WRABNESS PARISH COUNCIL

MINUTES

of the Annual Parish Council Meeting of Wrabness Parish Council held at 7.01pm on Wednesday 20th May 2026 at Wrabness Village Hall.

Present:	Cllrs Bowers, Cole, Francis, McGowan (Vice Chairman)
In the Chair:	Cllr Colley
Clerk:	Mrs Marie Snell
Also present:	4 members of the public, 0 member of the press. Tendring District Councillor, Cllr Tanya Ferguson

3664. Election of Chairman of the Council

The Chairman called for nominations for Chairman for the forthcoming year. Cllr McGowan proposed, and Cllr Cole seconded that Cllr Colley be elected as Chairman of Wrabness Parish Council for the forthcoming year. The Chairman called for any further nominations and there being none, Members unanimously **RESOLVED** that Cllr Colley be elected as Chairman of Wrabness Parish Council for the 2026-2027 municipal year.

3665. Receipt of Chairman's Declaration of Acceptance of Office

Members received the Chairman's declaration of Acceptance of Office for the municipal year 2026-2027 which was signed by the Chairman and Clerk during the meeting.

3666. Chairman's Report

Members received the Chairman's report which was given verbally by Cllr Colley. The highlights of the year were delivered with reports of resignations of two parish councillors together with the Parish Clerk, with co-options and appointment of Marie Snell as Parish Clerk and Responsible Finance Officer. One vacancy remains at the end of the municipal year, with 9 formal meetings within the hall and the council represented the village amongst other organisations, Cllr Colley gave thanks to the parish council team, past and present for their hard work in community volunteering. The quarterly village newsletter is published in colour thanks to sponsorship from Wrabness Hall Farm. Cllr Colley thanked all for their hard efforts throughout the year.

3667. Election of Vice Chairman of the Council

The elected Chairman called for nominations for Vice-Chairman for the forthcoming year. Cllr Cole proposed, and Cllr Franic seconded that Cllr McGowan be elected as Vice- Chairman of Wrabness Parish Council for the forthcoming year. The Chairman called for any further nominations and there being none, members unanimously **RESOLVED** that Cllr McGowan be elected as Vice-Chairman of Wrabness Parish Council for the 2026-2027 municipal year.

3668. Apologies for absence

Members received apologies for Cllr Southall-Edwards.

3669. Members Declarations of Interests

Cllr Bowers declared a non-pecuniary interest in item 17.

3670. Wrabness Environment Award

Cllr Colley presented the 2026 Wrabness Environment Award to John (Chairman) and Julia Hockley (Treasurer) of Wrabness Playing Field Association following unanimous decision at

the March Parish Council meeting. Through their hard work within and for the village, their efforts are to be awarded, with the bowl engraved.

3671. Public Open Forum (Maximum 15 Minutes)
None

3672. Approval of Minutes
Members received the Minutes of the parish council meeting held on 11th March 2026 (*previously circulated)* and **RESOLVED** to approve them as a true record, signed by the Chairman during the meeting.

3673. Councillor Co-Option
Members were asked to vote on the 1 vacancy for Wrabness Parish Councillor, in accordance with Co-Option policy of Tendring District Council. Members **RESOLVED** to co-opt Clive Totman. The Acceptance of Office was signed by Cllr Totman and the Parish Clerk and the seat was taken following such action.

3674. Matters Arising from the Minutes
None

3675. Town Planning
Members received new applications had been received as advised by Tendring District Council.

26/00575/NMA Former Forge Building Broadfields Primrose Hill Wrabness *For information only*	Non Material Amendment to 24/01719/FUL - change external wall finish to red facing brickwork and dark grey hardboard with stone cills to masonry walls, and change the windows and doors to dark grey windows and doors.	**noted**
26/00595/TELLIC Opposite Quilters Black Boy Lane Wrabness *For information only*	Install fixed line broadband electronic communications apparatus.	**noted**

Members received update about Tendring District Council processing of the following recent planning applications previously considered by the Parish Council:

Application Ref	**Address**	**Application**	**Status**
25/01878/FULHH	The Barn, Foxes Farm, Station Road, Wrabness CO11 2UF	Householder Planning Application - Erection of cart lodge and installation of park rail fencing.	Approval - Full
25/01876/LBC	The Barn, Foxes Farm, Station Road, Wrabness CO11 2UF	Application for Listed Building Consent - Alterations and extensions, and erection of detached garden store, following demolition of existing outbuilding.	Approval – Listed Building Consent
25/01877/FULHH	The Barn Foxes Farm Station Road Wrabness CO11 2UF	Householder Planning Application Alterations and extensions, and erection of detached garden store, following demolition of existing outbuilding.	Approval - Full
25/01878/FULHH	Foxes Farm Station Road Wrabness	Householder Planning Application - Erection of cart lodge and installation of park rail fencing.	Approval - Full

3676. Constitution

a) Members review Committee Structure and **RESOLVED** to appoint members to serve on the under mentioned Committee:
- Personnel Committee – Cllrs Colley (Chairman), McGowan (Vice-Chairman) and Bowers

b) Members **RESOLVED** to accept Committee's Terms of Reference:
- Personnel Committee

c) Members **RESOLVED** to agree the following councillor representation to local organisations:
- TDALC – Cllrs Colley and Southall-Edwards
- Wrabness Village Hall – Cllr Francis

3677. Parish Council Policies and Procedures

Members reviewed of the following Council Policies and Procedures and **RESOLVED** to adopt:
- Standing Orders
- Financial Regulations
- Publication Scheme
- System of Internal Control
- ICT Policy
- Risk Management Policy

Cllr Colley thanked the clerk for all her efforts regarding the above policies.

3678. Meeting Dates

Members **RESOLVED** to approve the time of meetings of the council in accordance with Standing Orders 3 and to be published on the council website.

3679. Wrabness Time Capsule Update

The Wrabness Time Capsule is due for recovery in 2050, having been buried in 2000. The location of the capsule is 2 feet to the south of the village sign, situated at the entrance to the Village Hall car park. The capsule is buried under the stones that surround the sign and it is concreted in.

3680. Village Event

Members received request from Wrabness Village Hall Committee regarding proposed event to be held on Saturday 15th August 2026 and **RESOLVED** to agree usage of the village green and be a participating organisation for the event. Intended to be fun for all the family and a welcomed community spirited event.

3681. Reports from Councillors

Members received updates from council members regarding the following topics:

Highways – Cllr Colley advised that potholes are still being reported to Essex Highways and reminded residents that they can report highways issues on the EH website. Some of the worst pot holes remain in Wheatsheaf Lane and believes they are inspected by EH monthly.

Wrabness Playing Field – Cllr Cole advised all is well and is going to clean one of the swings. One of the swings will need replaced and once scoped the seat could then be funded by the parish council. Cllr Colley advised a playground inspection contractor needs to be approached, an agenda item for the June meeting.

Station Masters Garden – Cllr Francis advised the new gate is brilliant. Runner beans to be going into the garden soon.

Village Green – Cllr Colley informed that the lawn treatment has been actioned. Unsure of what the wild flowers are doing and are not looking promising.

Trees – Cllr Colley advised water is to be supplied by a local resident. The oak tree to the edge of the playing field remains in good order.

Public Health – Cllr Colley has changed the defibrillator pads outside Wrabness Village Hall and will last two years if not used.

Transport – Cllr Colley informed the meeting there is a new ticket machine at Wrabness Train Station.

Footpaths – Cllr McGowan asked what will be happening regarding footpaths since the new county council elections and Cllr Ferguson (Tendring District Council) advised this is

something that Cllr Murray (Essex County Council) will be able to action.
Village Hall – Cllr Bowers offered the village hall appears to have new doors.
Kiosk – Cllr Cole advised all is well and the flowers are blooming well.
Foreshore – Cllr Bowers advised not sure if it is getting bigger or smaller, but appears part of the sandy cliff at the west end has come down somewhat, which is expected.
Website – Cllr Colley offered the website is kept up to date.
TDALC – Cllr Colley advised TDALC has not met since WPC's last meeting.
District and County Councillor Reports – Cllr Ferguson advised that up until now, grasps regarding Local Government Reform and awaiting the start of that. New leadership of Essex County Council and are asking for a judicial review to reverse such decision. Following recent meetings, it is business as usual with good finances and good liaisons with other councils (District and Parish/Town) including social care, child services. There is a new TDC Chairman, Ann Oxkley, and is ably assisted by Carlo Guglielmi as Vice-Chairman. Hopes there will be more to report soon with Tendring having a proactive attitude as a council, information published on the TDC website. Going forward, Cllr Ferguson expressed for members to ask her for representation regarding matters such as planning and advised she will present matters that district councillors focus on. Cllr Colley expressed that following council tax information with more recycling opportunities and Cllr Ferguson advised this is significantly cheaper than a previous contractor, offering more items to be recycled by doorstep and will remain at two-weekly. The Clerk advised that she has contacted Cllr Murray (Essex County Council) to provide a report at meetings, either verbally or written.

3682. Council Insurance

A member of the public left the meeting at 7.52pm. Members **RESOLVED** to agree the renewal of council insurance at cost of £569.87 with Ansvar Insurance to be paid to CAS Ltd (Insurance Broker).

3683. Confirmation of Account Balances

- Members received financial report and confirm Account Balances as at 12th May 2026: Current Account: £6508.42. Deposit Account: £7,039.42
- Members considered to transfer banking arrangements to Unity Bank at cost of £7.00 per month and to agree whether to open additional savings account with Unity in the transfer to accumulate banking interest. Members **RESOLVED** to transfer to Unity Bank together with holding a savings account to accumulate interest.
- Members confirmed signatories and bank mandate for the 2026-2027 year being the Clerk, Cllr Colley and Cllr McGowan.
- Two members of the public left the meeting 8.02pm. Members **RESOLVED** to appoint Cllr Southall-Edwards as an independent member of the council to conduct periodic reviews of the accounts and reconciliations in accordance with Financial Regulation 2.2.
- Members **RESOLVED** to appoint the Clerk to be authorised to pay invoices in accordance with Financial Regulations.

Members **RESOLVED** to approve the payment of invoices received in accordance with the 2026-2027 budget.

RECEIVED	AMOUNT	EXPENDITURE	AMOUNT	CQ No.
Tendring District Council Precept – 1st instalment	£3839	Parish Clerk salary April 2026 (Retrospective)	£237.87	1342
Wrabness Hall Farm Village Magazine sponsorship	£250	Parish Clerk Salary May 2026	£237.87	1343
		EALC/NALC Affiliation Fee 2026/2027	157.96	1344
		A Eves Construction Services	£330	1345
		CAS ltd (Council Insurance)	£569.87	1346
		Lawns etc	190.00	1347

Members thanked Wrabness Hall Farm for sponsorship for the continuation of the village magazine.

3684. Financial Reports (Year Ended 31st March 2026)

Cllr Ferguson left the meeting at 8.10pm. Members received Year End closedown report and **RESOLVED** to agree the contents as a true record.

3685. Internal Audit 2025-2026

Members received Internal Audit report for 2025-2026 and the clerk submit a VAT Reclaim in accordance with advice received.

3686. Annual Governance and Accountability Return (AGAR) 2025-2026 – Certificate of Exemption

Members discussed the criteria for completing the Certificate of Exemption, with income and expenditure below £25,000. Members **RESOLVED** to complete Form 2 of the AGAR 2025-2026.

3687. AGAR 2025-2026 – Annual Governance Statement

Members discussed the assertions in Section 1 of the 2025-2026 AGAR and the requirements to provide a 'yes' response. **RESOLVED:** to approve the Annual Governance Station at Section 1 for 2025-2026.

3688. AGAR 2025-2026 – Accounting Statements

Members reviewed the final accounts for the year ended 31st March 2026 in conjunction with the Accounting Statements in Section 2 of the AGAR. **RESOLVED:** to approve the accounts for year ending March 2026 and to approve the Accounting Statements in Section 2 of the AGAR. Members **FURTHER RESOLVED** to set the dates for the Exercise of Public rights as 4th June – 15th July 2026.

3689. Items for next Agenda

- Play Ground inspections

3690. Date of Next Meeting

The Chairman confirmed that the next Parish Council Meeting to be held on Wednesday 24th June 2026 in the Village Hall at 7.30pm or at the rise of the Personnel Committee Meeting.

The Chairman closed the meeting at 8.20pm.

Signed **Date**