

## WEST HORNDON PARISH COUNCIL

Clerk: - Kim Harding – 27 Cadogan Avenue, West Horndon, Brentwood CM13 3TU

Tel: 07756 962034 E-mail: [whpc.parishclerk@gmail.com](mailto:whpc.parishclerk@gmail.com)  
[www.westhorndonparishcouncil.org.uk](http://www.westhorndonparishcouncil.org.uk)

**MINUTES OF THE ANNUAL MEETING OF WEST HORNDON PARISH COUNCIL HELD ON THURSDAY 25<sup>th</sup> MAY 2023, AT 7.30 PM AT ST FRANCIS CHURCH. THORNDON AVENUE, WEST HORNDON, BRENTWOOD.**

***In the chair:*** Councillor Hannah

***Present:*** Councillors Marchant and Petty

***Also attending:*** Cllr McKinlay (ECC), Cllr Marsh (BBC) and six members of the public

***Clerk:*** Mr K Harding

Cllr Hannah agreed to chair the meeting in the absence of the Acting Chair of West Horndon Parish Council.

At the start of the meeting only two Parish Councillors were in attendance. This meant that the meeting was not quorate. It was only possible for discussion on agenda items to take place with no decisions being taken. Cllr Petty arrived at 7.50 p.m. Following his arrival decisions could be made. The opportunity was also taken to revisit some items on the agenda to allow retrospective decisions to be taken.

Congratulations were extended to Cllr Marsh (BBC), who was attending her first West Horndon Parish Council meeting following her successful campaign to become a Councillor for the Herongate, Ingrave and West Horndon Ward.

### **23/76 ANNOUNCEMENT OF ELECTED COUNCILLORS**

It was confirmed that the newly elected Parish Councillors were Colin Foan, Gordon Hannah, Gemma Houghton, Susan Lister, Gary Marchant, Rani Moorcroft & Lee Petty. All had been elected unopposed at the recent Parish Council Election.

All Parish Councillors signed the Declaration of Acceptance of Office in the presence of the other councillors, with the exception of Cllrs Foan, Houghton, Lister, Moorcroft and Petty who were not present. They would sign the Declaration of Acceptance of Office at the next Parish Council Meeting.

### **23/77 ELECTION OF CHAIR**

This item was delayed until the next Parish Council meeting.

### **23/78 ELECTION OF DEPUTY CHAIR**

This item was delayed until the next Parish Council meeting.

23/79

## **APOLOGIES FOR ABSENCE AND DECLARATION/NATURE OF INTERESTS**

Apologies for absence had been received from Cllrs Foan, Houghton, Lister, Murphy (BBC), and Moorcroft. Cllrs Foan and Murphy (BBC) were unable to attend due to family commitments. Cllrs Lister and Moorcroft were on annual leave. Cllr Houghton was not present due to work commitments. Cllr Petty had indicated prior to the meeting that he would be attending but would arrive late due to work commitments.

No declaration of interests had been received.

## **PUBLIC FORUM**

No items were raised.

23/80

## **MINUTES OF PARISH COUNCIL MEETING HELD ON 27<sup>th</sup> APRIL 2023**

The minutes of the Parish Council Meeting held on 27<sup>th</sup> April 2023 were authorised as a true record.

**[Proposed Cllr Petty, Seconded Cllr Hannah – All in favour]**

23/81

## **PROGRESS REPORT – Clerk**

Cllr McKinlay (ECC) reported that the replacement of the 'No Entry' sign outside the parade of shops in Chafford Gardens was the responsibility of the Parish Council. However, on this occasion she had persuaded Essex Highways to meet the cost of reinstalling the sign. The sign was expected to be installed in the near future. Pending the replacement of the sign it was expected that a temporary road sign would be placed on the highway to deter drivers who were entering the parking area illegally. It was requested if it would be possible for West Horndon Parish Council to purchase one of these signs to ensure road safety could be maintained should the 'No Entry' sign be damaged again. Cllr McKinlay (ECC) agreed to make suitable enquiries.

### **{Cllr McKinlay – Action}**

Cllr McKinlay (ECC) advised that there was a backlog of repairing potholes and damaged pavements/footpaths. A summer programme of works was being finalised with urgent cases receiving priority. It was not thought that the footpath on the south side of Station Road close to the junction with Chafford Gardens would be given a high ranking for attention.

Progress against other actions was shown in the distributed report. Many actions had a bearing on items being dealt with later on the agenda. Where appropriate any information discovered would be disclosed under the relevant agenda headings.

**23/82 FINANCE – Responsible Financial Officer**

The payments for May 2023 were approved.

**[Proposed Cllr Petty, Seconded Cllr Hannah – All in favour]**

The budget/spend analysis for 2023/24 to date was noted.

The bank reconciliation as at 28<sup>th</sup> April 2023 was noted.

**23/83 PLANNING UPDATE – Cllr Hannah**

**23/00508/FUL** – London Brentwood Commercial Park, Old Tilbury Road, West Horndon – Full planning application for the development of Units 2 and 3B of the Park. Application for one Class B8 building (storage and distribution, including ancillary office provision) and one Class B2/B8 building (general industrial and storage and distribution including ancillary office provision) with associated access, loading yards, vehicle and cycle parking, servicing, landscaping and infrastructure.

Parish Councillors noted that it was extremely unlikely that this application would be refused given that outline planning permission had been approved for the whole of the London Brentwood Commercial Park site. However, it was regarded as important to point out that much of the presently built units remained vacant and that surface water flooding concerns still remained a key issue. Also that recognition should be given to the present economic climate, rising costs and the minimal number of start-up businesses seeking accommodation.

**[Proposed Cllr Hannah, Seconded Cllr Marchant – All in favour]**

**{Action – Clerk}**

**23/00509/REM** – London Brentwood Commercial Park, Old Tilbury Road, West Horndon – Approval of reserved matters (access, appearance, landscaping, layout and scale) following outline planning approval – Planning Application No. 19/00315/OUT refers – for the redevelopment of the site in respect of Units 2 and 3B of the Park. Application for the development of one Class B8 building (storage and distribution, including ancillary office provision) and one Class B2/B8 building (general industrial and storage and distribution including ancillary office provision) with associated access, loading yards, vehicle and cycle parking, servicing, landscaping and infrastructure.

Parish Councillors noted that it was extremely unlikely that this application would be refused given that outline planning permission had been approved for the whole of the London Brentwood Commercial Park site. However, it was regarded as important to point out that much of the presently built units remained vacant and that surface water flooding concerns still remained a key issue. Also that recognition should be given to the present economic climate, rising costs and the minimal number of start-up businesses seeking accommodation.

**[Proposed Cllr Hannah, Seconded Cllr Marchant – All in favour]**

**{Action – Clerk}**

**23/00504/HHA** – 7, Dunmow Gardens, West Horndon – Construction of a single storey side and rear extension.

No objections to the proposed works were raised. However, it was noted that the application documentation was poorly completed. As the property concerned occupied a corner plot the proposed works would be visible from the roadway. This was not as stated on the application form. It was also noted that the property appeared unoccupied at the present time and the room designations suggested that the property was to become a home of multiple occupation. None of this was mentioned in the supporting documentation provided to the BBC Planning Department.

**[Proposed Cllr Hannah, Seconded Cllr Marchant – All in favour]**

**{Action – Clerk}**

**23/84 NEIGHBOURHOOD PLAN/LOCAL DEVELOPMENT PLAN – Clerk**

No issues to report.

**23/85 HIGHWAYS UPDATE – Clerk**

Confusion existed over what parts of the A128 were to be closed over the upcoming Bank Holiday weekend to enable works on the new roundabout being installed at the junction with the Old Tilbury Road to be concluded. Cllr McKinlay (ECC) agreed to clarify matters with Essex Highways and provide information to the Clerk.

**{Action – Cllr McKinlay (ECC)}**

**23/86 PARK UPDATE – Clerk**

On the morning of 21<sup>st</sup> May 2023 it was noted that a large branch had fallen from a tree at the entrance to West Horndon Park overnight and was blocking the footpath. The Parish Council contacted Essex Tree Care Limited to deal with the fallen branch. However, before the company could attend someone kindly used a chainsaw to remove the branch and produce a stack of small logs. It remains unknown who kindly undertook this work and whether payment is required.

It was agreed that the contract for the replacement of the fencing surrounding the Children's Play Area in West Horndon Park would be awarded to JCS Group Services Limited.

**[Proposed Cllr Hannah, Seconded Cllr Marchant – All in favour]**

**{Action – Clerk}**

**23/87 COMMUNITY MATTERS – Clerk**

It was agreed that a commemorative plaque in respect of King Charles III's Coronation would be purchased and affixed to the wall of the Village Hall.

**[Proposed Cllr Hannah, Seconded Cllr Petty – All in favour]**

**{Action – Clerk}**

**23/88 REMEMBRANCE SERVICE FOR AMERICAN AIRMEN – Clerk**

It was understood that agreement continued to be sought to secure a fly past to take place at the 80<sup>th</sup> Anniversary Service for the American airmen who lost their lives during World War II in a plane crash close to West Horndon Village.

**23/89 PARISH NEWSLETTER – Clerk**

It was understood that the next Parish Newsletter would be issued around mid-Summer 2023.

**23/90 DELEGATED AUTHORITY – Clerk**

No actions had taken place under delegated authority since the Parish Council meeting held on 27<sup>th</sup> April 2023.

**23/91 REPORTS**

A report summarising planning applications dealt with by the Parish Council during 2022 and 2023 was presented.

**23/92 CORRESPONDENCE LIST**

The correspondence list for May 2023 was noted.

**23/93 ITEMS FOR NEXT AGENDA**

No items were put forward.

**23/94 NEXT MEETING**

The next meeting of West Horndon Parish Council is planned to take place on Thursday 29<sup>th</sup> June 2023.

**Kim Harding**  
Clerk and Responsible Financial Officer

**13<sup>th</sup> June 2023**