

MINUTES OF THE MEETING OF TRUNCH PARISH COUNCIL
HELD ON WEDNESDAY 13TH JUNE, 2018 AT 7.30 PM
IN THE METHODIST CHURCH ROOMS, NORTH WALSHAM ROAD,
TRUNCH

Present:-

Chairman - Cllr. B. Boughton, Vice-Chairman - Cllr. G. Green,
Cllr. A. Fordham, Cllr. T. Leeder, Cllr. J. Spencer and Cllr. R. Walker.

Julie Chance MILCM - Clerk.

1. APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr. R Drury, Cllr. N. Hurst, Cllr. J. Jones, Cllr. C. Owen, County Councillor E. Maxfield and District Councillor N. Coppack.

1.1. Casual Vacancy:- The Clerk reported that the election period has lapsed. It was **AGREED** to advertise the casual vacancy for co-option and hold interviews once applications have been received.

2. DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATIONS

Declarations of interest were received from Cllr. R. Walker in respect of Planning Application No. PF/18/1003.

3. MINUTES OF THE MEETING HELD ON WEDNESDAY 2ND MAY, 2018

The Minutes of the meeting held on Wednesday 2nd May 2018, having been circulated, were taken as read, **AGREED** and signed by the Chairman.

4. COUNTY AND DISTRICT COUNCILLORS' REPORTS

4.1 County Councillor's Report:- No report received.

4.2 District Councillor's Report:- No report received.

5. PUBLIC PARTICIPATION

No members of the public attended the meeting.

6. POLICE

- 6.1 **Police Newsletter:-** Circulated. Noted.
SNAP:- Cllr. Walker reported that the Police are holding a speed and drug campaign.
- 6.2 **Community Speed Watch:-** Cllr. Boughton reported that the Police have completed a risk assessment and the volunteers are undergoing training. The team will soon be operational.

7. HIGHWAYS

- 7.1 **School Bus:-** The Clerk reported that the operators of the school bus needed some clarification on which bus was not stopping at the bus shelters. It was **AGREED** that the Clerk would inform the operators that it is the afternoon Mundesley school bus. This matter will be placed on the next agenda for an update.
- 7.2 **Verges/Road Surface Cornish Avenue:-** The Clerk read an email received from Broadland Housing Group stating that they expect the contractors to put right the damage to access roads and verges once the building work has been completed. It was **AGREED** that no further action would be taken in this matter.
- 7.3 **Potholes:-** It was reported that repairs are being carried out.
- 7.4 **Drainage - North Walsham Road:-** The Clerk read an email received from County Councillor Maxfield stating that a new drainage system will cost £27,000. Norfolk County Council have the new drainage system on a forward programme but it is unlikely to be installed in the near future due to lack of funding. It was **AGREED** that the Chairman will place an article in the Mardle to ascertain whether the residents would like to try and fundraise for the cost of the drainage system. This matter will be placed on the next agenda for an update.
- 7.5 **Parking on Pavements:-** It was reported that vehicles are parking on the pavements throughout the village. It was **AGREED** that the Chairman will place an article in the Mardle calling for this practice to cease.

8. PLAYING FIELD

- 8.1 **Playing Field Project:-** The Chairman reported that work is in hand to extend and strengthen the framework of the skate park equipment. The timber decking is being installed and the volunteers have reinstated the fencing around the project.
- 8.2 **Gym Equipment:-** This matter will be placed on the next agenda for an update from Cllr. Owen.
- 8.3 **Concrete Pad:-** The Clerk read an email from Cllr. Hurst confirming that the concrete pad will be removed by the end of June.
- 8.4 **Condition of Car Park:-** This matter will be discussed once the concrete pad has been removed.

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- 8.5 **Rubbish Bins:-** The Clerk read an email received from North Norfolk

District Council stating that they have instructed the contractor to empty the bins and they will be monitoring the situation. It was **AGREED** that this matter will be removed from the agenda.

- 8.6 Grass Cutting - Playing Field:-** Cllr. Walker reported that members of the public are complaining about the grass left on the playing field following cutting. It was reported that the machinery to remove the grass is more expensive than the machinery currently being used. The cost for this work is not in the budget.
- 8.7 Spring on Gate - Play Area:-** Cllr. Spencer reported that the spring needs tightening as the gate does not close. Cllr. Leeder will tighten the spring. No further action will be taken in this matter.
- 8.8 Edges - Playing Field:-** It was reported that the cutting equipment cannot reach the edges of the playing field due to overhanging tree branches. It was **AGREED** to leave the edges of the playing field uncut to allow it to grow into a wildlife area.

9. FOOTPATHS

- 9.1 Broken Footpath Sign:-** It was reported that the sign has been replaced. No further action will be taken in this matter.
- 9.2 Modification Order - Footpath No.11:-** Circulated. Noted.
- 9.3 Gimingham Road/Brewery Road Footpath:-** It was reported that this footpath has overhanging foliage. It was **AGREED** that the Chairman will speak to the residents of the properties concerned. No further action will be taken in this matter.

10. PLANNING

- 10.1 Planning Application No. LA/18/0498 - Works to derelict outbuildings including part demolition of gable wall, reconstruction of walls and installation of restraints to strengthen walls - Trunch Hall, Bradfield Road, Trunch:-** No objections.
- of Planning Application No. PF/18/0986 - Conversion and extension outbuilding No.2 counselling rooms and reception (D1 Non residential institutions), erection of single-storey front and side extension and installation of first flood balcony - The Durdans, 36 Trunch Road, Mundesley:-** No objections.
- Planning Application No. PF/18/1003 - Single storey extension - 10 Meadow Way Drive, Trunch:-** No objections.
- 10.2 Planning Application No. PF/15/0953:-** The Clerk reported that enquiries had been received concerning the permission given for this application and the work that is taking place. The Chairman reported that the work taking place is in line with the permission given which was for two dwellings, one two storey and one bungalow. No further action will be taken in this matter.

11. FINANCE

- 11.1** The following cheques were **AGREED** and signed:- £
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| J I Chance - Salary and Office Allowance | 361.62 |
| HM Revenue & Customs - Tax | 83.60 |
| Norse - Grass Maintenance - Playing Field - Six Months | 511.40 |
| Norfolk ALC - Annual Subscription | 194.99 |
| ICO - Data Protection | 35.00 |
| Ivan's Pest Control | 75.00 |
| Norfolk Parish Training and Support | 150.00 |
- 11.2 Monthly Figures - April and May:-** Circulated. **AGREED.**
- 11.3 Fibre Glass Grit Bin:-** It was **AGREED** that a working party would be formed to transfer the grit from the old grit bin to the new grit bin once this has been delivered.
- 11.4 Maintenance of Assets:-** The Clerk reported that two quotations were received. It was **AGREED** to accept the quotation in the sum of £365. The Clerk will action accordingly.
- 11.5 Grass Maintenance - Village:-** The Clerk reported that one quotation was received. It was **AGREED** to accept the quotation in the sum of £2,020. The Clerk will action accordingly. This matter will be considered next year with a view to awarding a longer contract.

12. GENERAL DATA PROTECTION REGULATION

The following documents were circulated by the Clerk and **AGREED.**

Data Protection Policy.

Retention and Disposal Policy.

Social Media and Electronic Policy.

Privacy Notice for Contractor (Sole Trader).

Privacy Notice for Employee.

Privacy Notice for Email Contact.

Privacy Notice for Councillor.

General Privacy Notice.

Subject Access Request Form.

The Management of Transferable Data Policy.

Data Security Breach Reporting Form.

The Clerk will action all the above forms where necessary.

The following documents will be placed on the next agenda for consideration and agreement:-

New Standing Orders.

New Risk Assessment.

List of Documents for retention or disposal.

Information Audit.

Consent Form for Grants.

It was **AGREED** that the Clerk would be appointed the Data Protection

Officer. The Clerk's Contract of Employment will be amended under Part II on the next agenda.

13. ALLOTMENTS

- 13.1 Overgrown Hedge:-** The Clerk circulated the reply from the owner of the hedge to all Members. Cllr. Fordham reported that the local farmer will cut the hedge once the birds nesting season has finished.
- 13.2 Diocese of Norwich:-** The Clerk read a letter received from the Diocese of Norwich informing the Members of tree work which will be carried out along the Gunthorpe Lane roadside boundary.

14. CORRESPONDENCE

- 14.1 Thank you Letters:-** The Clerk read several grant thank you letters. Noted.
- 14.2 Norman Lamb's Village Tour:-** The Clerk will circulate this to Members.
- 14.3 Norfolk County Council - Parish Partnership Scheme:-** Noted.
- 14.4 Cromer Shoal Chalk Beds:-** Circulated. Noted.
- 14.5 Neighbourhood Planning Surgery:-** Circulated. Noted.

It was reported that notices have been erected in our bus shelters. It was **AGREED** that these will be removed and the Chairman will place an article in the Mardle requesting the practice to stop.

It was reported that the information on the notice board on the side of the Crown Inn is out of date. It was **AGREED** that the Clerk would ascertain who the notice board belongs to and report this matter.

15. DATE OF NEXT MEETING

The date of the next meeting was noted as Wednesday 4th July, 2018 in the Methodist Church Rooms.

It was **AGREED** that the September meeting will be moved from 5th September to 12th September due to the Clerk's holiday.

There being no other business the Chairman closed the meeting at 8.36 pm.

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Chairman

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Date