

DISS TOWN COUNCIL

MINUTES

Minutes of the meeting of the **Town Council** held in the Council Chamber at Diss Corn Hall on **Wednesday 24th May at 7:15pm.**

Present: Councillors J. Aiken M. Bardwell
M. Gibson N. Howard
R. Kitchen K. Kiddie (District & County Cllr)
C. Liggett J. Mason
G. Minshull (District Cllr) S. Olander
F. Wenman T. Wenman

In attendance: Ms D. Sarson – Town Clerk
District Councillor Palmer
Sheila King, Heritage Triangle Project
Three members of the Youth Council
Two council office staff
Two members of the public

Before the meeting started, the Town Mayor asked for a minute's silence in tribute for those who lost their lives in the Manchester bombings earlier this week.

FC0517/01 ELECTION OF TOWN MAYOR FOR THE MUNICIPAL YEAR 2017/2018

Councillors elected a Town Mayor and received a declaration of acceptance of office. It was

RESOLVED: to elect Councillor Wenman as Town Mayor of Diss for the municipal year 2017/18.

Councillor Wenman signed the declaration of acceptance of office, received the robes and chain of office and took the Chair.

Councillor Wenman thanked his fellow councillors and said he hoped that, in the wake of events this week, his mayoral year would be a 'kind' year, a year in which we all demonstrate kindness to each other in all areas of life, but in particular, in the business of running the Town Council.

FC0517/02 TO CONSIDER APOLOGIES FOR ABSENCE

Apologies were received and accepted from Councillor Traube.

FC0517/03 ELECTION OF COUNCIL LEADER

Councillors elected a Council Leader to lead on the Strategy Plan. It was

RESOLVED: to re-elect Councillor Minshull as Council Leader for the municipal year 2017/18.

FC0517/04 DECLARATIONS OF INTERESTS AND REQUESTS FOR DISPENSATIONS

| Minute No. | Councillors Name | Personal/ Other Interest | Pecuniary Interest | Reason |
|------------------------|--------------------------|-----------------------------|-----------------------|---|
| FC0517/08 FC0517/12 | K. Kiddie G. Minshull | ✓ | | The Councillors are elected members of South Norfolk Council. |
| FC0517/13 | S. Olander | ✓ | | The Councillor is an employee at Royal Mail |
| FC0517/08 | K. Kiddie | ✓ | | The Councillor is an elected member of Norfolk County Council |
| FC0517/12 | K. Kiddie | ✓ | | The Councillor is Vice-Chairman of the District Council's Electoral Arrangements Review Committee |

FC0517/05 MINUTES

It was

RESOLVED: that the minutes of the meeting of the Full Council held on the 19th April 2017 were a correct record and were duly signed by the Town Mayor.

PUBLIC PARTICIPATION

Councillors considered a resolution under Standing Orders 3 d., e., f., g. & h. to suspend the meeting to receive reports from County and District Councillors, the Police and to hear comments from members of the public on items to be discussed on the agenda. It was

RESOLVED: to suspend the meeting to receive reports from County and District Councillors.

District Councillor Minshull: advised that he had shown Council Leader John Fuller around the Corn Hall and Heritage Triangle last week and advised of his support for the way Diss Town Council operates

District Councillor Kiddie: advised that no activity relevant to Diss has been happening at South Norfolk Council over the past month

District Councillor Palmer: congratulated Councillor Kiddie on his recent election as County Councillor for Diss & Roydon and Councillor Wenman on his election as Town Mayor; appraised the Council of a recent held to reinstate the Diss Railway Station Group which will be reviewing the Diss Station Travel Plan, completed prior to the new Abellio franchise and to support the scheme to connect to Nelson Road

County Councillor Kiddie: advised that he has only been in post for a couple of weeks but noted that the railings outside the swimming pool have been replaced at long last

ITEMS OF URGENT BUSINESS

There was none.

HERITAGE TRIANGLE PROJECT

Councillors received an update on progress of the Heritage Triangle Project. It was noted that a grant of easement will be required from the Town Council for a utilities connection across land outside Mallard Court for a new dwelling behind Larter & Ford, but there was concern this could impact on the cost and programme of the streetscape project and/or result in damage to the new scheme at a later date. It was

RESOLVED: to grant an easement for utilities connections across land at Mallard Court (owned by the Town Council as one of several pieces of land collectively known as the Manorial Rights) to the owner of Mere Barn subject to ensuring that the works would not in any way impact on the timing or cost of the streetscape element of the Heritage Triangle project.

(Action: Clerk; by 02.06.17)

It was reported that the streetscape scheme is still on schedule but Market Hill work will take a week longer, while St Nicholas Street is planned to be completed within four weeks. Although there is a perception that not much is happening, a lot of time is spent planning solutions to problems encountered underground, the bulk of work is preparatory, good progress is hampered by maintaining access to premises. On the garden and boardwalk scheme, good progress is being made with trees being delivered next month, some planting has already occurred including specialist apple varieties, water edge planting and the foundation of the path mostly laid. A minor boundary issue with the garden neighbours will be resolved by Plandescil, and Wetherspoon has been in contact regarding the connectivity of the boardwalk at the King's Head site. Sheila reported that a number of traders were suffering with a severe drop in footfall while the works are underway and outlined a number of measures to support the traders during this time with a 'golden triangle' promotion planned at completion. A trader's meeting has been arranged to discuss these measures. Sheila was thanked and congratulated for a fantastic project.

FINANCEa) **PAYMENT OF ACCOUNTS**

Councillors noted payment of accounts since the last meeting of Full Council.

b) **SUMMARY OF INCOME AND EXPENDITURE AND EARMARKED RESERVES**

Councillors noted that the summary of income, expenditure and Earmarked Reserves for the month ending April 2017 will be provided to the June meeting of Full Council

c) **QUARTERLY REPORT**

Councillors received the fourth quarterly finance report including a report on reserves (report reference 04/1718). Discussion was held about the funds the Corn Hall holds for the project and the way this complicates matters. It was agreed this would be referred to the Executive Committee. It was

- RESOLVED:
- i) to approve the fourth quarterly report
 - ii) To approve the proposed transfers to earmarked reserves amounting to £23,341
 - iii) To accept that the reduced general reserve is a consequence of the extenuating circumstances which will be rectified during the 2017/18 financial year

(Action: RFO; by 14.06.17)

FC0517/10 STRATEGY PLAN REVIEW

Councillors considered recommendations from Officers following a review of the consultation responses from councillors and staff including a priority plan (report reference 05/1718). It was

- RESOLVED:
- a) To postpone from June those priorities that are not identified on the priority plan namely: Facilities Management Plan (St Mary's Churchyard walls & paths / Mere Drain / DYCC Early Help / Council Offices boiler replacement / Maintenance workshop); Youth Council; Railway Group; CCTV; Increased engagement at events; Museum Lease/registrations; and Councillor Support
 - b) to refer a review of the resources required to deliver the Strategy Plan to the Task & Finish Group

(Action: T&FG; by 12.07.17)

FC0517/11 COMMITTEE STRUCTURE

- a) Councillors appointed members to committees. It was

RESOLVED: to adopt the draft committee structure.

(Action: Clerk; by 31.05.17)

- b) Councillors noted the council & committee meeting schedule for the year to May 2018.
- c) Councillors noted the meetings protocol. It was requested that the meetings protocol be reviewed and considered at an appropriate future meeting.

(Action: Clerk; by 13.09.17)

FC0517/12 PARISH BOUNDARY REVIEW

Councillors received a report on the meeting held with representatives of those south Norfolk parishes involved in the Neighbourhood Plan (report reference 06/1718). Councillor Kiddie advised that there is a one month extension to the deadline because of the general election and then left the meeting. It was

RESOLVED: to defer this item to the next meeting of Full Council.

(Action: Clerk; by 14.06.17)

FC0517/13 POST OFFICE FUTURE

Councillors considered what feasible options are available for securing the Post Officer's Future (report reference 07/1718). With six in favour, three against and three abstentions, it was

RESOLVED: to approve the principle of appointing a contractor to develop a feasibility study once an appropriate funding source has been identified and to consider proposals once available.

(Action: Clerk; by 11.10.17)

FC0517/14 PARK RADIO

Councillors considered a recommendation from the Task & Finish Group for a suitable area for Park Radio to lease at the DYCC (report reference 08/1718). It was

- RESOLVED:
- a) to approve the principle of use of part of the downstairs meeting room at the DYCC for Park Radio and the proposed building works to accommodate it
 - b) to refer consideration of the detailed proposal to the June Heritage & Facilities committee.

(Action: DepTC; by 07.06.17)

FC0517/15 OFFICER'S REPORT

Councillors noted the Officers report (reference 09/1718) on activities not reported elsewhere on this agenda.

FC0517/16 ITEMS FOR NOTING

- a) **Progress Report**

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

b) **Committee Minutes**

Councillors noted that the minutes of the Community Engagement Committee (22nd March) are available to view on the Council's website. Councillors also noted committee minutes should be addressed directly to the relevant Chairman.

c) **Correspondence Received**

Councillors noted a letter of thanks received from the Corn Hall Trustees for the Town Council's support of the project.

Meeting Closed: 8.57pm

Councillor Wenman
TOWN MAYOR