

**MINUTES OF THE MEETING OF TRUNCH PARISH COUNCIL**  
**HELD ON WEDNESDAY 4<sup>TH</sup> MARCH, 2020 AT 7.30 PM**  
**IN THE METHODIST CHURCH ROOMS, NORTH WALSHAM ROAD,**  
**TRUNCH**

**Present:-**

Chairman – Cllr. B. Boughton, Cllr. L. New, Cllr. R. Neville,  
Cllr. C. Owers, Cllr. J. Spencer, Cllr. J. Sweeney,  
Cllr. P. Taylor, Cllr. M. Tyler and Cllr. S. Wild.

Julie Chance FSLCC – Clerk.

Nine members of the public also attended the meeting.

**1. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllr. D. Burns, Cllr. N. Hurst, County Councillor E. Maxfield and District Councillor G. Hayman.

**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 5<sup>TH</sup> FEBRUARY, 2020**

The Minutes of the meeting held on Wednesday 5<sup>th</sup> February 2020, 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:-** None received.

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

#### **5. PUBLIC PARTICIPATION**

Two members of the public introduced a pre-planning submission for a property they wish to build on the Mundesley Road. The family were brought up in Trunch and took over their father's property recently. Unfortunately, the property is too large and they wish to downsize. The Members of Trunch Parish Council were given plans and details to consider. Once the formal planning application has been received the Members will make their comments bearing in mind all the information they have received. The Chairman thanked the members of public for bringing the plans and information to the attention of the Members prior to the formal application being submitted.

A member of the public said that whoever cleared the tree on the allotment made a mess of the site with the brush and logs still on site. The Clerk explained that she is liaising with the Diocese about the clearance of the logs and brush as it was their tree.

A member of the public said he was not happy that there has not been a dog ban on the playing field. The Chairman explained that at the public meeting it was agreed to carry out a three phase approach as North Norfolk District Council need proof to be able to enforce a dog ban. The Members of the Parish Council are keeping a record of the dog fouling before and after the new dog bin and bag dispenser is installed. If phase one fails then the Parish Council will move onto phase 2 which is to segregate the dog walkers on the playing field. Phase 3 is for the dog ban to be requested. It should be noted that North Norfolk District Council have the power to put a dog ban in place and enforce it. The Parish Council do not have the power.

A member of the public said that the new LED lights are very bright and asked whether they could be dimmed. It was **AGREED** that the Clerk would look into the cost of shields on the new lights to prevent them from shining into properties. This matter will be placed on the next agenda for further discussion.

A member of the public reported that the footpath from Chapel Road to Wades Way is very muddy and dangerous. It is believed that this footpath is privately owned. It was **AGREED** that the Clerk would find any previous correspondence and this matter will be placed on the next agenda for further discussion.

## 6. POLICE

- 6.1 **Police Newsletter/SNAP:-** Circulated. Noted. The Chairman reported that the next SNAP meeting will be held on 11<sup>th</sup> March.
- 6.2 **Community Speed Watch:-** No update received.
- 6.3 **Meeting – Police Inspector:-** The Chairman reported that the idea of the meeting was to promote neighbourhood policing. There are two beat managers who cover 20 parishes, 15 public houses and 1 nightclub in the area. Any criminal activity can be reported to the Norfolk Police by ringing 101 or on line. The Police are now reporting any information through Trunch Nextdoor. The Police confirmed that there are no County Lines in North Norfolk.

## 7. HIGHWAYS

- 7.1 **Crown Inn – Damaged Area:-** The Clerk reported that Norfolk County Council do not have a date for the damaged area to be repaired. The Members asked for the length of time that this matter has taken to be noted.
- 7.2 **Parish Partnership Funding – Speed Gates:-** This matter will be placed on the next agenda for an update.
- 7.3 **Temporary Traffic Orders:-** Circulated. Noted.
- 7.4 **Fly Tipping:-** It was reported that this matter has now been dealt with. It was **AGREED** that no further action would be taken in this matter.

- 7.5 Road Name Signs:-** The Clerk read an email received from North Norfolk District Council stating that they do not repair rotten posts. They will be replacing the street name sign for Pyghtle Close shortly. Fullers Lane is a private unadopted road. North Norfolk District Council do not supply road name signs for unadopted roads. It was **AGREED** that the Clerk would write to Broadland Housing requesting them to supply a road name sign for Fullers Close.
- 7.6 Potholes:-** The Chairman produced photographs of potholes in the village. It was **AGREED** that the Clerk would inform Norfolk County Council of the potholes and request repair.
- 7.7 Overgrown Hedges:-** The Clerk read an email received from Norfolk County Council stating that they had received complaints about the overgrown hedges on Wrights Loke. Norfolk County Council are requesting further information on the properties affected. It was **AGREED** that the Chairman will gather information about where the hedges are and inform the Clerk. It was **AGREED** that the Clerk would write to Anglian Water who the Members believe own the hedges in question.

## **8. PLAYING FIELD**

- 8.1 Playing Field Project Group:-** No update received.
- 8.2 Dog Fouling – Signs:-** It was reported that the signs will be erected in the near future.
- Dog Poo Bin, Dog Poo Bag Dispenser and Fence:-** These matters have been moved to part II of the meeting.
- 8.3 Play Equipment Safety Inspection:-** This matter will be placed on the next agenda for an update from Cllr. Hurst concerning the basket ball area and large see saw.
- 8.4 Possible Dog Ban:-** The Clerk has produced some forms to monitor the dog fouling issue which the Members are completing. Once the new bin and bag dispenser has been installed it will be clear whether Phase 1 has been successful.

- 8.5 Friends of Playing Field:-** Cllr. Burns produced a schedule of work attached. The Chairman reported that the Trunch Village Society do not wish to be responsible for the Friends of Trunch Playing Field Group. The Clerk read an email received from Trunch Parish Council Insurance Company stating that volunteers will only be covered under the Parish Council's insurance if they are undertaking activities organised by the Parish Council. The Clerk expressed concern that the Friends of the Playing Field have not been formed by the Parish Council and are not undertaking activities organised by the Parish Council. The Clerk would like it minuted that she advises that the Parish Council are not covered by the insurance if anyone gets injured during any work being carried out by the Friends of the Playing Field as they stand. It was **AGREED** that a Friends of the Playing Field group should be formed. It was **AGREED** that any work undertaken by the group should be agreed with a resolution by the Parish Council before any work commences. It was **AGREED** that the group will need to carry out any risk assessments for the Parish Council to agree before action is taken. It was **AGREED** that any paint used on the play equipment should be agreed by the Parish Council in advance. It was **AGREED** that all actions and expenditure undertaken by the Friends of the Playing Field need to be agreed by the Parish Council by Resolution. The Clerk wished it to be minuted that she is unhappy with the actions of any group that carries out any work which is not covered by Trunch Parish Council's insurance. It was **AGREED** that Cllr. Burns will be invited to report to the Members concerning any proposals and plans at the next meeting covering the issues raised concerning insurance and risk assessments.
- 8.6 Skateboard Park:-** This matter will be placed on the next agenda for further discussion.
- 8.7 Tree – Playing Field:-** The Clerk reported that a large branch had to be removed from the playing field as a result of the recent storms.
- 8.8 Contractor – Grass Maintenance:-** The Clerk reported that the contractors who maintain the playing field are having discussions about folding. The Clerk will keep the Members updated.

**8.9 Molehills:-** It was reported that the molehills are getting worse on the playing field. It was **AGREED** that the Clerk would look into possible solutions and this matter will be placed on the next agenda for an update.

**8.10 Land Registry:-** It was **AGREED** that the Clerk would register the playing field with the Land Registry.

## **9. FOOTPATHS**

**9.1** Cllr. Wild reported that FP10 has now been ploughed and a path has been reinstated. FP3 has had the fallen tree removed. The Clerk read an email received from Norfolk County Council stating that FP5 is a low priority as it is a dead-end. There is the possibility that this can be re-registered. The Clerk reported that there is a lot of work involved in re-registering footpaths and she does not have the time to carry out this work. Cllr. Wild will investigate this matter and report to the next meeting.

## **10. PLANNING**

**10.1 Planning Application No. PF/19/0149 – Sunnyholme, North Walsham Road, Trunch:-** Circulated. No objections.

**10.2 Planning Decisions:-** Itarsi, Chapel Road, Trunch REFUSED.

## **11. NORFOLK ALC – WELL BEING INITIATIVE**

The Chairman reported that the Trunch Village Society are updating the Village Plan and need to work with the Parish Council on their vision for the Village. All stakeholders will be included in any discussions.

## **12. NORTH NORFOLK DISTRICT COUNCIL**

**12.1 Dog and Litter Bins:-** The Clerk reported that she has managed to secure a £158.00 refund for the lack of emptying of the dog and litter bins over the twelve months.

**12.2 North Norfolk District Council – Tree Planting Scheme:-** The Clerk reported that she has registered Trunch Parish Council's interest in this scheme.

**13. NORTH NORFOLK TOWN AND PARISH COUNCIL FORUM**

**13.1** Report attached.

**14. FINANCE**

<b>14.1</b> The following cheques were <b>AGREED</b> and signed:-	<b>£</b>
J I Chance – Salary and Office Allowance	408.23
HMRC – Tax	95.60
T. T. Jones Electrical – Street Lighting Replacement	1,435.20
Trunch and Swafeld and Bradfield PCC – Grant	200.00
Cromer Community & Hospital Friends – Grant	200.00
C.J. Mason – Tree Branch – Playing Field	75.00

**14.2 Monthly Figures – January:-** Circulated. **AGREED.**

**14.3 Replacement – Street Lights:-** The Clerk reported that the replacement has been completed.

**14.4 Procurement Procedure:-** The Clerk reported that she has been approached by three contractors to date and holds all the necessary insurance and waste licence documentation.

**15. ALLOTMENTS**

**15.1** The Clerk reported that the dangerous tree has been removed and the Diocese will be paying for the work. Cllr. Spencer updated the Members on the situation with the lease. Report attached. It was **AGREED** that the Clerk would submit the amendments for the Lease to the Diocese and this matter will be placed on the next agenda for an update. The Clerk circulated the most recent email from the Diocese stating that they are willing to discuss the sale of the Village Hall site but not the Mundesley Road site. Following lengthy discussion, it was **AGREED** not to enter into negotiations with the Diocese concerning the purchase of the Village Hall site. It was **AGREED** that the two plots which need reallocating will be split in half. The Clerk will liaise with the working group concerning allocation of the empty plots.

**16. POLICIES TASK AND FINISH GROUP**

- 16.1 General Data Protection Policy:- AGREED** – No amendments.  
**Information & Data Protection Policy:-** There were some minor amendments which the Clerk will make and re-circulate to Members.  
**Retention and Disposal Policy:-** There were some minor amendments which the Clerk will make and re-circulate to Members. The Chairman will forward the List of Documents for Retention and Disposal to the working group.

**17. CORRESPONDENCE**

- 17.1 Norfolk ALC – Newsletter:-** Circulated. Noted.  
**17.2 Thank you Letters for Grants:-** Trunch Village Hall, Trunch PCC, Trunch Mardle and Trunch Methodist Church. Noted.  
**17.3 Phone Mast at Church:-** The Clerk read an email received concerning the possibility of installation of a phone mast at the Church for better broadband coverage. It was **AGREED** that the Clerk would investigate this matter.  
**17.4 North Norfolk District Council Coastal Forum:-** Circulated. Noted.

**18. DATE OF NEXT MEETING**

The date of the next meeting was noted as Wednesday 1<sup>st</sup> April 2020 at 7.30 pm in the Methodist Church Rooms.

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

**AGREED**

- 20. Dog bin and Poo Bag Dispenser:-** It was **AGREED** to accept the quotation in the sum of £70 for the installation of these two items. The Clerk will action as necessary.



- 21. Allotment Clearance:-** The Clerk reported that she had met with two contractors on site who felt removing the rubbish was a very large job as it involved some asbestos. They decided to quote together. Two other contractors that the Clerk has asked have not quoted, one declined as he does not carry the necessary waste disposal licences. Cllr. Spencer reported that he has liaised with one of the residents on the waiting list who is willing to take on an allotment with the rubbish in place. Suggestions were made that a skip could be hired and volunteers could clear the rubbish. The Clerk advised that the rubbish includes asbestos and she is concerned that this should be disposed of properly. It was **AGREED** that the Clerk would obtain further quotations for the removal of the asbestos from the site. This matter will be placed on the next agenda for further discussion.
- 22. Fence – Playing Field:-** It was **AGREED** that no further action would be taken in this matter at the present time.

**There being no other business the Chairman closed the meeting at 9.50 pm.**

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**Chairman**

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**Date**