



Trunch Parish Council

Email: clerk@trunch-pc.gov.uk

THE ANNUAL MEETING OF TRUNCH PARISH COUNCIL WILL BE HELD IN TRUNCH VILLAGE HALL, ON TUESDAY 12th MAY 2026 AT 7.30PM

Councillors are summoned to, and members of the public and press are invited to attend. Public participation is welcomed at the appropriate point in the agenda, and will generally be limited to a 15 minutes duration.

Kay Montandon

**Parish Clerk
Tuesday 5th May 2026**

In the interests of openness and transparency, councillors and members of the public are reminded that the law permits any person to film, record, photograph or use social media in order to report on the proceedings of a meeting of the Council. The Council request that anyone wishing to record the meeting lets the Council know beforehand so appropriate arrangements can be made to facilitate the recording.

A G E N D A

1. To Elect the Chairman for Trunch Parish Council

The Chairman will be elected and will sign the acceptance of office.

2. To Elect the Vice-Chairman for Trunch Parish Council

The Vice-Chairman will be elected and will sign the acceptance of office.

3. To Appoint Councillors with Responsibility for co-ordinating the Council responsibility for the following:

Internal Control

Playing field

Allotments

Grass cutting

Footpaths

SAM2

Community Speedwatch

Meet the councillor rota

Community Café

Good Neighbour Scheme

Village Hall Liaison

4. **To Receive Apologies for Absence**
5. **To Receive Declarations of Interest and Grant Requests for Dispensations**
6. **To Agree the Minutes of the Meeting Held on 14th April 2026**
7. **To Note Matters Arising from the Previous Minutes, not Elsewhere on the Agenda**
8. **To Receive Reports from County and District Councillors, and the Police**
Maximum of 3 minutes per report.

9. Correspondence

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

10. Finance and Administration

- a) To receive the monthly bank reconciliation, expenditure versus budget and bank statements.
- b) To approve Direct Debit arrangements for 2026/27: nPower, HMRC, ICO
- c) To review current banking arrangements.
- d) To review membership of external bodies:
NPTS,
CAN,
Allotment Society,
SLCC,
NALC.
- e) To authorise payments.

Date of invoice	Payee	Amount
29/03/2026	R Miles fence repair	£61.60
20/04/2026	SB Auditing	£130.00
14/05/2026	Clerk salary	£395.00
April 2026	HMRC PAYE	£54.60
May 2026	NALC	£270.17
May 2026	Tim Jones - grass	£1177
May 2026	D. Burns – signs	£41* see item 17f

- f) To note receipts since last meeting.

Date of receipt	Payor	Amount
21/04/2026	HMRC VAT Claim	£1899.99

- g) To discuss and decide whether to accept the quote from RLS computers for managing data backups and Microsoft subscriptions at £48.50 a month plus VAT. The contractor is the Website developer, so this proposal is intended to plug security gaps and continuity

for software. Cost for managing the .co.uk domain is £38.50 plus VAT as an annual payment if the council requires this to continue.

- h) To consider the result of Clerk's probation period which ended in April.
- i) To consider the Clerk's increase to salary point 19 @ £16.62 per hour as per contract as a result of achievement of the CiLCA qualification.

11. Annual Internal Audit

To receive and note the internal audit report

12. Annual Governance Statement

To agree a response to each of the statements on the annual governance statement and sign.

13. Annual Statement of Accounts

To agree the statement of accounts prepared and signed by the RFO and sign.

14. Electors' Rights

To note the period of electors' rights set by the RFO for electors to examine the accounts of the parish council.

15. Governance and Transparency

- a) To adopt NPTS version of Standing Orders.
- b) To adopt NPTS version of Trunch Parish Council Financial Regulations.
- c) To review Asset Register
- d) To review Financial Risk Assessment
- e) To review Physical Risk Assessment
- f) To adopt the Data Protection Policy and Data Audit.

16. Highways

- a) To discuss and agree response to the highways quote for the pedestrian refuges on North Walsham Road for £5626.
- b) To discuss the proliferation of signs in the village advertising events and consider any necessary actions.
- c) To discuss the damaged bus shelter that requires replacement. This has been damaged by a vehicle. The parish is eligible for a grant to cover 80% of the cost of replacement from NCC. The remainder may be eligible for a parish partnership grant. Bus shelters can cost in the order of £3-4,000 for a 2 bay cantilever design. Council to decide whether to seek quotes and apply for grants.

17. Grass cutting

- a) To sign the updated SDA from NCC (two councillors and witnessed by the Clerk)
- b) To report on grass cutting and discuss whether any changes to the schedule of cuts is required in light of the SDA.

18. Playing Field

- a) To discuss updates from the playing field.

19. Village Green

- a) To discuss any further information on the tree on the green.

20. Planning

To consider applications, decisions or enforcements.

A Decision has been issued for EF/26/0502 - 13 Primrose Close, Trunch
Lawful Development Certificate for proposed single storey rear extension: Permission not required.

The full decision and any other public documents associated with this application are available at:

<https://idoxpa.north-norfolk.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=TBGSVLLNGS700>

21. To Receive Reports on Council Services and Projects

- a) Allotments
- b) Community Speedwatch
- c) SAM2
- d) Neighbourhood Plan objectives.
- e) Good neighbours scheme
- f) *Footpaths – to agree the purchase of additional signs to encourage the picking up of dog poo, costing £41.

22. Defib for Village Hall

To consider a proposal for contributing to the cost of a defibrillator at the Village Hall.

23. Public Participation

24. General Parish Issues

For information only.

25. Date of Next Meeting

Tuesday 9th June 2026 7pm Trunch Village Hall