

## WEST HORNDON PARISH COUNCIL

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

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**MINUTES OF THE MEETING OF WEST HORNDON PARISH COUNCIL HELD ON THURSDAY 26<sup>th</sup> OCTOBER 2023, AT 7.30 PM AT ST FRANCIS CHURCH. THORNDON AVENUE, WEST HORNDON, BRENTWOOD.**

***In the chair:*** Councillor Foan

***Present:*** Councillors Hannah, Keefe, Lister, Marchant and Moorcroft

***Also attending:*** Cllr Marsh (BBC), Cllr Murphy (BBC), PC Daly (EP), PC Ryan (EP) and three members of the public

***Clerk:*** Mr K Harding

### **PUBLIC FORUM**

Following the attendance of local police officers at the recent community meeting, it was accepted that there needed to be an increased police presence in West Horndon Parish. With greater knowledge about unlawful activity within West Horndon the police would be able to concentrate their resources on matters of concern to the residents. It was emphasised that all crime should be reported using the appropriate channels for the offences being committed. The local police would continue to provide crime prevention advice, information on how to report crime and encourage local neighbourhood watch initiatives.

It was confirmed that a new dog waste bin has been purchased for West Horndon Park to replace the bin that had been removed as a result of vandalism. It would be installed shortly.

Concern was expressed over the CCTV cameras installed at the Village Hall and whether they were correctly positioned to transmit useful images to the BBC Control Room. It was agreed that the Clerk would write to Daniel Cannon on this matter.

**{Action – Clerk}**

**23/150**

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

Apologies for absence had been received from Cllrs Houghton, McKinlay (ECC) and Petty. Cllrs Houghton and McKinlay (ECC) were unable to attend for personal reasons. Cllr Petty was attending another meeting.

No declaration of interests had been received.

**23/151 MINUTES OF THE ANNUAL PARISH MEETING HELD ON 28<sup>th</sup> SEPTEMBER 2023**

The minutes of the Parish Council meeting held on 28<sup>th</sup> September 2023 were authorised as a true record.

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

**23/152 PROGRESS REPORT – Clerk**

The Clerk had made one final attempt to secure information from the Basildon, Canvey Island and Southend Echo on when interviews with Borough Councillors took place with regard to Planning Application No. 22/01205/FUL. This would determine whether a complaint against BBC would be pursued.

It was confirmed that the Clerk had written to Law Farm regarding tractors being driven in a dangerous manner in Thorndon Avenue.

Information was awaited from Alan Marsh, BBC regarding the details he required in respect of volunteers willing to water the new trees installed by the Borough Council in West Horndon and West Horndon Park.

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.

**23/153 FINANCE – Responsible Financial Officer**

The payments for October 2023 were approved. It was noted that Cllr Petty had successfully completed the EALC Playground Inspection Course.

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

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

The bank reconciliation as at 29<sup>th</sup> September 2023 was noted.

**23/154 PLANNING UPDATE – Cllr Foan**

**23/01160/FUL** – Basildon Service Station, Southend Arterial Road, A127, West Horndon – Remove existing signage hoarding, storage container, small amount of undergrowth adjoining fence and end parking bay for a pop up style café. This would include a kitchen with serving hatch to sell hot and cold food and drinks, a small store and two male and female toilets. There would be an aluminium framed awning in front of the serving area which would include a seating area. Further seating would be available where the storage container was presently sited.

The Parish Councillors did not have any objections in respect of the proposed works. However, it was noted that the pop up café would encourage a large number of HGVs to visit the petrol station. The slip roads allowing vehicles to gain access to and from the

A127 via the petrol station entrance/exit in Little Warley Hall Lane South are not long and the potential for accidents at this location would increase.

**[Proposed Cllr Foan, Seconded Cllr Keefe – All in favour]**

**{Action – Clerk}**

**23/01167/S192** – 40, Dunmow Gardens, West Horndon – Application for a Lawful Development Certificate for a proposed use or development for a hip to gable loft conversion to include a dormer window to the rear and rooflights to the front elevation. Also a single storey rear extension.

The Parish Councillors were content that providing the proposed works met the standards required for permitted development then no objections should be raised.

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

**{Action – Clerk}**

**23/155 NEIGHBOURHOOD PLAN/LOCAL DEVELOPMENT PLAN – Cllr Moorcroft**

It was noted that the Parish Council had been approached by the Communications Manager in respect of the Crouch Solar Farm Project and the community fund which was to be established as part of the scheme. Parish Councillors would examine ways in which the fund could benefit the local community.

**23/156 HIGHWAYS UPDATE – Clerk**

The fish and chip van which visited West Horndon Village on a Friday continued to park illegally on the pavement in Station Road outside Morrisons. A reminder would be sent to Essex Police and BBC that action needed to be taken.

**{Action – Clerk}**

HGV operators on West Horndon Industrial Park had been written to regarding speeding in West Horndon Village, illegal parking in Station Road and inconsiderate driving when approaching other vehicles. Arcese had responded providing details of an instruction issued to drivers regarding the need to drive with care in West Horndon.

A summary of the comments received in regard to parking by parents/guardians in Thorndon Avenue when delivering/picking up children from West Horndon Primary School had been sent to Cllr McKinlay (ECC). In view of the small number of , Cllr McKinlay (ECC) would not be pursuing a change in respect of the present waiting restrictions in Thorndon Avenue.

Nothing had been heard regarding the replacement of the bench at the junction of Station Road and the A128, which was removed during the recent road improvement works. The Clerk would make further enquiries.

**{Action – Clerk}**

It had been noted that new road signs on the A128 showed the initial name for the industrial estate built in East Horndon rather than the new title of 'London Brentwood Commercial Park'. The Clerk has written to Essex Highways and BBC on this matter but no feedback had been received. The Clerk would make further enquiries.

**{Action – Clerk}**

**23/157      PARK UPDATE – Clerk**

Following the complaint received about a dog on a lead being attacked by other dogs, it had been agreed that an article would be written for the Parish Newsletter on the responsibilities of dog owners whilst walking dogs in West Horndon Park.

**{Action – Clerk}**

**23/158      COMMUNITY MATTERS – Clerk**

The Local Community Support meeting arranged by Rani Moorcroft with Essex Police on 12<sup>th</sup> October 2023 had been well attended. In view of the concerns expressed by local residents, it had been agreed that regular liaison meetings with Essex Police would be arranged.

The commemorative plaque in respect of King Charles III's coronation has been received.

**23/159      CHRISTMAS TREE LIGHTING EVENT – Cllr Lister**

The Christmas Tree Lighting Event would take place on Sunday 3<sup>rd</sup> December 2023 with the Salvation Army Band booked to attend. It was agreed that the Clerk would ensure a suitable number of carol sheets were published so that local residents could sing along with the band around the Christmas tree. It would also be explored whether additional lighting could be provided.

**{Action – Clerk}**

**23/160      REMEMBRANCE DAY – Cllr Lister**

It was agreed the no specific action would be taken in respect of Remembrance Sunday thereby allowing local residents to participate in events arranged by BBC.

**23/161      COMMUNITY ENGAGEMENT GRANT – Cllr Lister**

It was agreed that an article inviting applications from local community groups and not for profit organisations for Community Engagement Grant would be included in the next edition of the Parish Newsletter.

**{Action – Clerk}**

**23/162 WEST HORNDON PARISH COUNCIL WEBSITE – Cllr Hannah**

The new West Horndon Parish Council website had been established. Cllr Hannah would be liaising with Cllr Petty on how the site should be developed.

**23/163 PARISH NEWSLETTER – Clerk**

Cllr Houghton had recently circulated an email regarding articles for inclusion within the next edition of the Newsletter. This would be published as soon as possible.

**23/164 PARISH COUNCIL MEETING DATES 2024 - Clerk**

Details of the proposed meeting dates for West Horndon Parish Council in 2024 had previously been circulated to the Parish Councillors. The dates were agreed.

**[Proposed Cllr Lister, Seconded Cllr Foan – All in favour]**

**23/165 DELEGATED AUTHORITY – Clerk**

No actions had been undertaken under delegated authority since the Parish Council meeting held on 28<sup>th</sup> September 2023.

**23/166 REPORTS**

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

**23/167 CORRESPONDENCE LIST**

The correspondence list for October 2023 was noted.

**23/168 ITEMS FOR NEXT AGENDA**

No items were put forward.

**23/169 NEXT MEETING**

The next meeting of West Horndon Parish Council is planned to take place on Thursday 30<sup>th</sup> November 2023.

**Kim Harding**  
Clerk and Responsible Financial Officer

**5<sup>th</sup> November 2023**