

**MINUTES OF THE MEETING OF TRUNCH PARISH COUNCIL**  
**HELD ON WEDNESDAY 5<sup>TH</sup> AUGUST, 2020 AT 7.00 PM**  
**VIA ZOOM**

**Present:-**

Chairman – Cllr. B. Boughton, Cllr. D. Burns, Cllr. N. Hurst,  
Cllr. L. New, Cllr. R Neville, Cllr. C. Owers, Cllr. J. Spencer, Cllr. J. Sweeney,  
Cllr. P. Taylor and Cllr. S. Wild.

Julie Chance FSLCC – Clerk.

Stuart Hutcheson – IT Support.

**1. APOLOGIES FOR ABSENCE**

Apologies for absence were received from County Councillor E. Maxfield.

**2. DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATIONS**

Declarations of interest were received from Cllr. Boughton and Cllr. Neville in respect of Planning Matters and from Cllr. Spencer in respect of Allotment matters.

**3. MINUTES OF THE MEETING HELD ON WEDNESDAY 4<sup>TH</sup> MARCH, 2020**

The Minutes of the meeting held on Wednesday 4<sup>th</sup> March 2020, having been circulated, were taken as read, **AGREED** and will be signed by the Chairman.

**4. CASUAL VACANCY**

**4.1** The Clerk reported that the legal election period has lapsed. The Chairman reported that there have been two expressions of interest in the vacancy. It was **AGREED** that the casual vacancy will be advertised and interviews will take place once all expressions of interest have been received. The Clerk will action.

It was **AGREED** that the Clerk would write to Mike Tyler and thank him for his hard work during his term of office.

**5. ELECTION OF VICE-CHAIRMAN**

**5.1** Cllr. Hurst was proposed and seconded. Cllr. Hurst did not feel he could take the position of Vice-Chairman at the present time. No other nominations were received.

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

**6.1 County Councillor's Report:-** Attached.

**6.2 District Councillor's Report:-** None given.

**7. PUBLIC PARTICIPATION**

None received.

**It was AGREED that Item 14 – Finance would be brought forward on the agenda.**

**8. FINANCE**

<b>8.1</b> The following cheques were <b>AGREED</b> and signed:-	<b>£</b>
J I Chance – Salary, Office Allowance and Zoom	446.59
HMRC – Tax	95.60
Roger Canwell – Internal Auditor	25.00
T.T. Jones Electrical – Street Lighting	47.46
Stuart Hutcheson – Website Domain Renewal	65.00

ICO – Data Protection	40.00
Norfolk Cleaning Company – Play Equipment	144.00
C J Tree Services – See Saw	260.00

- 8.2 Annual Accounts – Year Ended 31<sup>st</sup> March, 2020:-** Circulated. **AGREED.**
- 8.3 Annual Governance – Year Ended 31<sup>st</sup> March, 2020:-** Circulated. **AGREED.**
- 8.4 Supporting Documentation:-** Circulated. **AGREED.**
- 8.5 Internal Auditors Report:-** Circulated. Noted.
- 8.6 Notice of Public Rights:-** It was **AGREED** that the Notice of Public Rights would be dated 12<sup>th</sup> August, 2020.
- 8.7 Monthly Figure – April, May, June and July:-** Circulated. **AGREED.**
- 8.8 Street Lighting:-** It was **AGREED** to install a shield on the street light which is shining into a residents property at a cost of £40.00 plus VAT.  
The Clerk reported that the new electricity cost per quarter is £18.86 a saving of just over £50 per quarter. This is due to the replacement lanterns to LED.
- 8.9 Procurement Procedure:-** This matter has been dealt with. It was **AGREED** that no further action is required. The Clerk is holding a register of approved contractors.
- 8.10 St James’s Place:-** The Clerk reported that the investment stands at £11,382 as at 30<sup>th</sup> June, 2020. This is an interest gain of £1,382 over the period of two years.
- 8.11 Welfare Fund and Trunch Trades Plan:-** Cllr. Burns outlined the proposal for a grant system to help young people to achieve a start-up business following the Covid crisis. This included help with writing business plans and mentoring. This scheme would also provide a service to the village as young people set-up trade businesses. The Clerk reported that the £1,000 grant that was obtained from the Norfolk Community Foundation cannot be used for this purpose. It was **AGREED** that the money spent to date of approximately £500 to help during the crisis would be taken from this fund. The Clerk also reported that the £5,000 pledged by the Parish Council would need to be re-examined in order that there

were sufficient funds in reserves to cover the North Walsham Road drainage scheme towards which the Parish Council has pledged £10,000. It was **AGREED** that the £5,000 would be transferred back into the Parish Council's reserves to go towards the drainage scheme. It was **AGREED** that a working group would be formed to progress the new scheme and Cllr. Burns will prepare some terms of reference for the Members to consider at the next meeting.

## 9. POLICE

**9.1 Newsletters:-** Circulated. Noted.

**SNAP:-** It was reported that the SNAP meetings have been postponed due to the crisis. The Chairman reported that he is in direct contact with the Police about two issues in the village, the Quad Bike exhaust and the Drone issue. He reported that the problems have eased slightly. The Chairman has also discussed the recent burglaries and scams.

**9.2 Speed Watch:-** Nothing to report.

**9.3 Local Policing Update:-** Circulated. Noted.

**9.4 Quad Bike Exhaust and Drone:-** These matters have been dealt with in 9.1 above.

**9.5 Blacksmiths Close:-** It was reported that there have been some dispute issues which is making the other residents feel unsafe. The Chairman will discuss this matter with the Police and report back at the next meeting.

## 10. HIGHWAYS

**10.1 Crown Inn – Damaged Area:-** It was reported that this work has still not been carried out. The Clerk will chase accordingly.

**10.2 Speed Gates – Parish Partnership:-** It was **AGREED** that the Clerk would enquire when the new gates are likely to be installed.

**10.3 Temporary Traffic Orders:-** Circulated. Noted.

**10.4 North Walsham Road Drainage System:-** The Clerk read an email received from Norfolk County Council stating that the scheme is programmed for 2021/22 but this is subject to change.

- 10.5 Road Name Signs:-** It was reported that the Pyghtle Close road name sign has been repaired. As Fullers Lane is a private development and has not been adopted, the road name sign is the responsibility of Broadland Housing Association. The Clerk will liaise with them and report to the next meeting.
- 10.6 Pot Holes:-** The Clerk has reported the potholes to Norfolk County Council. The Clerk will chase accordingly.
- 10.7 Overgrown Hedges:-** It was reported that the overgrown hedges on Wrights Loke have been cut back by Anglian Water. It was **AGREED** that no further action would be taken in this matter.
- 10.8 Bus Shelter – Gimingham Road:-** The Chairman reported that the bus shelter is deteriorating. The Chairman will investigate the ownership of the bus shelter and this matter will be placed on the next agenda for an update.
- 10.9 Bridge – Swafield:-** It was **AGREED** that the Clerk would liaise with North Walsham Town Council, Swafield and Bradfield Parish Council and Norfolk County Council enquiring whether permanent traffic lights can be installed. An alternative would be a priority system. This matter will be placed on the next agenda for an update.
- 10.10 Trod – North Walsham Road:-** The Clerk read an email received from Norfolk County Council stating that part of the land in question is privately owned and the cost for a trod would be in the region of £35,000. This email was dated 2015. It was **AGREED** that the Clerk would ask Norfolk County Council for a map of the site to identify which parts are privately owned. This matter will be placed on the next agenda for an update.
- 10.11 Village Sign:-** It was reported that the base of the village sign is cracking and could be damaged further during the winter months. It was **AGREED** that the Chairman and Cllr. Taylor will prepare a survey report and this matter will be placed on the next agenda for further discussion.

## 11. PLAYING FIELD

- 11.1 Dog Fouling:-** It was **AGREED** that Phase 1 of the plan has worked. The installation of the new dog bin and bag dispenser has reduced the dog fouling considerably. It was **AGREED** that no further action would be taken in this matter. The Clerk will order some more bags for the dispenser.
- 11.2 See Saws:-** It was reported that both see saws have been repaired. It was **AGREED** that no further action would be taken in this matter.
- 11.3 Friends of Trunch Playing Field:-** It was reported that there has been no interest in this scheme. It was **AGREED** that no further action would be taken in this matter.
- 11.4 Cleaning of Equipment:-** The Clerk circulated a risk assessment and poster which was prepared for Cromer. The equipment has been sanitized by a professional cleaning company and a team of volunteers are cleaning the equipment on a regular basis. It was **AGREED** that the Clerk would adapt the risk assessment and poster to cover Trunch and write to the volunteers to thank them for their hard work.
- 11.5 Skateboard Park:-** It was reported that no action has been taken on maintenance of the skateboard park. The area needs new fencing and signs. The Chairman will liaise with the Trunch Village Society to ascertain the current position.
- 11.6 Dog and Litter Bins:-** The Clerk confirmed that the refund of £158 has been received from North Norfolk District Council. It was **AGREED** that the Clerk would obtain the cost of a new bin together with installation and emptying costs. The Clerk will also obtain the cost of moving the current bin to a more prominent position. This matter will be placed on the next agenda for further discussion.
- 11.7 Registering of Title:-** Cllr. Spencer reported that he has obtained two quotations from Solicitors. It was **AGREED** that the Clerk would obtain another quotation and this matter will be discussed at the next meeting.

**It was AGREED to suspend Standing Orders.**

## **12. FOOTPATHS**

**12.1** It was reported that the footpaths and bridleways are becoming overgrown. The Clerk will liaise with Norfolk County Council concerning this and will obtain an update on the situation with the budget. This matter will be placed on the next agenda for an update. The Clerk will also obtain an update on the footbridge repair.

## **13. PLANNING**

**13.1 Planning Application IB/20/0794 – Shepherds Huts:-** The Chairman reported that he has written to North Norfolk District Council and District Councillor Hayman concerning this application. To date a reply has not been received. The Chairman circulated paperwork concerning this application and a site meeting was held with interested parties. It was **AGREED** that the Clerk would write to North Norfolk District Council and the District Councillor asking for a reply to the previous correspondence. This matter will be placed on the next agenda for an update.

**13.2 Smoking Shed and Fence – The Crown Inn:-** The Chairman reported that the brewery have employed an architect and will be submitting a planning application shortly. It was **AGREED** that no further action would be taken in this matter at the present time. This matter will be discussed again once the planning application is received.

An extra meeting will be arranged for Wednesday 12<sup>th</sup> August to complete the agenda. The remainder of the Planning issues will be discussed at this meeting.

**14. DATE OF NEXT MONTHLY MEETING**

The date of the next monthly meeting was noted as Wednesday 2<sup>nd</sup> September, 2020 at 7.30 pm via Zoom.

**There being no other business at this time the Chairman closed the meeting at 9.40 pm.**

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**Charman**

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**Date**