



WRABNESS PARISH COUNCIL

MINUTES

**of the meeting of Wrabness Parish Council will be held at 7.30pm on
Wednesday 3rd September 2025 at Wrabness Village Hall.**

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

Apologies: None

3574. Declarations of Interest: None

3575. Policy update: *proposed update of Public Forum policy to comply with good practice.* A draft policy was shared prior to the meeting. The policy is in line with other local councils with a three minute time slot per person to address the parish council. This is thought to be appropriate in most circumstances with chairperson's discretion to manage the public forum in a productive way. Unanimous agreement to implement the policy. This policy is available on the Wrabness website <https://www.wrabness-pc.co.uk/>

Public Forum – meeting open for public comment: There were 3 members of the public present.

- Herman Ramsey gave notice that he will retire from the voluntary jobs that he does for the village; including cutting the grass in the Station Master's Garden and around the public benches in Church Road. Mr Ramsey thanked the council for their support. WPC thanked Mr Ramsey for all the grass cutting he has done over the years to help keep the village tidy.
- Emma Francis gave an update about the Station Master's Garden. There is concern that the train engine bug hotel needs attention. This was originally a Community Rail Partnership project with Wix and Wrabness School. WPC will follow this up. It was suggested to reach out to the Wrabness Youth Club. The memorial plaque for Mr Keith Morsley has been resituated since the tree was removed. The garden volunteer team can take over the grass cutting from Mr Ramsey.

- The Public Forum closed at 19:44 -

3576. Approval of Minutes - The Minutes of the meeting held on 23rd July 2025 were approved as a true record and signed.

3577. Matters arising and actions:

a. Parish Council previous requests to Local Highways Panel – (3563a)

i: Review Speed Limits: No update

ii: Harwich Road pavement repair: No update

iii. Highways: consideration of new requests for highway maintenance and improvements: *To prioritise list:* WPC will contact County Councillor Carlo Guglielmi regarding the Local Highways Panel for advice on how to add items onto their meeting agenda.

ACTION: Parish Clerk

b. North Essex Parking Partnership – request for review parking issues accompanied by photo evidence received from residents (3563b): No new evidence has been received. WPC are still aiming to gather photographic evidence of nuisance parking in the village, with a focus on Rectory Road/ Station Road near the Community Shop.

c. A120/Primrose Lane Junction - request for Highways England review and safety improvements (3563d) No update.

3578. Playing Field Zipline Maintenance - update: The Parish Clerk was unable to gain a finalised quote from PlayQuip. GB had inspected the Zipline and reported it appears to be running well. GB proposed to leave any works for now and monitor. Unanimous agreement.

3579. Grant Application: Wrabness Playing Field Management Committee - Request for £87.00, to cover the cost of hiring the village hall and advertisement for the fundraising Jumble Sale on the 8th of November. Following discussion it was resolved to award the full grant of £87 as requested.

3580. New Planning Application – the Parish Council has been notified of the following new application received by Tendring District Council:



- [25/01181/VOC](#) - Broadfields Primrose Hill Wrabness Manningtree Essex CO11 2TZ - Application under Section 73 of the Town and Country Planning Act for Variation of Condition 2 (Approved Drawings) of application 24/01719/FUL to amend the siting of the approved dwelling. **Status: Awaiting Decision.** No objection.

3581. Planning Application Update: The Parish Council has already considered the following Planning Applications:

- [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.**
- [25/00973/WTPQ](#) - Playing Field Rectory Road Wrabness Essex CO11 2TX - Works related to Tree Preservation Order (23/00003/TPO) - Single Oak Tree - Crown reduction of up to 30%, specified by meterage of 2-2.5 metres, including deadwood removal and aerial inspection **Status: Approved.**

3582. Reports:	
HIGHWAYS: The County Council have said that the large pothole at the Wheatsheaf Close/ Wheatsheaf Lane junction is not their responsibility. Following research, GW identified that the section of road is the joint responsibility of the Depot and the Nature Reserve. The neighbours on Wheatsheaf Close have reached out to the Depot who have agreed to do a temporary repair.	FOOTPATHS: The weeds on tarmac pavements are problematic. WPC are unsure what the resolution is and will ask ECC highways about their current maintenance policy.
	NEIGHBOURHOOD WATCH: GW has not received any responses from the local PCSO.
WRABNESS PLAYING FIELD: Following TPO consent granted by TDC the Clerk has instructed Tendring Tree Surgery to carry out the approved 30% crown reduction to the oak tree during the winter. The gate to the playing field has dropped and is binding. RC will ask the Playing Field Association to repair the gate.	VILLAGE HALL: The back wall has been painted with specialist paint to allow for film shows and projected images. There is a fundraising table top sale on 6 th September. Harry Jones is resigning as chairman of the Village Hall Committee from January 2026. The Village Hall AGM will take place in the Autumn.
STATION MASTERS GARDEN: Members of the volunteer team reported on the garden in the public forum. It was good to hear from them first hand. AC mentioned she feels that a gate on the garden would make the space secure for small children being so close to the road. It was noted that the fencing in general could do with some repair. This will be discussed with the garden team.	VILLAGE GREEN: The Village Green looks good. Bennett Homes will be requested to remove their flag poles when the final house is sold. Unfortunately, some dog mess was found in the middle of the green during the latest grass cut. Please leave this space clean, there are bins provided. WPC has a key for the litter bin which will be given to the bin emptying contractor
TREES: GW has watered trees on Village Green. The tree in the way of the gates is to be moved in November/ December.	FORESHORE: There are two dead seals on the saltings, please leave them be. The Summer season has been quiet, the huts and caravans have not been as busy as usual.
KIOSK: The display will be changed to be Autumnal as the season changes. The Summer display has been vibrant and lovely.	WEBSITE: The website is up-to-date and receives general queries from the public that are then answered.
TRANSPORT: The train station ticket machine is not going to be replaced. Train users can buy tickets on the train.	TDALC: A special meeting has been called by TDC on 10 September for discussion on Local Government Reorganisation. RC will attend.

3583. Local Government Pay: The NJC have announced the 2025 national pay award for local authority staff is 3.2% back dated to 1 April 2025. It was agreed to pay the Parish Clerk the backdated pay award totalling £36.30.

3584. 2025-6 Confirmation of Account Balances:

Current Account: Balance as at 26 August 2025 £4,373.10p

Deposit Account: Balance as at 26 August 2025 £6,970.44p



3585. 2025-6 Monies received and expenditure				
RECEIVED	AMOUNT	DISBURSEMENTS	AMOUNT	CQ No.
Wrabness Hall Farm – Village Newsletter Sponsorship	£250.00	Parish Clerk Salary for August 2025	£226.88	1314
		Village Hall Hire for Sept 2025 Meeting	£18.00	1316
		Parish Clerk Salary for September 2025	£234.14	1318
		Parish Clerk – National pay settlement backdated April – August 2025	£36.30	1319
		Autoprint for printing the Wrabness Village Newsletter Autumn edition	£239.00	1320
		Grant: Wrabness Playing Field Management Committee - Advertisement and Hall.	£87.00	1321

Thank you to John Acton of Wrabness Hall Farm for Sponsoring the Autumn Edition of the Wrabness Village Newsletter.

3586. Parish Clerk Resignation - to receive a letter of resignation from J. Attrill our parish clerk and consider next steps to recruit a successor. WPC thanked Mrs Attrill for her hard work over the years. It was agreed to advertise the vacant position on the notice boards and web site.

3587. Casual Vacancy: One Casual Vacancy has been created by the resignation of Mr H Adams' from the parish council. In accordance with formal procedures, public notice will be given of the vacancy as from 04/09/2025. The notice period of 14 days (excluding weekends and bank holidays) will conclude on 24/09/2025. If requisitioned by electors the vacancy will be filled by an election, which would be at a cost to the parish. Otherwise the parish council may then proceed to fill the casual vacancy by co-option. It was agreed to proceed. The Parish Clerk will display the vacancy notice on the noticeboards.
ACTION: Parish Clerk

3588. Any Other Urgent Business:

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3589. 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.

- The public meeting closed 20:35 -

The next Parish Council meeting will be held on Wednesday 8th October 2025 in the Village Hall at 7.30pm.

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