

Diss Town Council

Minutes

Draft

Minutes of the meeting of the **Town Council** held in the **Council Chamber** at **Diss Corn Hall** on **Wednesday 15th October 2025** at **7.15pm**.

Present: Councillors: D. Craggs (Chair), C. Dente, A. Goulder, A. Kitchen, K. Murphy, J. Robertson (ex-officio), R. Peaty, L. Sinfield, J. Welch.

In attendance: Sarah Villafuerte-Richards (Town Clerk)
Susan Hurst (RFO)
Colin West (Office Administrator)
County / District Councillor Kiddie
District Councillor Minshull

FC1025/01 Apologies

Councillor's Name	Apologies Received	Absent Without Apology	Reason / Approval
D Collins	☒	☐	Prior Appointment
S. Browne	☒	☐	Family bereavement
S. Kiddie	☒	☐	Ill health

FC1025/02 Declarations of Interest

There were none.

FC1025/03 Minutes

Members received the minutes of the Full Council meeting on Wednesday 17th September 2025. It was

Resolved: To approve the minutes of the meeting of the Full Council held on Wednesday 17th September 2025 as a true record and were signed by the Chair.

FC1025/04 Public Participation

There were two members of the public in attendance. County / District councillor Kiddie explained that he has been afforded a dispensation from attending public meetings to protect his wife, councillor Kiddie during her ill health.

The highways teams have been filling potholes particularly in Uplands Way and the railings in Mount St have been repainted. The District Council would be prepared to fund street cleaning equipment for market towns to help clean the pigeon's mess in town, which could be deployed locally when needed and to supplement the District's street cleaning service. Members agreed that this was a good idea, and the option would be explored further given ongoing maintenance, storage and waste disposal costs. The drains will be jetted soon to help with this process. The extension to the 20mph scheme at the top of St Nicholas St seems to be working. The three Devolution options will be discussed at the next County Council meeting, and two County Councillors will replace 4 currently (3 District / 1 Norfolk). Members and staff extended their best wishes to both councillors Kiddie.

District Councillor Minshull advised that as part of the Local Government Review, the Government has undertaken not to pass down any responsibilities to lower tier authorities unless the Town / Parish Council requests it. He has been liaising with the Corn Hall regarding solar panel roof installation to reduce energy bills. They will be taking parking enforcement at weekends and during evenings back in-house. It was acknowledged that there is considerable illegal parking in the Triangle and that the local parking attendants will vary routes and times to help address this. Mental Health training is taking place next week at Roydon village hall.

Demolition work has started at Long Stratton, and the clear site will go to the Council's property

company to see what's best for the area. A Waste Electrical & Electronic Equipment recycling event is taking place 10am – 2pm at Mount St car park on 16th October.

FC1025/05 Items of Urgent Business

There was one item of urgent business raised. Members were keen to understand the cost implications for a street cleaner to be supplied by the District Council to help support town cleanliness. It was noted that a meeting with the Environmental Health Officer is being scheduled, a site visit is being undertaken by providers of expert bird and pest and control and that the press release is being revised to form an open public letter to enlist their support in tackling the issue.

(Action: FBM / Clerk; by 19.11.25)

FC1025/06 Finance

- a) Members noted bank outgoings for September 2025. There was a query on some dates of payments. The RFO stated that some suppliers are slow at sending invoices.
- b) Members noted the Income & Expenditure report for September 2025.
- c) Members noted the Earmarked Reserves report for September 2025.
- d) Members noted the reconciliations of income and expenditure with the Council's bank account statements for July – August 2025.
- e) Members received the 2nd quarterly financial report (report 28/2526 referred).
- f) Members received the external auditor report and certificate for the Council's Year End 2024/25 Accounts and note that the notice of conclusion of the audit was announced on 16th September 2025. Members noted that Financial Regulations were reviewed in April 2025 instead of within the previous financial year. The review has been scheduled for February 2026 to allow contingency. The RFO was thanked.

(Action: RFO; by 28.02.26)

FC1025/07 Budget 2026/27

Members received an update (report 29/2526 referred) regarding the draft budget for 2026/27. The Earmarked Reserves report has not yet been provided due to potential virements relating to the Skate Park project. It was

Resolved: 1. To approve the Assets, Infrastructure and Events budget, pending any adjustments before final budget-setting meeting.
2. To approve the Executive budget, pending any adjustments before final budget-setting meeting.

(Action: RFO; immediately)

FC1025/08 Skate Park

Members were advised that consideration of a contractor to undertake the repairs to the Skate Park (reference 30/2526 referred) would be deferred to the November meeting given the additional quote options that have come forward with insufficient notice before the meeting. It was noted that the Town Council does not have a statutory responsibility to provide a Skate Park but does a responsibility to maintain its equipment. There was a concern about expenditure of such a large amount for a facility used by very few of the residents who would be paying for it. No progress has been made by the Skate Park users to help with fundraising. It was noted that there are not many facilities for young people in the town particularly those that provide health benefits. The Clerk will redistribute the additional quotes following the meeting.

(Action: Clerk; by 19.11.25)

FC1025/09 Clerk & Town Mayor Reports

Members received the Clerk & Town Mayor's updates on activities since their last reports.

FC1025/10 Progress Report

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

FC1025/11 Date of Next Meeting

Members noted that the next meeting of the Full Council is scheduled to take place on Wednesday 19th November 2025 at 7.15pm.

Meeting closed: 8.20pm.

Councillor D. Craggs
Chair / Town Mayor