

MINUTES

Minutes of meeting Full Council

Date –Tuesday 4th February 2025

Time –6.30 pm

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

Chigwell IG7 6QZ

Meeting started: 6.38 pm.

Present: Cllrs Lisa Morgan (Chair), Debby Rye, Elliott Costa (Vice Chair), Jamie Braha, Tosin Amuludun, Alana Aradeon *, Lorraine Clarke*, Rochelle Hodds*, Faiza Rizvi

Toni Slade – Cemetery Registrar; Sam Warren – Cemetery and Open Spaces Supervisor; Olga Linkeviciene -IRFO

*Part of the meeting

181.25 APOLOGIES FOR ABSENCE - None

182.25 OTHER ABSENCES – Cllrs Osman Ali, Celina Jefcoat

183.25 DECLARATIONS OF INTEREST – Cllr L Morgan 186.25 – Volunteers in the Community Hub wouldn't affect my decision – non-pecuniary

Cllr E Costa 192.25 – Staffing matters – Cleaning company works in his office- felt it wouldn't affect his decision – non-pecuniary

*Cllr A Aradeon joined the meeting at 6.40 pm

184.25 CONFIRMATION OF MINUTES – The minutes for 16th January 2025 were duly signed

185.25 PUBLIC PARTICIPATION – The Volunteer from the community hub stated the reasons behind not wanting to stop their activities on a Wednesday evening, they had been going on since 26th Jan 2024 and felt it was very unfair due to another operational issue from CPC that they would be turfed out of the hall, the same as last year. They were more than happy to share the hall, as they only used the snooker room, kitchen and back hall. The main bar room

wasn't used on a Wednesday evening. The Volunteers had been running activities on behalf of the parish for the past 3.5 years whilst maintaining and improving the facilities and the parish's community engagement. They were very aggrieved with being told they could cancel their men's mental health well-being and youth snooker so others could use the hall, although the parish couldn't guarantee the safety of the volunteer's equipment or the community pantry stock. The other Community Hub Volunteers were in full agreement.

A regular hirer complained about the lack of kitchen facilities and asked for a time schedule, as he felt the issue of the kitchen had been bounced back and forth too many times and wanted some action. He thanked Cllr J Braha in responding and assuring them that they would have a fully functioning kitchen, with cooking facilities and an oven in the near future.

Please could the parish also have a schedule of works and plans on the website for residents to see.

The kitchen had been promised to be completed by April and it was a breach of contract.

186.25 VICTORY HALL AND COMMUNITY HALL HIRE – It was highlighted that when VH had been hired at the weekend the rear gate (fire emergency access) was locked. This was a H&S breach. It was discussed and AGREED that group A hirer would be informed that they could share the CH with The Wed eve group (Age appropriate) and group B would use VH, Cllr L Morgan thought that it should be first come, first served scenario and group A had booked VH a year ago, so should have priority in VH.

VH would still be hired during the kitchen refurb, as it would be blocked off for work.

Cllr D Rye said regular hirers were given a discount due to the lack of kitchen facilities as a gesture of goodwill. Cllr F Rizvi informed that they hired knowing that there were no kitchen facilities, so there wasn't a breach of contract.

187.25 FINANCE MATTERS—

A. H&S SERVICE PROVIDER—This was **DEFERRED** to the following Full Council meeting to gather more information on Worknest's H&S service.

B. CEMETERY MOWER—It was **UNANIMOUSLY AGREED** to purchase our current lawnmower for £14,000 plus VAT instead of hiring it for the next 12 months at £2,000 pm / £24,000 per annum + VAT.

C. VICTORY HALL DRAINAGE – It was **re AGREED** to proceed with the previous quote from London Drainage AGREED at FC 6 months ago. The quote cost remains the same.

D. SUSPENSION OF FINANCIAL REGULATIONS – It was **UNANIMOUSLY AGREED** to suspend the Financial regulations due to the fact that we only had one quote due to it being a specialist quote and only one company would quote, as we had no mapping of drains

E. CEMETERY DRAIN JETTING AND CCTV SURVEY- It was **UNANIMOUSLY AGREED** to go ahead with the quote of £4,200 plus VAT received from Environmental Waste Management (EWM), and the Cemetery and Open Spaces Supervisor explained that not only would they clear the drains, they would also map the area for us too. We also have a problem with the drainage on the other side of the fence in Froghall Lane owned by the developers, as this is blocked and causing the cemetery to flood.

F VIREMENT Q3 24/25—It was **UNANIMOUSLY AGREED** to do the virements to run ongoing works and services.

FROM CODE E/29 Parish magazine	TO CODE D/41 MS Licences	£500.00
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FROM CODE F/34 Accounting software	TO CODE D/23 IT Service	£1,400.00
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FROM CODE I/45 Village Plan	TO CODE G/37 Legal H&R Advice	£5,000.00
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FROM CODE W/155 Climate consultancy	TO CODE H/43 Planning advice	£2,000.00
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FROM CODE L/65 SECURITY	TO CODE L/190 ELECTRICITY	£500.00
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FROM CODE L/66 VH MISC Exp	TO CODE L/190 ELECTRICITY	£250.00
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FROM CODE L/179 Cleaning materials	TO CODE L/190 ELECTRICITY	£1,000.00
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FROM CODE Z/203 Composting	TO CODE R/97 Property maintenance	£7,000.00
	TO	

	CODE R/98	£2,000.00
	Security	
	TO	
	CODE U/108	£1,000.00
	Equipment maintenance	

FROM	TO	
CODE S/93	CODE T/102	£600.00
Telephone	Electricity	

FROM	TO	
CODE U/95	CODE U/108	£800.00
Protective equipment	Equipment maintenance	

FROM	TO	
CODE VA/140	CODE VA/148	£3,000.00
Tree maintenance	C-Subcontractors	

FROM	TO	
CODE VA/141	CODE VA/148	£1,200.00
Tree purchase	C-Subcontractors	

187.25 SETTING UP OF DD FOR UTILITY SUPPLIES – It was **UNANIMOUSLY AGREED**.

188.25 TREE LOPPING ON STATION GREEN - – It was **UNANIMOUSLY AGREED** that firstly CPC needed to ascertain whether these were TPO's, if so then both would be objected to. If they weren't protected, then T1 would be agreed to be reduced by only 1 metre. T2 was a **UNANIMOUS NO** to any lopping or maintenance work being carried out by others.

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

CH/VH working group update

Update on VH kitchen

H&S provider update

190.25 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** whether the public interest in the following is



equal to or outweighed by excluding the public and press and AGREE on an appropriate course of action.

It was **UNANIMOUSLY AGREED** to exclude members of the press and public.

191.25 DATE OF NEXT MEETING 18th February 2025 @ 6.30pm

192.25 STAFFING MATTERS –

Members discussed the clerk's employment, an update on the cleaner/caretaker, the opening and closing of VH, the Cemetery operative, Cemetery Digging matters, and the HR provider and AGREED on an appropriate course of action.

MEETING FINISHED 8.35 PM

Signed

Date.....