

DISS TOWN COUNCIL

MINUTES

A minute's silence was held in memory of the late Jim Bidwell, a stalwart member of the Diss & District Royal British Legion and Honoured Citizen of Diss Town Council in 2019.

Minutes of the meeting of the **Town Council** held in the **Council Chamber at Diss Corn Hall** on **Wednesday 15th September 2021** at **7.15pm.**

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

In attendance: Sarah Richards, Town Clerk
Sonya French, Deputy Town Clerk
Alex Jamieson, Responsible Finance Officer
Robert Ludkin, Maintenance Manager
County / District Councillor Kiddie
3 members of the public

F0921/01 **TO CONSIDER APOLOGIES FOR ABSENCE**

Apologies were received and accepted from councillors Olander and Poulter. Councillor Warren sent his apologies to the Clerk, but these were not seen until after the meeting.

FC0921/02 **DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATIONS**

Minute No.	Councillors Name	Personal/Other Interest	Pecuniary Interest	Reason
FC0921/11b	M. Gingell	x		This councillor was a volunteer vaccinator during phase 2 of the programme and is the Council's appointed Internal Controls councillor
FC0921/12	S. Browne	x		This councillor is a member of both event sub-committees.

FC0921/03 **MINUTES**

It was

RESOLVED: That the minutes of the meeting of Full Council held on 14th July 2021 were approved as a true record and signed by the Town Mayor.

FC0921/04 **PUBLIC PARTICIPATION**

There were four members of the public present. Two members of the public were attending for item 7, Co-Option. One member introduced herself as a representative of Upp broadband, a private fibre broadband company launching full fibre broadband to Diss, explained progress and promotional opportunities.

County / District Councillor Kiddie gave apologies on behalf of District councillors Minshull (attending a planning meeting) and Wilby (unwell). He reported on highways matters including the resurfacing of parts of Skelton Road and Uplands Way prior to school return with lining to follow. It was noted that most of the utility related issues in Frenze Hall Lane have been resolved, that the drainage work on Sawmills Road / A1066 are programmed for October to alleviate flooding issues and that there will be drainage works on Walcot Road to do same outside the school.

There will be a site visit next week to progress the signage for the Diss cycle route, which will be supported by his members grant. Cllr Kiddie has asked Enforcement Officers to target on street

parking rather than in car parks and has been liaising with county regarding Traffic Regulation Order requirements reference reducing speed limits on certain roads. It was noted that the Norfolk County Council 1 million trees for Norfolk initiative might support hedgerow planting to alleviate flooding.

Measures to alleviate parking and traffic issues including extra signs and road markings around Roydon primary school were completed over the summer and the repairs to potholes and manhole covers are progressing.

It was noted that councillor Minshull is the lead on flooding matters and councillor Kiddie offered his support with emergency planning given prior involvement. Councillor Kiddie congratulated the Mayor on the case presented to the Development Management Committee early September regarding the Churchill application, which was refused and will go to appeal / Planning Inspectorate in November.

Grants have been distributed to the Girl guides for improvements to their facilities and Diss Bowls Club to purchase a water container to help with irrigation of the green.

There was a question regarding the provision of support to schools in Diss regarding the introduction of vaccines to young people, but councillor Kiddie had not yet received information on this.

FC0921/05 **ITEMS OF URGENT BUSINESS**

There were no items of urgent business.

FC0921/06 **FINANCE**

- a) Members noted bank outgoings for July and August 2021.
- b) Members noted the summary of Income, Expenditure & Earmarked Reserves for July, and August 2021.
- c) Members noted the Council's external auditor report. The RFO was thanked for the work of the finance staff resulting in a clean audit report.

The RFO left the meeting post the Finance items.

FC0921/07 **CO-OPTION**

Members considered two applications for co-option to Diss Town Council. It was noted that both applicants demonstrated a breadth of knowledge and experience and it was unfortunate there was only one vacancy. Councillor Browne spoke in favour of Charlotte Valori who she has known for two years through the Fair Green Covid support group and Beacon committee. It was

RESOLVED: to co-opt Charlotte Valori as Town Councillor to Diss Town Council.
(Action: Clerk; immediately)

Councillor Valori joined members at the table.

FC0921/08 **NORFOLK WAY ART SCULPTURE**

Members consider a councillor representative to work with the Clerk to provide feedback to Norfolk County Council's EXPERIENCE team regarding the Norfolk Way art sculpture destined for the Mere's Mouth. It was

RESOLVED: to appoint councillors Collins and Valori to work with the Clerk to provide feedback to Norfolk County Council's EXPERIENCE team regarding the Norfolk Way art sculpture destined for the Mere's Mouth

(Action: DC / CV; as required)

FC0921/09 **DISS PARK PLAY EQUIPMENT**

Members reviewed the feedback from the public consultation on the play equipment options for Diss Park and considered the final scheme. It was noted that the public's preferred option albeit with a close first and second preference was design B from Proludic. Members were advised that the requested wheelchair swing was exclusive as it cannot be used by anyone not in a wheelchair, only one size of chair will fit in therefore excluding adapted wheelchairs.

Proludic has provided an alternative option of a springer which is a type of seesaw that can be used by all at an additional cost of £2.5k. It was agreed that this option appears to be more

inclusive of the whole target group at minimal additional expense, that the new equipment should be well publicised and instructions on its use positioned alongside it.

It was also agreed that the Park CCTV improvements should be coordinated alongside the install where possible. It was

RESOLVED: To appoint Proludic Ltd to install equipment design Option B along with the new springer in Diss Park at the location previously agreed.

(Action: DepClerk/MM; by 31.12.21)

FC0921/10

SKATEBOARD PARK CCTV

Members considered costs of installing CCTV at the Skateboard Park, Sports Ground (report reference 23/2122 referred). It was noted that the Police undertake the remote monitoring of the equipment as they do with the town centre CCTV system. It was

RESOLVED:

1) To appoint etc (EAST ANGLIA) LTD to install two CCTV cameras at the Skateboard Park including broadband for remote monitoring and a permanent electrical supply at a total cost of £2,647 allocated to EMR CCTV.

2) To allocate the pro-rata annual cost of broadband of £149.70 to the current 'Sports Ground – phone' budget and budget for the additional annual cost in 2022-23.

(Action: MM / RFO; immediately)

FC0921/11

DISS YOUTH & COMMUNITY CENTRE

a) Members considered moving the Council's portacabin from the Sports Ground site to the Diss Youth & Community Centre to provide additional storage capacity (report reference 24/2122 referred). The proposed locations were discussed. It was noted that the grassed area next to the existing cabin is positioned further away from the main hall exit and utilities access is required in this area via drain covers. There was concern that the proposed positioning of the new cabin may obscure visibility of the rear, which may encourage anti-social behaviour but that the proposed CCTV for the site should counter this. It was noted that potential hirers of the facility do not book the venue due to limited storage facilities, that it is proposed the Executive committee consider appropriate storage fees to recoup costs and there was discussion around the requirement for storage given the proposed continuation of the DYCC as a vaccination centre. It was

RESOLVED:

1) To approve the transfer of the portacabin from the Sports Ground to the Diss Youth & Community Centre site to provide additional storage capacity subject to planning consent requirements at a total cost of £3,500 allocated to Earmarked Reserves DYCC

2) To locate the second portacabin at Option A next to the bin store

3) To create two parking spaces on the grassed area adjacent to the newly positioned cabin using heavy duty rubber grass matting

4) To request that the Executive committee considers an appropriate fee for hirers requiring storage.

(Action: Clerk / RL / Exec; by 31.12.21)

b) Members considered whether to continue using the DYCC as a vaccination centre beyond mid-September (report reference 25/2122 referred). There was full support for the proposal given the concerns from the public regarding the distance to travel to centres outside of Diss and the importance of supporting the national programme. It was also deemed important to support the Council's existing hirers wishing to return to the main hall to find alternative venues. It was

RESOLVED:

1. To hire the DYCC main hall to the CCG/NHS England to continue operating the vaccination centre from 15th September to end of December 2021.

2. To support the Council's existing hirers that wish to return to the main hall to find alternative venues where possible.

(Action: DepClerk; immediately)

- c) Members considered the costs of installing CCTV at the DYCC (report reference 26/2122 referred). Given the Council's maintenance team are based there along with Park Radio, with the resolution to install a second cabin on the site, a proposal to plant several trees along the verge outside the DYCC coming forward and past anti-social behaviour on the site, it was

RESOLVED: To appoint etc.. (EAST ANGLIA) LTD to install seven CCTV cameras at the Diss Youth & Community Centre at a total cost of £2,395 allocated to EMR CCTV.

(Action: MM; immediately)

FC0921/12

EVENTS

- a) Members considered the holding of the Christmas Lights Switch-On event in the Market Place (report reference 27/2122 referred). There was discussion regarding how the vaccination programme and particularly that in Diss, which is significantly ahead compared to the rest of Norfolk, has improved the prospect of holding events more safely compared to last year. Members felt this event would be good for moral and that the committee needs to be prepared to cancel the event at short notice if government guidance requires it. It was

RESOLVED: To support the holding of the Christmas Lights Switch-On event on Saturday 27th November 2021 in the Market Place and Mere's Mouth following advice of the Safety Advisory Group.

(Action: MM; immediately)

- b) Members considered appointing the Beacon committee to plan the Council's celebrations of the Queen's Platinum Jubilee in June 2022. It was

RESOLVED: to appoint the Beacon committee to plan the Council's celebrations of the Queen's Platinum Jubilee in June 2022.

(Action: Beacon committee; by June 2022)

FC0921/13

PROGRESS REPORT

Members noted progress on decisions made at the last meeting of Council. It was noted that the new planning application for the Wetherspoons development was currently active and differed from the previous one primarily in reflecting the changes required as a result of Covid.

FC0921/14

MEMBER FORUM

Members considered information or issues relevant to Council from members for brief discussion, action or inclusion on a future agenda. There was a concern raised about the cleanliness of Mere Street, which has been compounded by having a vehicle out of action, staff shortages and dry weather. The drains along Mere St appear to be blocked and County Councillor Kiddie agreed to address. It was noted that the Council already has members allocated to review its Resilience Plan.

(Action: KK / JR / DP / SO; immediately / 31.12.21)

FC0921/15

DATE OF NEXT MEETING

Members noted that the next meeting of Full Council is scheduled for Wednesday 10th November 2021.

FC0921/16

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.

FC0921/17

CHRISTMAS LIGHTS DISPLAY

Members considered a recommendation regarding the Christmas Lights display for 2021 and beyond (confidential report reference 28/2122 referred). There was discussion around allowing for additional expenditure to ensure the main tree and two living trees outside the museum are sufficiently lit and that the installation, removal, and storage of the lights are the costly element rather than the lights themselves. It was agreed that the option of lighting the trees in multi-coloured lights should be explored.

RESOLVED:

1. To appoint P&K Ltd and Lite Ltd to install the existing Christmas lighting scheme in the town centre for 2021 with improved lighting on the main tree at the end of Mere Street and two living trees outside the museum and suitable contingency for replacement lighting subject to additional expenditure of up to £2k above the available budget.
2. To review the options for hire / purchase of new Christmas lights with suppliers to inform the 2022-23 budget and beyond.

(Action: Clerk / RFO; immediately)

Meeting Closed: 8.59pm.

Councillor Taylor
TOWN MAYOR