

**Minutes of Trunch Parish Council Meeting**

Held on Tuesday 13th February 2024 at 7pm

**Present:** Cllr. John Jones (Chair), Cllrs. David Burns, Jeremy Fielding, David Houlton, Gaynor Houlton, Paul Pearson, Barbara Wilson, District Cllr Peter Neatherway, Parish Clerk Tracy Neave,Tim Payne Church Warden St Botolphs Church Trunch, three members of the public.

1. **Apologies for absence:** Cllr Richard Miles, County Cllr Edward
2. **Declarations of interest and requests for dispensations**

Cllr J. Jones Trunch Village Hall Committee

1. **Minutes of previous meeting** held on 9th January 2024 were agreed and adopted and signed by the Chairman.
2. **Public Participation**
   1. County Councillor’s report: see appendix 1
   2. District Councillor’s report: District Cllr. Neatherway advised that there are issues with lack of social housing and costs. Cllr. Burns raised issue of empty homes in Trunch. It was agreed that the NNDC Housing Officer would be invited to attend the next meeting and Cllr Burns would advise District Cllr. Neatherway of the empty properties. There are budget cuts this year. Due to recent incidents NNDC may be releasing more money for pothole repairs. There is an expected project regarding trees and the Parish Council will be advised accordingly. Trees planted in Trunch are doing well with high survival rate of 85%.
   3. Tim Payne Church Warden advised that St Botolphs Church needs to meet extensive costs for repair to roof and maintenance. ‘Friends of St Botolphs’ to be launched to raise funds to keep the church as a centre for the community. The Council will support the church with advertising events and fundraising activities on the website. Clerk to investigate how the church can apply for a grant from the Parish Council.
3. **Correspondence**

5.1 Allotment magazine via email

5.2 Email from Diocese of Norwich

5.3 Coastwise Cafes

5.4 Chief Executive’s Bulletin NALC

5.5 NALC Newsletter

5.6 Rural Services Bulletin

5.7 Rural Services Funding Digest

5.8 NALC weekly update

5.9 CPRE research invitation

5.10 Defence Employers Recognition Scheme (information only)

**6. Matters arising from previous minutes and to receive updates: see sections below**

**7. New items**

7.1 Clerk’s report

Reported incidents of obstructions on FP10 and FP12 and damaged road traffic sign South

Reported that dog waste bins required emptying and established Monday and Thursdays are contractual days for emptying

Updated website/NNDC/NALC with contact information/Community transport scheme

Updated website with current policies

Contacted VAT126 refund team due to lack of past submissions

Contacted HMRC Basic Tools (Payroll provider) and now registered to undertake payroll

Attended and completed NPTS training for Internal Audit

Attended CILCA tutorial and continue to work through learning outcomes

Attended Coast Wise update with Paul Pearson: this is more pertinent to communities within short distance of coast line. Will need to consider movement of population as coastal erosion continues and how it may affect Trunch.

Finance: Cllr Burns now signatory to bank and will soon have online access. Cllr. Burns to process clerk online access but not as signatory.

Clerk advised that under financial regulations cheque stubs need to be initialled by signatories and clerk as per Standing Orders. Signatories must not sign cheques made out to themselves as per standing orders. Bank statements to be signed to verify bank reconciliation as per Internal Audit requirements

Minutes: the pages of minutes need to be numbered and will be year then page number

7.2 Training: to be discussed at next meeting

7.3 The following policies were formally adopted:

Standing Orders

Financial Regulations

Code of conduct

GPDR Policy

Health and Safety Policy

Safeguarding adults and children policies

Biodiversity Policy

**8**. **Periodic items**

8.1 Date of Annual Parish Meeting to be advised. Cllr Burns will arrange meeting.

8.2 It was agreed that the Annual Parish Council Meeting will be held on the second Tuesday of May each year unless it is affected by council elections.

**9. Finance**

9.1 The bank reconciliation was agreed and the bank statements were signed by the

Chairman: see appendix 2

9.2 Income and Expenditure: no report presented

9.3 Payment schedule: agreed and signed see appendix 2

9.4 It was agreed that Brenda Hoskins would be assigned as Internal Auditor for the year

end accounts 2023/2024. Clerk to investigate if Brenda will visit council to discuss what

is required from an internal audit.

**10. Highways**

10.1 Highways Inspection Update and Actions

10.2 Cllr Burns has contacted Highways regarding the drainage problems on Mundesley

Road.

**11. Playing Field**

11.1 Cllr. Wilson suggested a survey was undertaken to see what the parishioners would

prefer as improvements for the playing field. Cllr Wilson to draft survey and

distribution recommendation. To report back at next meeting. This was agreed.

Clerk to invited dog warden to attend playing field as an educational opportunity

regarding dog waste.

The basket ball net and stand has been repaired. Signage at playing field to be updated

with clerk’s details

**12. Planning nothing to report**

12.1 New Planning applications: nothing to report

12.2 Decisions: nothing to report

12.3 Appeals: nothing to report

**13 Footpaths**

13.1 Nothing to report

**14 Allotments**

14.1 It was agreed that the Clerk would be responsible for finance, policies and agreements.

Fees would be changed to non-arrears. There are currently 10 half plots available (6

on village hall site including community plot, 4 on Mundesley Road. Plots to be

advertised in ‘the Mardle’. Some plots are not in a usable state so Cllrs D and G

Houlton to contact Allotment Society to establish ‘usable’ state and obtain quotes for

Clearance. Deposit of £30 to be re-established.

Clerk to query with Diocese where responsibility lays with overgrown trees

14.2 Community Speed – in progress. The Council offered a thank you to Shani Morrison

for her management of the Speed Watch Team.

14.3 Neighbourhood Plan progress to be made

14.4 Good Neighbour Scheme: First meeting held, there are 10 volunteers, scheme has

freephone and phone number with official launch in March. Scheme offers three

services: transport, befriending and basic gardening. Community transport

information on website.

14.5 Warm Room: Successful meetings held on Mondays at the community centre and on

Thursdays at the village hall. Would like to see transition from Warm Room to

Community Café. If funding received is not used it will have to be repaid.

**15. General Parish Issues (for information only)**

* Diocese of Norwich have declined council offer to purchase allotment land
* Blister pack recycling station for agenda next meeting
* Cllr. Jones raised the issue of moles on the playing field and overgrown hedges/trees.
* Flooding issue Knapton Road opposite entrance to churchyard

At this point in the meeting Cllr Jones asked that the meeting be closed to the public. Pursuant to s1(2) of the Public Bodies (Admission to Meetings) Act 1960 it is

resolved that, because of the confidential nature of the business to be transacted, the

public and press leave the meeting during consideration of the next item. This item was not on the agenda. Staffing matters were discussed.

**16.** Date of next parish council meeting: 12th March at 7pm at Trunch Village Hall

The meeting closed at 8.50pm

Appendix 1. County Councillor Report

**County Councillor’s Report: February 2024**

**Budget: what would you change?**

The County Council will decide on its budget for the next financial year in February. I have the opportunity to suggest amendments. Any changes have to ‘balance the books’: if I suggest an increase in spending on something I have to say where the money is coming from to pay for it. In the past I have proposed small changes: extra funding to support hedge planting; a ‘Dragon’s Den’ scheme to promote innovations that protect the environment for example. They are rarely accepted by the ruling party at the time but sometimes can find their way into plans later on. So, I thought I would ask if you have any suggestions for what should be included. I have to put forward my proposals by 12th February so you won’t have time to make formal proposals as Parish Councils but I welcome suggestions from anyone as individuals. Let me know if you have any suggestions!

**Support for children with Special Educational Needs and Disabilities (SEND)**

At the Council meeting on 30th January, I asked what the Council is doing to ensure the diagnosis system for children with Autism and other conditions is working for families. North Norfolk MP Duncan Baker has called for teachers to be given more training in such conditions – which I support – but the diagnosis system must be able to cope. Another independent councillor pointed out that the Council’s new system for providing support to families of children with SEND already seems to have run into trouble with the Department for Education. The full story is here: <https://edmaxfield.org.uk/2024/01/30/questions-for-norfolk-county-council-about-send-support/>

**Mental Health Support**

At the same Council meeting, I asked what the County Council is doing to fix our failing mental health support system in Norfolk. Following the tragic deaths in Costessey, changes to police response policy came into the spotlight. But I made the point that really that just highlighted how disjointed is the whole system, with no one willing to take charge and sort it out on behalf of the people who need support. The EDP covered my question and the response of the Council leader here: [Costessey deaths prompt council call for public inquiry | Eastern Daily Press (edp24.co.uk)](https://www.edp24.co.uk/news/24085050.costessey-deaths-prompt-council-call-public-inquiry/?ref=rss)

**Norfolk Rural Business Awards**

I’ve circulated separately information about the Norfolk Rural Business Awards. A reminder that the deadline for nominations is 19th April and there are full details online here: <https://www.norfolk.gov.uk/business/norfolk-rural-business-awards>

**Dentistry**

We had a briefing from the NHS about dentistry services in Norfolk recently. I know this is a big concern for many in North Norfolk. There’s a survey online here that the NHS is encouraging people to fill in to give your views (before 21 February): [https://www.smartsurvey.co.uk/s/dental-priorities-survey](https://eur02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.smartsurvey.co.uk%2Fs%2Fdental-priorities-survey%2F&data=05%7C02%7Cedward.maxfield.cllr%40norfolk.gov.uk%7C6b9edf2eb157457a8a6d08dc1cc9299d%7C1419177e57e04f0faff0fd61b549d10e%7C0%7C0%7C638416898791801741%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=L79hSySBJtrppj6LFgX5BEhoRLFo3UaBOZp%2Foh60Mbo%3D&reserved=0)

**Grapes Hill**

I usually avoid talking about Norwich in my reports but I spotted that the County Council is consulting on alterations to the Grapes Hill/Dereham Road junction. As it is such an important junction in the city, especially anyone coming from the north of the county, I thought I would share the link to the consultation: <https://www.norfolk.gov.uk/roads-and-transport/major-projects-and-improvement-plans/norwich/city-centre-improvements/improvement-projects/future/dereham-road-a1074-bus-lane-near-grapes-hill-junction>

**24/7 free travel to all disabled bus pass holders in Norfolk**

From 1 February 2024 all Norfolk residents who hold a disabled concessionary travel pass are eligible for free bus travel 24 hours a day, seven days a week when travelling within the county. The decision means that more than 14,500 people across the county who hold a concessionary bus pass due to disability, and their eligible companions, will now be able to travel on any bus at any time free of charge across Norfolk.

Ed Maxfield

[www.edmaxfield.org.uk](http://www.edmaxfield.org.uk)

Appendix 2

