

**MINUTES OF THE ANNUAL PARISH MEETING AND THE ANNUAL
MEETING OF TRUNCH PARISH COUNCIL
HELD ON WEDNESDAY 5th MAY 2021 AT 7.00 PM VIA ZOOM**

Present: -

Chairman – Cllr. B. Boughton, Cllr. D. Burns, Cllr. N. Hurst, Cllr. R. Nevill, Cllr. C. Owers, Cllr. P Taylor, Cllr. Spencer, Cllr E Elden, and Cllr S Wild.

Jane Wisson – Clerk.

ANNUAL PARISH MEETING

- 1. To consider apologies for absence** – apologies from Cllr. R Miles, Cllr. G Hayman and Cllr. E Maxfield.

- 2. To confirm the minutes of the Annual Parish Meeting held on Wednesday 3rd May 2019** – these were reviewed and **AGREED**

- 3. CHAIRMAN’S REPORT** - attached at the end of these minutes

- 4. REPORTS FROM LOCAL ORGANISATIONS:**
The Village Society (TVS) – attached at the end of these minutes.
Trunch Friends – attached at the end of these minutes.

- 5. Questions and Answer session for member of the Public** – no questions raised

.....Chairman

.....Date

ANNUAL MEETING of the COUNCIL

1. Election of the Chairman

1.1 Nomination received for Chairman – Cllr. B Boughton – proposed by Cllr. N Hurst, seconded by Cllr. S Wild- all **AGREED** – Clerk to arrange for Chairman to sign the Declaration of Acceptance of Office Form.

2. ELECTION OF VICE-CHAIRMAN

2.1 Nomination received for Chairman - Cllr. J. Spencer – proposed by Cllr. N Hurst, seconded by Cllr. S Wild- all **AGREED** – Clerk to arrange for Vice - Chairman to sign the Declaration of Acceptance of Office Form.

3. MINUTES OF THE MEETINGS HELD ON 7th April 2021 – these minutes were received and **AGREED**.

4. PUBLIC PARTICIPATION – no questions at this point of time.

5. COUNTY AND DISTRICT COUNCILLORS REPORT

5.1 County Councillors report – none received.

5.2 District Councillors report – none received.

6. FINANCE MATTERS

6.1 To agree the following cheques for payment:

IDVERDE – £146.59

Clerks Salary £310.80

HMRC £71.20

All **AGREED**

6.2 Monthly figures for March 2021 – all **AGREED**

6.3 Agree AGAR and End of Year accounts before sending to the Auditor – Clerk reported that the previous Auditor had not answered recent emails – to ensure that we are able to retrieve information the Clerk asked for a resolution to change Auditor at this point – Proposed by Cllr. R Nevill seconded by Cllr. D. Burns – All **AGREED**.

6.4 Hardship/Welfare funds – we have had no recent requests so no further report.

6.5 To consider any other financial matters and agree action – Cllr. B Boughton raised the need to refresh the P C website – as the current format and upload system is quite cumbersome a new system has been reviewed. Costs is approx. £140.00 of IT Consultant’s time plus £122.00 per year subscription. Resolution to adopt a new website provider– Cllr J Spencer proposed, Cllr. D Burns seconded – All **AGREED**.

7. POLICE

7.1 Newsletter - circulated.

7.2 Speed watch – No action due to Covid restrictions – aiming to start up again and further volunteers have been found – A trained resident has offered to instruct the new volunteers

7.3 To consider any other police matters and agree actions – no further items to consider.

8. HIGHWAYS

8.1 Speed gates – to receive update – still awaiting confirmation date due to Covid restrictions. Clerk to chase for date.

8.2 Road Name sign – Clerk to contact manager of Broadlands Housing Group for an update as we are not getting any answers direct from the operations team.

8.3 Potholes – Clerk has been requested to provide feedback to highways, the fact that the potholes do not seem to be being repaired well and that further areas need addressing.

8.4 Bus shelter – Thanks were offered to Cllr’s. D Burns and Cllr R Miles for the repairs to the roof and to Cllr B Boughton for the painting of the internal walls. Noticeboard to be fitted along with some planting to enhance the area.

8.5 SAM2 Speed Activated Monitor – The Clerk heard earlier in the day that we had been successful in securing funding for the SAM2 sign - £1600 donations had been received with the further cost covered by the grant. We are awaiting delivery and once we have notification Cllr. D Burns to video the instruction session for setting up of the sign as an aide memoir.

8.6 Road Deterioration – A few areas of deterioration have been identified and Clerk is to contact NCC Highways about this.

8.7 To receive any other Highways matters and agree action – Drainage in North Walsham Road is on the agenda for 2021/2022 for action by Norfolk County Council

9. PLAYING FIELD

9.1 Registering of Title – Cllr. J Spencer will be visiting the Norfolk Records Office to see if the deeds are secured on file.

9.2 Inspection of trees – Clerk to obtain quotations for work required.

9.3 Play Equipment and Fencing maintenance – Matting ordered and awaiting delivery – method statement and risk assessment has been prepared. Fencing caps to be refitted.

9.4 Improvement of access from Amis Close and North Walsham Road – Cllrs. B Boughton and Cllr P Taylor visited the site and noted the depressions where water can collect causing difficulties for walkers entering or leaving the playing field. Specification for improvement to the surface and drainage to be prepared and arrange for quotes to be received. Cllr. J Spenser proposed and Cllr P. Taylor seconded – all **AGREED**.

9.5 To receive other playing field matters and agree actions – the removal of the Skateboard facility has been ongoing and although work has started, we are not sure how long it will take It was proposed to give the TVS to the end of the month to remove. Cllr D Burns proposed – Cllr N Hurst seconded – all **AGREED** that this was the last extension.

10. VILLIAGE ASSET

10.1 Village Sign base – Work to be reviewed, risk assessment and method statement completed – Cllr. P Taylor to see if we can borrow some barriers to barrier off the sign whilst work is undertaken.

11. FOOTPATHS

11.1 To receive footpath matters and agree actions – Ramblers are reviewing footpath 5 – a request for any help with maps to establish the link between Trunch and Southrepps.

11.2 An increase again of more dog excrement on the footpaths – additional signs to be erected – Cllr D Burns and Cllr N Hurst offered to erect signs with additional posts.

12. PLANNING

12.1 To receive update Planning Applications and agree actions – no further applications received.

12.2 To receive any other Planning matters and agree actions – ongoing monitoring of the situation with the Shepherds Huts at Meadow View.

13. NORFOLKNALC – WELLBEING INITIATIVE

13.1 Various papers circulated for information – several papers distributed and noted.

13.2 Village Resilience – many of the village groups to be invited come together to support the village post Covid. Litter Pick for the 6th June and Tree planting in September/October (to be added to the Agenda for the next meeting).

14. STEERING GROUP

14.1 Neighbourhood plan – The steering group has several new volunteers and we are now reviewing the Terms of Reference and establishing how this group can be utilised moving forward – a request to review the Questionnaire for the TVS and responses to be sent to the Clerk so that they can be forwarded onto the TVS Secretary to amend accordingly.

15. TASK AND FINISH GROUP

15.1 Allotments – The need to improve the boundary hedge in Mundesley Road with Saplings – Cllr D Burns to look to supply plants from NNDC. Clerk to contact the Diocese to confirm that they are happy for this to be undertaken.

Cllr J Spencer reported that there are 3 sheds with contents that need removing and requested that the Parish Council supply a skip for them to be removed. Prices to be investigated Cllr E Elden has also offered the services as a waste carrier.

Proposed by Cllr J Spencer and seconded by Cllr. P Taylor all **AGREED**.

Overhanging trees – Clerk to arrange to seek a quotation.

15.2 Policies – to confirm acceptance of Health and Safety and Equality Policy – All **AGREED**

16. COUNCILLOR AND CLERK TRAINING

16.1 Update from Clerk regarding CILCA – first two sessions undertaken – Clerk reported the need to book onto the SLCC marking system (EMMA) this is integral to the training – All **AGREED**.

17. PARISH MATTERS

17.1 Community Asset - The Crown – Eastlaw has been contacted to provide an update.

17.2 Village Hall – the current chairman will be leaving at some point and a request for volunteer to stand as chairman.

17.3 Empty homes – This has been raised at a Town and Parish Council Forum and with Duncan Baker MP who has taken the concerns to central government.

17.4 Village Social Event – Further discussions with the Village Society. A potential date is the 12th of September. Other events may happen in the village over the Summer period.

17.5 Annual Parish Meeting – Cllr. D Burns is developing a plan and presentation about the annual Parish open day and will share on the next agenda.

17.6 Return to Face-to-Face meetings – Cllr B Boughton proposed a change to the current programme of meetings – to defer the June meeting and arrange for one in July and August, this would allow for further opening as proposed on the current road map from central government. Proposed by Cllr. B Boughton seconded by Cllr. J Spencer – all **AGREED**

17.7 No Cold Caller Zone – Consultation with residents and a mini referendum is required to see if the residents would like this zone – 70% of villagers to confirm (not 70% of returns). Awaiting the voting paper to send to the villagers.

17.8 Noise nuisance – ongoing concerns for some villagers. Cllr B Boughton is currently investigating the situation and will report the outcome at the next meeting.

18. CORRESPONDENCE

18.1 Norfolk ALC Bulletin – circulated and noted.

18.2 NALC Wellbeing Initiative – circulated and noted.

19. DATE OF NEXT MEETING

Wednesday 7th July 2021 @ 7.30 tbc.

.....Chairman

.....Date