

Trunch Parish Council

Email: clerk@trunch-pc.gov.uk

MINUTES OF THE MEETING OF TRUNCH PARISH COUNCIL HELD IN TRUNCH VILLAGE HALL ON TUESDAY 8TH SEPTEMBER 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 Malcolm Bulley, Cllr Dave Shapcott, Cllr David Houlton.

Cllr Mal Gray, Norfolk County Council.

Kay Montandon (Parish Clerk). 1 member of the public.

Before the meeting started, the Chair informed the council of the resignation of Cllr Bowker and thanked him for all his hard work around the parish, especially with footpaths and the SAM sign.

1. To Receive Apologies for Absence

Apologies were received from Cllrs David Burns and Karen Randell.

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 14th July 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 Gray gave his report on the work of Norfolk County Council. A new CEO of NCC has been very swiftly appointed. A pothole repair machine has been sourced, although it will not be able to work on the rural roads in the county. Local Government Reorganisation has been postponed. This may provide an opportunity for local communities to be canvassed on how they would like local government to be organised. Cuts in adult social care are concerning. There is a meeting on Neighbourhood planning. Parish Partnership bids need to be in by the beginning of December. The VAR sign is NCC's to replace and Cllr Gray will keep chasing that with highways.

Cllr Gray also summarised the issues at North Norfolk District Council. There is a survey on connectivity to map the actual signal coverage in the area and he encourages

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everyone to fill it in. The age profile of the area is increasing and there is a greater need for care in the parish. Cllr Gray has a meeting with the Director of Public Health to discuss this issue. There is a need for preventative services for the elderly to safeguard against falls. Planning will mainly be determined by officers from now on – there will be very little opportunity for councillors to call in an application for the planning committee.

There was no police report. The Clerk shared the crime statistics map for Trunch which showed no crimes reported.

6. Correspondence

- a) The council noted correspondence regarding diversion routes in Trunch during road closures, the uncut undergrowth near Wrights Loke.
- b) The electrical safety fund was discussed and also referred to during the public representations. The council may be able to put a project together to provide safety products for residents.

7. Finance and Administration

- a) The monthly bank reconciliation, expenditure versus budget and bank statements were received and signed by the Chair.
- b) The Clerk payment of the salary underpayment and back dated public sector pay agreement of £310.74 was agreed. Information circulated prior to the meeting.
- c) To authorise payments. (*authorised under Clerk's delegation)

Date of invoice	Payee	Amount
19/08/2026	RLS Computer Services for Windows 11 Pro upgrade – paid 24/08/2026	£90.00*
15/08/2026	Stuart Hutcheson final bill for 6 months of Microsoft software and costs of transfer.	£125.00
14/08/2026	External auditor PKF Littlejohn (Statutory Payment) – paid 19/08/2026	£252.00*
01/09/2026	Clerk expenses for printer ink and mileage	£70.45
10/09/2026	Clerk salary August	£426.14
24/08/2026	Clerk expenses for replacement broken Children's Play area signs	£21.99
27/08/2026	Platten Pest Control to treat wasp nest on playing field as an emergency order	£108.00*
27/08/2026	Tim Jones Grass cutting	£939.00

- a) To note receipts since last meeting.

Date of receipt	Payor	Amount
August 2026	National Lottery Community Fund	£7900

8. Governance and Transparency

- a) The full council training is planned for 22nd September.
- b) The Council received the External Audit report and closure letter for 2025/26. This will be posted on the website.
- c) The Clerk explained that a new intranet is now available for the councillors to review documents prior to them being published on the website and for collaboration.
- d) The following policies were reviewed:

Biodiversity.

It was agreed that the current policy does not serve the council, and the Clerk will find a more appropriate policy to bring to the next meeting.

Code of Conduct.

The latest version was adopted.

Planning.

It was agreed to remove the planning policy as it does not serve the needs of the council.

Document Retention.

The policy as presented was approved.

Safeguarding.

The policy as presented was approved.

Risk Management.

The policy as presented was approved.

Financial Risk Management.

The policy as presented was approved.

9. Highways

- a) The council noted that the bus shelter claim is in progress.
- b) Cllr Gray offered to keep chasing the replacement if the broken VAR sign.
- c) Parish Partnership grant funding – it was agreed to prepare a bid to purchase a SAM3 for the village.
- d) It was noted by the Clerk that the pedestrian refuge installation would begin on 19th October.

10. Waste Management

The council agreed to purchase two Kingfisher general waste bins for Front Street to replace the dog waste bin that has been stolen and for Robinson's lane. The fixing kits to be purchased as well. NNDC will empty these bins when the other general waste bins are emptied. Total cost of £243.96 plus VAT.

11. Grass cutting

No issues were raised.

12. Playing Field

To discuss updates from the playing field. The Council accepted the quote for repairs at the playing field excepting those to the seesaw which the council considered old and not worth the cost of repair. Three quotes for playing surface were reviewed, Soft Surfaces, ESP and Jovis. The quote from ESP was accepted – the 5 year guarantee being of considerable value to the council – at a cost of £7356. The removal of the old tiles will take place prior to the work being carried out in November. A skip will be sourced to remove the tile waste as a cost of £350. A contractor will take up the tiles for a cost of £350 all plus VAT.

The Clerk noted the installation of the new Monkey Wall was due to happen on 9th September.

Two wasp nests had been treated very swiftly and posed no further risk.

13. Village Green

It was noted that the trimming of the tree was to happen in the Autumn.

14. Planning

- a) To consider applications, decisions or enforcements.

The council noted that the application to erect a building at 17 Amis Close for a dog grooming business has been approved.

- b) The council agreed to consider their responses to the NNDC planning policy and send them to the Clerk for forwarding to the planning department by 30th September.

15. To Receive Reports on Council Services and Projects

- a) Allotments: There are two spare allotments so the potential tenants on the waiting list will be notified. Bills will be sent out to tenants in November and a letter about the results of the inspection will be included. Quotes for a new shed will be brought to the next meeting. The mower and rotavator do require servicing and a suitable company was recommended to seek a quotation.
- b) Community Speedwatch and SAM2: Currently operating one session a week at times suggested by the SAM2 data. Signage still being looked into.
- c) Neighbourhood Plan: The next stage is the public consultation. The results of the consultation will be taken into consideration and a rewrite will be completed. This will then be reviewed against the new local plan.
- d) Good neighbours scheme: There have been 21 requests for assistance in July which have been actioned thanks to the volunteers. More volunteers with cars to assist would be welcome.
- e) The council agreed to continue with the Community Café this winter and approved a £500 budget for food and drink. Cllr Gray suggested looking at a grant from Nourishing Norfolk and or the Phoenix charity.
- f) Footpaths: NCC will be widening the RBs this autumn. The council should consider what it wants to do about the SDA next year.

16. Asset of Community Value

The council approved the application.

17. Public Participation

A resident suggested the electrical safety grant would be a good project for the council to get behind and enable the purchase of quantities of safety equipment such as RCBs and safe electric warm throws for people to use at home. There was also a discussion about speeds in the village and how these can be reduced.

18. To Consider Adopting a Hope Garden

The Mundesley Road Allotment has an area that would be suitable for a woodland garden and the council agreed to ask allotment holders and others in the village to donate plants to prepare a garden for quiet reflection for people who have suffered loss of a loved one.

19. General Parish Issues

None

20. Date of Next Meetings

13th October 2026

10th November 2026

8th December 2026 at Trunch Village Hall

The Chair closed the meeting at 8.45pm

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

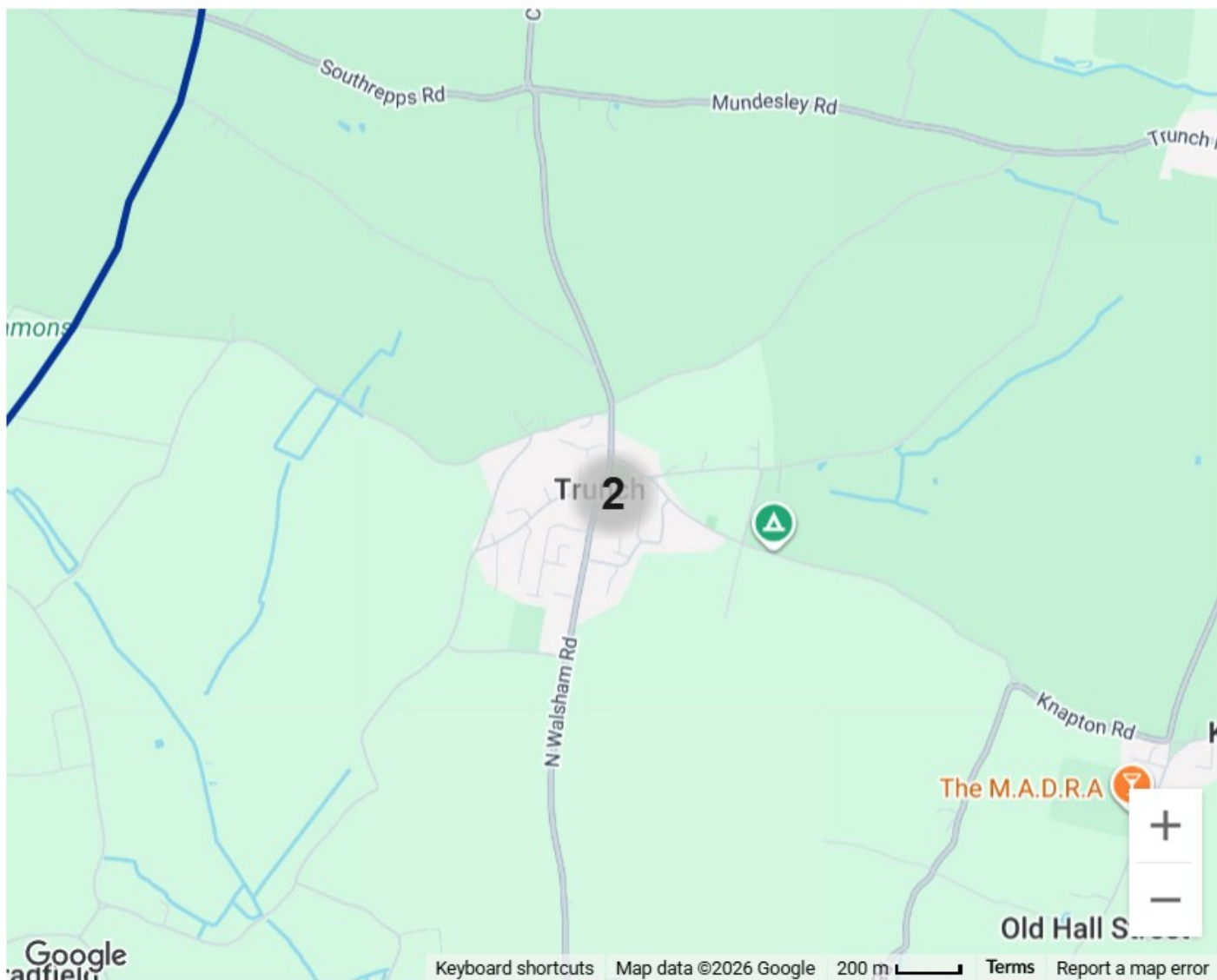
Crimes and priorities

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 (104)

August 2026

2 crimes were reported here in August 2026

Criminal damage and arson 1

Public order 1

Trunch Parish Council Bank Reconciliation 30th September 2026			
Bank Balance		31.08.2026	30.09.2026
Current Account:		£1,889.06	£999.48
Reserve Account:		£47,350.57	£52,150.83
Barclays Total of accounts		£49,239.63	£53,150.31
Monies received to current account			£0.00
Monies received to premium account			£15,280.26
Transfer of Monies from Reserve Account to Current Account			£1,000.00
Transfer of Monies from Current Account to Reserve Account			£0.00
Opening Balance 1st April 2026			£37,169.26
Add Receipts			£41,244.21
Less: Payments			-£25,263.16
			£53,150.31
Signed by Chair			13.10.26

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

Your Community Account

At a glance

27 Aug - 25 Sep 2026

Date	Description	Money out £	Money in £	Balance £
27 Aug	Start Balance			1,889.06
9 Sep	 On-Line Banking Bill Payment to Kay Montandon Ref: Expenses	21.99		1,867.07
	 On-Line Banking Bill Payment to Kay Montandon Ref: Expenses	70.45		1,796.62
	 On-Line Banking Bill Payment to Mr S T Hutcheson Ref: Microsoft Subscrip	125.00		1,671.62
	 On-Line Banking Bill Payment to Kay Montandon Ref: Salary	426.14		1,245.48
	 On-Line Banking Bill Payment to Mr Timothy Jones Ref: August2026	939.00		306.48
17 Sep	 Internet Banking Transfer From Account 70389757 at 20-03-26 KM Transfer		1,000.00	1,306.48
18 Sep	 Direct Debit to Gocardless Ref: Rlscomputers-HQ7SP	42.00		1,264.48
	 On-Line Banking Bill Payment to Bbt Construction L Ref: Play Equip Repair	265.00		999.48
25 Sep	Balance carried forward			999.48
	Total Payments/Receipts	1,889.58	1,000.00	

Start balance	£1,889.06
Money out	£1,889.58
▶ Commission charges	£0.00
Money in	£1,000.00
▶ Gross interest earned	£0.00
End balance	£999.48

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

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Important information about compensation arrangements

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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?

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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?

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- 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.

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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

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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.

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Your Business Premium Account

At a glance

27 Aug - 25 Sep 2026

Date	Description	Money out £	Money in £	Balance £
27 Aug	Start Balance			39,450.57
28 Aug	 Direct Credit From Main Grants		7,900.00	47,350.57
7 Sep	 Interest Earned Gross For The Period 8 Jun - 6 Sep		112.26	47,462.83
17 Sep	 to Account 20889849 at 20-03-26 KM Transfer Internet Banking	1,000.00		46,462.83
18 Sep	 On-Line Banking Bill Payment to Finding Fitness LT Ref: Monkey Wall	9,480.00		36,982.83
25 Sep	Balance carried forward			36,982.83
	Total Payments/Receipts	10,480.00	8,012.26	

Start balance	£39,450.57
Money out	£10,480.00
Money in	£8,012.26
► Gross interest earned £112.26	
End balance	£36,982.83

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

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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.

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Trunch Parish Council Accounts for year ending 31.3.27

Year to Date 30.09.26

	Budget 2026/7 £	Actual year to date
INCOME		
Precept	30336.00	30336.00
Allotments	370.00	0.00
Bank Interest	250.00	226.83
Grant/Donation	0.00	8700.00
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	38933.00	41244.21
EXPENDITURE		
Clerks Salary and PAYE	6363.00	2891.28
Office Allowance	60.00	
Mileage	100.00	52.20
Admin	700.00	618.05 new IT arrangements
Allotments	720.00	
Audit Fees	135.00	382.00 budget 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	5646.00
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	68.00
Playing Field Equipment	9000.00	10362.73 7900 grant and VAT claim of 1580
Repairs and Maintenance	0.00	180.00
SL137 Poppy wreath	30.00	
Signs	50.00	
Street Lighting	300.00	129.71
Subscriptions	800.00	634.32
Training	1700.00	384.00
Tree Work	1000.00	
Verges/footpaths	100.00	
Community café	450.00	23.75
Special projects		2125.20
VAT - excluded from total	2000.00	0.00
TOTAL	38443.00	23257.96

INVOICE

BENJAMIN DIXON

21 Sir Williams Lane

Aylsham, Norfolk NR11 6AW

VAT Registration No. 513764884

hello@woodpeckertrees.info

+447825511742

www.woodpeckertrees.info



Bill to

Trunch Parish Council

Invoice details

Invoice no.: 1065

Terms: Due on receipt

Invoice date: 29/09/2026

Due date: 29/09/2026

#	Product or service	Description	Qty	Rate	Amount	VAT
1.	Sales	• Reduce copper beech on village green by up to 3m and raise canopy over Mundesley Road to 5m from ground level • Process waste into woodchip and remove from site • Obtain permission from NNDC for works to a tree in a Conservation Area	1	£960.00	£960.00	20.0% S

Payee - B Dixon
Sort code - 40 35 06
Account number - 71501410

Includes VAT @ 20% on
£800.00

£160.00

Total **£960.00**



Tax Invoice

Bill to
Trunch Parish Council
clerk@trunch-pc.gov.uk

TT Jones Electrical Limited
33 The Street
Poringland
NR14 7RA
VAT: 823643141

Amount due	Due date	Issue date	Invoice number	Reference
£57.62	29 Oct 2026	29 Sept 2026	INV-0710	Oct-Nov-Dec 2026

[View online](#)

Description	Quantity	Price	Tax	Amount
Street Lighting Maintenance for the months of Oct-Nov-Dec 2026	1	48.02	20%	48.02



[View online](#)

Subtotal	48.02
Total VAT 20%	9.60
Total	57.62
Amount due	£57.62

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.



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

22 Sep 2026

Invoice Number

30174

Order Numner

Tracey Neave: 22-
09-26

Description	Quantity	Unit Price	VAT	Amount GBP
JRB-DGP20, Standard Dog Gloves (Dispenser Refill Waste bags) 800 per Case, Totally Degradable	5.00	28.20	20%	141.00
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	148.95
Total VAT 20%	29.79
Invoice Total GBP	178.74
Total Net Payments GBP	0.00
Amount Due GBP	178.74

Invoice

Trunch Parish Council c/o Tracy Neave
Parish Clerk, 28 Blenheim Avenue
Martham
NR29 4TW

Invoice number: 12193
Invoice Date: 01/10/2026
Due Date: 06/10/2026

Your Ref:
Ordered By: Sally Finn
Customer #: 29346

If payment is made by standing order, this invoice is for information only

Payment Terms: Net 5 Days

Product	Text	Unit	Qty	Unit Price	Invoice
GL-01	Glebe Rent - TRUNCH ALLOTMENTS - 11 October 2025 - 10 October 2026	Each	1.00	200.00	200.00
Invoice:					200.00
Total:					GBP 200.00

Note: Please make sure the payment is marked with the invoice number.

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.

1st October 2026

Dear Madam,

Grassland and Grounds Maintenance to end of September 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

Total Amount Due.....£1177.00

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

Thank You and Kind Regards,

Tim Jones.

Trunch PC Expenses Claim Form

Name: David Burns

Role: Councillor

Date: Sept

Nature of claim	Date	* Miles at 45p	** Other expenses (£)	Acc ref	plus VAT
Litter pickers x 4	28-Sep-26		10.41		12.49
TOTALS		0.00	£ 10.41		2.08

** Receipts must be attached for Other expenses

VEHICLE REG NO:		Miles @ 45p per mile	0.00
		Other expenses	£ 12.49
		Total Claim	12.49

I certify that this claim is properly payable, and is a correct statement of mileage travelled on journeys necessary to enable me to carry out my duties, in the vehicle stated above which was licensed and insured.

SIGNED: <i>David Burns</i>	Authorised by	
Date: Sept 26	Paid via Cheque No	

Biodiversity Policy

Legislation

In accordance with the Duty imposed by Section 40 of the Natural Environment and Rural Communities Act 2006 as amended by the Section 102 Environment Act 2021, Trunch Parish Council will, in exercising all its functions, actively consider how it can conserve and enhance biodiversity.

Biodiversity comes from the words biological diversity and is the variety of life on earth, including plants, animals, bacteria, and fungi and the natural systems that support them.

Aim

Through its work Trunch Parish Council will aim to conserve and enhance biodiversity contributing to the achievement of national goals and targets on biodiversity by developing an agreed Action Plan for the parish.

The Council will:

- manage its land and buildings to enhance and improve biodiversity through best practices engaging with grounds maintenance contractors and volunteers to:
 - ✓ plant indigenous trees and wildflowers;
 - ✓ reduce mowing to create a mosaic of new habitats that benefit wildlife;
 - ✓ enhance water bodies including village ponds/streams with marginal planting;
 - ✓ install bird/bat boxes and create hedgehog friendly gardens;
 - ✓ reduce reliance on pesticides and herbicides.
- include policies to conserve and enhance biodiversity within its Neighbourhood Plan through:
 - ✓ mapping areas of biodiversity and introducing policies to enhance greenspace in the parish;
 - ✓ introduce policies to protect significant private greenspaces in the parish.
- consider the impact on biodiversity when commenting on planning applications ensuring where it is appropriate that there is a net gain in overall biodiversity:
 - ✓ support good design that helps improve the local environment integrating existing habitats and trees within new developments;
 - ✓ support development that increases overall biodiversity.
- educate, advise and raise awareness of the public's understanding of biodiversity and encourage them to improve biodiversity
 - ✓ engage with the local community to raise awareness of biodiversity through newsletters and website;

- ✓ actively involve the community in projects to enhance biodiversity, through projects including tree planting and installing bird/bat boxes;
- ✓ seek out local enthusiasts/experts to help monitor biodiversity including undertaking surveys for birds, mammals and reptiles.
- encourage landowners and businesses to improve biodiversity
 - ✓ engage with landowners and businesses to promote the importance of biodiversity, where possible creating green corridors that benefit wildlife.

Review

Within 5 years, or before if appropriate, the Council will review and update its agreed Action Plan.

Adopted October 2026

To be reviewed October 2030

Service Delegation Agreement

Version: 1.4

Author: Caroline Bidewell

12th March 2026

Between: Norfolk County Council
And: Trunch Parish Council
For: Countryside Access Vegetation Management
Term: 1st May 2026 to 30th April 2027
Value: £634.52 per year

Content: Introduction

1. [The Delegated Service](#)
2. [General Terms and Condition](#)
3. [Enquiries and Complaints](#)
4. [Dispute Resolution](#)
5. [Insurance](#)
6. [Indemnity](#)
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8. [Variation](#)
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[Execution of the Agreement](#)

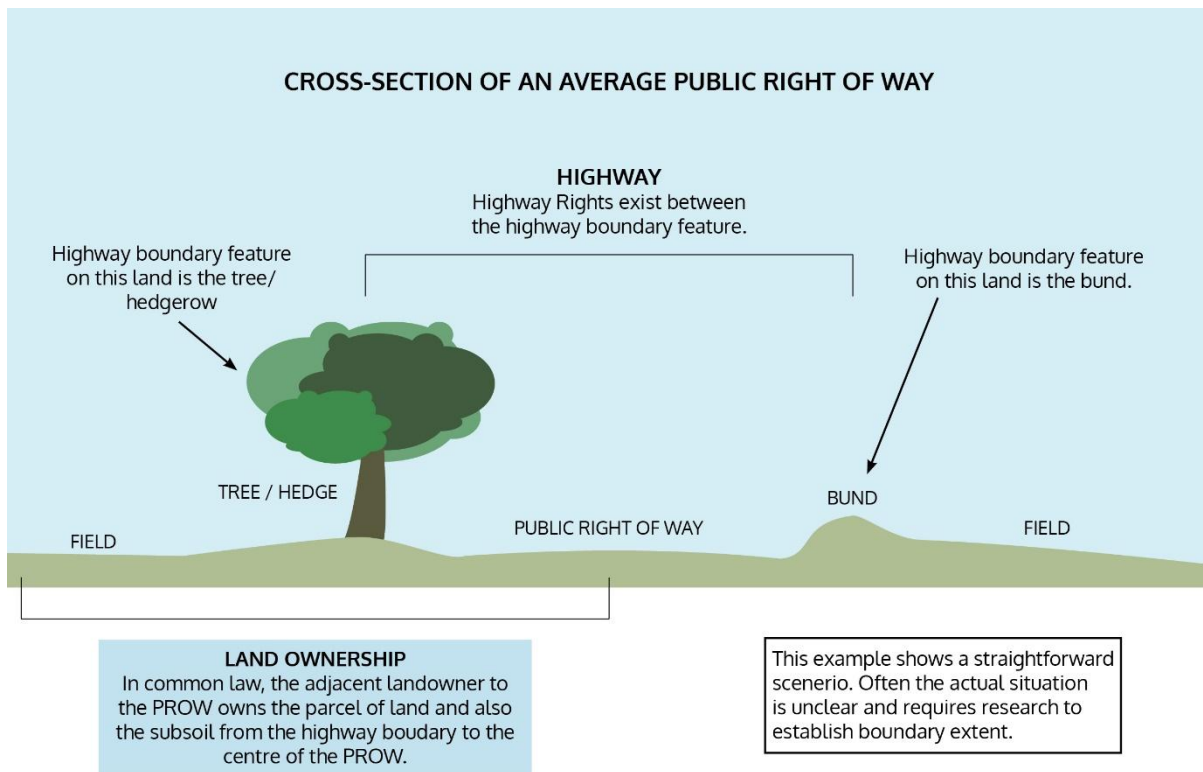
Appendixes

- A. [Service Specification](#)
- B. [Schedule Works, Plans & Finance.](#)
- C. [Designations](#)
- D. [Powers of Parish Council](#)
- E. [Definitive Map and Statement.](#)
- F. [Discharging the Delegate Service](#)

Introduction

The public's right over a highway is a right of passage for the purpose of passing and repassing and for purposes reasonably incidental thereto. If there is use other than for the purpose of passing and repassing or a purpose reasonably incidental thereto, a user exceeds their entitlement to be on the land and becomes a trespasser.

The purpose of surface vegetation management of the way is Norfolk County Council's means to prevent an obstruction to the public's right to pass and repass. This Service Delegation Agreement (SDA) passes the Countryside Access Vegetation Management to the local Parish and outlines their powers as written in legislation.



Norfolk County Council is only responsible for the surface of the PROW to the width of the Highway extent. Obstruction caused by hedges, trees or vegetation rooted outside of the Highway extent but growing into the Highway is 'Encroachment' and the responsibility of the landholder. Any defects found with signage, surface or wilful obstruction should be reported to www.norfolk.gov.uk/highwaysproblem

Appendix B ("Schedule of Works and Plans") outlines what Norfolk County Council has identified as needing this service in order to prevent an obstruction. Norfolk County Councils payment to the Parish is equal to or less than our contractor that covers that area. Norfolk County Council expects the identified sections in Appendix B ("Schedule of Works and Plans") to be maintained as outlined in this SDA and the reporting of wider issues on the Parishes network. If the Parish wishes to carryout additional cuts to those sections or its wider PROW network within their remit you are free to do so.

If the Parish wishes to seek more funding a case needs to be put forward as to why additional areas require cutting and the relevant Officer will investigate and inspect, and their word is final regarding the decision.

If at any point the Parish is unsure of their responsibilities or needs advice, please do make contact.

1. The Delegated Service

- 1.1. Both Councils have agreed that Trunch Parish Council will carry out the delegated service, which is as described in Appendix A ("Service Specification").

2. General Terms and Condition

- 2.1. This Agreement will run from 1st May 2026 to 30th April 2027 "the Initial Term"). However, it may be terminated at an earlier date and on such date as is agreed between both parties.
- 2.2. At least 2 months' notice will be required for renewal or non-renewal of this Agreement and shall be served on Norfolk County Council by Trunch Parish Council. Any such renewal, having first been agreed between the parties, shall be for such period as shall be determined by Norfolk County Council and under the same conditions as this Agreement subject to clause 8.
- 2.3. Trunch Parish Council will act in place of Norfolk County Council in carrying out the Delegated Service, (a) in accordance with the service specification and the terms of this Agreement, (b) in a manner which is not likely to cause danger to any persons, and (c) in full compliance with all current health and safety laws, rules and regulations.
- 2.4. In an emergency, Norfolk County Council may itself exercise the Delegated Service. Before doing so Norfolk County Council must consult Trunch Parish Council unless, in the reasonable opinion of Norfolk County Council, the urgency of the situation does not permit such consultation.
- 2.5. Norfolk County Council and Trunch Parish Council may request to meet to review performance of the Delegated Service at a date, time and place to be agreed between the parties. Spot checks of vegetation management will be carried out by Norfolk County Council.

3. Enquiries and Complaints

- 3.1. Trunch Parish Council will provide an email for Norfolk County Council to forward complaints received to us regarding the Countryside Access Vegetation Management.
- 3.2. Any correspondence or complaint received by Trunch Parish Council will be answered by them within 31 working days allowing time to inspect the complaint/defect. Any urgent issues or emergencies, such as those affecting safety, must be responded to immediately and/or escalated to Norfolk County Council.
- 3.3. A record of all complaints/defects reported to Trunch Parish Council regarding Countryside Access Vegetation Management must be held.

An Excel template will be supplied for the recording of such reports.

Any reports that come through to Norfolk County Council will be forwarded using the same format and will need to be transferred to your main document.

This data is used for reporting to Local Access Forum (LAF), Natural England National Trail Partnership and/or FOI requests.

- 3.4. Any defects found with signage, surface or wilful obstruction such as locked gates should be reported to www.norfolk.gov.uk/highwaysproblem

4. Dispute Resolution

- 4.1. Both parties will attempt to resolve any dispute in relation to this Agreement through negotiations between their duly authorised officers or agents.
- 4.2. Failing the general obligation in clause 4.1 above, both parties will attempt to resolve the dispute through an Alternative Dispute Resolution ("ADR") procedure, as recommended by the Centre for Dispute Resolution.
- 4.3. If the dispute is not resolved within 56 days of ADR beginning, or if either party will not participate, the dispute will be referred to arbitration. Any decision will be made by a person appointed by agreement between both parties or if no agreement can be reached, by the President of the Institute of Arbitrators, whose decision will be final and binding.

5. Insurance

- 5.1. Throughout the Initial Term of this Agreement or lesser period should early termination occur for any reason Trunch Parish Council must insure against public liability for not less than £5 million for any one claim and employer's liability for not less than £5 million for any one claim, the number of claims being unlimited.

6. Indemnity

- 6.1. Trunch Parish Council will indemnify Norfolk County Council in respect of the consequences of any claims against it arising as a result of the negligence or deliberate inactivity of Trunch Parish Council or its agents in carrying out the Delegated Service. This liability to indemnify Norfolk County Council will be reduced in proportion to the extent that any claims arise from the negligence of Norfolk County Council.

7. Payment

- 7.1. Subject to any adjustment in line with an increase / decrease of overall area awarded contractor, Norfolk County Council will pay Trunch Parish Council the total sum of £634.52 (per year) for work carried out during the Initial Term. Where an adjustment is made in accordance with the area contractor, the Parish will be notified in writing.
- 7.2. Norfolk County Council will pay for services received. Invoicing will be agreed at time of SDA agreement. Invoices will reflect department breakdown as described in Appendix B ("Schedule of Works and Plans"). Trunch Parish Council will then invoice the full amount on completion as agreed.
- 7.3. Trunch Parish Council may: -
 - (i) retain any savings provided they are used to enhance the agreed Delegated Service, and/or
 - (ii) with the written agreement of Norfolk County Council use any savings to enhance any other delegated service as delegated by Norfolk County Council, and/or
 - (iii) if either of the above two conditions do not apply then they shall repay to Norfolk County Council any unspent money.
- 7.4. A statement of expenditure will be provided by Trunch Parish Council for review and approval by Norfolk County Council at the review referred to in clause 2.5. For the remainder of the Initial Term of the Agreement, or any extended period which may subsequently be agreed between the parties, the sum payable by Norfolk County Council to Trunch Parish

Council shall be adjusted by a percentage equivalent to the percentage rise or fall in the retail price index during the index period in question. Norfolk County Council will calculate this adjustment and notify Trunch Parish Council in the month before the adjustment takes effect.

7.5. Trunch Parish Council will act as the principal for VAT purposes.

8 Variation

8.1. This Agreement may be varied from time to time by agreement in writing by Norfolk County Council and Trunch Parish Council, and a copy of such variation will be attached to this Agreement.

8.2. Norfolk County Council may vary the amount of work required to be carried out by Trunch Parish Council, with their agreement, and if an agreement is reached, an appropriate adjustment will be made to the amount of payment.

8.3. The amount of payment may be varied following a bona fide retendering exercise if Trunch Parish Council's costs are increased or decreased.

9. Schedule

9.1. A schedule of works in relation to the Delegated Service and plans to identify the areas where grass is to be cut are given in Appendix B ("Schedule of Works and Plans"). The schedule will be updated during the term of the Agreement to enable TRUNCH Parish Council to carry out the Delegated Service.

10. Guidance Notes

10.1. Guidance notes for discharging the Delegated Service are given in Appendix F.

Execution of the Agreement



Signed: 12/03/2026

Caroline Bidewell, Placemaking Team Lead
(On behalf of Norfolk County Council)

Signed: 

Signed:



On behalf of Trunch Parish Council, and in the presence of: -

Signed: 

(Parish Clerk)

12/5/2026

Appendix A

Service Specification

For the purposes within the following “Service Specification” the term ‘Contractor’ refers to Trunch Parish Council.

Countryside Access Vegetation Management

1. Introduction

Norfolk County Council provides a wide range of services for people who live, work, do business in or visit Norfolk. They include education, social services, passenger transport, highway maintenance, libraries, museums, fire and rescue, economic development and trading standards. Further details may be obtained from www.norfolk.gov.uk.

1.1. Public Rights of Way in Norfolk and Norfolk Trails

Norfolk County Council works to protect, manage and improve Public Rights of Way (PROW) and access to the countryside. It also promotes and encourages the appropriate use of facilities for the benefit of businesses, local communities and visitors. Rights of way include public footpaths, bridleways, restricted byways, byways open to all traffic and cycle ways. Norfolk Trails maintains and improves the ‘Promoted Network’ bringing together all of the long-distance routes and circular walks within the county.

2 Requirements

2.1. General

This Service Specification details Norfolk County Council’s (the Council) requirements to cut vegetation on Public Rights of Way and Norfolk Trails to the standard defined below. There are approximately 2400 miles of Public Rights of Way throughout the county. Some are managed by Highways, some by the Norfolk Trails team. This contract is for cutting both on the Highways maintained network and the Norfolk Trails maintained network.

Each area may be a mix of both Trails and Highways managed routes (PROW). However, the number of cuts required for Trails and PROW will vary across the cutting season. Trails routes will be cut up to 3 times per year, May ‘*Spring*’, August ‘*Summer*’, October ‘*Autumn*’, and PROW will receive a mix of 1 or 2 cuts in the cut windows of May & August. Please note that the amount of cutting required, and the cost will decrease as the season progresses.

As access to sites will vary and may be difficult in some cases (due to remoteness or being restricted by structures, narrow bridges etc), Contractors will be expected to have available a wide range of equipment/machinery appropriate to the job and be sensitive to conservation, biodiversity and farming issues. We would expect that appropriate machinery would be able to deliver the specified work to an agreed standard.

An overview map and schedule of the cutting areas can be found at Appendix B (“Schedule of Works and Plans”).

Where possible, means of access and limitations to accessibility are either marked on the contract maps or identified in the schedules.



Contractors must carry out their own risk assessments prior to undertaking any works on behalf of NCC and have a responsibility for themselves, their employees and visitors to any site under the Health and safety act.

All contractors must comply with the relevant health and safety laws and guidance governing their areas of work.

2.2. Countryside Access Vegetation Management

The purpose of the cut is to provide a flat and even surface of the full width as identified in the work schedules.

All vegetation cutting will be completed as soon as possible following the commencement of cutting and will not exceed a 3-week period (per cut) unless previously agreed with the NCC supervising officer. This time period remains the same regardless of the size of the cutting identified.

Start and finish dates for individual areas must be approved by relevant NCC supervising officers.

For field edge paths where insufficient level headland is available, the specified width must be achieved by using adjacent cultivated land and by cutting crops if necessary.

The vegetation around structures on the route i.e. signposts, stiles, gates, bridges must be cleared so that they are clearly visible and easy to use. Cutting shall include 1 square metre clear of any vegetation around any structures. Any variation to this to be agreed and noted by the NCC supervising officer.

After cutting vegetation should not exceed a height of 100mm (4 inches).

The contractor shall notify the supervising officer upon completion of every cut by reporting cut progress. Payment of invoice cannot be made without receipt of a completed schedule and satisfactory inspection of works by an NCC supervising officer.

The NCC supervising officer may on occasion request that the cutting regime is adapted to protect biodiversity.

2.3. Reporting of Issues

Where additional cutting may be required

On occasion you may encounter exceptionally woody or dense vegetation requiring additional work to make the path passable. We refer to these as a 'Target Hit', a one off cut to push back established vegetation. Under these circumstances it is not expected that you carry out works there and then. You should report the issue to the NCC supervising officer for instructions.

Unforeseen obstructions

Ploughed out field edge paths, new buildings, locked gates, fences across paths etc. Where an obstruction, such as these, prevents you from carrying out a cut you should report the issue with supporting photos and measurements where possible via www.norfolk.gov.uk/highwaysproblem



Missing fingerposts/waymark posts/damaged infrastructure

Any missing or damaged infrastructure should be reported to www.norfolk.gov.uk/highwaysproblem.

Unable to locate paths

If contractors are on site and unable to locate the path as shown on the schedule map, they should contact the NCC supervising officer for clarification before proceeding.

Overgrown hedges & trees.

These are the responsibility of the landholder and the Contractor, using its power as outlined in HA 1980 s 137 found in Appendix D "Powers applying only to local councils ", should make contact with the landholder to resolve the obstruction. If issues go unresolved escalate to the NCC supervising officer.

3. Constraints

There may be, from time to time, constraints within the cutting areas and these may include closures, diversions or construction works on routes which may affect the cutting schedule. Contractors will be informed of these changes in a timely fashion by the designated NCC supervising officer and an agreement on cutting will be reached between contractor and designated NCC supervising officer.

The sites and means of access are shown on the contract schedules/maps. As Public rights of way and Trails run over private land, the Contractor must ensure that their workforce, plant, materials and other equipment are confined to the public right of way, unless other means of access has been agreed.

Machinery and plant used is to be of a specification which will cause minimum ground damage or disturbance.

4 Other General Principles

Work is being carried out on behalf of Norfolk County Council and as such we expect all contractors to have in place staffing codes of conduct.

Any work, which is additional or contrary to the specification, and undertaken without instruction from the NCC authorised officer, shall be at the cost, or remedied at the cost, of the Contractor.

5. Monitoring

Weekly updates

Updates on cutting contract progress will be delivered by the contractor by informing NCC supervising officer through an agreed email address during the cutting season.

Fortnightly updates on complaints delivered by the contractor by informing NCC supervising officer through an agreed email address during the contract term.



Auditing

Work will be audited in three different ways:

Firstly, through the public reporting of issues via the online system to NCC which it has in place to deal with issues. Secondly through the reporting of progress by the contractor and finally through spot checks being carried out by NCC staff inspecting the routes.

If there is a significant increase in reports in an area i.e. 20%, the supervising officer may arrange a meeting with the contractor to address all issues raised.

6. Plant and Equipment

Contractors shall at all times during the contract period provide and maintain all plant and equipment necessary for the satisfactory provision of the service, at any location, or stored by the Supplier thereat, and the Council shall be under no liability in respect thereof.

Contractors shall operate a formal record system designed to ensure that all recommended and routine servicing of plant and equipment is carried out in accordance with best practice and manufacturer's requirements.

Contractors shall be responsible for the roadworthiness and operation of plant and the keeping of statutory maintenance records. Servicing of vehicles is carried out to meet the standards required by DVSA (Driver and Vehicle Standards Agency)

Any time spent on repairs, servicing, or maintenance of plant or equipment will not be paid for by the Council.

The Contractor must pay all licensing fees, taxes and insurances required in connection with the plant.

Contractors shall have a waste carrier licence in place ensuring they can remove waste from site if required.

The County Council will not at any time be liable for the loss or damage to any item of plant.

Plant and equipment shall in every respect comply with all Health & Safety Executive requirements and unless otherwise directed by the Council, be ready for work on site at the start of the working day and shall be available for work until the work ceases for the day.

Contractors shall be responsible for awareness and compliance with all applicable current statutory regulations relating to use, operation and maintenance of plant and equipment, including but not limited to:

- Provision & Use of Work Equipment Regulations ('PUWER')
- Lifting Operations & Lifting Equipment Regulations ('LOLER')
- Working at Height Regulations (WAHR)
- Control of Noise at Work Regulations (CNWR)
- Control of Vibration at Work Regulations
- Control of Substances Hazardous to Health
- Health & Safety at Work Act
- The Health and Safety (First-Aid) Regulations
- Avoiding Danger from Overhead Power Lines (HSE-GS6)



The Contractor shall indemnify the Council against any breach of Health & Safety Regulations and in particular the Supplier shall indemnify the Council, its servants and agents against any and all actions, claims, demands, proceedings, damages, costs, charges expenses and fines whatsoever caused to the Council or any third party by the Supplier, arising out of the Supplier's failure to comply with its obligations.

Suppliers shall in regard to the carriage of petroleum and any other dangerous goods ensure safe storage and comply with all applicable statutes and regulations and fulfil all applicable statutory and regulatory environmental obligations.

Where applicable, the Contractor shall take all precautions to ensure that no pollution arises from the execution of the works which may contaminate or pollute land, watercourses or cause injury to animal, fish or plant life on, in, under or off site. The Supplier shall indemnify the Council against costs or damages, or claims related to this liability.

In the event of any spillage the Contractor is to remove any contaminated soil and make good the area at his expense to the satisfaction of the supervising officer.

The Contractor shall have in place suitable contingency plans to provide a replacement in the event of a breakdown of plant or equipment. Delays due to machinery breakdown must be reported to the NCC supervising officer as soon as possible.

Contractors must ensure that:

- All its employees responsible for operation and use of plant and equipment are suitably trained and competent in its safe use.
- No item of plant or equipment is left parked or unattended without reasonable cause in any area likely to create a nuisance, danger or annoyance to the public.

7. Personal Protective Equipment

The Contractor shall wear high visibility clothing to current European Standards (currently EN ISO 20471)

The Contractor must provide PPE which is appropriate to the works being carried out.

Safety toecap work boots conforming to EN ISO 20345 53 HRO SRC and where appropriate hard helmets and ear protectors must be worn in accordance with the current PPE at Work Regulations as amended and related regulations.

The Contractor must comply national guidelines and best practise for PPE and NCC would recommend the 'full cover up / layer effect' to ensure high visibility at all times. The adoption of the 'layer effect' (Onion Skin Effect') enables operators to remain highly visible at all times regardless of weather conditions i.e. the removal of each outer layer will reveal high visibility clothing beneath.

All safety equipment **MUST** be provided by the Contractor.

Appendix B

Schedule of Works, Finance and Plans

Trunch Appendix B "Schedule"										
Contract Area	Cut Frequency	Management	Invoice	Trail	Public Right of Way	Special Instruction	Minimum Cut Width (m)	Maximum Cut Width (m)	Length (m)	
6	3	Environment	Norfolk Trails	Mundesley	Trunch FP1		1.5	1.8	265	
6	3	Environment	Norfolk Trails	Mundesley	Trunch R89		3	5	470	
6	3	Environment	Norfolk Trails	Trunch	Trunch FP12		1.5	1.8	890	
6	3	Environment	Norfolk Trails	Trunch	Trunch FP11		1.5	1.8	825	
7	3	Environment	Norfolk Trails	Trunch	RB10		3	5	606	
6	2	Highways	North	Trunch	FP2		1.5	1.8	534	
6	2	Highways	North	Trunch	Trunch FP3	1.5m. Field edge. Access either end.	1.5	1.8	169	

Area 6 Price	£	0.060
Area 7 Price	£	0.060

Invoice			Per annum	
			Meterage	Cost
Invoice	Year 2026	Area 6 Environment Trails "Annual Cutting" Trunch PC	7,352	£ 441.14
		Area 7 Environment Trails "Annual Cutting" Trunch PC	1,818	£ 109.08
		Area 6 Highways PROW "Annual Cutting" Tunch PC	1,406	£ 84.33

Area Map



Key

Pink dash: PROW

Black solid line: Environment Trails (3 cuts)

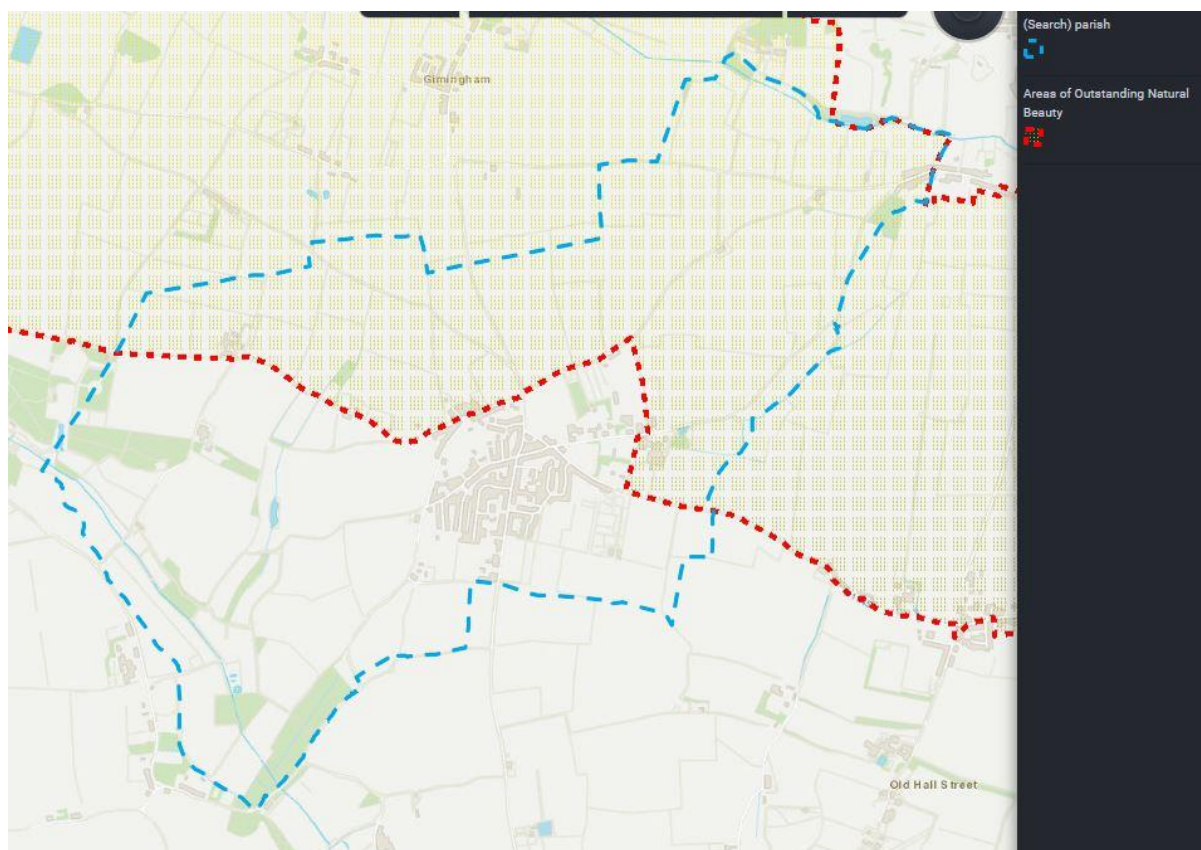
Purple solid line: Highways PROW (2 cuts)

Appendix C

Designations

If you require any advice regarding these designations, please contact the council.

Designated National Landscape



Appendix D

Powers applying only to local councils

Parish Councils

Parish Councils have no specific duties for rights of way, however, they are given certain powers which could make a significant contribution to the public's ability to enjoy the public path network. The rights and powers conferred to Parish Councils are:

- The maintenance of any footpath or bridleway within its area which is maintainable at public expense

To undertake the maintenance of any footpath, bridleway or restricted byway.	10.8.2	HA 1980 ss 43 and 50
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<https://www.legislation.gov.uk/ukpga/1980/66/section/43>

<https://www.legislation.gov.uk/ukpga/1980/66/section/50>

To prosecute anyone who wilfully obstructs the free passage along any highway.	9.2, 13.2	HA 1980 s 137
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<https://www.legislation.gov.uk/ukpga/1980/66/section/137>

To prosecute an occupier who fails to ensure that crops do not inconvenience users of footpaths, bridleways and unmetalled carriageway.	9.6, 13.2	HA 1980 s 137A
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<https://www.legislation.gov.uk/ukpga/1980/66/section/137A>

To prosecute if a footpath or bridleway has been lawfully ploughed or disturbed, but not restored, or if any highway has been unlawfully ploughed or disturbed	9.5.7, 13.2	HA 1980 ss 131A and 134
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<https://www.legislation.gov.uk/ukpga/1980/66/section/131A>

<https://www.legislation.gov.uk/ukpga/1980/66/section/134>

Appendix E

Definitive Statements

PARISH OF TRUNCH

Footpath No. 1 (Wright's Loke to Gimingham Road). Starts from the junction of Wright's Loke and New Road by a stile and runs south eastwards to exit at Gimingham Road by a stile

Footpath No. 2 (Burney Road to Southrepps Road). Starts from Burney Road and runs northwards east of Ash Plantation to Southrepps Road.

Footpath No. 3 (Burney Road to Young's Lane). Starts from Burney Road, almost opposite Footpath No. 2 and runs southwards crossing New Road to Young's Lane.

Footpath No. 5 (Burney Road to Parish Boundary). Starts by a field gate from Burney Road, south of Warren Farm, and runs north westwards to the parish boundary.

Footpath No. 6 (Bradfield Road to Young's Lane). Starts from Bradfield Road by a stile and runs north westwards to exit at Young's Lane by a stile.

Bridleway No. 7 (Robinson's Loke). Starts from the Knapton Road east of Park Farm and runs southwards to the parish boundary where it joins Knapton Bridleway No. 2.

Footpath No. 8 Starts at a junction on the eastern side of North Walsham Road, almost opposite the footpath known as Craunchions Loke, and runs in a mainly easterly direction along the northern edge of a hedge bank between 2 fields, for approximately 400 metres. It then passes through a gap at the south eastern corner of the northernmost field and continues eastwards across a large field for approximately 410 metres to join Robinson's Loke. The footpath has an average width of 1.3 metres.

Restricted Byway No. 9 (Trunch Road to Brewery Road, known as Postle's Lane) Starts from the C295A Trunch Road at grid reference TG2829 3541 and proceeds in a southerly direction for 478 metres to meet the U19205 Brewery Road at grid reference TG2836 3494. The width of the route varies between 6.7 metres and 16 metres. Limitations and Conditions: None



Appendix F

Discharging the Delegate Service

- 1 The Parish may terminate the Agreement at any time by notice in writing to the Supplier to take effect on any date falling at least 1 month (or, if the Agreement is less than 3 months in duration, at least 10 Working Days) later than the date of service of the relevant notice.
- 2 Without prejudice to any other right or remedy it might have, the Parish may terminate the Agreement by written notice to Norfolk County Council with immediate effect if the Parish:
 - a. is in material breach of any obligation under the Agreement which is not capable of remedy;
 - b. repeatedly breaches any of the terms and conditions of the Agreement in such a manner as to reasonably justify the opinion that its conduct is inconsistent with it having the intention or ability to give effect to the terms and conditions of the Agreement;
 - c. is in material breach of any obligation which is capable of remedy, and that breach is not remedied within 30 days of the Parish receiving notice specifying the breach and requiring it to be remedied;
 - d. fails to comply with legal obligations in the fields of environmental, social or labour law.
- 3 The Parish may terminate the Agreement by written notice to Norfolk County Council if Norfolk County Council has not paid any undisputed amounts within 90 days of them falling due.
- 4 Upon termination or expiry of the Agreement, the Supplier shall:
 - a. give all reasonable assistance to the Customer and any incoming supplier of the Goods and or Services; and
 - b. return all requested documents, information and data to the Customer as soon as reasonably practicable.



IN COLLABORATION WITH SLCC, NALC, OVW, COUNTY ASSOCIATIONS

Please complete this form to sign up your council to the pledge. Once completed, you'll receive a certificate by email, and your council will be listed alongside others a national map, showing the councils that have signed up.

By signing the Pledge, your council is agreeing that the council will treat councillors, clerks, employees, members of the public, and representatives of partner organisations and volunteers with civility and respect in their roles and that it:

- Has put in place a training programme for councillors and staff
- Has signed up to the Code of Conduct for councillors
- Has good governance arrangements in place including staff contracts and a dignity at work policy
- Will seek professional help at the early stages should civility and respect issues arise
- Will commit to calling out bullying and harassment if and when it happens
- Will continue to learn from best practices in the sector and aspire to be a role model/champion council through for example the local Local Council Award Scheme
- Supports the continued lobbying for change in legislation to support the Civility and Respect Pledge including sanctions for elected members where appropriate