



Minutes of Trunch Parish Council Meeting

Held on Tuesday 11th March at 7pm

Present: Cllrs Gaynor Houlton, (Chair), David Burns, Malcolm Bulley, David Houlton, Paul Pearson, Karen Randell, one Member of the Public, Parish Clerk Tracy Neave

1. There was a unanimous vote to co-opt Karen Randell as a parish councillor. Cllr Randell was welcomed to the council and completed an acceptance of office form and register of interest form.
2. Apologies for absence: Cllrs Richard Miles, Barbara Wilson, Peter Neatherway
3. Declarations of interest and requests for dispensations: Cllr. Pearson allotment holder
4. Minutes of previous meeting held on 11th February 2025 were agreed and signed by the Chairperson.
5. Public Participation:
 - 5.1 County Councillor's report: nothing to report
 - 5.2 District Councillor's report: Cllr. Neatherway had advised he had chased up regarding County Broadband and the Cornish Avenue parking issues and is awaiting updates on both. The safety works on the B1145, including both the Priority Signage at Swafield Bridge and the speed limit reductions from Swafield to Mundesley, including Pond Lane, will commence on 7th April. The work is estimated to take around 5 working days. Still unable to determine Trunch housing targets and hopes that proposed colleague will attend next meeting.
 - 5.3 A Member of the Public expressed continued concern regarding the molehills on the playing field. Cllr Burns felt that there had been some decrease in these.
6. Correspondence:
 - 6.1 Norfolk Marathon and Half Marathon
 - 6.2 Letter regarding ownership of tree in recreation ground
 - 6.3 Email saying rook scarers are frightening dogs and children
 - 6.4 Late correspondence email to say thank you to Dave Burns for his work regarding the warm room
7. Resignation Cllr Fielding: Cllr Fielding has resigned from the Council. The Councillors expressed their thanks for the contribution Cllr Fielding has made to the Parish Council. There is now a vacancy for a parish councillor. Clerk has notified North Norfolk District Council and ended Gov.UK email address. There will now be a playing field inspection rota with all Councillors taking a turn on a rota. Clerk to set up rota. Footpath mat to be sent to councillors so footpaths can be delegated for inspection. Cllr Fielding to be removed as signatory from bank accounts. Cllr Burns to be responsible for dog waste bags.
8. Matters arising from previous minutes
 - 8.1 S106 fund from North Norfolk District Council: The council agreed that the money could be used for litter pickers and signs at the playing field, wildflowers seeds for the environmental group and wildflower seeds for the churchyard. Quotes to be obtained to submit to Cllr Neatherway.
 - 8.2 The Clerk is still trying to ascertain landownership in respect of Footpath 5.
9. Policies and Procedures: Clerk in process of updating and reviewing policies. Both circulated for review in May.
 - 9.1 Financial Regulations
 - 9.2 Standing Orders

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10. Finance

10.1 Bank statements and bank reconciliation agreed and signed by the Chair. (see end of minutes)

10.2 Income and Expenditure (see end of minutes)

10.3 Payment schedule: agreed and signed by the Chair.

Method	Payee	Payment for	Amount
BACS	Clerk	Salary Feb	673.08
DD	HMRC	PAYE	50.40
BACS	Parish Online	Subscription	84.00
BACS	D Burns Expenses	Various	110.88
BACS	Victory Homes	Warm Room	65.00
BACS	NPTS	Subscription	276.34
BACS	D Houlton Expenses	Allotments	66.55

Late payment: TTJones street lighting invoice 0181 £55.36

10.4 Request for annual 3% increase to playing field contractor agreed for 2026/2027 and 2027/2028. Agreed that the Council would support an additional cost of £90 for scattering the earth due to molehills before the next two grass cuts then to be reviewed. The service level agreement for the verge cutting is to be compared against actual cost and Clerk to contact Cllr Maxfield regarding the difference in cost.

11. Highways

11.1 Pothole project: The article in the Mardle and Parish Councillors reporting potholes has seen a large number of potholes being repaired. The hole near the grit bin in Kingsleigh Close has been reported. Clerk to add to website how to report road defects.

12. Playing Field

12.1 Proposal for matting at approximately £40 plus VAT was agreed.

12.2 Cllr Burns to investigate a contractor to undertake scarifying the playing field which would level the soil from the mole hills. The Trunch Village Society would support a grant for a roller. Cllr Burns to investigate cost.

12.3 Update on maintenance programme for the playing field: Cllrs David Houlton and Bulley have prioritised the report and a working party will be set up to see the work is seen through meeting health and safety regulations. The report advised that the small goal posts should be removed and this was agreed. Quotes to be obtained for compliant goal posts. Clerk to ascertain from inspection company what work can be undertaken by councillors/volunteers to meet the report requirements.

13. Planning

13.1 New Planning Application: Nothing to report

13.2 Decisions: PF/24/2468 South Barn Mundesley Road, Trunch, NR28 0QB replacement Of windows and doors on south elevation and first floor of east elevation: approved

13.3 Appeals: nothing to report

14. Footpaths

14.1 Nothing to report

15 To receive a report and consider any actions

15.1 Allotments: one full plot on village hall site taken, with now only two half plots (one on each site). Wildflower seeds to be planted. All agreements sent out, and an allotment inspection to take place soon.

15.2 Community Speed nothing to report

15.3 Neighbourhood Plan: nothing to report

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15.4 Good Neighbour Scheme: continued success with 15 to 20 calls a month

15.5 Warm Room: last session taken place with regular attendees. The Councillors thanked Cllr Burns for his work.
Grants to be applied for to obtain funding for next year.

15.6 Environmental Group: there is scything project and plans in place for the Environmental Day.

16. General Parish Issues

- Insurance policy to be reviewed and quotes obtained by Clerk for renewal of policy in April
- Notification from Highways that trod path not viable and suggestion to purchase road signage

16. Date of next meeting 11th March 7pm at Trunch Village Hall

Public meeting closed at 7.55pm

Trunch Parish Council Bank Reconciliation 9th March 2025

Bank Balance 26th February 2025

Current Account:	26.2.25	£7,182.18
Reserve Account:	26.2.25	£27,398.45
Barclays Total of accounts		£34,580.63

Monies received to 26.2.25 to current account	£0.00
Monies received to 26.2.25 to premium account	£0.00
Transfer of Monies from Reserve Account to Current Account	£40.00
Transfer of Monies from Current Account to Reserve Account 3.3.25	£4,000.00

Uncleared cheques from previous meetings

102209	HMRC	-£50.40
102211	Trunch Village Hall	-£90.00
102212	Victory Homes	-£69.00
102214	Victory Homes	-£65.00

BACS/DD process deducted or awaiting processing

BACS	Clerk Salary February	-£673.08
DD	HMRC	-£50.40

Uncleared cheques/BACS awaiting processing

BACS	TT Jones	-£55.36
BACS	NPTS	-£276.34
BACS	Parish Online	-£84.00
BACS	Victory Homes	-£65.00
BACS	Clerk expenses	-£71.78
BACS	D Houlton	-£66.55
BACS	D Burns	-£110.88

Total awaiting clearance from account -£1,727.79

Net balance of accounts **£32,903.24**

Opening Balance 1st April 2024 £25,911.74

Add Receipts £38,057.48

Less: Payments -£31,116.38

Closing Balance 30th April 2025 **£32,852.84**

Variance £0.00

Prepared by Tracy Neave Parish Clerk and Responsible Finance Officer

9.3.25

Approved by:

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Trunch Parish Council Income and Expenditure			
Accounts for year ending 31st March 2025			
Year to date 9.3.2025			Actual year to date
	Budget 2024/5		
INCOME	£		
Precept	23935.00		23935.00
Allotments	300.00		295.00
Bank Interest	200.00		303.78
Donation			2000.00
St James Trust closure			6229.30
Paper Bank	100.00		
Path Cutting NCC	640.00		
Verge Cutting NCC	340.00		
PAYE refund			989.97
Variance			98.50
VAT claim 24/25			933.26
VAT claim historic)			3272.67
TOTAL	£25,515.00		£38,057.48
EXPENDITURE			
Clerks Salary	5824.00		7699.64
Office Allowance	312.00		286.00
Clerks Expenses	200.00		
Mileage			334.80
Clerks Computer and Software	300.00		
Admin	300.00		668.80
Allotments	455.00		1454.87
Audit Fees	250.00		345.00
Bus Shelter Cleaning	200.00		180.00
Church Clock Maintenance	150.00		525.00
Community Café	2000.00		
Community Speed Team	100.00		
Dog and Litter Bins	1600.00		1480.95
Elections	400.00		
Environment Group			40.00
Good Neighbours Scheme	400.00		120.00
Grants:			
Mardle	100.00		
Methodist Church	100.00		
Village Hall	100.00		
St Botolphs	100.00		

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Tracy Neave Parish Clerk and Responsible Finance Officer

clerk@trunch-pc.gov.uk

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

Others	750.00		
Grass Maintenance	4400.00		7761.00
Cemetery/Rectory	4250.00		
Grit Bins	250.00		
Insurance	825.00		632.00
IT Services/Computing/Website	750.00		
Neighbourhood Plan	500.00		
Playing Field			3689.00
Playing Field Conveyance	0.00		
Playing Field Equipment Inspection	160.00		
Repairs and Maintenance	950.00		
S137 (wreath)	30.00		20.41
Scribe Membership	420.00		
Signs	50.00		
Street Lighting	489.00		400.31
Subscriptions	310.00		1088.34
Sundries/Hall Hire	320.00		355.00
Training	1000.00		438.00
Tree Work	1000.00		1280.00
VAT			1599.49
Verges/footpaths	150.00		717.77
Warm Room			
TOTAL	£29,495.00		£31,116.38

PAYMENTS SCHEDULE		Trunch Parish Council			3rd March 2023						
Payment Ref	Payee	Payment Date	Budget Category	Net	VAT	Amount Paid	Payments February 2025	Net	VAT	Gross	
PR250101	Clerk	28.2.25	Salary	673.08		673.08	Clerk Salary	£673.08		£673.08	
PR250102	HMRC (DD)	22.3.25	PAYE	50.40		50.40	PAYE	£50.40		£50.40	
PR241103	Clerk	28.2.25	Expenses	68.36	3.42	71.78	Mileage	£17.55		£17.55	
PR241104	Parish Online	3.3.25	Subscription	70.00	14.00	84.00	Admin	£50.81	£3.42	£54.23	
PR241105	D Burns Expenses	4.3.25	Various	97.40	13.48	110.88	Subscription	£70.00	£14.00	£84.00	
PR241106	D Houlton Expenses	9.3.25	Allotment	55.46	11.09	66.55	Good Neighbour Scheme	£30.00		£30.00	
PR250107	TT Jones	9.3.25	Street Lighting	46.13	9.23	55.36	Allotments	£55.46	£11.09	£66.55	
PR259108	Victory Homes	9.3.25	Warm room	65.00		65.00	Warm Room	£65.00		£65.00	
PR259109	NPTS	9.3.25	Subscription	276.34		276.34	Room Hire				
			Total	1,402.17	51.22	1,453.39	Environment group	£27.40	£5.48	£32.88	
							Playing field	£40.00	£8.00	£48.00	
							Street Lighting	£46.13	£9.23	£55.36	
							Subscription	£276.34		£276.34	
Signed by RFO						Total expenditure	£1,402.17	£51.22	£1,453.39	
							Receipts Feb 2025				
							Interest				
Signed by Chair						Allotments	£40.00			
							Total Income	£40.00			
Date		11th March 2025					Bank transfer 3.3.25	4000 from Current to Premium			
							Current Account 26.2.2025	£7,182.18			
							Premium Account 26.2.2025	£27,398.45			