

DISS TOWN COUNCIL

MINUTES

The Chair asked that members who feel uncomfortable with attending face to face meetings give apologies and for all attendees to stand when speaking to improve audibility.

Minutes of the meeting of the **Town Council** held in the **Council Chamber at Diss Corn Hall** on **Wednesday 16th June 2021** at **7.15pm**.

Present: Councillors M. Gingell
S. Kiddie
A. Kitchen
K. Murphy
S. Olander (ex-officio)
J. Robertson
E. Taylor (ex-officio)
S. Warren
J. Welch
J. Wooddissee

In attendance: Sarah Richards, Town Clerk
Alex Jamieson, Responsible Finance Officer
Robert Ludkin, Maintenance Manager
County / District Councillor Kiddie
1 member of the public

F0621/01 TO CONSIDER APOLOGIES FOR ABSENCE

Apologies were received and accepted from councillors Browne, Collins and Poulter.

FC0621/02 DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATIONS

Minute No.	Councillors Name	Personal/Other Interest	Pecuniary Interest	Reason
FC0621/12	J. Wooddissee	x		This councillor is a long-standing friend of the member of the public presenting the proposal.
FC0621/09c	A. Kitchen	x		This councillor is on Hope church's 'Churchserve' database.

FC0621/03 MINUTES

It was

RESOLVED: That the minutes of the meeting of Full Council held on 5th May 2021 were approved as a true record and signed by the Town Mayor.

FC0621/04 PUBLIC PARTICIPATION

There were two members of the public present. County / District Councillor Kiddie thanked all who supported him on his election campaign and reminded members that he is here to support everyone from any political persuasion. He passed on the role of Norfolk County Council Chairman in May and is now a member of the Council's Scrutiny committee.

Following a site visit with NCC's Highways Engineer, he advised that they are catching up with minor projects such as drainage, clearing ditches, white lining and filling potholes in the good weather. The scheme to resurface part of the Shelfanger Road pavement alongside the Diss Youth & Community Centre has been completed ahead of time. He has secured extra funding for a week-long surface water drainage scheme outside the High School during summer holidays. More work has been undertaken at the eastern end of Victoria Rd near Frenze Beck to resolve drainage issues. It was noted that there are a few challenges with the NCC/DTC joint Parish Partnership scheme at the Causeway Public Right of Way and that he accompanied a member of the Beacon committee to determine locations for cycling trail signage, which he plans to support financially from his member grant.

He passed on apologies from District councillors Minshull and Wilby who are absent due to health reasons. Keith will be representing the County when raising the flag for Armed Forces week, bunting was installed in Market Place & Mere St and more bunting has been ordered for the Triangle area. The issue of parking around the town and particularly in the Heritage Triangle area was raised as the damage to the paving is considerable and frequent. It was suggested that the current Controlled Parking Zone concept with minimal signs and no lines is reconsidered. There was discussion about enforcement and the Town Council's request to fund an additional Enforcement Officer for Diss, which was declined by the Norfolk Parking Partnership, and Keith agreed to follow up.

(Action: KK; by 14.07.21)

Keith has been approached by a resident in Sunnyside regarding speeding. He would like to request support from the Police regarding obstructive parking and speeding. It was noted that the data from the speed signs was being resent to the Police so that they can more effectively target enforcement and that Keith had been invited to attend the councillor meeting with the new Police Inspector and the Safer Neighbourhood Team public meeting. It was noted that the proposed relief road between Heywood and Shelfanger Roads associated with the development of the site north of the Cemetery should help to alleviate traffic on Sunnyside.

There were concerns raised regarding the charge levied by higher tier authorities to clear the encampment at the Gilray Road car park, the lack of safe disabled access to the train stations via the car park, parking issues specifically on Willbye Avenue and Uplands Way and that Diss was not listed on the 16 identified sites in Norfolk deemed at risk of flooding.

(Action: KK / Infrastructure committee; by 14.07.21 / 30.06.21)

The second member of the public in attendance agreed to speak on item 12 at the appropriate time.

FC0621/05 ITEMS OF URGENT BUSINESS

There were no items of urgent business.

FC0621/06 FINANCE

- a) Members noted bank outgoings for April and May 2021.
- b) Members noted the summary of Income, Expenditure & Earmarked Reserves for the months ending April and May 2021.

FC0621/07 ANNUAL ACCOUNTS 2020/21

- a) Members considered the annual accounts for the financial year to 31st March 2021 (report reference 05/2122 referred). It was

RESOLVED: to approve the journal of £7,910.27 from General Reserves to EMR CIL in the Financial Year 2021-22.

(Action; RFO; immediately)

- b) Members received the Council's internal Audit report for the financial year to 31st March 2021. The RFO and team were thanked for managing the accounts effectively. It was noted that the Council has remained financially stable during the pandemic, that the accounts' structure has been improved, allowing more accurate and helpful data presentation and the auditor's recommendations have been fully addressed.

FC0621/08 ANNUAL AUDIT 2020/21

- a) Members considered the Annual Internal Audit of the Annual Governance & Accountability Return. It was

RESOLVED: to approve the Annual Internal Audit of the Annual Governance & Accountability Return.

(Action: RFO; immediately)

- b) Members reviewed Section 1 of the Annual Governance & Accountability Return (Annual Governance Statement) for the Financial Year ending 31st March 2021. It was

RESOLVED: to approve Section 1 of the Annual Governance & Accountability Return (Annual Governance Statement) for the Financial Year ending 31st March 2021.

(Action: RFO; immediately)

- c) Members considered Section 2 of the Annual Governance & Accountability Return. It was

RESOLVED: to approve Section 2 of the Annual Governance & Accountability Return.

(Action: RFO; immediately)

- d) Members considered the dates for the notice of public rights and publication of unaudited Annual Governance & Accountability Return. It was noted that the dates were correct. It was

RESOLVED: to approve the dates for the notice of public rights and publication of unaudited Annual Governance & Accountability Return.

(Action: RFO; immediately)

FC0621/09 **COMMUNITY GRANT SCHEME**

- a) Members considered a recommendation from the Grant Panel regarding an application from Park Radio (report reference 08/2122 referred). It was noted that the Council is hugely supportive of Park Radio but that the broadcasting issues are apparent outside Diss and that the relevant Town Councils should be approached. It was

RESOLVED: not to grant Park Radio Ltd to procure a new Uninterruptable Power Supply for their studios at Diss.

(Action: Clerk; immediately)

- b) Members noted the grant evaluation reports from MTM Youth Services who were thanked for providing such a comprehensive review of the impact of the grant awards received.
- c) Members noted the Grant Panel's decision to allow Hope Church to retain the £500 grant given to them in 2016 on the understanding that it is used for the benefit of the people of Diss and that a presentation is made to the Council's Annual Town Meeting regarding how the money was spent.

(Action: Clerk; by Sept / April ATM)

FC0621/10 **REPRESENTATIVES ON OUTSIDE BODIES**

Members reviewed the representatives on outside bodies and considered a substitute Council representative on the Diss Parochial Charity (report reference 09/2122 referred). It was agreed that given the last councillor election was in May 2019 that the next review would fall in the next election year and thereafter could be undertaken every four years. It was

RESOLVED: 1. To appoint the Chair of the Facilities committee to represent Diss Town Council on the Diss Parochial Charity.
 2. To review representatives to outside bodies next in 2023 then every electoral term.
 3. That appointed representatives disseminate any reports from the last year to all members and the Clerk.

(Action: JR / Clerk; immediately)

FC0621/11 **TOWN MAYOR**

- a) Members considered a draft Mayor's handbook for adoption. It was noted that councillor Browne had been asked to review it given her two-year tenure as Town Mayor and may have comments. It was

RESOLVED: To approve the draft Mayor's handbook subject to further amends from councillor Browne.

(Action: Clerk / SB; immediately)

- b) Members considered a proposal from the Mayor to allocate his reimbursements for expenses to his charity. It was noted that events during his Mayoral year are likely to be impacted due to pandemic and he has not previously claimed for expenses. There was a discussion regarding the car boot sales, and it was noted that the Town Mayor has one scheduled for August so that his final charity cheque can be presented at the April Annual Town Meeting. It was

RESOLVED: To allocate the Mayor's reimbursements for expenses to his charity.

(Action: RFO; when necessary)

FC0621/12 **COUNCILLOR LITTER PICK**

Members considered a proposal for a regular councillor litter pick. It was noted that there are many posts on social media regarding litter issues around the town, that this is an opportunity for the Council along with the community to help contribute to keeping the town clean and supports the Council's strategic objective of creating a cleaner town.

The member of public in attendance spoke of his experience of monthly litter picking groups in Pulham. He plans to acquire support from businesses and has arranged with South Norfolk Council for collection of litter from a central location. They have a good level of support in Pulham with around 12 regularly supporting the event from a population of 4,000 so would expect eventual numbers to be around 30 in Diss & Roydon. They would focus on the town centre, public open spaces, green corridors, and watercourses.

It was noted there would be a risk assessment carried out, that the maintenance team empty the bins located on the Council's premises and litter pick in the mornings Monday to Sunday with the rubbish being collated at the Diss Youth & Community Centre in 7 commercial bins. There was discussion around flexibility of dates and times to maximise attendance and creating a competition to fill the most bags. The public would be encouraged to join in, and liaison was already underway with the Council's marketing team regarding publicity. All members and staff in attendance would be keen to support the initiative and it was

RESOLVED: To approve a regular councillor litter pick.

(Action: JW / GW; by 30.07.21)

FC0621/13 **COUNCIL OFFICES**

Members considered a proposal for the rebuilding of the wall between the Council Offices car park and 22a St Nicholas Street. Owners prepared to repair concrete rendered topped with red bricks on Council side when doing their wall as part of application. It was

RESOLVED: To approve the proposal for the rebuilding of the wall between the Council Offices car park and 22a St Nicholas Street.

(Action: Clerk; immediately)

FC0621/14 **PROGRESS REPORT**

Members noted progress on decisions made at the last meeting of Council. It was noted that the Armed Forces Covenant item required updating and that there had been no update on the flooding training provided by South Norfolk Council or on the proposed Wetherspoons development particularly given concerns around the condition of the car park.

(Action: Clerk / KK to brief GM; 08.07.21)

FC0621/15 **DATE OF NEXT MEETING**

Members noted that the next meeting of Full Council is scheduled for Wednesday 14th July 2021.

Meeting Closed: 8.35pm.

Councillor Taylor
TOWN MAYOR