

**MINUTES OF THE MEETING OF TRUNCH PARISH COUNCIL**  
**HELD ON WEDNESDAY 7<sup>TH</sup> SEPTEMBER, 2016 AT 7.30 PM**  
**IN THE METHODIST CHURCH ROOMS, NORTH WALSHAM ROAD,**  
**TRUNCH**

**Present:-**

Chairman - Cllr. A. Fordham, Vice-Chairman - Cllr. T. Leeder,  
Cllr. B. Boughton, Cllr. R. Drury, Cllr. A. Hale,  
Cllr. N. Hurst and Cllr. R. Walker.

Shaun Vincent - Abzag Limited - Neighbourhood Plans.

Richard Neville - Trunch Village Society.

Julie Chance MILCM - Clerk.

Four members of the public also attended the meeting.

**1. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllr. G. Green, Cllr. D. Hazell, Cllr. J. Jones, County Councillor W. Northam, District Councillor N. Coppack and PCSO R. King. Cllr. C. Owen will try to attend the meeting but will be late.

**2. DECLARATIONS OF INTEREST**

None received.

**3. MINUTES OF THE MEETING HELD ON WEDNESDAY 6<sup>TH</sup> JULY, 2016**

The Minutes of the meeting held on Wednesday 6<sup>th</sup> July 2016, having been circulated, were taken as read, **AGREED** and signed by the Chairman.

#### 4. **NEIGHBOURHOOD PLAN**

The Chairman welcomed Shaun Vincent from Abzag Limited to the meeting. Shaun gave a brief overview of how a neighbourhood plan would help a community and the ways in which it can be prepared. The cost for Trunch is likely to be £20,000 if Shaun does the work but this would be much cheaper if the community did the plan themselves. There is an independent examination, consultation and referendum of which North Norfolk District Council would have to meet the cost. There are grants available to produce a neighbourhood plan. Once the plan is in place it is a legal document and the planning authority have to abide by the policies within the plan. Following lengthy discussion and questions it was **AGREED** that the Members would investigate the neighbourhood plan procedure in great depth and this matter will be placed on the next agenda for further discussion. The Chairman thanked Shaun Vincent for attending the meeting.

#### 5. **COUNTY AND DISTRICT COUNCILLORS' REPORTS**

5.1 **County Councillor's Report:-** None received.

5.2 **District Councillor's Report:-** None received.

#### 6. **PUBLIC PARTICIPATION**

Richard Neville from the Trunch Village Society presented the scheme Next Door Neighbourhoods. It is a private social media site for the residents of Trunch. The Chairman thanked Richard Neville for the presentation.

A member of the public expressed concern about the signs that have appeared on gates around the village. He has tried to make enquiries and is concerned that the public rights of way are going to be lost. Cllr. Leeder has spoken to the landowner who erected the signs who has assured him that they are not taking any trees down or carrying out any work. The purpose of the signs is to register their land. It was **AGREED** that the concerns would be noted and this matter will be monitored.

#### 7. **POLICE**

7.1 It was reported that there were no crimes recorded during the period 3<sup>rd</sup> August 2016 to 7<sup>th</sup> September 2016.

7.2 **Speed Checks:-** This matter will be dealt with under the SNAP report.

7.3 **SNAP:-** report attached.

7.4 It was **AGREED** that the Clerk would ask PCSO King for a short resume about himself for the notice board.

## 8. HIGHWAYS

- 8.1 **Potholes:-** The Clerk confirmed that she has reported the potholes on numerous occasions. It would help if a member of the public also reported the potholes to Norfolk County Council.
- 8.2 **Verges - Norfolk County Council:-** It was reported that Norfolk County Council will be increasing the cuts for the banks and hedges.
- 8.3 **Stones and Gravel:-** The Clerk reported that Norfolk County Council are dealing with this matter. It was **AGREED** that no further action would be taken in this matter.
- 8.4 **VAS Sign:-** It was reported that the sign has been repaired. It was **AGREED** that no further action would be taken in this matter.
- 8.5 **Highway Rangers:-** The Clerk reported that the Highway Rangers will be visiting Trunch week commencing 10<sup>th</sup> October 2016.
- 8.6 **Overgrown Hedge - North Walsham Road:-** Further complaints have been received concerning the overgrown hedge on the North Walsham Road. It was **AGREED** that the Clerk would contact Norfolk County Council and ask them to action as the footpath is unable to be used.
- 8.7 **Overgrown Hedge - Post Box:-** It was reported that this hedge has been cut back and the post box is accessible. It was **AGREED** that no further action would be taken in this matter.

## 9. PLAYING FIELD

- 9.1 **Meeting with Trunch Village Society:-** Minutes attached.
- 9.2 **Pavilion:-** The Clerk reported that the pavilion has been demolished and the electricity supply removed. An outside tap was installed by the contractor but unfortunately this was vandalised shortly after installation. The water supply has been cut off and the Clerk is in the process of cancelling the supply with Anglian Water.
- 9.3 **Goal Posts:-** It was confirmed that the goal posts have now been moved. It was **AGREED** that no further action would be taken in this matter.
- 9.4 **Grass Maintenance:-** Cllr. Drury reported on the meeting held with the contractor. The options to improve the appearance of the playing field are very expensive. A quote for cutting weekly was obtained in the sum of £1,455.00 per annum. This is £600 more than at present. It was **AGREED** that the maintenance would remain as at present and no further action would be taken in this matter.
- 9.5 **Bottle Bank:-** The Clerk reported that one of her other parish councils received £125.03 income last year with £29.51 of expenses. It was **AGREED** that the Parish Council would not install a bottle bank on the car park of the playing field.

- 9.6 Entrance Repair:-** It was reported that this repair has now been completed. It was **AGREED** that no further action would be taken in this matter.
- 9.7 Rubbish - Playing Field Car Park:-** It was reported that a lot of rubbish is being left on the playing field car park. Cllr. Leeder confirmed that he is removing the rubbish. The issue seems to be with cars parking on the car park and the occupants eating and drinking then throwing the rubbish out of the windows.
- 9.8 New Sign:-** It was **AGREED** that the Clerk would obtain the cost of a new sign stating that vehicle owners park their cars on the playing field car park at their own risk.
- 9.9 Goal Markers, Nets and Stretcher:-** Cllr. Leeder reported that these items need storage. It was **AGREED** that Cllr. Boughton will collect and they will be stored in the composting barn for the time being.
- 9.10 New Litter Bin:-** It was reported that the new litter bin is not being emptied. It was **AGREED** that the Clerk would contact North Norfolk District Council and enquire why not and obtain the emptying schedule.

## **10. FOOTPATHS**

- 10.1** It was reported that holly has been dumped at the bottom of one of the footpaths. Noted.

## **11. PLANNING**

- 11.1 Planning Application No. LA/16/0952 - Conversion of an existing games room into ancillary accommodation - Brick Kiln Farm, Mundesley Road, Trunch:-** No objections.
- Planning Application No. PF/16/0953 - Construct garden room and refurbish property inc. roof repairs, windows, doors, internal fabric and structure - Trunch Hall, Bradfield Road, Trunch:-** No objections.
- 11.2 Permissions Given:-** Brick Kiln Farm, Mundesley Road, Trunch - Planning Application No. LA/16/0952.
- 11.3 Neighbourhood Plan:-** It was **AGREED** that this matter would be placed on the next agenda and the Members would investigate the procedure.

## **12. ALLOTMENTS**

- 12.1 Track:-** It was reported that the tack has now been repaired but vehicles are still using it. The Clerk reported that there is no lease in place at present. The Diocese are in the process of preparing a lease which will cover the use of the track. They will be taking legal advice

with regard to the access and the land behind Belmont. The Diocese have expressed concern that the Parish Council is listed on their records as having three pieces of land with allotments and this is not the case at present. The Diocese Surveyor will be visiting and carrying out inspections on 12<sup>th</sup> September. It was **AGREED** that the Clerk would write to the Diocese and confirm that the third piece of land is now a wild flower meadow and not allotments. It is no longer under the remit of the Parish Council.

**12.2 Overgrown Hedge:-** It was reported that the hedge was planted by the occupant of Allotment No.1 and any new occupant will need to maintain the hedge.

### **13. FOUNDATION AWARD**

**13.1 Foundation Award:-** The Clerk confirmed that the new website is up and running. The address is [www.trunchparishcouncil.co.uk](http://www.trunchparishcouncil.co.uk). The paperwork is being prepared between the Clerk and Chairman working towards the Foundation Award and they will keep the Members informed. It was **AGREED** that the old website will now be closed down.

**13.2 Financial Regulations:-** It was **AGREED** to adopt the new Financial Regulations. This will be placed on the website.

**13.3 Publication Scheme:-** It was **AGREED** to adopt the new Publication Scheme. This will be placed on the website.

### **14. FINANCE**

<b>14.1</b>	The following cheques were <b>AGREED</b> and signed:-	£
	J I Chance - Salary, Office Allowance and Stationery	371.03
	HM Revenue & Customs - Tax	83.60
	T T Jones Electrical - Street Lighting	43.91
	ALS Lawns & Fencing - Footpaths July & August	480.00
	Nick Hurst - Repair of Entrance to Playing Field	222.70
	Anglian Water - Pavilion	10.78

**14.2 New Electronic Finance System:-** The Clerk circulated the new paperwork. It was **AGREED** to adopt the new system.

### **15. CORRESPONDENCE**

**15.1 Norfolk County Council - Rights of Way Newsletter:-** Circulated. Noted.

**15.2 The Local Government Boundary Commission:-** Circulated. Noted.

**15.3 Norfolk ALC - Newsletters:-** Circulated. Noted.

**15.4 Norfolk County Council - Changes to Pre-book Transport:-**

Circulated. It was **AGREED** that the Clerk would ascertain whether this is connected to the North Walsham Community Transport and if so enquire why Trunch is not included. Trunch Parish Council make a considerable contribution each year to the North Walsham Community Transport.

**15.5 Suffolk ALC & Norfolk ALC - Devolution:-** Circulated. Noted.

**15.6 North Norfolk Parish and Town Council Forum:-** Circulated. Noted.

**16. DATE OF NEXT MEETING**

The date of the next meeting was noted as Wednesday 5<sup>th</sup> October, 2016 at 7.30 pm in the Methodist Church Rooms.

**There being no other business the Chairman closed the meeting at 9.06 pm.**

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**Chairman**

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**Date**