

NAVESTOCK ANNUAL PARISH COUNCIL MEETING & PARISH COUNCIL MEETING MINUTES

Tuesday 13th May 2025 - 19.05 START

Present: Councillors Chrissy Gelderbloem (**CG**), Rowena Bere-Brown (**RBB**), Adrian Enkel (**AE**), John Parrish known as Mike (**MP**), Roy Tyzack (**RT**), David Williams (**DW**)

Also Present: Clerk Victor Simmons (**VS**) + 15 members of the public (**MOP**)

ANNUAL PARISH COUNCIL MEETING

1. Current Chair's welcome: **CG** welcomed everybody present and read out a generic statement regarding the recording of meetings (NPC now audio record all meetings)

2. Appointment of Chair for 2025/26: **MP** proposed Chrissy Gelderbloem (**CG**) as Chair and thanked her for her hard work during the year. This was seconded by **AE** and agreed by all

3. Apologies and reasons for absence: Lucy Gelderbloem (**LG**) - Working (*accepted*)

4. Appointment of Vice-Chair for 2025/26: **CG** proposed Rowena-Bere Brown (**RBB**) as Vice-Chair and thanked her for her support during the year. This was seconded by **RT** and agreed by all

5. Appointment of Officers & Representatives in relation to the following:

Greens Charity: **CG**, **MP** and Jan Savill

Planning: Chair & Vice-Chair plus all Councillors as deemed necessary

Common Land and Verges: All Councillors

Localism: All Councillors

Working Parties: Curtis Mill - **DW**, Horseman Side - **RT**, Murthering Lane - **CG**,
Navestock Heath - **LG**, Navestock Side - **AE**, Shonks Mill - **RBB**, Roving Brief - **MP**

Village Show: All Councillors

Village Hall Representatives: Ray Balcombe & **RBB**

Parish Bankers: Bank of Ireland, Metro Bank

Internal Auditor: Stevenson & Co. (**Phil Beare**)

External Auditor: PKF Littlejohn LLP

All of the above appointments were agreed en bloc by the Councillors present

The following statement was agreed:

Re-Confirmation that the Chair can make decisions between Parish Council Meetings in consultation with the Vice-Chair and Clerk (delegated powers)

The Annual Parish Council Meeting closed at 19.07

PARISH COUNCIL MEETING

19.08 Start

25/29) Chair's welcome & announcements: CG welcomed everybody present

25/30) Apologies and reasons for absence: CG - Lucy Gelderbloem (LG) - Working (*accepted*)

25/31) Declaration of interests with regards to items on the agenda: RBB & MP (36.05),
RT (36.06, 36.12 & 36.13) - All non-pecuniary

25/32) To approve the previously circulated minutes from the Parish Council Meeting - Tuesday 11th March 2025: Minutes were *agreed* as correct and to be signed by CG

25/33) Public participation session with respect to items on the agenda

19.10 Meeting suspended for public participation

Greg Cooper (MOP) - Gave a report from the resident's association regarding the motorway service station action group. The group has 200 individual members and has held 2 public meetings. They have requested that BBC give them a fair opportunity to be heard, something MOTO have had. Apparently National Highways are unhappy with the current application with regards to the safety of the proposed slip roads. There is a concern that forthcoming devolution may take the planning decision out of the hands of BBC to a wider authority, which would not be desirable. It seems that power to the site will only be discussed should planning approval be obtained.

Tony Donnelly (MOP) - Raised the cost of the sports pavilion and asked what the original budget was? Also did members of NPC have the opportunity to vote on this given the apparent overspend?

19.21 End of public participation

19.22: The majority of the MOP left the meeting and were thanked by CG for their attendance

25/34) Action on matters arising from public participation session: Clerk to reply to Tony Donnelly regarding questions asked during public participation.

25/35) Reports: To receive brief reports from Borough and County Councillors present: CG - The new Mayor of Brentwood (Jay Laplain) was being sworn in on the 14th May.

25/36) Matters arising from previous meetings:

36.01) Village Hall Sports Pavilion (build) and parish field issues: CG - Thanked MP for cutting the sports field in preparation for the village show and levelling the village hall car park. A contractor was visiting the sports pavilion on 14th May to survey / quote for the proposed heating. *MP & CG dealing*

36.02) Health and Wellbeing: CG - Reported that the parish lunches were well supported with over thirty attendees and thanked those involved in the preparation for their hard work. *Carried forward*

36.03) Spring Farm & Skip-A-Hoy (environmental issues): CG - Had observed no issues recently whilst passing the site plus received no reports from local residents of any problems. *Carried forward*

36.04) Neighbourhood Watch including CCTV: **RBB** - Local crime maps seemed to show minimal activity within Brizes ward, although **CG** felt non reporting was an issue. **RT** - Reporting over the phone or online wasn't easy and generally drew no police response. **CG** - Had obtained an initial quote of £2,500 for CCTV to cover the village hall, sports pavilion and cricket pavilion. A general discussion followed around the logistics of CCTV and GDPR. **CG** to obtain a second quote and the **Clerk** to contact the EALC legal team for GDPR guidance on the matter. ***Carried forward***

36.05) Shonks Mill Flood Storage Area (River Roding Project): **MP** - Works on the cofferdam are now under way, however the likely completion date remains two years from now. ***Carried forward***

36.06) Navestock Side - sewage discharge: **CG & RT** - There had been no communication from the Church Commissioners, **CG** will speak to their land agents Savills for an update. ***Carried forward***

36.07) Common Land issues within Navestock Parish: **CG** - There was no update on this complex issue, but hopefully our new RCCE and Open Spaces Society membership will be of help. ***CG dealing***

36.08) Security of Navestock Parish Council assets: **CG** - There had been forced entry into the sports field container necessitating a new lock. Works on the Green Lane fencing were progressing well and aesthetically were in keeping with the current openness of the area. **Clerk** - The current fencing was extending to the last tree before the field gateway, however the narrow verge at that point meant it may have to drop to a knee rail fence at that location. The existing ditch along Navestock Side down to the library and back up Green Lane was still to be re dug. **RBB** - Thanked **MP** for his efforts in repairing the broken panels etc in the library. **CG** - Thanked Gus and Lucy Gelderbloem for various tasks undertaken in progressing the ongoing internal fit of the sports pavilion. ***Carried forward***

36.09) Navestock rubbish and litter issues: **CG** - BBC still has litter picking by its own staff suspended, although apparently contractors have been used for some works. Alec's have employed private litter pickers to clear Navestock Side on a fortnightly basis. Given the current BBC position on the matter, it was still felt it would be legally unwise for NPC to organise any 'picks' at this time. ***Carried forward***

36.10) Boundary issues - Navestock Heath: **CG** - Was unfortunately still an ongoing issue as further investigation had revealed potentially a larger problem than was first thought. ***CG & Clerk dealing***

36.11) Parish roads signage: **CG** - Essex Highways have confirmed that any new signage requires a licence and applications must go via Lesley Wagland. There would also be a liability issue for NPC to be aware of. **MP** - Repairing fingerposts instead of replacement may be the answer? ***Carried forward***

36.12) Outline application for a new dual site motorway service area (M25) - MOTO: **CG** - Still ongoing with BBC planning and NPC have received no updates from them or MOTO. ***Carried forward***

36.13) Proposal for a motorway service area (M25) - Welcome Break: **CG** - No updates have been received from Welcome Break regarding their initial proposals. ***Carried forward***

36.14) Village Hall playground seating: **CG** - A contractor has been found to lay the concrete base although realistically this needs to be done outside of Little Doves term time. The playground itself is well used and looks in good order following last year's repainting. ***CG & Clerk dealing***

36.15) Defibrillator: **RBB** - The existing defibrillator is working well with no issues. **RT** - A second unit in the west of Navestock is clearly needed if a suitable location can be found. ***Carried forward***

36.16) VE Day 80 - 8th May 2025: CG - The event was somewhat disjointed due to there being no Bank Holiday on the actual day. **RT** - The beacon was lit at 9.30pm with accompanying music and about 30 attendees for an hour or so. **CG** - A community picnic on Sunday 11th was well attended with the WI serving tea and scones from the sports pavilion plus an ice cream van. ***Item resolved***

36.17) Annual playground inspection 2025: Clerk - Had been in contact with the regular company used and the inspection was due later this month with no increase to the 2024 fee. ***Carried forward***

36.18) Rural Community Council of Essex (RCCE) membership 2025/26: CG - NPC were now members of the RCCE which should prove useful moving forward. **Clerk** - RCCE membership also meant we were members of ACRE, the umbrella organisation for the 39 Rural Community Councils. After discussion the Clerk to investigate the RCCE website to identify useful services. ***Item resolved***

36.19) NPC grounds maintenance: CG - Had experienced problems finding a suitable local person, although someone had now stepped forward on a trial basis until the end of August. In the interim Gus Gelderbloem had helped out and **MP** continued to kindly cut the sports field. ***Carried forward***

25/37) Current Matters:

37.01) Adoption of NALC Model Financial Regulations (updated March 2025): Clerk - Explained that the policy adopted last year had been revised in March and recommended adoption to keep NPC up to date with current legislation. After discussion this was ***approved*** unanimously. ***Item resolved***

37.02) Adoption of NALC Model Standing Orders (updated April 2025): Clerk - Explained that the policy adopted last year had been revised in April and recommended adoption to keep NPC up to date with current legislation. After discussion this was ***approved*** unanimously. ***Item resolved***

37.03) Green Lane litter and dog faeces bins: AE - Both of the existing bins were now beyond economic repair and were attracting large amounts of rubbish around them. After discussion it was ***agreed*** to remove the bins completely and review the situation in six months' time. ***Carried forward***

37.04) BBPCA meeting March 20th (report): Clerk - **CG** had been unable to attend due to a clash of meetings, so had submitted an NPC report. No minutes were currently available. ***Carried forward***

25/38) Reports: To receive brief reports from NPC Working Parties: DW - Raised the condition of Albyns Lane again which is dangerous and **CG** requested that the **Clerk** reports the matter to **Lesley Wagland**. **RBB and MP** opened a discussion on the entrance to the village hall car park which was badly in need of concreting, perhaps during the school holidays? **RT** - Reported limited effluent smell in Horseman Side with not much litter to be seen. **CG** - There had been hardcore dumped on Navestock Heath, origin currently unknown. An illegal entrance had been built in Murthering Lane plus, there was lots of activity and noise coming from Jenkins Farm. An excessively high kerb had been installed at the junction of Goatswood Lane and Horseman Side which required further investigation. **AE** - There appears to be a water leak in Navestock Side opposite Abbotswick House. **MP** - Has levelled the hogging outside of the sports pavilion, plus repaired the village hall car park potholes and the apron outside of the gates. The ruts at the entrance to the sports field had been filled ready for the village show and the playground nettles and brambles sprayed.

25/39) Correspondence and Clerks Report: Clerk - The Community Fund grant of £2K towards the ongoing security works on The Green had been received. The damaged security barrier in Princes Road had been repaired by ECC Highways. The BBPCA annual subscription had been paid. The **Clerk** was attending another forum on the 9th July at BBC Town Hall, which was once again planning orientated. The NATS team were in Brizes during the week commencing 23rd June, so suitable job requests were required (not litter picking). An enquiry had been received from Octopus Group regarding allotments for young people aged 11-19. **CG** had replied on behalf of NPC and was dealing.

25/40) Planning: CG & Clerk - Since the January meeting a consultee comment regarding the following planning application had been submitted: **Black Cottage (25/00068/FUL)**. **RT** - Raised the planning application at The Forge / Oaks which led to a general discussion involving this and 'grey belt' land.

20.43: DW left the meeting and was thanked by **CG** for his attendance

25/41) Finance: CG has checked the accounts / records & everything was in order.

Clerk - Asked for approval of the previously circulated 2024/25 annual accounts following the internal audit, plus the Annual Governance & Accountability return Part 3 (AGAR). Also, under delegated powers a 6 monthly internal audit (2024/25) had taken place to satisfy the AGAR (section 4), as the external auditor (2023/24 AGAR) had commented that adequate control of finances was not in place. The **Clerk** asked for this to be annual policy moving forward and all of these items were **approved** unanimously. The 2024/25 public rights and publication of unaudited AGAR return was scheduled for the 3/6/25 until 14/7/25. NPC needed to consider changes to the current banking arrangements to allow BACS transfers, as cheque only payments were starting to become a problem.

Cheques to be signed were approved for Payroll (May), **Clerk** (BBPCA subscription 2024/25 and sports field container padlock), **M. Davis** (groundworks to The Green phase 1 & 2), **Navestock Village Hall** (Parish lunches hall hire 2024-25), **Clerk** (RCCE membership 2025/26), **EALC** (EALC / NALC affiliation fees 2025/26), **CG** (sports pavilion items) and **Stevenson & Co.** (Internal audit(s) 2024/25).

25/42) Discussion Items and date of next meeting: CG - Suggested a village show meeting in early June was probably appropriate. A general discussion followed on various matters surrounding the show.

Next meeting: Tuesday 8th July, 2025

Meeting closed at 21.00

Victor Simmons
Clerk & RFO to Navestock Parish Council
1st July 2025