

TOWN CLERK

Miss S Richards, CILCA

DISS TOWN COUNCIL

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Please ask for: Miss Sarah Richards
Our ref: | FC 26.06.19
Date: 21 June 2019

NOTICE OF MEETING

Dear Members of the Public and Press,

You are cordially invited to attend an extraordinary meeting of **Diss Town Council** to be held in the **Marriage Room** at the **Town Council Offices** on **Wednesday 26th June 2019** at **7.15pm** to consider the business detailed below.



Town Clerk

AGENDA

1. Apologies

To receive and consider apologies for absence.

2. Declarations of Interest ¹ and Requests for Dispensations

To note any declarations of members' pecuniary and/or non-pecuniary/other interests pertaining to items on the following agenda, to note any dispensations granted in respect of business to be discussed and to consider any requests for dispensations

3. Minutes

To confirm as a true record, the minutes of the meetings of Full Council on 12th June 2019 (copy herewith).

4. Public Participation

To consider 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. (*Members of the public are entitled to speak for a maximum of three minutes*).

5. Items of URGENT business

To discuss any item(s) of business which the Town Clerk has previously been informed at least 24 hours before the meeting and decides should be considered as a matter of urgency (*Councillors are reminded that no resolutions can be made under this agenda item*).

6. Executive Committee

- a) Complaint - To consider actions recommended by the Executive Committee in response to the complaint received on 26th March 2019.
- b) Staffing - Maintenance Team – To note that a new maintenance team post has been advertised to undertake four day on four day off rota.

7. Date of Next Meeting

To note that the next meeting of Full Council is scheduled for 17th July 2019 and that the Deputy Town Clerk will be clerking this meeting.

DISS TOWN COUNCIL

DRAFT MINUTES

Minutes of the meeting of the **Town Council** held in the Council Chamber at Diss Corn Hall on **Wednesday 12th June 2019** at **7.15pm**.

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

In attendance: Sarah Richards, Town Clerk
Priya Anagal, Responsible Finance Officer
Sonya French, Deputy Town Clerk
Robert Ludkin, Maintenance Manager
District Councillors Minshull & Wilby
County & District Councillor Kiddie
One Co-Option candidate
Five members of the public
Two members of the press

FC0619/01 **TO CONSIDER APOLOGIES FOR ABSENCE**

There were none.

FC0619/02 **DECLARATIONS OF INTERESTS AND REQUESTS FOR DISPENSATIONS**

There were none.

FC0619/03 **MINUTES**

It was

RESOLVED: That the minutes of the meeting of Full Council held on 15th May 2019 were confirmed and signed as a true record.

FC0619/04 **PUBLIC PARTICIPATION**

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

District Councillor Minshull reported that there would soon be additional enforcement in the Heritage Triangle to deal with the illegal parking issues and that the District Council's Planning committee would be considering the proposed development for 22a St Nicholas Street at its next meeting. It was noted that a District Council Officer has been assigned to a project to consider plans for a new leisure centre in Diss with an estimated cost of £9m. It will be a long-term project and will need involvement from a number of different landowners.

Councillors acknowledged receipt of County Councillor Kiddie's June report and there were no questions raised.

District Councillors agreed to follow up the request to clean/repair the Visit the Waveney Valley sign on entrance to Diss from Scole. District Councillor Wilby thanked their Community awards nominees and winners, promoted the South Norfolk On-Show on 30th June and Community Pub of the Year competition launching at the event. It was also noted that the District member £1000 grants are available & Carnival committee members were congratulated for the success of the recent event.

Item 12a was brought forward to allow members of the public to speak.

Councillor Robertson chaired this part of the meeting.

FC0619/05 **FACILITIES**

a) Diss Youth & Community Centre- Councillors considered a proposal to restore the boundary belt between the DYCC, South Norfolk Council owned car park and Parish Fields (copy proposal referred). It was noted that any hedging would fill in the gaps where trees have died

and would not be higher than the existing fence line and thus not block any views of the lawns. There was a discussion around land ownership and members welcomed a future site visit & further explanation of proposals. It was noted that poorly managed trees would be monitored and that a wayleave might be required from the District Council to access their land. The Parish Fields Friends Group is an un-constituted community-based group, which proposes to manage the site and has access to many volunteers. It was also noted that Council's consideration of this proposal would be without prejudice to the forthcoming planning application for the site. It was

RESOLVED: to support in principle the proposal to restore the boundary belt between the DYCC, South Norfolk Council owned car park and Parish Fields subject to further land ownership enquiries.

(Action: Dep Clerk; immediately)

Councillor Browne resumed the Chair.

FC0619/06 ITEMS OF URGENT BUSINESS

There was an update on Streetlighting & Mere's Mouth Toilets from the Clerk. Data on the number of lanterns upgraded to LEDs was awaited from the contractor, all lanterns would be replaced by LEDs by 31 December 2019 and costs are expected to be as agreed save for any additional unforeseen works required. There was a discussion around the reduction in illumination of the LED lighting versus sodium lamps and a timeline for lantern replacement was requested.

It was also reported that South Norfolk Council was awaiting a revised specification from their recent survey of the Mere's Mouth toilets, which would be used to inform the Town Council's subsequent survey. Once the specification has been agreed between both parties, the agreements would be signed, and the District Council's contractor appointed.

FC0619/07 FINANCE

- a) Councillors noted payment of accounts for April and May.
- b) Councillors received the summary of income, expenditure and Earmarked Reserves for the month ending March 2019. It was

RESOLVED: to receive the summary of income, expenditure and Earmarked Reserves for the month ending March 2019

- c) Councillors received a summary fourth quarterly report for 2018-19. It was

RESOLVED: to receive a summary fourth quarterly report for 2018-19.

FC0619/08 ANNUAL ACCOUNTS 2018/19

Councillors approved the annual accounts for the financial year to 31st March 2019. It was

RESOLVED: to approve the annual accounts for the financial year to 31st March 2019.

(Action: RFO; immediately)

FC0619/09 ANNUAL AUDIT 2018/19

- a) Councillors approved the Annual Internal Audit Report of the Annual Governance & Accountability Return. There was a discussion around the timings for the risk assessment as noted in the report and the recommended percentage of General Reserves. Councillors thanked the RFO for her work on the Council accounts throughout the year. It was

RESOLVED: to approve the Annual Internal Audit Report.

- b) Councillors approved Section 1 of the Annual Governance & Accountability Return. It was

RESOLVED: to approve Section 1 of the Annual Governance & Accountability Return.

- c) Councillors approved Section 2 of the Annual Governance & Accountability Return. It was

RESOLVED: to approve Section 2 of the Annual Governance & Accountability Return.

(Action: RFO; immediately)

FC0619/10

ASSET REGISTER

Councillors reviewed the asset register. It was noted that the new streetlights would need to be added once the asset has transferred from South Norfolk Council.

RESOLVED: to approve the asset register.

FC0619/11

CO-OPTION

Councillors considered an application for co-option. David Poulter summarised his background and relevant knowledge and skills. It was noted that Mr Poulter had met with Councillors Browne and Mason to discuss the role of a councillor and the requirement to undertake work outside of meetings. It was

RESOLVED: to co-opt David Poulter on to Diss Town Council.

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

FC0619/12

KEY COUNCIL DOCUMENTS

a) Councillors reviewed the Code of Conduct and Dispensation Procedure. It was

RESOLVED: to approve Code of Conduct & Dispensation Procedure.

b) Councillors delegated the authority to grant dispensations to the Town Clerk. It was

RESOLVED: to delegate the authority to grant dispensations to the Town Clerk.

c) Councillors reviewed the Roles & Responsibilities & Meeting Protocol. It was

RESOLVED: to approve the Roles & Responsibilities & Meeting Protocol.

(Action: Clerk; immediately)

Councillor Robertson chaired this part of the meeting.

FC0619/13

FACILITIES

b) Sports Ground - Councillors considered a proposal from Roydon Parish Council (RPC) to install gym equipment at the Sports Ground located in Roydon parish but owned by Diss Town Council. It was noted that RPC would take responsibility for the installation and ongoing maintenance of the equipment. The original proposal for siting off Roydon Road behind the recycling centre was met with strong opposition from Roydon residents. It was noted that opinion had been canvassed by RPC from Longmeadow estate residents who were not keen on installation of nine separate pieces of equipment. Other sites had been considered including Roydon Green (privately owned) & the Rugby Club (accessibility issues).

There was discussion around more appropriate sites to encourage maximum usage and discourage anti-social behaviour. A representative from the Fair Green Neighbourhood Association said that they would consider options presented to them. It was also noted that a location near to the Multi Use Games Area in Diss Park would be a preferred option albeit it is Diss. It was

RESOLVED: not to support the proposal to install gym equipment at the Sports Ground and to encourage Roydon Parish Council to reconsider alternatives.

(Action: Clerk; immediately)

Councillor Howard chaired this part of the meeting.

FC0619/14

EXECUTIVE COMMITTEE

a) Communication Strategy - Councillors reviewed the Council's communications strategy. It was

RESOLVED: that Councillors Howard, Poulter and Taylor together with the Clerk would review the Communications Strategy for consideration by Council at a future meeting.

(Action: Clerk; by 5.07.19)

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

- c) Staffing - Councillors noted the agreed changes to the working hours and structure of the maintenance team. It was noted that in light of the recent resignation of a member of the team, the hours of the 4 days on 4 days off posts would increase from 86.5 to 90 per month.

FC0619/15 **INFRASTRUCTURE COMMITTEE**

Councillors noted there are no decisions required for the Infrastructure committee this month. It was also noted that pedestrian access during the Stuston bridge works should be available & it appears that the timings of the traffic lights at Sawmills Road has been extended, which should help traffic flow during this period.

FC0619/16 **PROGRESS REPORT**

Councillors noted progress on decisions made at the last meeting of Council. It was noted that a review of actions of former councillors and budget planning is required in light of the new meeting schedule. It was

Resolved: that Councillor Browne and the Clerk review the progress report.

(Action: Clerk / SB; by 11.07.19)

FC0619/17 **DATE OF NEXT MEETING**

Councillors noted that the next meeting of Full Council is scheduled for 17th July 2019 and that the Deputy Town Clerk will be clerking this meeting.

FC0619/18 **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.

FC0619/19 **COMPLAINT**

Councillors considered the exclusion of the public and press from the meeting of Executive committee members considering the complaint received. It was

RESOLVED: to exclude the public and press from the meeting of Executive committee members considering the complaint received.

Meeting Closed: 9.15pm.

Councillor Browne
TOWN MAYOR