



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

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

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

Meeting closed 2000pm

County Councillor's Report

February 2026

So now we know... or do we?

On 22nd January, the Government finally announced that it plans to postpone the County Council elections in Norfolk (and a number of other councils) again.

The Government says its decision is to allow the councils to focus on the work needed to set up new unitary councils that will cover Norfolk. Elections to the new unitary councils are expected to take place in May 2027, with the new councils expected to be up and running in April 2028.

However, it is not quite as clear-cut as that because there is a legal challenge to the postponement that will be heard on 21-22nd February. The postponement will only be confirmed if the courts agree the move is legal.

It's a mess. A mess that is entirely of the government's making.

- The elections that were due last year should not have been postponed. There was no justification for it. The County Council will probably cease to exist in 2028 so councillors elected for four years in 2021 will end up serving seven years
- There's still no definite timetable for Local Government Reform. I simply don't understand how senior politicians and experienced civil servants (in the department responsible for local government) could have launched on this journey without any idea of the timetable. At this stage we still don't know for sure when the new councils will be set up or if elections *next year* will go ahead
- Councils should be able to do more than one thing at once. The idea that they need to cancel the elections to have the time prepare for LGR just doesn't sound truthful

So, shouldn't I (and my councillor colleagues) just resign and force a by-election? I have thought about this a lot as you can imagine. I have decided that, at this stage, it is not the right thing to do.

To start with, we still don't know whether the elections will be postponed – that should be decided by the courts at the end of February. We also don't know for certain whether by-elections will even be allowed if councillors do resign.

Most importantly, though, individual councillors resigning will not do what those calling for it want. **This was a government decision – they won't change their mind just because a few Norfolk councillors resign.** It also won't change how things are run at County Hall. The County Council is governed on party political lines. The Conservatives run the council with 52 of the 84 councillors. **To change who runs the council, it would need at least ten *Conservative* councillors to resign. Councillors from other parties, or Independents like myself, resigning, would change nothing.**

I work to hold the people running the County Council to account, and to make sure they don't forget the needs of the people in the twelve parishes I represent. I will carry on doing that to the best of my ability.

That is my position for now. If it looks like my resignation would force a change of mind by the government, of course I will reconsider. If the elections for the new unitary councils do not go ahead next May, I will definitely resign – those new councillors will have the job of running the new councils and it is vital that people have a vote to elect them.

Local Member Highways Allowance and Norfolk Community Fund

Assuming the elections are cancelled then I guess the Local Member Highways Allowance and the Norfolk Community Fund will top up again in April. So just a plea to have a think about projects might qualify for funding from these two pots (and remember that there is still money in the Community Fund for this year).

Bus shelters

I understand that the deadline to apply for funding for new bus shelters is to be extended from 31st January to 31st March. If you would like to apply, let me know and I can send you the paperwork. Remember that the Parish Council would have to contribute 20% of the cost and unfortunately my Local Member Highways Allowance is fully allocated for this financial year so I cannot help.

Increase in fees for foster carers

Foster carers in Norfolk will receive a 15% increase in fees as part of Norfolk County Council's plan to recruit and retain more foster carers. The proposals include:

- A 15% uplift in fees for mainstream and kinship carers
- Additional uplifts for mainstream carers looking after children aged 10 and older
- Greater rewards for long service
- An expanded therapeutic support team
- Enhanced practical support

Anyone interested in finding out more about fostering can read about the services here:

[Fostering - Norfolk County Council](#)

5% Council Tax increase proposed

Norfolk County Council's cabinet will consider proposals for a balanced Budget for 2026–27, at a meeting on 26 January. The report includes a recommendation to increase council tax by 4.998%.

The proposals also include £42.3 million in savings and efficiencies.

Ed Maxfield

www.edmaxfield.org.uk

Trunch Parish Council Bank Reconciliation 2nd February 2026		
Bank Balance as per statement 26.01.26		
Current Account:	26.01.26	£2,553.86
Reserve Account:	26.01.26	£36,740.03
Barclays Total of accounts		£39,293.89
Monies received to current account		£0.00
Monies received to premium account		£24.00
Transfer of Monies from Reserve Account to Current Account		£4,000.00
Transfer of Monies from Current Account to Reserve Account		£0.00
Opening Balance 1st April 2025		£33,005.27
Add Receipts	26.01.26	£37,189.23
Less: Payments	26.01.26	-£30,900.61
		£39,293.89
Payments authorised or awaiting deduction after bank statement		
20.01.26	JRB (poo bags)	111.06
28.01.26	Parish Online	84.00
14.02.26	Clerk salary	380.24
14.02.26	HMRC Paye	90.00
		£665.30
Payments received after bank Statement		
26.01.26	NCC SDA payment	£372.78
Net balance 02.2.26		£39,001.37
* Internal auditor advised change of opening balance to equal year end bank balance		
Signed by Chair	10.2.26

Trunch Parish Council Accounts for year ending 31.3.26

Year to Date 02.2.26

	Budget 2025/6 £	Actual year to date
INCOME		
Precept	27634	27634
Allotments	370	228
Bank Interest	250	220.19
Grant/Donation	0	7795.22
PAYE historic claim	0	
Paper Bank	0	
Path Cutting NCC	640	634.52
Variance	0	
VAT claim	0	560.3
Miscellaneous from reserves	500	
Recycling	117	117
S106 monies		
TOTAL	£29,511.00	£37,189.23



EXPENDITURE		
Clerks Salary	10175.00	6587.45
Office Allowance	312.00	247.41
Clerks Expenses		
Mileage	410.00	301.00
Admin	500.00	380.84
Allotments	500.00	899.89
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	
Mardle		
Village Hall		222.25
St Botolphs		
Methodist Church		229.00
Other grants		
Grass Maintenance	9000.00	7773.00
Cemetery/Rectory		
Grit Bins	300.00	
Hall hire (sundries)	320.00	174.25
Insurance	700.00	632.00
IT Services/Computing/Website	320.00	50.00
Neighbourhood Plan	100.00	275.70
Playing Field Equipment	350.00	6194.69
Repairs and Maintenance	500.00	87.47
SL137 Poppy wreath	27.00	24.50
Signs	50.00	
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	277.90
VAT - excluded from total		1811.87
TOTAL	£29,154.00	£29,040.17

MRS TRACY NEAVE
 TRUNCH PARISH COUNCIL
 28 BLENHEIM AVENUE
 MARTHAM
 GREAT YARMOUTH
 NR29 4TW

Your Business Premium Account

At a glance

25 Dec 2025 - 26 Jan 2026

Date	Description	Money out £	Money in £	Balance £
25 Dec	Start Balance			40,716.03
29 Dec	 to Account 20889849 at 20-03-26 DB Internet Banking	2,000.00		38,716.03
5 Jan	Giro Direct Credit From J Spencer Ref: Allotment Rents		18.00	38,734.03
8 Jan	 to Account 20889849 at 20-03-26 Transfer Internet Banking	2,000.00		36,734.03
12 Jan	Giro Direct Credit From Hale A M Ref: Hale 6		6.00	36,740.03
26 Jan	Balance carried forward			36,740.03
	Total Payments/Receipts	4,000.00	24.00	

Start balance	£40,716.03
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Money out	£4,000.00
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Money in	£24.00
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▶ Gross interest earned £0.00

End balance	£36,740.03
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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.

MRS TRACY NEAVE
 TRUNCH PARISH COUNCIL
 28 BLENHEIM AVENUE
 MARTHAM
 GREAT YARMOUTH
 NR29 4TW

Your Community Account

At a glance

25 Dec 2025 - 26 Jan 2026

Date	Description	Money out £	Money in £	Balance £
25 Dec	Start Balance			1,847.02
29 Dec	 On-Line Banking Bill Payment to Mark Dunham Tradin Ref: Inv 574	1,890.00		-42.98
	 Internet Banking Transfer From Account 70389757 at 20-03-26 DB		2,000.00	1,957.02
5 Jan	 On-Line Banking Bill Payment to David Burns Ref: Expenses Dec 25	28.38		1,928.64
	 On-Line Banking Bill Payment to Pkf Littlejohn Llp Ref: 20252961	252.00		1,676.64
8 Jan	 On-Line Banking Bill Payment to Nsalg Ltd Ref: S23027	84.00		1,592.64
	 On-Line Banking Bill Payment to Flagship Housing L Ref: 203559Siv	118.75		1,473.89
	 On-Line Banking Bill Payment to Play Inspection Co Ref: 82680 Trunch	228.00		1,245.89
	 Internet Banking Transfer From Account 70389757 at 20-03-26 Transfer		2,000.00	3,245.89
15 Jan	 On-Line Banking Bill Payment to David Burns Ref: Tpc Expenses	83.68		3,162.21
	 On-Line Banking Bill Payment to Mrs Tracy Neave Ref: January Final SAL	475.00		2,687.21
20 Jan	 Direct Debit to Npower Ref: A0009232570001	50.43		2,636.78

Start balance	£1,847.02
Money out	£3,293.16
▶ Commission charges	£0.00
Money in	£4,000.00
▶ Gross interest earned	£0.00
End balance	£2,553.86

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

Continued



Parish Clerk
Trunch Parish Council

RE: .GOV Website
Quote Ref: KB/30012026/RLS00000

Job Ref: NA

30 January 2026

I have great pleasure in quoting you for your IT requirements. Please find enclosed a detailed quote for supplying products and services to you. The overall quote has been broken-down and listed for your convenience.

Items are shown as one-off prices allowing you to have the final choice over which combinations you would like, please specify which one and quantities when you accept this quote.

If there is anything that needs qualifying further or if I've missed anything out; then please do not hesitate in contacting me. Otherwise, please indicate which model(s) / services you require, by placing a ✓ in the box next to that item or the quantity you require and fax or email back to me, no orders will be accepted unless indicated by selection and signature by an authorised person. All items exclude installation unless previously stated or under contract.

If you have any questions, please don't hesitate in contacting me where I'll be happy to discuss things further.

Best Regards

KBacon

Kevin Bacon
(Web Developer)

The ideas contained in this document are the property of RLS Computer Services Ltd., and cannot be used without the permission of RLS Computer Services Ltd. These concepts and ideas presented by RLS Computer Services Ltd. are submitted in good faith and on the understanding that they are considered by you as confidential and that no use shall be made of the said concepts, pricing and ideas, including communication to a third party, without the explicit consent of RLS Computer Services Ltd.

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RLS Computer Services Ltd.
16 Clapper Lane
Clenchwarton
King's Lynn
Norfolk
PE34 4AW

T: 01553 776937
F: 01553 767386

E: info@rlscomputers.co.uk

Registered Office: 30 Market Place, Swaffham, Norfolk. PE37 7QH
Registered in England and Wales. Reg. No. 08541079



Parish Clerk
Trunch Parish Council

RE: .GOV Website
Quote Ref: KB/30012026/RLS00000

Job Ref: NA

30 January 2026

YOUR REQUIREMENTS

Website Consisting of: .GOV.UK domain name, Hosting, Emails for the clerk and all Councillors *	£190.00	[]
Moving your content from your existing site	£290.00	[]
Website Annual Fee thereafter	£190.00	[]

QUOTE ACCEPTANCE

Notes:

- * Your existing Gov.uk domain and email accounts will be transferred from Norfolk ALC with no down time, we'll provide instruction on this.

Information:

- Any software licensing requirements is excluded from above
- All items exclude installation unless previously stated or under contract.
- No software will be transferred to new PC and installation of applications is the sole responsibility of the client.
- Software installation and configuration can be provided and charged at our normal rates.
- All materials to furnish the installation is to be provide by RLS computer Services Ltd.
- It is recommended that all user accounts be password protected after installation.
- Anti-virus & security protection is available at an extra cost or part of our IT Support Services
- Full Payment is to be made immediately on collection by Cash, Credit or Debit Card. Cheques are not accepted.
- Customer is responsible for removal of all waste packaging and materials

All prices shown are excluding of VAT and valid for 7 days
Our normal Terms & Conditions apply
together with our Privacy Policy (both available on request)

Quote Acceptance and instruction to proceed with order.	Signed
	Print Name Date:



RLS Computer Services Ltd.
16 Clapper Lane
Clenchwarton
King's Lynn
Norfolk
PE34 4AW

T: 01553 776937
F: 01553 767386

E: info@rlscomputers.co.uk

Registered Office: 30 Market Place, Swaffham, Norfolk. PE37 7QH
Registered in England and Wales. Reg. No. 08541079



JRB Enterprise Ltd
Unit 27 Old Wool Lane
Demmings Road Ind Est
Cheadle, Cheshire SK8 2PE

T: 0161 491 5001
E: info@jrbenterprises.com

Invoice

Trunch Parish Council
Attention: Accounts Payable
28 Blenheim Avenue
Martham
Great Yarmouth
Norfolk
NR29 4TW
GBR

Invoice Date

20 Jan 2026

Invoice Number

29299

Order Number

Tracey Neave: 20-01-26

Description	Quantity	Unit Price	VAT	Amount GBP
JRB-DGP20, Standard Dog Gloves (Dispenser Refill Waste bags) 800 per Case, Totally Degradable	3.00	28.20	20%	84.60
Carriage, Carriage	1.00	7.95	20%	7.95

Deliver to:
The Dairy
Mundesley Road
Trunch
North Walsham, NR28 0QB

Order Contact: Tracy Neave
Tel: 07402 959854

Subtotal	92.55
Total VAT 20%	18.51
Invoice Total GBP	111.06
Total Net Payments GBP	0.00
Amount Due GBP	111.06

Invoice



Invoice number 33UF107-0003
Date of issue January 28, 2026
Date due February 27, 2026

Parish Online
PO Box 6987
Basingstoke
RG24 4HQ
United Kingdom
+44 1256 586980
support@parish-online.co.uk

Bill to
Trunch
United Kingdom
+44 7402 959854
clerk@trunch-pc.gov.uk

Ship to
Trunch
28 Blenheim Avenue
Martham
NR29 4TW
United Kingdom
+44 7402 959854

£84.00 due February 27, 2026

[Pay online](#)

Alternative payment methods:

BANK TRANSFER

Name: Geosphere Ltd | Sort Code: 09-01-29 | Account: 26025982.

CHEQUE

Please make cheques payable to 'Geosphere Ltd' and post to 'Geosphere Ltd, PO Box 6987, Basingstoke, RG24 4HQ'.

VAT Number: GB296312096.

Description	Qty	Unit price	Tax	Amount
Parish Online - Mapping Software (per Year) Jan 28, 2026 – Jan 28, 2027	1	£70.00	20%	£70.00
Subtotal				£70.00
Total excluding tax				£70.00
Tax (20% on £70.00)				£14.00
Total				£84.00
Amount due				£84.00

Trunch Parish Council

Mrs Kay Suzanne Montandon

1 Chapel Close
Tuttington

1 Chapel Close
Tuttington
NR11 6GS

Norfolk
NR11 6GS

Payments		Deductions	
Taxable Pay	£450.24	Income Tax	£90.00
Payment not subject to Tax or NICs	£20.00	Employee NIC	£0.00
Total Payments	£470.24	Total Deductions	£90.00

Net Pay £380.24

Payment Date	14/02/2026	National Insurance Category	A
Payment Period	Month 11	National Insurance Number	NE678840B
Employer PAYE Reference	120/WA64722	Tax Code	BR
Payroll ID		Hours worked	
		Additional information	

Questions about your tax? Go to [gov.uk/hmrc/tax-on-payslip](https://www.gov.uk/hmrc/tax-on-payslip)

Payslip Version 1





Norfolk County Council

BACS Reference

7561795

Trunch Parish Council
28 Blenheim Avenue
Martham
Great Yarmouth
NR29 4TW

YOUR BANK ACCOUNT
WILL BE CREDITED WITH
THE AMOUNT SHOWN
ABOVE

Date	Bank Sortcode	Bank A/c Nbr	
26-01-26	BUKBGB22XXX	XXXX9757	£ 372.78

YOUR REFERENCE	INVOICE DATE	AMOUNT
TRU00126	09/01/2026	372.78
Our Ref: 7561795	Total	£ 372.78

In case of enquiries please contact: Accounts Payable section by email, p2p@norfolk.gov.uk or telephone (01603) 495702. Payments made for goods and services including payments to sole traders but excluding foster carers are routinely published on the internet.

Trunch Parish Council IT Policy

1. Introduction

Trunch Parish Council recognises the importance of effective and secure information technology (IT) and email usage in supporting its business, operations, and communications.

This policy outlines the guidelines and responsibilities for the appropriate use of IT resources and email by council members, employees, volunteers, and contractors.

2. Scope

This policy applies to all individuals who use Trunch Parish Council's IT resources, including computers, networks, software, devices, data, and email accounts.

3. Acceptable use of IT resources and email

Trunch Parish Council IT resources and email accounts are to be used for official council-related activities and tasks. Limited personal use is permitted, provided it does not interfere with work responsibilities or violate any part of this policy. All users must adhere to ethical standards, respect copyright and intellectual property rights, and avoid accessing inappropriate or offensive content.

4. Device and software usage

Where possible, authorised devices, software, and applications will be provided by Trunch Parish Council for work-related tasks.

Unauthorised installation of software on authorised devices, including personal software, is strictly prohibited due to security concerns.

5. Data management and security

All sensitive and confidential Trunch Parish Council data should be stored and transmitted securely using approved methods. Regular data backups should be performed to prevent data loss, and secure data destruction methods should be used when necessary.

6. Network and internet usage

Trunch Parish Council's network and internet connections should be used responsibly and efficiently for official purposes. Downloading and sharing copyrighted material without proper authorisation is prohibited.

7. Email communication

Email accounts provided by Trunch Parish Council are for official communication only. Emails should be professional and respectful in tone. Confidential or sensitive information must not be sent via email unless it is encrypted.

Be cautious with attachments and links to avoid phishing and malware. Verify the source before opening any attachments or clicking on links.

8. Password and account security

Trunch Parish Council users are responsible for maintaining the security of their accounts and passwords. Passwords should be strong and not shared with others. Regular password changes are encouraged to enhance security.

9. Mobile devices and remote Work

Mobile devices provided by Trunch Parish Council should be secured with passcodes and/or biometric authentication. When working remotely, users should follow the same security practices as if they were in the office.

10. Email monitoring

Trunch parish council reserves the right to monitor email communications to ensure compliance with this policy and relevant laws. Monitoring will be conducted in accordance with the Data Protection Act and GDPR.

11. Retention and archiving

Emails should be retained and archived in accordance with legal and regulatory requirements. Regularly review and delete unnecessary emails to maintain an organised inbox.

12. Reporting security incidents

All suspected security breaches or incidents should be reported immediately to the designated IT point of contact for investigation and resolution. Report any email-related security incidents or breaches to the IT administrator immediately.

13 Training and awareness

Trunch Parish Council will provide regular training and resources to educate users about IT security best practices, privacy concerns, and technology updates. All employees and councillors will receive regular training on email security and best practices.

14. Compliance and consequences

Breach of this IT and Email Policy may result in the suspension of IT privileges and further consequences as deemed appropriate.

15. Policy review

This policy will be reviewed annually to ensure its relevance and effectiveness. Updates may be made to address emerging technology trends and security measures.

16. Contacts

For IT-related enquiries or assistance, users can contact the clerk in the first instance.

All staff and councillors are responsible for the safety and security of Trunch Parish Council's IT and email systems. By adhering to this IT and Email Policy, Trunch parish council aims to create a secure and efficient IT environment that supports its mission and goals.

Adopted 10/02/2026

To be reviewed February 2028

Trunch Parish Council

Reserves Policy

1. Introduction

1.1 The Council is required, under statute, to maintain adequate financial reserves in order to meet the needs of the organization.

1.2 The Council's policy on the establishment, maintenance and adequacy of reserves and balances will be considered annually.

2. The Purpose of Reserves

The Council will hold reserves for these three purposes:

2.1 General Reserve

The Joint Panel on Accountability and Governance (JPAG) states the appropriate minimum level of general reserves should be maintained at between three and twelve months of net revenue expenditure. The smaller the authority, the closer the figure may be to 12 months expenditure, the larger the authority, the nearer to 3 months. In practice, any authority with income and expenditure in excess of £200,000 should plan towards a minimum of 3 months' equivalent general reserve. A general reserve will include:

- A **working balance** to help cushion the impact of uneven cash flows, such as the time lag between the start of the new financial year and the receipt of the first precept payment, the upfront payment of VAT prior to reclaiming or the funding of a grant funded project, prior to the grant being received or claimed.
- A **contingency** to cushion the impact of unexpected events or emergencies

2.2 Earmarked reserves:

- A means of building funds, to meet known or predicted requirements
- Money held for specific purposes such as Section 106 planning obligations or the Community Infrastructure Levy (CIL)
- Money pledged but payments unmade

2.3 Capital reserves:

- Money held for capital projects (the purchase of buildings or land, this could be from a previous disposal of an asset, land or property).

Notes to the Annual Accounts will detail the movement of reserves during the financial year, both monies received and paid out.

The Council's specific requirements are detailed in appendix 1

Reviewed 02/2026

Next review 02/2027

Appendix 1

Working Balance

The Council has considered the need for a working balance for 2026/27:

	Use	Budget
Cash Flow	To enable the payment of invoices prior to the receipt of the precept payment	£15,000
VAT payments	The payment of VAT prior to reclaim	£1000
Total		£16,000

Contingency

The Council has considered the need for a contingency for 2026/27:

	Use	Budget
Parish Council Assets	To cover unexpected maintenance costs	£10,000
Election	The potential cost of a by-election	£2,000
Unexpected costs	To cover the cost of unexpected events such as travellers or other community needs	£2000
Total		£14000

Earmarked Reserves

Anticipated earmarked reserves at the end of 2025/26: £6000

Earmarked reserves recommended: £10,000 for playground flooring

Section 106/CIL receipts - £0

Any further earmarked reserves identified before the year end will be shown in the end of year accounts.

TRUNCH PARISH COUNCIL

Internal Control Policy

Scope of Responsibility

The Accounts and Audit Regulations 2015 state that a Council shall be responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control which facilitates the effective exercise of the Council's functions and which includes arrangements for the management of risk.

Trunch Parish Council is responsible for ensuring that its business is conducted in accordance with the law and proper standards, and that public money is safeguarded and properly accounted for, and used economically, efficiently and effectively.

In discharging this overall responsibility, the Council is also responsible for ensuring that there is a sound system of internal control, which facilitates the effective exercise of the Council's functions and includes arrangements for the management of risk.

The Purpose of the System of Internal Control

Internal control is designed to reduce financial risk to the Council. The system of internal control is designed to ensure that the council's activities are carried out properly and as intended. Internal controls are set up by the Responsible Financial Officer (RFO) but it falls on the Council members to ensure that they have a degree of control and understanding of those controls. Controls will include the checking of routine financial procedures; the identification of risk and to evaluate the likelihood of those risks being realised and the impact should they be realised, and to manage them efficiently, effectively and economically.

Statement of Internal Control

Cash book/ Bank reconciliations	The cash book is kept electronically (in spreadsheet format) and maintained up to date from original documents. The cash book is reconciled to the bank statement at least monthly. The cash book, payments and receipts and bank reconciliations are reviewed and approved by a nominated member of the Parish Council. The Councillor is nominated annually at the May meeting of the Council, for a maximum of a year and must not be a bank signatory.
Financial Regulations	The Parish Council has adopted Financial Regulations; the regulations are reviewed for continued relevance and amended where necessary.
Order/ Tender control	The Financial Regulations list the number of estimates, quotes or full tenders that must be invited depending on the value and nature of the work.

	Official orders/letters/emails are sent to suppliers for services which are not regular in nature.
Payment Controls	<p>Payments are listed in cheque number or order or payment date order in the cash book and in accounts files.</p> <p>All invoices for payment are listed on the meeting agenda where the expenditure is to be authorised for payment.</p> <p>Payments made are listed in the minutes of the meeting.</p> <p>Invoices are available to all Councillors but in particular to the Councillors signing the cheques or authorising electronic payments. Cheques will be signed or electronic payments will be authorised by two councillors, who are authorised to sign the Council's bank mandate.</p> <p>Councillors, when signing the cheques or authorising electronic payments, will ensure that there is an invoice or other documentation that corresponds with the payment and that the payment is listed on the agenda and has been agreed by the council. If signing a cheque, they will initial the cheque stub to confirm that it contains the same information as the cheque.</p> <p>The RFO has only access to the online banking and is a signatory to the bank account, but does not have authority to approve payments.</p> <p>The RFO maintains control of the cheque book at all times, cheques will only be issued and signed for payments approved in Council meetings.</p> <p>When invoices are paid, they are identified by the cheque or BACS payment date and referenced in the cashbook.</p>
VAT repayment claims	<p>The Clerk ensures that all invoices are addressed to the Parish Council.</p> <p>The RFO ensure that proper VAT invoices are received where VAT is payable.</p> <p>The RFO maintains a VAT account to show that the correct amount of VAT is reclaimed in the year.</p>
Income Controls	<p>The RFO ensures that the amount of the precept received is correct in accordance with the precept request sent to the District Council.</p> <p>The RFO ensures that other receipts are received when due.</p> <p>The RFO ensures that income is banked properly.</p>
Financial Reporting	A budget review, comparing actual receipts and payments to the budget is prepared and presented to the Council on at least a quarterly basis and recorded in the Minutes.
Budgetary Controls	A budget control, comparing actual receipts and payments to the budget is prepared on at least a quarterly basis, presented to the Parish Council in advance of the meeting and minuted as such.

Payroll controls	<p>The Clerk is paid under PAYE as an employee of the Council and the necessary system for making payments of HMRC RTI is in place.</p> <p>The Clerk's salary is set by the Council and minuted as such. The RFO will ensure that all the necessary payroll returns are made to HMRC and will retain evidence that this has been done.</p>
Clerk's Expenses	<p>The Clerk submits a request for reimbursement of monies owing in advance of each meeting.</p>
Asset Control	<p>The RFO maintains a full asset register.</p> <p>The existence and condition of assets is checked on an annual basis.</p> <p>The adequacy of insurance of the Parish Council's assets is considered annually in advance of the insurance renewal.</p>
Auditing	<p>The RFO ensure that the accounts are audited in line with practice laid down in 'Governance and Accountability for Local Council's'. The Council will nominate and agree the work to be undertaken by the Internal Auditor annually. The accounts will be audited at the year-end. The Councillor responsible for carrying out the quarterly accounts check will also be responsible for making contact with the Internal Auditor to ensure that the Audit has been carried out and that the report received by the Council is genuine and has not been altered.</p>

Reviewed: February 2026
To be reviewed: March 2027

clerk@trunch-pc.gov.uk

From: PTG Roadworks <ptgroadworks@norfolk.gov.uk>
Sent: 14 January 2026 15:52
To: Sector Support North
Cc: Roe, Chanel; clerk@trunch-pc.gov.uk; Bradley Kidd
Subject: RE: Road Closure - 347933 Gimingham Road Trunch - 2 Days Monday 9th - Tuesday 10th March 2026

Hi,

The code is E4408LS0903

Kind regards,

Phoebe Douglas, Travel & Transport Assistant

Infrastructure, Travel and Transport Services

Tel: +44 1603 306070 | Pronouns: She/Her

Customer Service Centre: 0344 800 8020

County Hall, Martineau Lane, Norwich, NR1 2DH



Norfolk County Council



From: Sector Support North <sectorsupportnorth@norfolk.gov.uk>
Sent: 02 January 2026 13:49
To: PTG Roadworks <ptgroadworks@norfolk.gov.uk>
Cc: Roe, Chanel <chanel.roe@tarmac.com>; clerk@trunch-pc.gov.uk; Bradley Kidd <bradley.kidd@norfolk.gov.uk>
Subject: *L/S* Road Closure - 347933 Gimingham Road Trunch - 2 Days Monday 9th - Tuesday 10th March 2026

Please find attached road closure for TTD Authorisation Code for me to continue to process this closure.

Kind regards

Debbie

Debbie Sutton

Area Technician (North)

Aylsham Highways Depot

Infrastructure

Email: debbie.sutton@norfolk.gov.uk

Norfolk County Council

General enquiries 0344 800 8020 or

information@norfolk.gov.uk

www.norfolk.gov.uk

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To see our email disclaimer click here <http://www.norfolk.gov.uk/emaildisclaimer>

Norfolk County Council (The Norfolk Marathon and Half Marathon)
Temporary Traffic Regulation Order 2025 – Notice
Section 16A of the Road Traffic Regulation Act 1984 (“RTRA 1984”)
as amended by the Road Traffic Regulation (Special Events) Act 1994

Norfolk County Council, hereby give notice that to facilitate the Norfolk Marathon and Half Marathon, they intend to make an Order under Section 16A of the RTRA 1984 and all other enabling powers, the effect of which will be to temporarily restrict/prohibit vehicular traffic on various roads (see Schedule attached)

in the Parishes of Antingham, Cromer, Gimingham, Northrepps, Southrepps, Trimingham and Trunch.

The Order shall be in effect (in force) on 19 April 2026 and or until the restrictions are no longer necessary, whichever is the earliest. The roads will be temporarily restricted (except for emergency and pedestrian access) for the duration of the Norfolk Marathon and Half Marathon which is anticipated to be between 7.30am and 4.30pm. The restrictions specified will only have effect at such times and to such extent as indicated by the display of on-site signs.

The promoter of the event is EPIC Norfolk.

A person who contravenes, or who uses or permits the use of a vehicle in contravention of, a restriction or prohibition imposed by this Order shall be guilty of an offence.

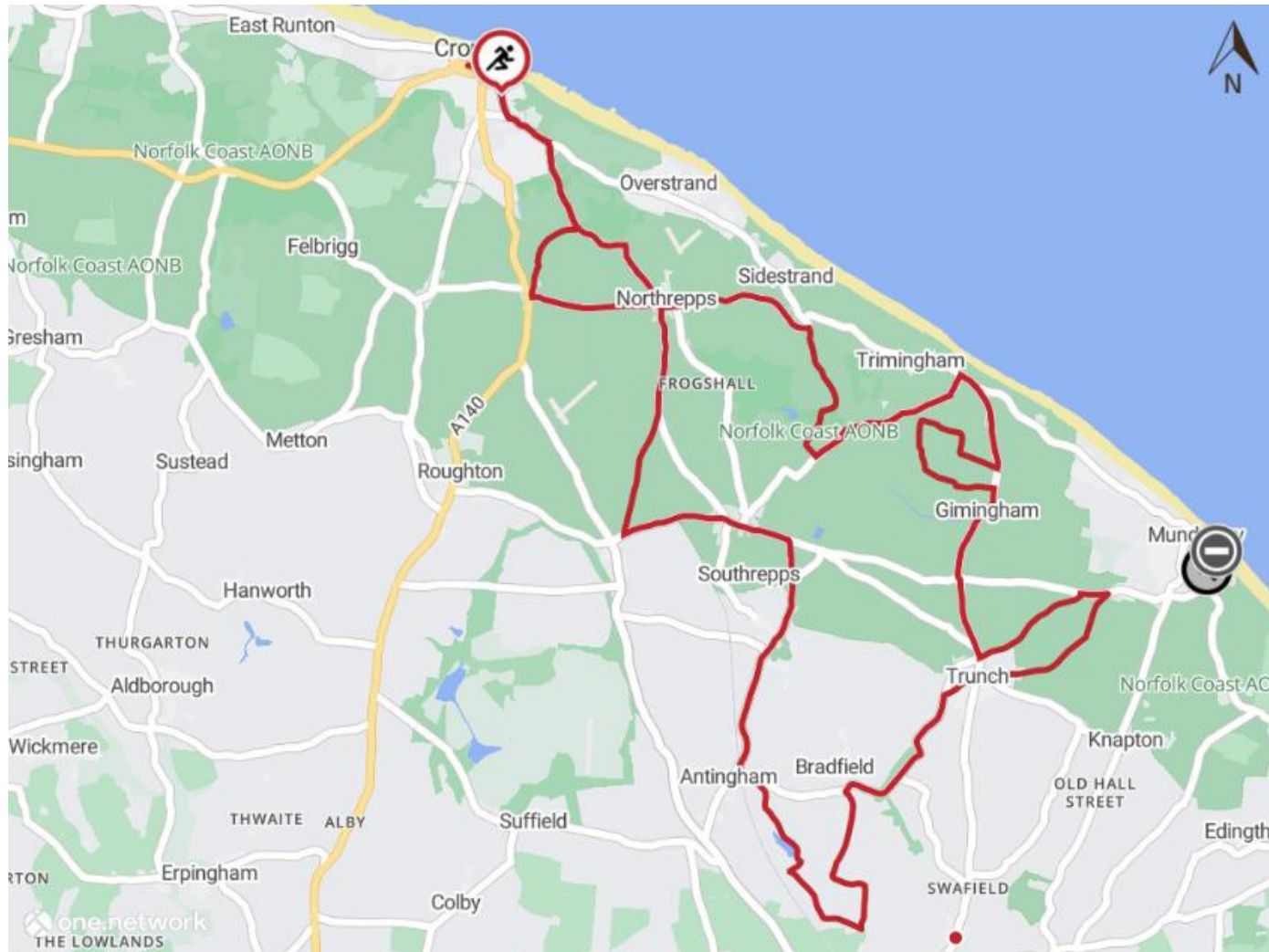
Full details on the restrictions are available on the [CausewayOne Network website](#). Any enquiries that cannot be answered on the CausewayOne Network website should be directed to the North Area Streetworks (Infrastructure Department) contactable by telephone at 0344 800 8020 or email at streetworks@norfolk.gov.uk

Dated this 14th day of January 2026

Grahame Bygrave
Lead Director for Infrastructure
Director of Highways, Transport & Waste

County Hall
Martineau Lane
Norwich
Norfolk
NR1 2DH

Plan of Restrictions





Norfolk County Council

Road Closure Schedule The Norfolk Marathon and Half Marathon 19 April 2026

Street name and Parish of road being closed:

1. Cliff Avenue, Cromer
2. Overstrand Road, Cromer
3. Northrepps Road, Cromer
4. Hall Road, North Northrepps
5. Church St, Northrepps
6. Hall Road, South Northrepps
7. Thorpe Road, Southrepps (eastbound closure only)
8. Stump Cross Lane
9. Wellspring Road
10. Pit Street, Southrepps
11. Pond Road/Lyngate Road, Antingham
12. Bradfield Road/Chapel Road/Southrepps Road/Common Road, Bradfield
13. Bradfield Road, Trunch
14. Gimingham Road, Trunch
15. Front Street, Trunch
16. Mundesley Road, Trunch
17. Brick Kiln Road, Trunch
18. Trimingham Road, Gimingham
19. Heath Lane/Grove Road, Gimingham
20. Middle Street
21. Cromer Road/Top Road/Hungry Hill, Trimingham
22. Nut Lane, Northrepps
23. Overstrand Road, Cromer (southbound closure only)
24. Surrey Street/Brook Street/Tucker Street/Jetty Street, Cromer

Start location and start time of closure

- | | |
|-------------------------|-------|
| 1. Overstrand Road | 07.30 |
| 2. Norwich Road | 07.30 |
| 3. Overstrand Road | 09.15 |
| 4. Northrepps Road | 09.15 |
| 5. Bulls Row | 09.30 |
| 6. Church Street | 09.30 |
| 7. A149 junction | 09.45 |
| 8. Gimingham Road | 09.45 |
| 9. Whitegates Road | 09.45 |
| 10. Gimingham Road | 09.45 |
| 11. Southrepps Road | 09.45 |
| 12. Lyngate Road | 10.00 |
| 13. Common Road | 10.00 |
| 14. Chapel Road, Trunch | 10.30 |
| 15. North Walsham Road | 10.30 |
| 16. Knapton Road | 10.30 |
| 17. Trunch Road | 10.30 |



Norfolk County Council

18.	Mill Street	10.30
19.	Trimingham Road	10.30
20.	Mundesley Road (Coast Road)	10.30
21.	Middle Street	10.00
22.	Bulls Row	10.00
23.	Cliff Avenue	10.00
24.	The Gangway	09.00

End location and finish time of closure

1.	Ashdown Court	10.15
2.	Cliff Drive	10.15
3.	Hall Road (North Northrepps)	15.30
4.	New Road	10.15
5.	Hall Road (South Northrepps)	11.00
6.	Thorpe Road	11.00
7.	High Street	11.30
8.	Wellspring Road	11.30
9.	Gimmingham Road	11.30
10.	Southrepps Road	11.30
11.	Bradfield Road	12.00
12.	Bradfield Road	13.00
13.	Chapel Road	13.00
14.	Church Road, Gimmingham	13.30
15.	Knapton Road, Trunch	13.00
16.	Trunch Road	13.00
17.	Gimmingham Road	13.30
18.	Mundesley Road (Coast Road)	14.15
19.	Trimingham Road	14.15
20.	Cromer Road	15.15
21.	Craft Lane	15.15
22.	Northrepps Road	15.15
23.	Cromwell Road	15.45
24.	Jetty Cliff	16.30



26th November 2024

Trunch Parish Council
28 Blenheim Avenue
Martham
NR29 4TW

REPEAT ORDER FORM Job # 140634

If you wish to discuss this further please don't hesitate to get in touch.

☎ 01202 590675

✉ info@playinspections.co.uk

@ www.playinspections.co.uk

Item	Quantity	Price	Total
Outdoor Annual Inspection	1	£197.00	£197.00
Sub-Total			£197.00
VAT (20.0%)			£39.40
Total			£236.40

Service	Site Name	Site Address
Outdoor Annual Inspection	Trunch Parish Council Playing Field	Off Blooms Turn, Trunch, NR28 0PQ

Notes:

To be inspected in November 2026

If you fill out and return the attached form within 16 WEEKS of your inspection due month next year, we will automatically add your inspection into our schedule to be completed that month.

Please tick as appropriate: Please programme our inspection for next year only

NOTE. Your price has been increased in line with the current RPI rate of inflation (ROI). By entering into this agreement you are committing to a continuation of service until such time as the contract is terminated. The request for termination must be made in writing (email is sufficient) providing at least 60 days' notice. Any late cancellations will be charged at the full inspection rate.

Order placed by:

Print Name:

Date:

Unit 5
Glenmore Business Park
Blackhill Road
Poole
BH16 6NL

info@playinspections.co.uk
www.playinspections.co.uk





The Risebrow Centre
Chantry Road
Norwich
Norfolk NR2 1RF

W: www.map.uk.net/righttoplay
E: righttoplay@map.uk.net



RIGHT TO PLAY CAMPAIGN

Launch Invitation
Friday 6 March 2026, 10.00am – 12.30pm
Thursford Garden Pavilion, North Lane, Fakenham, NR21 0AS

Youth Advisory Boards (YABs) are groups of young people and professionals who work together to identify issues affecting young people and play a strategic role in addressing them. Each district in Norfolk has a YAB, promoting services and sustainable activities that support community cohesion, intergenerational understanding, and the capacity to meet young people's needs - especially for those who are more vulnerable.

The Norfolk YABs have identified a significant issue: many play areas across the county are neither accessible nor inclusive for children with disabilities. This also affects families and friends with disabilities, limiting their ability to enjoy these spaces together. We want to change that.

We are calling on all relevant organisations and businesses to sign the **Right to Play Pledge** - a commitment to inclusive planning, design, and commissioning of refurbished and new play areas.

Why does this matter?

Play is essential. It is a biological, psychological, and social necessity, fundamental to the healthy development and well-being of individuals and communities. The United Nations Convention on the Rights of the Child (Articles 23, 30, and 31) affirms that *every child has the right to rest, leisure, and play* and that *children with disabilities must have equal access to these opportunities*. The UK's National Disability Strategy (2021) also emphasises the need to create inclusive playgrounds for disabled children and their families.

As Young Commissioners of the North Norfolk Youth Advisory Board, we want to raise awareness and encourage councils and organisations to **"think and act inclusively"** when designing or refurbishing play areas. And importantly, inclusive design **does not** have to be more expensive than traditional play area design.

This will be an inclusive event where you'll hear firsthand **why inclusive play areas are vital for children's physical and mental well-being**. Experts and those already leading the way in inclusive play will present their insights. Attendees will also have the opportunity to take the **Right to Play Pledge**, helping shape future policies and funding decisions.

Already prioritising inclusivity? Fantastic! We still invite you to sign the Pledge, share your expertise, and inspire others taking their first steps.

Let's work together to change the landscape of play - making all play areas accessible and inclusive for every child.

Young Commissioners
North Norfolk Youth Advisory Board



[T](#) [I](#) [F](#) @mapyoungpeople

Charity number: 1107927

From: Right To Play <righttoplay@mapyoungpeople.org.uk>
Sent: 23 January 2026 15:05
To: clerk@trunch-pc.gov.uk
Subject: Launch Event - Everyone Has The Right To Play
Attachments: Right To Play Invitation 6th March.pdf; YAB Right To Play Invitation Letter.docx

Hello

We are pleased to invite you the launch event for Everyone Has The Right To Play, on Friday 6 March, 10.00am – 12.30pm at Thursford Garden Pavilion, North Lane, Fakenham, NR21 0AS.

Young people from North Norfolk Youth Advisory Board, have identified that many play areas across the county are not accessible for families and friends with a disability. This campaign aims to create a local inclusive play area development network across the county, providing opportunity for all, and leading to the re-establishment of the Play Area Forum.

We will present our campaign alongside experts in the field and others who have adopted an inclusive approach. You will be invited to take away and consider our Right to Play Pledge, which will inform and shape decisions for play area policy and projects.

Attached in this email you will find:

- Your invitation
- A letter with further detail about the campaign and launch event

RSVP

Please let us know you're coming by registering for the event on Eventbrite:

<https://R2PNorthNorfolk.eventbrite.co.uk>

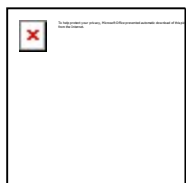
If you have any questions about the launch event or the campaign itself, please do not hesitate to get in touch with us at righttoplay@mapyoungpeople.org.uk

If you have any access requirements, please let us know via your Eventbrite booking.

Please do share this invite with colleagues and other professionals you feel would support this campaign and our aims.

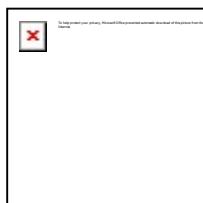
We hope to see you soon.

Kind regards,
Young Commissioners of North Norfolk Youth Advisory Board



[Website](#)

[Support](#)



We have updated our email addresses to reflect ongoing improvements. Our email is now name @mapyoungpeople.org.uk. Please update your records to use our new email address going forward.

Note: Our old email address will remain active for a short time, so any messages sent there will still reach us, but we encourage you to start using the new address as soon as possible.

Thank you for your support and understanding.

MAP (Mancroft Advice Project). Charity Registered in England and Wales No. 1107927.

Company limited by guarantee registered in England and Wales No. 5249208.

Registered office: The Risebrow Centre, Chantry Road, Norwich, Norfolk NR2 1RF.

[Email Disclaimer](#)



You're invited!

**Join us at the launch event for
Everyone Has The Right To Play**

North Norfolk Youth Advisory Board invite you to join them at this launch event for the campaign 'Everyone Has The Right To Play'.

6th March 2026

Thursford Garden Pavilion, North Lane, Fakenham, NR21 0AS

Join us at the launch event for 'Everyone Has The Right To Play'

We believe that play spaces should be accessible to all, regardless of ability or disability, so that families and friends with different access needs can play alongside each other in public spaces.

On Friday 6th March, join us in discussing routes to building an inclusive future for young people, where everyone has the right to play.

Enquiries to:
righttoplay@mapyoungpeople.org.uk



RSVP

[Click here to register your attendance on Eventbrite](#)

Address

Thursford Garden Pavilion, North Lane,
Fakenham, NR21 0AS

Date

10:00am-12:30pm
Friday 6th March

In partnership with:



Trunch Neighbourhood Plan – Policies

Objective 1.

To provide housing for local people, seeking to meet the existing and future needs of those who live and work in the area.

Policy T1: Meeting local needs

New residential development within the Trunch Neighbourhood Plan area will be supported where it demonstrably contributes to meeting the **existing and future housing needs of local people**.

In order to do so, proposals should:

1. **Provide a mix of dwelling sizes and types** that reflects up-to-date evidence of local housing need, including smaller starter homes, family housing, and accommodation suitable for older people downsizing locally.
2. **Prioritise affordability and local occupancy**, through the provision of affordable housing, entry-level homes, or other mechanisms that ensure homes are accessible to people who live or work in or bordering the Trunch Neighbourhood Plan area, in accordance with local planning policy and viability considerations.
3. **Support homes for people with a local connection**, particularly where development is proposed on sites outside settlement boundaries or where exception site policies apply, subject to compliance with strategic planning policies.
4. **Be of a scale and form appropriate to the settlement**, helping to sustain the community without placing undue pressure on local services, infrastructure, or the character of the area.
5. **Demonstrate how the proposal responds to local housing evidence**, including any Housing Needs Assessment, parish surveys, or other relevant local data.

Development proposals that do not address identified local housing needs, or which would undermine the ability of local people to access housing in the area, will not be supported.

Objective 2

To redress the present imbalance between young and old residents in favour of younger families, to ensure sustainability of the village for the longer term.

Policy T2: Rebalancing the Housing Stock to Support a Sustainable Community

The Trunch Area currently contains a disproportionately high level of retirement and age-restricted housing. In order to secure the long-term social and economic sustainability of the village, new residential development will be supported where it contributes to rebalancing the housing stock in favour of younger households and families.

Accordingly, residential development proposals should, where appropriate to their scale and location:

- a) Deliver a mix of dwelling sizes and types that prioritises the needs of younger residents, families, and working-age households, including a strong emphasis on two- and three-bedroom homes;
- b) Provide homes suitable for family occupation, including access to private or shared outdoor space, safe pedestrian environments, and adaptable internal layouts;
- c) Include housing types and tenures that improve affordability for younger households, such as affordable housing, first-time buyer homes, or other discounted market housing, in accordance with strategic local planning policy;
- d) Be well related to the existing settlement, with good access to any local services, schools, employment opportunities, and sustainable transport modes;
- e) Demonstrate how the proposal contributes to addressing the existing demographic imbalance within the village.

Proposals for additional retirement or age-restricted housing will only be supported where it can be clearly demonstrated that they would not exacerbate the existing imbalance in the local population or prejudice the objective of creating a more balanced and sustainable community.

Objective 3

To protect and enhance the vernacular character of the area as a North Norfolk village, adjacent to a National Landscape Area, and with a central Conservation Area.

Policy T3: Design, Character and Local Distinctiveness

Development proposals must demonstrate a high quality of design that conserves and enhances the distinctive vernacular character of the neighbourhood area as a North Norfolk village, its setting adjacent to the National Landscape Area, and the character and appearance of the central Conservation Area.

Development will be supported where it:

a) **Responds Positively to Local Character**

Is of a scale, form, density and layout that reflects the established rural settlement pattern and built character of the village.

b) **Preserves or Enhances Heritage Assets**

Preserves and aligns with the character and appearance of the Conservation Area and the significance and setting of designated and non-designated heritage assets, in accordance with their heritage value.

c) **Achieves Locally Distinctive Design**

Incorporates building forms, proportions, roofscapes, detailing and materials that are characteristic of traditional North Norfolk villages, avoiding standardised, suburban or urban design approaches.

d) **Uses Appropriate Materials**

Uses materials that are typical of the area, including brick, flint, render, clay pantiles or slate, unless an alternative approach is demonstrably justified by exceptional design quality.

e) **Respects Landscape Setting and Views**

Protects important views into, out of and within the village, and avoids adverse impacts on the landscape character and visual amenity of the adjoining National Landscape Area.

Development proposals that fail to conserve local distinctiveness, harm the significance or setting of the Conservation Area, or adversely affect the character of the surrounding landscape will not be supported.

Objective 4

To ensure that all planning decisions are sympathetic to the environment, striking a balance between the interests of nature, people and the community.

Policy T4: Environmentally Sympathetic Development in the Village

Development proposals within the Neighbourhood Plan area must be sympathetic to the village's rural character and landscape setting, and demonstrate an appropriate balance between the needs of nature, residents, and the wider community.

Development will be supported where it:

- a) **Protects and enhances the village's natural environment**, including local wildlife, habitats, trees, hedgerows, watercourses, and green spaces that contribute to the rural character of the area;
- b) **Respects the scale, form, and setting of the village**, ensuring that development does not erode the countryside character, landscape quality, or important views into and out of the village;
- c) **Avoids or minimises harm to biodiversity and landscape features**, particularly those characteristic of the local area, with appropriate mitigation or enhancement where impacts cannot be fully avoided;
- d) **Incorporates sustainable and locally distinctive design**, including energy efficiency measures and materials that reflect the village's traditional character and environmental context;
- e) **Supports the health and wellbeing of the village community**, by providing attractive, safe, and accessible environments, and by maintaining opportunities for residents to enjoy and connect with nature;
- f) **Delivers clear local benefit**, meeting identified village needs without causing unacceptable harm to environmental quality or the peaceful enjoyment of the countryside.

Where appropriate, planning applications should be supported by proportionate ecological, landscape, or environmental information to demonstrate compliance with this policy.

clerk@trunch-pc.gov.uk

From: Kirstie Davies <Kirstie.Davies@smithofderby.com>
Sent: 22 January 2026 08:14
To: clerk@trunch-pc.gov.uk
Subject: Service term offer

Our Ref: 7166

Good Morning

I write regarding ongoing servicing of the clock at St Botolph's Church.

The term agreement has just expired, and I would like to offer an option to renew for a further three year term.

The three year term offer to service the clock in 2026-2028 inclusive, offered at a discount in exchange for payment in advance and ensuring there are no price increases during the term of the offer will cost £809 net plus vat.

The cost to revert to annual payment will be £284 net plus vat this year, payable following our attendance and subject to annual increases.


I look forward to receiving your instructions.

Kind regards

Kirstie Davies
Sales Co-ordinator

T:+44 (0)1332 345569
M: +44 (0)7800689406

smithofderby.com

 [Instagram/smithofderby](https://www.instagram.com/smithofderby)

 [X/SmithofDerby](https://twitter.com/SmithofDerby)

SMITH OF DERBY

CLOCKMAKERS ♦ EST. 1856

Clockmaking Restoration Servicing

We are proud of the heritage of names in our group of companies: **John Smith & Sons (1856)**, **William Potts & Sons (1833)**, **James Ritchie & Son (1809)** and **J.B Joyce & Co (1690)**.



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Item | Estimated cost (incl. VAT where applicable)

AED + outdoor heated/lockable cabinet |
£1,600-£2,000

Electrical work from nearby internal supply |
£300-£500

11.5 m x 1.5 m paved standing area |
£250-£350

Contingency (10-15% for rural/location unknowns) |
£300-£500

Indicative total project budget £3,000-£4,500

Exclude AED + Cabinet |
£1600

So project budget |
£1400-£2900