



Minutes of Trunch Parish Council Meeting

Held on Tuesday 12th March 2024 at 7pm

Present: Cllr. John Jones (Chair), Cllrs. David Burns, Jeremy Fielding, David Houlton, Gaynor Houlton, Richard Miles (Vice Chair), Barbara Wilson, District Cllr Peter Neatherway, Parish Clerk Tracy Neave, two members of the public.

Councillor John Jones resigned from the Parish Council with immediate effect and left the meeting at 7.10pm. Cllr Richard Miles Vice-chair led the meeting from that point forward.

- 1. Apologies for absence:** Cllr Paul Pearson
- 2. Declarations of interest and requests for dispensations**
Cllr Miles Trunch Village Hall Committee
- 3. Minutes of previous meeting** held on 13th February 2024 were agreed and adopted. The minutes were signed by Cllr Wilson.
- 4. Public Participation**
 - 4.1 County Councillor's report: no report received
 - 4.2 District Councillor's report: District Cllr. Neatherway hoped that there would be a representative at the next meeting to discuss lack of affordable housing in the area. Cllr Neatherway raised the issue of two local properties that had discharge of conditions re planning. Cllrs Burns and Miles will meet with District Cllr Neatherway to discuss and report to Council. Local bus and minibus services are sorted and agreed. North Norfolk District Council has a budget deficit although has handled finances well.
 - 4.3 A Member of the Public asked why there was not enough byelaw signs at the playing field. Cllr Wilson to investigate. The Member of the Public also raised the issue of the number of loose dogs on the playing field. Clerk to contact dog warden and investigate byelaws regarding playing field. The Member of the Public wished to express her thanks for the contribution Cllr Jones had made to the Parish Council.
- 5. Correspondence**
 - 5.1 NALC newsletters sent via email
 - 5.2 NALC Chief Executive Bulletin sent via email
 - 5.3 NCF Funding and Support bulletin sent via email
 - 5.4 Duncan Baker MP invite to webinar re digital switchover
 - 5.5 Rural bulletin
- 6. Matters arising from previous minutes and to receive updates:** see sections below

202410

7 New items

7.1 Clerk's report

Clerk has focussed on bringing accounts up to date raising concerns that Scribe software is unnecessary for accounts. To review next month.

Clerk has contacted St James regarding the unit trust, as signatories are out of date and no statement received for last financial period.

Clerk attended Martyn's Law update and will update Council when necessary.

Stuart Hutcheson advised his cost of £35 per hour regarding email changes to Gov.uk email addresses and domain. This is along with payment to NALC at £112 plus VAT for two years and £70 admin fee. This was agreed.

Clerk asked to hold off organising allotment agreements and policies until end of financial year.

New playing field sign actioned.

Freedom of Information request received from Madra Concerned Neighbours Group. Clerk to action.

Council agreed that overtime be paid up to end of March 2024. Overtime to be logged again in new financial year.

Clerk aims to complete CILCA by end May.

Clerk on leave from 18th to 22nd March.

Cllr Miles thanked Cllr Burns for his efforts in acting as clerk until current Clerk appointed.

7.2 Training

It was agreed that the Council would subscribe to Norfolk Parish Training and Support at a cost of 1% of the annual Precept.

Cllrs Wilson, Pearson and Miles and Clerk will participate in Neighbourhood Plan training.

7.3 Orsted 3 Community Fund – deferred to next meeting

7.4 Blister Pack Recycling – being investigated as service for village by Cllr Wilson

7.5 Definition of working parties/committees provided by Clerk.

7.6 Removal of invasive sycamore shrubs from the Village Green: working party to cut back invasive growth

7.7 Defence Employer Recognition Scheme agreed

7.8 Mundesley and District Recreational Association (M.A.D.R.A) invitation for trusteeship: agreed no interest

7.9 Clerk to contact Barclays in respect of playing field deeds.

7.10. Clerk to reestablish link to past minutes on website. Working party to be set up to sort filing cabinets in Village Hall.

8 Periodic items

8.1 The following policies were agreed and adopted;

Bullying and Harassment

Equality and Diversity

Lone Working

Training and Development

Freedom of Information Publication Scheme

8.2 Annual Parish Meeting to be held on 5th May at the Village Hall at 6pm. Cllr Burns to organise.

9. Finance

9.1 The bank reconciliation was agreed, and the bank statements were signed by the Chairman

9.2 Income and Expenditure: agreed

9.3 Payment schedule: agreed and signed: agreed

9.4. St Botolph's Church clock servicing contract agreed at £525 plus VAT for three year contract representing years 2023, 2024 and 2025.

9.5 Clerk explained AGAR process (Annual Governance and Accountability Return)

202411

9.6 Insurance: once the insurance quotes have been received it was agreed that Cllr Miles would have delegated power to authorise which quote to accept.

10. Highways

1. Updates: NNDC are responsible for removing the rotten tree near the shop. Potholes have been repaired. Mundesley Road has issue with ditch being washed away exposing tree roots.

11. Playing Field

11.1 Cllr. Wilson is working with Trunch Village Society and created a survey for potential improvements to the playing field.

11.2 Mole infestation: rolling is considered to be an option. Cllr Burns to investigate

11.3 Cllr Burns obtained two quotes for cutting trees down: 1. Woodpecker Services £1250

2. Garden Mowologist £1300. It was agreed to use Woodpecker Services.

12. Planning nothing to report

12.1 New Planning applications: nothing to report

12.2 Decisions: nothing to report

12.3 Appeals: nothing to report

13 Footpaths

13.1 Dog waste bins are being emptied but still significant waste around the village. Cllrs will ask people to pick up the waste if they see offenders.

13.2 Clerk to investigate Trunch FP5 joining Southrepps BR11

14 Allotments

14.1 There has been a good uptake of allotments. Cllrs Gaynor Houlton and David Houlton have contacted the National Allotment Society for advice on clearing the allotments of former belongings and old sheds/greenhouses. Strimming is considered significant in preparing old allotments to be passed to new tenants.

One skip will initially be provided by the Council to begin the clearing process. (Quotes for skips Drury's £255 per 8 yard, Carl Birds £276 per 8 yard. Skip to be obtained from Drury's). Initial strimming to be undertaken by work party.

14.2 Community Speed : recent data distributed. Cllr Miles to raise high speeding offenders to Community Beat Officer.

14.3 Neighbourhood Plan: Nothing to report.

14.4 Good Neighbour Scheme: Currently 12 possible volunteers and very positive.

14.5 Warm Room: The Council offered thanks to everyone who has taken part in the Warm Room which has now come to an end. It has been very positive. Cllr Burns investigating if unspent grant monies need to be returned and if time period for Warm Room could be extended. The idea of a Community Café is to be investigated.

15. General Parish Issues (for information only)

- Chair and Vice Chair to be elected at start of next Parish Council meeting.
- Bank signatories to be updated
- Cllr Miles to send letter of thanks to Cllr Jones. Thanks from the Council to Cllr Jones to be published in the next edition of the Mardle.

16. The next meeting of Trunch Parish Council will be held on Tuesday 9th April at 7pm at Trunch Village Hall.

The meeting closed at 8.46pm