

MINUTES OF THE MEETING OF TRUNCH PARISH COUNCIL
HELD ON WEDNESDAY 5TH FEBRUARY, 2020 AT 7.30 PM
IN THE METHODIST CHURCH ROOMS, NORTH WALSHAM ROAD
TRUNCH

Present:-

Chairman – Cllr. B. Boughton, Cllr. D. Burns, Cllr. N. Hurst,
Cllr. R. Nevill, Cllr. C. Owers, Cllr. J. Spencer, Cllr. J. Sweeney,
Cllr. P. Taylor, Cllr. M. Tyler and Cllr. S. Wild.

Julie Chance FSLCC – Clerk

Twelve members of the public also attended the meeting.

1. APOLOGIES FOR ABSENCE

Apologies for absence were received from County Councillor E. Maxfield and District Councillor G. Hayman.

2. DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATIONS

Declarations of interest were received from Cllrs. Boughton, Spencer and Tyler in respect of any Trunch Village Society matters.

Declarations of interest were received from Cllr. J. Spencer in respect of any allotment matters.

Prejudicial declarations of interest were received from Cllr. Hurst in respect of quotations under Item 20.

3. MINUTES OF THE MEETING HELD ON WEDNESDAY 8TH JANUARY 2020

The Minutes of the meeting held on Wednesday 8th January 2020, having been circulated, were taken as read, **AGREED** and signed by the Chairman.

4. CASUAL VACANCY

- 4.1** It was **AGREED** to appoint Liz New to fill the casual vacancy.
- 4.2** Cllr. New completed the Declaration of Acceptance of Office Form which was witnessed by the Clerk.

5. COUNTY AND DISTRICT COUNCILLORS' REPORTS

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

6. PUBLIC PARTICIPATION

A member of the public said that a decision had already been made on the issue of dog fouling on the playing field before the public meeting was held last week. He had been down to the playing field several times and a dog was loose with the owner throwing a ball. The Chairman assured all present that nothing had been decided and it was the general consensus of the public meeting that the three phases suggested would be adopted.

A member of the public said that the Parish Council had delayed putting in the dog bin and the bag dispenser until after the meeting but they had already been purchased and were in the Clerk's garage. The Clerk will circulate the details of events which led to the public meeting being called.

A member of the public requested the Members to reconsider their decision to remove the half pipe on the playing field. The half pipe has been cordoned off and a notice has been erected until the necessary repairs have been carried out. This matter will be discussed during the item on the agenda.

7. POLICE

- 7.1 Police Newsletter:-** Circulated. Noted.
SNAP:- The Chairman reported that he will be attending the next SNAP meeting which is due to be held on 11th March and will be raising several issues.
- 7.2 Community Speed Watch Initiative:-** The Chairman reported that the team are still short of volunteers.
- 7.3 Meeting – Police Inspector:-** The Clerk reminded Members that Cllr. Boughton and Cllr. Tyler will be attending this meeting on 24th February and will report back to the next meeting.

8. HIGHWAYS

- 8.1 Parking Area – Crown Inn:-** The Clerk reported that she has requested some dates from Norfolk County Council in order that the cars can be moved from the area for the work to take place. To date she has not heard and she will chase accordingly.
- 8.2 Speed Gates – Parish Partnership Funding:-** This matter will be placed on the next agenda for an update.
- 8.3 Flooding – Brewery Road:-** The Clerk read an email received from Norfolk County Council stating that gully emptying has been programmed and the target date for the completion of the work is 11th February, 2020. It was **AGREED** that no further action would be taken in this matter.
- 8.4 Fly Tipping Brick Kiln Road:-** The Clerk reported that she had informed Environmental Health. The Members reported that the oil has gone but the white paint tins are still there. It was **AGREED** that the Clerk will inform Environmental Health accordingly.
- 8.5 Depressions:-** The Chairman reported that there are several depressions in the road. The Chairman will take photographs and once received the Clerk will report them to Norfolk County Council.
- 8.6 Road Signs:-** It was reported that the Pyghtle Close road name sign has still not been repaired and the Clerk will chase accordingly. It was reported that there is no road name sign for Fullers Lane. The Clerk will request one and also ask that Fullers Lane be added to the Cornish Avenue road name sign.

9. PLAYING FIELD

9.1 Playing Field Project Group – Skateboard Park:- The Clerk read a letter of complaint from the Trunch Village Society concerning the decision to remove the half pipe from the playing field. Several users of the equipment attended the meeting and requested that this decision be overturned as they are taking steps to repair and improve the condition of the equipment. It was **AGREED** that the decision would be overturned until after the repairs have been carried out. It was **AGREED** that Cllr. Burns will carry out a consultation to find a usable solution and he will liaise with the users of the equipment. This matter will be placed on the next agenda for an update.

9.2 Dog Fouling:- The Chairman reported the outcome of the public meeting when it was the consensus of the meeting to follow the three phase action plan as attached. It was **AGREED** to adopt the three phase action plan. It was **AGREED** that the Clerk would prepare a check sheet for the members inspecting the playing field to ascertain whether the phases are working. It was **AGREED** that the first phase should run from April to July 2020.

Signs:- Cllr. Burns purchased some signage to be erected on the playing field. It was **AGREED** that the signage for the play area would be erected. The remainder of the signage had a spelling mistake and Cllr. Burns will arrange to have this amended before they are erected.

Dog Poo Bin:- The Clerk is obtaining quotations for the installation of the dog poo bin as agreed. This matter will be placed on the next agenda for discussion in part II.

Dog Poo Dispenser:- The Clerk is obtaining quotations for the installation of the dog poo bin as agreed. This matter will be placed on the next agenda for discussion in part II. Cllr. Burns asked whether the quotations could be agreed via email. The Clerk said that Parish Councils have to be seen to be transparent as they are spending public money. The Clerk said that agreeing any matters outside of public meetings is not acceptable.

Fence:- It was **AGREED** that the Clerk would obtain quotations for the erection of a fence around the car park with a five bar gate to allow for the grass maintenance contractor to gain access. A sign could then be erected on the fence to remind users of the playing field to clear up after their dogs. This matter will be placed on the next agenda for further discussion.

- 9.3 Play Equipment Safety Report:-** Cllr. Hurst reported that he has removed the old goal posts and has inspected the corner of the basket ball area. It was **AGREED** to accept Cllr. Hurst's recommendation to fill the crack on the corner of the basket ball court. The Members thanked Cllr. Hurst for his work. It was **AGREED** that the Clerk would ask the Safety Inspector for his recommendations on how to increase the height of the large see saw and this matter will be placed on the next agenda for further discussion. Cllr. Burns agreed to hire a portable power washer to deal with the slippery surfaces in the play area. The Members thanked Cllr. Burns for his kind offer. This matter will be placed on the next agenda for an update.
- 9.4 Possible Dog Ban – Playing Field:-** This matter has been dealt with under 9.2 above.
- 9.5** Cllr. Wild suggested that a group of volunteers should work on the play area and make it more colourful for the children by painting the fencing bright colours. The equipment also needs to be painted. This matter will be placed on the next agenda for further discussion.
- 9.6 Friends of the Playing Field:-** Cllr. Burns said that a Friends of the Playing Field should be formed to look after the playing field. This matter will be placed on the next agenda for further discussion.
- 9.7** It was reported that one of the fence posts surrounding the play area is rotten. Cllr. Boughton has effected a temporary repair. The Clerk will obtain quotations for a permanent repair.

10. FOOTPATHS

- 10.1 Budget:-** The Clerk reported that there is the possibility of Trunch Parish Council receiving a budget from Norfolk County Council for the maintenance of the public rights of way. This matter will be placed on the next agenda for an update.

10.2 Maintenance:- Cllr. Wild reported that several public rights of way need attention. The Clerk will report to Norfolk County Council accordingly. The Members thanked Cllr. Wild for her work on monitoring the public rights of way.

11. PLANNING

11.1 Planning Applications:- None received.

12. NORFOLK ALC – WELL BEING INITIATIVE

12.1 The Clerk circulated the recent information to all Members. Noted. Cllr. Burns reported that the Vision for Trunch has received different levels of interest depending on the subject matter. Cllr. Burns will draft a proposal setting out the next stages for discussion at the next meeting.

13. NORTH NORFOLK DISTRICT COUNCIL

13.1 Dog and Litter Bins:- The Clerk read an email received from North Norfolk District Council stating that the emptying of the dog and litter bins will be monitored. The Clerk pointed out that we pay for this service and for over a year have not had the bins emptied on a regular basis.

13.2 North Norfolk Parish and Town Council Forum and North Norfolk District Council Joint Meeting:- Cllr. Burns gave a brief outline of the meeting and why the Forum had been formed. Cllr. Boughton has been co-opted to the Executive Committee and will be reporting to Members following any Forum meetings.

14. FINANCE

14.1	The following cheques were AGREED and signed:-	£
	J I Chance – Salary and Office Allowance	433.23
	HM Revenue and Customs – Tax	95.60
	T T Jones Electrical – Street Lighting	47.70
	Annual Grants:-	
	Trunch Mardle	100.00
	Trunch Village Hall	430.00
	St. Botolph's	200.00
	Methodist Church	100.00

14.2 Monthly Figures – December:- Circulated. **AGREED.**

14.3 Replacement of Street Lights:- The Clerk reported the cost of replacement of the four street lights with LED lights. It was **AGREED** to accept the quotation for LED lanterns with dimmers which will dim at midnight. The total cost for the four lights is £1,196 plus VAT. The LED lighting will save on electricity costs and stop light pollution.

14.4 Grant Funding Requests:- The Clerk reported that two requests had been received. One from Trunch PCC for the repair of the boundary wall and one from Cromer Hospital for the new cancer unit. It was **AGREED** that a grant of £200 would be given to each of the causes. It was **AGREED** that a fundraising event will be held in the village to raise money towards the new cancer unit at Cromer Hospital.

14.5 Procurement Procedure:- Cllr. Taylor circulated a draft procurement procedure and advertisement which was **AGREED.** The advertisement will be placed in the Mardle and on Trunch Nextdoor. The Members thanked Cllr. Taylor for his hard work in this matter.

15. ALLOTMENTS

15.1 Cllr. Spencer gave a brief update on the current situation with the lease and possible purchase of the land. It was **AGREED** that the Clerk would request the permission of the Diocese to erect the signs on the allotment land. A member of the public suggested that some allotments could be fenced off and used as an exercise area for dogs. The next meeting of the Diocese is 9th February and the working group will meet following that date to discuss the outcome of the meeting. This matter will be placed on the next agenda for further discussion.

It was AGREED to suspend Standing Orders.

15.2 Fallen Tree:- It was reported that there is a fallen tree at the Gunthorpe Lane entrance to the Mundesley Road allotment site. The tree is dangerous and a health risk to the users of the site. Mr. Jones has kindly offered to pull the tree out of the way and leave in a safe position. Cllr. Taylor reported that a volunteer has offered to cut the tree up and remove. Cllr. Taylor will liaise with the volunteer once the tree has been placed in a safe position. This matter will be placed on the next agenda for an update.

16. POLICIES TASK AND FINISH GROUP

16.1 Freedom of Information Act:- Circulated. **AGREED** with no amendments.

16.2 Child Protection Policy:- The task and finish group recommend that the Clerk update the contact information. **AGREED.**

17. CORRESPONDENCE

17.1 NALC – Newsletter:- Circulated. Noted.

17.2 NCC – Dark Skies Festival:- Circulated. Noted.

17.3 NCC – Novel Coronavirus:- Circulated. Noted.

18. DATE OF NEXT MEETING

The date of the next meeting was noted as Wednesday 4th March, 2020 at 7.30 pm in the Methodist Church Rooms.

It was reported that the new litter bin in the play area has been installed. The Members thanked Mr. Jones for installing this free of charge for the village.

19. RESOLUTION UNDER THE PUBLIC BODIES (ADMISSION TO MEETING ACT 1960) TO EXCLUDE MEMBERS OF THE PUBLIC AND PRESS

20. Quotations Dog Bin and Bag Dispenser:- This matter will be placed on the next agenda for further discussion.

There being no other business the Chairman closed the meeting at 9.50 pm.

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Chairman

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Date