

Trunch Parish Council

Email: clerk@trunch-pc.gov.uk

MINUTES OF THE MEETING OF TRUNCH PARISH COUNCIL HELD IN TRUNCH VILLAGE HALL ON TUESDAY 10TH MARCH 2026 AT 7PM.

These minutes are considered draft until they are agreed by council at the next meeting.

PRESENT:

Cllr Gaynor Houlton (Chair), Cllr David Burns (Vice Chair), Cllr Richard Miles, Cllr David Houlton, Cllr Karen Randell, Cllr David Shapcott, Cllr Charlie Yaxley, Cllr Malcolm Bulley.

Kay Montandon (Parish Clerk). One member of the public was present.

1. To Receive Apologies for Absence

Apologies were received from Cllr A Bowker and Cllr P Neatherway (District Councillor).

2. To Receive Declarations of Interest and Grant Requests for Dispensation

None.

3. To Agree the Minutes of the Meeting Held on 10th February 2026

It was resolved to confirm the Minutes of the meeting held on 10th February 2026. The Minutes were signed as a true and accurate record by the Chairman.

4. To Note Matters Arising from the Previous Minutes not Elsewhere on the Agenda.

None.

5. To Receive Reports from County and District Councillors, and the Police

Cllr Miles reported from a recent police meeting that speeding and anti-social behaviour were the current police priorities.

6. Correspondence

To note any issues brought to the attention of the council since the last meeting.

- a. A Resident had brought to the attention of the MP the condition of Knapton road and NCC Highways had agreed to reinstate the full width of the road. Councillors agreed this was a good outcome and noted that residents and councillors get a good result when they log highways issues on the website:
<https://www.norfolk.gov.uk/highwaysproblem>

7. Finance and administration

- a) The bank reconciliations, bank statements and expenditure versus budget were received.
- b) The following payments were approved and receipts noted:

Payments	Amount	Supplier
Clerk salary February	£360.24	Kay Montandon
PAYE February	£90	HMRC
New website	£576	RLS Computer Services
IT support 2025/6	£213.75	S Hutcheson
Keys for Hall	£15.75	Cllr Miles
Bench for playing field	£950.87	Glasdon – to be reimbursed by Compost Society
Receipts	Amount	From
Allotment fees	£30	Tenant
Verges payment	£634.52	NCC
Footpaths SDA	£372.78	NCC

8. Governance and Transparency

- a) The Freedom of Information Publication Scheme was reviewed and approved.
- b) The Grant Awarding Policy was adopted as presented.
- c) The website project update was received and is expected to complete by end March.
- d) Insurance quotes have only been received from one insurer to date so this will be reviewed at the April meeting.

9. Highways

- a) The council resolved to suggest to NCC that the byways could be maintained by the parish if NCC was responsible for widening them. This would enable the parish to continue with the SDA from NCC to maintain the footpaths and byways of the parish as before.
- b) The drain by the Social Club is due to be cleared by Highways. The Mundesley Road ditch is being reviewed by the engineers.
- c) Escape pods on the North Walsham Road for pedestrian safety have been agreed by Highways and the locations are being finalised with input from the Parish Council. The council resolved to contribute £750 to this work as required by Highways.

10. Grass Cutting

The schedule of works for the grass cutting contract was discussed.

11. Playing field

- a) Cllr Yaxley has shared the list of activities that need to be carried out so that volunteers from the council can help.
- b) It was resolved to appoint RoSPA Playsafety to carry out the play equipment annual inspection during their June/July Norfolk timetable at a cost of £249 plus VAT.

- c) The quote for removing the cherry tree next to the swing on the playing field was accepted and the £330 plus VAT cost was agreed.
- d) It was agreed that weekly visual inspections of the play equipment will be carried out, the form completed each time and sent to the Clerk.
- e) The bench for the pétanque court is due to be delivered this month and the Compost Society's donation to cover the cost was gratefully accepted.

12. Village Green

- a) The request from a resident to have the beech tree on the village green cut back was discussed. It was noted that previously this was done on a 4 yearly basis, and the last pruning was carried out 2 years ago. It was agreed that the contractor would be appointed as quoted and they would apply to NNDC for permission to cut back the tree and, if successful, the tree canopy would be cut back 3m on the west side and raised up 5m from ground level at a cost of £500 plus VAT.

13. Environment Group

- a) The council agreed to place 4 wildlife crossing signs near the ponds in the village to raise awareness of the need to drive with care. The cost of the signs was approved at £25 each and would be paid from the environment budget.

14. Planning

- a) New applications – none
- b) Decisions – none
- c) Appeals - none

15. To Receive Reports on Council Services and Projects

- a) **Allotments**
There is an open gardens event in July in the village and the council resolved to involve the allotments.
- b) **Community Speedwatch**
A session a week is going ahead. New volunteers would be welcomed.
- c) **Neighbourhood Plan**
The policy final drafts were circulated and will be shared with NNDC. The next phase is to write the plan and carry out the consultation in the village.
- d) **Good Neighbours Scheme**
This has been going well.
- e) **Community Café**
This has now finished for the year, and all agreed it has been very successful and worthwhile.
- f) **Footpaths**
Nothing to update other than as discussed on item 9a).

16. Defibrillator

- a) The council discussed the different defibrillator options and costings. It was resolved to discuss with the Village Hall committee, the Trunch Village Society and possibly other groups to consider sharing the cost of a new unit to be placed at the Village Hall.

- b) The County Councillor would also be approached to see if the community fund may be available to help with the cost.

17. Public participation

A member of the public discussed the tree on the village green and the fact that it had been cut back in the last couple of years and had not grown that much so further pruning at this time was not necessary in their opinion. They also stated that other trees in the village should have TPOs applied for to prevent loss or damage.

18. General Parish Issues

The Norfolk Warm Homes grant is available to residents to improve their energy efficiency and reduce costs. www.norfolkwarmhome.org.uk or call 01603 430103.

15. The next meeting will be held on 14th April at 7pm in Trunch Village Hall

The chair closed the meeting at 8.13pm

Signed..... Date.....

TIM JONES
GRASS, LAWN AND COUNTRYSIDE MANAGEMENT.
'TEN ACRES'
NORTH WALSHAM ROAD
TRUNCH
NR28 0PH
Email: tenacres10@gmail.com
Telephone: 01263 722562

The Clerk,
Trunch Parish Council.

31st March 2026

Dear Madam,

Grassland and Grounds Maintenance to end of March 2026

Playing Field..(one cut).....£164.80
Play Area (Childrens).....£22.75
Exercise Area.....£15.45

Total Amount Due.....£203.00

If I can be of any further assistance, please don't hesitate to contact me.

Thank You and Kind Regards,

Tim Jones.

INVOICE

Norfolk Parish Training and Support

22 Henry Preston Road
Tasburgh, Norfolk NR15 1NU
VAT Registration No. 489779983

team@norfolkpts.org
+44 1603857004
<https://www.norfolkpts.org/>



NORFOLK PARISH
TRAINING & SUPPORT

Bill to

Trunch Parish Council
Kay Montandon
clerk@trunch-pc.gov.uk

Ship to

Trunch Parish Council
Kay Montandon
clerk@trunch-pc.gov.uk

Invoice details

Invoice no.: 30617
Terms: Net 60
Invoice date: 04/03/2026
Due date: 30/04/2026

#	Date	Product or service	Description	Amount	VAT
1.	01/04/2026	Subscription	1 April 2026 - 31 March 2027	£303.46	20.0% S
				Subtotal	£303.46
BACS Payments				VAT @ 20% on £303.46	£60.69
Norfolk Parish Training & Support Account number: 00010734 Sort code: 77-68-22 Please use the invoice number in the reference line				Total	£364.15

Please make cheques payable to: Norfolk Parish Training & Support

V.Larke & Son

Farmers, Contractors & Engineers

Hall Farm, Mundesley Road, Trunch, North Walsham, Norfolk, NR28 0QB

Mob:07769 860200 / Mob: 07884318096 / Office: 07780 838374

VAT Reg No.: 105 7828 67

Trunch Parish Council
28 Blenheim Avenue
Martham
Norfolk
NR28 4TW

Invoice No: 25681

Tax Point Date: 4th April 2026

1 Hour Chain Harrowing Playing Field @ £50.00 per hour	£50.00
VAT	£10.00
Total	£60.00

Thank you for your business

Terms: Strictly within 14 days from date of Invoice

BACS Details: V.Larke & Son
Bank : Santander
Sort Code: 09-06-66
Account No: 43440601
E & OE

Mrs Kay Suzanne Montandon

1 Chapel Close
Tuttington
NR11 6GS

1 Chapel Close
Tuttington

Norfolk
NR11 6GS

Payments		Deductions	
Taxable Pay	£450.00	Income Tax	£90.00
		Employee NIC	£0.00
Total Payments	£450.00	Total Deductions	£90.00

Net Pay £360.00

Payment Date	04/04/2026	National Insurance Category	A
Payment Period	Month 12	National Insurance Number	NE678840B
Employer PAYE Reference	120/WA64722	Tax Code	BR
Payroll ID		Hours worked	
		Additional information	

Questions about your tax? Go to gov.uk/hmrc/tax-on-payslip

Payslip Version 1



TRUNCH PARISH COUNCIL STAFF AND MEMBER TRAINING LOG

NAME	ROLE	TRAINING ATTENDED	DATE	PROVIDER	QUALIFICATION OR OBJECTIVE	COST OF COURSE
Kay Montandon	Clerk RFO	Town and Parish Forum	02/04/2025	Broadland DC	LGR	0
		Clerk Networking	06/06/2025	NPTS	Governance knowledge	0
		Town and Parish Forum	10/06/2025	Broadland DC	LGR	0
		Chairing successful meetings	19/06/2025	NPTS	Keeping meetings productive	0
		CiLCA Training	27/08/2025	SLCC	CiLCA	(SLCC Bursary)
		CiLCA Training	11/09/2025	NPTS	CiLCA	(£300 -Clerk paid)
		Clerk Networking	16/09/2025	NPTS	Assertion 10	0
		CiLCA Training	17/09/2025	SLCC	CiLCA	
		Town and Parish Forum	07/10/2025	Broadland DC	LGR	0
		CiLCA Training	08/10/2025	NPTS	CiLCA	
		Autumn Training Seminar	09/10/2025	NPTS	Governance	(Paid by other PC)
		CiLCA Training	22/10/2025	SLCC	CiLCA	
		Planning	29/10/2025	NALC	Planning law	£42 (Clerk paid)
		CiLCA Training	12/11/2025	SLCC	CiLCA	
		CiLCA Training	03/12/2025	SLCC	CiLCA	
		Clerk Networking	08/12/2025	NPTS	Assertion 10	0
		CiLCA Training	10/12/2025	NPTS	CiLCA	
		CiLCA Training	14/01/2026	SLCC	CiLCA	
		CiLCA Training x2	11/02/2026	SLCC / NPTS	CiLCA	
		Neighbourhood Planning	25/02/2026	Rachel Leggett	NP Review	0
		Spring Training Seminar	10/03/2026	NPTS	Governance	(Paid by other PC)
		CiLCA Training	11/03/2026	NPTS	CiLCA	
		Clerk Networking	25/03/2026	NPTS	AGAR	0

		Cyber Security Training	05/03/2026	National Cyber Security Centre	IT Security	0
Cllr G Houlton	Member	Cyber Security Training	March 2026	National Cyber Security Centre	IT Security	0
Cllr D Burns	Member	Cyber Security Training	March 2026	National Cyber Security Centre	IT Security	0
Cllr R Miles	Member	Cyber Security Training	March 2026	National Cyber Security Centre	IT Security	0
Cllr M Bulley	Member	Cyber Security Training	March 2026	National Cyber Security Centre	IT Security	0
Cllr K Randell	Member	Cyber Security Training	March 2026	National Cyber Security Centre	IT Security	0
Cllr D Houlton	Member	Cyber Security Training	March 2026	National Cyber Security Centre	IT Security	0
Cllr D Shapcott	Member	Cyber Security Training	March 2026	National Cyber Security Centre	IT Security	0
Cllr C Yaxley	Member	Cyber Security Training	March 2026	National Cyber Security Centre	IT Security	0
Cllr A Bowker	Member	Cyber Security Training	March 2026	National Cyber Security Centre	IT Security	0

Service Delegation Agreement

Version: 1.4

Author: Caroline Bidewell

12th March 2026

Between: Norfolk County Council
And: Trunch Parish Council
For: Countryside Access Vegetation Management
Term: 1st May 2026 to 30th April 2027
Value: £634.52 per year

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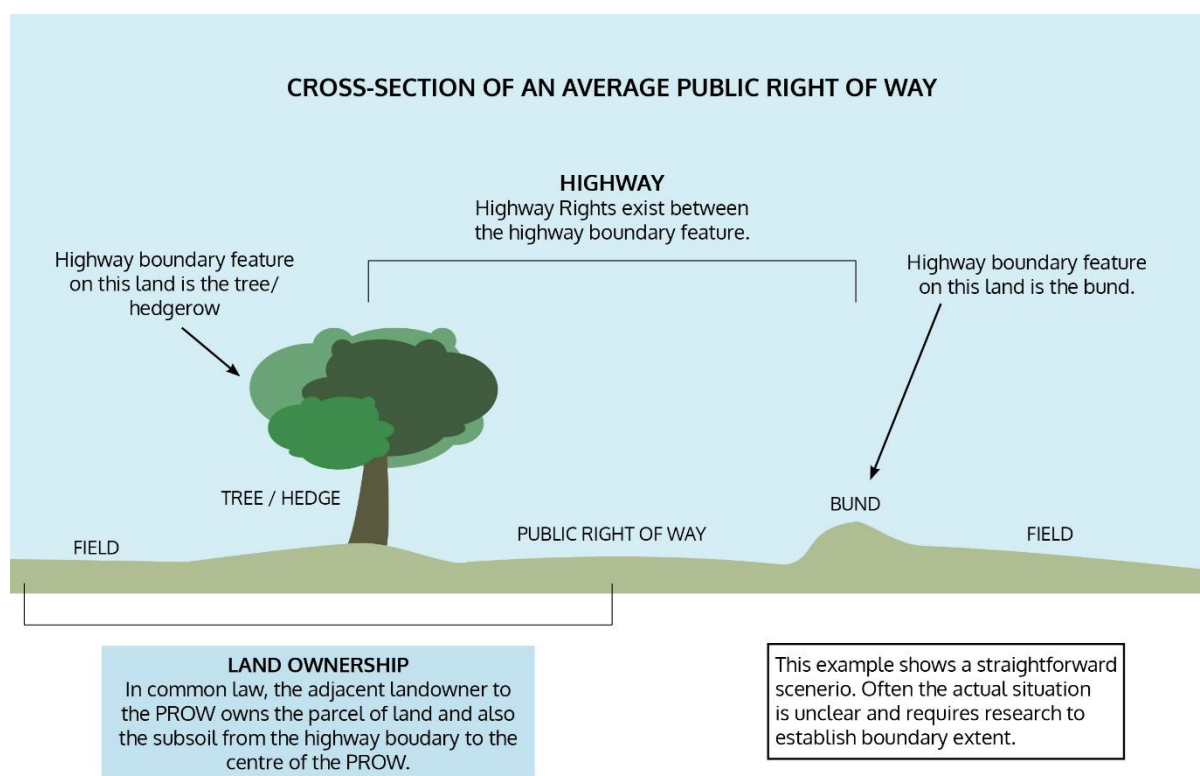
Appendixes

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Introduction

The public's right over a highway is a right of passage for the purpose of passing and repassing and for purposes reasonably incidental thereto. If there is use other than for the purpose of passing and repassing or a purpose reasonably incidental thereto, a user exceeds their entitlement to be on the land and becomes a trespasser.

The purpose of surface vegetation management of the way is Norfolk County Council's means to prevent an obstruction to the public's right to pass and repass. This Service Delegation Agreement (SDA) passes the Countryside Access Vegetation Management to the local Parish and outlines their powers as written in legislation.



Norfolk County Council is only responsible for the surface of the PROM to the width of the Highway extent. Obstruction caused by hedges, trees or vegetation rooted outside of the Highway extent but growing into the Highway is 'Encroachment' and the responsibility of the landholder. Any defects found with signage, surface or wilful obstruction should be reported to www.norfolk.gov.uk/highwaysproblem

Appendix B ("Schedule of Works and Plans") outlines what Norfolk County Council has identified as needing this service in order to prevent an obstruction. Norfolk County Councils payment to the Parish is equal to or less than our contractor that covers that area. Norfolk County Council expects the identified sections in Appendix B ("Schedule of Works and Plans") to be maintained as outlined in this SDA and the reporting of wider issues on the Parishes network. If the Parish wishes to carry out additional cuts to those sections or its wider PROM network within their remit you are free to do so.

If the Parish wishes to seek more funding a case needs to be put forward as to why additional areas require cutting and the relevant Officer will investigate and inspect, and their word is final regarding the decision.

If at any point the Parish is unsure of their responsibilities or needs advice, please do make contact.

1. The Delegated Service

- 1.1. Both Councils have agreed that Trunch Parish Council will carry out the delegated service, which is as described in Appendix A ("Service Specification").

2. General Terms and Condition

- 2.1. This Agreement will run from 1st May 2026 to 30th April 2027 "the Initial Term"). However, it may be terminated at an earlier date and on such date as is agreed between both parties.
- 2.2. At least 2 months' notice will be required for renewal or non-renewal of this Agreement and shall be served on Norfolk County Council by Trunch Parish Council. Any such renewal, having first been agreed between the parties, shall be for such period as shall be determined by Norfolk County Council and under the same conditions as this Agreement subject to clause 8.
- 2.3. Trunch Parish Council will act in place of Norfolk County Council in carrying out the Delegated Service, (a) in accordance with the service specification and the terms of this Agreement, (b) in a manner which is not likely to cause danger to any persons, and (c) in full compliance with all current health and safety laws, rules and regulations.
- 2.4. In an emergency, Norfolk County Council may itself exercise the Delegated Service. Before doing so Norfolk County Council must consult Trunch Parish Council unless, in the reasonable opinion of Norfolk County Council, the urgency of the situation does not permit such consultation.
- 2.5. Norfolk County Council and Trunch Parish Council may request to meet to review performance of the Delegated Service at a date, time and place to be agreed between the parties. Spot checks of vegetation management will be carried out by Norfolk County Council.

3. Enquiries and Complaints

- 3.1. Trunch Parish Council will provide an email for Norfolk County Council to forward complaints received to us regarding the Countryside Access Vegetation Management.
- 3.2. Any correspondence or complaint received by Trunch Parish Council will be answered by them within 31 working days allowing time to inspect the complaint/defect. Any urgent issues or emergencies, such as those affecting safety, must be responded to immediately and/or escalated to Norfolk County Council.
- 3.3. A record of all complaints/defects reported to Trunch Parish Council regarding Countryside Access Vegetation Management must be held.

An Excel template will be supplied for the recording of such reports.

Any reports that come through to Norfolk County Council will be forwarded using the same format and will need to be transferred to your main document.

This data is used for reporting to Local Access Forum (LAF), Natural England National Trail Partnership and/or FOI requests.

- 3.4. Any defects found with signage, surface or wilful obstruction such as locked gates should be reported to www.norfolk.gov.uk/highwaysproblem

4. Dispute Resolution

- 4.1. Both parties will attempt to resolve any dispute in relation to this Agreement through negotiations between their duly authorised officers or agents.
- 4.2. Failing the general obligation in clause 4.1 above, both parties will attempt to resolve the dispute through an Alternative Dispute Resolution ("ADR") procedure, as recommended by the Centre for Dispute Resolution.
- 4.3. If the dispute is not resolved within 56 days of ADR beginning, or if either party will not participate, the dispute will be referred to arbitration. Any decision will be made by a person appointed by agreement between both parties or if no agreement can be reached, by the President of the Institute of Arbitrators, whose decision will be final and binding.

5. Insurance

- 5.1. Throughout the Initial Term of this Agreement or lesser period should early termination occur for any reason Trunch Parish Council must insure against public liability for not less than £5 million for any one claim and employer's liability for not less than £5 million for any one claim, the number of claims being unlimited.

6. Indemnity

- 6.1. Trunch Parish Council will indemnify Norfolk County Council in respect of the consequences of any claims against it arising as a result of the negligence or deliberate inactivity of Trunch Parish Council or its agents in carrying out the Delegated Service. This liability to indemnify Norfolk County Council will be reduced in proportion to the extent that any claims arise from the negligence of Norfolk County Council.

7. Payment

- 7.1. Subject to any adjustment in line with an increase / decrease of overall area awarded contractor, Norfolk County Council will pay Trunch Parish Council the total sum of £634.52 (per year) for work carried out during the Initial Term. Where an adjustment is made in accordance with the area contractor, the Parish will be notified in writing.
- 7.2. Norfolk County Council will pay for services received. Invoicing will be agreed at time of SDA agreement. Invoices will reflect department breakdown as described in Appendix B ("Schedule of Works and Plans"). Trunch Parish Council will then invoice the full amount on completion as agreed.
- 7.3. Trunch Parish Council may: -
 - (i) retain any savings provided they are used to enhance the agreed Delegated Service, and/or
 - (ii) with the written agreement of Norfolk County Council use any savings to enhance any other delegated service as delegated by Norfolk County Council, and/or
 - (iii) if either of the above two conditions do not apply then they shall repay to Norfolk County Council any unspent money.
- 7.4. A statement of expenditure will be provided by Trunch Parish Council for review and approval by Norfolk County Council at the review referred to in clause 2.5. For the remainder of the Initial Term of the Agreement, or any extended period which may subsequently be agreed between the parties, the sum payable by Norfolk County Council to Trunch Parish



Council shall be adjusted by a percentage equivalent to the percentage rise or fall in the retail price index during the index period in question. Norfolk County Council will calculate this adjustment and notify. Trunch Parish Council in the month before the adjustment takes effect.

7.5. Trunch Parish Council will act as the principal for VAT purposes.

8 Variation

8.1. This Agreement may be varied from time to time by agreement in writing by Norfolk County Council and Trunch Parish Council, and a copy of such variation will be attached to this Agreement.

8.2. Norfolk County Council may vary the amount of work required to be carried out by Trunch Parish Council, with their agreement, and if an agreement is reached, an appropriate adjustment will be made to the amount of payment.

8.3. The amount of payment may be varied following a bona fide retendering exercise if Trunch Parish Council's costs are increased or decreased.

9. Schedule

9.1. A schedule of works in relation to the Delegated Service and plans to identify the areas where grass is to be cut are given in Appendix B ("Schedule of Works and Plans"). The schedule will be updated during the term of the Agreement to enable TRUNCH Parish Council to carry out the Delegated Service.

10. Guidance Notes

10.1. Guidance notes for discharging the Delegated Service are given in Appendix F.

Execution of the Agreement

Signed: 12/03/2026

Caroline Bidewell, Placemaking Team Lead
(On behalf of Norfolk County Council)

Signed:

Signed:

On behalf of Trunch Parish Council, and in the presence of: -

Signed:

(Parish Clerk)

Appendix A

Service Specification

For the purposes within the following “Service Specification” the term ‘Contractor’ refers to Trunch Parish Council.

Countryside Access Vegetation Management

1. Introduction

Norfolk County Council provides a wide range of services for people who live, work, do business in or visit Norfolk. They include education, social services, passenger transport, highway maintenance, libraries, museums, fire and rescue, economic development and trading standards. Further details may be obtained from www.norfolk.gov.uk.

1.1. Public Rights of Way in Norfolk and Norfolk Trails

Norfolk County Council works to protect, manage and improve Public Rights of Way (PROW) and access to the countryside. It also promotes and encourages the appropriate use of facilities for the benefit of businesses, local communities and visitors. Rights of way include public footpaths, bridleways, restricted byways, byways open to all traffic and cycle ways. Norfolk Trails maintains and improves the ‘Promoted Network’ bringing together all of the long-distance routes and circular walks within the county.

2 Requirements

2.1. General

This Service Specification details Norfolk County Council’s (the Council) requirements to cut vegetation on Public Rights of Way and Norfolk Trails to the standard defined below. There are approximately 2400 miles of Public Rights of Way throughout the county. Some are managed by Highways, some by the Norfolk Trails team. This contract is for cutting both on the Highways maintained network and the Norfolk Trails maintained network.

Each area may be a mix of both Trails and Highways managed routes (PROW). However, the number of cuts required for Trails and PROW will vary across the cutting season. Trails routes will be cut up to 3 times per year, May ‘*Spring*’, August ‘*Summer*’, October ‘*Autumn*’, and PROW will receive a mix of 1 or 2 cuts in the cut windows of May & August. Please note that the amount of cutting required, and the cost will decrease as the season progresses.

As access to sites will vary and may be difficult in some cases (due to remoteness or being restricted by structures, narrow bridges etc), Contractors will be expected to have available a wide range of equipment/machinery appropriate to the job and be sensitive to conservation, biodiversity and farming issues. We would expect that appropriate machinery would be able to deliver the specified work to an agreed standard.

An overview map and schedule of the cutting areas can be found at Appendix B (“Schedule of Works and Plans”).

Where possible, means of access and limitations to accessibility are either marked on the contract maps or identified in the schedules.



Contractors must carry out their own risk assessments prior to undertaking any works on behalf of NCC and have a responsibility for themselves, their employees and visitors to any site under the Health and safety act.

All contractors must comply with the relevant health and safety laws and guidance governing their areas of work.

2.2. Countryside Access Vegetation Management

The purpose of the cut is to provide a flat and even surface of the full width as identified in the work schedules.

All vegetation cutting will be completed as soon as possible following the commencement of cutting and will not exceed a 3-week period (per cut) unless previously agreed with the NCC supervising officer. This time period remains the same regardless of the size of the cutting identified.

Start and finish dates for individual areas must be approved by relevant NCC supervising officers.

For field edge paths where insufficient level headland is available, the specified width must be achieved by using adjacent cultivated land and by cutting crops if necessary.

The vegetation around structures on the route i.e. signposts, stiles, gates, bridges must be cleared so that they are clearly visible and easy to use. Cutting shall include 1 square metre clear of any vegetation around any structures. Any variation to this to be agreed and noted by the NCC supervising officer.

After cutting vegetation should not exceed a height of 100mm (4 inches).

The contractor shall notify the supervising officer upon completion of every cut by reporting cut progress. Payment of invoice cannot be made without receipt of a completed schedule and satisfactory inspection of works by an NCC supervising officer.

The NCC supervising officer may on occasion request that the cutting regime is adapted to protect biodiversity.

2.3. Reporting of Issues

Where additional cutting may be required

On occasion you may encounter exceptionally woody or dense vegetation requiring additional work to make the path passable. We refer to these as a 'Target Hit', a one off cut to push back established vegetation. Under these circumstances it is not expected that you carry out works there and then. You should report the issue to the NCC supervising officer for instructions.

Unforeseen obstructions

Ploughed out field edge paths, new buildings, locked gates, fences across paths etc. Where an obstruction, such as these, prevents you from carrying out a cut you should report the issue with supporting photos and measurements where possible via www.norfolk.gov.uk/highwaysproblem



Missing fingerposts/waymark posts/damaged infrastructure

Any missing or damaged infrastructure should be reported to www.norfolk.gov.uk/highwaysproblem.

Unable to locate paths

If contractors are on site and unable to locate the path as shown on the schedule map, they should contact the NCC supervising officer for clarification before proceeding.

Overgrown hedges & trees.

These are the responsibility of the landholder and the Contractor, using its power as outlined in HA 1980 s 137 found in Appendix D "Powers applying only to local councils ", should make contact with the landholder to resolve the obstruction. If issues go unresolved escalate to the NCC supervising officer.

3. Constraints

There may be, from time to time, constraints within the cutting areas and these may include closures, diversions or construction works on routes which may affect the cutting schedule. Contractors will be informed of these changes in a timely fashion by the designated NCC supervising officer and an agreement on cutting will be reached between contractor and designated NCC supervising officer.

The sites and means of access are shown on the contract schedules/maps. As Public rights of way and Trails run over private land, the Contractor must ensure that their workforce, plant, materials and other equipment are confined to the public right of way, unless other means of access has been agreed.

Machinery and plant used is to be of a specification which will cause minimum ground damage or disturbance.

4 Other General Principles

Work is being carried out on behalf of Norfolk County Council and as such we expect all contractors to have in place staffing codes of conduct.

Any work, which is additional or contrary to the specification, and undertaken without instruction from the NCC authorised officer, shall be at the cost, or remedied at the cost, of the Contractor.

5. Monitoring

Weekly updates

Updates on cutting contract progress will be delivered by the contractor by informing NCC supervising officer through an agreed email address during the cutting season.

Fortnightly updates on complaints delivered by the contractor by informing NCC supervising officer through an agreed email address during the contract term.



Auditing

Work will be audited in three different ways:

Firstly, through the public reporting of issues via the online system to NCC which it has in place to deal with issues. Secondly through the reporting of progress by the contractor and finally through spot checks being carried out by NCC staff inspecting the routes.

If there is a significant increase in reports in an area i.e. 20%, the supervising officer may arrange a meeting with the contractor to address all issues raised.

6. Plant and Equipment

Contractors shall at all times during the contract period provide and maintain all plant and equipment necessary for the satisfactory provision of the service, at any location, or stored by the Supplier thereat, and the Council shall be under no liability in respect thereof.

Contractors shall operate a formal record system designed to ensure that all recommended and routine servicing of plant and equipment is carried out in accordance with best practice and manufacturer's requirements.

Contractors shall be responsible for the roadworthiness and operation of plant and the keeping of statutory maintenance records. Servicing of vehicles is carried out to meet the standards required by DVSA (Driver and Vehicle Standards Agency)

Any time spent on repairs, servicing, or maintenance of plant or equipment will not be paid for by the Council.

The Contractor must pay all licensing fees, taxes and insurances required in connection with the plant.

Contractors shall have a waste carrier licence in place ensuring they can remove waste from site if required.

The County Council will not at any time be liable for the loss or damage to any item of plant.

Plant and equipment shall in every respect comply with all Health & Safety Executive requirements and unless otherwise directed by the Council, be ready for work on site at the start of the working day and shall be available for work until the work ceases for the day.

Contractors shall be responsible for awareness and compliance with all applicable current statutory regulations relating to use, operation and maintenance of plant and equipment, including but not limited to:

- Provision & Use of Work Equipment Regulations ('PUWER')
- Lifting Operations & Lifting Equipment Regulations ('LOLER')
- Working at Height Regulations (WAHR)
- Control of Noise at Work Regulations (CNWR)
- Control of Vibration at Work Regulations
- Control of Substances Hazardous to Health
- Health & Safety at Work Act
- The Health and Safety (First-Aid) Regulations
- Avoiding Danger from Overhead Power Lines (HSE-GS6)



The Contractor shall indemnify the Council against any breach of Health & Safety Regulations and in particular the Supplier shall indemnify the Council, its servants and agents against any and all actions, claims, demands, proceedings, damages, costs, charges expenses and fines whatsoever caused to the Council or any third party by the Supplier, arising out of the Supplier's failure to comply with its obligations.

Suppliers shall in regard to the carriage of petroleum and any other dangerous goods ensure safe storage and comply with all applicable statutes and regulations and fulfil all applicable statutory and regulatory environmental obligations.

Where applicable, the Contractor shall take all precautions to ensure that no pollution arises from the execution of the works which may contaminate or pollute land, watercourses or cause injury to animal, fish or plant life on, in, under or off site. The Supplier shall indemnify the Council against costs or damages, or claims related to this liability.

In the event of any spillage the Contractor is to remove any contaminated soil and make good the area at his expense to the satisfaction of the supervising officer.

The Contractor shall have in place suitable contingency plans to provide a replacement in the event of a breakdown of plant or equipment. Delays due to machinery breakdown must be reported to the NCC supervising officer as soon as possible.

Contractors must ensure that:

- All its employees responsible for operation and use of plant and equipment are suitably trained and competent in its safe use.
- No item of plant or equipment is left parked or unattended without reasonable cause in any area likely to create a nuisance, danger or annoyance to the public.

7. Personal Protective Equipment

The Contractor shall wear high visibility clothing to current European Standards (currently EN ISO 20471)

The Contractor must provide PPE which is appropriate to the works being carried out.

Safety toecap work boots conforming to EN ISO 20345 53 HRO SRC and where appropriate hard helmets and ear protectors must be worn in accordance with the current PPE at Work Regulations as amended and related regulations.

The Contractor must comply national guidelines and best practise for PPE and NCC would recommend the 'full cover up / layer effect' to ensure high visibility at all times. The adoption of the 'layer effect' (Onion Skin Effect') enables operators to remain highly visible at all times regardless of weather conditions i.e. the removal of each outer layer will reveal high visibility clothing beneath.

All safety equipment MUST be provided by the Contractor.

Appendix B

Schedule of Works, Finance and Plans

Trunch Appendix B "Schedule"										
Contract Area	Cut Frequency	Management	Invoice	Trail	Public Right of Way	Special Instruction	Minimum Cut Width (m)	Maximum Cut Width (m)	Length (m)	
6	3	Environment	Norfolk Trails	Mundesley	Trunch FP1		1.5	1.8	265	
6	3	Environment	Norfolk Trails	Mundesley	Trunch RB9		3	5	470	
6	3	Environment	Norfolk Trails	Trunch	Trunch FP12		1.5	1.8	890	
6	3	Environment	Norfolk Trails	Trunch	Trunch FP11		1.5	1.8	825	
7	3	Environment	Norfolk Trails	Trunch	RB10		3	5	606	
6	2	Highways	North	Trunch	FP2		1.5	1.8	534	
6	2	Highways	North	Trunch	Trunch FP3	1.5m. Field edge. Access either end.	1.5	1.8	169	

Area 6 Price	£	0.060
Area 7 Price	£	0.060

Invoice			Per annum	
			Meterage	Cost
Invoice	Year 2026	Area 6 Environment Trails "Annual Cutting" Trunch PC	7,352	£ 441.14
		Area 7 Environment Trails "Annual Cutting" Trunch PC	1,818	£ 109.08
		Area 6 Highways PROW "Annual Cutting" Tunch PC	1,406	£ 84.33

Area Map



Key

Pink dash: PROW

Black solid line: Environment Trails (3 cuts)

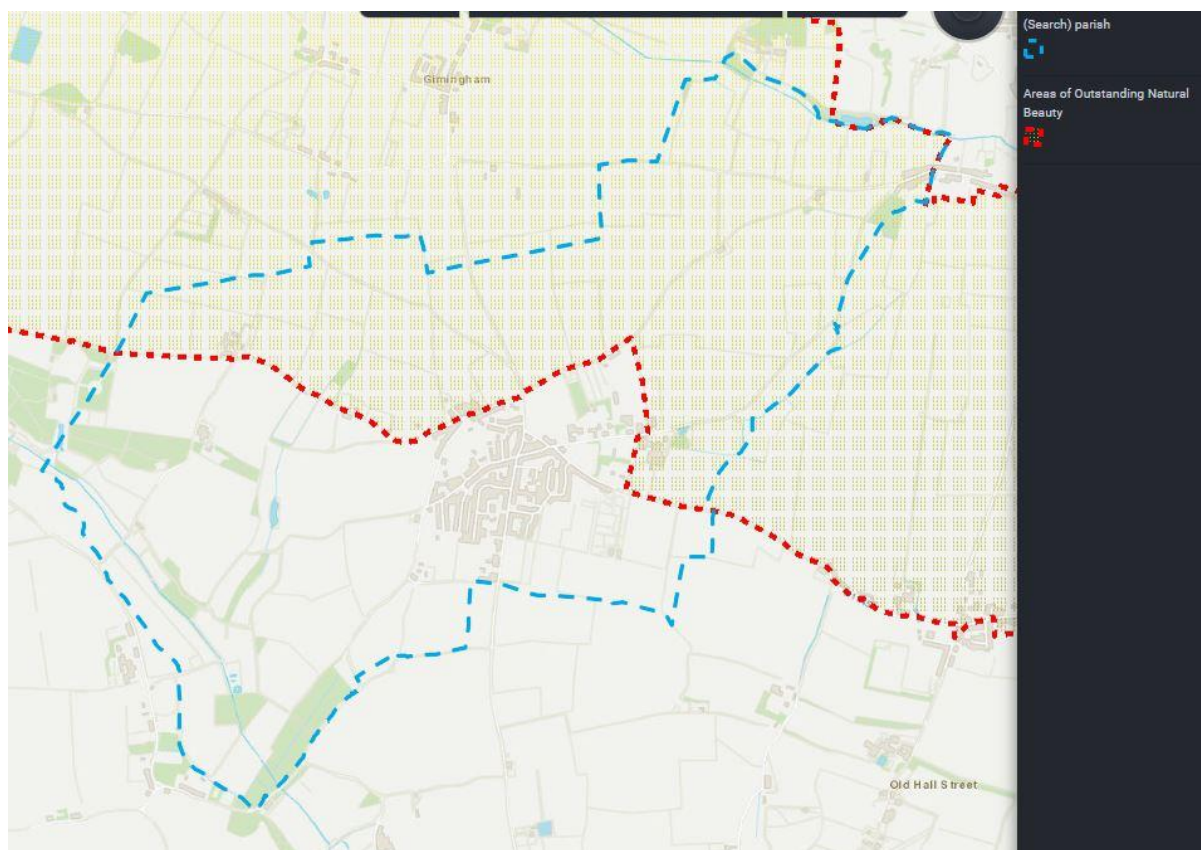
Purple solid line: Highways PROW (2 cuts)

Appendix C

Designations

If you require any advice regarding these designations, please contact the council.

Designated National Landscape



Appendix D

Powers applying only to local councils

Parish Councils

Parish Councils have no specific duties for rights of way, however, they are given certain powers which could make a significant contribution to the public's ability to enjoy the public path network. The rights and powers conferred to Parish Councils are:

- The maintenance of any footpath or bridleway within its area which is maintainable at public expense

To undertake the maintenance of any footpath, bridleway or restricted byway.	10.8.2	HA 1980 ss 43 and 50
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<https://www.legislation.gov.uk/ukpga/1980/66/section/43>

<https://www.legislation.gov.uk/ukpga/1980/66/section/50>

To prosecute anyone who wilfully obstructs the free passage along any highway.	9.2, 13.2	HA 1980 s 137
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<https://www.legislation.gov.uk/ukpga/1980/66/section/137>

To prosecute an occupier who fails to ensure that crops do not inconvenience users of footpaths, bridleways and unmetalled carriageway.	9.6, 13.2	HA 1980 s 137A
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<https://www.legislation.gov.uk/ukpga/1980/66/section/137A>

To prosecute if a footpath or bridleway has been lawfully ploughed or disturbed, but not restored, or if any highway has been unlawfully ploughed or disturbed	9.5.7, 13.2	HA 1980 ss 131A and 134
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<https://www.legislation.gov.uk/ukpga/1980/66/section/131A>

<https://www.legislation.gov.uk/ukpga/1980/66/section/134>

Appendix E

Definitive Statements

PARISH OF TRUNCH

Footpath No. 1 (Wright's Loke to Gimingham Road). Starts from the junction of Wright's Loke and New Road by a stile and runs south eastwards to exit at Gimingham Road by a stile

Footpath No. 2 (Burney Road to Southrepps Road). Starts from Burney Road and runs northwards east of Ash Plantation to Southrepps Road.

Footpath No. 3 (Burney Road to Young's Lane). Starts from Burney Road, almost opposite Footpath No. 2 and runs southwards crossing New Road to Young's Lane.

Footpath No. 5 (Burney Road to Parish Boundary). Starts by a field gate from Burney Road, south of Warren Farm, and runs north westwards to the parish boundary.

Footpath No. 6 (Bradfield Road to Young's Lane). Starts from Bradfield Road by a stile and runs north westwards to exit at Young's Lane by a stile.

Bridleway No. 7 (Robinson's Loke). Starts from the Knapton Road east of Park Farm and runs southwards to the parish boundary where it joins Knapton Bridleway No. 2.

Footpath No. 8 Starts at a junction on the eastern side of North Walsham Road, almost opposite the footpath known as Craunchions Loke, and runs in a mainly easterly direction along the northern edge of a hedge bank between 2 fields, for approximately 400 metres. It then passes through a gap at the south eastern corner of the northernmost field and continues eastwards across a large field for approximately 410 metres to join Robinson's Loke. The footpath has an average width of 1.3 metres.

Restricted Byway No. 9 (Trunch Road to Brewery Road, known as Postle's Lane) Starts from the C295A Trunch Road at grid reference TG2829 3541 and proceeds in a southerly direction for 478 metres to meet the U19205 Brewery Road at grid reference TG2836 3494. The width of the route varies between 6.7 metres and 16 metres. Limitations and Conditions: None



Appendix F

Discharging the Delegate Service

- 1 The Parish may terminate the Agreement at any time by notice in writing to the Supplier to take effect on any date falling at least 1 month (or, if the Agreement is less than 3 months in duration, at least 10 Working Days) later than the date of service of the relevant notice.
- 2 Without prejudice to any other right or remedy it might have, the Parish may terminate the Agreement by written notice to Norfolk County Council with immediate effect if the Parish:
 - a. is in material breach of any obligation under the Agreement which is not capable of remedy;
 - b. repeatedly breaches any of the terms and conditions of the Agreement in such a manner as to reasonably justify the opinion that its conduct is inconsistent with it having the intention or ability to give effect to the terms and conditions of the Agreement;
 - c. is in material breach of any obligation which is capable of remedy, and that breach is not remedied within 30 days of the Parish receiving notice specifying the breach and requiring it to be remedied;
 - d. fails to comply with legal obligations in the fields of environmental, social or labour law.
- 3 The Parish may terminate the Agreement by written notice to Norfolk County Council if Norfolk County Council has not paid any undisputed amounts within 90 days of them falling due.
- 4 Upon termination or expiry of the Agreement, the Supplier shall:
 - a. give all reasonable assistance to the Customer and any incoming supplier of the Goods and or Services; and
 - b. return all requested documents, information and data to the Customer as soon as reasonably practicable.

From: Jack Hubbard <jack@finding-fitness.co.uk>
Sent: 27 March 2026 08:39
To: clerk@trunch-pc.gov.uk
Subject: Re: Monkey wall / target practise

Hi Kay,

£7,900 is the price for supply and installation. So no, you won't pay anything above that.

Life expectancy is 15+ years, there's not likely to be any maintenance costs during that period.

Kind regards,

Jack

Jack Hubbard
Director, Finding Fitness Ltd
jack@finding-fitness.co.uk
07536068042
www.finding-fitness.co.uk

On 26 Mar 2026, at 12:33, clerk@trunch-pc.gov.uk wrote:

Hi Jack many thanks for this. Some questions from councillors came back immediately.

1. Do we pay anything over and above the £7900 plus Vat – ie any installation costs we need to cover?
2. What maintenance costs are likely over the life of the equipment, and what is the likely life of the equipment.

Many thanks

Kay

Kay Montandon
Parish Clerk and Responsible Finance Officer
Tel: 07791 793924

Please note that my working hours are 7 hours per week and I aim to respond to you within 5 working days

www.trunch-pc.gov.uk

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The email and any attachments are confidential and intended solely for the use of the individual or entity to whom they are addressed. If you have received this email in error, please notify Trunch Parish Council. This message contains confidential information and is intended only for the individual(s) named. If you are not the named addressee you should not disseminate, distribute, distribute or copy this email. Please notify the sender immediately if you have received the email in error and delete the communication immediately. If you are not the intended recipient you are notified that disclosing, copying, distributing or taking any action in reliance on the contents of this information is strictly prohibited.

From: Jack Hubbard <jack@finding-fitness.co.uk>

Sent: 25 March 2026 09:10

To: clerk@trunch-pc.gov.uk

Subject: Re: Monkey wall / target practise

<image002.jpg>

<image003.jpg>

Good morning Kay,

Costs are £7,900 plus VAT for each item. This can all be funded through a lottery grant which we can help you obtain. The only thing the lottery won't fund is the VAT but you can obviously reclaim that - you may just need to be aware for cash flow purposes. We can help you to get funding for either or both of the items. We do the heavy lifting with the grant application leaving you with just half an hour's work to complete it. Details can be seen in the attached document, and I've also attached review from councils that have used our services.

Ongoing costs: There's no maintenance that's required. The timber we use is pre pressure treated and therefore doesn't require ongoing treatment and is guaranteed against rot and infestation for 15 years. The only ongoing cost is insurance, but that won't be much (when adding the climbing wall to your insurance policy, make sure you say it's 'low level' - users can't go above 60cm off ground level - it's then classed as low risk and will therefore be cheap to insure).

Both walls are 10m in length, 2m in height. The Monkey Challenge is double sided and requires a vacant footprint of 14m by 4m to leave sufficient space for users to get on and off. I suggest ensuring that you have 10m in front of your Target Trainer to allow children sufficient room to play.

Any questions, please feel free to phone me on 07536068042.

Best wishes,

Jack

Jack Hubbard
Director, Finding Fitness Ltd
jack@finding-fitness.co.uk
07536068042
www.finding-fitness.co.uk

On 24 Mar 2026, at 16:18, clerk@trunch-pc.gov.uk wrote:

Hello, I saw your info re the play equipment. Our parish has a playing field. Would you be able to tell us what the initial and ongoing costs would be?

Many thanks

Kay

Kay Montandon
Parish Clerk and Responsible Finance Officer
Tel: 07791 793924
Please note that my working hours are 7 hours per week and I aim to respond to you within 5 working days
www.trunch-pc.gov.uk
<image001.png>

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From: Beverley Leeder <trunchmardle@yahoo.com>
Sent: 31 March 2026 15:10
To: clerk@trunch-pc.gov.uk
Subject: Trunch Mardle

I am writing on behalf of Trunch Mardle asking for help.

Our duplicator is malfunctioning making it very difficult and time consuming to print the Mardle each month. We have had an engineer out twice recently, and on his last visit the engineer told us that he is able to do no more to improve the situation. The duplicator has made more than half a million copies and is therefore past its sell-by.

We need a new machine.

A new duplicator will cost £3400 and sadly Trunch Mardle does not have that much money in the bank.

I am therefore writing, on behalf of the committee to ask if Trunch Parish Council can spare any funds to support us in purchasing a new duplicator and continue the future of Trunch Mardle.

Thank you in advance for your consideration.

Kind regards

Bev Leeder