

**Trunch Parish Council 2023**

**Minutes of the ordinary meeting of Trunch Parish Council**

Wednesday 1 November, Methodist Church, North Walsham Road

**Attending:**

Cllr. John Jones (Chair)

Cllr Richard Miles (Vice-Chair)

Cllr. Gaynor Houlton

Cllr. David Houlton

Cllr. Jeremy Fielding

Cllr. Paul Pearson

Cllr Barbara Wilson

Cllr David Burns

Cllr Peter Neatherway - North Norfolk District Council

Cllr Edward Maxfield - Norfolk County Council

Two members of the public

The Parish Clerk resigned from position effective 31 October 2023. Cllr. David Burns volunteered to act as interim clerk and Cllr. Barbara Wilson as interim secretary. Proposed by Cllr. Gaynor Houlton, seconded by Cllr. Richard Miles. **All agreed.**

Minutes are draft until discussion and agreement at the next Parish Council Meeting.

1. **Apologies for absence** None
2. **Declarations of interest and requests for dispensations**

Cllr J. Jones and Cllr R. Miles – Trunch Village Hall Committee

1. **Minutes of the meeting held on 4 October 2023 and matters arising**

No matters arising – proposed by Cllr Richard Miles, seconded by Cllr Gaynor Houlton – **all agreed.**

1. **County and District Councillors reports**

**4.1 County Councillors report**

Cllr. Maxwell reported the focus of work over the next four months will be on council spending for 2024/25 in a difficult financial environment, as the council is required to reduce expenditure by £46m.

Cllr. Maxwell offered support to the Parish Council to chase up responses to reports of flooding and blocked roads as a result of the recent poor weather, as required.

Cllr. Miles raised the issue of Restorative Justice. Cllr. Maxwell suggested the matter rests with the Police and Crime Commissioner. Cllr. Maxwell offered to take any specific ideas regarding what the County Council should be doing about Restorative Justice, to the Council.

**4.2 District Councillors report**

Cllr. Neatherway reported upcoming changes to the postal voting system which will require voters to include National Insurance numbers. There is a new postal vote application form – Cllr. Neatherway will forward a link to the Clerk

Surface water has been an issue in recent weeks, as a result of poor weather conditions. Cllr. Neatherway is speaking with the Highways Department.

1. **Public participation**

Two members of the public attended. One member of the public commented they were unable to read the agenda for the meeting as it had not been posted on the Parish Council website. The Clerk apologised, reporting the agenda had been posted on the Parish notice board, but as a result of recent changes (the previous Clerk resigning) it had not been posted on the website on this occasion.

1. **Finance matters**
	1. The Clerk presented a bank reconciliation and list of payments. Payments totalled £5,173.44. Cllr. Pearson proposed cheques should be signed and issued for all outstanding payments, seconded by Cllr. G. Houlton – **all agreed.**

A working party will be set up to discuss financial matters, proposed by Cllr. Burns, seconded by Cllr. Miles. **All agreed**. The working party will be: Cllrs. Person, Miles, Houlton with the support of the Clerk.

**6.2** Late payment requests – none received

1. **Highways**

**7.1.1** Flooding issues in recent storms

A number of flooding incidents have been reported and noted:

At the junction of Brewery Road and Gimmingham Road. This has been an issue previously. A request has been made of the Highways Department to resolve the situation.

Cllr. Neatherway reported the issue probably relates to a problem further up the road (Field View) with damage caused to a wall as a result of water spray over a prolonged period of time. This was reported to Cllr. Neatherway in August, who was with Duncan Baker MP at the time. Mr Baker subsequently contacted the Highways department to ask the issue was resolved.

At the junction of Wrights Loke and Chapel Road – accumulated water as a result of a blocked drain. Highways to reinspect. Cllr. D Burns reported the house at the junction suffers from water ingress at times of heavy rain. Cllr. Burns proposed offering to supply sandbags to the property as an interim measure, seconded Cllr. Miles, **all agreed.**

**7.2** Other Highways matters – the hedge around the substation on the corner of Wrights Loke requires cutting back. This is the property of Anglian Water. Cllrs. Houlton will contact the company and request work is undertaken. Proposed Cllr. Miles, seconded Cllr. Burns, **all agreed.**

Highways has agreed to replace the 30mph road sign on Mundesley Road, as it has faded.

Highways inspection – damage to roads has bene noted in a number of places. A road inspection will be carried out by councillors ahead of the next Highways inspection. Proposed Cllr. G Houlton, seconded Cllr. Pearson. **All agreed.**

**8 Playing field**

**8.1** Broken Handrail Childrens Play Equipment– this was replaced w/b 30 Oct 2023

**8.2** Tree works – Cllr Burns to inspect issue in playing field and to try to resolve

**8.3** Increased Dog mess issues. Several councillors have noticed an increased in dog mess, on the playing field and on footpaths around the village.

Cllr Burns proposed an additional dog waste bag dispenser is purchased and sited at the car park entrance to the playing field, near to the waste bin. In addition, a note will be put into the Mardle reminding dog owners and walkers of their responsibilities, and stating if the situation on the playing field continues, the Parish Council may have to consider banning dogs from the field.

Proposed Cllr. Burns, seconded Cllr. Pearson. **All agreed.**

**8.4** Other playing field matters

Cllr. D. Houlton reported an ongoing issue with the see saw, which has damage on one of the seats. Cllrs. Houlton to forward details and photographs to the Clerk for action.

Rubbish is accumulating along the fence line at the rear of the houses on North Walsham Road. This includes what appears to be either waste or storage of building materials at the back of a new home construction.

Cllr. Miles and Cllr. Burns will visit the construction site to discuss, proposed Cllr. G Houlton, seconded Cllr. Pearson, **all agreed.**

A leaflet will be drafted by Clerk for distribution to all homes along the stretch of North Walsham Road that back on to the playing field, requesting rubbish (including garden waste) is not deposited on the playing field. Proposed Cllr. G Houlton, seconded Cllr. Peason. **All agreed.**

Playing field equipment is inspected annually as part of risk assessment. It was suggested at the recent Parish Councillor training that a visual inspection should be undertaken weekly. Cllr Wilson to draft a checklist and either Cllr. Wilson or Cllr. Fielding to undertake a weekly inspection reporting back to Council meetings, Proposed Cllr. Burns, seconded Cllr Miles. **All agreed**.

The plastic chain link at the edge of the carpark is broken. The contractor installing the new dog waste bag bin will be asked to reinstate the link fence. Proposed Cllr Burns, seconded Cllr. Pearson. **All agreed.**

**9 Planning**

**9.1** Planning permission was granted by NNDC for an extension to 25 North Walsham Road (NNDC reference PF/23/1629).

**10 Footpaths**

**10.1** Southrepps Path – No issues noted.

**11 Task and Finish Groups**

**11.1** Allotments

A list of current allotment holder has been collated. Holders to be contacted to a) ask if they still want to keep their allotment (as many are observed to be overgrown or potentially no longer used) and b) request rental payments.

The Clerk will contact the Diocese to discuss options: either renewal of a three—year lease, or potential to purchase one or both sites. Proposed Cllr. Burns, seconded Cllr. Pearson. **All agreed.**

**11.2** Community Speed

Volunteers have all passed DBS checks. The Parish Council has been advised to re-survey the roads that the speed watch will operate on, and once that is completed, training of volunteers can be scheduled.

**11.3** Neighbourhood Plan

It was proposed Cllr. Miles will lead this group. Proposed Cllr. Wilson, seconded Cllr G Houlton. **All agreed**.

**11.4** Good Neighbour Scheme

It was proposed Cllr. Burns will lead this group. Proposed Cllr. Wilson, seconded Cllr Pearson. **All agreed.**

**11.5 Community Café**

It was proposed Cllr. Pearson will lead this group. Proposed Cllr. G. Houlton, seconded Cllr D. Burns. **All agreed.**

**12 Parish Matters**

12.1 Parish Meeting – leaflets have been distributed to all homes and the meeting is advertised in the Mardle and on the Parish Council’s notice board.

There will be representation at the meeting from the Parish Council, Village Hall committee and Trunch Village Society.

**12.2 Other Parish Matters**

Policies and procedures, including Standing Orders, Code of Conduct and Finance, are being reviewed and updated, led by Cllr. Wilson. The Risk Review is being updated, led by Cllr. Pearson and Cllr. Miles. Proposed Cllr. Burns, seconded Cllr. G Houlton. **All agreed.**

Cold calling zone – Cllr. R Miles to take responsibility. Proposed Cllr Wilson, seconded Cllr. Burns. **All agreed.**

Emergency Plan – the intention is to draft an emergency plan. Clerk to contact the County Council emergency plan offer in the first instance. Proposed Cllr. Miles, seconded Cllr. Pearson. **All agreed.**

Remembrance Service – it was proposed the Parish Council purchase a poppy wreath (£19.99) on behalf of the council, and the Chair attends the service and presents the wreath on the Councils behalf. Prosed Cllr. Wilson, seconded Cllr Miles. **All agreed.**

As interim Clerk, Cllr Burns will receive correspondence on behalf of the Council. A request was made to reinstate online banking. Chair to discuss with the bank.

**13 Correspondences**

A request for funding towards the costs of free Wi-Fi available at St Botolph’s church was received from Trunch with Swafield and Bradfield Parochial Church Council. The cost of the service is reported to be £420 annually. The Wi-Fi provides an internet hotspot for the village. Clerk to offer a grant of £210. Proposed Cllr. Burns, seconded Cllr. Miles. **All agreed.**

**14 Other**

Personnel Matters – Recruitment of New Clerk

An advert was placed on Norfolk Association of Local Councils (NALC) with the application deadline extended to 11 November 2023. One CV has been received to date. The deadline is further extended and the position advertised more widely in the local area, with a view to interviewing candidates in December.

Cllr. Pearson and Cllr. Wilson to draft and execute a recruitment plan (in terms of promoting the vacancies with recommendations for process to be discussed by the Council).

*Next meeting: 6th December 7.30pm at the Methodist Church, North Walsham Road. Note from January 2024, the meeting venue will change to the Village Hall.*