



**Chigwell** PARISH COUNCIL

**Minutes of meeting Full Council**

Date – Thursday 16<sup>th</sup> January 2025

Time – 6pm

• **Place of meeting** - Chigwell Council Parish Offices, Hainault Road

Chigwell IG7 6QZ

**Meeting started:** 6.08pm

**Present:** Cllrs Lisa Morgan (Chair), Debby Rye, Elliott Costa (Vice Chair), Jamie Braha,  
Tosin Amuludun #

Other Cllrs: Cllr Lee Scott #

Toni Slade Cemetery Registrar & H&S Officer, Sam Warren – Cemetery & Open  
Space Supervisor, Olga Linkeviciene -IRFO

#Part of meeting

**165.25 APOLOGIES FOR ABSENCE** - Cllrs Celina Jefcoate, Rochelle Hodds, Lorraine Clarke,  
Faiza Rizvi, Alana Aradeon

**166.25 OTHER ABSENCES** – Osman Ali

**167.25 DECLARATIONS OF INTEREST** – None

**168.25 CONFIRMATION OF MINUTES** – The minutes for 17 October 24, 14 November 24 &  
17 December 24 were duly signed.

**169.25 PUBLIC PARTICIPATION** – Cllr Lee Scott spoke about devolution and a unitary council;  
he would be back with an update in the coming months. He said that having elections this  
year was good value for money for residents, hence he voted against elections and his job.  
Next year 2026 there would be an election for an Essex Mayor # Cllr Scott left at 6.20pm.  
Christine Fuch CRA highlighted various missing minutes, although she had noticed since  
writing in to IRFO and copying in the Chair, most had now been updated, she thanked CPC  
for the work involved on completing this so quickly. It was also highlighted that some Cllr

Item 172-25B.  
Precept should read

£325416-00 not.

£325146 ~~(same)~~

16 9.25. Was not  
not was as stated.

Declaration of Interest were missing from the website. Residents had complained to the CRA about traffic in Chigwell Parish, VH still not having a kitchen, as well as seeing that it has been said that Chigwell now had a Dr's Surgery, but it seems we haven't. What are the plans?

#### **170.25 COUNCILLORS REPORTS – Deferred**

**171.25 VICTORY HALL / COMMUNITY HALL PROJECT** – EFDC Officers provided a presentation on the UK prosperity funding applications for 25/26 to the FC, for the community hall renovations and to help with the DDA compliance. This would include new kitchen facilities, pantry improvements, Disabled toilets, DDA compliant ramps in the hall. Any moneys left would go towards the renovations in VH.

The application would mean that the community hall would be used for the foreseeable future for community activities and projects, the grant would be for up to £60,400.00 with the parish agreeing to put 25% towards the project. The capital funding would be predominately for Community Hub (£50K) and some towards VH (£10K). The paperwork had to be completed and presented before the end of February. It would be good to include space for ICV & GP, the project has to be completed by March 26, therefore a very short window and a working group would need to be set up.

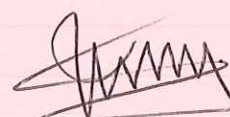
Working group - It was AGREED that Wendy Cockbill (EFDC), Lynne Moir (LFCG), Christine Fuch (or a CRA committee representative), Toni Slade (DDA & H&S CPC Officer), Sam Warren (CPC Open space Supervisor) & Cllr Debby Rye would be on the working group to facilitate this project and application. EFDC requested that Lynne Moir would head up the working group. All the aforementioned was UNANIMOUSLY AGREED.

#### **172.25 FINANCE MATTERS**

**A. BUDGET FOR 25/26** – In the absence of the chair of F&G the budget was presented by IRFO. Cllr Costa, Braha and Rye had no comments on the budget. Cllr Morgan highlighted the following cost centre issues:

55 – CCTV the budget had been removed totally, even though CPC had an ongoing project to install CCTV in GH and upgrade through Chigwell parish, starting in 25/26, we even have some essential CCTV repairs needed in the cemetery. How could this go ahead without the necessary budget?

57 – Street Furniture Budget had been totally removed from last years budget of £6K. How would the defib casing needed for CR be paid for in 25/26?





79 – Waste Disposal Budget had been totally removed from last years budget. How are we going to pay for our weekly waste disposal, without a budget? What cost centre is being used, as it appears this year 24/25 has incorrect figures and balance?

90 – C&OS Training Budget has been cut from 24/25 £6K, down to £3K 25/26.

Cllr Morgan went on to state 12 training courses that she knew of that the C&OS staff had been on and calculated that it came to more than the £1870 allocated in the actual spend for 24/25 and asked what cost centre the training courses had been allocated to. She said that with a new member of C&OS starting, they would need various training and it had already been AGREED at committee for training for the C&OS supervisor, this would total more than the £3k Allocated in the 25/26 budget.

118 – Fuel Budget had been reduced from £2074.47 24/25, down to £1K for 25/26, with an increased usage of the dumper in the cemetery (Filling 30L every 2 weeks = 780L) increased burials past pandemic levels (41 during pandemic, presently 45) and increased cremated remains (11 during pandemic and 15 at present) with a still 2.5 months to go. The digger taking 8L per dig (8L x 45Digs = 360L), 32 L for the mower for each 6 hours used (approx. 560L in the main 5 months of summer and 150L during Autumn/ winter), we also have lots of hand tools that require petrol usage, for example the strimmer. At todays prices the £1k budget equates to approx. 670L of fuel. At the present working level the C & OS require approx. 1850L of diesel, as well as petrol.

This is less than last year as the burial figures were lower and CPC has replaced the electric vehicle with a new one,

148 – Sub contractors – it states that the cover for 15 x digs @ £1030 for 4'6" grave, £1330 for 15 x digs for 8ft grave budget required between £15450 - £19950 (notes allocated £20K) Contract for temp grass cutting during summer months £14K totalling £34,000.00. This doesn't make sense as isn't cost effective or value for money, against a full time person, earning £25K pa plus pension etc..., who can cover for 52 weeks a year(Excluding holidays). The budget allocated for this is £5500.00 (again, it doesn't make sense)

88 – C&OS Salaries the budget has been cut from £132500 to £112,978.37 nearly 15%, when it has been constantly highlighted to Cllrs that there is a need for another member of the open spaces team (hence why there is so much overtime)

5 – Office salaries the budget has been increased from £121207.61 to £145427.81 20%, with no extra staff needed, as the new clerks salary would be covered by the original budget. The



chair put a question for F&G as to why the salary had been moved from the cemetery budget and put in the office budget and not where it was needed to allow CPC to work to their best abilities for residents.

62 – Victory Hall salaries has an increase of over 25% from 24/25 from £12200 to £15866.54, in 24/25 the salary paid for a caretaker / cleaner is £12258.26, with no cleaner/ caretaker after 31/01/25 and only a cleaner for up to 6 hours a week for VH, what was the reasoning behind this?

163 – Community hall income £5K, where was this figure plucked from, as we don't rent out CH and use it for parish community engagement events.

60 – Victory Hall regular income £10k, I would like to see proof of this, as we only have 3 regular hirers

61 – VH Casual income £12557.05, I would like to see the predictions for this as it has been stated that we do not have a cleaner/caretaker for hall, therefore until this job is filled, who is going to facilitate regular users. If the hall isn't hired due to lack of staff to facilitate this figure is pie in the sky.

Cemetery income – the predicted income for the cemetery is over £145k, with less staff than the previous year (2 operatives rather than 3), it was highlighted that fees would be increased and out of dedication plots would be chased. The chair stated that the OOD plots take time and man power, some may take several months as it's not a straight forward process.

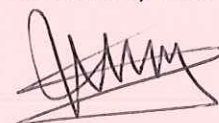
TS gave a breakdown of the process required for OOD plots, along with time frames and issues if the owner had died or moved without leaving a forwarding address.

The chair said that the budget needed to go back to F&G to be reviewed and she couldn't agree it with so many issues and unanswered questions, and she had more to address.

Cllr Costa said he didn't see a problem with it and Virements could be done on all the issues highlighted.

Cllr Braha raised a motion for this budget to be agreed, as was. The motion was to AGREE the 25/26 budget without amendments. It was voted on and AGREED. 2 in favour, 1 against and 1 abstained # Cllr T Amuludun joined the meeting at 7.15pm

**B. PRECEPT FOR 25/26 – It was AGREED to increase the precept by 4% to £325,146.00**





4 voted in favour, Cllr Lisa Morgan stated that she wanted it minuted that she couldn't agree to the increase as she didn't agree to the budget.

**C. EMR 25/26** – There was discussion over the EMR, where the IRFO explained what each item represented, and it was AGREED.

ITEM 172.25 EMR 2025/26			
EMR 2025/26, FG 14/01/25			
EMR	Cemetery Refurb	£50,000.00	
EMR	VH Refurb	£35,000.00	
EMR	Preservation of Chigwell Fund	£25,000.00	
EMR	Habitat restoration	£50,000.00	
EMR	Cemetery projects (Composting, Columbarium)	£28,532.30	
EMR	CAPITAL RESERVES	£1,162.20	
		Total EMR	£189,694.50
		General fund	£145,000.00

**D. PROPOSAL OF NEW CEMETERY FEES** – TS went through the proposal, and it was UNANIMOUSLY AGREED THAT NEW CEMETERY FEES WILL EFFECTIVE 01 APRIL 2025.

**173.25 INTERNAL CONTROL FOR Q4 2024/25** – Cllr Braha AGREED that he would be happy to be appointed Cllr to verify the bank reconciliations.

The chair extended the meeting past 2 hours.

**174.25 CIVILITY & RESPECT PLEDGE** – It was UNANIMOUSLY AGREED to adopt the pledge.

**175.25 CONSULTATION FOR STANDARDS & CONDUCT FRAMEWORK** – Deferred

**176.25 LOCAL EVENTS ON STATION GREEN 25/26**

-VAISAKHI

-EID

-MAY FAYRE

-CHRISTMAS

-DIWALI

-MENORAH LIGHTING

-OTHERS



**177.25 ITEMS TO BE BROUGHT FORWARD TO THE NEXT MEETING OR ITEMS FOR DISCUSSION THAT DO NOT REQUIRE A DECISION TO BE MADE**

Item 175.25 CONSULTATION FOR STANDARDS & CONDUCT FRAMEWORK

Finance matters

CH/VH working group update, with update on VH kitchen

**178.25 EXCLUSION OF THE PUBLIC AND PRESS** In accordance with The Public Bodies (Admissions to Meetings) Act 1960, the public may be excluded by resolution whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted. To CONSIDER the whether the public interest in the following it is equal to or outweighed by excluding the public and press and AGREE an appropriate course of action.

**179.25 STAFFING MATTERS**

Members were discussed and Agreed on an appropriate course of action.

**180.25 DATE OF NEXT MEETING 20<sup>TH</sup> March 2025 @7pm**

**MEETING FINISHED 9.35PM**

Signed .....  .....

Date..... 4-2-25 .....