

# WRABNESS PARISH COUNCIL

A meeting of Wrabness Parish Council held on  
Wednesday 16<sup>th</sup> August 2023 at Wrabness Village Hall.

## MINUTES

**Present:** Councillors: Mr R Colley (Chairman), Mr F McGowan (Vice Chairman), Mr H Adams, Mr G Watkins, District Councillor Tanya Ferguson, County Councillor Carlo Guglielmi and Parish Clerk Juliet Attrill.

**3324. Declarations of Interest:** None

**Public Forum:** 10 members of the public were present. The public forum was opened and comments. The following points were raised:

Cllr Carlo Guglielmi and Cllr Tanya Ferguson were invited to address the meeting:

County Cllr Carlo Guglielmi: Carlo began his report by acknowledging that some new highway signage has been installed in the parish. Topical issues were raised. It was noted that the Local Highways Panel (LHP) will not be responsible for progressing parking issues: Carlo will contact North Essex Parking Partnership (NEPP) to arrange a meeting to discuss the safety issues that inconsiderate parking causes in the village.

In regard to Matters Arising point b.iii, the repairs to the footpaths are due to be completed in quarter 4 2023 (Oct-Dec). WPC queried the damaged wall at the Rectory Road/ Harwich Road/ Primrose Lane cross road which has not been repaired. Carlo assured WPC that he will look into it and he requested that he be sent a summary. WPC will inform Carlo of any outstanding issues as some requests to ECC had been missed previously and there is a backlog. **Action: Parish Clerk**

District Cllr Tanya Ferguson: drew attention to the invitation for public comment on the TDC Corporate Plan. It was agreed that the Corporate Plan will be an agenda item for the next meeting. TDC were praised for completing the special collection for missed bins due to the road closure for pothole repairs.

A member of the public highlighted the safety of the Primrose Lane turning from the A120. To access this junction the driver must slow down to a fraction of the speed limit as there is no deceleration slip road. This locality has been subject to many accidents over the years, including a fatality. It was noted that the A120 is a trunk road, and therefore improvements are a matter for the National Highways Agency, not ECC or TDC. The upgrade of the A120 to a dual carriageway is planned, but linked to the future development of Bathside Bay, Harwich. Carlo Guglielmi noted that the development of Harwich Freeport may lead to related road improvement. Tanya Ferguson suggested that the installation of a 'no right turn' into Primrose Lane when coming from Harwich would be a good starting place. WPC to write to ECC. **Action: Parish Clerk**

Flower festival will be held at All Saints Church on 16th and 17th of September. The organisers asked WPC to bring flowers to the church for the set up on the 15th September to be displayed with some information around WPC. Harry Adams agreed to gather some flowers and deliver them to the event and Richard Colley to provide information. **Action: Harry Adams/ Richard Colley**

One member of the public wished to raise a positive interpretation of the new fence along the railway property on Station Road. The brambles and other overgrown plants no longer encroach on the road/footpath. It is hoped the foliage will grow back and soften the appearance of the wire fence.

An update on the oak tree on the Playing Field was requested. Feedback on the recent meeting will be given under matters arising.

**3325. Parish Councillor Vacancies**

- a. **Election:** The Vacancy Notice, dated 7 July 2023, referenced the three existing casual vacancies rather than just the one resulting from the resignation of Lisa Anne Taylor. TDC has written to each of the electors who have written to the Returning Officer requesting an election, to clarify the election will relate to one vacant seat. The Notice of Election has been displayed on the parish council website and public notice boards on

16th of August. Should more than one candidate submit nomination papers the election will be contested and a poll day arranged for 21 September 2023. TDC costs for managing a parish council election are recharged and an invoice will be provided by TDC as soon as possible after polling day. The TDC Elections Manager requested WPC to decide whether poll cards are required, and to notify TDC of this decision 'no later than 21 August 2023'. The estimated cost of providing poll cards will be £350. It was agreed that poll cards would not be required. **Action: Parish Clerk**

- b. Co-option: The TDC Election Office has advised that the remaining two vacancies may be filled by co-option. WPC received co-option procedural guidance. It is proposed that the co-option process take place following the election to avoid confusion. In due course, a 28 day public notice period will be given for written expressions of interest to be submitted to the Parish Clerk. The Parish Clerk will acknowledge all written expressions of interest received and seek confirmation of candidates eligibility, draw the Code of Conduct to their attention, and the need to make declarations of interests. Candidates that comply with the eligibility criteria and acknowledge the undertaking requirements will be formally considered for co-option onto the parish council. Due notice of the intention to co-opt will be given on the agenda for the relevant meeting of the parish council when the procedural guidelines will be followed should voting be necessary to fill the two vacancies. **Action: Parish Clerk**

**3326. Approval of Minutes:** of the meeting held on 21st June 2023 were agreed as a true record and signed.

**3327. Matters arising and actions:**

- a. Oak Tree: Councillor Harry Adams met with Clive Dawson (TDC Tree Officer) and a member of the public to discuss the oak tree on the playing field grounds (Rectory Road). Mr Dawson advised the tree is healthy, and a significant feature in the street scene that is worthy of the tree preservation order (TPO). Mr Dawson had advised that WPC has no obligation to carry out work to the tree at the request of a neighbour. Periodic review is recommended. Mr Dawson has estimated that it may be another 5-7 years before a reduction of the tree is required. Neighbours of the tree can apply to TDC for permission to cut back the tree at their own expense should it overhang their property boundary. A resident requested that the tree be under annual review to ensure work is not required.
- b. Parish Council requests to Local Highways Panel – (3312a)  
i: Review Speed Limits: Wrabness has requested and is on the waiting list for a review. Nightingale Road is outside the 30mph zone which is clearly inappropriate.  
ii: Review Parking issues: Wall Lane, Church Road, Rectory Road: It was advised to continue to gather evidence of any parking issues in the village to support a review. Carlo Guglielmi confirmed the appropriate body to conduct a review is the North Essex Parking Partnership (NEPP), and highlighted the Considerate Parking Initiative which involves the use of warning tickets, then a fine. Tanya Ferguson offered her support to make contact with the appropriate people if evidence of ongoing problems has been compiled. **Action: Parish Clerk**  
iii: Repair Footpaths on Harwich Road – uplifting pavement programmed by ECC in quarter 4 2023 (Oct-Dec)  
iv: Replacement Signage– Harwich Road: This work has now been completed.
- c. Highways issues reported to Essex County Council online – (3312b)  
i: Manhole cover near Red Barn corner:  
ii: Signage defects Harwich Road  
iii Demolished wall at crossroads: See above
- d. Wheatsheaf Lane traffic: (3312b): There have been no recent reports of highway problems..
- e. Monitoring highway issues arising from housing development (3312b). There have been no recent reports.
- f. Parish Council records (3312c): The parish clerk has fixed the filing cabinet lock. WPC now has safe record storage.
- g. Harwich Turnpike Road Milestone Markers (3313): awaiting further contact from the Manningtree Museum team.

- h. Village Green (3299):
- i. Five trees have been planted on the Green in accordance with the approved landscaping scheme. Provision of a bench, litter bin and boundary posts is outstanding. A resident had enquired of WPC about weeds, however the green is still under Bennett Homes ownership as it is yet to be completed and transferred to WPC. The expected completion date is unknown.
  - ii. The request made to TDC to draw down Section 106 monies for a pair of gates is being processed. It is hoped that this will cover the cost of the gates. It was queried whether there was a need for a fence on the boundary of green/road for safety. This will be discussed further once the green is in WPC ownership and control.

**3328. Village Newsletter:** The new editor of the Village Newsletter, Danielle Williams, has gained agreement for sponsorship for the next three editions of the newsletter. These kind offers of sponsorship will enable printing in full colour, relieving the cost pressure on WPC. The Autumn and Winter issues will be sponsored by Oakfield Wood, with the following Spring edition receiving dual sponsorship from Oakfield Wood and Dedham Vale Tree Surgery. Oakfield Wood have requested an invoice for the sponsorship. It was agreed to thank the sponsors and issue the invoice for the Autumn and Winter editions. **Action: Parish Clerk**

**3329. Youth Club:** it was noted that a new Wrabness youth club has been formed and had their first meeting in the Village Hall on 7<sup>th</sup> July. It is planned for the club to meet fortnightly on Fridays. The new club has been included on the WPC website club page.

**3330. Grant Application:**

Wrabness Youth Club: An application was received from Wrabness Youth Club requesting a grant of £500 towards the set up costs of games equipment. It was said that the youth club is a wonderful initiative and will be of benefit to the children of the village. It was agreed to award the full grant of £500. **Action: Parish Clerk/ Richard Colley**

**3331. Wrabness Playground Inspection Report:** The annual inspection of the Wrabness Playing Field has been completed by TDC and the report has been received. There are no items of immediate concern. WPC will share the report with the Playing Field Association. **Action: Parish Clerk/ Richard Colley**

**3332. New Planning Application:** No consultations are undertaken by TDC on the following type of application:

- A. **Information:** 23/00944/NMA for a Non Material Amendment to application reference 22/02138/FUL for internal layout and fenestration amendments. Land at The Coign Ash Street Wrabness. Approved on 02/08/2023

**3333. Planning Application Update:** The Parish Council has already received the following applications to TDC. The current position is summarised below:

- A. 23/00424/LUPROP 29 Station Road Wrabness CO11 2TH Erection of part single storey/part two storey rear extension and side garage following demolition of existing conservatory and garage. Status: Approved on 27/06/2023
- B. 23/00667/VOC Broadfields Primrose Hill Wrabness Essex CO11 2TZ. Application under Section 73 of the Town and Country Planning Act, to allow a variation of condition 2 (Approved plans) of 22/02056/VOC to alter the design of the houses and to increase garages to double garages. Status: Approved on 12/07/2023.

**3334. Reports:**

HIGHWAYS: Pothole repairs have been completed on Rectory Road. Graham Watkins has begun taking pictures of additional potholes to be reported. Carlo Guglielmi requested information on outstanding potholes to be put forward under the Member Led Pot Hole Scheme. The cut off date for the scheme is 18/08.
VILLAGE HALL: Graham Watkins attended the Village Hall meeting on 6th July. The Village Hall Committee is happy to store a lawn mower for a nominal fee. There is a Nostalgia Day on 16th September and a quiz and raffle event on the 20th October. Stab wound treatment kits were mentioned during the WPC meeting. Graham will bring this up at the next Village Hall meeting.
KIOSK: The flower display continues to be well maintained and looks lovely.
TRANSPORT: A metal wire fence has been erected by Network Rail along Station Road with no prior notice.
FORESHORE: The area is quiet compared to last year. Harry Adams has raised an issue of litter further east

along the estuary by the rope swing at East Grove. Litter picks by residents and owners is the best way forward in remote rural locations beyond the reach of bin collections.

WEBSITE: The Election notice has been posted. There have been 4000+ visits to the site last month.

**3335. Approval of Meeting Dates:** The suggested meeting dates for the next 6 months were agreed. The meeting dates will be displayed on the Wrabness website.

**3336. Any Other Urgent Business:**

- a. Concerns over fire safety were raised. There had been a fire service response following vandalism where a remote tree at the estuary was set on fire. The tree was felled as the brigade was unable to put out the fire. Harry Adams considered a Tactical Plan for fire in Wrabness would streamline response to fire and avoid issues such as before when the crossing the railway bridge proved to be an issue. Such a plan has been prepared by the Fire Brigade for the huts on the shore. **Action: Harry Adams to request a Tactical Plan**
- b. Mandatory training for code of conduct: WPC are invited to attend mandatory training for parish councils on the Code of Conduct. The parish clerk will inform TDC that 4 current councillors plan to attend a TDC training session, the dates for which are currently unknown.

**3337. Accounts and monies received:**

RECEIVED	AMOUNT	DISBURSEMENTS	AMOUNT	CQ No.
None		Parish Clerk Salary for July 2023	£197.95	1220
		Wrabness Village Hall Hire - August Meeting	£18.00	1221
		TDC Annual Playground Inspection Fee	£65.94	1222
		Parish Clerk Salary for August	£197.95	1223
		Parish Clerk Expenses (Jan-August 2023)	£39.74	1224
		Grant: Wrabness Youth Club ( Mr Alasdair Ritchie)	£500.00	1225

**3338. Confirmation of Account Balances:**

Current Account: Balance as at 9<sup>th</sup> August £5,435.19

Deposit Account: Balance as at 9<sup>th</sup> August £6,767.54

**The next Wrabness Parish Council will be held at 7.30pm on Wednesday 6th September 2023.**

Juliet Attrill - Wrabness Parish Clerk

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