

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 28th SEPTEMBER 2023, AT 7.30 PM AT ST FRANCIS CHURCH. THORNDON AVENUE, WEST HORNDON, BRENTWOOD.

In the chair: Councillor Foan
Present: Councillors Hannah, Keefe, Marchant and Petty
Also attending: Five members of the public
Clerk: Mr K Harding

PUBLIC FORUM

No items were raised.

23/134 APOLOGIES FOR ABSENCE AND DECLARATION/NATURE OF INTERESTS

Apologies for absence had been received from Cllrs Houghton, Lister, Marsh (BBC), McKinlay (ECC), Moorcroft and Murphy (BBC). Cllrs Houghton was unable to attend as she was at a social function. Cllr Lister was on annual leave. Cllrs Marsh (BBC), McKinlay (ECC) and Murphy (BBC) were unable to be present as they were attending other meetings and Cllr Moorcroft was undergoing medical treatment.

No declaration of interests had been received.

23/135 MINUTES OF THE ANNUAL PARISH MEETING HELD ON 27th JULY 2023

The minutes of the Parish Council meeting held on 27th July 2023 were authorised as a true record.

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

23/136 PROGRESS REPORT – Clerk

Information had been received from PKF Littlejohn LLP that the external audit of the Annual Governance and Accountability Return (AGAR) for the year ended 31st March 2023 had been concluded. The information provided was in accordance with proper practices and no adverse comments had been raised.

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.

23/137 FINANCE – Responsible Financial Officer

The payments for September 2023 were approved.

[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 31st August 2023 was noted.

23/138 PLANNING UPDATE – Cllr Foan

23/00966/HHA – Little Warley Hall Farmhouse, Little Warley Hall Lane South, West Horndon – Demolition of existing garage and connected building and construction of a new garage and storage room.

A previous application relating to the demolition of the existing garage and connected building was refused due to the bulk of the proposed new construction - Planning Application No. 21/00992/HHA refers. Parish Councillors remained concerned regarding the size of the proposed new building, particularly its height, given that it would be on Green Belt land.

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

{Action – Clerk}

Enquiries were continuing regarding submitting a formal complaint to the BBC Planning Department about the way in which Planning Application No. 22/01205/FUL - Cheale Meats Limited - had been handled. How to proceed was dependent upon information to be received from the Basildon, Canvey Island and Southend Echo. A further reminder would be sent to the newspaper to secure the details required.

{Action – Clerk}

23/139 NEIGHBOURHOOD PLAN/LOCAL DEVELOPMENT PLAN – Clerk

No updates to report.

23/140 HIGHWAYS UPDATE – Clerk

It was noted that 'keep left' signs had now been installed on the traffic island in Station Road at the junction with the A128. Also, street lighting at the junction was now operational.

A fish and chip van was visiting West Horndon Village on a Friday and parking illegally on the pavement in Station Road outside Morrisons. It was also blocking access to the pedestrian crossing. Brentwood Borough Council (BBC) officers and

Essex Police had been written to on this matter and it was expected that the van driver would be told to move on and/or prosecuted for trading without a licence.

HGV operators on West Horndon Industrial Park were to be written to regarding speeding in West Horndon Village, illegal parking in Station Road and inconsiderate driving when approaching other vehicles.

{Action – Clerk}

Two responses had been received in respect of the article in the latest edition of the Parish Newsletter regarding parking by parents/guardians in Thorndon Avenue when delivering/picking up children from West Horndon Primary School. A summary of the views expressed would be forwarded to Cllr McKinlay (ECC).

{Action – Clerk}

The bench at the junction of Station Road and the A128 which was removed during the recent road improvement works had not been replaced. It was understood that BBC was to provide the bench and it was agreed that the Clerk would write to the Ward Councillors to verify the present position.

{Action – Clerk}

It was noted that road signs in respect of the new roundabout on the A128 had been installed. Unfortunately, the initial name for the new industrial estate built in East Horndon had been used rather than the new title of 'London Brentwood Commercial Park'. It was agreed that the Clerk would write to Essex Highways and BBC on this matter.

{Action – Clerk}

Cllr Hannah reported that tractors visiting Law Farm continued to drive in an aggressive manner along Thorndon Avenue, often appearing to exceed the 30 mph speed limit. It was agreed that a further letter would be sent to Law Farm requesting that the drivers of these vehicles drive in a more considerate way.

{Action – Clerk}

23/141

PARK UPDATE – Clerk

New metal fencing surrounding the Children's Play Area had now been installed. A new noticeboard and dog waste bin had been delivered and would be installed as soon as possible.

Discussions continued with Brentwood Borough Council and Essex County Council regarding which body had responsibility for the drainage pipes linked to the underground pipework at West Horndon Primary School.

A local resident had written regarding his dog being attacked by other dogs when being walked on a lead in West Horndon Park. He enquired whether it was

acceptable for dogs to be off lead whilst in the Park and also raised concerns over the possibility of children being attacked. It was agreed that enquiries would be made of BBC regarding its policy regarding walking dogs within parks in the borough.

{Action – Clerk}

23/142 COMMUNITY MATTERS – Clerk

Following a number of street robberies, a burglary and ongoing anti-social behaviour, Rani Moorcroft had arranged with Essex Police for a Local Community Support meeting to be held on 12th October 2023. It was expected that BBC Officers as well as the local policing team would be in attendance to address residents' concerns and improve local safety. Street lighting times would also be discussed. As a Parish Council Group meeting was arranged for the same evening, it was thought prudent that this be cancelled in order that Parish Councillors could attend the Local Community Support meeting.

An article had been published in the latest edition of the Parish Newsletter seeking volunteers for the watering of the new trees installed on the streets of West Horndon Village and in West Horndon Park, it was agreed that the names of Laurence Marchant and Barry Spurgeon (Property Development Plus Limited) would be forwarded to Alan Marsh at BBC for arrangements to be put in place for payment to be made to these residents for agreeing to water the trees. Barry Spurgeon had asked that any payment due to him should be donated to the Village Hall Committee.

It was noted that the replacement conifer purchased for the metal planter at the entrance to West Horndon Village in Station Road had also been stolen along with some other flowers.

The commemorative plaque in respect of King Charles III's coronation has been ordered and delivery is awaited.

23/143 REMEMBRANCE SERVICE FOR AMERICAN AIRMEN – Clerk

The remembrance service had been very well attended and many residents had commented on what a moving event it was. The Chair and all present requested that it be recorded in the minutes what an excellent role Cllr Lister had performed in arranging the service, how hard she had worked and how proud she should be of what took place.

23/144 WEST HORNDON PARISH COUNCIL WEBSITE – Cllr Hannah and Petty

While problems had been experienced with the hosting company, Cllrs Hannah and Petty were pleased to report that the new West Horndon Parish Council Website was now operational. Effort would now be devoted to the importing of pages from the old website and the development of new areas to make the website more appealing.

23/145 DELEGATED AUTHORITY – Clerk

The following actions had been undertaken under delegated authority since the Parish Council meeting held on 27th July 2023.

Approval of expenditure for August 2023 totalling £2,559.19.

Planning Application No. 23/00908/FUL – **Units 1B, 1C, 2, 3, 4, 5 & 6, West Horndon Industrial Estate, Station Road, West Horndon** – Replacement of existing roof cladding for named units.

The Parish Councillors had no objections to the proposed works. Comments were provided to BBC on 14th August 2023.

Planning Application No. 23/010914/S192 – **184, Thorndon Avenue, West Horndon** – Application for A Lawful Development Certificate for the demolition of an existing rear element and the construction of a single storey rear extension to include a rooflight, with alterations to the fenestration.

The Parish Councillors had not objections providing the proposed works were acceptable under permitted development. Comments provided to BBC on 3rd September 2023.

Planning Application No. 23/00915/S192 – **184, Thorndon Avenue, West Horndon** – Application for a Lawful Development Certificate for a hip to gable loft conversion, extension to the existing rear dormer, new front dormer, new window to side elevation, two velux rooflights and removal of a chimney.

The Parish Councillors expressed some doubts that all of the proposed works were acceptable under permitted development. Comments provided to BBC on 3rd September 2023.

Planning Application No. 23/00998/HHA – **29, Cadogan Avenue, West Horndon** – Hip to gable loft conversion to include a rear dormer and three rooflights to the front elevation.

The Parish Councillors had no objections to the proposed works. Comments provided to BBC on 4th September 2023.

23/146 REPORTS

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

23/147 CORRESPONDENCE LIST

The correspondence list for September 2023 was noted.

23/148 ITEMS FOR NEXT AGENDA

No items were put forward.

23/149

NEXT MEETING

The next meeting of West Horndon Parish Council is planned to take place on Thursday 26th October 2023.

Kim Harding

Clerk and Responsible Financial Officer

17th October 2023