Trunch Parish Council

Email: clerk@trunch-pc.gov.uk

MINUTES OF THE MEETING OF TRUNCH PARISH COUNCIL HELD IN TRUNCH VILLAGE HALL ON TUESDAY 12TH MAY 2026 AT 7.30PM.

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

PRESENT:

Cllr Gaynor Houlton (Chair), David Burns (Vice Chair), Cllr Richard Miles, Cllr Alan Bowker, Cllr David Houlton, Cllr Charlie Yaxley, Cllr David Shapcott.

Cllr Mal Gray Norfolk County Council, Cllr Lucy Shires from North Norfolk District Council and Cllr Peter Neatherway from North Norfolk District Council were present for part of the meeting.

Kay Montandon (Parish Clerk). 7 members of the public were present.

1. **To Elect the Chairman for Trunch Parish Council**
   Cllr Miles nominated Cllr G Houlton as Chair, seconded by Cllr Bowker and Cllr Houlton was then duly elected Chair and signed the acceptance of office.

2. **To Elect the Vice-Chairman for Trunch Parish Council**
   Cllr G Houlton nominated Cllr Burns, seconded by Cllr Miles and Cllr Burns was then duly elected Vice-Chair and signed the acceptance of office.

3. **To Appoint Councillors with Responsibility for co-ordinating the Council responsibility for the following:**
   Internal Control – Cllr Bowker
   Playing field – to be deferred until the next meeting
   Allotments – Cllrs Houlton, Houlton and Miles
   Grass cutting – Cllr Bulley
   Footpaths – Cllrs Bowker and Randell
   SAM2 and Community Speedwatch – Cllrs Bowker and Miles
   Meet the councillor rota – Cllr Burns
   Community Café and Good Neighbour Scheme – Cllr Burns
   Village Hall Liaison – Cllr Miles
   New Resident Newletter – Cllr Shapcott

4. **To Receive Apologies for Absence**
   Apologies were received from Cllrs Bulley and Randell

5. **To Receive Declarations of Interest and Grant Requests for Dispensations**
   Cllr Miles in involved with the Village Hall and is an allotment holder
   Cllr Bowker is church treasurer

6. **To Agree the Minutes of the Meeting Held on 14th April 2026**
The minutes were agreed with two corrections: the addition of apologies that were given by Cllr Shapcott but not recorded in the minutes; the donation of the new bench at the playing field pétanque court was kindly donated by the Trunch Compost Society, not the Trunch Garden Society. The Chair signed the minutes with the corrections.

7. **To Note Matters Arising from the Previous Minutes, not Elsewhere on the Agenda**
None.

8. **To Receive Reports from County and District Councillors, and the Police**
Cllr Neatherway referred to the recent elections which had taken up much of the district council time.
Cllr Gray introduced himself to the council and offered his support to the village.

9. **Correspondence**
None.

10. **Finance and Administration**
    a) The council received the monthly bank reconciliation, expenditure versus budget and bank statements and the Chair signed them.
    b) The council approved Direct Debit arrangements for 2026/27: nPower, HMRC, ICO
    c) The council agreed the current banking arrangements were satisfactory.
    d) The council reviewed the benefits of membership of the following external bodies and agreed to continue:
    NPTS, CAN,
    Allotment Society,
    SLCC, NALC.
    e) The following payments were agreed.

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 21f
May 2026	NNDC – waste bin emptying	£1765.92

    f) The following receipts were noted.

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

g) It was agreed to accept the quote from RLS computers for managing data backups and Microsoft subscriptions at £48.50 a month plus VAT.
h) The council agreed the Clerk had completed probation successfully and would continue with their employment.
i) The Clerk's increase to salary point 19 @ £16.62 per hour as per contract as a result of achievement of the CiLCA qualification was approved.

11. Annual Internal Audit
The internal audit report was received and the comments noted.

12. Annual Governance Statement
The council agreed affirmative responses on all points of the annual governance statement and it was signed by the Chair.

13. Annual Statement of Accounts
The statement of accounts prepared and signed by the RFO was agreed and signed by the Chair.

14. Electors' Rights
The period of electors' rights set by the RFO for electors to examine the accounts of the parish council was agreed for 3rd June to 14th July.

15. Governance and Transparency
a) The council adopted the NPTS version of Standing Orders.
b) The council adopted the NPTS version of Trunch Parish Council Financial Regulations.
c) The council reviewed the Asset Register and made an addition of one dog poo bin.
d) The council reviewed the Financial Risk Assessment and approved with the addition of Internal Control to the mitigations.
e) The council reviewed the Physical Risk Assessment.
f) The council adopted the Data Protection Policy and Data Audit.

16. Highways
a) The council agreed to accept the highways quote for the pedestrian refuges on North Walsham Road for £5626 with the benefit of a grant for £1720 contributed via LMF funding which would mean the remaining budget to pay would be £3905.89. The council considered this good value for money to improve pedestrian safety.
b) The council discussed the proliferation of signs in the village advertising events and agreed to approach organisations informally in the first instance to request a reduction in the number of sites where adverts are placed.
c) The damaged bus shelter was discussed. Council decided to seek quotes and apply for grants.

17. Grass cutting
a) The updated SDA from NCC was signed by Cllr Burns and Houlton and witnessed by the Clerk.
b) The council agreed to defer any discussion on schedule of cuts until next meeting.

18. Playing Field
a) To discuss updates from the playing field. Quotes have been obtained for the replacement floor to the play area and will be brought to the next meeting.

b) The Chair thanked Cllr Yaxley for all his hard work on the playing field during his time as a councillor.

19. Village Green

To discuss any further information on the tree on the green. No further information was received prior to the meeting.

20. Planning

The council noted the decision for EF/26/0502 - 13 Primrose Close, Trunch
Lawful Development Certificate for proposed single storey rear extension: Permission not required.

21. To Receive Reports on Council Services and Projects

a) Allotments: The tenants are keeping the allotments well and there is only one half plot vacant. The open gardens event will include the Mundesley Road allotments.
b) Community Speedwatch: 5 volunteers helped at the last session. One person exceeded the limit in 1 hour. A resident thanked the volunteers for the Speedwatch project.
c) SAM2. Cllr Bowker is going to work with a resident on the data analysis. The latest data showed a max speed of 55mph in the 30 limit and average speed of those exceeding the limit was 38.3mph. Most speeding seems to happen at around 10am.
d) Neighbourhood Plan objectives: The next phase is the public consultation which will be extensive and involve asking the public to vote on adoption of policies developed after initial consultation and potential sites for future development.
e) Good neighbours scheme: This month has been busy with more requests for hospital trips.
f) *Footpaths – the council were in agreement with the need to purchase signs to encourage the picking up of dog poo around Robinsons Loke costing £41. Cllr Bowker has reported a defective finger post to the highways portal.

22. Defib for Village Hall

Cllr Houlton reported that another quote is being sought for a potential defib to be sited at the village hall, and more information on the appropriate type of defib is being considered. A proposal will be brought to a future meeting.

23. Public Participation

A resident thanked the council for their co-operation on the SAM2 data sharing.
A resident requested the dates of future council meetings be put in the Mardle.

24. General Parish Issues

Cllr Yaxley's resignation was sadly accepted by the Chair as he is relocating for work. The council wished Cllr Yaxley all the best for his future endeavours.

25. Date of Next Meeting

Tuesday 9th June 2026 7pm Trunch Village Hall

The chair closed the meeting at 8.25pm

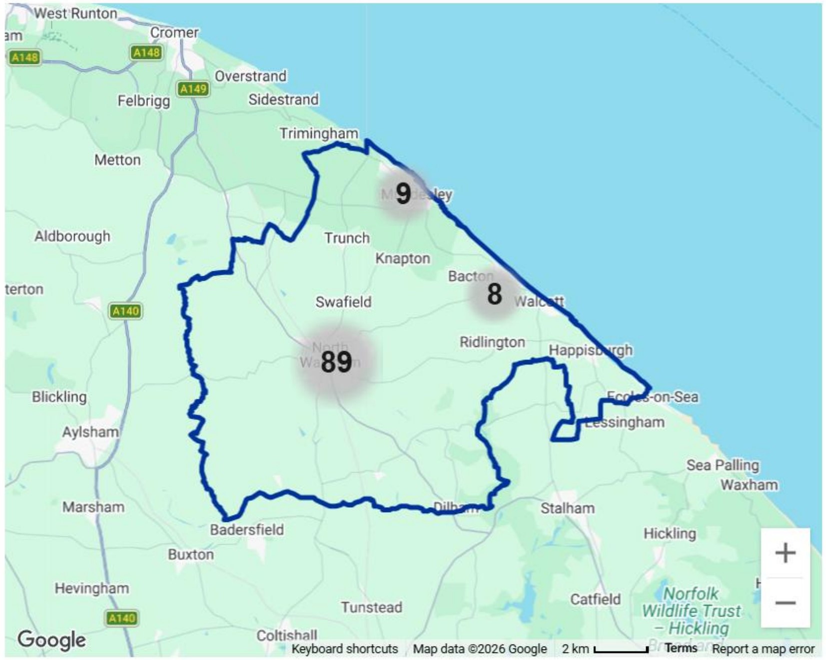
Signed……………………………………………………………… Date……………………………………….

https://www.norfolk.police.uk/area/your-area/norfolk/north-norfolk/north-walsham/about-us/crime-map

Crimes and priorities

Top reported crimes in this area | **Crime map** | Our priorities

Click on a hotspot to see more details. Alternatively, [view as A-Z list](#).



Crime type and time period title

All Crimes (106)

March 2026

106 crimes were reported here in March 2026

Violence and sexual offences	54
Anti-social behaviour	12
Public order	10
All other crime	30

Leave this site

Live Chat
Need to speak to us?
Chat with an agent

About this crime map

20°C Mostly sunny | Search | ENG UK | 17:37 29/05/2026

Trunch Parish Council Bank Reconciliation 31st May 2026			
Bank Balance		**29.04.2026**	**31.05.2026**
Current Account:		£3,112.54	£1,271.45
Reserve Account:		£34,368.00	£47,536.00
Barclays Total of accounts		**£37,480.54**	**£48,807.45**
Monies received to current account			£0.00
Monies received to premium account			£15,168.00
Transfer of Monies from Reserve Account to Current Account			£2,000.00
Transfer of Monies from Current Account to Reserve Account			£0.00
Opening Balance 1st April 2026			£37,169.26
Add Receipts			£17,067.99
Less: Payments			-£5,429.80
			£48,807.45
Signed by Chair		....	09.6.26

BARCLAYS

TRUNCH PARISH COUNCIL

Sort Code 20-03-26
Account No 70389757

SWIFTBIC BUKBGB22

IBAN GB41 BUKB 2003 2670 3897 57

Issued on 27 May 2026

THE OFFICIALS
TRUNCH PARISH COUNCIL
1 CHAPEL CLOSE
TUTTINGTON
NR11 6GS

Your Business Premium Account

Date	Description	Money out £	Money in £	Balance £
25 Apr	Start Balance			34,368.00
30 Apr	Giro Direct Credit From Nndc		15,168.00	49,536.00
13 May	to Account 20889849 at 20-03-26 KM Internet Banking	2,000.00		47,536.00
26 May	Balance carried forward			47,536.00
	Total Payments/Receipts	2,000.00	15,168.00	

Anything wrong? If you notice any incorrect or unusual transactions, see the next page for how to get in touch with us.

At a glance

25 Apr - 26 May 2026

Start balance	£34,368.00
Money out	£2,000.00
Money in	£15,168.00
▶ Gross interest earned £0.00	
End balance	£47,536.00

Your deposit is eligible for protection by the Financial Services Compensation Scheme.

Credit interest rates

Current rates Correct at the time of printing
Effective from 24 Mar 2026

Balance	Gross %	AER %
£1 - £999,999	1.050	1.054
£1,000,000 - £9,999,998	1.300	1.306
£9,999,999+	1.500	1.508

Bank of England Base Rate Information

Rate effective from 18 Dec 2025 was	3.750%

Banking terms explained

Gross This is the rate of interest payable without the deduction of tax.

AER or Annual Equivalent Rate is the gross rate of interest worked out as if it was paid and compounded once a year. This allows you to compare interest rates between accounts that pay interest at different intervals.

Helpful Information

Dispute resolution

If you have a problem with your agreement, please try to resolve it with us in the first instance. If you are not happy with the way in which we handled your complaint or the result, you may be able to complain to the Financial Ombudsman Service. If you do not take up your problem with us first you will not be entitled to complain to the Ombudsman. We can provide details of how to contact the Ombudsman.

Important information about compensation arrangements

We are covered by the Financial Services Compensation Scheme (FSCS). The FSCS can pay compensation to depositors if a bank is unable to meet its financial obligations. Most depositors – including most individuals and businesses – are covered by the scheme.

We will issue the FSCS information sheet and exclusions list which set out in detail what is, and is not, covered by the FSCS, once a calendar year usually with your account statement.

For further information about the compensation provided by the FSCS, refer to the FSCS website at www.FSCS.org.uk.

Important information about going overdrawn without an agreed overdraft limit or exceeding your agreed overdraft limit

An unarranged overdraft rate of 29.5% will apply if there is not enough money in your account(s) to make a payment and so cause an unarranged overdraft on your account(s).

What is an unarranged overdraft?

An unarranged overdraft occurs where either:

a) you go overdrawn on your account without agreeing an overdraft with us first; or

b) you exceed your agreed overdraft limit.

c) not every Barclays product will allow you to go overdrawn or exceed your agreed overdraft limit. Please check your terms and conditions for more information.

If you try to make any payment from your account and you don't have the funds available, or if we have reasonable grounds to believe that you won't have sufficient funds on the date that the payment will be made from your account, we will treat this as a request to make, or extend, the use of our unarranged overdraft facilities. It's within our discretion to process the payment or return it unpaid.

What can you do to help avoid or limit an unarranged overdraft?

Get In Touch. If you become aware in advance that payments may take your account into an unarranged overdraft, please contact us as early as possible so that we can discuss the ways we could help. This will maximise the chances of us being able to:

a) understand any changes in your business and explore the options available;

b) consider options for authorised borrowing facilities;

c) facilitate payments being made;

d) limit the costs associated with unarranged borrowing;

e) address any concerns that you may have.

Register for Text Alerts. Business banking customers can register for our 'Near Limit' Text Alert which is designed to help you avoid going overdrawn (if you don't have an agreed overdraft limit), or exceeding your agreed overdraft limit, by notifying you when your balance falls below a figure you specify. Once you have signed up for this Text Alert, if your account goes into an unarranged overdraft, we'll send you a Text Alert the following working day (Monday – Friday) to let you know. By acting on this information you have the opportunity to clear your unarranged overdraft.

You can register for Text Alerts through Online Banking, in any of our branches or over the phone. Visit barclays.co.uk/business-banking/ways-to-bank/mobile-banking for more information. Terms and conditions apply.

Go online for more support. For useful tips to keep on top of your cashflow, helpful downloadable tools, and a simple guide to borrowing, visit barclays.co.uk/business-banking/borrow

For details relating to unarranged borrowing, please refer to your banking services tariff guide.

- For Business Banking customers, this can be found online at https://www.barclays.co.uk/business-banking/accounts/rates-and-charges

Any reference to Bank of England Base Rate or Barclays Base Rate is the same rate. In the event that either of these rates is less than zero, the rate will be shown as zero on your statement. This does not affect our rights and obligations under our terms and conditions. If you require further information on the calculation of your interest rate, please contact us.

Interest

Interest is calculated daily on the cleared balance of your account at the close of business. We'll let you know if interest is calculated on the statement balance rather than the cleared balance. The cleared balance includes only credits and debits that have cleared. Ask your branch or Barclays Business Team for details of clearance times and the dates when we pay or charge interest. The rates of interest shown are current at the time of printing this statement and may have changed during the period of the statement.

In accordance with UK tax legislation, from 6 April 2016 interest is paid gross. For UK resident individuals (including sole traders or partnerships), if you are a UK taxpayer you may have to pay tax on interest earned in excess of your Personal Savings Allowance. For information and guidance please refer to HMRC's website.

The management of your tax affairs is your responsibility, including making any required declarations to the relevant tax authority(ies), where you are tax resident. If the statement shows that we have applied interest to your account, we'll give you on request details of the rate(s) of interest used and a clear explanation of how the interest was calculated. Details of Barclays interest rates for business customers are available at barclays.co.uk/business-banking.

Any reference to Bank of England Base Rate or Barclays Base Rate is the same rate. In the event that either of these rates is less than zero, the rate will be shown as zero on your statement. This does not affect our rights and obligations under our terms and conditions. If you require further information on the calculation of your interest rate, please contact us.

Get in touch

Online

barclays.co.uk

On the phone

0345-605-2345

Talk to an advisor 7am - 11pm or use our 24-hour automated service

Write to us

Barclays,
Leicester
LE87 2BB

Your branch

LEICESTER,
LE87 2BB

Lost and stolen cards

01604 230 230

– 24 hours

Tell us straight away if:

- you do not receive a Barclays card you were expecting
- any of your cards are lost, stolen, or damaged
- you think someone else may know your PIN.

Call charges will apply (please check with your service provider). We may monitor or record calls for quality, security, and training

Follow us

www.facebook.com/barclaysbusinessuk

www.twitter.com/barclaysbizchat

youtube.com/BarclaysUK

www.linkedin.com/Barclays Business Banking

Using your debit card in the UK and abroad

We will charge you a 2.75% Non-Sterling Transaction Fee when making purchases, making a cash withdrawal, or when being refunded. This fee also applies whenever you do not pay in sterling, for example shopping online at a non-UK website.

As we explain in our customer terms, we calculate our exchange rate using the reference exchange rate for the Visa card scheme. In most circumstances, Visa converts transactions into sterling using the Visa Exchange Rate on the day the transaction is authorised. However for a small number of transactions the conversion may happen on the day the transaction is processed. As this may be a day or two later, the exchange rate may be different on that day. You'll find a comparison of our exchange rate for certain currencies as a mark-up against the rate published by the European Central Bank in the Barclays App or at the following website: https://www.barclays.co.uk/travel/using-debit-card-abroad/ This is updated twice a day. This may help you to decide whether you want to accept the conversion rate offered by the retailer or ATM provider or accept our rate.

International Bank Account Number (IBAN) and Bank Identification Code (SWIFTBIC)

Your IBAN and SWIFTBIC are shown on the front of your statement. By using them you could reduce charges when receiving international payments in euros. Find out more at: business.barclays.co.uk/bb/ibanInformation.

Getting information from Barclays

We send information to Business banking customers with their statements about relevant new offers and products. If you don't get these messages and you'd like to, or if you do and you'd rather you didn't, just call us, or come into a branch. And if you change your mind at any time, just get in touch.

Today: **29 May 2026**

TRUNCH PARISH COUNCIL

Transactions

Business Premium ME 20-03-26 70389757

Available balance	**£47,536.00**
Last night's balance	£47,536.00
Overdraft limit	**n/a**

Showing **2** transactions between **30/04/2026** and **13/05/2026** from 29/04/2026 to 29/05/2026

Date	Description	Money in	Money out	Balance
13/05/2026	Funds Transfer 200326 20889849 KM FT		-£2,000.00	£47,536.00
30/04/2026	Counter Credit NNDC BGC NNDC BGC	£15,168.00		£49,536.00

Need to view older transactions?

If you have registered for online statements, then follow the link to view them
If you don't have online statements, then statements may still be visible in Barclays Cloud It
If you can't find the relevant statement/transactions online, you can order a copy statement

Trunch Parish Council Accounts for year ending 31.3.27 Year to Date 31.05.26

	Budget 2026/7	Actual year to date	
INCOME	£		
Precept	30346.00	15168.00	
Allotments	370.00	0.00	
Bank Interest	250.00	0.00	
Grant/Donation	0.00	0.00	
General reserve	5837.00	0.00	
Path Cutting NCC	640.00	0.00	
VAT claim	1000.00	1899.99	
Miscellanous from reserves	500.00	0.00	
TOTA	**38943.00**	**17067.99**	
EXPENDITURE			
Clerks Salary and PAYE	6363.00	1106.94	
Office Allowance	60.00		
Mileage	100.00		
Admin	700.00		
Allotments	720.00		
Audit Fees	135.00	130.00	does not include external audit fee
Bus Shelter Cleaning	240.00		
Church Clock Maintenance	600.00		
Clerks Computer and Software	0.00		
Community Speed Team	50.00		
Dog and Litter Bins	2000.00	1765.92	
Elections	0.00		
Environmental Group	350.00		
Good Neighbours Scheme	350.00		
Grants:	150.00		
Mardle			
Village Hall	100.00		
St Botolphs	250.00		
Methodist Church			
Other grants			
Grass Maintenance	7725.00	1380.00	
Grit Bins	300.00		
Hall hire (sundries)	320.00		
Insurance	650.00		817 paid 24/3/26
IT Services/Computing/Website	350.00		
Neighbourhood Plan	1500.00		
Playing Field Equipment	9000.00	162.00	
Repairs and Maintenance	0.00	180.00	
SL137 Poppy wreath	30.00		
Signs	50.00		
Street Lighting	300.00	46.27	
Subscriptions	800.00	634.32	
Training	1700.00		
Tree Work	1000.00		
Verges/footpaths	100.00		
Community café	450.00	23.75	
VAT - excluded from total	2000.00		
TOTAL	**38443.00**	**5429.20**	

JRB Enterprise Ltd
Unit 27 Old Wool Lane
Demmings Road Ind Est
Cheadle, Cheshire SK8 2PE

T: 0161 491 5001
E: info@jrbenterprises.com

Invoice

Trunch Parish Council
Attention: Kay Montandon
1 Chapel Close
Tuttington
Norwich
Norfolk
NR11 6GS
GBR

Invoice Date
14 May 2026
Invoice Number
29752
Order Numner
Tracey Neave: 14-05-26

Description	Quantity	Unit Price	VAT	Amount GBP
JRB-DGP20, Standard Dog Gloves (Dispenser Refill Waste bags) 800 per Case, Totally Degradable	3.00	28.20	20%	84.60
Carriage, Carriage	1.00	7.95	20%	7.95
Deliver to: The Dairy Mundesley Road Trunch North Walsham, NR28 0QB Order Contact: Tracy Neave Tel: 07402 959854				
			Subtotal	92.55
			Total VAT 20%	18.51
			Invoice Total GBP	111.06
			Total Net Payments GBP	0.00
			Amount Due GBP	**111.06**

Bank Details: JRB Enterprise Ltd Sort Code: 20-82-14 Account Number: 10082023
Cheques made payable to **JRB Enterprise Ltd**
Terms: 30 Days VAT Registration No: 757996451

Trunch Parish Council

Mrs Kay Suzanne Montandon

1 Chapel Close
Tuttington
NR11 6GS

1 Chapel Close
Tuttington

Norfolk
NR11 6GS

Payments		Deductions	
Taxable Pay	£465.36	Income Tax	£75.40
Payment not subject to Tax or NICs	£5.00	Employee NIC	£0.00
Total Payments	£470.36	**Total Deductions**	£75.40

Net Pay £394.96

Payment Date	09/06/2026	National Insurance Category	A
Payment Period	Month 3	National Insurance Number	NE678840B
Employer PAYE Reference	120/WA64722	Tax Code	105T
Payroll ID		Hours worked	
		Additional information	

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

Payslip Version 1

Trunch Parish Council Expenses Claim form

Name	**Kay Montandon**	**Role**	**Parish Clerk**
Date	**31.05.26**		

General Expenses	**Date**	**Invoice Number if applicable**	**Net**	**Vat**	**Gross**
TOTAL of general expenses					0.00

Mileage reason for travel	Date	Number of miles claimed			Gross
Mileage Feb, Mar, Apr, May mtg	31/05/2026	18 miles x 4 meetings = 72			32.40
Total mileage					32.40

Mileage is paid at 0.45 pence a mile until 21 May 2026 and from then on 0.55 pence a mile

Total expenses **£32.40**

Invoices and receipts MUST be submitted with this claim for Internal Audit purposes

QUOTE
#17172 - 1

westcotec

TO: Kay Montandon

FAO: Kay Montandon
07791 793924
clerk@trunch-pc.gov.uk

Date: 29/05/2026

Dear Kay ,

Thank you for your valued enquiry. I have pleasure in submitting our quotation as below.

To supply and install:

Item Description	Unit Price	Quantity	Price
Old Forge Close			
To Remove Damaged Shelter and supply and install new two-bay shelter with half-end panels, Bench Seat, Time Table Case, and Flag Bracket in RAL 6005 Green. Price includes all supplies, TM, Labour, Travel, and admin.	£6,852.00	1	£6,852.00
		Subtotal	**£6,852.00**
		VAT	**£1,370.40**
			£8,222.40

BUS SHELTER - WARRANTY
Bus shelters come complete with a TEN-YEAR WARRANTY which covers everything except vandalism, impact damage and theft.

At present we could deliver the above products within approximately 6-8 weeks from receipt of written Official Purchase Order.

This quotation is valid for a period of thirty days from the above date and is subject to our Terms and Conditions of Trading as per attached.

Please do not hesitate to contact me if you require any further information and I will be happy to help.

Best regards,
Jason Graham
Contract Manager

Street Furniture Licence Conditions (Parish/Town Council Applications Only)

As the Highway Authority the County Council has a scheme that gives permission to place street furniture on the path or verge of the highway. This includes:

- Benches
- Bus shelters
- Flower containers/plants
- Litter bins
- Village or town signs
- Notice board
- Village or town shelter

Steps for the Applicant to complete

1. Read the scheme conditions
2. Print the application form
3. Complete and sign the application
4. Email, with required attachments, to BSHighwaysCH@norfolk.gov.uk or send to Highways Business Support, County Hall, Martineau Lane, Norwich, NR1 2DH.

Steps to be completed by Norfolk County Council

1. Consider the proposed site in relation to visibility, obstruction and distance from the edge of the road, minimum 450mm.
2. Consult with stakeholders as required.
3. Send consent to you
4. If not approved, you will be contacted to discuss the application.

Conditions – the Applicant must

- Indemnify the County Council against any claims caused by the street furniture being in the highway
- Keep the street furniture in a good state of repair
- Remove the street furniture at the Applicant’s expense if at any time the County Council needs that to be done. The area where the street furniture stood must be “made good”, normally this would mean to restore the ground or path to its original state

- Pay the expense of any damage to the highway or apparatus within it that may be caused by the removal of the street furniture
- Not break up the surface of the highway
- Not interfere with the apparatus of undertakers such as pipes or cables
- Not interfere with land and premises outside the control of the County Council.

The above are defined in the New Roads and Street Works Act 1990.

The County Council does not grant planning permission for any purpose.

Norfolk County Council

Street Furniture Application/Consent Form

This section is for the Applicant to complete

I have read and agree to the conditions of placing street furniture on the highway. I am applying for permission on behalf of:

Name:

Address:

Postcode:

Contact Details
Name:

Address (if different from above):

Postcode:

Main telephone number:

Alternative telephone number:

Email address:

Type of furniture (please circle)

Bench
Bus shelter
Flower container/planter
Litter bin
Bollard/Post
Village/Town sign
Notice board
Village/Town shelter
Other

If other please state:

Location;

Drawing or sketch attached in relation to the highway? Yes/No

Signed: Date:

This section is for Norfolk County Council to complete:

Pursuant to the Provisions of the Local Government (Miscellaneous Provisions) Act 1953 Norfolk County Council gives its consent to place a street furniture on the highway at the above location.

Signed: Date:

For Lead Director Infrastructure
Director of Highways, Transport & Waste

Trunch Parish Council

Community Speedwatch including SAM2 Data Capture

May Monthly Report

A meeting was held on Tuesday, 19th May 2026 in the Crown Inn, Trunch.

Present: Alan Bowker, David Burns, Richard Brooks, Jeremy Fielding, Karen and Steff Pogonowski

David kindly recorded the meeting and here are the notes.

Short term Ideas:

- Clean or paint the white gates at each end of the village as these have green mould on them and they don't stand out so well and therefore don't announce the village boundary so well. **Action: Need a working party to sort DB will arrange**
- Cut the branches of all trees that are presently blocking the signs **Action: Another working party! DB to arrange**
- Look at stickers for waste bins for North Walsham Rd **Action DB to look for such signs and order once approved by PC meeting**
- It was agreed that we would put the SAM sign on the flashing 30mph pole to get true readings of speed as traffic enters the 30mph area. This will give us data showing the real speed of entry into the village, this we may be able to use with Police and Highways for interventions. **Action: Karen and Stef to move on next rotation of SAM**

Medium Term

- We want to re-instate the 30mph flashing sign at the Gimingham Rd, but ownership of the broken sign is the issue. Richard B has agreed to look at the serial number of the remaining sign and see if there is an invoice with the owners, that way if it was highways that bought it, its 99% they bought both – Genius (Nice one Richard).
- We want to look at Auto Number Plate recognition and two ideas were put forward, one was to suggest to the Police that we use Trunch as a trial area then get in touch with the provider to do a free trail, as this would allow the possible approval for Norfolk Constabulary , which they presently don't have **Action: Both Richards to work together on this plan**
- To see if there is a UEA student who would consider a project on the effectiveness of speed control measures so we could know what is the most effective, this could be linked with the above. **Action The Richards to look at folding this into the above.**

If there is anything I missed please let me know. Let's stay in touch, and once we have the SAM data from the entry to village lets meet again.

Subsequent activities

Richard Miles: I have sent a mail to a UEA professor who seems to fit the bill.

David Burns: Picture of proposed bin label

David Burns: Volunteers called to assist with gates

Jeremy Field: Speedwatch held at Wades Way no speeders; community speedwatch signs needed.

Richard Brooks: Feedback from Westcotec: *'The sign on North Walsham Road, SN3057, was installed on 21/10/2008. The sign on Gimingham Road, SN3992, was installed on 14/03/2012. Both signs were purchased by May Gurney Ltd. I do not believe the company exists anymore, as they were a contractor for Norfolk County Council. Therefore, I would suggest contacting NCC directly.'*

Richard Brooks: Quotes received to replace both units. £3,868.70 + VAT

Kay Montandon: Find out if NCC would fund the replacements

Alan Bowker: Laptop received to download data from the SAM2 unit when near the bus stop

Karen & Stef: SAM2 unit moved to the 30mph sign near to Blooms Turn. Bracket taken from Knapton Road. Will be in-place for two weeks.

Working Party: Gates on North Walsham Road cleaned.

Richard Brooks: Discussion with David Burns regarding the settings of the SAM2 unit. Look at changing the detection setting on the unit.

Alan Bowker

Parish Councillor

29th May 2026

Trunch Parish Council

Footpaths

May Monthly Report

- Confirmation from Norfolk CC that the signpost at the field boundary on BR8 has been replaced.
- In the autumn will need to carry out annual audit of the footpaths
- A resident has emailed me to see what progress 'you' have made with the footpath linkage? This refers to FP5. Ed Maxfield was last involved with this and speaking the Norfolk CC so need to get the new councillor involved.

Alan Bowker

Parish Councillor

29th May 2026