



MINUTES OF THE FULL COUNCIL OF CHIGWELL PARISH COUNCIL (INCLUDING PLANNING)

Date: Thursday 27 August 2026

Time: 7.00pm

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

Members present:

Cllr D Rye (Chair)
Cllr J Braha
Cllr E Costa (Chair of Planning Committee)
Cllr C Jefcoate (Vice Chair of Planning Committee)
Cllr F Rizvi

Officers present:

Clerk to the Council: 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

1. FC048/26- APOLOGIES FOR ABSENCE

Members received and **AGREED** to accept apologies from Cllr L Morgan, Cllr E Skingsley, Cllr R Hodds, Cllr O Ali, Cllr T Amuludun and Cllr L Clarke.

2. FC049/26- ANY OTHER ABSENCE

None.

3. FC050/26- DECLARATIONS OF INTEREST

Cllr F Rizvi declared a personal interest in the first item contained within the Clerk's Report, namely *Courtland Drive (Decision Required)*, and withdrew from the meeting for the consideration of this item, taking no part in the discussion or decision thereon.

4. FC051/26- MINUTES

The minutes of the Planning Committee meeting held on 13 August 2026 ([Appendix 1a](#)) and the Full Council meeting held on 23 July 2026 ([Appendix 1b](#)) were approved were **APPROVED** as a true and accurate record of the proceedings and signed by the respective Chairs.

5. FC052/26- PUBLIC PARTICIPATION

One member of the public addressed the Council on matters concerning local environmental issues, Parish Council land maintenance, community facilities, dog waste provision, neighbourhood planning and traffic management.

RESOLVED: That the comments be noted. The Clerk was requested to provide further updates directly to the member of the public where appropriate.

6. PLANNING

Members **CONSIDERED** the following application received for the weeks ending 7 and 14 August 2026

6.1 PL112/26- EPF/1527/26 - 22, Northdene, Chigwell, IG7 5JT

PROPOSAL: Garage conversion into habitable space, ground floor single storey front, rear and side extension and part first floor side and rear extension.

RESOLVED: That Chigwell Parish Council raises no objection to the application.

The Committee **NOTED** the following planning determinations issued by Epping Forest District Council and raised no comment:

6.2 PL113/26- EPF/1494/26 - 29, Chigwell Rise, Chigwell, IG7 6AQ

Approval of Details Reserved by Condition 4 Surface Water Drainage of EPF/0783/26 (Part single and part double storey rear and front extension, single storey side extension and loft conversion including raising roof ridge).

6.3 PL114/26- EPF/1509/26 - 19, Globe Cottage, Lambourne Road, Chigwell, IG7 6HA

Approval of Details Reserved by Conditions 5 and 22 Foul and Surface Water Drainage of EPF/0834/22 (The development of three family dwellings on the site of the previously consented

scheme at 19 Lambourne Road. The proposal is comprised of three 4-bedroom dwellings, similar in height, materials & style to the neighbouring buildings).

6.4 PL115/26- EPF/1506/26 - 22, Northdene, Chigwell, IG7 5JT

Erection of single storey ground floor rear extension 6.00 x 3.00 x 3.00.

6.5 PL116/26- EPF/1505/26 - 22, Northdene, Chigwell, IG7 5JT

Certificate of Lawful Development for proposed loft conversion with rear dormer and front roof lights.

7. FC053/26- FINANCIAL TRANSACTIONS AND BANK RECONCILIATIONS

Members **REVIEWED** and **APPROVED** the Summary Report of the Responsible Financial Officer ([Appendix 2](#)) which provided an update on the Council's banking and investment arrangements, pension compliance requirements, cash flow forecasts and treasury management activities.

Members **NOTED** that the Charity Bank Ethical Fixed Term Account matured on 6 August 2026. The balance of £88,153.50 was subsequently transferred to a 40-Day Notice Savings Account offering an interest rate of 3.70%. Members further **NOTED** that Charity Bank currently offers 4.60% Gross/AER on a 12-month fixed-term deposit account.

Members **NOTED** that the Council's Workplace Pension Re-enrolment and Re-declaration of Compliance was completed and submitted on 7 July 2026, ahead of the statutory deadline of 9 July 2026.

Members **RESOLVED** to approve the Responsible Financial Officer's recommendation to transfer £45,000 from the Instant Savings Account and £27,481.20 from the Current Account to the designated Tender Account.

Members **RESOLVED** that no withdrawals be made from the Council's savings accounts during September 2026, to maintain liquidity and support the Council's financial planning arrangements.

Members **NOTED** that the Responsible Financial Officer will present an updated Investment Report to a future meeting of the Finance and Governance Committee. Following consideration by the Committee, any recommendations arising will be referred to Full Council for consideration and ratification in October 2026.

Members **REVIEWED** and **APPROVED** the proposed payments for August ([Appendix 3a](#)) and September ([Appendix 3b](#))

Members **REVIEWED** and **APPROVED** the card payments for July ([Appendix 4](#))

Members **REVIEWED** and **APPROVED** the bank reconciliation to 31 July ([Appendix 5](#))

Members **NOTED** the report detailing salary, superannuation and tax payments for August 2026 paid 11 August and September 2026 paid 11 September ([Appendix 6](#))

Members **NOTED** the reported cemetery activities to 31 July 2026 ([Appendix 7](#))

8. FC054/26- 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 **NOTED** 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 21 August 2026 ([Appendix 8](#))

Members **NOTED** we will now create new current account with Unity Trust Bank for the Community Hub and Victory Hall development works previously agreed by Full Council.

9. FC055/26- UPDATE FROM THE COMMUNITY SERVICES AND ASSETS COMMITTEE

Members **NOTED** the update from the Community Services and Assets Committee.

During discussion, Members considered the possibility of extending Christmas lighting provision within the Parish. It was noted that no formal proposal had been submitted and that no budget provision currently existed for additional Christmas lighting within the approved 2026/27 budget.

Members discussed the costs associated with the Council's existing Christmas lighting arrangements and the principle of providing additional displays across the Parish's wards. The Clerk reminded Members that any proposal for additional Christmas lighting would need to be developed, fully costed, and considered through the Council's established budget-setting and decision-making processes.

No formal proposal was before the Council and no resolution was made ([Appendix 9](#))

10. FC056/26- UPDATE FROM THE CHAIR

Members **NOTED** the Chair's Report and endorsed the recommendations contained therein ([Appendix 10](#))

ACTION: The Clerk to circulate the Council's current Code of Conduct to all Members for review, signature and return, with signed copies to be retained on file. The Clerk was also requested to arrange refresher training for Members on the Code of Conduct.

11. FC057/26- UPDATE FROM THE CLERK

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

Courtland Drive Meadow (Decision)

Members **CONSIDERED** the report regarding the ongoing management of Courtland Drive Meadow, including the current biodiversity-led maintenance regime and concerns raised regarding the appearance of the site and incidents of fly-tipping.

Members **DEFERRED** their decision until the next meeting of Full Council. Members indicated a preference for retaining the existing management approach under the current Biodiversity Management Plan but requested further information before reaching a final decision.

ACTION: The Open Spaces Supervisor is to prepare an officer report for consideration at the next meeting of Full Council, outlining the current management regime and any practical improvements that could be implemented in accordance with the Council's Biodiversity Policy.

Garden of Remembrance Complaint (Decision)

Members **CONSIDERED** a long-standing complaint relating to a Memorial Rose within the Garden of Remembrance.

RESOLVED: That no complimentary extension be granted, as doing so could set an undesirable precedent for future requests. Members acknowledged the concerns raised but noted that replacement planting had previously been approved and undertaken as the agreed remedy.

Members further **AGREED** that officers should continue efforts to improve the maintenance and appearance of the Garden of Remembrance and wider Cemetery, with particular attention given to the area concerned.

ACTION: Officers to continue implementing improvements to maintenance standards and site appearance within the Garden of Remembrance and across the Cemetery.

Cremated Remains Plot Renewals (Update)

Members **NOTED** the update regarding the ongoing review and digitisation of historic cemetery records, undertaken in response to recommendations arising from the ICCM Cemetery Audit and in support of actions contained within the Council's Cemetery Action Plan.

Members were supportive of the work being undertaken by officers to verify historic records, improve data accuracy and implement the recommendations arising from the audit process.

Members also **NOTED** the small number of complaints received regarding the renewal process for Exclusive Rights of Burial and were reassured by the procedures in place where rights are not renewed, including the reversion of plots to Council ownership in accordance with the Council's regulations.

Members expressed their support for officers continuing to undertake any corrective actions identified through the audit process and Cemetery Action Plan to ensure records, procedures and cemetery management arrangements remain accurate, compliant and fit for purpose.

Maternity and Family Friendly Policy (Decision)

Members **CONSIDERED** the revised Maternity and Family Friendly Policy, which had been reviewed and updated by the Council's external HR Consultant to reflect current employment legislation and best practice, including recent changes relating to neonatal care leave and other family-friendly rights ([Appendix 11a](#))

RESOLVED: That the revised Maternity and Family Friendly Policy be adopted and implemented with immediate effect and published as part of the Council's policy framework.

12. FC058/26- MATTERS TO BE BROUGHT FORWARD OR FOR DISCUSSION WITH NO DECISION

None.

13. FC059/26- DATE OF THE NEXT MEETING

Agreed by Full Council as Thursday 24 September 2026 at 7.00pm

14. FC060/26- 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.”

15. FC061/26- TENDER PROCESS UPDATE (COMERCIALLY SENSITIVE)

Members **NOTED** the Clerk's update regarding the ongoing procurement process for the proposed Community Hub and Victory Hall improvement project.

The update provided an overview of progress to date, including the tender evaluation process, project priorities, governance arrangements, indicative timescales and the next stages of the procurement process.

Members **NOTED** the information presented and supported the proposed approach to evaluation and moderation in accordance with the Council's approved procurement procedures.

Members **RESOLVED** to delegate authority to the Clerk, following completion of the evaluation process and identification of a preferred contractor, to undertake the necessary due diligence and progress contractual arrangements. The working group will support stakeholder engagement and the coordination of project details, including materials and colour selections, as required to facilitate project delivery.

Members acknowledged the significant officer commitment required to deliver the project and **NOTED** that, throughout the implementation phase, the Clerk's primary focus would be on project delivery and maintaining the Council's day-to-day operations. Members recognised that this may limit capacity for additional non-essential projects and initiatives during the construction period.

(Confidential Appendix 1)**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.