

Full Council Meeting
Chigwell Parish Council

Minutes of the Meeting

Thursday 21st September 2023 at 19.00pm

Cllr Skingsley Morgan left at 19.55

Cllr Akhtar left at 19.55

- Celina
Apologies given
TO

Apologies not received from

Cllr Raza

Cllr Bhanot

Cllr Jefcoate (informal apology provided)

Meeting Recorded

Declarations of Interest

- None declared.

Item 18 – Non Attendance by Cllr

Cllr Bhanot last attended a Cllr meeting in May, so this matter is closed. All Cllrs agreed

Item 19 - Minutes

Minutes deferred until the next meeting

Item 20 – Public Participation

Members of public

- Attendance of Cllrs at meetings, the postponement of meetings.
- Why has the Clerk not been recruited
- Current staff in the Parish staff are working very hard

Another member of the public spoke

- Staffing levels are causing an issue with the running of the Parish
- Contentious planning issues are increasing
- Open Spaces are not being kept in proper order
- Victory Hall needs to go back to a Charity. Members club to be used for community
- Neighbourhood watch needs to be reinvigorated – use the latest tech to help membership and GDPR

Another member spoke

- Website not working

Item 21 – Chair's Update

Chair opened with a comment on herself being absent for the past six weeks and the continued challenges of not having a Clerk.

Community Assets Committee

Two new staff joined litter picker and grounds staff

Community Hall is used for various community groups e.g social spaces, knitting group

Item 22 – BT Contract

Request to go back and make this a three year contract rather than five years

Proposal to agree the new BT Contract and costs on the basis of the discussed costs but on 36 month period. If this cannot be confirmed then this item to come back to FC.

- Motion carried by all Cllrs

Item 23 – Disabled Play Equipment

Proposal to appoint the recommended Supplier for the disabled play equipment

- Motion carried by all Cllrs to agree spend up to £11,000 (inclusive of VAT) on the play equipment. Supplier will be appointed by Community Assets Committee. All Suppliers will be asked to come back with best and final offers.

If supplier not agreed withing next 30 days or greater than £11k then this item needs to come back to FC.

Item 24 – Seesaw

Currently looking for supplier who can repair the seesaw Awaiting quotes.

Are we still under warranty from the last repairs carried out – Olga to check

Can we check from a H&S perspective if the seesaw is fit for purpose, and if not does the seesaw need replacing. Olga to work with Toni on this

This will come back to FC

Item 25- Kitchen Replacement

A proposal to buy a residential kitchen or a commercial equipment

- Motion Carried to buy a residential kitchen

Chair has asked for all costs for updates to Victory Hall e.g Residential Kitchen , floor, frontage, be presented to Full Council for approval in one go. This will allow us to close VH and do all works in one go.

Item 26 – Internal Audit

Agree criteria for Audit proposals to be sent out. Cllr Gaffar to help Olga on this evaluation. With a recommendation to come back to FC

Item 27 – Internal Audit

Proposal to appoint a forensic auditor at a cost of £5k

- Motion carried to appoint forensic auditor - all agreed

Item 28 – KKTL/Telecoms

Proposal to allow a piece of land to be given to KKTL to put up a telecoms mast

CRA have no objection

Motion carried to lease land for a cost of £1500 per month

- All Cllrs agreed – motion carried

Item 29 Assets Register Matters

Current EV has broken down for use in open spaces and is not fit for purpose as we have had continuous breakdowns

Motion to acquire a short term lease for an EV vehicle, sell the broken EV and buy a new vehicle fit for purpose in the longer term. (Unbudgeted spend).

Three quotes for the new vehicle on a like for like basis to be obtained

- Motion carried to look for a new vehicle and sell current EV vehicle
- Motion carried to agree a short lease for three months with no more than £800 (inclusive of VAT) per month

Item 30 – Health and Safety

H&S safety policy signed

There are some outstanding items that need to be addressed from the playground H&S assessment January 23. All quotes to be gathered and presented at next FC.

Electrical Inspection. Further information needs to be gathered to agree next steps.

Replace security alarm system in main office – this needs further investigation as to why this is needed and why we are not currently compliant with H&S.

Fire alarm system at cemetery needs to be installed. Quotes are currently being gathered. This should be approved at CAC as assumed this is under £5k

Item 32 - St Marys Church

To allow the closure of land needed for repairs

- Motion carried by all Cllrs

Item 33 – CCTV

Proposal to pay outstanding amounts due to business who hosts our CCTV cameras

- Motion carried by all Cllrs

Item 34 - Worknest Matters

Proposal to pay the reduced bill from Worknest

- Motion carried by all Cllrs to pay invoice immediately.

Item 35 Chigwell Parish Council staff training

Training recommended by CAC needs to be completed by staff, but this means going over 15% of training budget.

- Motion approved by all Cllrs to allow training courses to go ahead and to take virement from Clerk staff costs in current budget

Meeting closed at 20.10