



**MINUTES OF THE
ANNUAL COUNCIL MEETING**

Date: Tuesday 13 May 2025

Time: 7.00pm

Location: Chigwell Council Parish Offices, Hainault Road, Chigwell, IG7 6QZ

Members present:

Cllr L Morgan
Cllr D Rye
Cllr O Ali #
Cllr J Braha

Cllr E Costa
Cllr L Clarke #
Cllr R Hodds #
Cllr F Rizvi

Acting Clerk to the Council:

Cllr C Jefcoate

7.03 Cllr Hodds joins the meeting

AM001/25 - ELECTION OF A CHAIR (S. 15 OF THE LOCAL GOVERNMENT ACT 1972)

Cllr Rizvi was nominated but declined the invitation

Cllr Braha was nominated by Cllr Rizvi and seconded by Cllr Ali and was duly elected Chair of the Parish Council. Cllr Braha executed the declaration of acceptance of the office of Chair to the Council.

AM002/25 - ELECTION OF A CHAIR (S. 15(6) OF THE LOCAL GOVERNMENT ACT 1972)

Cllr Rye was nominated by Cllr Rizvi and seconded by Cllr Costa and was duly elected Vice Chair of the Parish Council. Cllr Rye executed the declaration of acceptance of the office of Vice Chair to the Council.

AM003/25 - APOLOGIES FOR ABSENCE

Apologies were received and **ACCEPTED** from Cllr Alumudun

AM004/25 - ANY OTHER ABSENCE

Cllr Aradeon

AM005/25 - DECLARATIONS OF INTEREST

None

AM006/25 - MINUTES

The minutes of 21 May 2024, 15 April 2025, 28 April 2025 and 29 April 2025 were **AGREED**

AM007/25 - PUBLIC PARTICIPATION

District Councillor Kaz Rizvi addressed the Council regarding the road upgrades in Chigwell, pothole repairs, fly-tipping mitigation strategies and the £60,000 UK Shared Prosperity Funding grant funding secured for Chigwell. He highlighted the Daleside Gardens road surface full refurbishment, and that the Roding Valley nature reserve approach road had been upgraded. Gates have been installed at Lambourne Crescent to prevent commercial waste dumping and district councillors continue to collaborate with environmental health officers to identify fly-tipping hotspots. Cllr Rizvi was recently with officers conducting an operation to patrol problematic fly tipping areas. He encouraged residents to report incidents as this would lead to increased funding available for monitoring of our area. Cllr Rizvi confirmed the Secured £60,000 UK Shared Prosperity Funding had been secured to upgrade community facilities in the face of strong competition from Loughton and Ongar. He highlighted a significant improvement in waste collection services and praised the transition to council-owned waste collection service. He reported 99.8% waste collection success rate

A MOP raised concerns regarding fly-tipping at Rolls Park Corner. It was noted that while the area had been recently cleared, there were ongoing issues with waste accumulation. The discussion highlighted the complications arising from private land ownership in relation to effective waste management.

Issues around drainage and potential slippage in Dickens Rise, especially near the brook, were noted and are being reviewed. As with all such matters, any necessary investigations into structural integrity and drainage function will be carried out in due course. Regarding ownership and maintenance responsibility, these are being clarified with the relevant bodies to ensure the appropriate party addresses the issue.

Regarding council assets, questions were asked about the insurance status of a minibus

In response to the inquiry: One of the two council-owned minibuses, which was under the care of Epping Forest Community Transport, has unfortunately been reported stolen. The matter is currently under investigation and appropriate authorities have been notified. As with any incident of this nature, the council is following standard procedures to determine the circumstances and ensure any necessary insurance processes are handled appropriately. While we understand public interest, details regarding the theft are limited at this stage to avoid compromising the investigation. Updates will be provided when it is appropriate to do so.

AM008/25 - ELECTION TO STANDING COMMITTEE

Members **CONSIDERED** and **APPROVED** the membership for the Planning Committee as follows:

Cllr D Rye

Cllr L Morgan

Cllr O Ali

Cllr L Clarke

Cllr E Costa

Cllr R Hodds

Cllr T Amuludun
Cllr A Aradeon

Cllr F Rizvi

Cllr Costa was nominated by Cllr Morgan and seconded by Cllr Clarke. Cllr Costa was due elected as Chair

Cllr Rizvi was proposed by Cllr Clarke and seconded by Cllr Costa. Cllr Rizvi was due elected as Vice Chair

7.34 pm Cllr Ali left the meeting

AM009/25 - ELECTION TO SUB COMMITTEES GIVEN THE POWER TO ACT

These committees have been given the Power to Act; the decisions of these committees will be reported to Council for information rather than ratification, unless this decision would result in an expenditure in excess of that allowed by their Terms of Reference. It was AGREED any decision that will result in the expenditure of over £2,500 will require ratification from the Council prior to implementation.

The Chair and Vice-Chair of the Council are both ex-officio members of these committees and therefore may stand-in if necessary to ensure that committee meetings are quorate.

Members are **CONSIDERED** and **APPROVED** the structure and membership for the following proposed committees for the year 2025/26.

It was **AGREED**:

Community Assets and Services

Cllr Braha	Cllr Clarke
Cllr Ali	Cllr Hodds
Cllr Morgan	

Finance & Governance

Cllr Rizvi	Cllr Rye
Cllr Aradeon	Cllr Costa
Cllr Amuludun	

Personnel

Cllr Rye	Cllr Amuludun
Cllr Hodds	Cllr Rizvi
Cllr Clarke	

7.38pm Cllr Ali rejoined the meeting

AM010/25 - STANDING COMMITTEE TERMS OF REFERENCE

Members **CONSIDERED** and **APPROVED** the adoption of the ToR for Planning committee for the year 2025/26

8.01pm Cllr Clarke left the meeting

AM011/25 - SUB COMMITTEE TERMS OF REFERENCE

Members **REVIEWED** and **APPROVED** the adoption of the ToR for for the following committees for the year 2025/26 with the **AGREED** amend that any decision that will result in the expenditure of over £2,500 will require ratification from the Council prior to implementation.

Finance and Governance
Personnel
Community Services and Assets

8.10pm Cllr Clarke rejoined the meeting

8.14 pm Cllr Ali left the meeting

AM012/25 - REVIEW OF COUNCIL SUBSCRIPTIONS

Members **REVIEWED** and **AGREED** the subscriptions for the year 2025/26

National/Essex Association of Local Councils
Rural Community Council of Essex
Institute of Cemetery and Crematorium Management
National Allotment Association

It was **NOTED** the ICO payment was not a subscription but appeared on the annual payment schedule at minute item AM016/25

Action:

RFO to remove from subscription list

AM013/25 - REPRESENTATION ON OUTSIDE BODIES

The Council **DETERMINED** the Council's representation on the following:

EFDC Standards Committee: Cllr Faiza Rizvi
EFDC Local Councils' Liaison Committee; the Clerk and the Chairman are automatically Members of this Committee. The Vice Chairman is also a Member.

AM014/25 - GENERAL POWER OF COMPETENCE

The Council **NOTED** the Parish Council resolved to confirm it satisfied the prescribed statutory criteria set out in the Parish Council's (General Power of Competence) (Prescribed Conditions) Order 2012/965 and the council qualifies as an eligible Parish Council at the Annual Meeting on 21 May 2024 (minute ref. [AM007/24](#)).

AM015/25 - PAYMENTS

The Council **REVIEWED** and **APPROVED** the proposed payments for May

AM016/25 - REVIEW OF DIRECT DEBITS AND BACS PAYMENTS

The Council **REVIEWED** and **APPROVED** the regular direct debit payments for 25/26

The Council **REVIEWED** and **APPROVED** the the contractual payments made via BACS and/or Standing Order for 2025/26

AM017/25 - LAND AND ASSETS REGISTER REVIEW

Members **REVIEWED** and **APPROVED** the Land and Assets Register

AM018/25 - RISK REGISTER

Members **REVIEWED** and **APPROVED** the Risk Register

AM019/25 - CONFIRMATION OF INSURANCE COVER

It is requirement that the Insurance Cover is reviewed for the year 2025/26 at the Annual Council Meeting

Members **NOTED** the review of the Policy at the Full Council meeting of 28 March and approval of renewal (Minute ref FC218/24)

AM020/25 - STANDING ORDERS REVIEW

Members **REVIEWED** and **APPROVED** the draft Standing Orders (2025) for adoption for 25/26,

AM021/25 - FINANCIAL REGULATIONS REVIEW

Members **REVIEWED** and **APPROVED** the draft Financial Regulations (2025) for adoption for 25/26,

AM022/25 - CODE OF MEMBER CONDUCT - LOCALISM ACT 2011, S28

Members **REVIEWED** and **APPROVED** the Chigwell Parish Code of Member Conduct for adoption during the year 2025/26

AM023/25 - COMPLAINTS PROCEDURE REVIEW

Members **REVIEWED** and **APPROVED** the Complaints Procedure. The Clerk advised all members would be asked to sign a copy

AM024/25 - MEDIA, COMMUNICATIONS AND EMAIL POLICY REVIEW

Members **REVIEWED** and **APPROVED** the Media, Communications and Email policy

AM025/25 - DATA PROTECTION POLICIES

Members **REVIEWED** and **APPROVED** the Data Protection policy

AM026/25 - EMPLOYMENT POLICIES

This matter was deferred

AM027/25 - SCHEDULE OF MEETINGS FOR 2025/26

Members **REVIEWED** and **APPROVED** the schedule for meetings in 2025/26 with the amendment that Full Council meetings begin at 7.00pm

AM028/25 - SCHEDULE OF COUNCILLOR SURGERIES TO OCTOBER 2025

The Acting Clerk reminded all Councillors to complete the Doodle poll sent out to confirm their availability. Cllr Rye would be in contact with information required

AM029/25 - CLERK'S REPORT

The Acting Clerk outlined the continued administrative responsibilities, including substantial preparation for the annual meeting and coordination of related documentation. The Acting Clerk has been actively consulting with an HR expert, reviewing job descriptions and planning updates to the staff handbook. In preparation for an upcoming audit the RFO and others staff are assembling the necessary documentation for the auditor's scheduled visit. The Acting Clerk urged the council to establish clear objectives, define priorities across various timeframes and develop a three-year strategic vision. She proposed there should be an informal meeting of Councillors to progress this planning. The Acting Clerk emphasised that council objectives should be clearly defined before finalising staffing plans to ensure strategic alignment between staff capabilities and council direction

AM030/25 - MATTERS TO BE BROUGHT FORWARD OR FOR DISCUSSION WITH NO DECISION

A report from CSA regarding the progress and strategy for the refurbishment of Victory Hall kitchen and disabled facilities

An update regarding the buses

Employment policies

AM031/25 - DATE OF THE NEXT MEETING

Thursday 26th June at 7.00pm