

MINUTES OF THE MEETING OF TRUNCH PARISH COUNCIL
HELD ON WEDNESDAY 6TH NOVEMBER, 2019 AT 7.30 PM
IN THE METHODIST CHURCH ROOMS, NORTH WALSHAM ROAD,
TRUNCH

Present:-

Chairman – Cllr. B. Boughton, Cllr. D Burns, 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.

Julie Chance PSLCC – Clerk.

Three members of the public also attended the meeting.

1. APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr. N. Hurst.

2. DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATIONS

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

3. MINUTES OF THE MEETING HELD ON WEDNESDAY 2ND OCTOBER 2019
AND THE SPECIAL MEETING HELD ON WEDNESDAY 23RD OCTOBER,
2019

The Minutes of the meeting held on Wednesday 2nd October 2019, and the special meeting held on Wednesday 23rd October 2019, having been circulated, were taken as read, **AGREED** and signed by the Chairman. It was noted that the Chairman's name was misspelt in the Minutes dated Wednesday 2nd October, 2019

4. CASUAL VACANCY

4.1 The Clerk reported that Gloria Green has resigned following a lengthy term of office. The legal procedure has been followed and the Notice of Election has been posted on the noticeboard. This matter will be placed on the next agenda to discuss the co-option process once the election period has lapsed. It was **AGREED** that the Clerk would write to Gloria Green and thank her for all her hard work during her term of office.

5. COUNTY AND DISTRICT COUNCILLORS' REPORTS

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

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

6. PUBLIC PARTICIPATION

A member of the public requested that the tree which is overhanging his garden on Pyghtle Close be cut back. The member of public said he would pay for the work if the Parish Council could arrange for the work to be carried out. It was **AGREED** that the Clerk would ask their tree surgeon to quote for this work and the Clerk will liaise with the member of public for the work to commence.

Two members of the public said they are the owners of the property for which a planning application has been submitted to North Norfolk District Council. It was reported that this planning application was discussed at the last meeting of the Parish Council and the Members did not have any objections.

7. POLICE

7.1 **Police Newsletters:-** Circulated. Noted.

SNAP:- The Chairman reported that the meeting of the SNAP Panel is being held this evening so he was unable to attend. He will be meeting with the Police in the near future to discuss issues relating to Trunch.

7.2 Community Speed Watch:- The Chairman reported that more volunteers are needed in order for this initiative to continue. The Chairman will place an article in the Mardle asking for volunteers.

8. HIGHWAYS

- 8.1 Blacksmiths Close:-** It was reported that the pothole at Blacksmiths Close has been repaired. It was **AGREED** that no further action would be taken in this matter.
- 8.2 Crown Inn – Damage to Parking Area:-** It was reported that this area has not been repaired and the Clerk will chase accordingly.
- 8.3 Speed Gates – Parish Partnership Funding:-** The Clerk reported that she has met with Norfolk County Council who have confirmed that they can install speed gates at the Gimingham end of the village. The cost for this installation will be £2,112. It was **AGREED** that the Clerk would put in a bid for Parish Partnership Funding. The cost to the Parish Council for this installation will be £1,056 if the bid is successful.
- 8.4 Litter Bins:-** The Clerk read an email from North Norfolk District Council stating that they have discussed the lack of emptying of the litter bins in Trunch with their contractor. It is hoped that this situation will improve. Noted.
- 8.5 Broken Quiet Lane Sign:-** The Clerk reported that Norfolk County Council do not have the budget for repair of the Quiet Lane Signs as the project was not fully adopted. Noted. It was **AGREED** that the Clerk would ask for a replacement of the circular walk sign which was attached to the Quiet Lane sign.
- 8.6 Road Name Sign:-** The Clerk reported that the broken sign at Pyghtle Close has been reported and North Norfolk District Council have placed this on the list for repair.
- 8.7 Street Light:-** The Clerk reported that she has reported the broken street light on Chapel Road to the contractor. The repair is in hand.
- 8.8 Road Closure – North Walsham Road:-** The Clerk circulated the correspondence concerning this road closure which was an error. Noted.
- 8.9 Temporary Road Closure Order:-** Swafield. Circulated. Noted.

9. PLAYING FIELD

- 9.1 Playing Field Project:-** The Chairman reported that the half pipe on the playing field is in poor condition. Members of the public are calling for this to be removed. It was **AGREED** that the Members would make enquiries in the village to ascertain how well used this piece of equipment is and this matter will be placed on the next agenda for an update.
- 9.2 Surfacing – Swings:-** It was reported that the surfacing under the swings has been installed. It was **AGREED** that no further action would be taken in this matter.
- 9.3 Dog Fouling - Signs:-** The Clerk reported that North Norfolk District Council will provide some signs and erect them if Trunch Parish Council can install some posts for them. It was **AGREED** that the Chairman will source and install the required posts.
- Dog Poo Bin:-** The Clerk reported that the new dog poo bin has been delivered. This will be installed once the procurement documentation has been agreed.
- Dog Poo Bag Dispenser:-** It was **AGREED** to purchase a dog poo bag dispenser at a cost of £79 plus VAT. The Clerk will action. Discussion took place about fencing off an area for dogs to exercise on the playing field. It was **AGREED** that the Clerk would ascertain the approximate cost of a fence and additional cost for the extra maintenance of the grass. This matter will be placed on the next agenda for further discussion.
- 9.4 Seesaw:-** Cllr. Spencer recommended that the seesaw be dismantled and the parts in good order be reused. It was **AGREED** that the Clerk would obtain a quotation from a reputable contractor to take the seesaw apart and advise whether it is repairable.
- 9.5 Litter Bin – Play Area:-** The Clerk reported that the new litter bin is in her garage and this will be installed once the procurement documentation has been agreed.
- 9.6 Tree Planting:-** The Clerk reported that the trees are due to be delivered. Once they arrive the Clerk will liaise with the Members for a tree planting day.

10. FOOTPATHS

10.1 The Clerk reported that she has informed Norfolk County Council of the footpaths that need attention.

11. PLANNING

11.1 Planning applications were dealt with at the Special Meeting.

12. SOCIAL MEDIA

12.1 Cllr. Nevill reported that the Parish Council already have a Social Media Policy. Cllr. Nevill prepared a sheet of the Do's and Don'ts which will be added to the Policy. The policy task and finish group will review the existing Policy and report back to the next meeting.

13. FINANCE

13.1 The following cheques were AGREED and signed:-	£
J I Chance – Salary, Office Allowance and Postage	407.73
HM Revenue and Customs – Tax	95.60
Glasdon UK Limited	152.03
C J Mason – Treework	420.00
Trevor Smith – Cleaning – Bus Shelters	180.00

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

13.3 Procurement Proceedure:- Cllr. Taylor prepared and circulated and draft document. It was **AGREED** that Cllr. Spencer will seek advice from a colleague who deals with procurement documentation. It was **AGREED** that the Clerk would test the draft document on some of the local contractors. This matter will be placed on the next agenda for further discussion.

14. ALLOTMENTS

14.1 Cllr. Taylor circulated designs for the new notices which were **AGREED**. A meeting of the working group needs to be arranged before any further actions are agreed on the allotment site. The Clerk reported that the tenancy agreements have been renewed but there are two allotments which are not allocated. They will need some attention before they are allocated to the people on the waiting list. This matter will be placed on the next agenda for further discussion.

15. POLICIES TASK AND FINISH GROUP

15.1 Cllr. Nevill reported that the next meeting of the task and finish group will be held on Monday 25th November. This matter will be placed on the next agenda for an update.

16. CORRESPONDENCE

16.1 Norfolk ALC – Electoral Review of Norfolk:- Circulated. Noted.

16.2 Coast Futures Initiative:- Circulated. Noted.

16.3 Norfolk County Council Norfolk Fire and Rescue Service:-
Circulated. Noted.

17. DATE OF NEXT MEETING

The date of the next meeting was noted as Wednesday 4th December, 2019 at 7.30 pm in the Methodist Churchrooms.

There being no other business the Chairman closed the meeting at 9.35 pm

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Chairman

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Date