

DISS TOWN COUNCIL
MINUTES

The Mayor thanked everyone involved in the Remembrance events.

Minutes of the meeting of the **Town Council** held in the **Council Chamber** at **Diss Corn Hall** on **Wednesday 15th November 2023** at **7.15pm.**

Present: Councillors: D. Collins, M. Gingell, S. Kiddie, A. Kitchen, K. Murphy (Chair), R. Peaty, J. Robertson, L. Sinfield, E. Taylor, J. Welch & J. Wooddissee.

In attendance: Sarah Villafuerte-Richards (Town Clerk/Chief Executive Officer)
Susan Hurst (Responsible Finance Officer)
District Councillor Minshull
3 members of the public

FC1123/01 APOLOGIES

Apologies were received and accepted from Cllrs Browne, Olander & Waterman. There was a request to review the record of member absences given regular non-attendance and proximity to 6-month rule.

FC1123/02 DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATIONS

Minute No.	Councillors Name	Personal/ Other Interest	Pecuniary Interest	Reason
FC1123/04	K. Murphy	X		This councillor is a member of South Norfolk Council's Development Management Committee.
FC1123/14	J. Wooddissee	X		This councillor is a member of the action group who contributed to confidential item 14.
FC1123/14	M. Gingell	X		This councillor is a member of the action group who contributed to confidential item 14.

FC1123/03 MINUTES

Members confirmed the minutes of the October meeting. It was

RESOLVED: To approve the minutes of the extraordinary meeting of Full Council held on 25th October 2023 as a true record to be signed by the Town Mayor.

(Action: Town Clerk; immediately)

FC1123/04 PUBLIC PARTICIPATION

There were 4 members of the public present. One resident raised the planning application regarding land to the north of Shelfanger Road, which will be heard by the District Council's Development Management Committee on 22nd November. He asked why the Town Council is supporting the development given the 50 comments against. The Council's Chair of Planning explained that the application is outline only to give an idea of how a scheme might look and was reviewed and supported by the Town Council approximately one year ago. This decision was based on recommendations from the Greater Norwich Local Plan, AECOM (consultants to the Diss & District Neighbourhood Plan) & the DDNP Steering Group. Often significant changes can be made by the time a full application is received.

It's unusual to take so long to be reconsidered but the applicant was awaiting the adoption of the DDNP. The now adopted plan is part of the GNLP & Joint Core Strategy to 2038

with the same rights that comes out of the GNLP for rest of the area. He explained that he will call a public meeting if & when a full application is received subject to the outline application being approved. This has been communicated to the resident on several occasions and the view remains the same until it can be reconsidered on its merits.

Another member of the public asked if the RFO could consider producing a high-level one-page monthly executive financial summary with the Full Council agenda, suggested an alternative approach to slowing down the development of the strategic plan and noted the relative expenditure of the estates staff and contractors.

(Action: RFO; by 29.02.24)

A third member of the public thanked those councillors who supported the Fair Green Neighbourhood Association Annual General Meeting.

County & District Councillor Kiddie gave his apologies and District Councillor Minshull provided an update. The Denmark St works have been completed including removal of the centre line and new signage. The sign on Mere St will be replaced by end of this week. The brown signs for the Diss beacon cycle trail will be installed soon along with the trees ordered for Fair Green. Following considerable rain, the works carried out under the railway on Sawmills Road & by the Desira garage have stayed relatively clear. The streetlights on the B1077 outside the Diss Youth & Community Centre should be fixed by the end of the week.

District Councillor Minshull and President of the Royal British Legion congratulated those involved for another successful event stating that the Deputy Lieutenant for Norfolk was very happy.

The planned major works to the leisure centre will start on 12th February and are scheduled for completion early December. The bottom of the pool will be reprofiled with a shallower deep end and air source heat pumps will replace gas boilers significantly reducing running costs. Members will be offered discounts to use other centres. He has attended two productive meetings relating to planning and preliminary discussions on the John Grose site, which included suggestions for improving the boundary line between that site and Madgett's Walk / the Park. The sale of the Long Stratton Council Offices has been approved and should be completed before the end of the year, generating additional income.

A Town Councillor raised the requirement to refresh the disabled road marking in parking bays on St Nicholas Street and it was agreed this would be raised with Norfolk County Council.

(Action: NCC / Clerk; immediately)

FC1123/05 ITEMS OF URGENT BUSINESS

There were no items of urgent business.

FC1123/06 FINANCE

- a) Members noted bank outgoings for September & October 2023. Several items were raised including the requirement to empty the cess pit. Reference the Corn Hall emergency lighting costs, it was noted that the lease agreement places responsibility for anything non-structural to the tenant and a meeting would be scheduled with the acting CEO and councillor Peaty to discuss. It was noted that the zip line was not a new piece of equipment but very well used.
- b) Members noted Income & Expenditure reports for September & October 2023.
- c) Members noted Earmarked Reserves for September & October 2023.
- d) Members considered a recommendation from the Executive Committee that invoice 10036 totalling £38.10 is written off and the trader blacklisted (report 35/2324 referred). It was

RESOLVED: To approve that invoice 10036 totalling £38.10 is written off and the trader blacklisted.

(Action: RFO; immediately)

FC1123/07 PARISH PARTNERSHIP BID

Members considered recommendations (report 36/2324 referred) regarding Parish Partnership Bid funding. It was

RESOLVED:

1. To put this project on hold for 2024/25 and revisit for the 2025/26 Parish Partnership Bid due to the Community Infrastructure Levy funds available being required for the Diss Youth & Community Centre roof regeneration.
2. To look at this project alongside the future of the Sports Ground to ensure the longevity of the money spent.

(Action: Clerks; immediately)

FC1123/08 DEATH OF A PAST COUNCILLOR

Councillors considered recommendations (report 37/2324 referred) regarding the passing of a past councillor or staff member. It was

RESOLVED: To continue to hold a minute's silence at the next Full Council meeting and inscribe the plaque in the Cemetery Chapel following the death of a past councillor.

(Action: Clerk; immediately)

FC1123/09 COUNCIL PRIORITIES

Councillors considered recommendations regarding Council priorities (report 38/2324 referred). It was

RESOLVED:

1. Focus Diss Town Council resources in the next 12 months to progressing and where possible completing the high and medium priority tasks as per the amended progress report.
2. Utilise the next 12 months to gather public feedback on the Council's future direction via regular community engagement events to better inform the Council's next strategic plan.
3. To appoint an Action Group of councillors Murphy, Robertson and Taylor to develop a plan for repairing our buildings and completing deferred projects.

(Action: Clerks / KM / JR / ET; 30.11.24)

FC1123/10 PROGRESS REPORT

Councillors noted the progress on decisions made at the last meeting of Council.

FC1123/11 MEMBER FORUM

There was no information or issues relevant to Council from members for brief discussion, action or inclusion on a future agenda.

FC1123/12 DATE OF NEXT MEETING

Councillors noted that the next meeting of Full Council is scheduled for Wednesday 20th December 2023 at 7.15pm.

FC1123/13 PUBLIC BODIES (ADMISSIONS TO MEETINGS)

Members considered a resolution under the Public Bodies (Admissions to Meetings) Act 1960 and Standing Orders 3d to exclude members of the public and press in order to discuss the following item which is properly considered to be of a confidential nature.

FC1123/14 **STAFFING**

Members considered recommendations (confidential report 39/2324 referred) regarding the staffing restructure and budgeting. It was

RESOLVED:

Please note that this section of the minutes had confidential items discussed, and resolutions made in the confidential session are recorded separately. These minutes are kept in the Clerks Secure folder.

Meeting Closed: 20.26pm.

Councillor Murphy
TOWN MAYOR