

# **DISS TOWN COUNCIL**

## **MINUTES**

*Prior to the start of the meeting, the Chairman acknowledged the impact of Covid-19 on Diss communities and a minute's silence was held for Armistice Day.*

Minutes of the meeting of the **Town Council** held **online** on **Wednesday 11<sup>th</sup> November 2020** at **8pm.**

Present: Councillors S. Browne (ex-officio)  
D. Collins  
M. Gingell  
S. Kiddie  
A. Kitchen  
J. Mason  
K. Murphy  
S. Olander (ex-officio)  
D. Poulter  
J. Robertson  
E. Taylor  
S. Warren  
J. Welch

In attendance Sarah Richards, Town Clerk  
Sonya French, Deputy Town Clerk  
Alex Jamieson, Responsible Finance Officer  
Robert Ludkin, Maintenance Manager  
County & District Councillor Kiddie  
District Councillors Minshull & Wilby

### **FC1120/01 TO CONSIDER APOLOGIES FOR ABSENCE**

There were no apologies.

### **FC1120/02 DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATIONS**

There were no declarations of interest.

### **FC1120/03 MINUTES**

It was

RESOLVED: That the minutes of the meeting of Full Council held on 14<sup>th</sup> October 2020 were approved as a true record and will be signed with the Clerk post meeting.

**(Action: Clerk / SB; immediately)**

### **FC1120/04 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. District Councillor Wilby provided a written report and there were no questions.

District Councillor Minshull provided a summary of South Norfolk Council's Covid response, which included redeployment of leisure and priority services. It was noted that SNC's offices are closed except for exceptional circumstances and knowing what to expect has helped the second lockdown to go more smoothly.

Their business support grant programme has started to roll out, the Early Help Hub has restarted the collection of medicines and food and every homeless person been found sheltered accommodation albeit the numbers of people sleeping rough in South Norfolk remains in single figures.

There was a question regarding several non-essential shops that appear to be open in Diss and it was noted that the request should be sent to SNC and they would visit the trader using their yellow / red card system.

County and District Councillor Kiddie provided a report. Due to wet weather conditions, Norfolk County Council's plans for remedial roadworks have been hampered but they have managed to embed some projects into the programme. Along the A1066 monies have been earmarked to refurbish the cycle paths either side of road, remedial works are scheduled at the Sawmills Lane / A1066 junction & Frenze Beck bridge where it floods. Also planned is the resurfacing of the small layby outside the library and the entrance to the High School.

It was noted that the Roydon stretch of the A1066 from the village hall to just beyond the garage has been programmed for resurfacing in the New Year, which will impact on Diss traffic. Additional posts for the speed cameras have been funded and installed with the Stuston Road one to be added to the rota. The potholes on the A1066 have been filled and those on Walcot Green are on the schedule. There is a significant pothole on the entrance to Morrisons car park near the crossing and Cllr KK agreed to follow up. The drains on the A140 Scole bypass are due to be jetted to clear the debris.

Two new larger road sweepers have been purchased by South Norfolk Council and will be scheduled to clean outside the High School shortly. County Cllr Kiddie explained that he has been pushing to get jobs done before budgeting given the uncertain financial situation under Covid. There was brief discussion regarding frequency of sweeper visits to Diss and this would be followed up by the Clerk.

There are still many NCC owned streetlights not working, which have been reported. The Clerk agreed to follow up with her NCC contact who oversees lighting contractor regarding converting the sodium lights in Church St to LEDs and Cllr Kiddie agreed to do the same.

It was noted that the Vines Road junction improvement scheme is progressing slowly with the traffic light scheme favoured over the slip road due to the legal complexities regarding the required Compulsory Purchase Order of the additional strip of land particularly on a B road. It was noted that when this was discussed at the Infrastructure committee, although in principle support was given to the revised proposal, a request was sent for a report setting out how and in what timescale NCC will manage the legal process of amending the access to the affected residential properties to enable delivery of the proposed scheme, identifying the legal issues to be addressed and the manner in which each will be resolved. It was also noted that there have been no traffic issues on Vines Road since March.

**(Actions: NCC Cllr KK / Clerk; immediately / by 16.12.20)**

**FC1120/05      ITEMS OF URGENT BUSINESS**

There was one regarding cyclists' wheel spinning on the newly laid surface at the Mere's Mouth. The Maintenance Manager is pleased with the works, which will be reviewed by the Clerks prior to sign off.

**(Action: Clerks; immediately)**

**FC1120/06      FINANCE**

- a) Members noted bank outgoings for October 2020. It was noted that the delivery had not been included in the flag quotation, which impacted on cost.
- b) Members received the summary of Income and Expenditure for the month ending October 2020. It was noted that the report was not showing actual month spend and the RFO agreed to disseminate a report for end of month to reflect this.
- c) Members received the summary of Earmarked Reserves for the month ending October 2020.

**(Action: Clerk / RFO; by 16.12.20)**

**FC1120/07      COMMUNITY GRANT SCHEME**

Members considered appointing a reserve member to the Councils grant panel. It was noted that in the absence of a member of the existing panel, a two-member panel would not provide the opportunity for a casting vote. It was

RESOLVED: to appoint Councillor Murphy as the reserve member of the Council's Grant Panel.

**(Action: KM/Clerk; immediately)**

**FC1120/08      STANDING ORDERS**

Members received a report (reference 23/2021 referred) regarding a review of the Council's Standing Orders. It was noted that the review schedule allowed for experienced councillors to

review prior to the electoral year and that flexibility to carry out ad hoc reviews within the term must be retained if the Standing Orders are deemed not fit for purpose. It was

RESOLVED: For the Executive committee to review the Council's Standing Orders every electoral term for presentation to the September 2022 Executive meeting and subsequent recommendation to Full Council unless new legislation or any other circumstances requires it sooner.

(Action: Clerk; immediately)

**FC1120/09 HONoured CITIZEN & JUNIOR HONoured CITIZEN REGULATIONS**

Members reviewed the Honoured Citizen & Junior Good Citizen regulations (report reference 24/2021 referred). It was agreed that these regulations should also be reviewed by the Executive committee with recommendation to Full Council for consistency. It was

RESOLVED: For the Executive Committee to review the Honoured & Junior Good Citizen regulations each electoral term for presentation to the September 2023 Executive meeting with a subsequent recommendation to Full Council.

(Action: Clerk; immediately)

**FC1120/10 NORFOLK COUNTY COUNCIL'S BUDGET CONSULTATION FOR 2021/2022**

Members considered Norfolk County Council's Budget Consultation for 2021/22. County Councillor Kiddie explained the challenging financial situation of the County Council, the requirement to save millions of pounds whilst maintaining essential services and the importance of public engagement with the process. There was a question regarding the percentage of budget allocations so that the proportion of proposed savings against existing budgets can be understood. Cllr Kiddie agreed to speak to the Cabinet member for the budget for more detail. It was

RESOLVED: to set up an action group of Councillors Kitchen, Mason and Olander alongside Clerks to formulate a response to the Norfolk County Council's Budget Consultation with an email report to members and response by the consultation deadline.

(Action: AK / JM / SO / Clerks; by 15.12.20)

**FC1120/11 PROGRESS REPORT**

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

**FC1120/12 DATE OF NEXT MEETING**

Members noted that the next meeting of Full Council is scheduled for Wednesday 16<sup>th</sup> December 2020.

**FC1120/13 PUBLIC BODIES (Admissions to Meetings)**

Members considered a resolution under the Public Bodies (Admissions to Meetings) 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.

**FC1120/14 EXIT INTERVIEW**

Members received a summary of the exit interview with former Councillor Howard. The Chair explained that the information, with agreement from the departed councillor would be disseminated to all members at this meeting and that a further meeting of the senior leadership team is being scheduled to review the outcomes.

(Action: SB / SO / Clerks; immediately)

Meeting Closed: 9.30pm.

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Councillor Browne  
TOWN MAYOR