



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 MARCH 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 Karen Randell, Cllr David Shapcott, Cllr Charlie Yaxley, Cllr Malcolm Bulley.

Kay Montandon (Parish Clerk). One member of the public was present.

1. To Receive Apologies for Absence

Apologies were received from Cllr A Bowker and Cllr P Neatherway (District Councillor).

2. To Receive Declarations of Interest and Grant Requests for Dispensation

None.

3. To Agree the Minutes of the Meeting Held on 10th February 2026

It was resolved to confirm the Minutes of the meeting held on 10th February 2026. The Minutes were signed as a true and accurate record by the Chairman.

4. To Note Matters Arising from the Previous Minutes not Elsewhere on the Agenda.

None.

5. To Receive Reports from County and District Councillors, and the Police

Cllr Miles reported from a recent police meeting that speeding and anti-social behaviour were the current police priorities.

6. Correspondence

To note any issues brought to the attention of the council since the last meeting.

- a. A Resident had brought to the attention of the MP the condition of Knapton road and NCC Highways had agreed to reinstate the full width of the road. Councillors agreed this was a good outcome and noted that residents and councillors get a good result when they log highways issues on the website:
<https://www.norfolk.gov.uk/highwaysproblem>

7. Finance and administration

- a) The bank reconciliations, bank statements and expenditure versus budget were received.
- b) The following payments were approved and receipts noted:

Payments	Amount	Supplier
Clerk salary February	£360.24	Kay Montandon
PAYE February	£90	HMRC
New website	£576	RLS Computer Services
IT support 2025/6	£213.75	S Hutcheson
Keys for Hall	£15.75	Cllr Miles
Bench for playing field	£950.87	Glasdon – to be reimbursed by Compost Society
Receipts	Amount	From
Allotment fees	£30	Tenant
Verges payment	£634.52	NCC
Footpaths SDA	£372.78	NCC

8. Governance and Transparency

- a) The Freedom of Information Publication Scheme was reviewed and approved.
- b) The Grant Awarding Policy was adopted as presented.
- c) The website project update was received and is expected to complete by end March.
- d) Insurance quotes have only been received from one insurer to date so this will be reviewed at the April meeting.

9. Highways

- a) The council resolved to suggest to NCC that the byways could be maintained by the parish if NCC was responsible for widening them. This would enable the parish to continue with the SDA from NCC to maintain the footpaths and byways of the parish as before.
- b) The drain by the Social Club is due to be cleared by Highways. The Mundesley Road ditch is being reviewed by the engineers.
- c) Escape pods on the North Walsham Road for pedestrian safety have been agreed by Highways and the locations are being finalised with input from the Parish Council. The council resolved to contribute £750 to this work as required by Highways.

10. Grass Cutting

The schedule of works for the grass cutting contract was discussed.

11. Playing field

- a) Cllr Yaxley has shared the list of activities that need to be carried out so that volunteers from the council can help.
- b) It was resolved to appoint RoSPA Playsafety to carry out the play equipment annual inspection during their June/July Norfolk timetable at a cost of £249 plus VAT.

- c) The quote for removing the cherry tree next to the swing on the playing field was accepted and the £330 plus VAT cost was agreed.
- d) It was agreed that weekly visual inspections of the play equipment will be carried out, the form completed each time and sent to the Clerk.
- e) The bench for the pétanque court is due to be delivered this month and the Compost Society's donation to cover the cost was gratefully accepted.

12. Village Green

- a) The request from a resident to have the beech tree on the village green cut back was discussed. It was noted that previously this was done on a 4 yearly basis, and the last pruning was carried out 2 years ago. It was agreed that the contractor would be appointed as quoted and they would apply to NNDC for permission to cut back the tree and, if successful, the tree canopy would be cut back 3m on the west side and raised up 5m from ground level at a cost of £500 plus VAT.

13. Environment Group

- a) The council agreed to place 4 wildlife crossing signs near the ponds in the village to raise awareness of the need to drive with care. The cost of the signs was approved at £25 each and would be paid from the environment budget.

14. Planning

- a) New applications – none
- b) Decisions – none
- c) Appeals - none

15. To Receive Reports on Council Services and Projects

- a) **Allotments**
There is an open gardens event in July in the village and the council resolved to involve the allotments.
- b) **Community Speedwatch**
A session a week is going ahead. New volunteers would be welcomed.
- c) **Neighbourhood Plan**
The policy final drafts were circulated and will be shared with NNDC. The next phase is to write the plan and carry out the consultation in the village.
- d) **Good Neighbours Scheme**
This has been going well.
- e) **Community Café**
This has now finished for the year, and all agreed it has been very successful and worthwhile.
- f) **Footpaths**
Nothing to update other than as discussed on item 9a).

16. Defibrillator

- a) The council discussed the different defibrillator options and costings. It was resolved to discuss with the Village Hall committee, the Trunch Village Society and possibly other groups to consider sharing the cost of a new unit to be placed at the Village Hall.

- b) The County Councillor would also be approached to see if the community fund may be available to help with the cost.

17. Public participation

A member of the public discussed the tree on the village green and the fact that it had been cut back in the last couple of years and had not grown that much so further pruning at this time was not necessary in their opinion. They also stated that other trees in the village should have TPOs applied for to prevent loss or damage.

18. General Parish Issues

The Norfolk Warm Homes grant is available to residents to improve their energy efficiency and reduce costs. www.norfolkwarmhome.org.uk or call 01603 430103.

15. The next meeting will be held on 14th April at 7pm in Trunch Village Hall

The chair closed the meeting at 8.13pm

Signed..... Date.....