



MINUTES OF THE FULL COUNCIL MEETING OF CHIGWELL PARISH COUNCIL

Date: Thursday 23 July 2026

Time: 7.00pm

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

Members present:

Cllr T Amuludun (Vice Chair)
Cllr O Ali
Cllr L Clarke (leaves at 8.23pm)
Cllr E Costa
Cllr C Jefcoate
Cllr E Skingsley (joins at 7.37pm)

Officers present:

Clerk and Proper Officer: Jason Selvarajah MSc

Responsible Financial Officer: Olga Linkeviciene

Members of the press and public are invited to attend this meeting. Members of the Public and Councillors are asked to **NOTE** that in accordance with Standing Orders 3 (i) and the Local Government Transparency Code 2015, photographing, recording, broadcasting, transmitting or otherwise reporting the proceeding of a meeting may take place.

Councillors are asked to **NOTE** that in the exercise of their functions, they must take note of the following: equal opportunities; crime and disorder; human rights; health and safety and biodiversity

Before the meeting the Vice Chair referred to the recent deaths of Ann Widdecombe, former Member of Parliament and Government Minister, and Anthony Everett, former Chairman of Chigwell Parish Council.

The Council recorded its appreciation of their respective contributions to public life and the local community and extended its condolences to their families and friends.

A minute's silence was observed.

1. FC026/26- APOLOGIES FOR ABSENCE

Members received and **AGREED** to accept any apologies for absence from Cllr D Rye, Cllr J Braha, Cllr L Morgan, Cllr R Hodds and Cllr F Rizvi

2. FC027/26- ANY OTHER ABSENCE

None.

3. FC028/26- DECLARATIONS OF INTEREST

None.

4. FC029/26- MINUTES

The minutes of the Full Council meeting held on 25 June 2026 were **APPROVED** as a true record and signed by the Vice Chair ([Appendix 1](#))

5. FC030/26- PUBLIC PARTICIPATION

There was no public participation.

County Councillor Lee Scott was in attendance and provided Members with an update regarding ongoing communications with Thames Water concerning current road closures and associated works. He also gave a general update on matters relating to Essex County Council and other county-wide issues.

6. FC031/26- FINANCIAL TRANSACTIONS

Members **REVIEWED** and **APPROVED** the proposed payments for August 2026 ([Appendix 2](#))

7. FC032/26- FINANCIAL REGULATION 5.15 EXPENDITURE

As per Financial Regulations 5.15, Individual purchases within an agreed budget for that type of expenditure may be authorised by the Clerk or RFO, under delegated authority, for any items below £1,000 excluding VAT. Such authorisation must be supported by a minute (in the case of council or committee decisions) or other auditable evidence trail.

Members **APPROVED** the attached expenditure of individual purchases within an agreed budget for that type of expenditure authorised by the Clerk or RFO for the period to 23 July 2026 ([Appendix 3](#))

8. FC033/26- FINANCIAL REGULATION 5.18 EXPENDITURE

As per Financial Regulations 5.18, in cases of serious risk to the delivery of council services or to public safety on council premises, the clerk may authorise expenditure of up to £2,000 excluding VAT on repair, replacement or other work that in their judgement is necessary, whether or not there

is any budget for such expenditure. The Clerk shall report such action to the Chair as soon as possible and to the council as soon as practicable thereafter.

Members **NOTED** the attached expenditure of £1,375 (net £1,145.83) to hire a van whilst parish council van is not available and awaiting repair.

9. FC034/26- Q1 2026/2027 REPORT- SPEND AND INCOME TO DATE

Members **NOTED** the Q1 report previously considered by the Finance and Governance Committee during the meeting on 10 July which was circulated previously to all members.

10. FC035/26- INTERNAL CONTROL FOR Q2 2026/27

Members **APPOINTED** Cllr A Osman to verify bank reconciliations (for all accounts) produced by RFO who shall sign the reconciliations and the original bank statements as evidence of verification (Financial Regulations 2.2).

11. FC036/26- PROGRESS REPORT TO THE COUNCIL REGARDING EMR 231 - VH FIRE ESCAPE PATHWAY REMEDIAL WORKS

Members **NOTED** and **APPROVED** the officer's report and the expenditure incurred to complete this project ([Appendix 4](#)) and ([Appendix 4a](#))

12. FC037/26- PROGRESS REPORT TO THE COUNCIL REGARDING EMR 230 - CPC CORPORATE BRANDING

Members **REVIEWED** and **APPROVED** the officers' report regarding expenditure incurred to complete this project ([Appendix 5](#))

13. FC038/26- PROGRESS REPORT TO THE COUNCIL REGARDING EMR 210 - PRESERVATION OF CHIGWELL FUND

Members **REVIEWED** and **APPROVED** the expenditure incurred to complete this project ([Appendix 6](#))

14. FC039/26- COUNCIL ASSET REGISTER AND CAPITAL EARMARKED RESERVES (EMR)

Members **NOTED** and **AGREED** to the following:

- a) Removal of Mercedes Minibus from asset register following its sale at auction on 9 July 2026.
- b) Funds obtained from the sale of the Mercedes Minibus for the sum of £9,520.00 to be transferred to EMR.

15. FC040/26- EMR RESERVE - ASSETS REPLACEMENT AND MAINTENANCE

Members **CONSIDERED** a recommendation from the Finance and Governance Committee and **AGREED** to the following:

- a) To approve the establishment of a new EMR Reserve specifically for Assets Replacement and Maintenance.
- b) To allocate any bank interest received to this reserve starting from April 1, 2026, and continuing thereafter.
- c) To allocate funds from other income sources, such as rent from a piece of land and rental space for the infrastructure of Parcel Lockers, to this reserve.

16. FC041/26- CEMMETERY MATTERS

Members **NOTED** the Officer's report regarding the cancellation of an Exclusive Right of Burial (EROB), the transfer of the plot back to Chigwell Parish Council and the potential for similar cases to arise in the future. Members **DEFERRED** consideration of the recommendation to introduce a blanket prohibition on the Council repurchasing reserved grave plots pending the receipt of further information. The Clerk was requested to undertake benchmarking with comparable burial authorities and report back to Council with findings and recommendations for further consideration ([Appendix 7](#))

Members **CONSIDERED** the recommendation of the Finance and Governance Committee and **AGREED** to adopt the revised Cemetery Regulations. Members further **AGREED** that all provisions relating to grave buybacks be removed from the regulations pending further consideration and a subsequent report from the Clerk. Subject to this amendment, the regulations may be published. Members also **AGREED** that the Cemetery Regulations shall be maintained as a version-controlled live document, with any future amendments being referred to the Finance and Governance Committee and/or Full Council, as appropriate, for consideration and approval prior to implementation ([Appendix 8](#))

Members **NOTED** the Officer's report and **AGREED** the recommendations contained therein regarding Section H at Chigwell Cemetery. Members **NOTED** the completion of the marking out and numbering of Section H and **APPROVED** the adoption of plot numbers 1877 to 2056 inclusive as the official numbering sequence for the section. Members further **AGREED** that the Council's official Cemetery Map and associated records be updated accordingly and noted that, following the identification of reserved and utilised plots, 127 lawn grave plots remain available for future allocation within Section H ([Appendix 9](#))

17. FC042/26- UPDATE FROM THE CHAIR

Members **NOTED** Chairs report ([Appendix 10](#))

18. FC043/26- UPDATE FROM THE CLERK

Members **NOTED** the Clerk's report ([Appendix 11](#)) and **RESOLVED** the following:

Limes Farm Avenue Retaining Wall

Members **CONSIDERED** the report regarding the unsafe retaining wall adjacent to the allotments at Limes Farm Avenue and **AGREED**, in principle, to undertake remedial works at a cost of £6,150, including associated tree works, root management and construction of a replacement retaining wall. The Clerk was instructed to first establish whether the costs may be recoverable through the

Council's insurers. Should insurance cover not be available, the work is to proceed in accordance with the submitted quotation. Funding agreed from general reserves to earmarked reserves 210.

Victory Hall Stage Wall Repairs

Members **APPROVED** expenditure of £1,250 for plastering and associated repairs to the rear stage wall at Victory Hall, noting the importance of maintaining a safe and presentable environment for hirers and visitors. Funding agreed to be met from the Victory Hall budget.

Council Chamber Modernisation

Members **APPROVED** expenditure of £1,080 for the installation of display screen technology within the Council Chamber to enhance presentations, improve public and Member engagement, support training activities and reduce reliance on printed documentation. Funding agreed from general reserves to earmarked reserves 230.

Infrastructure Improvement Programme

Following a recommendation from the Finance and Governance Committee, Members **AGREED** to continue developing an Infrastructure Improvement Programme and establish a dedicated reserve for future building maintenance, infrastructure investment and asset replacement, funded through interest receipts and income generation initiatives.

Station Road Tree Encroachment

Members **APPROVED** in principle expenditure of £650 to undertake tree works required to address vegetation encroachment affecting Station Road. The approval is subject to the Clerk obtaining details of any associated traffic management, road closure or statutory requirements, together with the related costs. Members agreed that the funding source and final project cost will be confirmed once all associated expenditure has been identified and reported back to Council, if necessary.

Dolphin Court Vegetation

Members **RECEIVED** an update regarding ongoing concerns relating to vegetation growth adjacent to Station Green. No further works were approved at this time. Members acknowledged the long-standing nature of the matter and supported the retention and protection of the existing habitat and biodiversity value of the area.

Parcel Lockers and The Paddocks

Members **NOTED** an update regarding the installation of parcel lockers and the associated income stream that would be generated for the Council. It was further **NOTED** that such income could contribute towards the Infrastructure Improvement Programme and Maintenance Reserve.

Members also **RECEIVED** an update regarding an unauthorised gathering at The Paddocks involving a barbecue, amplified music and a bouncy castle. Given the site's status as a nature area, Members **AGREED** that additional signage should be installed to discourage inappropriate use in the future. Members further **NOTED** actions taken by officers following reports of unauthorised grass cutting beyond designated pathways and subsequent liaison with the organisers involved.

Community Hub Arrangements

Members **NOTED** current staffing pressures and the need to prioritise operational resources accordingly. Members **AGREED** that an interim three-month User Agreement and Terms of Use be established for the Limes Farm Community Group's occupation and use of the Community Hub.

Authority was delegated to the Clerk to finalise the arrangements in consultation with users, including expectations relating to cleaning, housekeeping and day-to-day use of the premises. The arrangements will be reviewed as refurbishment proposals progress and longer-term occupancy arrangements are developed.

Members further **AGREED** that preparations should commence to clear and organise the Community Hub to facilitate contractor inspections, stakeholder visits and future improvement works.

Subject Access Request

Members **NOTED** the costs incurred to date in responding to an ongoing Subject Access Request and acknowledged that additional expenditure may arise depending on the scope and complexity of the request. Members requested that any significant future costs be reported to Council for consideration.

Annual Leave

The Clerk **REMINDED** Members of his forthcoming annual leave and confirmed that appropriate arrangements had been put in place to ensure continuity of service and operational resilience during his absence.

FC044/26- COMMUNITY HUB AND VICTORY HALL WORKING GROUP TERMS OF REFERENCE

Members **NOTED** and **AGREED** to the terms of reference for a working group to support the Community Hub and Victory Hall project ([Appendix 12](#))

19. FC045/26- MATTERS TO BE BROUGHT FORWARD OR FOR DISCUSSION WITH NO DECISION

None.

20. FC046/26- DATE OF THE NEXT MEETING

Thursday 27 August 2026 at 7.00pm

21. FC047/26- EXCLUSION OF THE PUBLIC AND THE PRESS

In the event that the Agenda contains items where the public interest in maintaining confidentiality may outweigh the public interest in the item being made public, to **CONSIDER** the following motion to be proposed by the Chair:

“That the public and the press be excluded from the meeting, the Council believing that publicity would be prejudicial to the public interest by reason of the confidential nature of the business about to be discussed.”

Notes on Declarations of Interest

Members with a disclosable pecuniary interest in an item should withdraw from the room while that item is being considered. Members should also leave the room if their continued presence is not compatible with the Council’s Code of Conduct or the Seven Principles of Public Life.

The disclosure must include the nature of the interest. If you become aware during meeting of an interest that has not been disclosed under this item you must immediately disclose it. You may remain in the meeting and take part fully in discussion and voting unless the interest is prejudicial.

A personal interest is prejudicial if a member of the public with knowledge of the relevant facts would reasonably regard it as so significant that it is likely to prejudice your judgement of the public interest and it relates to a financial or regulatory matter.

It is not practical to offer detailed advice during the meeting on whether or not a personal interest should be declared, or whether a personal interest should be regarded as a Disclosable Pecuniary Interest. Members are advised to seek the advice of the Monitoring Officer well before the meeting if needed.