



MINUTES OF CHIGWELL FULL COUNCIL MEETING

Date: Thursday 24 September 2026

Time: 7.00pm

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

Members present:

Cllr T Amuludun (Vice Chair)

Cllr L Clark

Cllr E Skingsley

Cllr F Rizvi

Cllr J Braha

Cllr E Costa

Cllr L Skingsley-Morgan

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. FC062/26- APOLOGIES FOR ABSENCE

Apologies for absence were **RECEIVED** from Cllr C Jefcoate, Cllr O Ali, Cllr R Hodds and Cllr D Rye.

It was **RESOLVED** to approve the apologies for absence received.

2. FC063/26- ANY OTHER ABSENCE

None.

3. FC064/26- DECLARATIONS OF INTEREST

None.

4. FC065/26- MINUTES

Members **APPROVED** the minutes of the Full Council Meeting (including Planning) held on 27 August 2026 as a true and accurate record ([Appendix 1](#))

5. FC066/26- PUBLIC PARTICIPATION

One member of the public was present.

Members received an update from the Community Engagement Officer, Epping Forest District Council, regarding her role and activities within the Limes Farm community.

An update was provided on the Limes Life publication and community events supported by Chigwell Parish Council.

Members **NOTED** the update.

6. FC067/26- FINANCIAL TRANSACTIONS AND BANK RECONCILIATIONS

Members **CONSIDERED** the Summary Report from the Financial Officer ([Appendix 2](#))

Members **CONSIDERED** the card payments for August 2026 ([Appendix 3](#))

Members **CONSIDERED** the bank reconciliation as at 31 August 2026 ([Appendix 4](#))

Following consideration, it was **RESOLVED** to:

- **APPROVE** the Summary Report from the Financial Officer
- **APPROVE** the card payments for August 2026
- **APPROVE** the bank reconciliation as at 31 August 2026.

Members also **RECEIVED** and **NOTED** the reported cemetery activities to 31 August 2026 ([Appendix 5](#))

7. FC068/26- 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 **RECEIVED** a report detailing expenditure comprising individual purchases within agreed budget provisions, authorised by the Clerk or Responsible Financial Officer under delegated powers for the period ending 21 August 2026 ([Appendix 6](#))

Members **APPROVED** the expenditure.

8. FC069/26- EXTERNAL AUDIT 2025/26

Members **RECEIVED** the External Auditor's Report and Certificate 2025/26 ([Appendix 7](#)) and the Certified Annual Governance and Accountability Return (AGAR) 2025/26 ([Appendix 8](#)).

Members were advised that the Council's external auditor had completed its review of the Annual Governance and Accountability Return for the financial year ended 31 March 2026 and had issued an unqualified opinion, with no matters of concern or recommendations identified. The auditor confirmed that the Council's governance arrangements, financial management and accounting statements complied with the required standards and that the audited accounts demonstrated the Council remained in a strong financial position.

Members **NOTED** the successful conclusion of the external audit process and the intention to complete the remaining statutory publication requirements.

It was **RESOLVED** that the timetable for 2026/27 will be as follows:

- Full Council to sign AGAR 26/27 at the meeting on **Thursday, 24 June 2027**.
- The public rights inspection period will be conducted between **Thursday, 1 July 2027** and **Wednesday, 11 August 2027**.

9. FC070/26- THE PADDOCKS S.106 LAND

Members **CONSIDERED** the Officer Report and developer correspondence regarding the management and community use of The Paddocks ([Appendix 9](#))

It was **RESOLVED** to:

- **NOTE** the developer's correspondence;
- **CONFIRM** that The Paddocks shall continue to be managed as a public amenity area in accordance with the transfer documentation and Section 106 obligations;
- **AGREE** that requests for organised activities and community events be considered through the Council's Community Use Application process, with each application determined on its individual merits; and
- **AMEND** the existing signage to better reflect the legal status of the land and permitted activities.

10. FC071/26- COURTLAND DRIVE BIODIVERSITY MANAGEMENT PLAN REVIEW

Members **CONSIDERED** the Officer Report reviewing biodiversity management across Council-owned open spaces ([Appendix 10](#))

Following discussion, it was **RESOLVED** that officers prepare a revised Biodiversity Management Strategy based on concentrating biodiversity enhancement and monitoring within a principal dedicated site, whilst returning other residential open spaces to a more traditional amenity grass-cutting regime. The strategy is to include site-specific maintenance schedules, resource requirements and associated cost implications for future consideration by the Council.

11. FC072/26- EXPIRED EXCLUSIVE RIGHTS OF BURIAL

Members **CONSIDERED** the Officer Report regarding the management of expired Exclusive Rights of Burial and the professional advice received from the Institute of Cemetery and Crematorium Management (ICCM) ([Appendix 11](#)).

It was **RESOLVED** to adopt the officer recommendation as Council policy, confirming that responsibility for monitoring and renewing Exclusive Rights of Burial rests with the rights holder. Where reasonably practicable, the Council will continue to make efforts to contact owners of expired or expiring rights and offer an opportunity to renew before any plot is reclaimed by the Burial Authority. Any renewal shall be subject to the Council's approved fees and charges.

Members also **APPROVED** the proposed amendment to the Cemetery Regulations to reflect this policy position.

12. FC073/26- REMINDER: CODE OF CONDUCT TRAINING AND RETURN OF SIGNED CODE OF CONDUCT

Members were reminded that Code of Conduct Refresher Training had been arranged for 12 November 2026 at the Parish Offices.

The Clerk advised that diary placeholders had been issued to all Members and reminded those present to confirm their attendance and return their signed Code of Conduct forms in accordance with Minute FC056/26.

Members **NOTED** the update.

13. FC074/26- UPDATE FROM THE CLERK

Members **RECEIVED** and **NOTED** the Clerk's Report ([Appendix 12](#))

It was **RESOLVED** to defer consideration of the Station Road tree works pending completion of the Council's tree survey.

Members **SUPPORTED** the provision of Victory Hall free of charge for the October half-term Play in the Park sessions.

Members **AGREED IN PRINCIPLE** to the conversion of a toilet at the Parish Offices into a shower/wet room for operational staff welfare. Members further **AGREED** that the Council's existing contractor be invited to undertake the works where practicable; however, should the contractor be unable to do so, officers are authorised to proceed with the quoted contractor, subject to compliance with the Council's Financial Regulations and procurement requirements.

In relation to the Oak Lodge Avenue defibrillator, Members **RESOLVED** that, should responsibility for the defibrillator transfer to the Limes Farm Community Group, authority be delegated to the Clerk to purchase replacement consumables as required.

Members **APPROVED** the Community Use Application submitted by the Limes Farm and Grange Hill Community Group and **APPROVED** the Community Use Application submitted by the Association of Hindu Organisations, subject to the conditions set out within the report.

Members **NOTED** the remaining updates contained within the Clerk's Report.

14. FC075/26- MATTERS TO BE BROUGHT FORWARD OR FOR DISCUSSION WITH NO DECISION

COUNCILLOR RESIGNATION

A letter of resignation from Councillor Rochelle Hodds was read to Members by Cllr Morgan Skingsley.

Members **NOTED** the resignation. The Clerk confirmed that the necessary statutory procedures had been commenced.

15. FC076/26- DATE OF THE NEXT MEETING

Thursday 22 October 2026 at 7.00pm

16. FC077/26- 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.”

17. FC078/26- TENDER PROCESS UPDATE

Members **CONSIDERED** a confidential Officer Report regarding the conclusion of the tender process for the Community Hub and Victory Hall Improvement Works.

Members were advised that a rigorous procurement and evaluation process had been undertaken in accordance with the Council's procurement requirements, including independent tender evaluations, moderation meetings and clarification interviews with shortlisted contractors. The Clerk also confirmed that due diligence checks had been undertaken and reported the outcome to Members.

Following consideration of the evaluation process and recommendation of the Community Hub and Victory Hall Working Group, it was **RESOLVED** to award the contract for the Community Hub and Victory Hall Improvement Works to Hartley Services Group in the sum of £100,000 plus VAT.

Members noted that the project will be funded through £60,401 of UK Shared Prosperity Fund (UKSPF) capital grant funding secured via Epping Forest District Council, together with a financial contribution from Chigwell Parish Council, bringing the total project value to £100,000 plus VAT.

It was further **RESOLVED** to obtain legal support in relation to the contract documentation and to delegate authority to the Clerk to finalise contractual arrangements and progress the project to the delivery stage on behalf of the Council.

18. FC079/26- CEMETERY RELATED REFUND REQUEST

Members **CONSIDERED** a confidential Officer Report relating to a historic cemetery administration matter.

It was **RESOLVED** to approve a refund of £1,265.00 (Ref: CR72) in respect of an incorrectly processed cemetery transaction, amend the cemetery records to reflect the correct legal position, facilitate the completion of the necessary ownership transfer documentation, and authorise officers to take all necessary administrative steps to regularise the matter.

Members **NOTED** that wider governance and procedural issues identified during the review of cemetery records will be reported separately to the Finance and Governance Committee.

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.