



## Minutes of Trunch Parish Council Meeting

Held on Tuesday 9<sup>th</sup> December 2025 at 7pm  
At Trunch Village Hall

Present: Cllrs Gaynor Houlton (Chair), David Burns, Alan Bowker, Richard Miles, David Houlton, Dave Shapcott, Malcolm Bulley, Charlie Yaxley, District Councillor Peter Neatherway, Clerk Tracy Neave

1. Apologies for absence: Cllr Karen Randell
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 11<sup>th</sup> November 2025 were agreed and signed by the Chair Gaynor Houlton.
4. County and District Councillor Reports
  - 4.1 Cllr Neatherway: advised to contact Cllr Neatherway if dog waste bins aren't emptied and to note that the bins are emptied less in the winter months. Mayor elections have been postponed.
  - 4.2
5. Correspondence
  - 5.1 Planning Inspectorate letter: FP11 copy of letter of individual's agreement to proposal
  - 5.2 Late Correspondence: Wells Next to the Sea Parish Council in respect of Local Government Review agreed no response
  - 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
6. Matters Arising from previous minutes and new items
  - 6.1 Grant application submitted to TVS regarding goal posts- submitted with decision due in January
  - 6.2 Recruitment update: Interviews are currently underway for a clerk. The Council delegated the power to Cllrs Bulley, Burns, and Miles to decide as to whom would be the successful candidate. Current clerk to undertake January meeting whilst new clerk shadows and dependent on candidate experience will leave by end of January.
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

11.11.25	JRB Enterprises	111.06
11.11.25	Creative Lincs	222.00
30.11.25	Clerk Salary	558.15
2.12.25	D Burns expenses	109.39
2.12.25	Broadland Computers	60.00
2.12.25	Diocese of Norwich	200.00

Late Payment Allotment Society Subscription £84.00

- 7.3 The Budget was agreed for 2026/2027 with the Precept set at £30346.

Clerk Tracy Neave 10.12.25 email [clerk@trunch-pc.gov.uk](mailto:clerk@trunch-pc.gov.uk)

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

7.4 A donation of £100 towards the cost of the Community Café was received from Mr and Mrs Finn.  
The Clerk has passed on the Council's thanks.

8. Highway matters:

Cllrs Burns, G Houlton and D Houlton met regarding the speeding on North Walsham Road and the potential of a trod path or emergency 'pull-in's known as refuges. Response from NNDC Highways propose raised kerb ways with approximate cost of £1500. The trod path was perceived to be unadvisable due to how narrow the verge is. Costs of reducing speed schemes was discussed with costings. Clarity of costing to be obtained. Drainage around Social Club areas has improved following recent road works.

9. Playing Field:

9.1 Petanque Court: in progress, delayed to recent weather conditions

9.2 Inspection: The Council received the recent report for the annual inspection carried out by an external provider. The report was detailed with noted risks. Risk assessment required for response to playing field inspection with an accompanying schedule of work. The working group will produce both. Two main items for consideration are the swing due the height the swing reaches and excessive corrosion on areas on the slide. Clerk to contact Community Action Network for recommended maintenance suppliers.

10. Planning

10.1 New Planning Applications: None

10.2 Decisions: none

10.3 Appeals: AP/25/0015 Construction of 6 self-build dwellings at land off Bradfield Road Trunch appeal dismissed.

11. To receive a report and consider any actions

11.1 Allotments including agreement of Heads of Terms: Diocese have agreed to extend the contract, and the lease will be sent out in due course. Plots available on the Mundesley Road site. Clerk to send letters to allotment holders who have not kept their plots to an acceptable standard.

11.2 Community Speed: Jeremy Fielding has joined the team. Reduced monitoring due to weather conditions.

11.3 Neighbourhood Plan including Neighbourhood Plan proposal Rachel Leggett and Associates: Meetings arranged with NNDC and Broadland to ask for help as to where we are now. Working group will report back with recommendations on how to progress regarding consultation.

11.4 Good Neighbours Scheme: over 14 calls a month compared to last year of 10 calls per month.

11.5 Community Café: grant received from Norfolk Community Foundation. Two cafes have been held so far with positive show of caring for the community.

11.6 Footpaths: sign for footpath 8 is hidden on North Walsham Road. Cllr Bowker to sort.

FP11 and 12: Planning Inspectorate have advised that a decision should be made within three weeks.

12. Public Participation: None

13. General Parish Issues:

Cllr Shapcott requested that he is informed when new residents move to the village in respect of delivering the welcome packs.

14. Date of next Parish Council Meeting: Tuesday 13<sup>th</sup> January at 7pm Trunch Village Hall

Meeting closed 2015

Clerk Tracy Neave 10.12.25 email [clerk@trunch-pc.gov.uk](mailto:clerk@trunch-pc.gov.uk)

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