



## WIX PARISH COUNCIL

Clerk to the Council: Mrs Emma Cansdale  
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Essex CO11 2PD

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Minutes of the Annual Meeting of the Parish Council on Monday 16<sup>th</sup> May 2022

**Present:** Cllr Guy Nelson, Cllr Kerry Mitchell, Cllr Bob Jemmett, Cllr Bob Stephens, Cllr Kathy Saich, Cllr Matt Jones

**Clerk:** Emma Cansdale

**Members of public:**2

22/060 **Election of Chairman**

Cllr Guy Nelson was elected as chairman and signed the declaration of acceptance of office, witnesses by the clerk.

**Proposed: Cllr Jemmett**

**Seconded: Cllr Stephens**

**Agreed by all**

22/061 **Apologies for Absence**

None

Tendring District Cllr Mike Bush

22/062 **To receive members' declaration of interests in items on the agenda**

Councillors to declare any disclosable pecuniary interests, other pecuniary interests, and non-pecuniary interests not already declared.

Cllr Guy Nelson, expenses

Cllr Matt Jones- non-pecuniary item 22/075

22/063 **Minutes.**

The Minutes of the Parish Council meeting dated 25<sup>th</sup> April 2022 were accepted as a correct record and duly signed by the chair.

22/064 **Public participation session with respect to items on the agenda and other matters that are of mutual interest**

A resident asked about the overhanging vegetation at the cross roads/ Clacton Road was being addressed as part of the junction works, and asked if the Thatched Cottage is a listed building?

The clerk will ask the Rangers to cut back the vegetation, and confirm if the cottage is listed. We think it is, and TDC have been notified of its current poor state of repair. The Parish Council however has no duty or power to maintain listed buildings.

Thanks are passed to the resident who cut the grass around the war memorial and pond.

A resident advised, following previous discussions and work on the pond, that PMC and Anglian Timber have agreed to provide the timber for a new fence around the pond, and the resident will provide the workforce.

This is excellent news, and will be progressed following the next meeting, where pond ownership will be discussed

**District Councillor Report- Cllr Mike Bush was not present, but sent the following report:**

1.TDC members small jubilee fund- have you received payment from TDC? **Awaiting receipt**

2. Tendring Community fund

Applications for the first round of funding must be made by 5pm on Monday, 13 June. Bids are made by downloading an application from [www.tendringdc.gov.uk/community/grants-funding/community-funding](http://www.tendringdc.gov.uk/community/grants-funding/community-funding) (a form is also included with this letter) and submitting it to Aimee Moore at [amoore@tendringdc.gov.uk](mailto:amoore@tendringdc.gov.uk); applications could take up to four months to be agreed due to our careful governance processes.

There is £356,000 available for community groups; and we ask for your help in encouraging and supporting applications from your wards.  
Schemes should particularly look to tackle issues such as social isolation and unemployment, or improve education or health outcomes or the environment, and support Tendring District Council's (TDC) key priorities. Applications will also be given more support if they have match-funding from other partners, such as charities, businesses or public sector bodies. Funding can be used for both revenue and capital projects.

3. pothole fund ECC - I have been advised that all county councillors have a pledge to nominate 38 pot hole repairs in their wards submit applications asap first come first served. suggestion contact Carlo with a list of potholes location and photos. suggest identify roads not on main roads which ultimately will be addressed by highways.

4. Council tax rebates - Residents across Tendring will see the Government's £150 council tax rebate delivered to accounts from this month (May 2022).

5. Public Engagement TDC scrutiny - People are being invited to suggest topics to be scrutinised by members of Tendring District Council (TDC).

The authority has two overview and scrutiny (O&S) committees which examine a range of issues and submit reports containing recommendations for action – based on their findings – to TDC's Cabinet.

Each committee – the Resources and Services O&S looks at TDC services while the Community Leadership O&S examines other topics – sets a work programme each summer, and the public is being asked to suggest areas of inquiry.

These should be along the themes of the council's Corporate Plan: delivering high quality services; building sustainable communities for the future; strong finances and governance; a growing and inclusive economy; and community leadership through partnerships.

Ideas should be sent to [democraticservices@tendringdc.gov.uk](mailto:democraticservices@tendringdc.gov.uk) by 17 May for consideration by the committees.

**County Councillor Report-** available on the website

#### 22/065 **Clerks Report**

The clerk reported that:

- Following a discussion with TDC they are unable to empty bins that are within a gated area (ie the children's play area). They are happy for us to add a new bin for the field (outside the fence), but would prefer a standard bin, not a dog bin. Local Authorities are now only installing multi-purpose bins, and encourage smaller councils to do the same.
- The internal audit was completed on 12<sup>th</sup> May.
- Unfortunately, the representative from the Manningtree Museum and Local History Group is unable to attend the Annual Parish Meeting to give a presentation on the Harwich Turnpike Road and its Mile stones and posts, however, he will attend the June Parish Council meeting.
- The gym surfacing should be installed on the w/c 23<sup>rd</sup> May, following delays caused by material sourcing.

#### 22/066 **Election of Vice-chairman**

Cllr Mitchell was elected

**Proposed: Cllr Nelson**

**Seconded: Cllr Jemmett**

**Agreed by all**

#### Finance

22/067

- a) To receive monthly finance update and approve payments \*\*(appx 1)
- b) Expenses G. Nelson, £400 petty cash payment to Cllr Jemmett for mower fuel and maintenance.

**Proposed: Cllr Saich**

**Seconded: Cllr Mitchell**

**Agreed by all (exc Cllr Nelson)**

22/068

#### **Accounts for year ending 31<sup>st</sup> March 2022 and Annual Governance and Accountability Review.**

- a) Section 1, Annual Governance Statement 2021/22 was completed and approved.
  - b) It was resolved to approve Section 2, Accounting Statements 2021/22
  - c) The internal audit report was received and accepted.
  - d) It was resolved to approve the accounts ending 31<sup>st</sup> March 2022.
- Items a), b) and d) were signed by the chair and Clerk/RFO

**Proposed: Cllr Nelson**  
**Seconded: Cllr Mitchell**  
**Agreed by all**

22/069 **Planning**

[22/00659/FUL](#)

Proposed erection of a bungalow and garage.  
Land to The East of Bradfield Road Wix Essex

*Recommendation: No objection*

Cllr Stephens noted that the drawings show 2 accesses. Is that an attempt for get some approval to get that access approved, ahead of possibly developing behind the property. A resident advised that the developer only owns the main access.

Cllr Stephens also noted that the drainage seems odd, there is a soakaway for surface water, but the disposal of grey waste is shown as unknown.

[22/00593/FULHH](#)

Proposed single storey front extension, replacement boundary wall and access gate.  
Potters Cottage Harwich Road Wix Manningtree

*Recommendation: No objection*

**Proposed: Cllr Nelson**  
**Seconded: Cllr Stephens**  
**Agreed by all**

22/070 **The key documents below were reviewed and it was resolved to adopt them**

- a) Standing Orders
- b) Financial regulations
- c) Risk Assessment

Councillor roles and memberships will be considered once the current councilor vacancy has been filled.

**Proposed: Cllr Nelson**  
**Seconded: Cllr Jones**  
**Agreed by all**

22/071 **To resolve to have the electrical safety certificate renewed, at an approximate cost of £110.**

Following a discussion, it was resolved to have the electrical safety certificate renewed, at an approximate cost of £110. To be completed prior to the jubilee weekend. Any additional recommendations for additional work to improve the installation will be completed subsequently.

**Proposed: Cllr Stephens**  
**Seconded: Cllr Jemmett**  
**Agreed by all**

22/072 **Fireworks display 2022**

To discuss whether Wix PC should host a fireworks display for 2022, and agree the date and budget if so. Following a discussion, it was resolved to host the display on Saturday 5<sup>th</sup> November. The budget for fireworks was set at £3,600 (£3000+ 20%), subject to further investigation on current costs.

**Proposed: Cllr Nelson**  
**Seconded: Cllr Jemmett**  
**Agreed by all**

22/073 **Jubilee Celebrations**

- a) Update.  
Bingo on Thursday as well as history display and beacon lighting. Sue Lusher will decorate the war memorial with a budget of £100.  
Refreshments will be served in the village hall during bingo and the beacon lighting

Sunday- afternoon tea event, stream a live feed on the national events (if possible). Leaflet drop. Jubilee Trail. School art project. Craft area during the afternoon tea.

Next meeting is Thursday 19<sup>th</sup> May.

**Full details of all the events over the Jubilee weekend will be published in due course**

- b) PA system – proposal to buy a PA system with outdoor rated speakers for the PC.  
Following a discussion was resolved to purchase a PA system with a budget of £500.

**Proposed: Cllr Nelson**  
**Seconded: Cllr Stephens**  
**Agreed by all**

**22/074 To agree scope and budget for the telephone box refurbishment.**

To seek quotes to **fully** restore the telephone box

**Agreed by all**

**22/075 Tree survey and tree work**

- a) Proposal to undertake a new tree survey at £480/£320, depending on survey type

Following a discussion, it was resolved to have the full survey completed at a cost of £480.00. Clerk to contact the contractor and arrange.

- b) To discuss work on the storm damaged horse chestnut and consider the recommendation to pollard at approx. 4-5m above ground level, at £300

**To defer until after the tree survey.**

**Proposed: Cllr Nelson**  
**Seconded: Cllr Jemmett**  
**Agreed by all (exc Cllr Jones)**

**22/076 Crime Report**

Report form PCSO Pat Smith (appx 3\*\*)

**22/077 Correspondence.**

- To receive a request from the Wix Fayre Committee, for the use of the playing field on 16<sup>th</sup> July 2022  
Agreed by all
- To receive a request to hold a wedding on the playing field in August 2024. This was agreed in principle, however, a meeting should be called with the Village Hall Management Committee, to agree a policy for field hire (VHMC included as the hall is often hired simultaneously, and if not, big events on the field may take up all available parking) Charges for different types of events should also be agreed.

**22/078 Reports, updates and matters of continuing reference.**

- **Highways- Clerk.** No report
- **TDALC- Cllr Mitchell.** No meeting his month
- **Village Hall** No report
- **Recreation area** Working group will meet after feed back following the Annual Parish Meeting

**22/079 Items to be added to next/future Agenda/ matters of continuing reference.**

Gym area lighting

MUGA surfacing.

dog litter bin

Ownership of the pond. Cllr Stephens

Churchyard working group

Field hire policy

**Items of interest and note.**

**Litter pick- Saturday 28<sup>th</sup> May (to include Bowl Road)**

**Jubilee events- 2<sup>nd</sup>-5<sup>th</sup> June**

**Annual Parish Meeting- Monday 30<sup>th</sup> May**

**Next meeting- Monday 20<sup>th</sup> June 2022**

**Meeting closed 21:17**