

## 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 MEETING OF WEST HORNDON PARISH COUNCIL HELD ON THURSDAY 29<sup>th</sup> JUNE 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:*** Cllr Marsh (BBC), Cllr Murphy (BBC) and seven members of the public

***Clerk:*** Mr K Harding

### **23/95 ANNOUNCEMENT OF ELECTED COUNCILLORS**

It was confirmed that at the recent Parish Council election Colin Foan, Gordon Hannah, Gemma Houghton, Susan Lister, Gary Marchant, Rani Moorcroft & Lee Petty had all been elected unopposed. Those who had not been present at the Annual Parish Council meeting held on 25<sup>th</sup> May 2023 signed the Declaration of Acceptance of Office in the presence of the other councillors.

### **23/96 ELECTION OF CHAIR**

Cllr Foan indicated that he was willing to stand for the role of Chair of West Horndon Parish Council for the coming year. However, this was on the clear understanding that another Parish Councillor would 'shadow' him to learn the responsibilities of the role, with a view to succeeding him in twelve months at the latest. Cllr Foan was elected unopposed.

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

Cllr Foan subsequently signed the Declaration of Acceptance of Office in the presence of the other councillors.

### **23/97 ELECTION OF DEPUTY CHAIR**

Cllr Petty indicated that he was willing to stand for the role of Deputy Chair of West Horndon Parish Council for the coming year. Cllr Petty was elected unopposed.

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

Cllr Petty subsequently signed the Declaration of Acceptance of Office in the presence of the other councillors.

**23/98 CO-OPTION OF NEW COUNCILLOR**

Cllr Foan reported that a resident of West Horndon Parish had indicated his willingness to serve on the Parish Council. He proposed that Terry Keefe be co-opted as a Parish Councillor. This was agreed.

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

Terry Keefe signed the Declaration of Acceptance of Office in the presence of the other councillors.

**23/99 APOLOGIES FOR ABSENCE AND DECLARATION/NATURE OF INTERESTS**

Apologies for absence had been received from Cllrs McKinlay (ECC) and Moorcroft. Cllr McKinlay (ECC) was unable to attend as she was present at another meeting. Cllr Moorcroft was unwell.

No declaration of interests had been received.

**PUBLIC FORUM**

It was noted that (a) the new trees planted by Brentwood Borough Council (BBC) in the Park were not being watered; (b) bushes in the Memorial Gardens needed to be trimmed due to them overhanging the pathway; and (c) the dog waste bin removed from the Park due to vandalism needed to be replaced. It was agreed that the Clerk would contact relevant persons to ensure these issues were addressed.

**{Action – Clerk}**

**23/100 MINUTES OF THE ANNUAL PARISH MEETING HELD ON 11<sup>th</sup> MAY 2023**

The minutes of the Annual Parish meeting held on 11<sup>th</sup> May 2023 were authorised as a true record.

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

**23/101 MINUTES OF THE ANNUAL PARISH COUNCIL MEETING HELD ON 25<sup>th</sup> MAY 2023**

The minutes of the Annual Parish Council meeting held on 25<sup>th</sup> May 2023 were authorised as a true record.

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

**23/102 PROGRESS REPORT – Clerk**

The 'No Entry' sign outside the parade of shops in Chafford Gardens had now been replaced. Cllr McKinlay had advised that it would not be possible for West Horndon Parish Council to purchase from Essex Highways a temporary road sign. This was to ensure road safety could be maintained should the 'No Entry' sign be

damaged again. This was because the Parish Council did not have the necessary authority to place a road sign on the highway.

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.

**23/103 FINANCE – Responsible Financial Officer**

The Declaration on Annual Governance, as part of the annual audit of accounts, was discussed and approved. It had previously been circulated to Parish Councillors for consideration. It was noted that box 5 on the Annual Governance Statement was ticked 'No'. This was as instructed by the external auditor because there was not proper provision for the exercise of public rights, as the opportunity for viewing the Parish Council's accounts had not been published on the Parish website. This was due to ongoing problems with the website.

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

**{Action – Clerk}**

The Annual Accounts for 2022/23 were discussed and approved. Details of the Accounts had previously been circulated to Parish Councillors for consideration.

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

**{Action – Clerk}**

The payments for June 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 26<sup>th</sup> May 2023 was noted.

**23/104 INTERNAL AUDIT COMPLIANCE – Responsible Financial Officer**

The Asset Register as at 31<sup>st</sup> March 2023, Risk Management Statement for 2022/23 and The Statement on The System of Financial Control for 2022/23 had been forwarded to Parish Councillors for consideration prior to the meeting. These documents was discussed and approved in readiness for the Internal Auditor.

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

**23/00450/HHA** – 121, Thorndon Avenue, West Horndon – Hip to gable loft conversion to create a dormer to the rear elevation. A single dormer to the front elevation. A single storey rear extension to include two roof lights and alterations to fenestration.

This was the second application seen by the Council having the Planning Application No. 23/00450/HHA. For the first, the Parish Councillors thought the front and rear dormers were large and out of character with the surrounding properties. While some amendments to the initial plans had been made, the Parish Councillors still had concerns regarding the size/shape of the dormers, particularly the front dormer.

The Parish Councillors were also worried that if the application was approved how work on the property would be organised given that it was sited directly opposite West Horndon Primary School. The parking of work vehicles and deliveries would need to be timed such that the extended waiting restrictions were observed.

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

**{Action – Clerk}**

**23/00585/DEM** – Unit 47, West Horndon Industrial Park, Station Road, West Horndon – Prior approval notification of the demolition of Unit 47, West Horndon Industrial Park.

Parish Councillors raised no objections in respect of the application, although there was some curiosity about what the site would be used for post demolition.

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

**{Action – Clerk}**

**23/00657/TPO** – 11, Cadogan Avenue, West Horndon – Complete removal of a semi-mature oak tree growing to the east of the eastern flank wall of the property. The tree leans to the north-west and is believed to be gradually collapsing towards the house. A replacement oak would be planted in the garden of the same property. TPO 21/2010 and TPO52/1998 refer.

Parish Councillors recognised the safety concerns raised by the leaning tree. It was agreed that the Council would be guided by the advice of BBC's arborist on whether the tree needed to be removed or not.

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

**{Action – Clerk}**

**23/00665/FUL** – 59, Petresfield Way, West Horndon – Variation of Condition 2 in respect of Planning Application No. 22/01282/HHA. Change the rear extension roof from a pitched to flat construction with three roof lights.

The Parish Councillors strongly objected to Planning Application No. 22/01282/HHA. It was subject to a referral letter and eventually passed by the BBC Planning Committee. To see the approved plans subject to an amendment was a surprise. As the requested change did not significantly affect the proposed works, it was agreed that there was little to be gained from raising further objections.

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

**{Action – Clerk}**

**23/00671/S192** – 59, Petresfield Way, West Horndon – Application for a Lawful Development Certificate for a proposed use or development for a garage conversion to habitable accommodation with two roof lights

Parish Councillors agreed that providing the proposed works conformed to standing building regulations then no objections would be raised

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

**{Action – Clerk}**

**23/00711/FUL** – Units 25, 44A & 44B, West Horndon Industrial Park, Station Road, West Horndon – Replacement of existing roof cladding.

It was agreed that no objections would be raised.

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

**{Action – Clerk}**

It was noted that Planning Application No. 22/01205/FUL in respect of the expansion of the Cheale Meats Limited site in Little Warley Hall Lane South had recently been approved by the BBC Planning Committee. This was despite serious objections being raised by the Parish Council and the dealing planning officer recommending the application be refused. West Horndon Parish Council had not received an invite to the Planning Committee meeting and it had been ascertained that the Herongate, Ingrave and West Horndon Ward Councillor – Maria Pearson – had spoken in favour of the application despite being aware of local objections. It was agreed that a letter would be sent to the Secretary of State requesting that this decision be reviewed.

**{Action – Clerk}**

**23/106**

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

It was still intended that a public information event regarding the Dunton Hills Garden Village development would be held in the near future. This would take place after briefing meetings with BBC Planning Department had taken place and a clearer picture had emerged regarding how the East Anglia GREEN Project would affect present proposals.

**23/107 HIGHWAYS UPDATE – Cllr Houghton**

Cllr Houghton reported that a number of vehicles parking on Station Road and Chafford Gardens to visit McColl's store were creating safety issues for pedestrians and fellow road users. It was agreed that measures to curb inconsiderate parking would be explored.

Work on the new roundabout on the A128 had now been concluded and following the junction improvement work where Station Road joins the A128 it was noted that new road lighting was being installed. The damaged bench close to the junction had now been removed and it was understood that a new bench would be supplied by BBC.

**23/108 PARK UPDATE – Clerk**

JCS Poster Site Construction Limited had agreed to undertake the replacement of the fencing around the Children's Play Area in West Horndon Park and it was expected that the work would commence in September 2023 following the school summer holidays.

Details of the cost of replacing the damaged part of the noticeboard in the Park were still awaited, as was clarification on how offenders undertaking community service should be monitored when undertaking maintenance tasks noted in the recent RoSPA Inspection Report.

**23/109 COMMUNITY MATTERS – Clerk**

Cllr Houghton was able to confirm that the maintenance company for St. James Court was still agreeable to water butts being installed to the north and south faces of the building in front of the flats. Bob Duffin had agreed to undertake this work and secure all materials for the task to be completed.

**23/110 REMEMBRANCE SERVICE FOR AMERICAN AIRMEN – Cllr Lister**

Cllr Lister advised matters were progressing well and the commemorative banner being made by the Quilting Group was very nearly complete. Consideration was being given to those dignitaries who had yet to be invited to the remembrance service. It was also agreed that an article would be prepared for inclusion within the next Parish Newsletter.

**{Action – Cllr Lister}**

**23/111 PARISH NEWSLETTER – Cllr Houghton**

Cllr Houghton requested that articles for inclusion within the Parish Newsletter be forwarded to her with a view to the next publication being issued around mid-Summer 2023. Cllr Keefe was asked if he would give consideration to preparing an article on why he had chosen to become a Parish Councillor.

**{Action – Cllr Keefe}**

**23/112 DELEGATED AUTHORITY – Clerk**

No actions had taken place under delegated authority since the Parish Council meeting held on 25<sup>th</sup> May 2023.

**23/113 REPORTS**

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

**23/114 CORRESPONDENCE LIST**

The correspondence list for June 2023 was noted.

**23/115 ITEMS FOR NEXT AGENDA**

No items were put forward.

**23/116 NEXT MEETING**

The next meeting of West Horndon Parish Council is planned to take place on Thursday 27<sup>th</sup> July 2023.

**Kim Harding**  
Clerk and Responsible Financial Officer

**19<sup>th</sup> July 2023**