

**MINUTES OF THE ANNUAL MEETING OF TRIMINGHAM PARISH  
COUNCIL  
HELD ON MONDAY 14<sup>TH</sup> MAY, 2018 AT 7.15 PM  
IN THE NEW VILLAGE HALL, TRIMINGHAM.**

**Present:-**

Chairman - Cllr. T. Brown, Vice-Chairman - Cllr. L. Boatman,  
Cllr. P. Benford, Cllr. L. King, Cllr. S. Kirk and Cllr. A. Scarborough.

County Councillor E. Maxfield.  
District Councillor A. Fitch-Tillett.

Julie Chance MILCM - Clerk

Twelve members of the public also attended the meeting.

**1. ELECTION OF CHAIRMAN**

It was **AGREED** to elect Councillor Terry Brown as Chairman of Trimingham Parish Council. The Chairman and Clerk completed and signed the Declaration of Acceptance of Office form.

**2. ELECTION OF VICE-CHAIRMAN**

It was **AGREED** to elect Councillor Elizabeth Boatman as Vice-Chairman of Trimingham Parish Council. The Vice-Chairman and Clerk completed and signed the Declaration of Acceptance of Office form.

**3. APOLOGIES FOR ABSENCE**

No apologies for absence received.

**4. DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATIONS**

None received.

**5. MINUTES OF THE MEETING HELD ON MONDAY 12<sup>TH</sup> MARCH, 2018**

The Minutes of the meeting held on Monday 12<sup>th</sup> March 2018, having been circulated, were taken as read, **AGREED** and signed by the Chairman.

## 6. PUBLIC PARTICIPATION

A member of the public reported that there are two signs pointing to the Pilgrim Shelter, one of which says Village Hall. It was **AGREED** that the Clerk would ask County Councillor Maxfield if the village hall sign could be moved to point in the direction of the new village hall. This matter will be placed on the next agenda for an update.

## 7. COMMUNITY HOUSING

7.1 The Chairman reported that a meeting had been held and a steering committee consisting of four members of the public has been formed. The first meeting of the steering committee will be held on Wednesday 20<sup>th</sup> June at 6.00 pm in the new Village Hall. North Norfolk District Council will write to the surrounding Parish Councils inviting them to a net working session on 5<sup>th</sup> July. This matter will be placed on the next agenda for an update.

## 8. COASTAL

8.1 **Coastal Path from Trimingham House:-** It was reported that the sign has not been moved to date and the public are in danger as they are unable to find the footpath and are walking on the main road. It was **AGREED** that the Clerk would ask County Councillor Maxfield to chase this matter, which will be placed on the next agenda for an update.

8.2 **Coastal Forum:-** Papers circulated. Noted. The Chairman attends the meetings on behalf of Trimingham Parish Council.

8.3 **Cromer Chalk Bed:-** The Clerk reported that she has thanked District Councillor Hilary Cox for her presentation on this matter. The Management Committee for the new village hall will be working with District Councillor Cox to promote this unique feature via their website. It was **AGREED** that no further action would be taken in this matter.

8.4 **BGS Survey:-** It was reported that a British Geographical Survey will be carried out on the local cliffs and this survey will be discussed in detail once received.

8.5 **Vale Road Access:-** The Clerk circulated up to date information received from District Councillor Fitch-Tillett. North Norfolk District Council have replaced the gates and there is temporary access further down the slope. Noted. It was **AGREED** that no further action would be taken in this matter.

8.6 **Deep History Coast:-** The Clerk circulated the information received from North Norfolk District Council. Noted.

8.7 **Guidance on Waxy Oil on Beaches:-** The Clerk circulated information received from District Councillor Fitch-Tillett. Noted.

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8.8 **Blue Flag and Seaside Award:-** The Clerk circulated the invitation to

all Members. Noted.

## 9. COUNTY AND DISTRICT COUNCILLORS' REPORTS

9.1 **County Councillor's Report:-** Attached.

9.2 **District Councillor's Report:-** Attached.

## 10. POLICE

10.1 **Police Newsletters:-** Circulated. Noted.

10.2 **SNAP Report:-** Attached.

10.3 **Community Speed Watch - Trimmingham:-** It was reported that the volunteers have been contacted and a training schedule will be taking place shortly. This matter will be placed on the next agenda for an update.

## 11. PLAYING FIELD

11.1 The Chairman reported that he and the Clerk have met with the Harrison family to discuss switching the current playing field with a piece of land behind the new village hall. The Harrison family have to discuss this matter and this will be placed on the next agenda for an update.

## 12. HIGHWAYS AND OTHER MATTERS

12.1 **Bench - Village Sign:-** It was **AGREED** that Cllr. King will progress this matter and this will be placed on the next agenda for an update.

12.2 **Speed Limit - Cromer Road:-** The Clerk will request County Councillor Maxfield to chase this matter and an update will be given at the next meeting.

12.3 **Temporary Traffic Order:-** Circulated. Noted.

12.4 **Map Sign:-** The Clerk will request County Councillor Maxfield to chase this matter and an update will be given at the next meeting. It was **AGREED** that the Clerk would enquire whether the Parish Council could take on the responsibility for this sign.

12.5 **Gimmingham Road Lay-By:-** It was reported that the lay-by on the Gimmingham Road has not been repaired and the Clerk will ask County Councillor Maxfield to chase accordingly. This matter will be placed on the next agenda for an update.

12.6 **Damaged Cover - Coast Road:-** The Clerk reported that the response to the request for repairs has been met very quickly but the cover is breaking up and the Clerk will ask County Councillor Maxfield to look into this matter. This matter will be placed on the next agenda for an update.

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12.7 **Broken Highway Signs:-** The Clerk reported that she has informed Norfolk County Council about the two broken highway signs but to

date they have not been replaced. The Clerk will ask County Councillor Maxfield to chase accordingly. This matter will be placed on the next agenda for an update.

**12.8 Funding Bid - Parish Partnership - Trod:-** The Clerk reported that a funding bid can be submitted to Norfolk County Council for this work. County Councillor Maxfield is investigating the cost of this scheme with the possibility of utilising some of his County Councillor budget towards the scheme.

**12.9 Drain - Church:-** It was reported that the drain outside the Church is blocked. This drain has recently been cleared. The Clerk will report this matter to County Councillor Maxfield and ask him to look into the matter. This matter will be placed on the next agenda for an update.

### **13. FOOTPATHS**

**13.1 Broadwood Close to Church:-** The Clerk reported that no further information has been received and she will request County Councillor Maxfield to chase accordingly. This matter will be placed on the next agenda for an update.

### **14. PLANNING**

**14.1 Planning Applications:-** None received.

### **15. PILGRIM SHELTER/NEW VILLAGE HALL**

**15.1 Trustees Report:-** None given. This matter was covered in the Annual Parish Meeting under Chairman's report.

**15.2 Trimingham Hall Management Committee:-** Report attached.

**15.3 Pilgrim Shelter:-** The Chairman called for ideas of how to utilise the Pilgrim Shelter now the new village hall is up and running. Cllr. Kirk will investigate the possibility of a bunk house and report back to the next meeting for discussion.

### **16. FINANCE**

<b>16.1</b>	The following cheques were <b>AGREED</b> and signed:-	<b>£</b>
	Clerk's Salary and Office Allowance - Two Months	497.60
	HM Revenue and Customs - Tax - Two Months	114.40
	URM Bottle Bank	18.00
	URM Bottle Bank	14.40
	Stuart Hutcheson - Annual Hosting Package - Website	40.00
	Pilgrim Shelter Management Committee - Hall Hire	36.00
	ALS Lawns and Fencing Verge Cutting	65.00
	Came & Company - Annual Insurance	507.02
	Roger Canwell - Internal Auditor	25.00

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**16.2 Annual Accounts for the year ended 31<sup>st</sup> March, 2018:- AGREED.**  
The annual accounts were signed by the Chairman and Clerk.

- 16.3 **Internal Auditors Report:-** Circulated. Noted.
- 16.4 **Annual Governance and Annual Return for the year ended 31<sup>st</sup> March, 2018:- AGREED.** The Chairman and the Clerk signed the Annual Return.
- 16.5 **GDPR Training:-** The Clerk reported that joint training has been arranged with Trunch Parish Council for Wednesday 23<sup>rd</sup> May at 7.00 pm in the Trunch Methodist Church Rooms. This is a legal requirement and all Members have to be trained in this new law. This matter will be placed on the next agenda for an update.
- 16.6 **End of Year Bank Statements:-** All Members signed off the end of year bank statements against the bank reconciliation.
- 16.7 **ICO Membership:-** It was **AGREED** that this subscription will be put in place at a cost of £35 per annum.
- 16.8 **Norfolk ALC Annual Subscription:-** It was **AGREED** that this will be renewed at a cost of £116.43 per annum.
- 16.9 **Maintenance of Assets:-** It was **AGREED** that this matter will be placed on hold until a decision is made concerning the benches on the playing field.

## 17. CORRESPONDENCE

- 17.1 **Norfolk ALC - Newsletters:-** Circulated. Noted.
- 17.2 **Norfolk Asset Performance - Mundesley Beck Maintenance:-** Circulated. Noted.
- 17.3 **Supported Care Services:-** Circulated. Noted.
- 17.4 **Unlicensed Music Events:-** Circulated. Noted.
- 17.5 **Consultation - Norfolk Access Improvement Plan:-** Circulated. Noted.
- 17.6 **Parish Council Public Transport Brief:-** Circulated. Noted.
- 17.7 **Age Concern:-** Circulated. Noted.

## 18. POOR LANDS

- 18.1 It was **AGREED** that this matter would be removed from the agenda until early 2019.

## 19. DATE OF NEXT MEETING

The date of the next meeting was noted as Monday 9<sup>th</sup> July, 2018 at 7.00 pm in the new village hall.

## 20. PUBLIC PARTICIPATION

None received.

**There being no other business the Chairman closed the meeting at 8.36 pm.**

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**Chairman**

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**Date**