

DISS TOWN COUNCIL

MINUTES

Minutes of the meeting of the **Town Council** held in the Council Chamber at Diss Corn Hall on **Wednesday 15th May 2019** at **7.15pm.**

Present: Councillors S. Browne (ex-officio)
N. Howard
A. Kitchen
J. Mason
S. Olander (ex-officio)
J. Robertson
E. Taylor
T. Wenman (ex-officio)

In attendance: Sonya French, Deputy Town Clerk
Robert Ludkin, Maintenance Manager
6 Members of the Public
2 Members of the Press
District Councillor Wilby
District / County Councillor Kiddie

FC0519/01 **ELECTION OF TOWN MAYOR FOR THE MUNICIPAL YEAR 2019/20**

Councillors considered nominations for / elected Town Mayor. It was

RESOLVED: to elect Councillor Sonia Browne as Town Mayor for the Municipal year 2019/20 who signed a declaration of acceptance of office.

FC0519/02 **TO CONSIDER APOLOGIES FOR ABSENCE**

There were none.

FC0519/03 **ELECTION OF COUNCIL LEADER**

Councillors considered nominations for Council Leader. It was

RESOLVED: to elect Councillor Simon Olander as Council Leader.

FC0519/04 **DECLARATIONS OF INTERESTS AND REQUESTS FOR DISPENSATIONS**

There were none.

FC0519/05 **MINUTES**

It was

RESOLVED: That the minutes of the meeting of Full Council held on 17th April 2019, Facilities Committee on 13th March, Executive Committee on 6th February and Infrastructure Committee on 30th January were confirmed and signed as a true record.

FC0519/06 **PUBLIC PARTICIPATION**

There were six members of the public present in addition to District and County Council representation.

Former Councillor Wenman congratulated Councillor Sonia Browne on her new Mayor appointment.

Apologies were received from District Councillor Minshull. Newly elected District Councillor, Jenny Wilby, introduced herself to the Council. County Councillor Kiddie stated that Norfolk County Council had moved from a committee to cabinet system. He is now on their Scrutiny Committee and has also been elected as its Deputy Chairman. The Council thanked Councillor Kiddie for his hard work on behalf of Diss.

FC0519/07 **ITEMS OF URGENT BUSINESS**

There were none.

FC0519/08

FINANCE

Councillors noted that payment of accounts since the last meeting of Full Council and the summary of end of year accounts will be reported to the June meeting. It was also noted that the direct payment system seems to be working well and saving time.

FC0519/09

MEETING ADMINISTRATION

a) Councillors reviewed the proposed calendar of meetings to May 2020 given the reduced number of councillors. It was

RESOLVED: to approve the meeting schedule for 2019/20.

b) Councillors considered committee Chairmen. It was

RESOLVED: to appoint Councillor Robertson as Chair of the Facilities committee, Councillor Howard as Chair of the Executive committee, Councillor Olander as Chair of the Infrastructure committee and Councillor Taylor as Chair of the Planning sub-committee.

c) Councillors reviewed committee responsibilities. It was

RESOLVED: to adopt the committee responsibility document as set out.

d) Councillors reviewed current Officer delegations. It was

RESOLVED: to adopt the Officer delegations document as set out.

e) Councillors appointed members to review the Council's key documents list and make recommendations regarding the requirement for such and/or the frequency of review. It was

RESOLVED: To appoint Councillors Robertson & Taylor to review the Council's key documents list, supported by Councillor Olander.

(Action: Clerk to send out paperwork; immediately)

FC0519/10

COUNCIL VACANCIES

Councillors considered filling the seven remaining councillor vacancies by co-option and invited nominations for consideration.

There was discussion around co-option and encouraging residents to put themselves forward if interested in being a Councillor. It was noted that information and forms are available at the Council Offices and can be downloaded from the Council's website. Council would like co-option candidates to understand the role and their functions before agreement to co-opt. It was

RESOLVED: To fill the seven remaining councillor vacancies by co-option and promote vacancies through social media, website and press.

(Action: SF to organise promotion; immediately)

FC0519/11

FACILITIES COMMITTEE

Nunnery Wall - Councillors considered the revised quote for the works to the Nunnery Wall. Given that more information has come to light regarding the ownership of the wall, it was

RESOLVED: That this item would be deferred to the June meeting for consideration.

Councillors also requested the latest update on the Mere's Mouth toilets and streetlights.

(Action: TC to add to June agenda; by 6.7.19)

FC0519/12

EXECUTIVE COMMITTEE

Councillors noted there are no decisions required for the Executive committee this month.

FC0519/13

INFRASTRUCTURE COMMITTEE

Nelson Road Traffic Regulation Order - Councillors considered a proposal for a new road layout on Nelson Road to accommodate two-way traffic. Background to the scheme was provided and it was noted that it had been agreed that two-way traffic would go into the station via station road and exit via Nelson Road. Give way signage is being proposed on Nelson Road and at the station to facilitate this. The scheme should also alleviate traffic on the A1066.

RESOLVED: to approve the proposed Traffic Regulation Order & that the proposed new road layout on Nelson Road to accommodate two-way traffic should be considered by Norfolk County Council.

FC0519/14 **ITEMS FOR NOTING**

- a) Communication Strategy - Councillors noted that the Council's communications strategy has been reviewed and that it will be an item on the June agenda.
- b) General Power of Competence - Councillors noted that Diss Town Council is no longer eligible for the General Power of Competence as two-thirds of councillors were not elected.
- c) Progress Report - Councillors noted progress on decisions made at the last meeting.

FC0519/15 **DATE OF NEXT MEETING**

Councillors noted that the next meeting of Full Council is scheduled for 12th June 2019.

FC0519/16 **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.

FC0519/17 **FACILITIES COMMITTEE**

S106 monies – Councillors reviewed recommendations regarding the expenditure of the S106 monies to improve recreational facilities in Diss & Roydon (report references 01/1920 & 02/1920 herewith referred).

RESOLVED: a) to approve the specification for the first floor of the DYCC subject to minor amends to increase room capacity & invite tenders thereon.

b) to appoint Waterfields & Sons Ltd to undertake the groundworks and Raddiramps to renovate the equipment at the Skateboard Park at the Sports Ground (Quote C).

(Action: DepClerk / MM; immediately)

c) to investigate options for shelter designs at the Skateboard Park to be considered at the June meeting of Council.

(Action: Clerk to add to June agenda; by 6.7.19)

Meeting Closed: 9:02pm.

Councillor Browne
TOWN MAYOR