

# DISS TOWN COUNCIL

## MINUTES

Minutes of the meeting of the Town Council held in the Council Chamber at Diss Corn Hall on Wednesday 23<sup>rd</sup> October 2024 at 7.15pm.

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

In attendance: Sarah Villafuerte-Richards (Town Clerk/CEO)  
Karen Kuderovitch (RFO)  
County / District Councillor Kiddie  
2 members of the public

### FC1024/01 APOLOGIES

There were received and accepted from councillor Craggs.

### FC1024/02 DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATIONS

| Minute No. | Councillors Name | Personal/ Other Interest | Pecuniary Interest | Reason  |
|------------|------------------|--------------------------|--------------------|---|
| FC1024/17  | K. Murphy        | X                        |                    | This councillor is a member of South Norfolk Council. |

### FC1024/03 MINUTES

Members received the minutes of the Full Council meeting on 11<sup>th</sup> September 2024. It was

**RESOLVED:** To approve the minutes of the meeting of the Full Council held on 11<sup>th</sup> September 2024 as a true record and signed by the Town Mayor.

### FC1024/04 PUBLIC PARTICIPATION

County / District councillor Kiddie apologised on behalf of District councillor Minshull who had a prior engagement. His Highways update included a £50k scheme to resurface the Sunnyside / Heywood Road / Mount St junction starting early next week during the school holidays. He has also ordered spare Beacon cycling trail signs so they can be replaced.

The last District Council Cabinet meeting resolved to approve the demolition of John Grose site starting in the New Year. Their November Cabinet will consider several redevelopment options. They are awaiting their budget to determine the depot / waste projects.

Questions included the dumping of spoil & storage containers on the site close to the railway bridge, reported to the Planning Enforcement team, the requirement to paint streetlighting columns specifically, near the Post Office, top of St Nicholas St & on Park Road and the repair to railings on Mount St which are laying on the ground. Cllr Kiddie agreed to follow up on all items.

There was also concern raised about the change in location for this year's Remembrance event, which was raised under the next item.

### FC1024/05 ITEMS OF URGENT BUSINESS

There was one item of urgent business raised. Cllr Kiddie apologised for the email she'd previously circulated to members regarding the Remembrance event. She was led to believe that had been enforced by the Town Council, which was absolutely not the case. There was a view that the wreaths should be laid on the war memorial. It was noted that a debrief would be undertaken post event and that notes of working group meetings would continue to be circulated to all members via the Facilities committee agenda pack.

FC1024/06

**FINANCE**

- a) Members noted bank outgoings for August and September 2024.
- b) Members noted the Income & Expenditure reports for August and September 2024.
- c) Members noted the Earmarked Reserves reports for August and September 2024.
- d) Members noted the reconciliations of income and expenditure with the Council's bank account statements for June & July 2024.
- e) Members received the 2<sup>nd</sup> quarterly financial report (30/2425).
- f) Members received the external auditor report and certificate for the Council's Year End 2023/24 Accounts and note that the notice of conclusion of the audit was announced on 10<sup>th</sup> September.
- g) Members noted that salary payments were debited from the current account / cashbook 1 rather than the wages and petty cash account in September 2024 due to lack of signatory and in line with Financial Regulations Section 6, 6.2.

FC1024/07

**BUDGET**

Members received a report (31/2425) regarding the review of the draft budget and planning process for 2025-26. It was noted that the staff pay award announced yesterday had already been budgeted for. It was noted that business rates will be payable beyond 3 months at the Diss Youth & Community Centre but that expenditure should reduce once Park Radio relocate to the Corn Hall.

FC1024/08

**COMMUNITY GRANT SCHEME**

- a) Members considered recommendations from the Grants Panel & Clerk regarding three funding applications (report 32/2425). It was noted that although MTM Youth Services provide comprehensive feedback via their monitoring forms, there was no evidence of match funding, and members would like to see more young people involved in town events and undertaking fundraising activities to help offset costs. The Council's Locum RFO will be reviewing the grant policy to ensure that it is fit for purpose. It was

**RESOLVED:**

1. To award £600 to Dove Song Plus to support a singing group for adults with complex needs and their carers.
2. To refuse the £1,500 grant request from the Diss & District Community Transport Association / Borderhoppa.
3. To award £2,500 to MTM Youth Services to continue delivering projects to reach more young people and support those with more complex needs subject to more visible activities in the town.
4. That members consider a further grant of £2,500 to MTM Youth Services during the second and final round of the grant scheme post 30<sup>th</sup> November further to a new application.

**(Action: RFO & Clerk; by 30.11.24)**

- b) Members considered the appointment of the Chair or Vice-Chair of the Executive Committee to the Grants Panel and making this a condition of the policy. It was

**RESOLVED:** To appoint the Chair and Vice-Chair of the Executive Committee to the Grants Panel with one deputising for the other and to make this a condition of the policy.

**(Action: RFO; by 30.11.24)**

FC1024/09

**NATIONAL GRID ENVIRONMENTAL SURVEY**

Members considered entering into a licence agreement with National Grid to allow access to part of the Sports Ground site for non-intrusive surveying purposes relating to the Norwich to Tilbury pylon project. It was noted that environmental impact assessments are normal for major projects, but members were not clear on the reasons for the data collection. National Grid has the powers to undertake surveys without consent but doing so will generate £1,000. It was

**RESOLVED:** to enter into a licence agreement with National Grid to allow access to part of the Sports Ground site for non-intrusive surveying purposes relating to the Norwich to Tilbury pylon project subject to receiving a rationale first.

**(Action: Clerk; immediately)**

FC1024/10

**DISS YOUTH & COMMUNITY CENTRE**

Members received a project update from the DYCC Action Group. It was noted that the consultants have developed a resident survey which will be accessed via a weblink and QR code. The first draft has been revised following feedback, further discussion is required and this is an initial step in a longer-term process of stakeholder engagement. Members were also keen to congratulate Park Radio Ltd on their successful fundraising campaign and together with the Corn Hall for their collaboration.

FC1024/11

**HERITAGE TRIANGLE PARKING**

Members received a report regarding proposed schemes to address parking issues in the Heritage Triangle, Mere St and Market Place. It was noted that this is a joint project between Norfolk County Council, South Norfolk District Council and Diss Town Council and that enforcement will be crucial. It was

**RESOLVED:** to approve the proposed schemes to address parking issues in the Heritage Triangle, Mere St and Market Place in order that schemes and costs can be drawn up.

**(Action: Clerk; immediately)**

FC1024/12

**PARK TOILETS**

Members considered a recommendation (report 33/2425) to trial a closure of the Park toilets for Winter month weekdays to reduce expenditure & given the close proximity of the Mere's Mouth toilets. Members felt that the cost savings were not sufficient enough to outweigh the potential impact on the broad range of users if they were to close. There was also a discussion regarding reducing the opening times in the winter months but this would not save money. It was

**RESOLVED:** To continue keeping the Park toilets open during the Winter months.

FC1024/13

**CLERK, RFO, COUNCIL LEADER, TOWN MAYOR & CHAIR FORUM**

Members considered updates from or questions to the Clerk, RFO, Council Leader, Town Mayor and Committee Chairs on their activities since the last meeting. A brief report on the new Locum RFO's activities was provided at item FC1024/06. The Clerk & RFO were thanked for their reports.

FC1024/14

**PROGRESS REPORT**

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

FC1024/15

**DATE OF NEXT MEETING**

Members noted that the next meeting of Full Council is scheduled for Wednesday 20<sup>th</sup> November 2024 at 7.15pm.

FC1024/16

**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 items which are properly considered to be of a confidential nature.

FC1024/17

**LEISURE UPDATE**

Members received a confidential update from South Norfolk District Council regarding their plans for the redevelopment of their Park Road sites. It was noted that they are still in the early stages and that several options would be presented to Cabinet in November.

FC1024/18

**SPORTS GROUND**

Members considered a novation agreement regarding the Sports Ground (confidential report 34/2425). The Clerk apologised for a missing Appendix, which would be circulated post meeting and requested members bring this to her attention in advance of the meeting when the agenda goes out so it can be corrected. There were concerns regarding the potential restrictions on future development of the site. It was

**RESOLVED:**

1. To approve the draft Novation agreement amending the agreement between Diss Town Council and G N Rackham & Sons Ltd dated 10th February 1989 relating to the Sports Ground site to be between Diss Town Council and the three current Directors of the company subject to confirmation that its potential future development into a community facility would not be affected.

2. That all legal costs will be covered by the other party.
3. That the Clerk arranges for the agreement to be executed as per Standing Order 23b.  
**(Action: Clerk; by 30.11.24)**

Meeting Closed: 21.28.

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Councillor Murphy  
TOWN MAYOR