

DISS TOWN COUNCIL

DRAFT MINUTES

Minutes of the meeting of the **Town Council** held in the Council Chamber at Diss Corn Hall on **Wednesday 20th February 2019** at **7:15pm.**

Present: Councillors M. Crawford
N. Howard
A. Kitchen
C. Liggett
S. Olander (ex-officio)
J. Robertson
E. Taylor
F. Wenman
T. Wenman (Chair)

In attendance: Sarah Richards, Town Clerk
Sonya French, Deputy Town Clerk
District Councillor Minshull
4 members of the public
2 members of the press

FC0219/01 TO CONSIDER APOLOGIES FOR ABSENCE

Apologies were received and accepted from Councillor Browne (ex-officio), Button, Gibson & Mason.

FC0219/02 DECLARATIONS OF INTERESTS AND REQUESTS FOR DISPENSATIONS

Minute No.	Councillors Name	Personal/ Other Interest	Pecuniary Interest	Reason
FC0219/10a	T. Wenman	✓		This councillor is a Trustee of the Diss Parochial Charities.

FC0219/03 MINUTES

It was

RESOLVED: that the minutes of the meeting of Full Council held on 9th January 2019 were signed by the Town Mayor as a true record of the meeting.

FC0219/04 PUBLIC PARTICIPATION

Councillors considered a resolution under Standing Orders 3d to 3h to suspend the meeting to receive reports from the County and District Councillors, on behalf of the Police, and to hear comments from members of the public on items to be discussed on the agenda. County/District Councillor Kiddie gave his apologies for the meeting and provided a written report in advance. District Councillor Minshull reported that the South Norfolk's council tax rate is increasing by £5 for a band D householder (£150) which was equal to the rise of the previous year. District Councillor Palmer also gave his apologies. The members of public in attendance were observing only.

FC0219/05 ITEMS OF URGENT BUSINESS

There were none.

FC0219/06 FINANCE

a) **Payment of Accounts**

Councillors noted payment of accounts since the last meeting of Full Council. Stairlift costs and childcare allowance payments were queried and would be followed up.

(Action: Clerks; immediately)

b) **Quarterly Report and Earmarked Reserves**

Councillors received the Council's third quarterly report 2018-19 and a report on Earmarked Reserves for the month ending December 2018.

c) **Bank Reconciliation Statement**

Councillors received the quarterly bank reconciliation statement.

FC0219/07

DENNY CENTRE

Councillors received information from Empanda Care & Support Ltd CIC regarding the reopening of the Denny Centre. It is scheduled to open in May and should service the whole community. Councillors were invited to join its Steering Group, support their fundraising activities and help prepare the building for opening. It was noted that the organisation is a Not for Profit social enterprise & other service provision would depend on demand.

FC0219/08

COUNCIL LEADER/ TOWN MAYOR

Members received a report (reference 26/1819) regarding the Town Mayor / Council Leader roles. There was discussion regarding the responsibilities of the two roles particularly communication with the press. It was noted that the Deputy Town Mayor role was proposed to alleviate the Council Leader's role in deputising for the Town Mayor. It was

- RESOLVED:
- a) That Councillor Olander be confirmed as Council Leader, effective from this meeting, for the remainder of the Mayoral year.
 - b) To approve the revised roles and responsibilities document with a further review post May election.

(Action: Clerk; immediately)

FC0219/09

DISS & DISTRICT NEIGHBOURHOOD PLAN

Councillors considered Officer involvement in the Diss & District Neighbourhood Plan as referred by the Infrastructure committee. It was noted that as the lead authority, it is imperative that the Council supports input from its Officers particularly now as the Plan builds momentum & key partnerships are developed. Steering Group representatives are meeting with Parker Planning Services to determine available support & the administrative offer of support needs to be explored. Aecom is now supporting Plan regarding housing needs and design & helping to select the best sites for infrastructure improvements. The Clerk requested an indication of the likely number of hours per month that would be required of Officers to support the Plan so that different priorities can be managed. It was

- RESOLVED: to approve Officer involvement in the Neighbourhood Plan subject to further discussions around the time required from Officers.

(Action: NP Sub-Group/Clerk; by 14.03.19)

FC0219/10

SOUTH NORFOLK COUNCIL ASSET DEVOLUTION

- a) Mere's Mouth Toilets – Members considered a report regarding the Mere's Mouth toilets. It was noted that the District Council is willing to appoint a surveyor to undertake an in-depth inspection of the building to satisfy the Council's concerns regarding the building's structure, but it prefers not to utilise a joint surveyor. There was discussion around the minimum number of opening hours given the requirement to manage closures. The Council has the option of keeping the toilets on the Park open beyond the closure time of the Mere's Mouth toilets. There was discussion around appointing an independent expert to inspect the building post works to ensure the agreed specification has been fulfilled. It was

- RESOLVED:
- 1) to agree in principle to taking over management of the Mere's Mouth toilet building subject to:
 - a) South Norfolk Council appointing a surveyor to inspect the Mere's Mouth toilet building and adjust the specification accordingly
 - b) amending the draft management agreement and agreement for refurbishment works accordingly
 - c) determining the requirement for clauses regarding the Joint Contracts Tribunal and collateral warranties in the agreement(s) on advice from the Council's solicitor
 - d) amending the agreement to include a minimum number of 8 opening hours daily.
 - 2) that the revised agreements & specification are approved at a future meeting of Full Council.

(Action: Clerk; by 14.03.19)

- b) Streetlighting – Members considered recommendations regarding the longer-term streetlighting management plan. It was noted that given the ability of contractors to provide costed options for the longer term lighting replacement programme with a view to commencing on 1st April, that both management and replacement of existing lights was being explored simultaneously. It was

- RESOLVED: 1) to include the following conditions in the footway lighting transfer deed:

- a) necessary works to red categorised lighting columns, which were previously deemed high amber
- b) confirmation of ownership & agreement for future access to the lights on private land (without requirement for easements)

2) to approve the timetable of activities detailed at 22 above.

(Action: Clerk; by 01.04.19)

FC0219/11 **ITEMS OF NOTING**

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

FC0219/12 **DATE OF NEXT MEETING**

Councillors noted that the next meeting of Full Council is scheduled for 20th March 2019 & that an extraordinary meeting of Full Council is provisionally scheduled for 6th March.

FC0219/13 **PUBLIC BODIES (ADMISSIONS TO MEETINGS)**

Councillors 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 item, which is properly considered to be of a confidential nature.

FC0219/14 **STAFFING MATTERS**

Councillors received information regarding staffing matters. It was noted that both the Deputy Town Clerk and Clerk would be taking leave of absence during March and August respectively.

Meeting Closed: 9.17pm.

Councillor Wenman
TOWN MAYOR