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**Trunch Parish Council**

*Clerk: Jane Wisson Chairman: Alan Bowker*

# **MINUTES OF ANNUAL MEETING OF TRUNCH PARISH COUNCIL**

# **HELD ON WEDNESDAY 1st JUNE AT THE METHODIST CHURCH.**

Present: -

Cllr. A. Bowker (Vice Chairman), Cllr. R. Nevill, Cllr. C. Owers, & Cllr. S Wild,

Jane Wisson – Clerk.

1. **APOLOGIES FOR ABSENCE –** apologies received from Cllr. B Boughton, Cllr P Taylor and Cllr. L Elden
2. **DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATIONS –** Village Hall Cllr R Nevill, as well as land behind Willoughby House known as County Sheep.
3. **MINUTES OF THE MEETINGS HELD ON May 4th, 2022, and MATTERS ARISING –** no alterations needed to be minuted – proposed Cllr. S Wild, seconded Cllr. R Nevill.
4. **COUNTY AND DISTRICT COUNCILLORS REPORT**

4.1 County Councillors report – **See Appendix A**

4.2 District Councillors report **– nothing received**

Comment received for NCC regarding Verge cutting and the improvement seen regarding being more considerate to wildflowers e.g., poppies and orchids which has been appreciated.

1. **PUBLIC PARTICIPATION** – 3 members of the public attended -nothing raised
2. **FINANCE MATTERS**

6.1 To agree the cheques for payment – none

6.2 To agree and late Invoice payment requests - none

6.3 Monthly figures for April 2022 – Clerk explained the discrepancy in the figures for April as we had unpresented cheques in March and with the implementation of the Scribe finance system this would show as an error – however included was a draft bank reconciliation for May which demonstrated the bank reconciliation had been reconciled.

6.4 To consider any other financial matters and agree action – Clerk produced a report about passing the CILCA qualification and this enables an increase in pay scale – Proposed Cllr. S Wild, seconded Cllr. C Owers – **ALL AGREED**.

Hardship Fund – Clerk reminded all Councillors that we do have a hardship fund that had been set up by the previous clerk – **Chairman and Clerk to formulate an action plan around how to utilise this fund and report back.**

**7 KEY DECISIONS**

7.1 **Parish Action Plan** – All Councillors to look at the draft action plan – this is a starting point and will need to have items added to it from the Parish Questionnaire, but this will help us to provide a benchmark to see what we are achieving – Chairman asked all Councillors to review, any feedback to clerk and to come with ideas for the next meeting - **Clerk to add to July’s agenda**

7.2 **To develop and agree a mission, vision, aims and objectives for the Parish Council.** - from recent training that our chairman has been on it is important that as a parish we have a mission, vision, aims and objectives to be able to demonstrate our commitment to the area – Chairman asked for ideas for the next meeting – **Clerk to add to the agenda**

Point of order – numbering has been amended in the minutes as numbering on agenda had been incorrect – raised by Cllr. R Nevill – apology from Clerk

**8. HIGHWAYS**

8.1 20mph limit - we have been approached to work with neighbouring parishes to have a plan to reduce the speed limit to 20mph. – **Clerk to chase Southrepps Clerk for further information.**

8.2 To receive any other Highways matters and agree action – nothing further raised

**9. PLAYING FIELD**

9.1 Public Space Protection Order – awaiting signs should be in place for the 21st of June – once in place Parish Council to advertise this on Noticeboards, website, Mardle and Trunch Next Door.

9.2 Registering of Title – been on agenda for several meetings – Cllr. A Bowker to discuss with relevant parties to see what the next actions with be to try and move this item on.

9.3 Fly tipping update – after a visit and a letter from the parish council the fly-tipping on the playing field has started to be removed. Clerk to chase tree contractor regarding wood shavings.

9.4 To receive other playing field matters and agree actions – work to commence on a detailed maintenance and inspection plan for the playing field – **Clerk and Chairman will work on the plan and bring to a future meeting.**

**10. PLANNING**

10.1 To receive update on Planning Applications and agree actions:

10.1.1 LA/22/1276 & PF/22/1275 – White House Farm, Mundesley Road Trunch

10.2 Local Plan – Nutrient Neutrality – GIRAMS – update provided to all parish councillors on what these were and that they have delayed the local plan whilst the impact is included.

10.3 To receive any other Planning matters and agree actions – Planning enforcement are looking at the following – Counting Sheep holiday sites, Meadow View as well as a Tree house – **Clerk to update when information from NNDC enforcement team is provided.**

1. **FOOTPATHS**

Cllr. S. Wild gave an update on the following:

**FP12** – a dead tree has made the area impassable – this has been reported to NCC

**FP 11** – virtually impassable known as being part of the Trunch circular walk – Clerk to speak to contractor.

Concerns raised regarding one of the footpaths to be reinstated to a restricted byway – representation needs to be made by 8th July 2022.Cllr**. S Wild to put together a representation and forward to Clerk by the end of June 2022. – Cllr. S Wild to action.**

Clerk to contact NCC regarding reminders for Farmers to cut hedges – **Clerk to Action**

12.1 Verge Cutting costs – an area of verge had been missed off initial schedule quote obtained – cost is £30 per cut – proposed Cllr. R Nevill, seconded Cllr. S Wild all agreed. **Clerk to chase the cutting as a matter of urgency**.

12.2 To receive footpath matters and agree action – Discussion on Tree in cemetery to be cut – quote had been received for £50 to cut the tree and leave the residue to be located under the hedge. **Chairman and Cllr. S Wild to look at along with other issues identified at the cemetery and report back.**

1. **TASK AND FINISH GROUP**

13.1 Allotments – Again further thanks to Cllr. C Owers for all her hard work on the allotments from a group of three – Cllr C Owers has been managing the letting of the remaining allotments on her own. One allotment to be completely taken over by the lease – **Clerk to chase.**

Concerns were raised about the overhanging tree – **Clerk to contact the Diocese as this is their responsibility.**

1. **PARISH MATTERS**

14.1 Trunch Parish Plan - Questionnaire– there is a lot of information to analysis and with the Jubilee taking up a vast amount of the volunteers time it was agreed to return to this piece of work after the Queens Jubilee event

14.2 Inspection of Assets – to be added to Action plan – **Clerk and Chairman to discuss.**

14.3 Parish Council Website –Clerk to send out link to all councillors and to chase IT support.

14.4 Queens Jubilee – Volunteers have worked hard to bring this event together with a lot of work needed to make it a success.

14.5 Broadband - Trunch Fibre to The Premises (FTTP) Initiative – event had been held at the village hall with attendees dropping in to find out relevant information – further events will be held.

14.6 Anti-Social Behaviour – ongoing work is being undertaken to resolve this issue with a request to keep this on the Agenda for April – **Clerk to arrange.**

14.7 Village Hall – car park has been resurfaced – a concern had been raised regarding a tree overhanging allotments – Cllr. R Nevill to take back to Village Hall committee.

14.8 Empty Homes – **Clerk to add to next month’s agenda for** **discussion**

14.9 Other Parish Matters – Fencing off the Green – an initial quote has been received in which to place posts along the entire length of the green so that people can still gain access but parking on the green would be difficult. Councillors requested further quotes to be obtained – **Clerk to arrange.**

1. **NORFOLK ALC – WELLBEING INITATIVE**
   1. Various papers - noted
2. **CORRESPONDENCE**
   1. Norfolk ALC Bulletin – noted
   2. Correspondence – noted

**Next meeting to be held face to face in the Methodist Church Hall at 7.30pm – 6th July 2022**.

Meeting finished at 20.43pm

Chairman signature……………………………………Dated……………………