

# **DISS TOWN COUNCIL**

## **DRAFT MINUTES**

Minutes of the meeting of the **Town Council** held in the **Council Chamber at Diss Corn Hall** on **Wednesday 14<sup>th</sup> July 2021** at **7.15pm.**

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

In attendance:               Sarah Richards, Town Clerk  
   Sonya French, Deputy Town Clerk  
   County / District Councillor Kiddie  
   1 member of the public

### **F0721/01       TO CONSIDER APOLOGIES FOR ABSENCE**

Apologies were received from councillors Browne, Poulter and Warren (all for medical reasons).

### **FC0721/02       DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATIONS**

There were none.

### **FC0721/03       MINUTES**

It was

RESOLVED:     That the minutes of the meeting of Full Council held on 16<sup>th</sup> June 2021 were approved as a true record and signed by the Town Mayor.

### **FC0721/04       PUBLIC PARTICIPATION**

There were two members of the public present. One member was observing the meeting only. County / District Councillor Kiddie provided a verbal update and passed on apologies from District Councillors Minshull and Wilby. It was noted that the resurfacing of the pavement on Shelfanger Road was completed ahead of schedule and that remedial drainage and tree work has been undertaken in Factory Lane immediately behind Diss Football Club to alleviate flooding problems.

Drain surveys have confirmed issues which need to be resolved prior to the resurfacing work on the A1066 between Diss & Roydon. The small scheme outside the High School on Walcot Road has been postponed to the October half term break. Members were also reminded about Norfolk County Council's ambition to plant 1 million trees and that signage locations for the Beacon of Hope cycle trail would soon be signed off by the Highways Engineer.

Regarding district council matters, the series of training sessions on flood protection is scheduled for the Autumn with details yet to be announced and councillor Kiddie offered his support the Council's review of its Resilience Plan. The former tourist information centre should re-open as a retail outlet to a long-term tenant in August following ongoing negotiations with the landowner.

Town Council members raised issues concerning a trip hazard from a manhole outside the Kingshead Yard entrance, that recent highways ironworks appear to be less resilient and more prone to clanging than previously. Examples given were the manhole covers on the junction of Church and Chapel St, one replaced on Frenze Hall Lane near the railway bridge and near the leisure centre on the A1066.

**(Action: KK; by 31.08.21)**

### **FC0721/05       ITEMS OF URGENT BUSINESS**

There were no items of urgent business.

**FC0721/06**

**FINANCE**

- a) Members noted bank outgoings for June 2021. It was confirmed that Groundwork UK is linked to the locality grant for the Diss & District Neighbourhood Plan.
- b) Members noted the summary of Income, Expenditure & Earmarked Reserves for June 2021. It was noted that the Printing & Stationery budget is above what would be expected during month 4.  

**(Action: DepTC; immediately)**
- c) Members noted the reconciliations of income and expenditure with the Council's bank account statements for April – June 2021. It was noted that both queries raised have since been addressed and the Council credit card is being kept separate from personal cards.

**FC0721/07**

**DISS AND DISTRICT NEIGHBOURHOOD PLAN**

Members considered a response to the consultation on the Diss & District Neighbourhood Plan's Regulation 14 pre-submission draft by the extended 18<sup>th</sup> August 2021 deadline. It was noted that the Town Council is the lead authority for the Plan, that all residents including members have an opportunity to comment privately and this consultation follows two previous consultations. The Council has appointed three representatives to the DDNP Steering Group to act on its behalf and the feedback so far and at the consultation event has been positive overall. Members were reminded that there is another consultation event at Roydon village hall on 18<sup>th</sup> July between 1 & 7pm. It was

RESOLVED: To respond to the consultation on the Diss & District Neighbourhood Plan's Regulation 14 pre-submission draft with full support from the Town Council.

**(Action: Clerk; by 18.08.21)**

**FC0721/08**

**CO-OPTION**

Members considered conducting written ballots for future co-options to Diss Town Council. It was noted that written ballots were previously used prior to the virtual meeting platform during COVID-19 and that co-option candidates are requested to leave the Chamber for the vote and brought back in to hear the outcome. There was a concern regarding the transparency of a written ballot, but a two Officer verification process addressed this. It was

RESOLVED: to approve conducting written ballots for future co-options to Diss Town Council verified by two Officers.

**(Action: Clerk; as required)**

**FC0721/09**

**MEETING PROTOCOL**

Members reviewed the Council's meeting protocol. There was discussion regarding the required smart / casual dress code, the importance of strict guidelines given different perspectives on what is and isn't appropriate and the requirement for appropriate allowances for medical circumstances in discussion with the Clerks / Chair prior to the meeting.

It was also noted that the lack of ventilation in the Council Chamber is impacting on meetings particularly during the warmer weather. It was

RESOLVED: to approve the Meeting Protocol subject to replacement of Clerk with Clerks and to consider an appropriate allowance in the dress code for medical circumstances in discussion with the Clerks / Chair prior to the meeting.

**(Action: Clerk; immediately)**

**FC0721/10**

**PROGRESS REPORT**

Members noted progress on decisions made at the last meeting of Council. Councillor Wooddissee provided an update regarding the litter pick which attracted 12 members of public including four members and the Co-Op Travel pioneer. Fourteen full sacks of litter were collected from the southwest of the town including builders' rubbish on Fair Green. The next litter pick is scheduled for 14<sup>th</sup> August where members of the public can meet at Waveney Chapel at 10am. Thanks were extended to George Waterman for getting the event off the ground so quickly and for keeping interest via social media posts.

Other items discussed included the Grant Panel's recommendation to Full Council regarding Park Radio's application, which has been agreed for a minimum of 6 months in line with Standing Order 9.

**(Action: Clerk; immediately)**

Four members of Council are on the Grants Panel and applied due diligence in their decision-making process and eventual recommendation to Full Council. It was agreed that the Grants Panel would meet to review the application procedure to consider the inclusion of applicant attendance at Full Council and the duration of Council decisions / appeals process.

**(Action: MG / KM / SO / DP; by 15.09.21)**

Members were also asked about their availability for their requested meeting with the new Police Inspector on 4<sup>th</sup> August. Given at least 50% of members can attend, the meeting would be confirmed for that date with details to be circulated in due course.

**(Action: DepClerk; immediately)**

**FC0721/11      DATE OF NEXT MEETING**

Members noted that the next meeting of Full Council is scheduled for Wednesday 15<sup>th</sup> September 2021.

**FC0721/12      PUBLIC BODIES (ADMISSIONS TO MEETINGS)**

Members 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 are properly considered to be of a confidential nature.

**FC0721/14      PARK SECURITY**

Members received a report (reference 13/2122 referred) regarding the installation of bollards along the Park / A1066 boundary to prevent illegal encampments and increase park security. It was noted that the one quote received is considerably above the available budget and that several councillors wished to review the decision in light of new information.

There was discussion regarding the appearance of the proposed scheme in terms of the number, height and material of posts, the Council policy for managing illegal encampments and several views in support of the original proposal given the large open civic space of the park. It was suggested that tree planting along the car park side of the park and / or railings adjacent to Park Road should be considered to soften the scheme and that several contacts could be approached to help with proposals. It was

RESOLVED: For an Action Group of councillors Collins, Kiddie, Olander and Warren to work with the Deputy Clerk and Maintenance Manager to review the options for park security to prevent illegal encampments include tree planting along the car park side and possible railings adjacent to Park Road.

**(Action: Dep Clerk / MM / DC / SK / SO / SW; by 09.09.21)**

Meeting Closed: 8.12pm.

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Councillor Taylor  
TOWN MAYOR