

DISS TOWN COUNCIL

MINUTES

Minutes of the meeting of the **Town Council** held in the Council Chamber at Diss Corn Hall on **Wednesday 17th April 2019 at 7.15pm.**

Present: Councillors S. Browne (ex-officio)
K. Button
M. Crawford
N. Howard
C. Liggett
J. Mason
S. Olander (ex-officio)
J. Robertson
E. Taylor
T. Wenman (ex-officio)
F. Wenman

In attendance: Sarah Richards, Town Clerk
Sonya French, Deputy Town Clerk
District Councillors Minshull & Palmer
County Councillor Kiddie
6 members of the public

A minute's silence was held in memory of the late Glyn Walden. Former Town Councillor and two-time Town Mayor as well as Honorary Alderman, Glyn was remembered for the tireless work he did for the town particularly his vision for transforming the Corn Hall.

Town Mayor, Councillor T. Wenman handed the Chair to Deputy Town Mayor, Councillor S. Browne.

FC0419/01 TO CONSIDER APOLOGIES FOR ABSENCE

Apologies were received from Councillors Button, Gibson and Kitchen.

FC0419/02 DECLARATIONS OF INTERESTS AND REQUESTS FOR DISPENSATIONS

There were none.

FC0419/03 MINUTES

It was

RESOLVED: That the minutes of the meeting of Full Council held on 20th March 2019 were a correct record and were duly signed by the Deputy Town Mayor.

FC0419/04 PUBLIC PARTICIPATION

There were six members of the public present in addition to District and County Council representation. District Councillor Palmer provided his final report and he was acknowledged for his long service to the community both on the Town Council and District Council given his decision to stand down.

County Councillor Kiddie reported that the resurfacing works on Denmark Street had been brought forward to avoid the summer events & that they last planned project includes the resurfacing of Denmark Street outside the Crown including the pedestrian crossing. It was noted that Norfolk County Council has little control over emergency works, which usually have to be undertaken for safety reasons. Warning signage has been installed near the pedestrian crossing outside the leisure centre, but it was noted that it has been positioned on the incorrect side of the road. Councillor Kiddie also agreed to liaise with NCC's Highways Engineer regarding the scheduled works on the Stuston bridge due to take place by Suffolk County Council in the summer for six weeks, which would have a considerably impact on Diss.

District Councillor Minshull congratulated existing Town councillors who had been elected unopposed and spoke fondly of the late Glyn Walden who was also made an Honorary Alderman of South Norfolk Council.

It was noted that a report had been circulated to all councillors regarding the Diss Police Inspector's replacement. One member of the public, also a member of the Parish Fields Friends Group, asked why Parish Fields had been put forward as a potential site in the Diss & District Neighbourhood Plan

consultation documentation given its designation as a local open space in South Norfolk's Local Plan and high historical and ecological character.

FC0419/05 **ITEMS OF URGENT BUSINESS**

There were none.

FC0419/06 **FINANCE**

a) Payment of Accounts

Councillors noted payment of accounts since the last meeting.

b) Summary of Income and Expenditure and Earmarked Reserves

Councillors received a summary of income, expenditure and Earmarked Reserves for the month ending February 2019. It was

RESOLVED: to appoint Councillors Howard and Mason to work with the Responsible Finance Officer to make recommendations for the allocation of year-end under and over spends.

(Action: NH/JM/RFO; by mid-May)

c) Review of Internal Controls

Councillors considered recommendation from the Responsible Finance Officer following the review of Diss Town Council's internal controls. It was

RESOLVED: to approve the following documents:

- i. Financial Regulations
- ii. Income & Expenditure internal controls
- iii. the insurance schedule for 2019/20 - subject to minor change
- iv. the Internal Audit Plan
- v. the Governance and Management Risk Register
- vi. the Investment Policy and note the annual investment report

(Action: RFO; immediately)

FC0419/07 **HERITAGE TRIANGLE PROJECT**

Councillors approved the final Heritage Triangle Project report received at the March meeting of Full Council. It was

RESOLVED: To approve the final Heritage Triangle Project report.

FC0419/08 **COMMUNITY GRANTS**

Councillors considered two grant requests received totalling £1,330. It was noted that there is only £1,000 remaining in the grant budget allocation for the financial year 2019-20. To allow an opportunity to support other worthwhile projects this year, it was

RESOLVED: to award £100 to Diss Woodcraft Folk and £100 to the Fox Wood Forest School from the grants budget.

(Action: RFO; immediately)

FC0419/09 **MEETING SCHEDULE**

Councillors received comments on a proposal for a revised meeting schedule for approval by the Annual Meeting of Council in May (report reference 36/819 referred). A leaner meeting schedule was proposed into which additional meetings could be added as required, reducing the continual meeting administration for councillors and Officers. It was noted that Councillor Mason would be putting forward another proposal at the May meeting. The outgoing Town Mayor congratulated those councillors who had been re-elected and thanked departing councillors for their hard work and commitment.

(Action: Clerk/JM; by 09.05.19)

FC0419/10 **DISS & DISTRICT NEIGHBOURHOOD PLAN**

Councillors received an update on the Diss & District Neighbourhood Plan. Councillor Taylor advised members that the Steering Group had appointed Parker Planning Consultants at their last meeting who would be guiding the Plan going forwards. It was also noted that the Greater Norwich Local Plan Regulation 18 Draft Plan Consultation would not be released until September 2019.

FC0419/11 **DISS YOUTH COUNCIL**

Councillors received a report from the Diss Youth Council. Chairman Kieran Murphy advised members of the wide range of activities the Youth Council has been involved in since its launch in September 2018. Activities included dementia awareness plays, attendance at the remembrance parade, Christmas Lights Switch-On and Mayor's civic service, gardening, an intergenerational project serving up a festive social luncheon and market research with young people regarding how to spend developer contributions to name a few. Deputy Town Mayor, Sonia Browne thanked the Youth Councillors & Julia Fairbrother of MTM Youth Services for their commitment and hard work on behalf of the youth of Diss. It was noted that involvement in the Council's Annual Town Meeting would be an item on their next agenda.

FC0419/12 **PROGRESS REPORT**

Councillors noted progress on decisions made at the last meeting of Full Council. It was noted that a response regarding the Persimmon Homes correspondence had still not been received from the District Council. District Councillor Minshull advised that they monitor developments & have a legal obligation to follow up on any breaches with developers. South Norfolk Council regularly inspect sites to ensure they have been built to quality control standards and conditions and rely on the public to report any contraventions.

(Action: Clerk; immediately)

FC0419/13 **DATE OF NEXT MEETING**

Councillors noted that the next meeting of Full Council is scheduled for 15th May 2019.

FC0419/14 **PUBLIC BODIES (ADMISSIONS TO MEETINGS)**

Councillors considered a resolution under the Public Bodies Act 1960 and Standing Orders 1c 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.

FC0419/15 **CITIZEN AWARDS**

Councillors considered seven nominations received for the Junior Good Citizen Award and Honoured Citizen Awards. It was

RESOLVED: To award the Junior Good Citizen to Zinhle Moyo
 To award the Honoured Citizen to Jim Bidwell.

(Action: Clerk; immediately)

Meeting Closed: 8.24pm.

Councillor Browne
DEPUTY TOWN MAYOR