

MINUTES OF THE ANNUAL MEETING OF TRUNCH PARISH COUNCIL
HELD ON WEDNESDAY 2ND MAY, 2018 AT 7.15 PM
IN THE METHODIST CHURCH ROOMS, NORTH WALSHAM ROAD,
TRUNCH

Present:-

Chairman - Cllr. A. Fordham, Vice-Chairman - Cllr. G. Green,
Cllr. B. Boughton, Cllr. R. Drury, Cllr. A. Hale, Cllr. J. Jones,
Cllr. T. Leeder, Cllr. C. Owen and Cllr. J. Spencer.

County Councillor E. Maxfield.

Julie Chance MILCM - Clerk.

Four members of the public also attended the meeting.

1. ELECTION OF CHAIRMAN

It was **AGREED** to appoint Cllr. Brian Boughton as Chairman of Trunch Parish Council. Cllr. Boughton and the Clerk signed the Declaration of Acceptance of Office form. Cllr. Boughton took the Chair.

The Chairman thanked Cllr. Fordham for his hard work during his term of office as Chairman to Trunch Parish Council.

2. ELECTION OF VICE-CHAIRMAN

It was **AGREED** to appoint Cllr. Gloria Green as Vice-Chairman to Trunch Parish Council. Cllr. Green and the Clerk signed the Declaration of Acceptance of Office Form.

3. APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr. N. Hurst and District Councillor N. Coppack.

4. DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATIONS

Declarations of interest were received from Cllrs. Jones and Walker in connection with the annual grant awards.

5. **MINUTES OF THE MEETING HELD ON WEDNESDAY 4TH APRIL, 2018**

The Minutes of the meeting held on Wednesday 4th April 2018, having been circulated, were taken as read, **AGREED** and signed by the Chairman.

6. **TRUNCHONBURY**

The Chairman welcomed the three directors of Trunchonbury to the meeting. The Directors gave a very informative presentation on the arrangements for this year's festival. More stewards are required and a request for the scarecrows to remain in place for the festival was received. Details and layout of festival attached. Further information can be obtained from the website www.trunchonburuyfestival.com.

7. **COUNTY AND DISTRICT COUNCILLORS' REPORTS**

7.1 County Councillor's Report:- No report received. The issue of potholes and how they were repaired was discussed and the Clerk will email the County Councillor with details requesting that he deal with this matter on behalf of the Parish Council. There is also a drain that needs attention and the Clerk will include this in the email to the County Councillor.

7.2 District Councillor's Report:- Attached.

8. **PUBLIC PARTICIPATION**

None received.

9. **ST JAMES'S PLACE**

The Clerk confirmed that the cheque has been received and the money invested by St. James's Place as agreed.

10. **POLICE**

10.1 Police Newsletter/SNAP Report:- Circulated. Noted.

10.2 Community Speed Watch Scheme:- Cllr. Owen reported that the training is going well and the volunteers will shortly be seen in the village.

11. **HIGHWAYS**

11.1 School Bus:- The Clerk read an email received from Margetts Chariots stating that they would investigate whether the buses can stop at the bus stops with the shelters which is safer and will keep the children dry in wet weather. This matter will be placed on the next agenda for an update.

- 11.2 Verges and Road Surface - Cornish Avenue:-** The Clerk reported that she has written to Broadland Housing asking that the verges and the road surface be reinstated once the building work on the new site is complete. To date the Clerk has not received a reply and she will chase accordingly.
- 11.3 Potholes:-** This matter has been dealt with under the County Councillor's Report above.

12. PLAYING FIELD

- 12.1 Playing Field Project Group:-** No report received.
- 12.2 Gym Equipment:-** Cllr. Owen reported that he is still waiting for quotations and this matter will be placed on the next agenda for an update.
- 12.3 Concrete Pad:-** This is still in place due to the recent bad weather. This matter will be placed on the next agenda for an update from Cllr. Hurst.
- 12.4 Car Park - Condition:-** This matter will be discussed once the concrete pad has been removed from the playing field.
- 12.5 Moles:-** The Clerk reported that the pest controller made several visits and caught four moles. It was **AGREED** to pay for three visits at a cost of £75.
- 12.6 Grass Maintenance:-** The Clerk reported that the contract with Norse is for five years and there will be an increase of 3% this year. The sum for this financial year will be £852.33 plus VAT.
- 12.7 Skate Park Area:-** Cllr. Owen reported that the new frame is being made and this matter will be placed on the next agenda for an update. It was reported that the security fencing around the area has fallen down. Cllr. Owen will report this to the volunteers dealing with the skate park area.
- 12.8 Fly Tipping:-** Cllr. Jones reported that he has taken most of the rubbish away and will be removing the remainder shortly.
- 12.9 Rubbish Bins:-** It was reported that the rubbish bin in the play area has not been emptied for some time. The Clerk will inform North Norfolk District Council accordingly.

13. FOOTPATHS

- 13.1 Broken Footpath Sign:-** The Clerk read an email from Norfolk County Council stating that the repair is in hand. This matter will be placed on the next agenda for an update.
- 13.2 Modification Order - Footpath No.9:-** Circulated. Noted.
- 13.3 Footpath - Gimingham Road to Brewery Road:-** It was reported that this footpath is flooded in bad weather. Cllr. Jones will investigate whether anything can be done to improve the matter and this will be placed on the next agenda for an update.

14. PLANNING

- 14.1 **Planning Applications:-** None received.
- 14.2 **Permissions:-** None received.
- 14.3 **Former Garage - Chapel Road:-** Following discussion it was **AGREED** that no further action would be taken in this matter.

15. **FINANCE**

15.1 The following cheques were **AGREED** and signed:- £

J I Chance - Salary and Office Allowance	359.73
HM Revenue and Customs - Tax	83.73
T T Jones - Street Lighting	46.43
Grants to Skate Park - Reserves	2,000.00
S137 Grants - Two Years:-	
Trunch Mardle	200.00
Trunch Village Hall	860.00
CAB	100.00
St. Botolph's	400.00
Trunch Methodist Church	200.00
Roger Canwell - Internal Auditor	25.00
Came & Company - Annual Insurance	624.45

- 15.2 **Annual Accounts for the Year Ended 31st March, 2018:-**
AGREED. The annual accounts were signed by the Chairman and Clerk.
- 15.3 **Annual Governance Year Ended 31st March, 2018:-** The Annual Governance for the year ended 31st March, 2018 was **AGREED**. The Annual Governance was signed by the Chairman and the Clerk.
- 15.4 **Annual Return for the Year Ended 31st March 2018:-** **AGREED.** The Annual Return for the year ended 31st March, 2018 was signed by the Chairman and Clerk.
- 15.5 **Internal Auditor's Report:-** Circulated. Noted.
- 15.6 **Bank Statements:-** The end of year bank statements were signed by all Members present at the meeting.
- 15.7 **Glass Fibre Grit Bins:-** It was **AGREED** to purchase one new glass fibre grit bin at a cost of £234.99 plus VAT to replace the damaged one opposite the Crown Inn. It was **AGREED** that any future grit bins purchased would be glass fibre and not plastic. The plastic bins distort and let in water.
- 15.8 **Norfolk ALC Subscription:-** It was **AGREED** to renew this annual subscription in the sum of £194.99.

- 15.9 **GDPR Act:-** It was **AGREED** that the Clerk would arrange joint training with Trimmingham Parish Council. It was **AGREED** to start an

annual subscription with the Information Commissioners Office in the sum of £35. The Clerk reported that the Government have tabled an amendment to the new Act to exempt all Parish and Town Councils from the requirement to appoint a Data Protection Officer under the General Data Protection Regulation. This decision will mean a saving of approximately £2,000 per annum.

15.10 Maintenance of Assets:- The Clerk reported that she is obtaining quotations for the repairs needed and this matter will be placed on the next agenda for an update.

15.11 Grass Maintenance:- The Clerk reported that she has started the tender process and this matter will be placed on the next agenda for an update and further discussion concerning a possible five year contract.

16. ALLOTMENTS

16.1 Entrance to Field:- The Clerk reported that two contractors have reported that they do not feel any work is needed to correct the entrance to the field. It was **AGREED** that no further action would be taken in this matter.

16.2 Overgrown Hedge:- It was **AGREED** that the Clerk would write to the owner of the hedge and ask whether it can be cut back. The Clerk will mention that the Parish Council will arrange to have the hedge cut if the owner is unable to do so but we will need permission to do so.

17. CORRESPONDENCE

17.1 Norfolk ALC Newsletter:- Circulated. Noted.

17.2 Age Concern:- Circulated. Noted.

17.3 Historic England - Trunch War Memorial:- Circulated. Noted.

17.4 Community Action Norfolk:- Circulated. Noted.

17.5 Email - Residents:- The Clerk read an email from members of the public thanking the Members for their support for their planning application.

18. DATE OF NEXT MEETING

The date of the next meeting was noted as Wednesday 6th June, 2018 at 7.30 pm in the Methodist Church Rooms.

There being no other business the Chairman closed the meeting at 9.10pm.

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Chairman

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Date