



Trunch Parish Council

Email: clerk@trunch-pc.gov.uk

MINUTES OF THE MEETING OF TRUNCH PARISH COUNCIL HELD IN TRUNCH VILLAGE HALL ON TUESDAY 10TH FEBRUARY 2026 AT 7PM.

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 David Houlton, Cllr Alan Bowker, Cllr Karen Randell, Cllr David Shapcott, Cllr Charlie Yaxley, Cllr Malcolm Bulley.

Cllr Peter Neatherway (District Councillor) was present for part of the meeting.

Kay Montandon (Parish Clerk). No members of the public were present.

1. To Receive Apologies for Absence

Apologies were received from Cllr Ed Maxwell (County Councillor).

2. To Receive Declarations of Interest and Grant Requests for Dispensation

Declarations were received from Cllr Miles (village hall and allotments committees) and Cllr Bowker (PCC Treasurer).

3. To Agree the Minutes of the Meeting Held on 13th January 2026

It was resolved to confirm the Minutes of the meeting held on 13th January 2026. The Minutes were signed as a true and accurate record by the Chairman.

4. To Receive Reports from County and District Councillors, and the Police

Cllr Maxwell (County Council) had sent his report ahead of the meeting which was included in the document pack circulated to councillors.

Cllr Neatherway (District Council) reported on discussions with mobile network providers about the poor signal in North Norfolk, on septic tank replacements from specific suppliers not being suitable for nutrient neutrality projects, and on the difficulties for the District Council in advance of LGR.

5. Correspondence

- a. A resident had enquired about the location of sites being considered for the Neighbourhood Plan. It was agreed that this information remains confidential.

- b. A resident with concerns about the gritting of the roads was unhappy with the response from highways. The parish council noted their issue but also that highways resources are limited.

6. To Note Matters Arising from the Previous Minutes, not Elsewhere on the Agenda

None

7. Finance and administration

- i. The bank reconciliations, bank statements and expenditure versus budget were received.
- ii. It was resolved that the website migration project should go ahead at a cost of £480 plus VAT and the annual fee be discussed with the contractor.
- iii. The following payments were noted.

Payments	Amount	Supplier
Clerk salary January	£380.24	Kay Montandon
PAYE January	£90	HMRC
Signs for pétanque pitch	£60	SR Print Design
Dog poo bags	£111.06	JRB

8. Policies for Adoption or Review

- i. IT Policy was adopted as presented.
- ii. Reserves Policy was adopted as presented.
- iii. Internal Control policy was adopted as presented and Cllr Bowker agreed to accept the council scrutineer role.

9. Highways

9.1 To receive any highways matters updates and agree actions.

- i. Cllr Burns provided an update on the ditch on Mundesley Road.
- ii. There was a discussion on the project to install pedestrian refuges on North Walsham Road.
- iii. The flashing speed sign which was damaged by a car is not owned by the parish so Cllr Maxwell will be asked to find out if NCC owns it.
- iv. Work on speed reduction measures will not commence until the village gates have been cleaned.
- v. The drain outside the Social Club is not draining better.
- vi. A meeting is being sought with the highways engineer on these issues.

9.2 Service Delegation Agreement with NCC on grass cutting.

The Parish Council will draft a letter to send to NCC outlining anomalies that exist in the current agreement, identifying the footpaths/verges that the parish will cut and stipulating the byways that they will not be responsible for maintaining. NCC will be asked to provide a quote for the payments they will make to the Parish for the new

agreed level of grass management.

9.3 Information on the road closures for the Marathon was received.

9.4 Speeding concerns on North Walsham Road were discussed, and Cllr Miles updated the council on his meeting with Swafield councillors to discuss their issues with the national speed limit near St Nicholas Church Swafield where pedestrians need to walk on the road from the car park. The councillors would like to have a lower speed limit in the area, but the cost of the safety assessment (£6k) is prohibitive for Swafield on their own.

10. Playing field

- i. The pétanque court is now in place and the Trunch Compost Group has agreed to fund a bench for which the Parish Council is very grateful.
- ii. It was resolved to look for alternative providers of the annual play inspection contract. Clerk to find reports to show to the council to see if they are more user friendly.
- iii. Weekly inspections need to be reported more consistently. It was agreed the Clerk would set up a form that can be filled in and sent by email to the Clerk for filing.
- iv. The cherry tree was considered too close to the swing by the inspector. Cllr Burns will obtain a quote for its removal.
- v. The swings need some repair, and quotes are to be sought for the chains and connections that are needed.
- vi. The Right to Play invitation was received.

11. Planning

- i. New applications – none
- ii. Decisions – none
- iii. Appeals - none

12. Reports on councillor responsibilities

- i. **Allotments**
The evidence that needs to be sent to the Diocese about the maintenance of the plots was discussed. A letter should have been sent to the allotment holders in November. Clerk to check this did happen.
- ii. **Community Speedwatch**
Currently the volunteers are conducting one session a week with better driver response and deterrence of speeding. A volunteer has had to step down.
- iii. **Neighbourhood Plan**
The policy objectives that were circulated are awaiting comments from NNDC and also the parish councillors. The project is moving forward very well with next steps to include the inspection and promotion and then the referendum.
- iv. **Good Neighbours Scheme**
The numbers using the scheme have dropped a little in the last couple of months. More advertising will be carried out.

- v. **Community Café**
Over 10 attendees coming and the service has been very worthwhile and well received. Just 3 weeks left for this year.
- vi. **Footpaths**
The redesignation of two paths to byways was discussed. It was decided that the parish would no longer carry out the maintenance of these new byways because they require a different regime and much more cost would be involved. This alteration to the scheme would form the basis of the renegotiation of the SDA with NCC.
- vii. **Clock**
The council agreed to continue with the existing contractor for servicing of the St Botolphs clock for a further three year term.
- viii. **Village Communication**
Different methods of providing information to the community were discussed – including social media, noticeboards, the website and the Mardle. It was agreed that Cllr Miles would post parish council notices on Next Door.
- ix. **Defibrillator**
There was some discussion about the possibility of a further defib unit to be installed at the village hall with support from the parish council. More information will be obtained and a proposal brought to the council at a future meeting for a decision.

13. Public participation

None

14. General Parish Issues for information

The Parish Noticeboard has been removed for repair and may cost up to £100. The council agreed to this cost.

15. The next meeting will be held on 10th March at 7pm in Trunch Village Hall

The chair closed the meeting at 8.30pm

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