

Trunch Parish Council

Email: clerk@trunch-pc.gov.uk

MINUTES OF THE MEETING OF TRUNCH PARISH COUNCIL HELD IN TRUNCH VILLAGE HALL ON TUESDAY 13TH OCTOBER 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 David Burns (Vice Chair), Cllr Richard Miles, Cllr Malcolm Bulley, Cllr Dave Shapcott, Cllr David Houlton, Cllr Karen Randell.

Cllr Mal Gray, Norfolk County Council.

Kay Montandon (Parish Clerk). 3 members of the public.

1. **To Receive Apologies for Absence**
   None.

2. **To Receive Declarations of Interest and Grant Requests for Dispensations**
   Cllr Miles is an allotment holder and village hall committee member.

3. **To Confirm the Minutes of the Meeting Held on 8th September 2026**
   The minutes were agreed and the Chair signed them as a true and fair record of the meeting.

4. **To Note Matters Arising from the Previous Minutes, not Elsewhere on the Agenda**
   There were none.

5. **To Receive Reports from County and District Councillors, and the Police**
   Cllr Neatherway (District Councillor) had sent a report to the council which was read by the Chair. Parking issues at Cornish Avenue are being resolved with a layby to be installed at Flagship's cost. Enforcement officers have visited Manor Barns.
   Cllr Gray gave his report. Highways are looking to remove end of life VARs rather than replace or repair. Public health stations are being introduced in the county to provide blood pressure and weight information to residents. The Victory Sports Centre in North Walsham will host one. Cllr Gray is hoping to be able to have mobile stations rolled out for the use by smaller parishes. The County is no longer selling the care homes to the proposed buyer. There will be 5% cuts across all services. There is a SAM3 pilot happening in Suffolk which the police are intending to review. Cllr Gray is going to investigate this pilot project to see if a similar project could be run in Norfolk. Cllr Gray agreed to report the corroded 30 mph sign on the entrance to the village.
   There was no police report. The Clerk shared the crime statistics map for Trunch which showed no crimes reported.

6. **Correspondence**
   a) Councillors noted thanks to the Parish Council for the new play climbing wall on the playing field.
   b) Councillors noted the use of ANPR speed cameras in a different parish and the confusion over who installed it and where the data goes.
   c) The council noted the concern of a resident about the Neighbourhood Plan site selection process and has sent a letter in reply.
   d) The council noted the Norfolk Police and Crime Plan consultation.
   e) The council noted and thanked residents for their comments during the NP consultation process.

7. **Finance and Administration**
   a) The monthly bank reconciliation, expenditure versus budget and bank statements were received and signed by the Chair.
   b) The council authorised the following payments. (*ordered under Clerk's delegation)

Date of invoice	**Payee**	**Amount**
14/10/26	Kay Montandon salary and back pay	£ 687.96
22/10/2026	PAYE July August 2026	£ 196.31
29/09/2026	Woodpecker Tree Services *see item 13*	£ 960.00
29/09/2026	TT Jones Oct-Dec Streetlight maintenance	£ 57.62
22/09/2026	JRB dog poo bags*	£ 178.74
01/10/2026	Diocese of Norwich allotment rent	£ 200.00
01/10/2026	Tim Jones grass cutting	£1177.00
20/09/2026	D Burns for litter pickers	£ 12.49
10/10/2026	Trunch Mardle	£ 30.00
10/10/2026	nPower	£ 37.58

   c) To note receipts since last meeting.

Date of receipt	**Payor**	**Amount**
30/09/2026	NNDC Precept	£15168.00
07/09/2026	Interest	£ 112.26

   d) The outline budget was reviewed and will be brought forward with amendments to the next meeting.
   e) The council appointed Sonya Blythe as internal auditor for a fee of £130.

8. **Governance and Transparency**
   a) The following policies were reviewed:

Biodiversity.
The policy was agreed with a minor amendment.

9. Remembrance Wreath

The council agreed the purchase of a wreath from the parish at approximately £30.

10. Highways

a) The issue of the damaged bus shelter was discussed and the bus company insurer's reluctance to replace the shelter with the one selected by the council. If the shelter is not forthcoming options for requesting help with a temporary cover were put forward. Cllr Gray considered a like for like shelter replacement should be possible.
b) Broken VAR speed sign – still waiting for highways to replace.
c) Parish Partnership Grant funding. This is open again for applications by 1 December for projects that will be completed by December 2027. Councillors will seek to identify other projects.

11. Waste Management

Waste bins to be ordered (waiting to be approved for delivery in advance of invoicing). Still waiting for information on charging for the bins from NNDC. The dog waste bins at either end of Wright's Loke are regularly overflowing. Clerk to investigate and ask Cllr Neatherway to find out if the bins are being emptied to the correct schedule.

12. Grass cutting

The council has received a request from the contractor for an additional uplift in costs next year to cover fuel price rises. This would take the agreed increase from 3% to 7% to cover fuel costs. The council agreed to a one-off payment of 4% to cover this cost, rather than a contract increase of 7% as fuel prices may come down in future years.
The council also discussed bringing the contract for grass cutting in line with the SDA that the parish delivers for NCC. This will be discussed in more detail at the next meeting.

13. Playing Field

To discuss updates from the playing field. The Council noted the repairs had been completed at the playing field and decided that the contractor should be asked to give a cost for removing the seesaw as it is in a poor location and is very old.
The soft surfaces replacement project has to be re-visited. At the previous meeting is was decided to have the old tiles removed and disposed of separately to the installation of the new surface to save money. However, the costs of removal, transport and disposal are significantly higher than first thought - £700 to take up, a much larger skip than initially thought is necessary, £570 to take to specialist disposal site or incinerator and then either £112 to incinerate per tonne or £216 to landfill per tonne. It may end up being as cost-effective to accept the whole quote from the selected contractor that included removal of old surface for £2700. Further investigation will be done to ascertain the removal and disposal costs. The council agreed that any overspend on this project will be funded by general reserves. Grants will also be sought to cover this renovation of the play areas.

14. Village Green

It was noted that the tree has been trimmed. Unfortunately, the contractor carried out the larger job quoted for and so the final bill was £800 plus VAT not the £500 plus VAT agreed by council. The council accepted this additional work had made a marked improvement on the balance of the tree and agreed to pay the contractor £800 plus VAT.

15. Planning

To council noted the following:

a) Proposal: Lawful Development Certificate for existing use of wooden cabin at the rear of the garden as a dwellinghouse (Class C3)
Location: 9 North Walsham Road, Trunch, North Walsham, Norfolk, NR28 0PL
Decision: Was lawful use.

b) Certificate of Lawfulness - Proposed Use
Site: 17 Amis Close, Trunch, North Walsham, Norfolk, NR28 0XF,
Proposal: Lawful Development Certificate for proposed single storey rear extension to bungalow
Decision: Permission not required

c) NNDC Ref: PF/25/1902
Application: Full Planning Permission
Site: Land To The South Of Wright's Loke, And North Of Willerby House, Chapel Road , Trunch, NR28 0QJ, ,
Proposal: Erection of 3 single storey dwellings with associated infrastructure works (selfbuild)
Decision: Refuse
Issued Date: 16th September 2026

16. To Receive Reports on Council Services and Projects

a) Allotments. The inspection has been completed and all were in good condition. There are 2 spaces at the village hall site. The council agreed the hedge should be cut by the contractor at a cost of approximately £50. A working party will be assembled to build a water catchment system. The council agreed to spend up to £400 on a shed which will be ordered by Cllr Miles. The cost of the servicing of the rotavator and mower will be of the order £350 and was approved by the council.
b) Community Speedwatch and SAM2. The latest Speedwatch survey resulted in 2 people being monitored at over 35 mph. Most people slowed down when they saw the sign. The council decided they would order two signs advertising Trunch as a Community Speedwatch Village for affixing to the village gates. Clerk to action.
c) Neighbourhood Plan. The consultation is finished and the responses will be collated. Cllrs Burns and Bulley will discuss next steps with the NP officer at NNDC, clerk will also attend.
d) Environmental Group. The council agreed with the showing of a film and the restoration of a pond using volunteers. The council agreed a budget of £350 for the cost of diesel for the machinery.
e) Good neighbours scheme. The scheme helped provide 23 trips for residents in 11 different households and using 12 volunteers. So far this year the scheme has dealt with 136 requests for help. New volunteers are always welcome.
f) Community Café. The council agreed to the café for this coming winter at a cost of £400. A grant application has been made to NCF. The council agreed to fund the cost of adverts in the Mardle at £30.
g) Footpaths. The council agreed to defer discussion about the SDA for next year to the next meeting. Cllr Bulley was appointed as the councillor with lead responsibility for footpath issues.

17. Asset of Community Value

The council needs to provide information on 21 residents supporting the application. Clerk to forward to councillors the details required.

18. Civility Pledge

The council agreed to sign up to the Civility Pledge and reference it on the website and also the agendas.

19. Public Participation

A resident asked about the trimming of the tree on the village green.

20. General Parish Issues

A willow tree outside Manor Barns is growing too low. A contractor will be asked to trim when the hedge is trimmed at the allotments.

21. Date of Next Meetings

10th November 2026

8th December 2026 at Trunch Village Hall

The Chair closed the meeting at 8.39pm

Signed…… Date…….