

WEST HORNDON PARISH COUNCIL

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MINUTES OF THE MEETING OF WEST HORNDON PARISH COUNCIL HELD ON THURSDAY 27th JULY 2023, AT 7.30 PM AT ST FRANCIS CHURCH. THORNDON AVENUE, WEST HORNDON, BRENTWOOD.

In the chair: Councillor Foan

Present: Councillors Hannah, Houghton, Keefe, Lister, Marchant and Petty

Also attending: Four members of the public

Clerk: Mr K Harding

PUBLIC FORUM

Following an enquiry from a member of the public, the Clerk was able to confirm that the notice boards at West Horndon Railway Station and Village Hall were updated with agenda details and meeting minutes on a regular basis. It was also noted that it was planned to replace the damaged notice board within West Horndon Park shortly.

23/117 APOLOGIES FOR ABSENCE AND DECLARATION/NATURE OF INTERESTS

Apologies for absence had been received from Cllrs Marsh (BBC), McKinlay (ECC), Moorcroft and Murphy (BBC). Cllrs Marsh (BBC), McKinlay (ECC) and Murphy (BBC) were on annual leave. Cllr Moorcroft was undergoing medical treatment.

No declaration of interests had been received.

23/118 MINUTES OF THE ANNUAL PARISH MEETING HELD ON 29th JUNE 2023

The minutes of the Parish Council meeting held on 29th June 2023 were authorised as a true record.

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

23/119 PROGRESS REPORT – Clerk

The quotation received from Earth Anchors Limited for a replacement notice board in West Horndon Park was thought acceptable and it was agreed that an order should be placed.

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

It was agreed that the stainless steel King Charles III coronation plaque should be ordered from the British Iron Works Centre with the inscription 'West Horndon Parish'.

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

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.

23/120 FINANCE – Responsible Financial Officer

Parish Councillors approved Cllr Petty attending a Playground Inspection Training Course.

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

It was agreed that the annual membership of the Rural Community Council of Essex should be renewed.

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

The payments for July 2023 were approved.

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

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

The bank reconciliation as at 30th June 2023 was noted.

The Responsible Financial Officer reported that the Declaration on Annual Governance and the Annual Accounts for 2022/23 had been seen and agreed by the internal auditor. Her internal audit report had been received on 27th July 2023 and all documentation associated with the Annual Governance Annual Return for 2022/23 had now been despatched to the external auditor, PKF Littlejohn LLP.

23/121 PLANNING UPDATE – Cllr Foan

23/00837/S192 – 7, Dunmow Gardens, West Horndon – Application for a Lawful Development Certificate for a proposed use or development for alterations to the roof to form a loft extension with dormer and roof lights to the front elevation.

Once it was clarified that the application did not include a request for a front dormer it was agreed that providing the proposed works met permitted development regulations no comments would be offered.

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

{Action – Clerk}

23/00849/HHA – 159, Thorndon Avenue, West Horndon – Replacement loft conversion with new roof to include new dormers to the front of the property and a replacement larger dormer to the rear. Also, a single storey rear extension.

The Parish Councillors had no objections to the proposed works

[Proposed Cllr Foan, Seconded Cllr Houghton – All in favour]

{Action – Clerk}

23/00867/PHNF – 23, Thorndon Avenue, West Horndon – Prior notification for the construction of a new upper storey to the existing dwelling.

The application involved the conversion of a bungalow to a two storey house. As one of the adjacent properties was already of two storeys, and the other had a number of substantial extensions, the Parish Councillors agreed that no objections would be raised.

[Proposed Cllr Foan, Seconded Cllr Marchant – All in favour]

{Action – Clerk}

23/00879/TPO – Unit 47, West Horndon Industrial Park, Station Road, West Horndon – Construction of a boundary fence, two vehicular access gates and two pedestrian access gates.

Parish Councillors agreed that no objections should be raised.

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

{Action – Clerk}

Comments had been received back from the Planning Inspectorate advising that it was not possible for the Secretary of State to intervene in respect of Planning Application No. 22/01205/FUL - Cheale Meats Limited. This was because the correct procedures had been followed when the proposed works were approved by the BBC Planning Committee. It was agreed that enquiries would be made of the BBC Planning Department regarding the opportunities available to challenge the approval of the planning application and/or submit a formal complaint.

{Action – Clerk}

23/122 NEIGHBOURHOOD PLAN/LOCAL DEVELOPMENT PLAN – Clerk

No updates to report.

23/123 HIGHWAYS UPDATE – Cllr Houghton

Cllr Houghton reported that following the improvement works carried out at the junction of Station Road with the A128, the traffic island in Station Road no longer contained a keep left sign. This meant that at night the island posed a significant

safety issue and had the potential to cause a serious accident. It was hoped that this matter would be addressed when new/improved lighting at the junction was installed. It was agreed that the Clerk would write to Essex Highways seeking clarification on signage/lighting for the traffic island.

{Action – Clerk}

Queries were raised on whether there were any plans for planting of the grass verges, and/or the roundabout itself, with regarding to the new traffic layout at the point where the Old Tilbury Road joined the A128. Sight lines at the new traffic junction of Station Road with the A128 were also questioned due to overgrown bushes, etc. It was agreed that the Clerk would write to Essex Highways/Cllr McKinlay ECC on these points.

{Action – Clerk}

23/124

PARK UPDATE – Clerk

It was reported that the shelter within the Park had been vandalised with one of the flexible heavy duty plastic panels having had a large hole made in it. Steps were being taken for the panel to be removed. It was unlikely that the panel would be replaced as it had previously been subject to the spraying of graffiti.

Cllr Foan had attended a meeting regarding the possibility of drainage pipes linked to West Horndon Primary School running under West Horndon Park. It had been noted that contractors had been contacted to verify where the actual drainage pipework was situated. During the meeting it had been noted that Essex Water manhole covers within the Park needed attention. It was agreed that the Clerk would contact Essex Water.

{Action – Clerk}

The Clerk confirmed that BB Grounds Care Limited had been contacted regarding the need to prune the bushes overhanging the pathway in the Memorial Gardens. During the meeting concerning the possibility of drainage pipes running under West Horndon Park, Cllr Foan noted that the drainage ditches needed to be cleared. The Clerk was asked to write to BB Grounds Care Limited on this matter.

{Action – Clerk}

Cllr Houghton requested that a diary note be made for the next tree survey within West Horndon Park to take place in April 2024.

23/125

COMMUNITY MATTERS – Clerk

It was noted that a petition for a lift to be installed at West Horndon Railway Station was presently being circulated.

23/126 REMEMBRANCE SERVICE FOR AMERICAN AIRMEN – Cllr Lister

Cllr Lister advised that matters were progressing well. The Deputy Lord Lieutenant Mike Almond would be attending. Refreshments were planned to be made available within the Christabella Wing following the Remembrance Service.

23/127 WEST HORNDON PARISH COUNCIL WEBSITE – Cllr Hannah and Petty

The old website had been taken offline. Relevant files had been copied and arrangements were in hand for the domain to be moved to the new host. Files would be transferred to the new website along with other material as appropriate.

23/128 PARISH NEWSLETTER – Cllr Houghton

Cllr Houghton requested that articles for inclusion within the Parish Newsletter be forwarded to her as soon as possible. It was expected that the next Newsletter would be issued in mid-August 2023. It was confirmed that articles in respect of the Remembrance Service for American Airman – Cllr Lister – and on why I chose to become a Parish Councillor – Cllr Keefe – had been prepared and sent to Cllr Houghton.

23/129 DELEGATED AUTHORITY – Clerk

The following actions had been undertaken under delegated authority since the Parish Council meeting held on 29th June 2023.

Planning Application No. 23/00778/FUL – **Unit 26, West Horndon Industrial Estate, Station Road, Thorndon Avenue, West Horndon** – Replacement of existing roof cladding.

It was not possible for this application to be discussed at a West Horndon Parish Council meeting. However, the Parish Councillors exchanged views via email on the merits of the application and it was agreed that no objections to the proposed works should be offered. Comments were forwarded to the BBC Planning Department on 20th July 2023.

Planning Application No. 23/00798/FUL – **Unit 36, West Horndon Industrial Estate, Station Road, Thorndon Avenue, West Horndon** – Replacement of existing roof cladding.

It was not possible for this application to be discussed at a West Horndon Parish Council meeting. However, the Parish Councillors exchanged views via email on the merits of the application and it was agreed that no objections to the proposed works should be offered. Comments were forwarded to the BBC Planning Department on 20th July 2023.

Planning Application No. 23/00799/FUL – **Unit 28, West Horndon Industrial Estate, Station Road, Thorndon Avenue, West Horndon** – Replacement of existing roof cladding.

It was not possible for this application to be discussed at a West Horndon Parish Council meeting. However, the Parish Councillors exchanged views via email on the merits of

the application and it was agreed that no objections to the proposed works should be offered. Comments were forwarded to the BBC Planning Department on 20th July 2023.

23/130 REPORTS

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

23/131 CORRESPONDENCE LIST

The correspondence list for July 2023 was noted.

23/132 ITEMS FOR NEXT AGENDA

No items were put forward.

23/133 NEXT MEETING

The next meeting of West Horndon Parish Council is planned to take place on Thursday 28th September 2023.

Kim Harding
Clerk and Responsible Financial Officer

8th August 2023