

## 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 30<sup>th</sup> MARCH 2023, AT 7.30 PM AT ST FRANCIS CHURCH, THORNDON AVENUE, WEST HORNDON, BRENTWOOD.

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

***Present:*** Councillors Houghton, Marchant and Petty

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

***Clerk:*** Mr K Harding

#### **PUBLIC FORUM**

The new trees within West Horndon Park and in roads around West Horndon Village had been noted and were much appreciated. Brentwood Borough Council (BBC) and Cllr Murphy were thanked for arranging for them to be planted. Tree watering/feed bags had been affixed to the trees to ensure they would have suitable nutrition during their early months. It was agreed that the Clerk would contact Mr Marsh (BBC) to verify who was responsible for refilling these bags.

#### **{Action – Clerk}**

It was noted that the drainage ditches within West Horndon Park still had a lot of debris in them. The Clerk would write to BB Grounds Care Limited requesting that further clearance take place.

#### **{Action – Clerk}**

It was also noted that one of the dog waste bins in West Horndon Park was missing. Cllr Murphy (BBC) agreed to speak with the works depot to see anyone knew anything about this.

#### **{Action – Cllr Murphy (BBC)}**

**23/40**

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

Apologies for absence had been received from Cllrs Hannah, Lister, Moorcroft and Pearson (BBC). Cllrs Hannah and Lister were unable to attend as they had personal commitments. Cllr Moorcroft was unwell and Cllr Pearson was not present due to work commitments.

No declaration of interests had been received.

**23/41 MINUTES OF PARISH COUNCIL MEETING HELD ON 23<sup>rd</sup> FEBRUARY 2023**

The minutes of the Parish Council Meeting held on 23<sup>rd</sup> February 2023 were authorised as a true record.

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

**23/48 HIGHWAYS UPDATE – Cllr Houghton**

As Cllr McKinlay (ECC) needed to leave the meeting early for personal reasons it was agreed that matters requiring her input would be brought forward on the agenda.

It was noted that the 'No Entry' sign outside the shops in Chafford Gardens was now missing. Despite being reported again to Essex Highways no action had been taken to date to replace the sign. Cllr McKinlay (ECC) would look into the matter and investigate whether any alternative signage could be used.

**{Action – Cllr McKinlay (ECC)}**

Discussions took place on (a) speeding on Station Road and Thorndon Avenue; and (b) the repair of potholes. In respect of the former Cllr McKinlay (EEC) would make enquiries about when the last speed checks had been undertaken in West Horndon. For the repair of potholes she advised that the present inclement weather had restricted work that could be undertaken. Extra teams had now been trained but not enough money was available for all repairs to be completed. Temporary repairs were often carried out prior to the securing of legal permission to close roads and undertake permanent repairs.

It was noted that the footpath on the south side of Station Road just before the junction with Chafford Gardens was badly damaged. Essex Highways staff had previously advised that this should be repaired and Cllr McKinlay agreed to follow this up.

**{Action – Cllr McKinlay (ECC)}**

Cllr McKinlay (ECC) was thanked for (a) progressing the repair of the lights at the junction of Station Road with the A128; and (b) providing a contact at Thurrock Council Planning Department in order that a meeting regarding the proposed development at King's Farm, Orsett could be arranged.

Cllr McKinlay left the meeting at 8.20 pm.

**23/42                    PROGRESS REPORT – Clerk**

The assessment of the waste bins in West Horndon Park and Station Road would be undertaken over coming months.

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.

**23/43                    FINANCE – Responsible Financial Officer**

The payments for March 2023 were approved.

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

The budget/spend analysis for 2022/23 to date was noted.

The bank reconciliation as at 24<sup>th</sup> February 2023 was noted.

**23/44                    REVIEW OF FINANCIAL REGULATIONS – Responsible Financial Officer**

An annual review of the Financial Regulations had been undertaken. It was agreed that the National Association of Local Councils (NALC) Model Financial Regulations (England), as updated in July 2019, still remained valid and would be adopted. This was subject to all financial thresholds and limits as agreed by West Horndon Parish Council and recorded within meeting minutes remaining as approved. A copy of the updated Model Financial Regulations (England) had previously been circulated to Parish Councillors for consideration.

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

**{Action – Clerk}**

**23/45                    REVIEW OF STANDING ORDERS – Clerk**

An annual review of Standing Orders had been undertaken. It was agreed that the National Association of Local Councils (NALC) Model Standing Orders dated March 2018, as adopted at the West Horndon Parish Council meeting held on 28<sup>th</sup> February 2019, continued to be acceptable. This was subject to subsequent amendments issued by the NALC, and one consideration as highlighted at the West Horndon Parish Council Meeting held on 22<sup>nd</sup> February 2018. This consideration related to tasks to be undertaken at the Annual Parish Meeting. It continued to be recommended that the wording of the relevant paragraph should be amended such that the listed tasks could be undertaken at the meeting, or at a more appropriate time during the following twelve months.

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

**{Action – Clerk}**

**23/46**

**PLANNING UPDATE – Cllr Foan**

**23/00198/HHA** – 47, Thorndon Avenue, West Horndon – Proposed single storey rear extension to include three rooflights. Also, alterations to fenestration

Parish Councillors agreed that no objections would be raised in respect of the application.

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

**{Action – Clerk}**

**23/00261/HHA** – 19, Petresfield Way, West Horndon – Demolition of existing rear of the property and construction of a single storey rear extension including a roof lantern.

An application for a similar extension had recently been considered by the Parish Councillors. Whilst some amendments to the plans had been made, the extension was still thought to be very large given the size of the property's garden and would if built create light and privacy issues for adjoining properties.

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

**{Action – Clerk}**

**23/00269/PHNF** – 159, Thorndon Avenue, West Horndon – Prior notification for the construction of additional storeys to provide an enlargement to the existing dwelling, which has a maximum height of 7.9 metres.

It was proposed that the property in question was converted from a bungalow to a house. Serious concerns were raised about how this would change the character of the street scene. However, it was recognised that the property was detached and there were a number of houses in close proximity.

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

**{Action – Clerk}**

**23/00271/HHA** – 40, Cadogan Avenue, West Horndon – Demolition of existing rear element of the property. Construction of a new single storey rear extension to include a roof lantern

Parish Councillors agreed that no objections would be raised in respect of the application.

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

**{Action – Clerk}**

**23/47 NEIGHBOURHOOD PLAN/LOCAL DEVELOPMENT PLAN – Cllr Foan**

Following further consultation with Justin Booij of BBC, it was still intended that a public meeting regarding the proposed Dunton Hills Garden Village would be held.

**23/49 PARK UPDATE – Clerk**

A spreadsheet summarising the recent findings from the RoSPA inspection of West Horndon Park had been prepared and this was being discussed by the Parish Councillors to determine how the tasks needing attention could be carried out. Enquiries were being made to see if some work could be allocated to offenders undertaking community work as part of their sentences.

It was agreed that a quotation to replace the damaged noticeboard within the Park would be sought.

**{Action – Clerk}**

**23/50 COMMUNITY MATTERS – Cllr Houghton & Clerk**

To celebrate King Charles III's Coronation it was agreed that plaques to be affixed to lampposts around the Village Hall would be purchased. Also, the Village Hall Committee would be contacted to see if bunting could be erected in the Village Hall grounds.

**{Action – Clerk}**

It had previously been proposed that a water butt be installed at St James' Court to facilitate the watering of the metal planter at the entrance to West Horndon Village in Station Road. Cllr Houghton agreed to verify that this was still acceptable to the owner/grounds maintenance company for St James' Court. She would also liaise with Bob Duffin about the fitting of the water butt.

**{Action – Cllr Houghton}**

It was agreed that a new bench would be purchased to replace the damaged bench in Station Road close to the junction with the A128.

**{Action – Clerk}**

**23/51 REMEMBRANCE SERVICE FOR AMERICAN AIRMEN – Clerk**

It was understood that Cllr Lister continued to liaise with interested parties regarding attendance at the 80<sup>th</sup> Anniversary Service of the air crash close to West Horndon when American airmen had lost their lives.

**23/52 WEST HORNDON PARISH COUNCIL WEBSITE – Cllrs Foan, Hannah & Petty**

Cllr Petty had prepared some draft pages for the new Parish Council website and these would be shared with Cllr Hannah to determine a suitable way forward.

**23/53 PARISH NEWSLETTER – Cllr Houghton**

Cllr Houghton advised the next edition of the Parish Newsletter was presently being printed and would be circulated in the near future.

**23/54 DELEGATED AUTHORITY – Clerk**

No items were carried out under delegated authority since the Parish Council meeting held on 23<sup>rd</sup> February 2023.

**23/55 REPORTS**

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

**23/56 CORRESPONDENCE LIST**

The correspondence list for March 2023 was noted.

**23/57 ITEMS FOR NEXT AGENDA**

No items were put forward.

**23/58 NEXT MEETING**

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

**Kim Harding**  
**Clerk and Responsible Financial Officer**

**18<sup>th</sup> April 2023**