



Minutes of Trunch Parish Council Meeting

Held on Tuesday 14th October 2025 at 7pm
At Trunch Methodist Hall

Present: Cllrs Gaynor Houlton (Chair), David Houlton, David Burns, Alan Bowker, David Shapcott, Karen Randell, Malcolm Bulley, County Councillor Ed Maxfield, District Councillor Peter Neatherway, Clerk Tracy Neave and four members of the public.

1. Apologies for absence: Cllrs Richard Miles, Charlie Yaxley
2. Declaration of interest for items on the agenda and to consider any requests for dispensations:
Cllr Bowker Trunch with Swafeld and Bradfield Parochial Council.
3. The Minutes of the meeting held on 9th September were agreed and signed by the Chair Gaynor Houlton.
4. County and District Councillor Reports
 - 4.1 Cllr Maxfield said that the focus is on devolution with not much to report at present. The Parish Council is the only one locally to access the Community Fund: Cllr Maxfield urged other local organisations to apply for the fund. Cllr Maxfield is awaiting communication from Highways regarding the trod path and traffic calming measures.
 - 4.2 Cllr Neatherway had circulated correspondence reporting drunk and drug abuse drivers.
5. Correspondence
 - 5.1 Email from parishioner regarding lack of posters for planning application PF/25/1902: Cllr Neatherway confirmed that the posters were displayed. Matters Arising from previous minutes and new items.
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 - 6.1 Feedback from Norfolk Parish Training and Support: report circulated before meeting. Clerk to investigate social media appropriate for parish council, website support for meeting compliancy and IT policy.
 - 6.2 Grant application received from Trunch with Swafeld and Bradfield Parochial Church Council respective of wi-fi supply. Unanimously agreed to fund £229.
 - 6.3 Welcome pack for new residents to Trunch: Cllr Shapcott to take up responsibility for welcome pack and delivery to new residents.
7. Finance and administration:
 - 7.1 The Bank Reconciliation was agreed and the bank statements were approved and signed by Cllr G Houlton.
 - 7.2 Payments agreed

30.9.25	Clerk salary	£558.15
30.9.25	Clerk Expenses	£39.49
30.9.25	TT Jones	£55.36
30.9.25	T Jones	£1,198.00
6.10.25	D Burns Expenses	£41.39

Late Payments: Norfolk Parish Training and Support £134.40, V. Larkes £60, Flagship £8.25
 - 7.3 It was agreed to appoint internal auditor Sonja Blythe for 2025/26 at a cost of £135.00.
 - 7.4 The budget is to be discussed by the finance working group reporting back to the full council by the December meeting.

Clerk Tracy Neave 21.10.25 email clerk@trunch-pc.gov.uk

Minutes are in draft form until agreed at the next meeting.

8. Highway Matters and Actions: Awaiting discussion with Highways regarding trod path and speed awareness scheme.
9. Playing Field: Cllr Yaxley had circulated a report regarding outstanding work on the playing field and potential cost. This will be discussed by the finance working group in relation to the budget.
 - 9.1 Petanque Court: currently awaiting receipt of grant funding of £1575.
 - 9.2 Training scheduled for 31.10.2025 for councillors.
10. Planning
 - 10.1 New Planning Applications:
 - PF/25/1902 Land to south of Wright's Loke/north of Willerby House Chapel Road, erection of 3 single storey dwellings: Objection
 - PF/25/2004 - Trunch - 26 Carl Crescent, new gates: No objection
 - 10.2 Decisions: none
 - 10.3 Appeals: none
11. To receive a report and consider any actions
 - 11.1 Allotments: The Diocese have agreed to a six-year lease with a proviso that the allotments are inspected and kept in good order. Two and a half allotments are in poor condition and allotment holders will be notified. The half allotment will need to be cleared before allocation. Invoices to be sent to allotment holders.
 - 11.2 Community Speed: Speed and percentage of speeding vehicles is increasing: 6.1% of traffic is speeding with recent offenders driving over 60 mph.
 - 11.3 Neighbourhood Plan: There has been a meeting with Matt Goodrich of North Norfolk District Council who is assisting with writing reports. There should be a village meeting to engage with the village to show evidence/reports and is being planned. Once we received village input there will be policies and procedures for the village to review and agree.
 - 11.4 Good Neighbour Scheme: there were over 15 calls last month with 10 different households receiving Help The Community Café will recommence from 1st week of December through to March. Cllr Burns asked if the Parish Council would support a spend of up to £450 for the café, although he had submitted a grant application. It was agreed to support the spend but hopefully the council will receive grant funding.
 - 11.5 Environmental Group: there had been a meeting with Norfolk Pond Society, discussing ponds within the parish. The group are leading rejuvenating the local ponds with help and advice from the pond society.
 - 11.6 Footpaths: Cllr Bowker has mapped the footpaths and where there are issues with the footpaths. Signs have been re-erected for two paths. FP11 and FP12: an objection has been submitted to the Planning Inspectorate with Norfolk County Council undertaking an inspection in December. We are currently unaware of when a decision will be made. Thanks to Tim Jones who helped review the grass cutting schedules. Footpath FP5 continues to be completely overgrown but is not within the Parish Council's responsibility.
12. Public Participation: None
13. General Parish Issues: to be discussed at next meeting
 - Assertion 10 meeting Governance Requirements
 - Social media
 - The clerk reminded the councillors that any items to be added to the agenda need to be with the clerk by the Monday of the week previous to the meeting
14. Date of next Parish Council Meeting: Tuesday 11th November 2025 Trunch Village Hall

The meeting closed at 8.10pm

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Webinar Report



Playing field report