



WRABNESS PARISH COUNCIL

Minutes

of the meeting of Wrabness Parish Council held at 7.30pm on
Wednesday 11th June 2025 at Wrabness Village Hall.

Present: Councillors Mr Harry Adams, Mr Gary Bowers, Ms Alice Cole, Mr Richard Colley (Chairman), Mr Francis McGowan (Vice Chairman), Mr Rob Southall-Edwards, Mr Graham Watkins, District Councillor Tanya Ferguson and Juliet Attrill Parish Clerk.

Apologies: County Councillor Mr Carlo Guglielmi

3546. Declarations of Interest: None

Public Forum: There were 4 members of the public present:

- Oak tree: An email was received prior to the meeting from a resident and a signed copy was handed in during the public forum. A 'Formal Letter Before Action' was enclosed outlining the resident's expectations of WPC. The resident addressed the parish council and requested an immediate crown reduction of the oak tree. The resident was informed a verbal report about recommended work to the oak tree would be received during the public part of the meeting; whilst the formal letter would be dealt with as a private and confidential matter.
- Transport: A member of the public asked what the card reader at the station is for. It is believed to be for Greater Anglia Railcards.
- Station Master's Garden: A member of the public reported the planters are being planted up with pick your own vegetables. Additional volunteers would be welcome to support with gardening/weeding. The member of the public referred to weeds in the lawn area. GW will liaise with the garden adopter regarding appropriate treatment for the lawn.

-The Public Forum closed at 19:38-

3547. Approval of Minutes: An email was received from a resident objecting to the draft Minutes of the Meeting held on 7th May 2025. The objections were duly noted. A vote was taken and the Minutes of the Meeting held on 7th May 2025 were approved unanimously as a true record and signed.

3548 Matters arising and actions:

a. Parish Council previous requests to Local Highways Panel – (3533a)

i: Review Speed Limits: No update

ii: Harwich Road pavement repair: No update. FM to continue to chase.

iii. Highways: consideration of new requests for highway maintenance and improvements: No update.

b. North Essex Parking Partnership – request for review of parking issues accompanied by photo evidence received from residents (3533b): ECC highways originally advised WPC to contact NEPP. NEPP advised that they only handle existing enforcement zones. WPC can apply for a Traffic Regulation Order via ECCs website for the introduction of parking restrictions. There were some concerns over the impact that double yellow lines or red lines might have on residents attempting to park near their homes. A vote was taken resulting in unanimous agreement to progress an application for TRO to restrict parking on the two sharp bends on Rectory Road in the centre of the village.

c. Demolished wall at crossroads reported to Essex County Council – (3533c): Works are underway to rebuild the wall. ECC are awaiting the bricks for the coping to finish the wall. This progress is well received following lengthy delays.

d. A120/Primrose Lane Junction - request for Highways England review and safety improvements (3533d): The A120 speed reduction scheme to 50mph is to go ahead. There has been no update from Highways England on junction improvement.



3549. Oak Tree on Playing Field: to review the management of the tree: The parish council undertook crown reductions in Autumn 2015 and Autumn 2020. It is approaching 5 years since the previous reduction in 2020. Following assessment HA gave a verbal report and confirmed the tree is healthy, it has not grown to its fullest extent and recommended crown reduction be undertaken. HA proposed that 3 quotes are sought for a crown reduction of up to 30%, specified by meterage including deadwood removal and aerial inspection. The work to be completed during the tree's dormant period in winter. Following discussion it was unanimously agreed to proceed on this recommendation and it was resolved 1. Since the oak tree is subject to a Tree Preservation Order to apply to Tending District Council for consent to carry out a crown reduction of up to 30% and on the basis of agreed meterage. 2. To seek three quotes from qualified tree surgeons for the proposed works to be carried out this winter. **Action: Parish Clerk and H Adams**

3550. Rectory Road - Japanese Knotweed Update: ECC will send an arboriculturist to assess before dealing with the reported outbreak in the roadside ditch. Mr Jim Macaulay reports that the previous patch of knotweed was destroyed in accordance with Government guidance.

3551. Station Masters Garden: request by Community Shop for use of the Garden in association with an arts and crafts event as an additional area to the bar and own garden on Saturday 9th August 2025 between the hours of 10am and 4pm: Approved unanimously.

3552 Dog Litter Bin: *correspondence received from Oakfield Wood* to gain information and support to install an additional dog litter bin. The current Wheatsheaf Lane dog litter bin was installed by WPC just inside the Oakfield Wood car park at a cost of a total around £500. District Councillor Tanya Ferguson offered to assist by making enquiries at district council level and requested a copy of the original message so she can assist with the enquiry.

3553 Playing Field: The Zipline on the playing field needs servicing as the line has become slack and the pulley is not running smoothly. It was suggested that WPC could reach out to TDC leisure team and Playdale, the original zipline installer, for advice. It was noted that the original installer is not local and advice will be sought about local playground equipment specialists. **Action: Parish Clerk**

3554 Planning Application Update: The Parish Council has already commented on the following Planning Application [25/00390/FUL](#) - Malkins Coat Harwich Road Wrabness Manningtree Essex CO11 2UG – Detached double garage and change of use of agricultural land. **Status: Awaiting Decision.**

3555 Reports:	
HIGHWAYS: The large pothole on Wheatsheaf Close has still not been repaired. It is growing in size. There has been a recent accident on Harwich Road.	FOOTPATHS: FM has not yet received a response following the advice from County Councillor Carlo Guglielmi that an officer inspection was to be made of the Harwich Road footpath.
KIOSK: The kiosk continues to look colourful and tidy.	
STATION MASTERS GARDEN: An update was received in the public forum.	NEIGHBOURHOOD WATCH: There are no known incidents reported.
TRANSPORT: Ticket machine has still not been replaced. WPC will reach out to the Community Rail Partnership for an update.	VILLAGE HALL: The wall in the hall is due to be painted in late August, suitable for film projection. There will be a table top sale on 6th September 2025.
VILLAGE NEWSLETTER: The Summer edition has been published.	WEB SITE: The website continues to be a source of information for those in the village and further afield.

3556 Confirmation of Account Balances:				
RECEIVED	AMOUNT	DISBURSEMENTS	AMOUNT	CQ No.
Wrabness Hall Farm sponsorship	£250.00	Parish Clerk Salary for June 2025	£226.88	1307



HMRC VAT Refund	£477.15	Village Hall Hire for June 2025 Meeting	£18.00	1310
		Autoprint for printing the Wrabness Village Newsletter summer edition	£297.00	1309

3557. 2025-6 Accounts and monies received:

Current Account: Balance as at 5 June 2025 £5,336.74p

Deposit Account: Balance as at 5 June 2025 £6,944.32p

3558 Parish Council Finance 2024-25: The parish council received the Annual Accounts for 2024-25 following Internal Audit and the completion of the related Annual Governance and Accountability Return. The accounts were approved unanimously and signed. It was agreed as a smaller authority to complete and send the AGAR Certificate of Compliance to external auditor PFK LittleJohn.. Thank you to Gill Moffatt for volunteering to do the internal audit of the accounts.

3559. Any Other Urgent Business:

For Information:

- ROAD TRAFFIC REGULATION ACT 1984 - SECTION 14(1) - Temporary Traffic Regulation Order for Primrose Hill, Wrabness: Closure of Primrose Hill on 23rd June 2025 for 1 day
- Temporary Event Notification: TENOP/5466/25 - Wrabness Community Shop - Sale of Alcohol on and off the premises between 18:00 and 23:00 on Saturday 26th July 2025
- Bonfires: Website message received from a resident regarding the risk of lighting bonfires in dry conditions. TDC have bonfire and garden waste advice pages accessible through the WPC website <https://www.wrabness-pc.co.uk/community/wrabness-parish-council-19752/public-information/>

3560. The Council **Resolved** that the press and public be excluded from the meeting during consideration of the following item pursuant to Section 100(A)4 of the Local Government Act 1972 on the grounds that it involved the likely disclosure of exempt information as defined in paragraphs 1 and 2 of Part 1 of Schedule 12A to the Local Government Act 1972. Item: Formal Letter before Action.

Meeting in Public closed at 20:40

The next Parish Council meeting will be held on Wednesday 23rd July 2025 in the Village Hall at 7.30pm.

Juliet Attrill - Wrabness Parish Clerk

Contact Wrabness Parish Council: Email: wrabness.pariahclerk@gmail.com Telephone 07535812543