

The Parish Council is made up of nine councillors who are elected or co-opted to the Council. Currently we have eight councillors and have a vacancy for another. The Parish Councillors are volunteers and unpaid, representing the village on various matters. It is the third tier of local government, the other two being the district council and the county council.

Full Council meetings are held on the second Tuesday of the month (except August when there is no meeting) at 7pm at the Village Hall, Trunch. The public is very welcome to attend and we encourage comments to be made during the open sessions part of every meeting.

Parish councillors are always available to hear your views or answer questions on any subject relating to the meeting. Please contact the parish clerk who will put you in touch with the councillor of your choice.

The council works with other principal authorities and can report issues such as flooding, planning concerns, overgrown trees, footpaths, drainage, roads, street signage, and speeding to the relevant authorities on your behalf.

### Trunch Parish Council

#### Parish Councillors

Richard Miles (Chairperson)  
Gaynor Houlton Vice Chairperson)  
Malcolm Bulley  
David Burns  
Jeremy Fielding  
David Houlton  
Paul Pearson  
Barbara Wilson

#### District Councillor

Peter Neatherway: Peter.Neatherway@north-norfolk.gov.uk  
Tel. 01263 802781  
District Council North Norfolk District Council

#### County Councillor

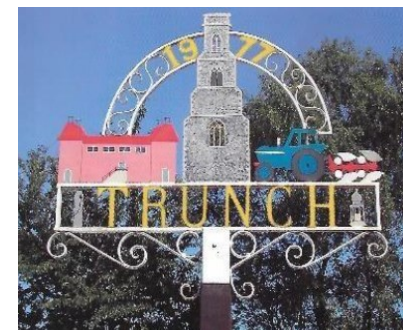
Edward Maxfield: edward.maxfield.cllr@norfolk.gov.uk  
Tel. 07449 706215  
County Council Norfolk County Council

## Trunch Parish Council

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### A general guide to meetings

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*Contact us:*  
*Mrs Tracy Neave Parish Clerk*  
*c/o 28 Blenheim Avenue Martham*  
*NR29 4TW*  
*Phone 07402959854*  
*Email clerk@trunch-pc.gov.uk*  
*www.trunch-pc.gov.uk*

*Updated: November 2024*

Parishioners are welcome at all formal meetings of the Council. You are entitled to share your views on any item on the agenda with your parish council so that we can represent you well. You should let your council know if anything in the village is of concern so that action can be considered on your behalf.

This leaflet gives you advice speaking at parish council meetings. Please contact the clerk for any further additional information.

**Q1. At which meeting may I speak?**

All public meetings of the council provide an opportunity for members of the public to speak.

**Q2. How will I know when to speak?**

A public question session is held at the start of each meeting and is shown on the agenda as 'public participation'. The chairperson may also adjourn the meeting and invite public comments at his/her discretion.

**Q3. Are there any items I may not discuss?**

Matters that are confidential or commercially sensitive may not be addressed in public. This includes personnel matters.

**Q4. How do I know what is on the agenda?**

The agenda is published on the

Website and on the parish council noticeboards 4-5 days in advance. The Parish Council can only make discussions on items on the agenda and that can not be altered once it has been published. Past minutes are also available on line.

**Q5. How do I arrange to speak?**

Please contact the clerk prior to the meeting or raise your hand when the chairperson invites the public to speak. Questions must address a specific item.

**Q6. What should I say?**

The council prefers for you to introduce yourself and state your concern briefly and clearly.

**Q7. For how long may I speak?**

You will be allowed a maximum of five minutes. At the discretion of the Chairperson you may be allowed slightly longer in exceptional circumstances. You will not be able to speak, raise issues or join in their discussions once the parish council meeting has commenced.

**Q8. May several people present a comment together?**

Yes. You may find it useful to get together with other residents to present your view or even choose a spokesperson to ensure that you do not exceed your time allowed.

**Q9. May I raise an issue that is not on the agenda?**

Yes but we may not be able to give a full response at that time. If the Parish Council considers that it is of importance it will be added to a future agenda.

**Q10. Can I provide written or visual information?**

Yes, this material must be given to the clerk a week before the meeting for circulation to councillors.

**Q11. Will the council respond to my concerns?**

Yes on a case by case basis. If an item is not on the agenda no decision can be made at that meeting. The council may not be able to respond to your question immediately, maybe some additional research will be required so please leave us with your contact details.

**Q12. When will a decision be made?**

There is no given timescale for the decision, but please feel free to contact the clerk a week after the meeting if you wish to have an update.

**Q13. Am I allowed to film, record or photograph parish council meetings?**

Yes, you are permitted to do so. The clerk would prefer to know prior to the start of the meeting. The clerk records the meetings as a reference when producing the minutes. Once the minutes are completed the recording is destroyed.

*If you are interested in joining the council, please contact the Clerk or any of the Councillors. Further information is available on the website.*