



Trunch Parish Council

Email: clerk@trunch-pc.gov.uk

MINUTES OF THE MEETING OF TRUNCH PARISH COUNCIL HELD IN TRUNCH VILLAGE HALL ON TUESDAY 14TH JULY 2026 AT 7.00PM.

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

PRESENT:

Cllr Gaynor Houlton (Chair), Cllr Richard Miles, Cllr Karen Randell, Cllr Malcolm Bulley, Cllr Dave Shapcott, Cllr David Houlton.

Cllr Mal Gray, Norfolk County Council.

Kay Montandon (Parish Clerk). No members of the public.

1. Casual Vacancy – To Co-opt a Member

The Council agreed to defer until September.

2. To Receive Apologies for Absence

Apologies were received from Cllrs David Burns and Alan Bowker.

3. To Receive Declarations of Interest and Grant Requests for Dispensations

Cllr Miles is an allotment holder and village hall committee member.

4. To Confirm the Minutes of the Meeting Held on 9th June 2026

The minutes were agreed and the Chair signed them as a true and fair record of the meeting.

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

There were none.

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

Cllr Gray gave his report on the work of Norfolk County Council and explained this was the pre-election period prior to the PCC election. The CEO of NCC has resigned and a replacement is being sought. A SEND reform plan has been agreed and the deficit of £195m is hopefully to be refunded by central government. Adult social care committee is working to establish how to deliver services. The Cllr has identified a contractor for Trunch highways work who will quote for the Pedestrian Refuges, although the contractor is very busy and may not be able to schedule the work until the end of the year. Cllr Gray and noted that the empty properties are up to date with council tax. There is no change to the way libraries are operating, and the summer reading challenge has started.

There was no police report, but Cllr Gray reported that the regional police community

meeting will be online at 6.30pm on the 5th August (Email SNTNorthNorfolk@norfolk.police.uk for the meeting link). The Clerk shared the crime statistics map for Trunch which showed no crimes reported.

7. Correspondence

- a) The listing as an asset of community value for the Crown pub has expired and the council agreed to re-nominate the asset if possible.
- b) Red Heat warning from emergency planning has been received encouraging councils to put actions in place for their residents. The council discussed the possibility of this being incorporated into the Good Neighbours scheme.
- c) Age UK have a campaign for helping older residents stay connected during the summer. The council agreed that the Good Neighbours scheme is the vehicle for Trunch to help.
- d) A resident has reported an overgrown hedge on Postles Lane.

8. Finance and Administration

- a) The monthly bank reconciliation, expenditure versus budget and bank statements were received and signed by the Chair.
- b) The Council agreed that the following payments be made:

Date of invoice	Payee	Amount
26/06/2026	RoSPA Playsafety	£298.80
24/06/2026	TT Jones - streetlights	£57.62
28/20/2026	Tim Jones -June	£1261.00
28/07/2026	Tim Jones – July request approval for payment in August as no council meeting	£1200.00 (max)
14/07/2026	Clerk salary June	£394.96
14/08/2026	Clerk salary July	£394.96
22/07/2026	HMRC PAYE	£59.55
22/08/2026	HMRC PAYE	£75.40 (est)
05/07/2026	D Houlton – Defib fixings	£30
July	Replacement goal - Amazon	£50

- c) The Council noted the following receipts:

Date of receipt	Payor	Amount
08/10/2026	Interest	£114.57
10/06/2026	St James Place	£81.39

10/06/2026	Trunch Village Hall Defib contribution	£800
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9. Governance and Transparency

- a) The Council agreed a Tuesday in September for the full council training and requested the Clerk pick the topics of most relevance. The fee of £320 was agreed.
- b) The Council resolved to accept the quote for £49 plus VAT to add pages to the website and populate them for Speedwatch data and Neighbourhood Plan information.
- c) The Council discussed the External Audit report relating to the 2024/25 AGAR inaccuracies and inconsistencies, and the impact on the current AGAR being determined by the External Auditor. There will be an “except for” notice on the external audit due to those problems with the 2024/25 audit.

10. Highways

- a) The Council discussed the damaged bus shelter that requires replacement. This is with Sanders’ insurers and their response to the request for a new shelter is awaited. The second shelter will be ordered hopefully with a grant when the insurance claim has been settled.
- b) The flashing speed sign that was damaged and removed some time ago has been proven to be the property of the County Council, thanks to the information provided by a resident, and highways are looking into a replacement.

11. Grass cutting

No issues were raised.

12. Playing Field

To discuss updates from the playing field. The Council noted the inspection report results and agreed to appoint a recommended contractor to carry out the repairs up to a budget of £500. The councillors will meet the contractor on site to agree the schedule of works. The Council considered the quote for new surfacing to the play area/s which is over £10,000 and exceeds the budget set for this. It was agreed to add this topic to the agenda in September to discuss further quotes and options for surfacing. The Council also considered the need for replacement football nets and the Clerk will identify a suitable supplier.

13. Village Green

Councillors have cut the grass and will continue to keep the village green maintained.

14. Planning

To consider applications, decisions or enforcements. None.

15. To Receive Reports on Council Services and Projects

- a) Allotments: A new tenant has been found for Mundesley Road. All allotments are now full, with a waiting list. A new shed is required and options for this were discussed. The church will be approached to see if their old shed could be repurposed. The councillors also discussed providing fuel for the donated rotavator and mower and it was decided that allotment holders could fill up the equipment after use. The mower and rotavator

- do require servicing and a suitable company was recommended. Cllr Shapcott is happy to assist with allotment duties.
- b) Community Speedwatch and SAM2: Cllr Miles suggested that, as the Speedwatch sign seems to help slow people down when they are taking measurements, it would be worth looking into a permanent sign on the road announcing that Trunch is a Speedwatch area. Cllr Miles to consult with highways on acceptable signage.
 - c) Neighbourhood Plan: The next stage is the public consultation. The draft plan is available to view. Anyone wishing to receive a copy can email the clerk or download from www.trunch-pc.gov.uk. Quotes for the Habitat Regulations Assessments were considered and the Council resolved to accept the quote from Wild Frontier Ecology for £2100 including VAT, which includes a site visit.
 - d) Good neighbours scheme: There have been 23 requests for assistance which have been actioned in June thanks to the volunteers.
 - e) Footpaths: NCC have been in touch about a complainant making complaints regarding the newly adopted RB9 and it not being cut to the required width. Council will ask the contractor for a quote to do this work, which is not in the current contract.

16. Defib for Village Hall

The defibs are installed in the Village Hall. Cllrs Shapcott and Randell are responsible for the monthly checks of the defibs. The mobile defib will be available to village organisations and events using a free rental agreement and a deposit arrangement. Councillors noted that the £971 that the Parish Council has contributed to the defibs has come from reserves as there was no budget in place for this.

17. Public Participation

None.

18. General Parish Issues

It has been established that the dog poo bin has disappeared from Front Street. The council will consider actions at the next meeting which may include replacing with a general litter bin into which dog poo bags can also be disposed. Clerk to carry out audit of waste collection costs before the next meeting.

There was a general discussion of areas where dog poo is being left by owners and measures the council can take to encourage dog owners to pick up after their pets.

19. Date of Next Meetings

8th September 2026

13th October 2026

10th November 2026

8th December 2026 at Trunch Village Hall

The Chair closed the meeting at 8.30pm

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