

WRABNESS PARISH COUNCIL

Minutes

Minutes of the meeting held on Wednesday 21st June 2023 at Wrabness Village Hall.

Present: Councillors: Mr R Colley (Chairman), Mr F McGowan (Vice Chairman), Mr H Adams and Parish Clerk Juliet Attrill.

Apologies: Councillor Mr G Watkins, District Councillor Tanya Ferguson.

3309. Declarations of Interest: None

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

- a) A resident complained a provisional Tree Preservation Order (TPO) had recently been placed on the oak tree near the Rectory Road entrance to the Playing Field without prior consultation. The resident stated this is a concern, as the tree overhangs two properties; the leaves and acorns block drains and asked why the owners of the adjacent properties were not consulted. It was pointed out the provisional TPO process was actioned by TDC and triggers a consultation process. It is understood a member of the public initiated the TPO, not WPC. However, WPC has no objections to the TPO. As the tree is on land that WPC leases, the resident has asked WPC to ensure the tree is properly maintained. As a result of the TPO, WPC will require the prior consent of TDC before commissioning work to the tree but intends to continue to maintain the tree based guidance from professionals. The resident requested a meeting regarding their concerns. Councillor H Adams offered to arrange to meet on site and ask a representative from TDC to attend.

Action: H. Adams
- b) Concerns were expressed about fly tipping green waste in Church Road near the public seating at the top of Stone Lane. Advice was given to continue to report such issues to TDC Environmental Health for clearance.
- c) It was noted that the painted white lines at the Harwich Road - Rectory Road junction are no longer visible, including give way lines. The residents present were advised to report this to ECC Highways on-line if they have not already done so. WPC will also report this matter.
- d) WPC invited Danielle Williams, who has volunteered to be the next editor of the newsletter, to the meeting to discuss the Village Newsletter. Danielle is new to the village and is keen to be involved in community life. Danielle considers the newsletter is a good publication and her first edition will be kept much the same, with familiar features. The pressures of rising costs were noted; printing is now substantially more than it once was. It was suggested that advertisements or sponsored issues may be a convenient way to subsidise the cost. On-going promotion of the online version will help to reduce costs. It was also noted that it may be worth gaining quotes from different printers.

The Public Forum was closed and the meeting re-opened.

3310. Councillor Updates:

- a) To note District Cllr Tanya Ferguson's contact information - District Councillor Tanya Ferguson was elected at the May 2023 Election. Her contact information has been published on the WPC website.
- b) To note the resignation of Wrabness Parish Councillor Miss L Taylor - Lisa Taylor was elected onto the Parish Council in the May 2023 Election. The Parish Clerk subsequently received Miss Taylor's resignation on the 20th May 2023.
- c) Update on TDC advice on filling councillor vacancies - The May 2023 election for WPC was uncontested with two vacancies. Following the resignation of one councillor, there are now three parish councillor vacancies. Formal public notice of the vacancies should be published. Following the formal notice period the vacancies will be filled either by an election if demanded, which would be at a cost to the parish, or as casual vacancies. The role of an Wrabness Parish Councillor is unpaid as any payment would be at cost to the people of the village. WPC hopes that people who care about the Wrabness village will step forward as local representatives. It was agreed formal notice of the councillor vacancies should be published.

Action: Parish Clerk

3311. Minutes: of the meeting held on Wednesday 17th May 2023 were agreed as a true record and signed.

3312. Matters arising and actions:

- a. Parish Council requests to Local Highways Panel (3298a) - WPC requested an update from the LHP contact:
 - i: Review Speed Limits: Wrabness is in the queue for speed limits to be reviewed. WPC were informed that larger locations such as towns come first, then larger villages. Therefore it is likely to be a while until Wrabness' speed limits are reviewed. It was noted that WPC could pay towards having these reviews completed sooner. LHP has said that many of the areas WPC have identified for review do not meet the criteria due to the low density rural character of the area.
 - ii: Review Parking issues: Wall Lane, Church Road, Rectory Road: LHP will consider any photographic evidence gathered of poor parking within the parish.
 - iii: Repair Footpaths on Harwich Road – uplifting pavement: There has been no progress on this matter. WPC has been told there are delays with works similar to this everywhere due to lack of funding and labour.
 - iv: Signage – Harwich Road: New signage has been erected adjacent to the cross roads and a replacement 'Wrabness' village sign is programmed to be displayed on Harwich Road at the western edge of the parish.
- b. Highways issues reported to Essex County Council online (3298b)
 - i: Manhole cover near Red Barn corner: No changes.
 - ii: Signage defects Harwich Road: The planned changes are now largely completed. A further audit of the signage in the village will identify any other issues.
 - iii demolished wall at crossroads. No progress on this issue. The repair is still pending. It was suggested to formally invite Cllr Carlo Guglielmi to a WPC meeting to discuss this and other matters.
 - iii. Wheatsheaf Lane traffic (3298c): No updates.
 - iv. Footpaths: (3298d) extra footpath way marker discs: No further updates
 - v. Monitoring highway issues arising from housing development (3298e): This development is now largely complete and problems with construction traffic have largely abated.
- c. Parish Council records and contact arrangements (3298f): The filing cabinet lock is still unrepaired. The alternative of a second hand filing cabinet was mentioned.

3313. Harwich Turnpike Road Milestone Markers (3298g): The Manningtree Museum and History Group has said there is no rush to finalise details of purchase and installation of the marker as Wrabness is in a queue to be completed after Ramsey and Wix. WPC still has concerns about the legality and safety of installing the marker.

3314. Village Green - Bennett Homes (3299):

- a) Site development progress – The green has been cleared, rolled and seeded. Five lime trees are still to be planted on the green plus the provision of safety posts, benches and litter bins. Once work is completed, the village green will be inspected by an independent chartered landscape architect before being transferred to WPC. A question was asked whether the posts would be softwood or hardwood and what irrigation measures for the trees would be installed, as this would influence future costs for WPC. Bennett homes to be contacted for an update and to query these issues. **Action: R. Colley/ H.Adams**
- b) Legal - Following a query raised at the May meeting, Ellisons (WPCs solicitor) have been contacted and have confirmed that the land transfer will be freehold title to WPC. Once in WPCs ownership, the process of having the land registered as a village green will be investigated.
- c) Gate quotes – TDC have confirmed Section 106 agreement public open space monies held, and that they would entertain an application for grant for the cost of installing gates in the boundary with the Village Hall site. It was agreed to request a grant. **Action: R. Colley**

3315. New Planning Application –Tendring District Council has consulted the Parish Council on the following application:

- A. 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: Pending. Wrabness Parish Council has no objection to this application.

Action: Parish Clerk

3316. Planning Application Update: The Parish Council had already received the following applications to TDC. The current position is summarised below:

- A. 23/00150/FUL Oakfield Wood Burial Ground Ash Street Wrabness Essex Proposed change of use of existing agricultural land to a wildflower wildlife meadow burial site and woodland burial site.
Status: Approved.
- B. 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: Pending

3317. Reports: Brief background information on each topic was given for the benefit of the new parish councillor and the members of the public present.

FOOTPATHS: There was a query of whose responsibility it is to clear footpaths of vegetation. The landowners should be contacted if volunteers wished to clear paths.
VILLAGE HALL: Graham Watkins is WPCs representative on the Village Hall Committee (VHC). It was suggested that Graham raise the topic of medical support kits, such as first aid kits and stab wound kits, at the next VHC meeting.
KIOSK: Jane Cole and others are still maintaining the flower display in the kiosk, which looks lovely.
NEIGHBOURHOOD WATCH: Unfortunately, there has been a burglary at a residential property in the village. Please continue to be vigilant.
WEB SITE: The Wrabness website has had over 16,000 visits this calendar year so far.

3318. Future Allocation of Reports: It was agreed to wait until the three councillor vacancies are filled to allocate the reports.

3319. Insurance Renewal: WPC had received the invitation and quote for the renewal of the insurance policy. The question was raised as to whether the transfer of the village green would affect premium. The green will be added to the WPC asset register and the insurance company at the time of transfer. It was agreed to proceed with the insurance policy.

Action: Parish

Clerk

3320. Any Other Urgent Business: No points raised.

3321. Parish Council Finance:

- a) Approval of Annual Accounts 2022-23 and completion of Annual Return - Chris Orlop has completed the internal audit. The documents were reviewed and the accounts were approved. These documents are to be published and sent to the external auditor. **Action: Parish Clerk**
- b) Signatories and on-line banking arrangements - Councillor H. Adams and Parish Clerk J. Attrill agreed to be named on the account. **Action: R. Colley**

3322. Accounts and monies received:

RECEIVED	AMOUNT	DISBURSEMENTS	AMOUNT	CQ No.
		Insurance - Business Services at CAS Ltd	£410.93	1217
		Wrabness Village Hall Hire - June Meeting	£18.00	1218
		Parish Clerk Salary for June 2023	£197.95	1219

3323. Confirmation of Account Balances:

Current Account: Balance as at 13th June £6,260.02
Deposit Account: Balance as at 13th June £6,762.55

The meeting concluded at 9:30pm

The next Wrabness Parish Council will be in the Village Hall at 7.30pm on Wednesday 26th July 2023.

Juliet Attrill - Wrabness Parish Clerk
Contact Wrabness Parish Council: Email: wrabness.parishclerk@gmail.com Telephone 07535812543