



Minutes of Trunch Parish Council Meeting

Held on Tuesday 13th January 2026 at 7pm
At Trunch Village Hall

Present: Cllrs Gaynor Houlton (Chair), David Burns, Richard Miles, David Houlton, Malcolm Bulley, Karen Randell, County Councillor Ed Maxfield, District Councillor Peter Neatherway, Clerk Tracy Neave

1. Apologies for absence: Cllrs Alan Bowker, Dave Shapcott, Charlie Yaxley
2. Declaration of interest for items on the agenda and to consider any requests for dispensations:
Cllr Richard Miles: Allotments and Village Hall
3. The Minutes of the meeting held on 9th December 2025 were agreed and signed by the Chair Gaynor Houlton.
4. County and District Councillor Reports
 - 4.1 Cllr Maxfield's report circulated prior to meeting. The FP5 footpath to South Repps was discussed as the Parish Council would still like to see it in use although South Repps Parish Council have said they would not take any further action. Outstanding issues with Highways including Mundesley Road drainage ditch to be expedited by Cllr Maxfield.
 - 4.2 Cllr Neatherway advised that North Norfolk District Council have formally agreed their process for Local Government Review and are awaiting the outcome. Cornish Avenue proposed work has not progressed now due to lack of funding.
5. Correspondence (two items received after the agenda published)
 - 5.1 Query from parishioner regarding lack of gritting on main road during recent snow and low temperatures: Cllr Maxfield to contact Highways
 - 5.2 Query from parishioner regarding lack of notification from Openreach regarding road closures: Cllr Maxfield to check the contractor's obligation for publicising road closures.
 - 5.3 Late Correspondence: invite for clerks to join networking group based around parishes in the North Walsham area: Agreed that it was a good idea and to advise new clerk of opportunity
 - 5.4 Query from parishioner in respect of no safe space to alight from bus opposite the Social Club. This is not a recognised bus stop, with no further action from the council.
6. Matters Arising from previous minutes and new items
 - 6.1 Grant application submitted to TVS regarding goal posts: decision 14th January 2026
 - 6.2 The outgoing clerk Tracy Neave will finish her employment on 16th January and will complete a handover to the incoming clerk Kay Montandon on that day. Tracy had requested to archive some files however the key to the filing cabinet is missing. This key was never held by the clerk. Councillors to take action to locate key.
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

Clerk Tracy Neave 14.1.26 email clerk@trunch-pc.gov.uk

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

22.12.25	TT Jones	55.36
22.12.25	NPTS	62.40
22.12.25	Methodist Hall	48.00
31.12.25	Clerk Salary	640.03
31.12.25	Clerk Expenses	57.71
29.12.25	Dunham Groundworks	1890.00
5.1.26	D Burns Expenses	28.38
5.1.26	PKF Littlejohn	252.00
8.1.26	Victory Homes	118.75
8.1.26	Allotment Society	84.00
8.1.26	NPower	50.43
8.1.26	Play Inspection Company	228.00

Late Payment Clerk final salary £475, expenses Cllr Burns £83.68

7.3 Cllr Miles advised that as a signatory he is not able to access the bank accounts: incoming clerk to investigate once she is on the bank mandate.

8. Highway matters:
See item 4.1

9. Playing Field:

9.1 The working party met on 19th December. The feedback was there is a big issue regarding corrosion on top of the swing and slide, and concern about the depth of matting required around the play equipment. There was a proposal for a regular maintenance schedule by Cllr David Houlton and to be discussed further with incoming clerk to establish if she is aware of specific contractors who can aid with risk management. Reminder to be sent regarding playing field inspections.

9.2 Petanque court inspected and box installed for pétanque equipment. Signage to be installed for instructions on how to play and take part.

10. Planning

10.1 New Planning Applications: PF/25/0510 erection of detached greenhouse Rookery Farm Barn, Mundesley Road, Trunch, NR28 OQB: no objection as long as the conservation officer ensures that conservation obligations are met.

10.2 Decisions: none

10.3 Appeals: none

11. To receive a report and consider any actions

11.1 Allotments: nothing to report

11.2 Community Speed: continue to monitor speed at regular intervals with increased number of volunteers

11.3 Neighbourhood Plan: feedback from meeting held with North Norfolk District Council appeared to be positive with NNDC saying they would report back with what available help is available. No feedback as yet.

11.4 Good Neighbours Scheme: low uptake in December and January so far.

11.5 Community Café: four to five regular attendees with uptake from other villages.

11.6 Footpaths: FP11/12 paths awaiting outcome from Inspectorate. Cllr Bulley has contacted Carol Bidewell in readiness to discuss possible changes to the service delegation agreement.

12. Public Participation: None

13. General Parish Issues: There was a vote of thanks to outgoing clerk Tracy Neave for the work she has undertaken in the past two years.

Clerk Tracy Neave 14.1.26 email clerk@trunch-pc.gov.uk

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14. Date of next Parish Council Meeting: Tuesday 10th February at 7pm Trunch Village Hall

Meeting closed 2000pm