



# Trunch Parish Council

*Clerk: Jane Wisson Chairman: Paul Taylor*

## **MINUTES OF ANNUAL MEETING OF TRUNCH PARISH COUNCIL HELD ON WEDNESDAY 4<sup>th</sup> MAY 2022 VIA ZOOM.**

Present: -

Cllr. A. Bowker (Vice Chairman), Cllr. R. Nevill, Cllr. C. Owers, & Cllr. S Wild, Cllr. L Elden & Cllr. B Boughton  
Jane Wisson – Clerk.

### **1. ELECTION OF CHAIRMAN**

1.1 Nominations received for Chairman – Cllr. A Bowker – proposed by Cllr. R. Nevill and seconded by Cllr. C Owers – **ALL AGREED.**

### **2. ELECTION OF VICE-CHAIRMAN**

2.1 Nominations received for Vice Chairman – Cllr. P Taylor – proposed by Cllr. R Nevill and seconded by Cllr. B Boughton – **ALL AGREED**

### **3. ELECTION OF MEMBERS ON OTHER BODIES**

3.1 Nomination received for Council representative on the Village Hall Committee – Cllr. R. Nevill - proposed Cllr. A Bowker and seconded Cllr. Carole Owers – **ALL AGREED.**

## **MINUTES OF THE ORDINARY FULL COUNCIL MEETING OF TRUNCH PARISH COUNCIL HELD ON WEDNESDAY 4<sup>th</sup> MAY 2022 VIA ZOOM.**

Cllr. A. Bowker (Chairman), Cllr. R. Nevill, Cllr. C. Owers, & Cllr. S Wild, Cllr. L Elden & Cllr. B Boughton

### **APOLOGIES FOR ABSENCE**

Cllr P. Taylor – due to Internet issues

### **DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATIONS –**

Cllr R Nevill –Village Hall

### **4. MINUTES OF THE MEETINGS HELD ON 6<sup>th</sup> April 2022 and MATTERS ARISING**

Minutes received and agreed – **ALL AGREED**

### **5 PUBLIC PARTICIPATION** – 5 members of the public attended

5.1 Clerk raised a concern received from a member of the public regarding increased fly-tipping of garden waste onto the playing field by some residents – Councillors to have a discussion with the gardener concerned – also issue will be discussed further under the playing field item.

5.2 Concerns were raised about the increased activity at the Willerby House, Glamping Site which has now extended into offering Yurts. Cllr. R Nevill proposed that NNDC is contacted for advice on restrictions that apply to this site. Cllr. B Boughton will provide Clerk with all previous background information for this site.

## **6. COUNTY AND DISTRICT COUNCILLORS REPORT**

6.1 County Councillor report - Cllr. E Maxfield provided a written update – areas to highlight -

- Highways are currently undertaking a Countywide programme of surface dressing works and at times it will be necessary to have rolling and defined road closures.
- DIY Charges – changes regarding charges introduced at Recycling centres by central government – public consultation will happen in Late Autumn and what this means for income currently being generated. Further information will come forwarded when available.
- Devolution – ongoing discussions are taking place with all district councils and county on the current scheme and how this will look moving forward. Best practice is also being looked at – which may include an election of a mayor. No clearly defined model is decided on.
- 20mph zone within the village – attitudes in central government have changed towards implementing the reduction of speed limits in rural areas. Funding may be available within the 2<sup>nd</sup> year of the project – with further information coming forward late Autumn. Cllr. E Maxfield to keep parish council updated.

6.2 North Norfolk District Councillor report – Cllr. G Hayman – nothing significant happening – Consultation on Parish Councils view on the next phase of public convenience has taken place – improvements to some conveniences being undertaken. A few areas of enforcement happening in neighbouring villages – Swafeld and Felmingham.

## **7 Finance**

7.1 Cheques agreed for payment totalled £3005.37 – Clerk reported a late invoice for payment for £855.00 proposed Cllr. C Owers, seconded Cllr. S Wild – **ALL AGREED**

7.2 Monthly figures for March 2022. – received and agreed – proposed Cllr. R Nevill, seconded Cllr. A Bowker – **ALL AGREED**

**7.3 Agree AGAR and End of Year accounts – Key Decision – these decisions will be ratified at a meeting to be held on the 6<sup>th</sup> of May 2022**

**7.3.1** To approve section 1 The Annual Governance Statement – received and agreed – Proposed by Cllr B Boughton, seconded by Cllr. R Nevill – **ALL AGREED.**

**7.3.2** To approve the Accounting Statement 2021 – received and agreed – proposed by Cllr. A. Bowker, seconded by Cllr. C. Owers – **ALL AGREED**

**7.3.4** To approve the notice of the Public Rights – this must be display once AGAR confirmed – the recommended dates for the public rights to ensure that we are compliant is from 13<sup>th</sup> June 2022 – to 22<sup>nd</sup> July 2022. Notice must be on noticeboards and website at least 24hours beforehand. – proposed Cllr. R Nevill and seconded by Cllr. A Bowker – **ALL AGREED**

**7.3.5** External Audit will require the AGAR – Clerk reported that as we have exceeded the £25000 threshold for exemption, due to drainage works charges and the purchasing of the SAM 2 sign – we will have to provide the required documents to the external audit – this will incur additional costs and clerk requested authority for payment – proposed by Cllr. S Wild and seconded by Cllr. R Nevill.

**7.4** To consider any other financial matters and agree actions. - nothing received.

## **8. HIGHWAYS**

**8.1** Discussed under County Councillors item.

**8.2** North Walsham/Knapton Road – pooling of water – Clerk has requested a visit from Highways but has suggested that it should happen after a significant shower to demonstrate the issues. Clerk to maintain contact with Highways.

**8.3** Cllr. B Boughton highlighted the changes in speeds within the village – with the speed increasing during the day to 44mph. Cllr. B Boughton will provide this information to the police liaison officer to action.

## **9 PLAYING FIELD**

**9.1 Registering of Title** – Cllr. P Taylor is liaising with previous councillor over contacts, costs and actions that need to be undertaking.

**9.2 Public Space Protection Order** – Clerk informed the parish council that NNDC has confirmed that this will be in force in June 2022.

**9.3 Dog Bins** – Clerk reported that North Norfolk District Council has provided signs for the dog bins reminding residents for their use.

**9.4 Other areas fo concern for playing field.**

- **Ground Maintenance** – concerns were raised regarding the standard – Cllr A Bowker and Cllr B Boughton to arrange to meet with contractor.
- Further discussion on the fly tipping of garden waste on the playing field – Cllr. A Bowker asked other councillors to come back to the June meeting for input onto an ongoing Action Plan for works to the playing field – Clerk to add to June’s agenda. Cllr. R Nevill suggested that we use What three words to accurately locate the fly tipping and a working party to clear current deposits.

## **10 FOOTPATHS**

**10.1** Update received from Cllr. S Wild regarding footpaths – NCC Officer has cut the tree on FP 11. Various other areas of concerns were raised around responsibility for hedge cutting in Charles Loke, Butchers Brew and around the cemetery and the rectory. Also, regarding the tree in cemetery – Clerk to obtain quote. Request for information on the re-adoption for the footpath that joins Trunch and Southrepps – Clerk to request any update, from Southrepps Parish Council.

## **11 PLANNING**

**11.1** To receive update Planning Applications and agree actions.

PF/22/0857 Mokes Barn, Mundesley Road, Trunch – no comment – **ALL AGREED**

LA/22/0858 Mokes Barn, Mundesley Road, Trunch – no comment – **ALL AGREED**

**11.2** To receive any other Planning matters and agree actions – Meadow View campsite – changes to gated access – concerns had been initially highlighted by highways. Concern has been raised with previous chairman regarding situation and does this constitute a change of use. Cllr. A Bowker and Clerk to ascertain from NNDC what the current position is regarding these conditions.

## **12 TASK AND FINISH GROUP**

**12.1 Allotments** – Clerk thanked Cllr. C Owers for all her hard work on allocating the vacant plots. Cllr. C Owers reported that most plots have now been allocated and with the one overgrown plot on the Mundesley Road site left to be allocated. One more person to meet on site to discuss this plot to see if they would be interested.

**12.2** Clerk requested confirmation of the adoption of the three policies - Risk Assessment/Financial Regulations and Code of Conduct – Proposed by Cllr. C Owers and seconded by Cllr. S Wild – **ALL AGREED**

## **13 PARISH MATTERS**

**13.1 Councillors** – New poster to be placed on notice board and Cllr. A Bowker to add to the chairman’s report and add to Trunch Next Door. Clerk also report that having spoken to the County Officer at NALC it is ok to broach the subject of joining the Council with Parishioners.

**13.2 Village Pump** – Clerk confirmed that the additional sign was available to collect, this is with Cllr. P Taylor to obtain. Concerns again were raised about the parking on the green for preparation for the Queens Jubilee - Clerk has contacted Openreach but will continue to chase this up. The idea of a commemorative garden area on the green is on hold whilst changes within the garden society are settled on an area for planting. Cllr B Boughton to ask the Garden society of any plans for the next few weeks.

A small fence 18” – 24” with a chain link to be quoted for – proposed we get a quote by Cllr. R Nevill, seconded Cllr. A Bowker – Clerk to arrange

**13.3 Jubilee Celebrations** – Cllr B Boughton provided an update on the activities – co-ordination meeting of all interested parties has taken place – currently finalising the

flyer to be issued. Live music, competition and games, picnic on the paddock, coffee morning etc. Road traffic closure has been arranged to ensure the safety of residents moving from the paddock to the village hall.

**13.4 Trunch Parish Plan** – 471 questionnaires issued – 210 returned which equated to 45% - previous questionnaire responses equated to 62%. Responses are being analysed and the outcome will be reported to the Parish Council

**13.5 Parish Council Website** – Clerk reported that the plan is to Go Live with the websites transfer from the 6<sup>th</sup> of May – this can take up to 48 hours and asked the Parish Council to agree to this transfer – Proposed by Cllr A Bowker, seconded by Cllr. S Wild – the resolution was passed – with one abstention.

**13.6 Anti-Social Behaviour** – nothing to report – this will be left on agenda – Clerk to note.

**13.7 Return to Face-to-Face meetings** – Clerk has updated the Councillors that we are expected to meet face to face – an approach has been made to the Methodist church and the room is still available. Concerns were raised about councillors concerns about meeting in person. Clerk will check with NALC that hybrid meetings are not legislated – Councillors can join remotely but will not be able to participate in Council business or vote.

**13.8 Other Parish Matters – Bonfires** – several concerns had been raised with Councillors about the recent bonfires in the village. Clerk had chased for a response from the Out of Hours call placed with the NNDC and will report back at the next meeting.

No other matters raised

## **15. NORFOLK ALC – WELLBEING INITIATIVE**

**15.1** Various papers - circulated and all noted

## **16 CORRESPONDENCE**

**16.1** Norfolk ALC Bulletin – circulated for information – all noted

**16.2** Correspondence – circulated for information – all noted

**Ratification meeting to be held on the 6<sup>th</sup> of May 2022 at 7.30pm in the Village Hall – Councillors to attend – Cllr. A Bowker (Chairman), Cllr. S Wild, Cllr. C Owers and Cllr. R Nevill.**

Meeting finished at 21.32pm

**Chairman signature.....Dated:.....**

**Ratification meeting of Trunch Parish Council Held on the 6<sup>th</sup> of May 2022 at 7.30pm at the Village Hall.**

**Attendance: Cllr. A Bowker, Cllr R Nevill, Cllr. S Wild & Cllr. C Owers.**

**The following Key Decisions were ratified.**

- 1. Cllr. R Nevill proposes that we ratify the decision made at the Council meeting held on the 4<sup>th</sup> May 2022 –**  
Cllr A Bowker is elected chairman – ratification proposed Cllr. R Nevill, seconded Cllr. C. Owers – **ALL AGREED**
- 2. Cllr. R Nevill proposes that we ratify the decision made at the Council meeting held on the 4<sup>th</sup> May 2022 –**  
Cllr P Taylor is elected vice -chairman – ratification proposed Cllr. R Nevill, seconded Cllr. S. Wild – **ALL AGREED**
- 3. Cllr. A Bowker proposes that we ratify the decision made at the Council meeting held on the 4<sup>th</sup> May 2022 –**  
Cllr R Nevill is the council representative on the Village Hall Management committee – ratification proposed Cllr. A Bowker, seconded Cllr. C. Owers – **ALL AGREED**

**7.3.1 Cllr. R Nevill proposes that we ratify the decision made at the Council meeting held on the 4<sup>th</sup> May 2022 – To approve section 1 The Annual Governance Statement**

Ratification proposed Cllr. R Nevill, seconded Cllr. A Bowker – **ALL AGREED**

**7.3.2 Cllr. R Nevill proposes that we ratify the decision made at the Council meeting held on the 4<sup>th</sup> of May 2022 - To approve the Accounting Statement 2021**

Ratification proposed Cllr. R Nevill, seconded Cllr. C Owers – **ALL AGREED**

**It was noted at the ratification meeting that the numbering on the agenda had missed 7.3.3 – it has been noted that there is nothing to deal with under this number.**

**7.3.4 Cllr. R Nevill proposes that we ratify the decision made at the Council meeting held on the 4<sup>th</sup> of May 2022 - To approve the notice of the Public Rights**

Ratification proposed Cllr. R Nevill, seconded Cllr. W. Wild – **ALL AGREED**

**Next meeting to be held face to face in the Methodist Church Hall at 7.30pm - 1st June 2022.**

Meeting finished at 19.50pm.

Chairman signature.....Dated.....