

MINUTES OF THE MEETING OF TRUNCH PARISH COUNCIL
HELD ON WEDNESDAY 5TH JUNE, 2019 AT 7.30 PM
IN THE METHODIST CHURCH ROOM
NORTH WALSHAM ROAD, TRUNCH

Present:-

Chairman – Cllr. B. Boughton, Vice-Chairman – Cllr. G. Green,
Cllr. N. Hurst, Cllr. R. Nevill, Cllr. C. Owers, Cllr. J. Spencer,
Cllr. M. Tyler and Cllr. S. Wild.

County Councillor E. Maxfield.

Mark Ashwell – North Norfolk District Council

Julie Chance PLSCC – Clerk.

Fourteen members of the public also attended the meeting.

1. APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr. P. Taylor and District Councillor G. Hayman.

2. DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATIONS

Prejudicial declarations of interest were received from Cllr. N. Hurst in respect of any Maintenance of Parish Council Assets matters.

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

3. **MINUTES OF THE MEETING HELD ON WEDNESDAY 8TH MAY, 2019**

The Minutes of the meeting held on Wednesday 8th May 2019, having been circulated were taken as read, **AGREED** and signed by the Chairman.

4. **CASUAL VACANCIES**

4.1 It was **AGREED** to co-opt Jacqueline Sweeney to Trunch Parish Council. Cllr. Sweeney signed the Declaration of Acceptance of Office Form witnessed by the Clerk.

5. **NORTH NORFOLK DISTRICT COUNCIL – NEW LOCAL PLAN**

The Chairman welcomed Mark Ashwell from North Norfolk District Council. Mark Ashwell gave an overview of the new Local Plan and the development which needs to take place over the life of the new Plan. The new Plan runs from 2016 to 2036. The main issue is how to deliver enough housing. There will be the need for 20 more houses in Trunch. This figure will not include any infill or development by Housing Associations. There was concern expressed about whether the infrastructure can cope with the increase in housing. Mark Ashwell said that all utilities, doctors' surgeries and schools are consulted and given warning that the development will take place over the twenty year period of the new Local Plan. County Councillor Maxfield said that there will also be an impact on the villages surrounding North Walsham which are due to have 2,500 more dwellings built.

It was **AGREED** that the Clerk would ask for an extension on the consultation period which is due to finish on 19th June. It was **AGREED** that a public meeting will be called to discuss the Trunch Parish Council's response to the consultation on the New Local Plan. The meeting will be held on Wednesday 12th June, 2019 at 7.30 pm in the Methodist Church Rooms.

The Clerk circulated the information from CPRE concerning a Norfolk Rural Housing Conference. It was **AGREED** that the Chairman will attend the conference.

6. COUNTY AND DISTRICT COUNCILLORS' REPORTS

- 6.1 County Councillor's Report:-** County Councillor Maxfield reported that Norfolk County Council have switched their system internally and who is responsible for what is being discussed. County Councillor Maxfield will ask Swafeld and Bradfield Parish Council if Trunch Parish Council can borrow their new SAM Sign for a couple of weeks to test whether it has the desired effect before purchasing one for Trunch.
- 6.2 District Councillor's Report:-** None given. The Clerk read an email from District Councillor Hayman requesting an informal meeting with the Members. It was **AGREED** that the Members would meet with District Councillor Hayman informally but no decisions can be made at that meeting.

7. PUBLIC PARTICIPATION

None received.

8. POLICE

- 8.1 Newsletter/SNAP:-** Circulated. Noted. It was **AGREED** that the Chairman will attend the next SNAP meeting on Wednesday 19th June, 2019 at 7.00 pm at the Atrium, Spencer Avenue, North Walsham.
- 8.2 Community Speed Watch:-** The Chairman is liaising with the volunteers to ascertain whether they are prepared to continue.

9. HIGHWAYS

- 9.1 Potholes:-** It was reported that some repairs have not taken place and the Clerk will chase accordingly.
- 9.2 Anglian Water:-** It was reported that only one of the sites has been visited by Anglian Water and the Clerk will chase accordingly.
- 9.3 20 mph – Front and Back Street:-** The Clerk reported that she has not heard from Norfolk County Council and she will chase accordingly. A member of the public reported that the cars parked on Back Street are causing visibility problems. The Chairman will speak to the owners of the cars and this matter will be placed on the next agenda for an update.

- 9.4 **Parking Area – Crown Inn:-** The Clerk reported that she has not received a reply concerning the damage to this area and she will chase accordingly.
- 9.5 **Temporary Traffic Order:-** Circulated. Noted.
- 9.6 **Pyghtle Way Footway:-** A member of the public reported that now the overgrown hedge has been cut back there is major damage to the footway. The Clerk will report this accordingly.

10. PLAYING FIELD

- 10.1 **Playing Field Project Group:-** Nothing to report.
- 10.2 **Surfacing – Gym Equipment:-** It was reported that this has not been installed to date and the Clerk will chase accordingly.
- 10.3 **New Pavilion:-** The Chairman reported that no interest has been shown from members of the public to raise money for a new pavilion on the playing field. Due to the amount of money needed and the fact that the village hall caters for all needs in the village it was **AGREED** that no further action would be taken in this matter.
- 10.4 **5-a-side Goal Posts:-** The Chairman circulated details and costs of new goal posts to Members and reported that the Trunch Village Society are prepared to meet most of the cost of purchase of new goal posts. It was **AGREED** that the more substantial goal posts should be purchased at a cost of £1,153. It was **AGREED** that Trunch Parish Council will contribute £400 towards the cost of the new goal posts.
- 10.5 **Dog Fouling:-** The Clerk reported that she has been liaising with the Leader of North Norfolk District Council to try and progress the volunteer dog warden matter. This matter will be placed on the next agenda for an update.
- 10.6 **Posts:-** The Chairman confirmed that he has fixed the post in the ground but two others are being removed. It was **AGREED** that two of the posts will be moved further back on the car park in order for cars to be able to manoeuvre more easily. The Chairman will deal with this matter.
- 10.7 **Spring – Play Area Gate:-** Cllr. Hurst reported that he has examined the spring and it does not need tightening. It was **AGREED** that no further action would be taken in this matter.

11. FOOTPATHS

- 11.1 Coronation Wood:-** Cllr. Wild circulated photographs of the bridge which has a very large split in one of the main beams. The Clerk will report this to Norfolk County Council accordingly.
- 11.2 Footpaths:-** The Chairman reported that he has walked all the footpaths and they are all passable. Our contractor has made the first cut. The Clerk reported that Norfolk County Council cut twice a year and we cut twice a year. It was **AGREED** that we would increase our cuts to four times a year and the Clerk will liaise with Norfolk County Council to make sure the cuts are not too close together.
- 11.3 Footpaths Seminar:-** The Chairman reported that he and the Clerk have attended a Footpath Seminar recently. It was suggested that a Footpath Warden would be a good idea to report any problems before they become unmanageable. It was **AGREED** that Cllr. Wild will be Trunch Footpath Warden.

12. PLANNING

- 12.1 Planning Application No. PF/19/0776 – Single storey side extension – 32 Pyghtle Close, Trunch:-** No objections.
- 12.2 Summer House:-** The Chairman reported that the owners are submitting a retrospective planning application as advised by North Norfolk District Council.

13. SOCIAL MEDIA

- 13.1** The Clerk reported that if Trunch Parish Council are considering social media, it would be a good idea to have a Policy. The Clerk circulated a copy of Cromer Town Council's Policy and this matter will be placed on the next agenda for further discussion. A Member asked whether a closed site could be introduced where the Members discuss matters outside the public domain. The Clerk said that everything the Parish Council discuss should be transparent and under no circumstances should the Parish Council be holding pre-meetings or closed meetings. There are very few matters that should be placed in Part 2 of a meeting and then the resolution needs to be minuted for the public to see.

14. FINANCE

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| 14.1 | The following cheques were AGREED and signed:- | £ |
| | J I Chance – Salary and Office Allowance | 407.73 |
| | HM Revenue and Customs – Tax | 95.60 |
| | Norse – Grass Maintenance – Playing Field | |
| | Six Months | 521.63 |
| | Stuart Hutcheson – Hosting renewal for the website | 65.00 |
| | Information Commissioner – Data Protection | |
| | Annual Subscription | 40.00 |
| | Roger Canwell – Internal Audit | 30.00 |
- 14.2 Annual Governance – Year Ended 31st March, 2019:-** The Annual Governance was **AGREED** and signed by the Chairman and Clerk.
- 14.3 Accounting Statements – Annual Accounts Year Ended 31st March, 2019:-** The Accounting Statements and Annual Accounts for the Year Ended 31st March, 2019 were **AGREED** and signed by the Chairman and Clerk.
- 14.4 Supporting Paperwork for Annual Accounts:-** Circulated. Noted.
- 14.5 Bank Statements:-** All Members present signed off the bank statements against the Bank Reconciliation for the year ended 31st March, 2019.
- 14.6 Monthly Figures – April:-** Circulated. **AGREED.**
- 14.7 Maintenance of Assets:-** This matter will be placed on the next agenda for an update. The Clerk reported that one of the contractors who carried out the work on the Allotment track in 2016 refused to quote for the asset maintenance. This was due to the fact that he had not been paid. The Clerk reported that she had requested an invoice at the time on several occasions and since receiving his email. To date no invoice has been sent to the Clerk. An invoice is required for a paper trail before payment can be made. The Clerk will contact the contractor and ask again for an invoice. This matter will be placed on the next agenda for an update.
- 14.8 Cheque Signatories:-** It was **AGREED** that the new Members would be added as cheque signatories to the bank account.

15. ALLOTMENTS

15.1 Cllr. Spencer reported that the task and finish group have met and gave some background on the allotments. Cllr. Taylor has prepared a scale plan with comments on the condition of the allotments. The task and finish group need to meet with the allotment holders and this matter will be placed on the next agenda for an update.

16. FULL COUNCIL TRAINING

16.1 The Clerk reported that the full council training has been arranged for Wednesday 17th July at 7.00 pm in the Methodist Church Rooms.

17. TASK AND FINISH GROUPS

17.1 It was **AGREED** that a task and finish group would be formed to review the policies on an annual basis and make recommendations to Full Council. The Clerk will prepare a schedule of the policies with a timescale. It was **AGREED** that the Clerk would be present at the task and finish group meeting when the Standing Orders are discussed due to the legal aspects that cannot be changed. The task and finish group will consist of Cllrs. Boughton, Nevill, Tyler and Sweeney.

18. CORRESPONDENCE

18.1 Norfolk ALC – Newsletters:- Circulated. Noted.

18.2 Environment Agency – Draft National Flood and Coastal Erosion Risk Management Strategy for England:- Circulated. Noted.

19. DATE OF NEXT MEETING

The date of the next meeting was noted as Wednesday 3rd July, 2019 at 7.30 pm in the Methodist Church Rooms.

There being no other business the Chairman closed the meeting at 10.13 pm.

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Chairman

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Date