MINUTES OF CHIGWELL PARISH FULL COUNCIL MEETING

Date: Thursday 22 October 2026

Time: 7.00pm

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

Members present:

Cllr D Rye (Chair)	Cllr T Amuludun (Vice Chair)
Cllr L Clark	Cllr E Costa
Cllr E Skingsley	Cllr F Rizvi
Cllr C Jefcoate	

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. **FC080/26- APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors O Ali, J Braha and L Morgan-Skingsley.

Resolved: That the apologies for absence be accepted.

2. **FC081/26- ANY OTHER ABSENCE**

There were no other absences.

3. FC082/26- DECLARATIONS OF INTEREST

No declarations of interest were received.

4. FC083/26- MINUTES

The minutes of the Full Council Meeting held on 27 August 2026 were considered.

Resolved: That the minutes be approved as a true and accurate record and signed by the Chair. **(Appendix 1)**

5. FC084/26- PUBLIC PARTICIPATION

Two members of the public were present.

A question was raised regarding Remembrance Day arrangements within the Parish. Members explained the arrangements for wreath laying and the Council's participation in local commemorative events.

Resolved: That the information provided be noted.

At this point in the meeting, with the agreement of Members, Agenda Item 14 - *Honorarium, Additional Duties, Overtime and Time Off in Lieu (TOIL) Policy* - was brought forward.

The Council's HR Consultant attended the meeting and delivered a presentation outlining the purpose of the policy, the operational benefits of the proposed arrangements, and the governance controls associated with overtime, TOIL and honorarium payments.

Members asked questions regarding authorisation processes and oversight arrangements. Responses were provided by both the HR Consultant and the Clerk.

Members **CONSIDERED** the proposed policy and its benefits in supporting operational resilience, transparency, consistency and good employment practice across the organisation.

Resolved: That the Honorarium, Additional Duties, Overtime and Time Off in Lieu (TOIL) Policy be **APPROVED** and **ADOPTED**.

6. FC085/26- FINANCIAL TRANSACTIONS

Members **CONSIDERED** the proposed payments for September and November 2026 together with the Cemetery Activities Report to 30 September 2026.

The RFO presented the reports and highlighted the improved financial performance of the Cemetery. Members congratulated officers on the significant work undertaken to improve cemetery administration, record management and income recovery, noting the substantial improvement in the Cemetery's financial position.

Resolved:

1. That the September 2026 payments be **APPROVED (Appendix 2)**
2. That the November 2026 payments be **APPROVED (Appendix 3)**

Members **NOTED** the Cemetery Activities Report to 30 September 2026 **(Appendix 4)**

7. FC086/26- FINANCIAL REGULATION 5.15 EXPENDITURE

Members **CONSIDERED** the schedule of expenditure authorised under Financial Regulation 5.15 for the period to 19 October 2026, as set out in **(Appendix 5)**

The Clerk and RFO provided clarification regarding several purchases, including health and safety improvements, staff training, cemetery operational equipment and general expenditure necessary for the day-to-day operation of the Council.

Resolved: That the expenditure authorised under Financial Regulation 5.15, as detailed in Appendix 5 be **APPROVED**.

8. FC087/26- FINANCE OFFICER'S REPORT

Members **CONSIDERED** the recommendations of the Finance and Governance Committee arising from Minute FG040/26 together with the supporting report and Treasury Management and Investment Plan contained within **(Appendix 6)**

The RFO presented the report and outlined the proposed treasury management arrangements, banking changes and investment opportunities designed to maximise returns whilst maintaining appropriate liquidity and financial security.

Members **NOTED**:

1. The interim internal audit arrangements for 2026/27.
2. The cemetery accounting adjustments relating to the cancellation and transfer of grave ownership transactions, together with the transfer of £2,038 from the Preservation of Chigwell Fund Earmarked Reserve.

Resolved:

1. That adoption of the Digital AGAR process for the 2026/27 Annual Governance and Accountability Return and participation in the early implementation programme be **APPROVED**.
2. That the proposed payroll processing timetable and permanent payroll administration arrangements be **APPROVED**.
3. That renewal of the MHR Managed Payroll Service for a further twelve-month period at a cost of £130.11 be **APPROVED**.

4. That the Treasury Management and Investment Plan, including the proposed transfers of funds, opening and closure of accounts and investment arrangements detailed within the RFO's report and Appendix 6, be **APPROVED**.

9. FC088/26- Q2 2026/2027 REPORT- SPEND AND INCOME TO DATE

Members **CONSIDERED** the Quarter 2 Budget Monitoring Report previously considered by the Finance and Governance Committee on 8 October 2026 and circulated to all Members on 9 October 2026.

Members **NOTED**:

1. The financial position as at 5 October 2026, including year-to-date income of £463,702.49, expenditure of £233,059.52 and a net position of £230,642.97.
2. The bank and cash balance of £653,510.79 at 30 September 2026 and the reserve balance of £315,141.18.
3. That the full 2026/27 precept of £325,416 had been received.
4. The positive performance of investment income and the improved Cemetery operating position.
5. The identified budget pressures requiring continued monitoring by the RFO and Clerk.
6. That the current positive net position represented an interim Quarter 2 position and should not be regarded as an available year-end surplus.

Resolved: That quarterly monitoring of income, expenditure, reserves, investments and delivery of approved Earmarked Reserve projects continue throughout the remainder of the 2026/27 financial year

10. FC089/26- INTERNAL CONTROL FOR Q3 2026/27

Members **CONSIDERED** the appointment of a member to undertake the quarterly bank reconciliation verification process in accordance with Financial Regulations.

Resolved: That Councillor E Skingsley be appointed to undertake the Quarter 3 bank reconciliation verification process.

11. FC090/26- FESTIVE LIGHTS SWITCH ON EVENT

Members **CONSIDERED** the Officer Report **(Appendix 7)** and event management plan previously circulated to members.

Discussion took place regarding event arrangements, publicity, the Christmas Window Competition, opportunities for community engagement and Councillor involvement in the event.

Members **NOTED**:

1. The contents of the Officer Report.

2. That staffing costs of £886.30 would be funded from the approved staffing budget.

Resolved:

1. That the Event Management Plan and associated risk assessments be **APPROVED**.
2. That the operational arrangements for delivery of the event be **APPROVED**.
3. That the purchase of a First Aid Response Rucksack and portable public address system be **APPROVED**.
4. That the Event Management Plan be **ENDORSED** as a framework for future Council-managed events.
5. That Councillors be invited to assist officers with delivery of the event.

12. FC091/26- NEIGHBOURHOOD PLAN

Members **CONSIDERED** the Officer Report regarding the preparation of a Neighbourhood Plan for Chigwell **(Appendix 8)**

A detailed discussion took place regarding the potential benefits of a Neighbourhood Plan, governance arrangements, project costs, anticipated timescales, training opportunities and stakeholder engagement.

Members **NOTED**:

1. The contents of the Officer Report.
2. The anticipated project duration of between two and four years.
3. That project costs may exceed £40,000 over the lifetime of the project.
4. The Neighbourhood Planning training opportunity scheduled for 20 November 2026.

Resolved:

1. That the Council agrees in principle to commence work towards the preparation of a Chigwell Neighbourhood Plan.
2. That a Neighbourhood Plan Steering Group comprising Councillors and community representatives be established.
3. That the Clerk be instructed to prepare draft Terms of Reference for future consideration by Full Council.
4. That an initial budget provision of £20,000 be included within the 2027/28 budget to support project commencement.
5. That the Clerk be authorised to engage with Epping Forest District Council, neighbouring councils, planning consultants and other relevant stakeholders to develop a detailed implementation plan for future consideration by Full Council.

13. FC092/26- PROPOSED TELECOMMUNICATIONS INSTALLATION STATION GREEN

Members **CONSIDERED** the Officer Report **(Appendix 9)** concerning the proposed telecommunications installation at Station Green.

Members discussed previous applications, visual impact, community concerns, planning considerations and the potential benefits and disadvantages of the proposal.

Resolved: That Chigwell Parish Council declines the proposal and authorises the Clerk to notify the applicant accordingly.

14. FC093/26- HONORARIUM, ADDITIONAL DUTIES, OVERTIME AND TOIL POLICY

Members were reminded that, with the agreement of the Council, this item had been brought forward earlier in the meeting immediately following Public Participation to facilitate a presentation by the Council's HR Consultant. The presentation, discussion and Member questions are recorded under Minute FC084/26.

Members **CONSIDERED** the recommendations contained within the report and the proposed Honorarium, Additional Duties, Overtime and Time Off in Lieu (TOIL) Policy (**Appendix 10**).

Resolved: That the Honorarium, Additional Duties, Overtime and Time Off in Lieu (TOIL) Policy be **APPROVED** and **ADOPTED**.

15. FC094/26- VOLUNTEER POLICY

Members **CONSIDERED** the proposed Volunteer Policy **(Appendix 11)**

Discussion took place regarding safeguarding requirements, DBS checks for volunteers and Councillors, and volunteer governance arrangements.

Members **NOTED** that further work would be undertaken regarding DBS requirements and associated procedures.

Resolved: That the Volunteer Policy be **APPROVED** and **ADOPTED**.

16. FC095/26- TREE SURVEY BUSINESS CASE

Members **CONSIDERED** the Business Case **(Appendix 12)** for the appointment of a specialist arboricultural contractor to undertake a comprehensive tree survey.

The Clerk outlined the need for an updated assessment of Council-owned trees and recommended the appointment of Place Services.

Members **NOTED** the contents of the Business Case and the recommendation of officers.

Resolved: That Place Services be **APPOINTED** to undertake the Tree Risk Assessment Survey at a cost of £3,515 plus VAT, funded from the approved budget provision.

17. FC096/26- CHAIRS REPORT

Members **RECEIVED** and **CONSIDERED** the Chair's Report **(Appendix 13)**

Members **NOTED**:

1. The contents of the Chair's Report.
2. That both the Chair and Vice-Chair had completed the first stage of Chair Training.
3. That officers would be paying their respects at Chigwell Cemetery on Armistice Day and that Members would be welcome to join them.

Members discussed the future of Councillor surgeries and the importance of maintaining regular opportunities for community engagement. Members reaffirmed their commitment to the Councillor Surgery Scheme and recognised the value of providing residents with a regular opportunity to engage directly with elected Members.

Resolved:

1. That existing Remembrance Day arrangements remain unchanged and that no additional ceremony be arranged at Chigwell Cemetery.
2. That Councillor surgeries continue monthly.
3. That diary holder reminders be issued to Councillors in advance of scheduled surgeries to assist Members in meeting their commitments.
4. That responsibility for arranging a replacement Member remains with the allocated Councillor should they be unable to attend a scheduled surgery.
5. That the Clerk prepare guidance for Councillors to promote consistency when responding to enquiries and concerns raised by members of the public during Councillor surgeries.

18. FC097/26- UPDATE FROM THE CLERK

Members **RECEIVED** and **CONSIDERED** the Clerk's Report **(Appendix 14)**

The Clerk provided updates on a range of operational matters, including community use applications, the subsidence insurance claim, volunteer recruitment, the Chigwell Road Ward vacancy, planning reforms, professional development, the Community Hub and Victory Hall project, and forthcoming Councillor Code of Conduct training.

Members were reminded that Councillor Code of Conduct Training would take place on 12 November 2026.

For reasons of transparency and good governance, the Clerk advised Members that an administrative error had resulted in a time-critical update regarding the Community Hub and Victory Hall project not being included within the published agenda pack.

The information was then circulated to all Members and was presented as **(Appendix 14a)** Members agreed that the omission be recorded within the minutes.

Members **NOTED**:

1. The contents of the Clerk's Report.
2. The updates provided by the Clerk.
3. The administrative omission of Appendix 14a from the published agenda and its subsequent circulation to Members for transparency.

Resolved:

1. That the Menorah Lighting Event via a community use application be **APPROVED**, subject to any Safety Advisory Group provided directly to the organiser.
2. That Birketts LLP be **APPOINTED** to prepare and manage contractual documentation in relation to the Community Hub and Victory Hall refurbishment project at a cost of £3,750 plus VAT and associated disbursements.

19. FC098/26- MATTERS TO BE BROUGHT FORWARD OR FOR DISCUSSION WITH NO DECISION

There were no matters raised.

20. FC099/26- DATE OF THE NEXT MEETING

Members **NOTED** that the next meeting of Full Council would be held on Thursday 26 November 2026 at 7.00pm.

21. FC100/26- EXCLUSION OF THE PUBLIC AND THE PRESS

No exempt business was considered and the meeting closed at 8.28pm.

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 is 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 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.