

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 27th JUNE 2024, AT 7.30 PM AT ST FRANCIS CHURCH. THORNDON AVENUE, WEST HORNDON, BRENTWOOD.

In the chair: Councillor Petty

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

Also attending: Cllr Marsh (BBC), Alan Marsh (BBC) and seven members of the public

Clerk: Mr K Harding

24/77 ELECTION OF CHAIR

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

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

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

24/78 ELECTION OF DEPUTY CHAIR

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

24/79 APOLOGIES FOR ABSENCE AND DECLARATION/NATURE OF INTERESTS

Apologies for absence had been received from Cllrs Baldock (BBC), McKinlay (ECC) Murphy (BBC) and Moorcroft. Cllr Baldock (BBC) was unable to attend due to other commitments. Cllr McKinlay (ECC) was not present as she was at another meeting and Cllr Murphy was dealing with family matters. Cllr Moorcroft was not able to be present due to ongoing medical treatment.

No declaration of interests had been received.

PUBLIC FORUM

It was reported that one of the trees planted in West Horndon Park in respect of the holders of the award of the Legion d Honneur had died. Alan Marsh (BBC) agreed to look at the area in West Horndon Park where the tree was planted and advise on a suitable replacement.

{Action – Alan Marsh (BBC)}

It was noted that the scheme whereby Brentwood Borough Council (BBC) paid local community groups/residents to assume responsibility for the watering of trees was still operating – minutes of the West Horndon Parish Council meeting held on 27th April 2023 refer. It was agreed that the Clerk would contact those who had previously volunteered to perform this task to confirm if they were still interested. He would then forward relevant details to Alan Marsh (BBC).

{Action – Clerk}

24/80 MINUTES OF ANNUAL PARISH MEETING HELD ON 16th MAY 2024

The minutes of the Annual Parish Meeting held on 16th May 2024 were authorised as a true record.

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

24/81 MINUTES OF ANNUAL PARISH COUNCIL MEETING HELD ON 30th MAY 2024

The minutes of the Annual Parish Council Meeting held on 30th May 2024 were authorised as a true record.

[Proposed Cllr Foan, Seconded Cllr Hannah – Five in favour, two abstentions]

24/82 COMMUNITY ISSUES – Cllr Houghton

Cllr Houghton noted that social media sites for the local community contained reports of suspicious individuals visiting West Horndon for the purpose of stealing vehicles. The Clerk had recently received correspondence from Essex Police on measures to take to minimise the possibility of vehicles being stolen and it was agreed that this would be forwarded to Cllr Houghton for inclusion within the next edition of the Parish Newsletter.

{Action – Clerk}

The illegally parked fish and chip van which visited West Horndon each Friday and parked outside Morrisons store continued to cause an obstruction. This was despite requests to Essex Police to investigate this matter. It was agreed that an application would be made to Essex County Council for permission to place a metal planter on the highway close to Morrisons store. If granted the Parish Council could then discuss whether it would be prudent for a planter to be purchased. If a planter was suitably placed on Station Road it would prevent access to the front of Morrisons

store for the fish and chip van and also prevent parking on the pavement by other motorists.

24/83 CCTV CAMERAS – Clerk

Contact had been made with BBC to proceed with replacing the existing CCTV camera network at the Village Hall in accordance with the estimate received from RMC Business Solutions. The Parish Council was subsequently advised that the quotation provided had been incorrectly calculated and the cost would be £602 excluding VAT higher than previously notified. It was agreed a further quotation from BBC would be sought taking account of the offer from Daniel Cannon (BBC) to investigate the use of alternative cameras to those initially suggested. Also, the specialist electrical shop in Chafford Gardens would be approached to ascertain whether it would be prepared to provide an estimate to undertake the work.

{Action – Clerk}

24/84 PARK UPDATE – Cllrs Houghton and Petty

Cllr Petty confirmed that he had now received all quotations in respect of the maintenance and repair work identified as being required in the recent RoSPA inspection report on equipment within the Park. He intended to arrange a meeting with Parish Councillors in the near future to verify the most appropriate companies to use for each of the identified maintenance/repair tasks.

{Action – Cllr Petty}

As the repair and maintenance within West Horndon Park was likely to prove very expensive, it was thought prudent that the opportunity to apply for grants to assist with the cost should be explored. It was agreed that the Clerk would contact the EALC and other agencies to discover what funding opportunities were available.

{Action - Clerk}

24/85 PARISH NEWSLETTER – Cllr Houghton

Cllr Houghton advised that she was aiming to have the next edition of the Parish Newsletter available for circulation by early to mid-August 2024. She requested that all articles for inclusion within the Newsletter be forwarded to her at the earliest opportunity.

{Action – Cllrs & Clerk}

24/86 REMEMBRANCE SERVICE FOR AMERICAN AIRMEN – Cllr Lister

Cllr Lister noted that arrangements in respect of the remembrance service to be held on Saturday 28th September 2024 were progressing well. The Mayor and Lord Lieutenant had confirmed that they would attend, as had the Air Cadet Corp. Contact was shortly to be made with the British Legion. An article for inclusion within the next edition of the Parish Newsletter would be prepared.

{Action – Cllr Lister}

24/87

HIGHWAYS UPDATE – Cllr Houghton & Clerk

Following a site visit, it was noted that the previously reported damaged pavement in Dunmow Gardens was outside houses numbered 6 and 8. It was clear the damage had been caused by vehicles delivering building materials to the two properties. The damage had been very poorly repaired. The matter had been reported to Cllr McKinlay (ECC) and Essex Highways.

It was noted that no further action had been taken in respect of the tree outside 4, Freshwell Gardens. The barriers that had been put in place due to the tree roots growing through the footpath had been in place for some time and the need for pedestrians to walk in the roadway was a clear safety issue. Alan Marsh (BBC) requested that the Clerk provided details to him of the exact location of the tree and he would investigate the matter.

{Action – Clerk}

The Clerk advised that it had now been confirmed that the dog waste bin in Tilbury Road, A128 had been incorrectly fitted to a telecommunications pole by contractors working on behalf of Essex Highways when undertaking follow up works after the installation of a new roundabout on the A128 and junction widening at Station Road with the A128. Cllr McKinlay (ECC) had advised that the dog waste bin would be moved and placed on a self-supporting metal stand at the correct height for emptying.

Cllr Houghton had contacted Cllr McKinlay (ECC) regarding an ill-fitting manhole cover close to her home address in Station Road. This was causing considerable noise when driven over by passing traffic. The manhole cover was noted as the property of Anglian Water. After the initial case was closed the matter has now been reopened and works to rectify the problem are expected shortly.

{Action – Clerk}

It was noted that the white gates at the entrance to West Horndon Village in Station Road required painting and some minor repairs. It was agreed that the Clerk would write to Cllr McKinlay on this matter. He would also seek (a) information regarding the replacement bench for the one removed during the recent highways works; and (b) details of when the bush obscuring the West Horndon road sign on the A128 was going to be pruned.

{Action – Clerk}

It was understood that the NATS Team would shortly be visiting the Herongate, Ingrave and West Horndon Ward. Cllrs were asked to provide details to the Clerk of any tasks not previously mentioned at Group meetings which the Team could undertake.

{Action – Cllrs}

Significant intervals between the cutting of the grass verges in and around West Horndon had been observed. This meant that a number of grass areas looked very untidy. This was particularly so in respect of the grassed area opposite Morrisons store where two metal planters were placed and the silver birch tree thanking people who helped others during the Covid pandemic had been planted. This land had previously been tended by the owners of the property which adjoined the grassed area. The property had recently been sold and the new owners had not to date decided to tend the area in the same way. Cllr Petty had recently mowed the grass to assist the volunteers who tend the planters and Cllr Houghton had approached Bob Duffin to see if he would be prepared to mow the grassed area on a regular basis. Cllr Petty had also made tentative enquiries of local businesses to see if they would be prepared to mow this area without charge but on the understanding that a plaque could be displayed showing which company was carrying out the maintenance/mowing work. It was agreed that this option would be explored.

{Action – Cllr Petty}

It was noted that a number of the alleyways south of Station Road were overgrown. Alan Marsh (BBC) requested to be informed of these in order that he could investigate.

{Action – Clerk}

24/88

PROGRESS REPORT – Clerk

Cllr Houghton reported that she had heard back from Morrisons' HQ that the intruder alarm which sounded during power failures had been checked and appeared to be operating correctly. Cllr Houghton agreed to pursue this matter but did note that during a recent power cut the alarm did not go off.

Cllr Houghton was of the view that the three key documents covering West Horndon Parish Council's responsibilities with regard to the management and maintenance of West Horndon Park could be disputed legally and contained areas subject to misinterpretation. It was agreed that she would investigate this matter further. The expectation was that the Parish Council would need to write further to Russell Clinker (BBC) seeking clarification on certain issues with the possibility of additional/new legal documents being prepared. .

{Action – Cllr Houghton}

It was noted that the tree condition survey for West Horndon Park was now due to take place. Clarification was still awaited from Russell Clinker (BBC) on whether the cost of the survey should be met by BBC or the Parish Council. It was agreed that the Clerk would write to Russell Clinker (BBC) seeking a response on this matter. The Clerk would also write to Trevor Garvey of TJG Arboricultural Services Limited seeking (a) a quotation for a tree condition survey; (b) details of problems that could arise if the survey was delayed; and (c) the 'target matrix' that was used by his company when determining the priority for tree maintenance that needed to be undertaken and relevant risk assessments.

{Action – Clerk}

It was understood that Cllr Petty had sought quotations for undertaking a tree condition survey from some of the companies which had provided estimates for the maintenance and repair work on equipment within the Park. Once the quotation for carrying out a tree condition survey had been received from TJG Aroboricultural Services a decision on which company to request to undertake the work would be agreed.

Cllr Petty advised that a health and safety risk assessment would be undertaken shortly regarding the storage of a pallet of salt bags in the grounds of the Scouts Hut. If nothing untoward arose then the Clerk would be advised to contact EALC/Essex Highways regarding delivery.

{Action – Cllr Petty}

Cllr Marsh (BBC) was thanked for her continued correspondence with the BBC Enforcement Team regarding the decision not to take action in respect of the non-compliant outbuilding at 7, Dunmow Gardens. Cllr Marsh reported that she would continue to research this matter and discover what further avenues to pursue enforcement action were available.

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.

24/89

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 the Parish Council's new website being under construction at the relevant time.

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

{Action – Clerk}

The Annual Accounts for 2023/24 were discussed and approved. Details of the Accounts had previously been circulated to Parish Councillors for consideration.

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

{Action – Clerk}

The payments for June 2024 totalling £3,578.19 including VAT 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 4th June 2024 was noted.

24/90 INTERNAL AUDIT COMPLIANCE – Responsible Financial Officer

The Asset Register as at 31st March 2024, Risk Management Statement for 2023/24 and The Statement on The System of Financial Control for 2023/24 had been forwarded to Parish Councillors for consideration prior to the meeting. These documents was discussed and approved.

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

At 9.30 pm it was agreed that Standing Orders in respect of formal meetings lasting a maximum of two hours would be suspended.

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

24/91 PLANNING UPDATE – Cllr Foan

24/00541/S192 – 192, Thorndon Avenue, West Horndon – Application for a Lawful Development Certificate for a proposed use or development for construction of a loft conversion to include a dormer to the rear elevation and three rooflights to the front elevation.

It was agreed that providing the proposed works met permitted development regulations than no comments would be offered.

{Action – Clerk}

24/00573/S192 – 194, Thorndon Avenue, West Horndon – Application for a Lawful Development Certificate for a proposed use or development for a hip to gable loft conversion to include a rear dormer with juliette balcony and three rooflights to the front elevation.

It was agreed that providing the proposed works met permitted development regulations than no comments would be offered. However, it was noted that a juliette balcony was part of the application and it would be necessary to ensure that no intrusive overlooking of adjoining properties was possible.

{Action – Clerk}

24/92 NEIGHBOURHOOD PLAN/LOCAL DEVELOPMENT PLAN – Cllr Foan

There were no matters to report.

24/93 DELEGATED AUTHORITY – Clerk

No actions had been undertaken under delegated authority since the Parish Council meeting held on 30th May 2024.

24/94 DIARY NOTE

The Diary Note was acknowledged.

24/95 REPORTS

A report summarising planning applications dealt with by the Parish Council during 2023 and 2024 had been circulated to the Parish Councillors and was noted.

24/96 CORRESPONDENCE LIST

The correspondence list for June 2024 had been circulated to the Parish Councillors and was noted.

24/97 ITEMS FOR NEXT AGENDA

No items were put forward.

24/98 NEXT MEETING

The next meeting of West Horndon Parish Council is planned to take place on 25th July 2024.

Kim Harding
Clerk and Responsible Financial Officer

17th July 2024