

MINUTES OF THE MEETING OF THE TRUNCH PARISH COUNCIL
HELD ON WEDNESDAY 4TH JULY, 2018 AT 7.30 PM
IN THE METHODIST CHURCH ROOMS, NORTH WALSHAM ROAD,
TRUNCH

Present:-

Chairman - Cllr. B. Boughton, Vice-Chairman - Cllr. G. Green,
Cllr. A. Fordham, Cllr. N. Hurst, Cllr. J. Jones and Cllr. J. Spencer.

County Councillor E. Maxfield.

Julie Chance MILCM - Clerk.

One member of the public also attended the meeting.

1. APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr. R. Drury, Cllr. C. Owen,
Cllr. T. Leeder, Cllr. C. Owen and District Councillor N. Coppack.

1.1 Casual Vacancy:- The Clerk reported that a notice has been placed on the notice board and the website advertising the casual vacancy with a deadline of Friday 31st August, 2018. Interviews will take place prior to the meeting on Wednesday 12th September, 2018.

2. DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATIONS

None received.

3. MINUTES OF THE MEETING HELD ON WEDNESDAY 13TH JUNE, 2018

The Minutes of the meeting held on Wednesday 13th June 2018, having been circulated, were taken as read, **AGREED** and signed by the Chairman.

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

- 4.1 County Councillor's Report:-** Attached. Cllr. Green reported that the white lines have not been put back in place following the resurfacing of Chapel Road. County Councillor Maxfield will chase this matter. Cllr. Fordham enquired whether some discretion could be used at the recycling centres as he was recently challenged for trying to tip some old garden trellis and a small length of guttering. County Councillor Maxfield will enquire and report back at the next meeting.
- 4.2 District Councillor's Report:-** None received.

5. **PUBLIC PARTICIPATION**

None received.

6. **POLICE**

- 6.1 Police Newsletter/SNAP:-** No report received.
- 6.2 Community Speed Watch:-** The Chairman reported that the training has been completed and the volunteers will start this scheme shortly.

7. **HIGHWAYS**

- 7.1 School Bus:-** The Clerk read an email received from Margetts Chariots requesting Norfolk County Council to request that the school buses stop at the bus shelters for safety reasons.
- 7.2 Temporary Traffic Order:-** Circulated. Noted.
- 7.3 North Walsham Road Drainage Scheme:-** It was reported that no members of the public have come forward with ideas of how to raise the funding required for this scheme. The scheme is going to cost £27,000. It was **AGREED** that the Chairman will place a separate article in the Mardle in order to bring it to more people's attention. It was **AGREED** that a press release will be prepared for the local press. It was **AGREED** that consideration will be given to placing an amount in the budget each year to build up a pot of money for this scheme. This will be discussed when the budget is considered at the next meeting. County Councillor Maxfield has kindly said he will look into earmarking £2,000 of his highway budget from this year to go towards this scheme. This matter will be placed on the next agenda for an update.
- 7.4 Notice Board - Crown Inn:-** County Councillor Maxfield reported that the notice board was erected and is the responsibility of the Bittern Line Partnership and he is liaising with them to try and get the information updated. This matter will be placed on the next agenda for an update.

- 7.5 New Fibre Glass Grit Bin:-** The Clerk confirmed that the new grit bin

has been ordered to be delivered to Cllr. Hurst's address. Once delivered a volunteer group will be formed to empty the old grit bin and replace it with the new one.

8. PLAYING FIELD

- 8.1 Playing Field Project Group:-** The Chairman reported that the skate park area is still being repaired to meet requirements.
- 8.2 Gym Equipment:-** This matter will be placed on the next agenda for an update from Cllr. Owen.
- 8.3 Concrete Pad:-** Cllr. Hurst reported that the concrete pad will be removed by the end of the week. The seeding of the grass will need to wait until the weather is suitable.
- 8.4 Car Park:-** This matter will be placed on the next agenda for discussion once the concrete pad has been removed.
- 8.5 TV Aerial:-** Cllr. Green reported that a resident who backs onto the playing field is having a problem with her reception on her television. The resident believes it is caused by a large tree on the playing field. It was **AGREED** that Cllr. Green will ask the resident to have her aerial checked by a reputable company and, if they believe the problem is the tree, the Parish Council will look at a solution. The advice from the aerial company will need to be in writing for the parish council to consider any action.

9. FOOTPATHS

No matters arising.

10. PLANNING

- 10.1 Planning Applications:-** None received.

11. FINANCE

- 11.1** The following cheques were **AGREED** and signed:- £
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|---|--------|
| J I Chance - Salary and Office Allowance - July | 359.73 |
| HM Revenue and Customs - Tax - July | 83.60 |
| J I Chance - Salary and Office Allowance - August | 359.73 |
| HM Revenue and Customs - Tax - August | 83.60 |
| Grit Bins.net - New Fibre Glass Grit Bin | 305.93 |
| T T Jones Electrical - Street Lighting | 45.95 |
| ICO - Data Protection - Replacement Cheque | 40.00 |
| Stuart Hutcheson Renewal of Website Domain Name | 65.00 |
- 11.2 Monthly Figures - May and June:-** Circulated. **AGREED.**

12. GENERAL DATA PROTECTION REGULATION

12.1 Standing Orders:- The Clerk circulated the Standing Orders with the additional paragraph at 20(c). The paragraph covers the Parish Council for the new regulations. **AGREED.**

12.2 Documents to be considered at next meeting:-
New Risk Assessment.
List of documents for retention or disposal.
Information Audit.
Consent form for grants

13. ALLOTMENTS

13.1 The Clerk reported that she has sent all the allotment holders the necessary forms for signature under the new General Data Protection Regulations.

14. CORRESPONDENCE

14.1 Norfolk ALC - Newsletter:- Circulated. Noted.

14.2 NNDC - Protecting Our Green Spaces:- Circulated. Noted.

14.3 Email - Lack of Maintenance:- Following lengthy discussion it was **AGREED** that the Chairman will approach the people concerned and try and find a solution to the problem. This matter will be placed on the next agenda for an update.

14.4 NCC - Parish Visits:- Circulated. Noted.

14.5 Letter - Trunchonbury:- The Chairman reported that an anonymous letter has been received. It was **AGREED** that the parish council cannot consider anonymous correspondence. Noted.

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

AGREED

16. CLERK'S CONTRACT OF EMPLOYMENT - NEW GENERAL DATA PROTECTION REGULATIONS

16.1 It was **AGREED** to increase the Clerk's hours from seven per week to eight per week to cover the extra work involved in this new regulation.

17. DATE OF NEXT MEETING

The date of the next meeting was noted as Wednesday 12th September, 2018 at 7.30 pm in the Methodist Church Rooms.

There being no other business the Chairman closed the meeting at 8.25 pm.

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Chairman

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Date