

DISS TOWN COUNCIL
MINUTES

Minutes of the meeting of the **Town Council** held in the **Council Chamber** at **Diss Corn Hall** on **Wednesday 8th May 2024** at **7.15pm.**

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

In attendance: Sarah Villafuerte-Richards (Town Clerk/Chief Executive Officer)
County / District Councillor Kiddie
2 members of the public

Councillor Gingell took the Chair for the first item.

FC0524/01 ELECTION OF TOWN MAYOR

Members considered the election of a Town Mayor for the municipal year 2024 – 2025. It was

RESOLVED: to elect councillor Kieran Murphy as Town Mayor for the municipal year 2024-2025 with the declaration of acceptance of office duly signed.

Councillor Murphy, the newly elected Mayor took the Chair.

FC0524/02 APOLOGIES

Apologies were received and accepted from councillor Craggs and Olander.

FC0524/03 DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATIONS

There were none.

FC0524/04 MINUTES

Members received the minutes of the Full Council meeting on 10th April 2024. It was

RESOLVED: To approve the minutes of the Full Council meeting held on 10th April 2024 as a true record and signed by the Town Mayor.

FC0524/05 PUBLIC PARTICIPATION

There were 3 members of the public present. County / District Councillor Kiddie congratulated Cllr Murphy on his appointment and gave apologies on behalf of District cllr Minshull due to annual leave. The Salvation Army hall worked well as the new polling station for the Police & Crime & Commissioner election due to Diss Youth & Community Centre closure.

A section of Shelfanger Road will be surface dressed on 15th May & cllr Kiddie and the Highways Engineer will review the beacon cycle route to check the signage is correct. There is now an additional beware of ducks sign in Croft Lane, refreshed disabled parking lining on St Nicholas St and zg zags outside the High School. A small grant was provided to support the recent rugby tour.

Cllr Kiddie spoke in favour of the proposed electric vehicle charging station development on Victoria Rd next to De Lucy House at the Development Management Committee meeting but the application was refused by 7-0 with one abstention. It is likely it will be reviewed and go to appeal. This year marks the 50th anniversaries of both District & Town Councils. The latter is being acknowledged on one of the beacon panels.

On Monday the Parish Council of Bressingham & Fersfield should co-opt sufficient members relieving cllrs Kiddie and Minshull of this responsibility.

In his capacity as Governor of the High School, it was recently inspected and rated good by Ofsted, he attended a disciplinary hearing well chaired by fellow Governor cllr Browne and funding is available to support a Diss School student with travel and/or equipment fees. The clerk will email the new Head to congratulate the school on its inspection achievement.

(Action: Clerk; immediately)

Cllr Kiddie was asked about the changes to the railway station access. It was reiterated that the land is owned by railways but that the agreement was to have an egress from the station. Further discussions are ongoing.

(Action: KK; by 12.06.24)

Former Town Councillor George Waterman thanked the Council for the supply of additional litter pickers, which will also support a second litter picking group focusing on the eastern side of town at the end of each month. This Saturday is the next litter pick from the DYCC site.

FC0524/06 ITEMS OF URGENT BUSINESS

There were no items of urgent business raised.

FC0524/07 FINANCE

- a) Members noted bank outgoings for April 2024. The charge by the Corn Hall for the Annual Town Meeting was queried given the Council doesn't pay for the Council Chamber. It was noted that the payment covers staff time including IT support only.
- b) Members noted that the Income & Expenditure & Earmarked Reserves reports for April 2024 will be presented to the June meeting of Council.
- c) Members received the fourth quarterly financial report January – March 2024. There was a request to include percentages & values throughout report to enhance understanding for members of the public and to provide an explanation for how the £100k overspend is being dealt with relevant to clauses 32-36. It was

RESOLVED:

- 1) To agree a nil transfer from the general reserve to Earmarked Reserves following the completion of the 2024-25 financial year.
- 2) To agree the full £18,000 for Tree Management collected from precept to be kept in the General Reserve fund until the year end.
- 3) To agree the virement of budget of £1,500 from the cemetery bungalow to the Carnival.
- 4) To agree with a virement of £11,400 from codes 4665/4666 to code 4996 (Carnival) for £10,000 and to code 4990 (Christmas Lights) for the amount of £1,400.

FC0524/08 MEETING ADMINISTRATION

- a) Members reviewed the committee membership for 2024/25. It was suggested that a membership of 5-7 is ideal for a committee to ensure quality discussion, prevent sub-groups from forming or members not to actively participate & that council should consider reducing the size of committees. It was noted that this has been considered previously but members were keen to attend all committees. Cllr Peaty requested he be removed from the Infrastructure committee. Cllr Goulder would like to attend all for now given her recent co-option. Councillors can attend all committees but can only vote if a member.

There was discussion regarding the remit of the Infrastructure committee given significant investments in the town i.e. swim pool upgrade, gym & DYCC and that improving relations with higher tier authorities on these strategic issues is paramount and would be considered by Full Council. There are also two ex-officio members of committees which could be considered given other role responsibilities. It was

RESOLVED: to approve the committee membership for 2024/25 with recommendations for stepping off committees to be sent to the Clerk.

(Action: Clerk; immediately)

b) Members reviewed the committee terms of reference. The document was not included in the pack so the Clerk apologised and read out the amendments as tracked. It was

RESOLVED: to approve the minor amendments to the committee terms of reference.

(Action: Clerk; immediately)

c) Members reviewed. It was

RESOLVED: to approve the delegations to Officers.

(Action: Clerk; immediately)

FC0524/09 DISS & DISTRICT NEIGHBOURHOOD PLAN MANAGEMENT GROUP

Members considered appointing members to the Diss & District Neighbourhood Management Group, newly named given that the plan has now been adopted. It was

RESOLVED: that councillors Olander, Peaty and Taylor are re-appointed as Diss Town Council's representatives on the Diss & District Neighbourhood Plan Management Group.

(Action: Clerk; immediately)

FC0524/10 REPRESENTATIVES ON OUTSIDE BODIES

Members considered appointing representatives on outside bodies. It was

RESOLVED: to appoint councillor Liz Sinfield as the Town Council representative on the Diss & District Allotment Holders Association and councillor Sonia Browne on the Fair Green Neighbourhood Association.

(Action: Clerk / LS / SB; immediately)

FC0524/11 PROGRESS REPORT

Members noted progress on decisions made at the last meeting of Council. It was noted that the planting of wildflowers would be incorporated in the work of the Green Corridors Network and the National Grid consultation is taking place on 15th May at the Diss Football Club with several councillors committing to attend.

FC0524/12 DATE OF NEXT MEETING

Members noted that the next meeting of Full Council is scheduled for Wednesday 12th June 2024 at 7.15pm.

It was noted that publicity has been carried out for the Market Place public forum scheduled for 10th May and councillors Peaty, Browne, Robertson and Murphy would be in attendance.

Cllr Welch reported he'd attended the Green Living Day, which discussed some positive ideas with the next event scheduled for July. They are looking at grant opportunities and forming a Neighbourhood Group.

Meeting Closed: 8.06pm.

Councillor Murphy
TOWN MAYOR