

Trunch Parish Council

Email: clerk@trunch-pc.gov.uk

MINUTES OF THE MEETING OF TRUNCH PARISH COUNCIL HELD IN TRUNCH VILLAGE HALL ON TUESDAY 9TH JUNE 2026 AT 7.00PM.

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

PRESENT:

Cllr David Burns (Vice Chair, who agreed to chair the meeting), Cllr Richard Miles, Cllr Alan Bowker, Cllr Karen Randell, Cllr Malcolm Bulley.

Cllr Mal Gray, Norfolk County Council and Cllr Peter Neatherway from North Norfolk District Council.

Kay Montandon (Parish Clerk). 4 members of the public were present.

1. Notice of Casual Vacancy and Permission to Co-opt a Member

Notice has not been received from NNDC that the period of notice of a casual vacancy is over and Council is free to co-opt a new member. This item is deferred until July.

2. To Receive Apologies for Absence

Apologies were received from Cllrs Gaynor Houlton, David Houlton and David Shapcott

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

Cllr Miles is an allotment holder and Cllr Bowker is Church Treasurer.

4. To Confirm the Minutes of the Meeting Held on 12th May 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 Neatherway gave a report on the work of the North Norfolk District Council which includes a lot of coastal defence work at the moment. The Chair asked for help with the parking issue on Cornish Avenue where properties without driveways are forced to park on the narrow road. Cllr Neatherway will visit to understand the issue better.

Cllr Gray gave his report on the work of Norfolk County Council and the halting of all work on the Local Government Reorganisation. The Cllr has identified a contractor for highways work who could quote for the Pedestrian Refuges and has also been enquiring into inspections to identify properties that are not being lived in full time. Pot hole reporting is also part of his remit and he offered to chase those reports up if the repairs are taking a while.

There was no police report, but Cllr Miles had attended the community police meeting and reported on the reorganisation of the local policing structure which will result in the police officers based in North Walsham being placed elsewhere. The Clerk shared the crime statistics map for Trunch which showed no crimes reported.

7. To Appoint Councillors to co-ordinate the Council responsibility for the Playing Field:

It was agreed that Cllr Bulley would cover this area for the next few months and then Cllr Burns would resume overall responsibility. The Working party will continue to carry out the bulk of the work including the safety inspections.

8. Correspondence

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

A resident has noted that a bus collided with the shelter on North Walsham Road, which they witnessed in January and assumed had been reported by the driver. Clerk has been in touch with Sanders who agreed their driver had hit the bus shelter and offered to help with the costs of replacement.

A resident has also requested that spare cabling at the end of Cornish Avenue is removed by the contractor. Clerk contacted Open Reach and the cable has now been removed.

9. 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:

* Payments agreed in advance of the council meeting due to urgency, using Clerk powers under the Financial Regulations to authorise payments between council meetings.

Date of invoice	Payee	Amount
28/05/2026	Windows Pro – RLS Computers	£75.00* ex VAT
14/05/2026	JRB – dog poo bags	£111.06*inc VAT
10/06/2026	Clerk salary	£394.96
10/06/2026	PAYE DD	£75.40
10/06/2026	Clerk mileage Jan, Feb, Mar, Apr	£32.40
08/7/2026	ICO Registration DD	£47.00
10/06/2026	Tim Jones Grass Cutting	£1177

c) The following receipts were noted:

Date of receipt	Payor	Amount
30/04/2026	NNDC precept	£15168

10. Governance and Transparency

a) The Council discussed whether the working parties for playing fields, speeding etc are formal working groups and require terms of reference and resolved that they were in fact informal working parties that met infrequently to carry out work at the playing field or

around the village and did not need any terms of reference.

- b) The Council discussed the possibility of full council training and agreed to accept the quote that has been circulated prior to the meeting and appoint Norfolk Parish Training Services to carry out a training for as many councillors as possible one evening for 2 hours at £320 plus VAT. Clerk to arrange a suitable date.

11. Highways

- a) The Council discussed the damaged bus shelter that requires replacement. This has been damaged by a bus. A witness saw a bus collide with it in January. Sanders have been contacted and they have apologised for not being in touch and admitted their driver had reported an accident with the bus shelter. The Clerk will ask Sanders to cover the cost of replacing the damaged shelter through their insurance. The Council reviewed the quotes received for the replacement shelter and decided they would accept the one from Westcotec at £8222 incl VAT which was the cheapest. The Council also decided to apply to the BSIP Grant from NCC to replace the shelter on the opposite side of the road to the damaged one so that they match. Cllr Neatherway offered his support with obtaining the funding for the second shelter.
- b) The Council supported the application to NCC Highways on behalf of the Parish Council for a planter to be managed by the Gardening Society at the entrance to the village from the Swafield direction. The Council suggested that another planter could be placed at the Social Club and the Gardening Society could discuss that directly with the Social Club as it would be on their land.

12. Grass cutting

The Council decided no changes were required to the schedule of cuts and that the Green should continue to be cut by volunteers to a rota. The grass cutting schedule can be revised next year.

13. Playing Field

Quotes for new surfacing to the play area/s were discussed – wet pour and bonded resin options. The contractors will be visiting to discuss and quote. The cost is likely to be around £6,000 not including disposal of the old surface. There is a budget of £9,000 for this purpose so the Council resolved to continue to obtain full quotes.

The Council considered a request from a resident about a football team end of season celebration. This would be at the beginning of the summer holidays. Parents would be present. Council was supportive and requested notification of date so that they could ensure the playing field was free of any contractor activity like grass cutting etc.

An update on the Monkey Wall application was provided by the Clerk – the Lottery Application has been submitted.

14. Village Green

Permission has been granted to do a trim of the tree to balance it, but this will be done later in the year when nesting season is over.

15. Planning

To consider applications, decisions or enforcements.

NNDC Ref: PF/26/0829

Date: 26th May 2026

Proposal: Erection of one and a half storey detached house and garage (self build)

Location: Warren Farm, Chapel Road, Trunch, North Walsham, Norfolk, NR28 0QG

<https://idoxpa.north-norfolk.gov.uk/onlineapplications/applicationDetails.do?activeTab=summary&keyVal=TDTWP1LNH9H00>

Comments by 16/06/2026

The Council Objects to the planning application due to the proposed use of Wrights Loke for access. The Council considers this too narrow for safe access and also is of amenity value to the residents who walk there. Development would potentially damage the trees in the loke.

There were no decisions or enforcements to consider.

16. To Receive Reports on Council Services and Projects

a) Allotments: A half plot is available on Mundesley Road. Allotments are looking good.

b) Community Speedwatch and SAM2: Cllr Bowker gave his report:

The **SAM2** unit has been placed onto the 30mph sign near Blooms Turn for the past two weeks. It captures vehicle speed prior to the 30mph signs on the gates. I monitored my speed returning from North Walsham where I slowed to 28mph which flashed up on the unit. I have done the usual heat maps for the fortnight and an analysis of the last six weeks as that captures the unit being in 3 places on North Walsham Road and Blooms Turn, Methodist Church and Bus stop. I am looking at the vehicles that have passed when the driver is doing between 30mph and 35mph, 35 to 40 and 45 to 50.

Blooms turn: 20,119 vehicles - 46% between 30 and 35, 21% 40-45 mph and 7% 45-50mph.

Methodist Church: 20,330 vehicles - 22%, 6% and 2% respectively

Bus stop: 16,432 vehicles - 12%, 2% and 0.3% respectively.

52 vehicles over the 6 week period exceeded 55mph.

Clerk will investigate the possibility of having a specific page on the Parish website for the traffic speed data.

Speedwatch. Cllr Miles gave his report: The last SW session involved a police officer. It was at 8am. Not a very busy time on the road and only one speeding vehicle with a driver providing helpful hand gestures to the speed watch team. The officer took the registration and visited the driver later to give an official caution for both speeding and anti-social behaviour.

Cllr Gray has offered to find out more about the possibility of having a replacement for the VAR flashing speed sign that was damaged by a vehicle 2 years ago and no longer works. Cllr Gray will also meet with NCC Highways to discuss the speeding data and see if any mitigations may be possible.

Councillors have worked on the village gates to clean them up so they are more visible and hopefully stimulate a reduction in speed as drivers approach the village.

- a) Neighbourhood Plan objectives: Cllr Burns reported that the provisional plan has been shown to NNDC, feedback is expected from councillors, and the next stage is the public consultation which will be widely advertised.
- b) Good neighbours scheme: Cllr Burns reported that they have had a busy month so far and are making a real difference and expressed thanks to the volunteers.
- c) Footpaths: Cllr Bowker gave his report: A new signpost has been installed on RB8. A footpath audit will be carried out in the Autumn. A resident has asked about progress on FP5 which needed some work to keep it usable. Cllr Gray to help with discussions with NCC on this.

17. Defib for Village Hall

The Council agreed to accept the previously circulated quote for supply of a defib outside the Hall in a wall-mounted cabinet and an internal mobile AED that could be used for events at the hall and in the village. The Village Hall will contribute £800 to the total cost of £2125.20 (inc VAT). This new proposal is a third of the cost of an alternate quote. The battery in the proposed AED lasts up to 5 years bringing down the cost of maintaining the defib long term.

18. Public Participation

A member of the public enquired about a SAM unit positioned outside the village boundary, which actually belongs to Mundesley parish. They also asked whether a 20 mph speed limit would help to reduce the overall speeding in the village. Cllr Gray is of the opinion that a 20mph zone is expensive to introduce and not that effective.

Cllr Gray proposed the idea of planting a Hope Garden for everyone to be able to use for reflection and peace, especially those who have lost someone. Cllr Burns agreed to approach the Gardening Society to see if they would be happy to take a lead.

19. General Parish Issues

A missing dog poo bin was reported. Cllr Gray will try to find out where it has gone if anything to do with the higher councils.

20. Date of Next Meetings

Tuesday 14th July 2026 7pm
 8th September 2026
 13th October 2026
 10th November 2026
 8th December 2026 at Trunch Village Hall

The Chair closed the meeting at 8.22pm

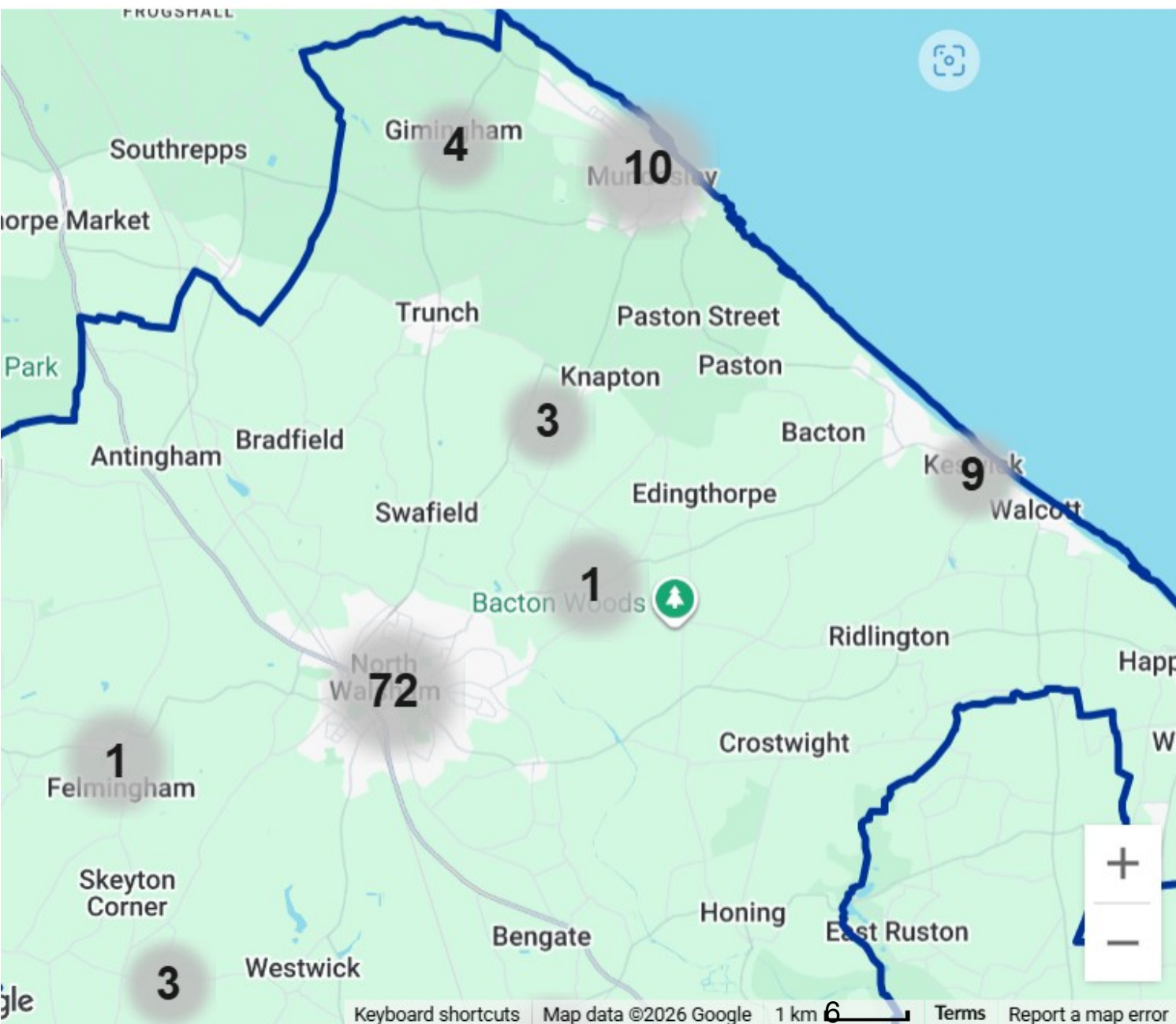
Signed..... Date.....

ported crimes in this area

Crime map

Our priorities

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



Crime type and time period t

All Crimes (105)

April 2026

105 crimes were reported here in April 2026

Violence and sexual offences

Anti-social behaviour

Shoplifting

All other crime

Age UK Norfolk
Henderson Business Centre
51 Ivy Road
Norwich
NR5 8BF

Friday 19th June 2026

Dear Clerk / Chair,

Supporting older people in North Norfolk this Loneliness Awareness Week

I am writing on behalf of Age UK Norfolk to invite you to support our Together This Summer campaign, which celebrates friendship, connection, and community for older people across Norfolk.

The campaign highlights the importance of social connection during the summer months, when many older people can experience increased loneliness and isolation. While summer is often seen as a sociable and positive time of year, for some older people it can feel particularly difficult, particularly when family support is less frequent, routines change, or community activities pause during the holiday period.

Around 188,000 adults in Norfolk (22%) experience loneliness some of the time, often or always, rising to 29% of people aged 85 and over. Loneliness is not only distressing but is also linked to increased risk of serious health conditions including heart disease, stroke, poor sleep quality, chronic pain, and poorer mental health. It is also associated with a 26% increased likelihood of premature mortality.

The wider impact is also financial, with severe loneliness estimated to cost around £9,900 per person per year in health and care costs. By contrast, Age UK Norfolk is able to provide a full year of safe, consistent and supported telephone befriending for around £430 per person, offering regular human connection and reducing isolation before it escalates into crisis.

How Age UK Norfolk is supporting North Norfolk Communities

In 2025–26, Age UK Norfolk continued to support older people across North Norfolk through our vital services. Over the past year we:

- Dealt with **812 referrals for in-depth, accredited advice**
- Provided **265 welfare benefit appointments**
- Secured **£956,217 in welfare benefits** for older people in the area
- Delivered **218 hours of advocacy and Money MOT** support
- Provided **518 hours of companionship**
- Made **1,428 telephone befriending calls** and **62 befriending home-visits**

This work demonstrates the ongoing need for sustained, community-based support, and the difference that regular human contact can make to older people's wellbeing.

How you can help

The above challenges are already being experienced locally. In North Norfolk, we are currently supporting 48 older people through our companionship services, providing regular friendly contact and practical support to help reduce isolation and improve wellbeing.

A donation from you can help us continue providing vital support to older people across Norfolk who are most at risk of loneliness and isolation.

In addition, you may also be able to support our work by sharing any relevant voluntary opportunities within your local community. Volunteers play a vital role in helping older people stay connected, and we are always keen to hear from individuals or groups who may wish to [get involved](#).

This combined support helps ensure we can both sustain and grow our local reach, ensuring older people receive consistent connection and practical support when they need it most.

If you are able to contribute, we would be extremely grateful for any level of support you feel able to offer. We can provide bank details and any supporting information required upon request.

Thank you very much for considering this request and for the important role parish councils play in supporting the wellbeing, independence and resilience of older people in local communities across Norfolk.

Yours Sincerely,



Michelle Diston-Jay

Head of Fundraising and Communications

Age UK Norfolk

Mihcelle.diston-jay@ageuknorfolk.org.uk

Trunch Parish Council Bank Reconciliation 30th June 2026			
Bank Balance		29.04.2026	30.06.2026
Current Account:		£3,112.54	£3,392.22
Reserve Account:		£34,368.00	£42,450.57
Barclays Total of accounts		£37,480.54	£45,842.79
Monies received to current account			£0.00
Monies received to premium account			£995.96
Transfer of Monies from Reserve Account to Current Account			£6,000.00
Transfer of Monies from Current Account to Reserve Account			£0.00
Opening Balance 1st April 2026			£37,169.26
Add Receipts			£18,063.95
Less: Payments			-£9,390.42
			£45,842.79
Signed by Chair			14.7.26



Transactions

Business Premium ME

20-03-26 70389757

Available balance	£42,450.57
Last night's balance	£42,450.57
Overdraft limit	n/a

Showing 5 transactions between 08/06/2026 and 29/06/2026 from 31/05/2026 to 30/06/2026

Date	Description	Money in	Money out	Balance
29/06/2026	Funds Transfer 200326 20889849 DEFIB AND BILLS FT		£4,000.00	£42,450.57
10/06/2026	Counter Credit TRUNCH VILLAGE HAL TVH Defib donation BG C	£800.00		£46,450.57
09/06/2026	Funds Transfer 200326 20889849 FT 200326 20889849 FT		£1,000.00	£45,650.57
09/06/2026	Funds Transfer 200326 20889849 FT 200326 20889849 FT		£1,000.00	£46,650.57
08/06/2026	Credit Payment INTEREST PAID GROSS FOR PERIOD 2MAR/ 7JUN	£114.57		£47,650.57

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

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Barclays Bank UK PLC. Registered no. 9740322. Barclays Insurance Services Company Limited. Registered no. 973765. Barclays Investment Solutions Limited. Registered no. 2752982. Barclays Bank PLC. Registered no. 1026167. All registered in England. Registered office for all: 1 Churchill Place, London E14 5HP.



Transactions

COMMUNITY

20-03-26 20889849

Available balance	£3,392.22
Last night's balance	£5,517.42
Overdraft limit	£0.00

Showing **11** transactions between **09/06/2026** and **30/06/2026** from 31/05/2026 to 30/06/2026

Date	Description	Money in	Money out	Balance
30/06/2026	Bill Payment PROTRAININGS EUROP SO-004524 BBP		-£2,125.20	£3,392.22
29/06/2026	Funds Transfer 200326 70389757 DEFIB AND BILLS FT	£4,000.00		£5,517.42
18/06/2026	Direct Debit GOCARDLESS RLSCOMPUTERS-8A8C6 DD R		-£30.00	£1,517.42
12/06/2026	Bill Payment RLS COMPUTER SERVI INV 16113 BBP		-£90.00	£1,547.42
10/06/2026	Bill Payment KAY MONTANDON SALARY BBP		-£394.96	£1,637.42
10/06/2026	Bill Payment KAY MONTANDON EXPENSES BBP		-£32.40	£2,032.38
10/06/2026	Bill Payment JRB ENTERPRISES LT 29752 BBP		-£111.06	£2,064.78
10/06/2026	Bill Payment MR TIMOTHY JONES MAY2026 BBP		-£1,177.00	£2,175.84
	Counter Credit			

10/06/2026	CLIENT MON PAY A S65037947 BGC	£81.39	£3,352.84
09/06/2026	Funds Transfer 200326 70389757 FT 200326 70389757 FT	£1,000.00	£3,271.45
09/06/2026	Funds Transfer 200326 70389757 FT 200326 70389757 FT	£1,000.00	£2,271.45

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

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Trunch Parish Council Accounts for year ending 31.3.27

Year to Date 30.06.26

	Budget 2026/7 £	Actual year to date
INCOME		
Precept	30346.00	15168.00
Allotments	370.00	0.00
Bank Interest	250.00	114.57
Grant/Donation	0.00	800.00
General reserve	5837.00	0.00
Investment income	0.00	81.39
Path Cutting NCC	640.00	0.00
VAT claim	1000.00	1899.99
Miscellaneous from reserves	500.00	0.00
TOT	38943.00	18063.95
EXPENDITURE		
Clerks Salary and PAYE	6363.00	1501.90
Office Allowance	60.00	
Mileage	100.00	32.40
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	2257.00
Grit Bins	300.00	
Hall hire (sundries)	320.00	
Insurance	650.00	817 paid 24/3/26
IT Services/Computing/Website	350.00	120.00
Neighbourhood Plan	1500.00	
Playing Field Equipment	9000.00	273.66
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
Special projects		2125.20
VAT - excluded from total	2000.00	
TOTAL	38443.00	6965.22

Kay Montandon

1 chapel close
tuttington
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	14/07/2026	National Insurance Category	A
Payment Period	Month 4	National Insurance Number	NE658840B
Employer PAYE Reference	120/WA64722	Tax Code	105T wk1mth1
Payroll ID		Hours worked	
		Additional information	

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

Payslip Version 1



BETA This is a trial service for PAYE for employers.

[Home](#)[Manage account](#)[Messages 3](#)[Help and contact](#)

Period 6 May to 5 Jun 2026

Month 2 PAYE statement

Due date 22 July 2026

Monthly summary amount due

Total charges	£59.55
Total credits	£0.00
Total payments	£0.00
Total amount due	£59.55

Charges

Full Payment Submission (FPS)

Charge type	Charge amount
Income Tax	£54.60
Employer's NICs	£4.95
Total amount due from FPS	£59.55

Charge type	Charge amount
Total charges	£59.55

← **Previous month**
[6 Apr to 5 May 2026 \(/business-account/epaye/statements/2026-27/1\)](/business-account/epaye/statements/2026-27/1)

→ **Next month**
[6 Jun to 5 Jul 2026 \(/business-account/epaye/statements/2026-27/3\)](/business-account/epaye/statements/2026-27/3)

User name

Trunch Parish Council

Your information

**Employer scheme
name:**

TRUNCH PARISH
COUNCIL

**Employer PAYE
reference:**

120/WA64722

**Accounts Office
reference:**

120PJ00363672

**Variable Direct Debit
set up:**

Yes

Payment plan set up:
No

[View and change your
details](#)

[\(/contact/payee/120/WA64722/aboutyourclient\)](/contact/payee/120/WA64722/aboutyourclient)



INVOICE

Trunch Parish Council
1 Chapel Close
Giminhams
Tuttington
Norfolk
NR11 6GS

Invoice Date
26 Jun 2026

Account Number

Invoice Number
99414

Purchase Order
Kay Montandon

VAT Number
876328389

Playsafety Limited
Unit 78 Shrivenham Hundred Business Park
Watchfield
SWINDON
SN6 8TY
UNITED KINGDOM
+44(0)1793 317470

accounts@rospaplaysafety.co.uk

Description	Quantity	Unit Price	VAT	Amount GBP
AI PARISH, Annual Inspection - Fitness Equipment NR28 OPQ,Fenced off Play Area NR28 OPQ,Play Area in Field NR28 OPQ	3.00	83.00	20%	249.00
Subtotal				249.00
Total VAT 20%				49.80
Amount Due GBP				298.80

Due Date: 26 Jul 2026

Terms: 30 days. A late payment charge may be added at the rate of 5% per month (0.16% per day)

Electronic or BACS payments to:

(Please quote invoice number as reference)
Sort Code: 60-22-31
Account: 70525366

International Payments:

(Please quote invoice number as reference)
BIC: NWBKGB2L
IBAN: GB17NWBK60223170525366

Please make cheques payable to Playsafety Limited

Playsafety Ltd is licensed by RoSPA Play Safety

Payment can be made by card by clicking the link on the email to which the invoice was attached



RLS Computer Services Ltd.
16 Clapper Lane
Clenchwarton
Kings Lynn
Norfolk
PE34 4AW

01553 776937
accounts@rlscomputers.co.uk

Invoice

Accounts Payable
Trunch Parish Council
1 Chapel Close
Tuttington
Norfolk
NR11 6GS
United Kingdom

Invoice Number: 16131
Invoice Date: 15/06/2026
Due Date: 15/06/2026
Account: RLS00967
Cust. Order No.:

VAT Registration No: 329389560

Quantity	Description	Price	Total
1	1 X ENTERPRISE REACTIVE IT SUPPORT SLA FOR WORKSTATIONS (ANNUAL CONTRACT PAID MONTHLY) for June 2026	25.00	25.00

Your contract fee will remain in place until the end of the contract term or period and can only change with additions or due to price increases as per the terms of your contract.

Total Net Amount: £25.00
VAT: £5.00
Invoice Total: £30.00
Less amount paid: (£30.00)
AMOUNT DUE: £0.00

This invoice must be paid within 0 days

*****PAYMENT INSTRUCTIONS*****

Our preferred method of payment is Direct Debit, to set-up one please contact us and we'll send you a mandate.

If you wish to pay by BACS please use the following details:-

BANK: Santander ACCOUNT: 46842009 SORT CODE: 09-01-28

Please use your account number (RLS00967) in all correspondence. In all cases please remit to accounts@rlscomputers.co.uk

PLEASE NOTE: WE DON'T ACCEPT CHEQUES AS A METHOD OF PAYMENT, SO PLEASE USE ONE OF THE MANY OTHER METHODS.

THE RISK IN THE GOODS SHALL PASS TO THE BUYER ON DELIVERY, BUT THE GOODS REMAIN THE PROPERTY OF THE SELLER UNTIL PAID FOR. GOODS ARE SOLD ACCORDING TO SUPPLIERS AND OUR OWN CONDITIONS OF SALE, COPIES OF WHICH ARE AVAILABLE UPON REQUEST. E&OE

PAID

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.

28th June 2026

Dear Madam,

Grassland and Grounds Maintenance to end of June 2026

Verges (2 x cuts).....	£294.00
Paths (1 x cut).....	£238.00
Cemetery (2 x cuts).....	£239.00
Playing Field & Play areas ...(2 x cuts).....	£406.00
 RB10 Cut Back Ferns.....	 £28.00
FP11/12 (540m) Trim Side Vegetation (1st trim)	£36.00
FP11/12 (80m) Trim Side Vegetation (1st trim)....	£20.00

Total Amount Due.....£1261.00

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

Thank You and Kind Regards,

Tim Jones.



INVOICE

Trunch Parish Council

Invoice Date
24 Jun 2026

Invoice Number
INV-0627

Reference
Jul-Aug-Sep 2026

VAT Number
823643141

TT Jones Electrical
Limited
33 The Street
Poringland
NR14 7RA

Description	Quantity	Unit Price	VAT	Amount GBP
Street Lighting Maintenance for the months of Jul-Aug-Sep 2026	1.00	48.02	20%	48.02
Subtotal				48.02
TOTAL VAT 20%				9.60
TOTAL GBP				57.62

Due Date: 24 Jul 2026

BACS Payment Details:-

NatWest

Account Name: T T Jones Electrical Limited

Account #: 76123219

Sort Code: 51-70-02

(please quote invoice number as payment reference)

Note:-

No allowance has been made for any DNO (District Network Operator) or Private Network supplies unless stated otherwise.



NORFOLK PARISH TRAINING & SUPPORT

a trading name of Local Council Training & Support LLP

Quotation for whole council training for Trunch Parish Council

Further to your request for a quotation for whole council training, we can deliver a tailored course at a local venue to you. Sessions are usually 2-2.5 hours starting at 7 pm, but timings can be to suit you.

Just select a maximum of six out of the eleven topics listed or let us know what you would like us to cover:

- Background to Local Councils (including all tiers of local government)
- Roles and responsibilities – Clerk/RFO, Councillors, The Corporate Body, Chairperson, the Council as an employer
- Powers and duties
- Meetings (including voting and public participation), minutes and agendas
- The two annual meetings, elections and co-option
- Governance and financial management (including transparency rules if relevant)
- Risk management and insurance
- Data Protection
- Freedom of Information
- The Code of Conduct – including the declaring of interests
- Planning overview

If you would like us to cover all subjects this could be done over two evenings or a whole day.

We find that these sessions can be hugely beneficial in giving councillors the opportunity to receive training together, tailored to your council's needs, and allows the time to discuss topics in a relaxed environment. It is also useful if the Clerk, as part of the team, can attend too.

The fee is £320 for one session, or £595 for two sessions or a whole day (plus VAT), we just ask that you book and pay for the venue. Let us know if you would like us to provide refreshments (we don't charge extra for this!).

These prices are valid for 90 days from the date of the quotation.

Our course tutors are experienced, practicing clerks and members of the Norfolk PTS support team.

For more information about what we offer, our other courses and profiles about the course tutors, visit our website at <https://www.norfolkpts.org/>

Laura Apps-Green

Norfolk Parish Training & Support

01603 857004

team@norfolkpts.org

2 June 2026



WILD FRONTIER ECOLOGY

Independent Ecological Consultants

Wild Frontier Ecology
Unit 2 Cold Blow Farm, New Road
Great Snoring, Fakenham
Norfolk NR21 0HF

t: 01328 864633
w: wildfrontier-ecology.co.uk
e: karen@wildfrontier-ecology.co.uk

David Burns
Trunch Parish Council
By email: d.burns@trunch-pc.gov.uk

Our Ref: Q18297
16th June 2026

Fee Proposal for a Shadow Habitats Regulations Assessment for land off North Walsham, Trunch

Dear David,

Thank you for your correspondence regarding the above. I confirm that Wild Frontier Ecology Ltd. can provide a shadow Habitats Regulations Assessment (sHRA) in relation to a proposed residential development on land off North Walsham Road, Trunch, Norfolk. Our approach is outlined below.

We would initially advise that an Extended Habitat Survey is conducted using UK Habitat (UKHab) classifications. We would be able to undertake this within approximately three weeks of receiving commission. The UKHab survey would identify and map all habitats within the scoping area and would also appraise the potential for the site to support protected and valued species. **The optimal season for this survey is May to September.** If further consideration for protected species is required, we would be able to provide further advice.

The site visit will be supported by a desk study, which will include a data search with Norfolk Biodiversity Information Service (NBIS) to retrieve biological records within 2km.

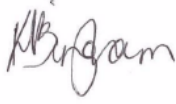
Within approximately six weeks of the above site visit, we would be able to provide the sHRA which would consider impacts of any proposed residential development on the site.

Please note that this fee proposal does not cover the provision of a Preliminary Ecological Appraisal Report (PEAR), an Ecology Report, or a Biodiversity Net Gain (BNG) Assessment. Both an Ecology Report and a BNG Assessment would be required to support a planning application for a proposed development. We would be able to provide a fee for these documents if required. A PEAR is not required to accompany a planning application, but may be useful to inform early-stage design.

Our proposed costs are outlined below. It is noted that the land is presently occupied by an egg producer, who is not the owner of the site and therefore, access arrangements should be made directly with you to assist in confidentiality.

I hope the contained information is clear but if you have any questions, please feel free to get back to us. If this quotation is acceptable, please complete and return the Quote Acceptance Form at the end of this document.

Yours sincerely,



Karen Bingham
Office Manager

Brief

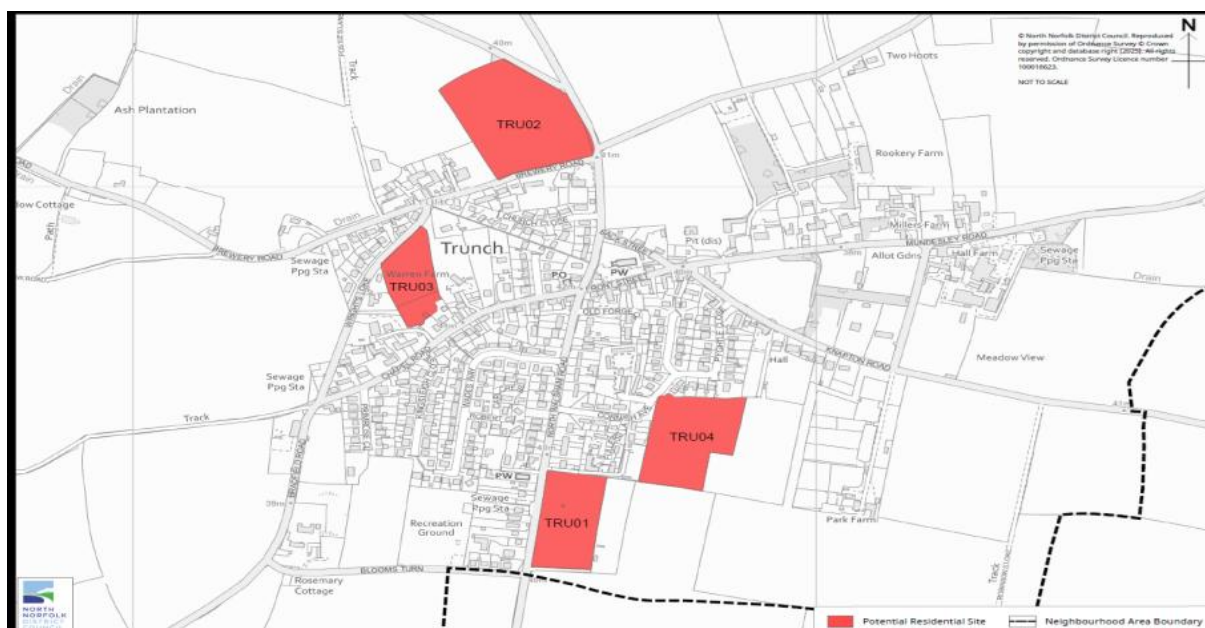
The requirement is for a shadow Habitats Regulations Assessment (SHRA) in relation to a proposed residential development on land off North Walsham Road, Trunch, Norfolk. The site is centred on approximate National Grid Reference TG 2863 3436.

Figure 1 is an aerial view. Figure 2 shows the site location plan, with the area for consideration labelled as TRU 01.

Figure 1: Aerial view



Figure 2: Site location plan (as provided by Trunch Parish Council)



Fee Proposal

Item	Notes	Fees
Extended UK Habitat Survey	An Extended Habitat Survey to classify habitats and species on site. The survey would be completed by a suitably qualified ecologist(s). Includes travel time and expenses.	£400.00
Data search	With Norfolk Biodiversity Information Service.	£150.00
Shadow Habitats Regulations Assessment	Detailing the impacts of any proposed residential development.	£1,200.00
Subtotal		£1,750.00
VAT @20%		£350.00
Total		£2,100.00

Within our fee quote we allow for small amounts of consultancy time to liaise with the client through telephone calls and emails. If more substantial consultant time is required, such as to attend meetings (in person or online), provide detailed interim updates or complex ecological advice, this would be charged at a rate of £80-£100 plus VAT per hour (depending on level of staff expertise required) and £0.75 per mile travel plus VAT. We would advise you of any instances where this cost could be incurred before charging.

Method Statement

Extended Habitat Survey

The fieldwork would be carried out using the UK Habitat Classification (UKHab) V2.0 (2023) guidelines¹. If required, a condition assessment² will also be undertaken to identify which relevant condition criteria are either applicable or not applicable for each habitat. The habitat survey would be extended to include an investigation for any other protected species potential (e.g. bats, badger, water vole, reptiles etc.).

The survey will be undertaken by suitably experienced surveyors, and all survey data and reports are checked and authorised by ecologists who are members of Chartered Institute of Ecology and Environmental Management (CIEEM).

Insurance

Wild Frontier Ecology Ltd is fully insured for the services you require. Our insurance with CIEEM Insurance covers us to £5,000,000 for professional indemnity, and £5,000,000 for public liability. Please let us know if you require further documentation.

¹ UKHab Ltd (2023). UKHabitat Classification Version 2.0 (at <https://www.ukhab.org>).

² Natural England (2019) The Biodiversity Metric 4.0, auditing and accounting for biodiversity, technical supplement. beta edition. Natural England Joint Publication JP039.

Terms and Conditions of Quote

Wild Frontier Ecology Ltd, Unit 2, Cold Blow Farm, New Road, Great Snoring, Fakenham, Norfolk NR21 0HF ("WFE")

Definitions

Client: means the company entity or person to whom a Quote is provided by WFE

Quote: means a quotation from WFE for the provision of Services to the Customer

Services: means the professional services to be provided by WFE on acceptance of any Quote

Terms: means the Terms of Business of WFE specified in this Quote and which apply to all Services provided by WFE pursuant to the Quote and upon which all such Services are provided to the exclusion of all and any other terms or conditions provided or referred to by a Customer which terms or conditions are expressly excluded and are of no effect.

1. A quotation for the provision of Services by WFE is valid for three (3) months from the date of issue. If not accepted within that period it shall expire. However Wild Frontier Ecology Limited (hereby referred to as WFE) reserves the right to alter proposed timescales for work in line with prevailing workloads or seasonal constraints.
2. Quoted *rates* do not include VAT, which is charged at 20% (as shown in the total costs).
3. Quotes assume that all landowners and tenants are aware of surveys and that prior permission to access the land has been obtained.
4. Quotes are made on the condition that copies of base plans at an appropriate scale will be supplied by the client if required.
5. No work will be undertaken until written confirmation (email acceptable) has been received from the client that they are happy to proceed on the terms given.
6. An invoicing name and address will be supplied to Wild Frontier Ecology (WFE) on commission of the work. Addresses care of a third party will not normally be accepted.
7. All work will be undertaken in compliance with the Chartered Institute of Ecology and Environmental Management (CIEEM) Code of Professional Conduct [Code-of-Professional-Conduct-April-2025.pdf](#).
8. Any data, and reporting derived from such data, gathered during the course of this project is and will remain the copyright and property of WFE. Use of this data is granted to the client via a licence agreement, thus; WFE hereby grants a perpetual non-exclusive licence for copyrighted data and reports pertaining to the work items specified in this quotation to be used by the client which licence cannot be assigned or sub-delegated without the express permission of WFE. There is no additional fee associated with this licence.
9. WFE reserves the right to retain and use any data or information obtained in the course of the work specified (other than information disclosed by the client specifically on a confidential basis) for its own purposes; including photographs of the site and surrounding area.
10. All species information gathered during surveys will be subsequently passed to the appropriate Biological Record Centre unless the client specifies otherwise.
11. If evidence is found of the presence of a species or habitat that may be a material consideration for a development, project or other activity, even though it is other than the species for which WFE was originally contracted to survey and report, WFE has a professional obligation to report on the presence of that species and reserves the right to refer to all relevant species in the same report as species for which WFE was contracted to survey.
12. If evidence is found of harm to protected wildlife and wildlife habitat, whether accidental, deliberate or reckless, WFE reserves the right to consult with the statutory authorities. If planning conditions or other agreements are broken, whether accidental, deliberate or reckless, WFE reserves the right to consult with the planning authorities. If statutory license agreements are broken, whether accidental, deliberate or reckless, WFE reserves the right

to consult with the statutory licensing authority. If any of the above acts is considered likely to occur, WFE reserves the right to consult in advance with the appropriate authority.

13. If, on inspection, it is evident that the site has been recently cleared or altered in a way which reduces its biodiversity value, our report will assume a site condition based on previous evidence from aerial photographs and maps. In these cases the report will be precautionary in its assessment and may therefore result in more extensive mitigation and compensation measures than would otherwise have been necessary. This is aligned with Schedule 14 para 6 of the Environment Act 2021 which cites 30th January 2020 as a baseline date for net gain calculations in such cases.
14. Provision of the final assessment is dependent on full information concerning the development being supplied to WFE. The client is responsible for providing all necessary site-related information as requested by WFE in order to undertake the works detailed in the contract. Changes in layout, design or site boundary may result in a revision of services required and associated fees, and should be consulted on at the earliest possible stage with WFE.
15. A Biodiversity Statement contains advice for achieving Biodiversity Net Gain, but it does not constitute a design for BNG. In submitting the report, Wild Frontier Ecology therefore has no Design Liability associated with the contained BNG advice.
16. Invoices are to be paid in full within 30 days; this stands as our agreed credit term. We understand and will exercise at our discretion our statutory right to claim interest and compensation for debt recovery costs under the late payment legislation if we are not paid according to agreed credit terms.
17. All reports will be provided electronically. If paper copies of reports are required, they will be charged in addition to the quoted fees at £25 + VAT per copy plus postage.
18. Reports supplied as drafts for comment may not be submitted into the public domain. Reports supplied in this way will be watermarked as "Draft". WFE reserves the right to rescind reports marked as draft which are submitted into the public domain by the client.
19. This quotation covers only the work specified within the quote; there may be specified *rates* for future work which are valid until the quote expires. Any further work advised will be the subject of a further quotation and agreement between the client and WFE.
20. WFE reserves the right to invoice for work completed to date at any stage of the project, except where WFE agrees to a payment schedule specified by the client.
21. WFE reserves the right to delete project data where a reasonable amount of time has elapsed since the issue of a report assessing this data. Reports will normally be kept indefinitely for reference purposes.

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Quote Acceptance Form

Quote Reference:	Q18297
Site:	North Walsham Road, Trunch

Client details (to which all invoices will be addressed):

Name	
Telephone	
Address (<u>cannot be a c/o</u>)	
e-mail	
Purchase Order or other reference (if applicable)	
Particular invoicing instructions* (if applicable)	

*E.g.: invoices to be issued by certain day of the month, invoice amounts to be divided between different clients, invoices to be sent to multiple email addresses, etc.

Agent or Consultants contact details (if applicable)

Contact Name	
Telephone	
Company Name	
Address	
e-mail	

☐ Please tick box to confirm that you instruct Wild Frontier Ecology Ltd. to complete the work outlined in this fee quote (reference above) per the scope, costs and terms of that quote.

Signed:	Date:
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FEE QUOTE

Project: Trunch Neighbourhood Plan

Client: Trunch Parish Council

Date: 10 June 2026

Our Ref: PC-2026-29

Contact: Ben Jervis

Phone: 01603 479910

Email: ben@benchecology.co.uk

Stage Number	Description	Fee
Stage 1 Habitats Regulations Assessment (HRA)		
1.1	Habitats Regulation Assessment (HRA) to assess the impacts of the proposed Neighbourhood Plan upon Habitats Sites.	£1,650.00
Subtotal		£1,650.00
Project Management		£50.00
<i>Net Total</i>		<i>£1,700.00</i>
<i>VAT @ 20%</i>		<i>£340.00</i>
TOTAL COST		£2,040.00

Assumptions & Exclusions

No site visit will be required. Should a site visit be required, this would be charged at an hourly rate of £75 per hour plus 60p per mile (excl. VAT).

All reporting is to be issued electronically. Should a hard copy of the report be required, this will be charged to the client at cost.

Notes:

The fee provided above assumes no liaison with the local planning authority or attendance at meetings will be required, and that significant amendments to our report will not be required. We reserve the right to provide an additional fee quote or charge for these services if this is required. Consultation with statutory and non-statutory bodies is not included within our fee, except where detailed above.

Please be aware there are seasonal constraints to undertaking various protected species surveys. We can send you our survey calendar detailing these seasons on request.

Prior to any site visits, the client should declare any known dangers present at the site or in its vicinity, such as (but not limited to) unsafe structures, excavations, dangerous animals, polluted waters, chemical toxicity and hazardous substances. Any part of a site considered unsafe to enter or survey will be omitted from a site visit and we may have to make an additional reasonable charge to return when it is possible to do so safely.

Terms and Conditions:

1. Commission

The client commissions Bench Ecology Ltd (hereon referred to as 'BEL') to carry out the work detailed within this fee quote and accepts these standard terms of trading.

This fee quote is valid for 1 month from the date of issue. Acceptance of this fee quote must be confirmed in writing by the intended client or authorised representative prior to the commencement of any work relating to this fee quote.

2. Obligations – Bench Ecology Ltd (BEL)

BEL will perform the agreed work with reasonable care and skill in line with the professional standards of the Chartered Institute of Ecology and Environmental Management (CIEEM). Reports are designed in accordance with the most recent best practice guidances, including British Standards 42020:2013 and CIEEM's 'Guidelines for Ecological Report Writing'.

BEL reserves the right to subcontract elements of the services where additional specialist expertise is needed for the satisfactory delivery of a contract. BEL remains responsible for all work produced by subcontractors.

BEL will strive to meet any delivery deadlines agreed in connection with the services. However, the nature of ecology and the effect of factors beyond the control of BEL (e.g. weather conditions and animal behaviour), means any such dates shall be estimates and are not a material consideration within this agreement.

BEL will respect the commercial confidentiality of clients' affairs and will not release details of any projects, studies or reports which are not in the public domain to third parties without the clients' permission. However, reference to the client may be used for marketing purposes within a list of client names and/or list of unrelated projects as evidence of BEL's professional experience.

It is BEL's policy to submit all biological records collected during survey to the appropriate Local Record Centre and bat calls may be shared with a third party provider for analysis purposes. Please let us know if you would not like us to do so

3. Obligations – Client

The Client shall be responsible for:

- a) providing a base map showing complete and accurate site boundaries at time of commissioning, and which may be used to create any drawings required within reports produced by BEL;
- b) ensuring any employees of BEL, or subcontractors working on its behalf, are provided with access to any site in order to perform the services listed within this fee quote. This includes 'unsociable' hours for surveying nocturnal species, such as bats or great crested newts;
- c) informing any employees of BEL, or subcontractors working on its behalf, in a timely manner of all relevant health and safety rules and regulations, risk assessments, protective personal equipment (PPE) requirements and any other reasonable security requirements that apply at the Client's site.
- d) preparing and maintaining (at its own cost) the relevant site for the supply of the agreed services, including identifying, monitoring, removing and disposing of any hazardous materials from the site, including but not restricted to asbestos, in accordance with all applicable laws;

The Client agrees that the report has been prepared for the Client's benefit only and, unless agreed otherwise in writing between the parties, shall not be used by the Client for any other purpose other than that for which they were provided. BEL accepts no liability to any third party in relation to the unauthorised use of any reports produced.

If BEL's performance of its obligations under this Agreement is prevented or delayed by any act or omission of the Client, its agents, subcontractors, consultants or employees, Bench Ecology Ltd shall not be liable for any costs, charges or losses sustained or incurred by the Client arising directly or indirectly from such prevention or delay.

4. Scope of Works

BEL will consider requests to change the Scope of Works by the Client, or for additional services to be provided, but are under no obligation to make the change. Where the parties agree to change the scope of works, or to provide additional services, they will do so without invalidating these conditions or this agreement.

If any changes to the Scope of Works increases or decreases BEL's costs or time required to carry out the agreed services, the fees shall be modified in writing accordingly. BEL also reserves the right to charge for any abortive work undertaken.

5. Intellectual Property

The title to all techniques, processes, programs, databases, research and related intellectual assets created, produced or developed by BEL or its personnel remains the sole property of BEL.

Subject to the Client having paid all Fees due and outstanding claims in respect of expenses, BEL grants the right to the Client to copy freely any reports provided that such copies are made for distribution for the purposes of making an application for planning consent and/or licence.

6. Fees

The assumed client will be that from which the original commission in writing was issued, unless otherwise confirmed in writing.

Invoicing will be immediately following project completion or on a monthly basis. In the absence of any other agreed payment terms, all invoices issued under this Agreement shall be payable in full (without deduction or set-off) within 14 days of the date of the invoice.

Where the fee quote includes an estimated cost for acquiring biological records (usually £120-£200 + VAT), BEL reserves the right to charge the full expense incurred on your behalf should the actual cost be larger than our estimate.

Although we will not usually do so, BEL reserve the right to request an advance payment on acceptance of a quotation or fee quote by a client. Our final report will be released on receipt of cleared funds.

Without prejudice or any other right or remedy that BEL may have, if the Client fails to pay any sum to BEL on the due date, BEL may:

- a) Charge statutory interest on such sum from the due date for payment at the rate of 8% above the Bank of England Base Rate per month, accruing monthly and being compounded monthly until payment is made in full; and/or,
- b) Suspend all services until payment has been made in full. All sums payable to BEL under this Agreement shall become due immediately on termination of this Agreement (however arising).

7. Health and Safety

BEL operate with generic Health and Safety policy to cover their activities on site which incorporates a risk assessment highlighting the standard hazards expected and mitigation measures required.

BEL will not risk the safety of its employees, subcontractors and sub-consultants. If BEL believe the site is dangerous then it may decline to continue working at the site or may renegotiate additional terms/safeguards as a condition of continuing.

If BEL decline to continue, the client shall pay for any work done to date on a fair and reasonable basis.

8. Insurances

BEL shall put in place and maintain Public Liability and Professional Indemnity insurance cover to the value of £1,000,000 for Professional Indemnity and £5,000,000 for Public Liability. If requested to do so by the Client, BEL will provide to the Client copies of these insurance policies and/or certificates as evidence of payment of insurance premiums.

9. Disagreements

In the event of any disagreement between the Client and BEL which cannot be resolved between them, the parties shall have recourse to the Chartered Institute of Ecology and Environmental Management (CIEEM).

Where recourse to legal process is required to recover monies due to BEL, solicitor's fees, court costs and other incurred expenses will also be claimed from the client.

10. Wildlife Offences

Subject to the clause below, BEL agrees to keep all information obtained from the Client confidential where the Client so specifies in writing, save where such information is known to BEL already or exists already in the public domain, until: (i) the information enters the public domain; (ii) BEL is given the same information by a third party; (iii) BEL is released from its confidentiality requirement by the Client; or (iv) 3 years have elapsed since the formation of the contract.

BEL may disclose in whole or in part any information or knowledge obtained from the Client to a third party where required by law, court order or any governmental or regulatory authority. If BEL becomes aware or has a reasonable belief that the Client or any director, officer, agent, employee or subcontractor of the Client has breached or is likely to breach any legislation, regulation, court order or term or condition of any licence permit or consent ("Licences") by not acting in accordance with professional advice provided by BEL, BEL shall not be liable for any costs, charges or losses subsequently sustained or incurred by the Client. BEL shall be entitled to bring all relevant details as BEL sees fit to the attention of the relevant authority including the police or the statutory nature conservation body and shall also be entitled to request the relevant authority to remove from any Licence the name of any officer, director or employee of BEL which appears on such Licence.

11. Jurisdiction

This Agreement shall be governed by the laws of England and Wales and the parties agree to submit to the exclusive jurisdiction of the English courts.