

DISS TOWN COUNCIL

MINUTES

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

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

In attendance: Sonya French, Deputy Town Clerk
Robert Ludkin, Maintenance Manager
1 Member of the Press
District Councillor Wilby
15 Members of the Public

FC0719/01 TO CONSIDER APOLOGIES FOR ABSENCE

Apologies were received from Councillors Olander, Mason and Poulter and Sarah Richards (Clerk).

FC0719/02 DECLARATIONS OF INTERESTS AND REQUESTS FOR DISPENSATIONS

Councillor Kitchen declared an interest in Hope Church (reference item FC0719/08aii).

FC0719/03 MINUTES

It was RESOLVED: That the minutes of the meeting of Full Council held on 26th June 2019 were confirmed and signed as a true record.

FC0719/04 PUBLIC PARTICIPATION

There were 15 members of the public present along with District Councillor Wilby who updated Council on her visit to the open day for the Parish Fields development.

FC0719/05 ITEMS OF URGENT BUSINESS

There were none.

FC0719/06 FINANCE

- a) Councillors noted payment of accounts for June.
- b) Councillors received the summary of income, expenditure and Earmarked Reserves for the month ending May 2019.
- c) Councillors noted that all income and expenditure is as anticipated with minimal variances from budget during the second quarter and a report has therefore not been produced.

FC0719/07 CO-OPTION

Councillors considered an application for co-option. Doreen Collins summarised her background and her relevant knowledge and skills. Doreen has worked within Diss for many years, she has volunteered within Diss on various projects which have included the Carnival and floral Diss to name a few. It is noted that Doreen Collins met with Councillor Olander and Browne to discuss the role of the Council. It was

RESOLVED: To co-opt Doreen Collins onto Diss Town Council.

(Action: Dep TC; immediately)

Councillor Collins was invited to join councillors at the table. Councillors congratulated Councillor Collins on her co-option.

FC0719/08 FACILITIES COMMITTEE (CHAIRD BY JOHN ROBERTSON)

- a) i) DYCC - Councillors noted the small triangular piece of land at the rear of DYCC, which is currently unregistered. The land is believed to be owned by Diss Town Council as per plans held from 1967. It was agreed there appears to be a mistake during registration with regards to the size and dimensions with Land Registry. Councillors noted the options with regards to opening up the walkway next to Parish Fields, which is an ancient walkway used by the Taylor Family. It was

RESOLVED: To register the small piece of land at the rear of the DYCC to the Town Council and allow the Friends of Parish Fields to utilise the land to re-open the ancient walkway (subject to a Memorandum of Understanding with regards to ongoing maintenance).

(Action: Dep TC; immediately)

ii) Councillors noted the review of polling arrangements within the South Norfolk District area. Councillor Robertson stated that he was aware that the primary school would prefer the elections to be moved away from the school and would agree to the proposals. Councillors agreed that Hope Church has better facilities for residents including parking.

RESOLVED: To write to South Norfolk Council agreeing to their polling arrangement proposals.

(Action: Dep TC; immediately)

b) Park - Councillors considered a proposal for hire fees at Diss Park. Councillor Mason and Robertson have been working on a pricing structure for Diss Town Park. It was agreed further work was required to include an understanding of VAT implications on the pricing structure.

RESOLVED: To complete further work on the pricing structure for consideration at the next meeting of Full Council.

(Action: JM/JR/Dep TC; by 12.09.19)

c) Cemetery - Councillors considered the purchase of an individual plaque in the Cemetery Chapel for late former Councillor Walden. Due to work undertaken by Mr Walden and all that he brought to the town, it was

RESOLVED: To purchase an individual plaque in the Cemetery Chapel for the late Mr Walden.

(Action: Dep TC; immediately)

d) Council Offices - Councillors considered the details of the installation of a swootman plough in the gardens behind the Council Offices. The plough is very large, and councillors believe that the plough would be an interesting focal point. It was agreed that insurance costs would be investigated.

RESOLVED: To approve the installation of the swootman plough in the gardens behind the Council Offices.

(Action: Dep TC; immediately)

e) St Mary's Church - Members considered a contribution of £100 to cover the cost of materials to install red poppies along the railings at the front of St Mary's Church to commemorate Remembrance Day. It was

RESOLVED: To contribute £100.00 to St Mary's Church to cover the cost of materials to install red poppies to commemorate Remembrance Day.

(Action: Dep TC; immediately)

FC0719/09

EXECUTIVE COMMITTEE (CHAIRER BY COUNCILLOR HOWARD)

a) Staffing - Councillors considered recommendations for recruitment of a new Responsible Finance Officer. Councillors noted the proposal for the RFO post to reduce to 25 hours per week. There were discussions around the notice period for the RFO, which is currently one month. It was agreed that points 13, 15 and 17 on the person specification would be changed to essential rather than desirable. It was

RESOLVED: To advertise the RFO post for 25 hours, resignation on a three-month contract and to amend points 13,15 and 17 from desirable to essential.

(Action: Dep TC to action; immediately)

b) New Mourning Protocol - Councillors considered a draft protocol following the death of a Senior National Figure and to nominate three councillors for the Chain of Command. It was

RESOLVED: To adopt the New Mourning Protocol with the Mayor, Council Leader and one available Committee Chair nominated for the Chain of Command.

(Action: Dep TC to action; immediately)

c) GDPR Policy - Councillors noted that the Council's General Data Protection Regulations Policy will be reviewed at the September meeting of Council.

- d) Communications Strategy - Councillors noted that the Council's Communications Strategy will be reviewed at the September meeting of Council.

FC0719/10 **INFRASTRUCTURE COMMITTEE (CHAIED BY COUNCILLOR BROWNE)**

- a) Phone Box - Councillors considered correspondence from BT in relation to the removal of the phone box in Diss near to the former Tourist Information Centre. Usage of phone boxes has decreased by 98 percent and the usage of this phone box has reduced. Councillor Olander is investigating whether the red heritage telephone box currently situated on the Market Place could house an additional defibrillator within the town. Funds have been made available from Rotary for the defibrillators. It was

RESOLVED: Not to adopt the phone box on the Mere's Mouth but to investigate the relocation of the heritage phone box from Market Place to Mere's Mouth with options for use to be investigated.

(Action: Dep TC / SO; immediately)

- b) Parish Partnership Funding - Councillors noted that bids for Parish Partnership funding have been opened for this financial year and this will be an item for consideration at a future meeting.
- c) Christmas Lights Display - Members noted that orders for the Christmas Lighting Display in the town centre have been placed using the same suppliers as in 2018 and within the available budget.

FC0719/11 **KEY COUNCIL DOCUMENTS**

Councillors considered the Key Council documents list and agreed that having to analyse each document during a Full Council meeting would be too time consuming. There was agreement that future meetings would not give them enough time to talk through and consider all of the other items on the Council agenda. Councillor Howard suggested that due to the interest from the public in co-option, it would be prudent to re-introduce committee meetings. Councillors proposed an extraordinary meeting to be scheduled for August review the meeting structure and consider co-option of new councillors. It was

RESOLVED: i) To schedule an extraordinary meeting of Council in August to consider re-introducing committee meetings and the co-option of new councillors.
 ii) To review the Key Council documents list at a the September Full Council meeting.

(Action: Dep TC; immediately)

FC0719/12 **PROGRESS REPORT**

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

FC0719/13 **DATE OF NEXT MEETING**

Councillors noted that the next meeting of Full Council is scheduled for 18th September 2019.

FC0719/14 **PUBLIC BODIES (ADMISSIONS TO MEETINGS)**

Members 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.

FC0719/15 **FACILITIES COMMITTEE**

S106 monies - Councillors considered design proposals for new play equipment in Diss Park as part of the expenditure of the S106 monies to improve recreational facilities. Councillors supported the vote of the public consultation, which had been held via social media, media and at the Council offices on the proposed design proposals.

RESOLVED: To appoint Proludic to install design Option 1 for new play equipment in Diss Park to include the aerial runway.

(Action: Dep TC; immediately)

Meeting Closed: 20.57.

Councillor Browne
TOWN MAYOR