



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.....

Trunch Parish Council Bank Reconciliation 1st March 2026		
Bank Balance as per statement 26.02.26		
Current Account:	26.02.26	£1,937.56
Reserve Account:	26.02.26	£37,771.33
Barclays Total of accounts		£39,708.89
Monies received to current account		£0.00
Monies received to premium account		£1,031.30
Transfer of Monies from Reserve Account to Current Account		£0.00
Transfer of Monies from Current Account to Reserve Account		£0.00
Opening Balance 1st April 2025		£33,005.27 *
Add Receipts	26.02.26	£38,220.53
Less: Payments	26.02.26	-£31,516.91
		£39,708.89
Payments authorised or awaiting deduction after bank statement		
RLS Computers	New website and email hosting	576.00
S Hutcheson	IT support 25/26	213.75
14.03.26	Clerk salary	360.24
14.03.26	HMRC Paye	90.00
27.02.26	Transfer to Current Account	2000.00
		£3,239.99
Payments received after bank Statement		
		£0.00
Net balance 02.3.26		£36,468.90
* Internal auditor advised change of opening balance to equal year end bank balance		
Signed by Chair	10.3.26

Opening balance 1.4.2025

Cashbook receipts

Cashbook expenses




	Budget 2025/6 £	Actual year to date
INCOME		
Precept	27634	27634
Allotments	370	252
Bank Interest	250	330.5
Grant/Donation	0	7684.91
PAYE historic claim	0	
Paper Bank	0	
Path Cutting NCC	640	1641.82
Variance	0	
VAT claim	0	560.3
Miscellaneous from reserves	500	
Recycling	117	117
S106 monies		
TOTAL	<u>£29,511.00</u>	<u>£38,220.53</u>
EXPENDITURE		
Clerks Salary	10175.00	6967.69
Office Allowance	312.00	247.41
Clerks Expenses		76.79
Mileage	410.00	301.00
Admin	500.00	380.84
Allotments	500.00	899.89 (Actual plus £200?)
Audit Fees	400.00	347.00
Bus Shelter Cleaning	240.00	
Church Clock Maintenance	0.00	
Clerks Computer and Software	0.00	
Community Speed Team	50.00	
Dog and Litter Bins	1800.00	1581.30
Elections	0.00	
Environmental Group	100.00	358.03
General reserve		
Good Neighbours Scheme	50.00	40.00
Grants:	250.00	353.15
Mardle		
Village Hall		
St Botolphs		
Methodist Church		
Other grants		
Grass Maintenance	9000.00	7773.00
Cemetery/Rectory		
Grit Bins	300.00	
Hall hire (sundries)	320.00	222.25
Insurance	700.00	632.00
IT Services/Computing/Website	320.00	268.75
Neighbourhood Plan	100.00	275.70
Playing Field Equipment	350.00	6365.75
Repairs and Maintenance	500.00	87.47
SL137 Poppy wreath	27.00	24.50
Signs	50.00	35.00
Street Lighting	400.00	341.18
Subscriptions	800.00	676.31
Training	500.00	839.00
Tree Work	1000.00	500.00
Verges/footpaths		
Warm Room	0.00	342.19
VAT - excluded from total		1840.38
TOTAL	<u>£29,154.00</u>	<u>£29,936.20</u>

THE OFFICIALS
TRUNCH PARISH COUNCIL
28 BLENHEIM AVENUE
MARTHAM
GREAT YARMOUTH
NR29 4TW

Your Business Premium Account

At a glance

27 Jan - 26 Feb 2026

Date	Description	Money out £	Money in £	Balance £
27 Jan	Start Balance			36,740.03
28 Jan	 Direct Credit From Ncc BACS A/P Ref: 573479		372.78	37,112.81
9 Feb	 Direct Credit From Potter E Ref: Allotments 7A/7B		24.00	37,136.81
11 Feb	 Direct Credit From Ncc BACS A/P Ref: 580034		634.52	37,771.33
26 Feb	Balance carried forward			37,771.33
	Total Payments/Receipts	0.00	1,031.30	

Start balance	£36,740.03
Money out	£0.00
Money in	£1,031.30
▶ Gross interest earned £0.00	
End balance	£37,771.33

Your deposit is eligible for protection by the Financial Services Compensation Scheme.

[Anything wrong?](#) If you notice any incorrect or unusual transactions, see the next page for how to get in touch with us.

Credit interest rates

Current rates Correct at the time of printing
Effective from 11 Nov 2025

Balance	Gross %	AER %
▶ £1 - £999,999	1.100	1.105
▶ £1,000,000 - £9,999,998	1.400	1.407
▶ £9,999,999+	1.600	1.610

Bank of England Base Rate Information

Rate effective from 18 Dec 2025 was 3.750%

Banking terms explained

Gross This is the rate of interest payable without the deduction of tax.
AER or Annual Equivalent Rate is the gross rate of interest worked out as if it was paid and compounded once a year. This allows you to compare interest rates between accounts that pay interest at different intervals.

Dispute resolution

If you have a problem with your agreement, please try to resolve it with us in the first instance. If you are not happy with the way in which we handled your complaint or the result, you may be able to complain to the Financial Ombudsman Service. If you do not take up your problem with us first you will not be entitled to complain to the Ombudsman. We can provide details of how to contact the Ombudsman.

Important information about compensation arrangements

We are covered by the Financial Services Compensation Scheme (FSCS). The FSCS can pay compensation to depositors if a bank is unable to meet its financial obligations. Most depositors – including most individuals and businesses – are covered by the scheme.

We will issue the FSCS information sheet and exclusions list which set out in detail what is, and is not, covered by the FSCS, once a calendar year usually with your account statement.

For further information about the compensation provided by the FSCS, refer to the FSCS website at www.FSCS.org.uk.

Important information about going overdrawn without an agreed overdraft limit or exceeding your agreed overdraft limit

An unarranged overdraft rate of 29.5% will apply if there is not enough money in your account(s) to make a payment and so cause an unarranged overdraft on your account(s).

What is an unarranged overdraft?

An unarranged overdraft occurs where either:

- you go overdrawn on your account without agreeing an overdraft with us first; or
 - you exceed your agreed overdraft limit.
- c) not every Barclays product will allow you to go overdrawn or exceed your agreed overdraft limit. Please check your terms and conditions for more information.

If you try to make any payment from your account and you don't have the funds available, or if we have reasonable grounds to believe that you won't have sufficient funds on the date that the payment will be made from your account, we will treat this as a request to make, or extend, the use of our unarranged overdraft facilities. It's within our discretion to process the payment or return it unpaid.

What can you do to help avoid or limit an unarranged overdraft?

Get In Touch. If you become aware in advance that payments may take your account into an unarranged overdraft, please contact us as early as possible so that we can discuss the ways we could help. This will maximise the chances of us being able to:

- understand any changes in your business and explore the options available;
- consider options for authorised borrowing facilities;
- facilitate payments being made;
- limit the costs associated with unarranged borrowing;
- address any concerns that you may have.

Register for Text Alerts. Business banking customers can register for our 'Near Limit' Text Alert which is designed to help you avoid going overdrawn (if you don't have an agreed overdraft limit), or exceeding your agreed overdraft limit, by notifying you when your balance falls below a figure you specify. Once you have signed up for this Text Alert, if your account goes into an unarranged overdraft, we'll send you a Text Alert the following working day (Monday – Friday) to let you know. By acting on this information you have the opportunity to clear your unarranged overdraft.

You can register for Text Alerts through Online Banking, in any of our branches or over the phone. Visit barclays.co.uk/business-banking/ways-to-bank/mobile-banking for more information. Terms and conditions apply.

Go online for more support. For useful tips to keep on top of your cashflow, helpful downloadable tools, and a simple guide to borrowing, visit barclays.co.uk/business-banking/borrow

For details relating to unarranged borrowing, please refer to your banking services tariff guide.

- For Business Banking customers, this can be found online at <https://www.barclays.co.uk/business-banking/accounts/rates-and-charges>

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In accordance with UK tax legislation, from 6 April 2016 interest is paid gross. For UK resident individuals (including sole traders or partnerships), if you are a UK taxpayer you may have to pay tax on interest earned in excess of your Personal Savings Allowance. For information and guidance please refer to HMRC's website.

The management of your tax affairs is your responsibility, including making any required declarations to the relevant tax authority(ies), where you are tax resident. If the statement shows that we have applied interest to your account, we'll give you on request details of the rate(s) of interest used and a clear explanation of how the interest was calculated. Details of Barclays interest rates for business customers are available at barclays.co.uk/business-banking.

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<https://www.barclays.co.uk/travel/using-debit-card-abroad/> This is updated twice a day. This may help you to decide whether you want to accept the conversion rate offered by the retailer or ATM provider or accept our rate.

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 28 BLENHEIM AVENUE
 MARTHAM
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 NR29 4TW

Your Community Account

At a glance

27 Jan - 26 Feb 2026

Date	Description	Money out £	Money in £	Balance £
27 Jan	Start Balance			2,553.86
9 Feb	 On-Line Banking Bill Payment to SR Print and Desig <small>Ref: 31465</small>	60.00		2,493.86
	 On-Line Banking Bill Payment to Flagship Housing L <small>Ref: Siv203568</small>	65.00		2,428.86
11 Feb	 On-Line Banking Bill Payment to Jrb Enterprises LT <small>Ref: 29299</small>	111.06		2,317.80
12 Feb	 On-Line Banking Bill Payment to Kay Montandon <small>Ref: Salary</small>	380.24		1,937.56
26 Feb	Balance carried forward			1,937.56
	Total Payments/Receipts	616.30	0.00	

Start balance	£2,553.86
Money out	£616.30
▶ Commission charges	£0.00
Money in	£0.00
▶ Gross interest earned	£0.00
End balance	£1,937.56

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- 24 hours

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- any of your cards are lost, stolen, or damaged
- you think someone else may know your PIN.

Call charges will apply (please check with your service provider). We may monitor or record calls for quality, security, and training

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<https://www.barclays.co.uk/travel/using-debit-card-abroad/> This is updated twice a day. This may help you to decide whether you want to accept the conversion rate offered by the retailer or ATM provider or accept our rate.

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TRUNCH PARISH COUNCIL

Freedom of Information Model Publication Scheme

Approved and adopted by Trunch Parish Council

Date of next review: March 2028

Information available from Trunch Parish Council under their publication scheme

Hard copies of documents are available from the Clerk and will be charged in accordance with the Schedule on Page 7.

Information to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only	From the Council's website Displayed on noticeboards As a hard copy from the Clerk, or electronically attached to an email from the Clerk	See costs on Page 7 for hard copies of documents in Class 1
Who's who on the Council and its Committees	From the Council's website Displayed on noticeboards As a hard copy from the Clerk, or electronically attached to an e mail from the Clerk	as above

Contact details for Parish Clerk and Councillors (named contacts where possible with telephone number and email address, if used)	From the Council's website Displayed on noticeboards Clerk's contact details are on Page 7. Clerk and Councillors' details hard copy, as an attachment to an email from the Clerk	as above
Location of main Council office and accessibility details	Office is in Clerk's home. Meetings at the Village Hall, meetings open to public. Limited parking adjacent to the Hall	
Staffing structure	Clerk is sole employee	
Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)	From the Council's website or as a hard copy from the Clerk	See costs on Page 7 for hard copies of documents in Class 2
Current and previous financial year as a minimum		
Annual Return (Pages 2, 3 and 5) Reasons for Variations = / - 15% Payments over £100 [if a council with turnover £25,000 or under] or payments over £500 [if a council with turnover £200,000 or over]	As above As above As above	
Finalised budget	As above	
Precept	From the Council's website or as a hard copy from the Clerk	
Borrowing Approval letter	N/A	
Financial Regulations and Standing Orders	From the Council's website or as a hard copy from the Clerk	
Grants given and received Grant Award Policy	From the Council's website or as a hard copy from the Clerk	
List of current contracts awarded and value of contract Street Lights Maintenance Grass cutting contract	Website or hard copy from the Clerk	
Councillors' allowances and expenses	Currently N/A	
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		See costs on Page 7 for hard copies of documents in Class 3
Action Plan/s	From the Council's website or as a	

[if any]	hard copy from the Clerk	
Chairman's Annual Report to Parish Meeting (current year only)	From the Council's website or as a hard copy from the Clerk	
Minute relating to General Power of Competence adoption	Currently not used	
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum		See costs on Page 7 for hard copies of documents in Class 4
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	From the Council's website or as a hard copy from the Clerk Parish noticeboard/s	
Agendas of meetings (as above)	From the Council's website or as a hard copy from the Clerk	
Minutes of meetings (as above) – NB this will exclude information that is properly regarded as private to the meeting	From the Council's website or as a hard copy from the Clerk Parish Notice Board	
Reports presented to council meetings - note this will exclude information that is properly regarded as private to the meeting	Currently N/A	
Responses to planning applications Responses to consultation papers	See Minutes From the Council's website Noticeboards, email or hard copy from the Clerk	
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering services and responsibilities) Current information only		See costs on Page 7 for hard copies of documents in Class 5
Policies – Planning Policy (how the Council deals with planning applications at parish council level), Code of Conduct and Dispensation Policy, Risk Management Policy	From the Council's website or as a hard copy from the Clerk	
Policies and procedures for the provision of services and about the employment of staff: Equality and diversity policy Lone Workers Policy Training and Development Policy Policies and procedures for handling requests for information	From the Council's website or as a hard copy from the Clerk	

Freedom of Information Publication Scheme		
Complaints procedures (including those covering requests for information and operating the publication scheme)	From the Council's website or as a hard copy from the Clerk	
Class 6 – Lists and Registers Currently maintained lists and registers only		See costs on Page 7 for hard copies of documents in Class 6
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	N/A	
Assets Register	From the Council's website or as a hard copy from the Clerk	
Register of members'/councillors' interests	Available from North Norfolk District Council website	
Register of gifts and hospitality	Apply to Clerk	
Class 7 – The services we offer Information about the services the Council offers, including leaflets, guidance and newsletters produced for the public and businesses Current information only	From the Council's website or as a hard copy from the Clerk	See costs on Page 7 for hard copies of documents in Class 7
Allotments	Tenancy document available from the Clerk as a hard copy	
Additional Information		

Contact details of the Clerk

Kay Montandon Parish Clerk and Responsible Finance Officer
Tel: 07791 793924
Email: clerk@trunch-pc.gov.uk

Schedule of charges

This describes how the charges have been arrived at and should be published as part of the guide. (Below is an example of possible charges).

Type of charge	Description	Basis of charge
Disbursement cost	Photocopying @ 20p per single-sided sheet (black & white)	Actual cost based on computer printing
	Photocopying @ £1.00p per single-sided sheet (colour)	Actual cost based on computer printing
	Postage	Actual cost of Royal Mail standard 2 nd class. Recorded delivery if requested at standard price



Trunch Parish Council Grant Awarding Policy

About the Scheme

The Parish Council has a small amount of money each year to allocate to organisations that benefit the parishioners of Trunch. Applications will be considered which support the objectives of the council – reduce rural isolation and deprivation; improve road safety; the support of youth activities; the support of sporting activities. Those organisations need not necessarily be in the parish but must show evidence of our parishioners benefiting from the project.

Eligibility

The following criteria must be met for a group to be considered for a grant:

- The group must be a charity, voluntary or community organisation
- The group must be able to demonstrate that any funding from the Parish Council will benefit the residents of Trunch.
- The group must be able to demonstrate that there is a 'need' for the funding
- The group must be formally constituted and have a management committee.

No grants can be made to individuals.

Scope of grants

Applications will be considered for the following purposes (at the discretion of the Parish Council):

- For purchasing equipment either in part or in full
- For funding of transport that will enable group members to participate in a group trip or outing regardless of their incomes
- For training activities or to purchase the expertise of an outside trainer or facilitator
- For activities that raise the profile of the group
- For running costs of a viable group that is experiencing a period of hardship
- For hosting special events or celebrations
- For the provision of recreational facilities
- For funding expenditure required to fulfil mandatory, legal or safety requirements.

Conditions

- Multiple applications within a 12-month period will not normally be considered

- Prior approval of the Parish Council is required for any change of purpose of the grant. The Parish Council reserves the right to reclaim any grant not being used for the purpose specified in the application
- All awards must be properly accounted for and evidence of expenditure should be supplied as requested. If the Parish Council is not satisfied with the arrangements, they reserve the right to request a refund of monies awarded

Application process

Applications should be made by completing the grant application form available from the Parish Clerk or on the website. For established organisations, a copy of the latest set of annual accounts and balance sheet will be required. For new organisations, evidence of a planned budget will be required.

Applicants will be informed of the meeting at which their application will be considered and will be invited to attend. Applicants will be notified of the decision made following that meeting.

The Grant Process

Applications should be made on the grant application form which can be obtained from the Parish Clerk. Successful applicants will be notified following that meeting and will receive a cheque at the same time. Note that the maximum amount of any grant is likely to be £500, and organisations can only apply for one grant for any one project. Where an event is being funded, only one donation will be made per event. All applications will be subject to the available budget and financial position of the Parish Council at the time that the application is received

What we will expect from you if you receive an award

- A copy of a payment/invoices (at least to the amount of the grant award) relating to the project.
- A letter to confirm that the project has been completed.
- In the event of the project not being completed we may request that our money is returned.
- A short article and a photograph for possible use in a publication of our choice stating the amount that the Parish Council granted.
- No grant award can be made to individuals.
- Applications which do not contain all the information requested above will be excluded.

Promotion

The Parish Council will ask for recognition from successful groups in the form of promotion of the Parish Council in newsletters or any press releases. The Parish Council will also recognise successful groups in its own reports to parishioners

Adopted May 2024
To be reviewed May 2027

Funding Application Form

For all not-for-profit groups and organisations operating for the benefit of the residents of Trunch.

Name of Group/Organisation:

Registered Charity Number (if applicable):

Purpose of Group/Organisation:

Current Membership (if applicable)

Age Range	Under 5	5-12 yrs	13-19 yrs	20-54 yrs	55 +	Total Overall	Total from Trunch
Female							
Male							

Current Officers	Name	Address	Tel. No
Chairman			
Secretary			
Treasurer			

Sources of Regular Funding:

Subject of Application:

Other Financial Sources being pursued:

Documents to be sent with application:

- copies of written quotations / estimates for all costs involved

For established groups:

- latest set of accounts and balance Sheet
- details of current financial position

or for new groups:

- a planned budget

Project details and reason for application:

Total Cost of Project £

Amount requested from Parish Council £

Declaration: the above information is submitted to the Parish Council and is correct to the best of my / our knowledge.

Signature of Applicant:

Printed Name:

Position in Organisation:

Date:

Please note that the Parish Council likes to meet with all applicants, the Parish Clerk will let you know at which meeting this application will be considered.

Please send this completed form, together with supporting information to the Parish Clerk: clerk@trunch-pc.gov.uk

Data Protection

The data contained on this form will be retained for the purposes of this grant and, if you are successful, within the Council's accounts for the required seven years. The data is held securely and will not be shared or be used for any other purpose.

More information regarding how the Parish Council handles data can be found in its privacy statement.

From: Chloe Cheshire <ccheshire@rospaplaysafety.co.uk>
Sent: 19 February 2026 12:21
To: clerk@trunch-pc.gov.uk
Subject: Re: Inspection required

Good afternoon,

Thank you for your email.

From looking at the report I can see you have three areas to be inspected, fenced off play area, play equipment in field including goal posts and basketball post and fitness equipment.

We annually visit Norfolk every June/July and inspect outdoor play areas at a special discounted rate. We aim to complete the majority of the inspections in June, however there is a chance the inspection can fall into the following month during exceptionally busy times. We currently charge £83 plus VAT per play area to inspect up to five items of play equipment on the play area. There is an extra fee of £4.00 plus VAT to inspect each play item over five. Total cost, not including any items over 15 will be **£249.00 plus VAT**. Please note these costs are for 2026 only.

If you would like another inspection to take place in November, the cost would be £274 plus VAT for the first play area and then £125 plus VAT per subsequent area. Total cost for three areas will be **£524.00 plus VAT**. Please note these costs are for 2026 only.

If you would like to proceed, please email us with the following information.

1. Your organisation name and address
2. The invoice address (if different to the above)
3. The email address where the invoice is to be emailed
4. Number of areas to be inspected
5. List of items to be inspected
6. The site name and address including postcode and What3Words
7. A contact person's name, email address and telephone number
8. Is access to the area restricted or are there opening times we should be aware of?
9. A Purchase Order number (if applicable)

Your Purchase Order should be addressed to Playsafety Ltd or RoSPA Play Safety, not RoSPA in Birmingham. RoSPA Head Office in Birmingham have a different bank account and address to us.

If you would like to be included in our reduced rate schedule in June/July, please send me your order before June begins. Please note orders received after then will be charged at our standard rate.

By being on our 'Automatic Schedule' your play area will automatically be inspected every year at the reduced rate when we are in your area. You don't need to place a new order each year and you will receive notification of the inspection prior to it taking place. Please let me know if this is something you're interested in.

There is the option of a meeting with the Inspector, which means you will be provided with a date and time and can meet with the Inspector on the day of the inspection. There is an additional cost for this of £50.00 plus VAT.

This does not include any form of on-site training.

Please note you will not accompany the inspector throughout the whole of the inspection but will meet with the inspector at some point during the inspection.

The report and invoice will be emailed to you shortly after the inspection.
Our payment terms are 30 days from date of invoice.
We accept payment through BACS or by cheque.

Many thanks
Kind regards

Chloe Cheshire
Administrator
RoSPA Play Safety Ltd
Unit 78 Shrivenham Hundred Business Park, Watchfield, Swindon, SN6 8TY
ccheshire@rospaplaysafety.co.uk | Phone: 01793 317470

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PLAYSAFETY LTD IS THE ONLY BODY AUTHORISED TO CONDUCT ROSPA PLAY SAFETY INSPECTIONS & TRAINING COURSES

<https://www.rospa.com/play-safety>



<https://www.rospa.com/play-safety/advice-and-information/play-value>



From: clerk@trunch-pc.gov.uk <clerk@trunch-pc.gov.uk>
Date: Tuesday, 17 February 2026 at 18:12
To: info@rospaplaysafety.co.uk <info@rospaplaysafety.co.uk>
Subject: Inspection required

CAUTION: EXTERNAL E-MAIL

Dear Sir/Madam

Attached is a report with photos of the play equipment. The council prefers your style of report. Please could you quote for an inspection at Trunch Playing Field. Trunch Parish Council Playing Field Off Blooms Turn, NR28 0PQ

Please could you provide a quote to do the inspection in November 2026 and one to do the inspection in July 2026 in the reduced cost period for Norfolk.

Many thanks

Kay

From: d.burns@trunch-pc.gov.uk
Sent: 27 February 2026 20:03
To: clerk@trunch-pc.gov.uk
Subject: FW: Quote

See below, one to discuss at the meeting

David Burns
Parish Councillor
Trunch Parish Council
07831 394346

From: Woodpecker Tree Services <hello@woodpeckertrees.info>
Sent: 27 February 2026 15:34
To: d.burns@trunch-pc.gov.uk; Ben Dixon <ben.dixon14@hotmail.co.uk>
Subject: Re: Quote

Hi David,

Please see below details of our quotes for the discussed work at the playing field and village common.

We would need permission from NNDC for any work to the copper beech tree as it's within a conservation area. We've done this for all of the houses we've worked at along Mundesley Road through the years, it's a straight forward process and is included in the quotes above. There is no need to do this for the work at the playing field as it's not in a conservation area and does not have a TPO.

Proposed works - playing field:

- Remove small cherry tree next to swings and grind stump to approximately 10" below ground level
- Backfill hole with mulch from stump grinding
- Process waste into woodchip and remove from site
- Check with North Norfolk District Council for restrictions regarding tree works at the site and obtain permission for works if required (checked and no constraints)

Total cost of proposed works:

£350 +VAT
(£420)

Estimated timescale for completion of works:

7 weeks from acceptance of quote

Proposed works - copper beech Mundesley Road:

- Reduce west side of canopy by up to 3m to increase light levels in neighbouring property and raise canopy over Mundesley Road to 5m from ground level
- Process waste into woodchip and remove from site
- Obtain permission from NNDC for works to a tree in a Conservation Area

Total cost of proposed works:

£500 + VAT
(£600)

Alternatively, we can reduce the whole canopy and raise canopy over Mundesley Road to 5m from ground level - the total cost for this work would be £800 + VAT (£960)

Estimated timescale for completion of works:

8 weeks from acceptance of quote

We look forward to hearing back from you and hope to be of assistance.

Many thanks,
Ben at Woodpecker Tree Services
<https://woodpeckertrees.info/>



From: d.burns@trunch-pc.gov.uk <d.burns@trunch-pc.gov.uk>
Sent: Monday, February 23, 2026 3:35 pm
To: 'Woodpecker Tree Services' <hello@woodpeckertrees.info>
Cc: clerk@trunch-pc.gov.uk <clerk@trunch-pc.gov.uk>
Subject: RE: Quote

Hi Ben,

I look forward to the quotes on both options.

We think we may need to consult with NNDC as this tree has a preservation order on it.

Do you have contacts in NNDC?

David Burns
Parish Councillor
Trunch Parish Council

Norfolk Good Neighbour Network - Monthly Data Capture Sheet 2026

To help us evidence the impact you are making in your communities please endeavour to complete this form monthly.

Name of Scheme **TRUNCH GOOD NEIGHBOURS**

	No. of Volunteers	No. of Requests	How many of these come under the following categories						No. of Households
			Shopping	Prescriptions	Travel requests	Home & DIY	Befriending	Other	
January	14	10	3	1	2	1	3		7
February									
March									
April									
May									
June									
July									
August									
September									
October									
November									
December									
TOTAL	14	10	3	1	2	1	3	0	7