



Minutes of Trunch Parish Council Meeting

Held on Tuesday 9th September 2025 at 7pm
At Trunch Village Hall

Present: Cllrs Gaynor Houlton (Chair), Richard Miles, David Houlton, David Burns, David Shapcott, Charlie Yaxley, Karen Randell, Malcolm Bulley

1. Apologies for absence: Cllrs Alan Bowker, Charlie Yaxley, Clerk Tracy Neave
2. Declaration of interest for items on the agenda and to consider any requests for dispensations:
Cllr Miles Village Hall Trustee
3. The Minutes of the meeting held on 8th July 2025 were agreed and signed by the Chair Gaynor Houlton.
4. Correspondence none received
5. Matters Arising from previous minutes and new items.
 - 5.1 20mph speed limit: Cllr Miles has received no reply from a letter written to the Clerk of Mundesley Parish Council. Cllr Miles suggested we need to agree as to whether it should cover the whole area or just parts and maybe extended at a future date. Clerk to write to Cllr Maxwell with a view to forming a proposal. Cllr Burns to meet with Ed Maxwell regarding this and the proposed TROD.
 - 5.2 An Almanac and workload document has been created by the Clerk to identify working party members and responsibilities for activities. Cllr Bulley suggested that these should be further defined with tightly written Terms of Reference as historically several key activities have been overlooked. Cllr Bulley also suggested that at a set date each year every working party should estimate their budgetary requirements for next financial year and report this to the Finance Working Party for consideration. This will reduce the possibility of unexpected and un-budgeted costs after the precept has been agreed. This was unanimously agreed.
 - 5.3 Service Level Agreement Verge and Path Cutting: Cllr Bulley suggested that the remit of the Footpath Working Party should be expanded to include all aspects of our contract with Tim Jones and the Service Delegation Agreement (SDA) with NCC to bring it all under one umbrella. Action: Cllr Bulley to discuss bringing the responsibility for both footpaths and verges under one working party with Clerk, and arrange a Footpath Working Party meeting to review both the contract with Tim Jones and our service level Agreement with Norfolk County Council: recommendations to be made at next council meeting.
6. Finance and Administration
 - 6.1 Bank statements and bank reconciliation agreed
 - 6.2 Payment schedule: agreed see end of minutes
 - 6.3 Appoint internal auditor: to be deferred to next meeting
7. Highways
 - 7.1 Highway Matters and Actions: Cllr Burns reported that the drain work adjacent to the social club has now been completed and that this should prevent the road flooding during periods of heavy rainfall.
8. Playing Field: to receive any playing field matters and agree actions including working party recommendations
 - 8.1 Fencing: Cllr Burns stated that the fencing around the play area has been completely replaced which has greatly improved the appearance of the area. There is a part that needs repairing and this is still

Cllr Bulley 30.9.25

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outstanding. The basketball hoop has also been replaced with a much stronger item and so far has not been damaged.

8.2 Petanque Court: The budget for this has been approved and it is intended to build it in October. Cllr Miles suggested that we should organise an opening ceremony once completed.

8.3 Training for playground inspection: We are awaiting the date to be confirmed.

9 Planning

9.1 New Planning Applications: None

9.2 Decisions: PF/25/0510 Rookery Farm Barn, Mundesley Road – approved

9.3 Appeals: None

10 To receive a report and consider any actions

10.1 Allotments including feedback from allotment inspection: Cllr David Houlton reported that two of the ten allotments are not being used effectively at the Village Hall site and one at Mundesley Road. There is a short waiting list and one allotment is being vacated so will be immediately filled. There was an extra plot discovered at the Mundesley Road site but has not been allocated.

10.2 Community Speed: Cancelled last week due to illness. In future the times will be variable according to need. More volunteers are needed, and a request is to be included in The Mardle. Cllr Burns to action.

10.3 Neighbourhood Plan: 37 houses are required to be built adjacent to the Trunch settlement boundary under NNDCs Local Plan. Six landowners have come forward with four meeting the criteria set down by NNDC. Evidence based policies are now being developed to include housing type and appearance, location and target demographic. This will be voted on by the village residents at a referendum and adopted by the council and will be a legally binding document. NNDC has granted us £5000 to fund the process and assigned staff to work with us to assist in identifying suitable plots.

10.4 Good Neighbour Scheme: This continues to be a success with residents being taken to appointments, companion visits and even an abandoned kitten being rescued and rehomed. Cllr Burns questioned whether we should reinstate the Warm Room scheme over the Winter and stated that although it was used by only a few people they had found it invaluable. He is to investigate any available grants.

10.5 Environmental Group: Cllr Burns has organised an Environment Day to take place at the Village Hall on Thursday 11th September between 1 and 4pm. There will be representatives from NNDC, Solar providers amongst others and free wildflower seeds and trees will be available.

10.6 Footpaths: FP11 and 12 to restricted byway redesignation. An application to upgrade these two footpaths to a restricted byway has been submitted by an individual who lives in Edingthorpe. The Council has attempted to contact him without success. The Council has submitted an objection on the grounds of cost and destruction of habitat. The Clerk has received a copy of one other objection and has until 30th September to make further comments to NCC regarding his this. Action: Cllr Bulley to draft a letter reiterating our position and commenting on the other objection.

11 Public Participation: A comment was made regarding the proposed 20mph speed limit to point out that North Walsham Road is a bus route.

12 General Parish Issues: None

13 Date of next Parish Council Meeting: Tuesday 14th October 2025 7pm, Methodist Hall

Cllr Bulley 30.9.25

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PAYMENTS SCHEDULE													
ACCOUNTS YEAR 2025-26								Date July/August	(to 5th September 2025)				
Payment Ref	Payee	Invoice no	Details	Payment Date	Net	VAT	Amount Paid			Payments	Net	VAT	Gross
PR250801	Village Hall		Room Hire	7.7.25	£60.00		£60.00			Clerk Salary	£1,167.42		£1,167.42
PR250802	D Burns Expenses		Various	7.7.25	£17.57	£3.51	£21.08			PAYE	£104.08		£104.08
PR250803	ICO		Subscription	8.7.25	£47.00		£47.00			Mileage	£35.10		£35.10
PR250804	TT Jones	45845	Grass cutting	8.7.25	£1,226.00		£1,226.00			Admin	£58.96		£58.96
PR250805	HMRC		PAYE	24.7.25	£104.08		£104.08			Subscriptions	£137.00	£14.00	£151.00
PR250806	CAN		Subscription	28.7.25	£20.00		£20.00			Training	£412.00	£22.40	£434.40
PR250807	Clerk Salary		Salary	31.7.25	£609.27		£609.27			Hall Hire	£60.00		£60.00
PR250808	Clerk Expenses		Various	31.7.25	£50.51		£50.51			Grass Cutting	£2,022.00		£2,022.00
PR250809	NNDC		Dog bin waste	6.8.25	£1,396.20	£279.24	£1,675.44			Maintenance	£22.47	£4.50	£26.97
PR250810	M Bulley Expenses		Various	6.8.25	£14.00		£14.00			Playing field	£3,871.62	£730.22	£4,601.84
PR250811	R Miles Expenses		Various	6.8.25	£22.47	£4.50	£26.97			Dog waste/litter bins	£1,488.75	£297.75	£1,786.50
PR250812	JRB Enterprises	28195	Dog waste bags	6.8.25	£92.55	£18.51	£111.06			Insurance			
PR250813	NPTS	21717	Training	6.8.25	£112.00	£22.40	£134.40			Environment group	£256.64	£43.32	£299.96
PR250814	SRB Enterprises		Printing	6.8.25	£40.00		£40.00			Audit			
PR250815	D Burns Expenses		Various	20.8.25	£290.69	£52.03	£342.72			Neighbourhood plan	£24.00		£24.00
PR250816	Clerk Expenses		Various	20.8.25	£43.55		£43.55						
PR250817	Clerk Salary		Salary	20.8.25	£558.15		£558.15			Total expenditure	£9,660.04	£1,112.19	£10,772.23
PR250818	Tim Jones		Grass cutting	20.8.25	£796.00		£796.00						
PR250819	NALC	2692	Subscription	5.9.25	£70.00	£14.00	£84.00			Receipts July/August 25			
PR250820	ALS Lawns and Fencing	1574	Fencing	5.9.25	£2,215.00	£403.00	£2,618.00			VAT refund	£560.30		
PR250821	CAN	776	Training	5.9.25	£300.00		£300.00			Service Level 24/25	£634.52		
PR250822	Dunham Grounworks	574	Petanque Court	5.9.25	£1,575.00	£315.00	£1,890.00			Total Income	£1,194.82		
					£9,660.04	£1,112.19	£10,772.23						
										Transfer to Current	£6,000.00		
										Transfer from Premium	£6,000.00		
										Current Acct 26.8.25	£4,916.17		
										Premium Account	£29,109.27		
Signed by RFO TPC			Date										
Signed by Chair Person TPC			Date										

Cllr Bulley 30.9.25

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