

**MINUTES OF THE MEETING OF TRUNCH PARISH COUNCIL**  
**HELD ON WEDNESDAY 2<sup>ND</sup> OCTOBER, 2019 AT 7.30 PM**  
**IN THE METHODIST CHURCH ROOMS, NORTH WALSHAM ROAD,**  
**TRUNCH**

**Present:-**

Vice-Chairman – Cllr. G. Green, 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.

County Councillor E. Maxfield.

District Councillor G. Hayman.

Julie Chance PSLCC – Clerk.

Two members of the public also attended the meeting.

**1. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllr. B. Broughton.

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

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

**3. MINUTES OF THE MEETING HELD ON WEDNESDAY 4<sup>TH</sup> SEPTEMBER, 2019**

The Minutes of the meeting held on Wednesday 4<sup>th</sup> September 2019, having been circulated, were taken as read, **AGREED** and signed by the Vice-Chairman.

#### 4. CASUAL VACANCY

- 4.1 It was **AGREED** to co-opt David Burns to Trunch Parish Council with immediate effect.
- 4.2 Cllr. D. Burns completed and signed 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:-** County Councillor Maxfield reported that Norfolk County Council have started the budget process.
- 5.2 **District Councillor's Report:-** District Councillor Hayman reported that North Norfolk District Council have been working on their manifesto to be included into a corporate plan. The corporate plan should be available in November. North Walsham have secured £1m to improve the town centre which is long overdue. Match funding is being sought. The old town council building sits in his portfolio. After 6 years of discussions with Wetherspoons this project has been put on hold. North Norfolk District Council are aiming to plant 110,000 trees and asked the Members to let them know if there is any land which would be suitable for a public orchard within Trunch. The tennis hub in Cromer has been cancelled. The new Splash development is £2m overspent at the present time but North Norfolk District Council are trying to deliver it within budget.

#### 6. PUBLIC PARTICIPATION

A member of the public requested an update on the suggestion of banning dogs on the playing field. This matter will be dealt with under the item on the agenda.

#### 7. POLICE

- 7.1 **Police Newsletter:-** Circulated. Noted.  
**SNAP:-** Nothing to report. The Chairman sent a request to Members for suggestions to be brought up at the next meeting.

**7.2 Community Speedwatch:-** It was reported that no speed checks have been carried out due to lack of volunteers. An article has been placed in the Mardle calling for more volunteers.

## **8. HIGHWAYS**

**8.1 Pothole – Blacksmiths Close:-** It was reported that the area has been marked out ready for repair. This matter will be placed on the next agenda for an update.

**8.2 Parking Area – Crown Inn:-** The Clerk reported that Norfolk County Council checked the area following the recent repair and have arranged further work. This matter will be placed on the next agenda for an update.

**8.3 SAM Sign:-** Following lengthy discussion it was **AGREED** that Trunch Parish Council would not proceed with a SAM speed sign. It was **AGREED** that the Clerk would investigate the possibility of speed gates at the Gimingham Road end of the village. This matter will be placed on the next agenda for an update.

**8.4 Speed Gates:-** It was reported that the speed gates are now in place and seem to be working.

**8.5 Road Closure – Front Street:-** The Clerk read an email received from County Councillor Maxfield explaining the process for road closures for events. Noted. It was **AGREED** that no further action would be taken in this matter.

**8.6 Litter Bins:-** The Clerk reported that she has not received a reply to her email and she will chase accordingly.

**8.7 Temporary Traffic Order:-** Circulated. Noted.

**8.8 Broadland Housing Hedge:-** It was reported that the hedge belonging to Broadland Housing has not been cut back to date and the Chairman is chasing accordingly.

**8.9 Quiet Lanes Post:-** It was reported that one of the quiet lanes posts is rotten and has fallen down. The Clerk will report accordingly.

## **9. PLAYING FIELD**

**9.1 Playing Field Project:-** Nothing to report.

**9.2 Surfacing – Swings:-** It was reported that no action has been taken to remove the trip hazard. The Clerk will chase accordingly.

- 9.3 Possible Dog Ban – Playing Field:-** The Clerk circulated an email received from North Norfolk District Council confirming that they do not have any record of a dog ban on the playing field. North Norfolk District Council set out the criteria for obtaining a dog ban which includes proving persistent dog fouling on the playing field. Following correspondence from members of the public expressing concern about a dog ban, it was **AGREED** that a less formal route should be followed. It was **AGREED** to purchase a dog bin and erect it on a post at Amis Close entrance to the playing field. It was **AGREED** that the Clerk would investigate the cost of a dog poo bag dispenser. It was **AGREED** that the Clerk would ask North Norfolk District Council for some signs showing the fine amount to be erected on the playing field. It was **AGREED** that an article would be placed on the Mardle requesting that holiday let home owners inform their tenants that it is an offence not to clear up after their dogs. This matter will be placed on the next agenda for an update.
- 9.4 Seesaw:-** The Clerk reported that Cllr. Hurst has inspected the seesaw and suggested that the original contractor be contacted to see if they can carry out repairs. The Clerk reported that the play equipment has been in place for almost 20 years and she does not have the details of the original contractor on file. The Clerk reported that there are many different types of seesaws at various different costs. It was **AGREED** that a task and finish group would investigate the cost and design of a new seesaw. The task and finish group will consist of Cllrs. Spencer and Tyler. This matter will be placed on the next agenda for an update.
- 9.5 Litter Bin – Play Area:-** The Clerk reported that the new bin has been ordered and once received will be installed.
- 9.6 Tree Planting:-** The Clerk reported that the trees will be delivered between 1<sup>st</sup> and 22<sup>nd</sup> November. A working group will meet to discuss where they are to be planted on the playing field and make arrangements for them to be planted once they have been delivered. The Members will meet at the playing field on Saturday 12<sup>th</sup> October at 2.00 pm to discuss this matter.

## **10. FOOTPATHS**

**10.1 Coronation Woods – Bridge:-** The Clerk reported that she has contacted Norfolk County Council expressing concern that members of the public are removing the barriers in order to walk on the bridge. Norfolk County Council are investigating this situation. It was **AGREED** that no further action would be taken in this matter.

**10.2 FP12 and FP6:-** The Clerk read an email received from Norfolk County Council stating that farmers are not allowed to cut back their hedges between 1<sup>st</sup> March and 1<sup>st</sup> September. Now that this period has lapsed the farmers should be starting to cut back their hedges. The Members reported that this is beginning to happen but there are still some that are very overgrown. The Clerk will report these footpaths accordingly.

## **11. PLANNING**

**11.1 Planning Application No.PF/19/1516 – Conversion of barns with associated external works, alterations and extension to former dwelling and holiday let, detached car port and store – The Old Manor, Mundesley Road, Trunch:-** No objections.

**Planning Application No. LA/19/1517 – Internal and external works to facilitate conversion of barns to dwelling and holiday let – The Old Manor, Mundesley Road, Trunch:-** No objections.

## **12. SOCIAL MEDIA**

**12.1** Cllr. Nevill reported that he and Cllr. Boughton are dealing with this matter and will give an update at the next meeting.

### 13. FINANCE

13.1	The following cheques were <b>AGREED</b> and signed:-	£
	J I Chance – Salary, Office Allowance and Postage	409.76
	HM Revenue and Customs – Tax	95.60
	T.T. Jones – Street Lighting Repairs	47.70
	Norse – Grounds Maintenance – Playing Field	521.63
	Glasdon – New Litter Bin – Play Area	380.89
	PKF Littlejohn LLP – External Audit	240.00
	ALS Lawns & Fencing – Grass Maintenance – Annual	2,370.00
	Norwich Diocesan Board of Finance – Allotments	185.00

13.2 **Monthly Figures – August:-** Circulated. **AGREED.**

13.3 **Annual Accounts – Year Ended 31<sup>st</sup> March, 2019 – External**

**Auditor:-** The Clerk reported that the external auditor's report has been received. The only comments made were the Clerk had forgotten to date page 5 under her signature and to add the new gym equipment to the asset register. The Clerk will forward the report to the Chairman in order that it can be uploaded onto the website.

### 14. ALLOTMENTS

14.1 Cllr. Spencer reported that the Clerk has liaised with the Diocese who have confirmed that they intend to renew the lease in January 2020 but there may be an increase in rents. The Diocese are also discussing the possibility of the Parish Council purchasing the land at a meeting in November. A notice has been placed on social media advertising the allotments. The Clerk confirmed that she has sent all the allotment renewal letters. It was **AGREED** that the task and finish group would continue in order to deal with the other decisions which were agreed at the last meeting. The task and finish group consists of Cllrs. Owers, Spencer and Taylor. It was **AGREED** that the Clerk would obtain quotations for the work needed on the neglected plots before they are reallocated. This matter will be placed on the next agenda for an update.

**15. POLICIES TASK AND FINISH GROUP**

**15.1 Financial Regulations:-** Cllr. Neville reported that the task and finish group had met and circulated the recommendations for the new wording for section 11 (Contracts). It was **AGREED** that the Clerk would amend the Financial Regulations to include the new wording and circulate to all Members.

**16. CORRESPONDENCE**

**16.1 Duncan Baker – Defibrillators:-** Circulated. Noted.

**16.2 Norfolk County Council – Dark Skies:-** Circulated. Noted.

**16.3 CPRA Norfolk RHC:-** Circulated. Noted.

**16.4 Norfolk ALC – Community Well-being:-** Circulated. Noted.

**16.5 NNDC – Coastal Forum:-** Circulated. Noted.

**17. DATE OF NEXT MEETING**

The date of the next meeting was noted as Wednesday 6<sup>th</sup> November, 2019 at 7.30 pm in the Methodist Church Rooms.

**There being no other business the Chairman closed the meeting at 9.30 pm.**

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**Chairman**

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**Date**