



NOTICE OF MEETING

AND SUMMONS TO ATTEND

The meeting of Sprowston Town Council
will be held in the St Quintin Room, at Sprowston Diamond Centre, School Lane
Sprowston on Wednesday 24 February 2016 at 7.30pm

AGENDA

Item No.

1. To receive declarations of interest
2. To receive apologies for absence (proforma enclosed).
3. To confirm the minutes of the Council's meeting held on 03 February 2016. Pages 1 - 6
4. To receive any Police Liaison Officer's report. Page 7
5. Presentation from Bidwells on redevelopment plans for Sprowston Diamond Centre.
6. To receive correspondence & agree action/response arising from the minutes.
7. To receive any written/verbal reports from Sprowston County and District Councillors. Page 8
8. To adjourn the meeting to allow members of the public & Councillors with prejudicial interests to speak¹.
9. To receive the report of the Town Clerk and make decisions on: Pages 9 - 31
 - 1.2 Sparhawk Park
 - 4.1 Grant Aid – Cruse Bereavement Care
 - 4.2 Norfolk ALC Conference
 - 4.3 Local Government Resource Centre (LGRC)
10. Adjourn the meeting for a short break.
11. To consider planning applications to 24 February 2016. Page 32
12. To confirm the payment of accounts to 24 February 2016. (supplementary to follow) Pages 33 - 35
13. To receive the schedule of credit card payments. Page 36
14. To receive the schedule of direct debits Page 37
15. To receive any written/verbal reports from the Council's Working Groups.
16. To receive any written and verbal reports from Members representing the Council on or at outside organisations. (proforma enclosed)
17. The Chairman will move that the press and public be excluded from the meeting for the remaining business because otherwise, information which is exempt information by virtue of Paragraph 1 of Part I of Schedule 12A of the Local Government Act 1972, as amended by the Local Government (Access to Information) (Variation) Order 2006, would be disclosed to them.

18. To consider the recommendation of the Staff Discipline, Grievances and Clerk's Review Committee.

Page 38



June Hunt
Town Clerk

19 February 2016

Council Office, Sprowston Diamond Centre . Sprowston . Norwich.NR7 8TR
Tel: 0845 004 6227 or (01603 408063) . Fax: (01603) 418113 . Email: townclerk@sprowston-tc.gov.uk

Footnote:

¹ Members have a statutory legal duty under the Local Government Act 2000, to declare any personal or prejudicial interest they have in items contained in the above agenda. Failure to do so may result in the individual Councillor being reported to the Standards Board for England.

Planning Applications listed above are those in the office at the time of publication of the Agenda. The Council may consider others received up to the date of the meeting if appropriate. Plans may be viewed in the Council office during office hours, and are available from 7 pm on the date of the meeting. Alternatively, to view on line please go to www.broadland.gov.uk and follow the links through to planning.

It should be noted that Councillors Mr Knowles, Mr Moncur (Chairman) and Mr Ward will or could be making comments on the planning applications at this meeting as a non-statutory consultee on behalf of the Town Council. However, as all three Councillors are on the Planning Committee of Broadland District Council they would like it made clear that their views could change at those meetings when more information could lead them to a differing view than that expressed at this meeting. To this end they will be abstaining from voting on planning matters, apart from in the case of a tied vote when the Chairman will make the casting vote.

This Meeting is open to the Public and the Press. Copies of this Agenda and Draft Minutes referred to above are available from the Council Office. Signed copies of the Minutes may also be downloaded from the Council's website www.sprowston-tc.gov.uk (go to Agenda and Minutes page). They are available (unless marked confidential) for public inspection at the Council Offices during public opening hours.

In the interests of openness and transparency, Councillors and members of the public are reminded that the law permits any person to film, record, photograph or use social media in order to report on the proceedings of a meeting of the Council. The Council request that anyone wishing to record the meeting lets the Council know beforehand so appropriate arrangements can be made to facilitate the recording.



COUNCIL MEETING – 3 FEBRUARY 2016

At the meeting of the Sprowston Town Council held at Sprowston Diamond Centre, School Lane, Sprowston on Wednesday 3 February 2016, the following Members were present:-

Mr I Moncur – Chairman

Mr J W Bracey	-	Mr K Lashley
Mr W F Couzens	-	Mrs J Leggett
Mr R A Fowkes	-	Mr C L Noble
Mr T Landamore	-	Mrs J Poynter
Mrs B J Lashley	-	Mr N Shaw

Mr J M Ward

DRAFT

In attendance

Mrs J Hunt	-	Town Clerk and Responsible Financial Officer
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Luke Powell	-	EDP Reporter
2 Members of the public		

16/022. DECLARATIONS OF DISCLOSABLE PECUNIARY AND OTHER INTERESTS

No declarations of disclosable pecuniary and other interests were received.

16/023. APOLOGIES FOR ABSENCE

Written apologies for absence were received and accepted by the Council from Mr R J Knowles, Ms G Landamore and Mrs J Poynter.

16/024. MINUTES

The Minutes of the Council's meeting held on 13 January 2016, having previously been circulated to all Members were subject to the following amendments

Minute 16/016, after Falcon Road West **insert** Cecil Gowing School

Minute 16/019, last paragraph **delete** amd and **insert** and

confirmed and signed by the Chairman of the Council.

16/025. POLICE LIAISON OFFICER'S REPORT

Members noted the instances recorded in the crime statistics for Sprowston since the last meeting.

Mrs J Leggett asked for statistics to be provided to show the percentage of crimes connected to domestic violence.

Mr I Moncur commented that the incidences of criminal damage to vehicles was high and asked if this was a trend and whether anyone had been apprehended in connection with these crimes.

Mr W F Couzens referred to the above and suggested it might be linked to the increase in incidences of provocation of violence.

Jason Menzes of Bidwells presented to the Council the agreed design of the nursery extension to facilitate their requirements for additional space to increase capacity.

Having been asked to present a tender for the nursery extension he had applied this to four builders of a good range. Full documentation of works as part of the tenders were returned and opened on 25 January 2016.

The tender analysis, following regularisation to ensure like for like, is as follows:

Contractor A	-	£128,079.49
Contractor B	-	£141,279.60
Contractor C	-	£142,898.87
Contractor D	-	£170,973.82

All tender sums exclude VAT.

Mr Menzes explained the budget figure of £133,000 with a 10% contingency and referred to a provisional sum to supply an extended canopy.

Mr K Lashley proposed, seconded Mr I Moncur to award the contract to Contractor A (N.D. Willan) for the sum of £128,079.49 plus VAT with 10% contingency, with an estimated period of works at 12 weeks.

On being put to the vote the motion was **CARRIED**.

16/027. REPORTS FROM COUNTY AND DISTRICT COUNCILLORS

A written report was received from Mr J M Ward.

Mr Ward also verbally reported:

- Free NHS Health checks for 40 - 74 year olds, funded by Norfolk County Council are now available. These take up to 30 minutes and are available at most GP surgeries and at main pharmacies.
- that on 26 February 2016 he attended a Devolution update at County Hall by a representative of the Local Government Information Unit. It now looks like it will be just Norwich and Suffolk and everything is still to be decided. It will involve 2 County Councils, 14 District Councils and one L.E.P.
- at the Communities Committee held on 27 January 2016 the following Conservative budget proposals were accepted:-
 - No fire station closures £200,000
 - Restoration of arts service grants £10,000
 - Reverse Norfolk Museums lone-working proposal £50,000
 - Reverse Museum Service redesign - £50,000
 - Reverse savings on Norfolk Record Office search room, new archives and conservation work - £66,000
 - Restore Libraries material spend and associated staff - £199,000
- Trading Standards report that they have successfully prosecuted Automated Garage Doors and Gates Ltd of Sweetbriar Industrial Estate for infringement of safety regulations following the death of a Blofield resident in 2013. One employee is on trial for manslaughter, due to start in August.

- Road closure notice - Peregrine Road from its junction with Tiercel Avenue to its junction with Creance Road will be closed 16 - 18 February 2016 for water pipe repair work.

Mrs J Leggett reported:

- on her attendance at the Sprowston, Spixworth and Old Catton Safer Neighbourhood Action Panel advising that the priorities set for the next three months were parking outside of schools and speeding in 20MPH zones. The minutes would be circulated when available.

Mr N Shaw reported:

- that he had attended the Airport Consultative Committee where new flight routes by Flybe and Loganair had been discussed, including Malaga, Tenerife, Edinburgh and Newquay.
- that he would be attending the Chairman's Advisory Group of SASIG soon and meeting with Robert Goodwill MP, Department of Transport.

Mrs B J Lashley asked whether the aircraft noise in the mornings was due to military activity to which Mr Shaw confirmed this was the case.

16/028. RESIDENT'S QUESTIONS

On the motion of Mr I Moncur, seconded by Mr K Lashley it was **RESOLVED**, that the meeting be adjourned to receive residents' questions on matters concerning the town. Residents were reminded that their questions should be addressed to the Chairman who would, assisted by the Town Clerk, reply.

Mr Tovell enquired about the progress of the proposed skateboard park near Blue Boar Lane.

The Chairman responded that the Town Clerk would contact the developers for an update.

16/029. REPORT OF THE TOWN CLERK

COMMUNITY BUILDINGS, ALLOTMENTS, PARKS AND OPEN SPACES

1.1 No matters were reported

CEMETERY

2.1 No matters were reported.

STREET LIGHTING

3.1 No matters were reported.

CENTRAL ADMINISTRATION AND PERSONNEL

4.1 Change to Standing Orders

Mr K Lashley proposed, seconded Mrs J Leggett to accept the recommendations of the Town Clerk and change the Standing Orders and Financial Regulations as proposed without amendment.

4.2 Norfolk Association of Local Councils

Councillors expressed concern regarding the principle of the request to sign a petition requesting the right of Town and Parish Councils to bring an appeal against granting a planning permission. Reservations included the expectation of the resident which could outweigh the cost and practicality of bringing such an appeal.

4.3 Local Council Public Advisory Service Training

Members noted the Public Nuisance and Bylaws course available to them from the Local Council Public Advisory Service.

4.4 Council Policies and Procedures

A copy of the Council's Policies and Procedures were given to each Member in preparation for the Annual Council Meeting to be held 18 May 2016 when they would be reviewed.

PLANNING AND TRANSPORTATION**5.1 Broadland District Council - Community Infrastructure Levy (CIL): Consultation on Amended Regulation S123 List**

The Council discussed at length Broadland District Council's proposed Community Infrastructure Levy: Amended Regulation 123 List, December 2015 and the justification for change. Members were concerned that Broadland District Council was suggesting that elements of the Growth Triangle Internal Link Road were not necessarily required as direct mitigation for the development proposed for the Growth Triangle and were strongly against the reference to this being deleted from the Broadland District Council Community Infrastructure Levy 123 List.

The Council were opposed to any intention to use funds from the Community Infrastructure Levy to complete those elements of the Growth Triangle Infrastructure Link Road that are not highways works that are necessary to mitigate the direct impact of development.

RESOLVED to oppose the proposed change contained within Broadland District Council's Community Infrastructure Levy Consultation.

5.2 Harrisons Wood

Members noted the progress report on Harrison's Wood and requested a site visit prior to any agreement to take responsibility for the land was made.

6.1 ENCLOSURES

6.1.1 Sprowston Diamond Centre - Broadland District Council Planning Application Schedule of Works compliant to planning decisions and drawings.

6.1.2 Sprowston Infant School - Invitation to see proposals for classroom growth pre planning application.

16/030. MEETING ADJOURNMENT

On the motion of Mr I Moncur, seconded by Mr K Lashley it was **RESOLVED** to adjourn the meeting for a short break.

The meeting was reconvened.

16/031. PLANNING

The Town Clerk reported that observations had been requested by the District Council's Head of Planning on applications received since the last meeting.

Having considered each application and the accompanying plans the Council

RESOLVED

(a) to raise no objection to the following applications:

2015/2076 - remove 5M section of hedge to enable construction of a cross connection between two existing large diameter trunk water mains

2016/0042 - first floor rear extension at 11, Inman Road

2016/0047 - single storey front extension at 11, Cozens Hardy Road

2016/0061 - single storey office extension to front at Klair House Residential Home, 236, Wroxham Road

2016/0110 - single storey front extension at 29, Creance Road

(b) whilst the Council had no objection to the granting of planning application 2016/0094 - mixed use of dwelling for dwelling and child minding business at 39, Rushmore Close, Members recommend that any approval be subject to the inclusion of a condition to restrict car parking as it was felt that the application did not consider this important issue in a residential cul de sac.

16/032. SUMMARY OF INCOME AND EXPENDITURE AND BALANCE SHEET TO 31 DECEMBER 2016

Members noted the Summary of Income and Expenditure and Balance Sheet to 31 December 2015 and requested the Town Clerk to provide further details on cost code 5517.

16/033. PAYMENT OF ACCOUNTS

The Town Clerk and Responsible Financial Officer presented the schedule of accounts to 3 February 2016 totalling £39,230.69 and answered Members' questions arising therefrom.

On the motion of Mr K Lashley, seconded by Mr R A Fowkes it was

RESOLVED that payment of the accounts to 3 February 2016 totalling £39,230.69 be approved and the schedule authorising payment signed by Mr R A Fowkes and Mr J H Mallen

16/034. SCHEDULE OF CREDIT CARD PAYMENTS

The schedule of credit card payments totalling £579.31 was approved and noted.

The schedule of direct debit payments totalling £5,939.15 was approved and noted.

16/036. REPORTS FROM COUNCIL'S WORKING GROUPS

The report of the Council's Finance Working Group was deferred to the next meeting of the Council.

During the discussion regarding Sprowston Diamond Centre Mrs B J Lashley proposed, seconded Mr W F Couzens that the Sprowston Hub, Aslake Close, owned by Norfolk County Council, be included in the Broadland District Council Community Asset Register for the Sprowston area. This proposal was not progressed to a vote.

16/037. REPORTS FROM MEMBERS REPRESENTING THE COUNCIL ON OUTSIDE ORGANISATIONS

Mrs B J Lashley gave a verbal report on the Norfolk ALC special meeting and AGM. It was agreed by this Council to review membership of NorfolkALC when the 2016/17 subscription information was available and the Town Clerk to investigate direct membership of NALC with or without membership to a CALK.

There being no other necessary business the Chairman of the Council thanked Members for their attendance and declared the meeting closed.

24 February 2016

CHAIRMAN



Logged crimes on our Crime System:

27th Jan - 16th Feb 2016

Actual Bodily Harm	3
Affray	
Aggravated taking of motor vehicle	
Arson (endangering life)	
Assault police	
Attempt to pervert the course of justice	
Blackmail	
Breach of Restraining Order	
Burglary dwelling (inc with intent & attempt)	
Burglary other than dwelling (inc with intent & attempt)	
Causing intentional harassment, alarm or distress	1
Common assault & battery	3
Cruelty or neglect of person lacking capacity	
Criminal damage (dwellings)	1
Criminal damage (other buildings)	
Criminal damage (other)	1
Criminal damage (vehicles)	2
Disposal/realisation of stolen goods	
Drugs offences	
Exposure	
Fear or Provocation of Violence	
Fraud/deception	
Going equipped to steal	
Grievous Bodily Harm (without intent)	
Handling stolen goods	
Harassment	1
Harassment, Alarm or Distress	
Hate incident	
Ill treatment/neglect person lacking capacity, responsible for person's care	
Indecent Images	1
Interference with motor vehicle	
Making off without payment	
Offences relating to notification	
Owner or person in control allowing dog to be dangerously out of control	
Permitting premises to be used for unlawful purposes - class B Cannabis	
Possession of drugs	
Possess drugs with intent to supply	
Possession of an Offensive Weapon	
Racially/regligiously aggravated intentional harassment, alarm or distress	
Robbery (personal)	
Sending letters etc with intent to cause distress or anxiety	3
Sexual offences	2
Shoplifting	3
Theft by employee	1
Theft from motor vehicle	
Theft from the person of another	
Theft in a dwelling	
Theft of mail	
Theft of motor vehicle	
Theft of pedal cycle	
Theft other	1
Threats to damage or destroy property	
Threats to kill	
Unauthorised taking of motor vehicle	
Unlawful importation of a controlled drug	
Wounding with intent to do Grievous Bodily Harm	
Total:	23

No. of calls taken by our Control Room from/regarding the Town:	92
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14th February 2016

Report from Councillor John Ward

Broadland District Council

Sprowston Junior School has been affiliated to the Children's University and was visited by our Chairman Cllr Ken Leggett who outlined the role of the Council and took questions from the children.

A resident of Thunder Lane wishing to fell a 200yr old oak tree was not successful in their application to the Broadland District Council Appeals Panel who upheld the Tree Preservation Order.

Tots 2 Teens holiday activities including play, arts, cookery, sports, wildlife and technology are funded by this Council for all youngsters going to a school within Broadland District.

Norfolk County Council

A fresh round of Northern Distributor road exhibitions is to be held:-
Thursday 10th March at Sprowston Diamond Centre
Friday 18th March at Thorpe St. Andrew, Dussindale Centre.

Changes are currently being made to the ground floor of the Millenium Library to give more space to the Children's Library which will have two dedicated spaces, one for Early Learning age 0-7 and one for children aged 8-14.

The Museum Service is in the midst of recruiting for its 2016 Trainee intake. 6 posts were advertised and 180 applications have been received. Trainees are appointed to a specific role but are expected to participate in a development programme of training, mostly delivered in-house by NMS colleagues.

COUNCIL MEETING – 24 FEBRUARY 2016

Report of the Town Clerk

COMMUNITY BUILDINGS, ALLOTMENTS, PARKS AND OPEN SPACES

1.1 Skate park Blue Boar Lane Play Area

For Members information I would advise that Norfolk Homes have been informed that planning permission will be required for the skate park. The requirement to provide a skate park is in the developer's Unilateral Undertaking. The trigger for provision is that no more than 50 dwellings on Phases 4 & 5 can be occupied before the skate park is provided.

1.2 Sparkhawk Park

Attached, for Members attention, is a letter and draft Deed of Easement from Nplaw regarding the entrance to Sparhawk Park.

Recommendation: to instruct the Town Clerk accordingly with regard to the draft Deed of Easement.

CEMETERY

2.1 No matters to report.

STREET LIGHTING

3.1 No matters to report.

CENTRAL ADMINISTRATION AND PERSONNEL

4.1 Grant Aid – Cruse Bereavement Care

Attached is an application letter from Caroline Morton, Fundraiser at Cruse Bereavement Care requesting the Council to assist in this charity providing support assistance to the residents of Sprowston.

Recommendation: to consider a donation to Cruse Bereavement Care.

4.2 Norfolk ALC Spring Conference

The Norfolk ALC Spring Conference has been scheduled for Thursday 28 April 2016, at the King Centre, 30 Queen Anne's Road, Great Yarmouth.

Option: to identify a request to attend the Spring Conference.

4.3 Local Government Resource Centre (LGRC)

Attached, for Members information, is a letter from LGRC outlining their offer to perform a Governance Health Check at a fixed cost of £2,950 +Vat.

Option: to consider the offer and instruct the Town Clerk accordingly.

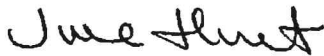
PLANNING AND TRANSPORTATION

5.1 Norfolk County Council Road Closure at Salhouse Road, Sprowston

This Council has been advised that work is scheduled to begin on 18 February to carry out carriageway resurfacing works on Salhouse Road, Sprowston as part of the Push The Pedalways project. The site will extend from the junction with Hammond Way through to the junction with Harrison Drive.

ENCLOSURES

- 6.1.1** Broadland District (Emerging) Local Plan: Growth Triangle Area Action Plan (AAP) Consultation on Proposed Modifications (Post Hearing). Circulated letter.
- 6.1.2** Sprowston, Spixworth and Old Catton SNAP meeting minutes 20 January 2016.
- 6.1.3** 5517 Budget request printout.



**June Hunt
Town Clerk**

Sprowston Town Council
Council Office
Recreation Ground Road
Sprowston
Norwich
NR7 8EW

Your Ref:

Please ask for: Daniel Miller

My Ref: DM/DM-CSERPP/47675

Direct Dialling
Number: (01603) 222322

Email: daniel.miller@norfolk.gov.uk

12 February 2016

Direct Fax
Number: 01603 222899

Dear Sirs

Re: Sprowston Sparhawk Infant School - Playing Field

I can confirm that I am instructed on behalf of Norfolk County Council with regards to the granting of an easement in relation to the abovementioned land.

Can you please advise whether you have instructed solicitors to act on your behalf in this matter. Nplaw are acting exclusively as professional advisers to the County Council and are not providing, expressly or by implication, professional advice or services to you. Similarly, any other officers who may be concerned in this matter are acting exclusively for the County Council.

The enclosed easement is a legal document and accordingly has legal implications. Although you are under no obligation to instruct solicitors, I would suggest that you seek independent professional advice.

Please do not sign or date the document at this stage as the easement is only in draft format. Once I have heard from you regarding the draft, I will contact you again the progress the matter. I look forward to hearing from you with approval of the draft lease or any amendment you or your legal advisor wish to make.

THE NORFOLK COUNTY COUNCIL

and

SPROWSTON TOWN COUNCIL

Deed of Easement

Relating to land known as
Land Adjoining
Sparhawk Infant School,
Peregrine Road Sprowston

nplaw

Public Sector Legal Expertise

nplaw
Norfolk County Council
County Hall
Martineau Lane
Norwich
Norfolk
NR1 2DH
Ref: DM/47675

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THIS DEED IS MADE ON THE

DAY OF

2016

HM Land Registry

LAND REGISTRATION ACTS 1925 to 2002

Grantor's Title Number: NK400739

Administrative Area: Norwich

Grantee's Title Number: NK173365

Administrative Area: Norwich

BETWEEN

- (1) THE NORFOLK COUNTY COUNCIL of County Hall Martineau Lane Norwich Norfolk NR1 2DH; (the **Grantor**); and
- (2) SPROWSTON TOWN COUNCIL, Council Office, Recreation Ground Road, Sprowston, Norwich, NR7 8EW; (the **Grantee**)

RECITALS

- (A) The Grantor owns the freehold interest in the Grantor's Property and the Grantee owns the freehold interest in the Grantee's Property.
- (B) The Grantor has agreed to grant the Rights to the Grantee for the benefit of the Grantee's Property on the terms contained in this deed.

IT IS HEREBY AGREED

1. INTERPRETATION

The following definitions and rules of interpretation apply in this deed.

1.1 Definitions:

Accessway: the area forming part of the Grantor's Property as shown edged red on the Plan.

Commencement Date: means the date of this Deed.

Grantee's Covenants: the covenants set out in Schedule 2.

Grantee's Property: the property being land on the East Side of Sparhawk Avenue Sprowston and registered at HM Land Registry under the title number referred to above and each and every part of it.

Grantor's Covenants: the covenants set out in Schedule 3.

Grantor's Property: the property being Sparhawk First School, Sparhawk Avenue, Sprowston, Norwich NR7 8BU and registered at HM Land Registry under the title number referred to above and each and every part of it.

Plan: the plan annexed to this deed and numbered NCC-0724C.

Reserved Rights: the rights set out in Schedule 4.

Right: the right set out in Schedule 1.

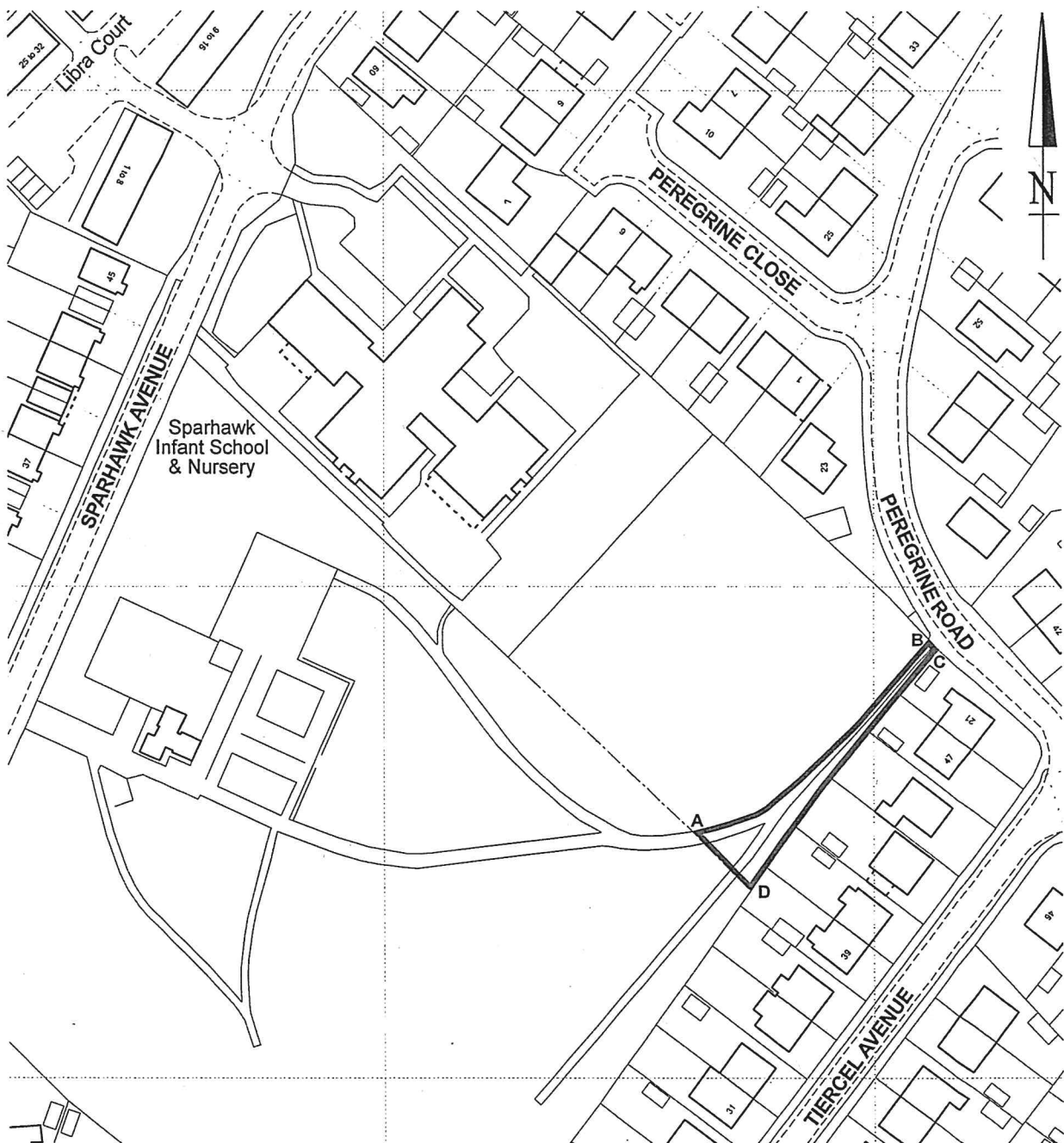
VAT: value added tax charged under the Value Added Tax Act 1994 and any similar replacement tax and any similar additional tax.

- 1.2 Any reference to the **Grantor** or **Grantee** shall include that party's personal representatives, successors or permitted assigns.
- 1.3 Clause, Schedule and paragraph headings shall not affect the interpretation of this deed.
- 1.4 Except where a contrary intention appears, references to Clauses and Schedules are to the Clauses and Schedules of this deed and reference to paragraphs are to paragraphs of the relevant Schedule.
- 1.5 The Schedules form part of this deed and shall have effect as if set out in full in the body of this deed. Any reference to this deed includes the Schedules.
- 1.6 A reference to a statute or statutory provision is a reference to it as amended, extended or re-enacted from time to time and shall include all subordinate legislation made from time to time under that statute or statutory provision and all orders, notices, codes of practice and guidance made under it.
- 1.7 A reference to laws in general is a reference to all local, national and directly applicable supra-national laws as amended, extended or re-enacted from time to time and shall include all subordinate laws made from time to time under them and all orders, notices, codes of practice and guidance made under them.
- 1.8 A **person** includes a natural person, corporate or unincorporated body (whether or not having separate legal personality).
- 1.9 Unless the context otherwise requires, a reference to one gender shall include a reference to the other genders.
- 1.10 Unless the context otherwise requires, words in the singular shall include the plural and in the plural include the singular.
- 1.11 A reference to **writing** or **written** includes fax but not email.



Norfolk County Council

NPS Property Consultants Ltd,
on behalf of Norfolk County Council,
County Hall, Martineau Lane, Norwich, NR1 2SF.



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SPROWSTON - Peregrine Road Land adjacent to Sparhawk School Lease for Pedestrian Access

NPS Property Consultants Ltd,
Lancaster House, 16 Central Avenue,
St Andrews Business Park,
Norwich, NR7 0HR.

Scale: 1:1250 at A4

Date: AUGUST 2015

Plan No. **NCC-0724C**

This map is taken from
Ordnance Survey digital
data. National grid
reference:
TG. 2529 1176



- 1.12 Any obligation in this agreement on a party not to do something includes an obligation not to allow that thing to be done.
- 1.13 Any phrase introduced by the terms **including, include, in particular, for example** or any similar expression shall be construed as illustrative and shall not limit the sense of the words, description, definition, phrase or term preceding those terms.

2. GRANT

- 2.1 In consideration of £1 per annum (if demanded) and the covenant given by the Grantee in clause 4, the Grantor with full title guarantee grants to the Grantee the Right in fee simple for the benefit of the Grantee's Property for a period of 20 years from and including the Commencement Date
- 2.2 The Right is not granted exclusively to the Grantee and is granted:
- 2.2.1 subject to the Reserved Rights and any other rights of the Grantor in relation to the Grantor's Property whether or not referred to in this deed.
- 2.2.2 in common with any other persons lawfully entitled to the Right or to similar rights in relation to the Grantor's Property.

3. GRANTOR'S COVENANTS

The Grantor covenants with the Grantee so as to bind the Grantor's Property into whoever's hands it may come, for the benefit of the Grantee's Property, that the Grantor and its successors in title shall at all times observe and perform the Grantor's Covenants.

4. GRANTEE'S COVENANTS

The Grantee covenants with the Grantor so as to bind the Grantee's Property into whoever's hands it may come, for the benefit of the Grantor's Property, that the Grantee, its successors in title and anyone authorised by any of them to use the Right shall at all times observe and perform the Grantee's Covenants.

5. HM LAND REGISTRY

- 5.1 The Grantor consents to notice of the Right and of any restrictive covenants made in this deed by the Grantor being noted against the Grantor's registered title to the Grantor's Property.
- 5.2 On completion of this deed the Grantee shall:
- 5.2.1 apply to HM Land Registry to note the Rights and any restrictive covenants against the Grantor's registered title.

5.2.2 apply to HM Land Registry to enter a notice of any restrictive covenants made by the Grantee in this deed against the registered title to the Grantee's Property and to enter the Rights in the Property register of the Grantee's title as appurtenant rights.

5.3 As soon as possible after completion of this deed the Grantee shall give to the Grantor official copies of the registered title to the Grantor's Property and the Grantee's Property, to show that the Right and any restrictive covenants made by the Grantor and/or the Grantee have been properly and correctly entered against the respective titles.

6. RESERVATION OF RIGHTS

The Grantor reserves to itself the Reserved Rights.

7. INDEMNITY

7.1 The Grantee shall indemnify the Grantor and keep the Grantor indemnified against all liabilities, costs, expenses, damages and losses suffered or incurred by the Grantor arising out of or in connection with:

7.1.1 the exercise of the Right;

7.1.2 any breach of any of the Grantee's Covenants;

7.1.3 any breach of the terms of this deed;

7.2 by the Grantee, or by any occupier of the Grantee's Property, or by an employee or invitee of the Grantee, or by any other person who is allowed or permitted by the Grantee to exercise the Right.

8. JOINT AND SEVERAL LIABILITY

8.1 Where the Grantor comprises more than one person, those persons shall be jointly and severally liable for the obligations and liabilities of the Grantor arising under this deed. The Grantee may take action against, or release or compromise the liability of, or grant time or other indulgence to any one of those persons without affecting the liability of any other of them.

8.2 Where the Grantee comprises more than one person, those persons shall be jointly and severally liable for the obligations and liabilities of the Grantee arising under this deed. The Grantor may take action against, or release or compromise the liability of, or grant time or other indulgence to, any one of those persons without affecting the liability of any other of them.

8.3 The Grantor shall not be liable to the Grantee for any failure of the Grantor to comply with the Grantor's Covenant contained in

Schedule 3 unless and until the Grantee has given the Grantor notice of the facts that give rise to the failure and the Grantor has not remedied the failure within a reasonable time.

- 8.4 The Grantor is not liable for the death of, or injury to the Grantee its employees, invitees or for damage to any property of theirs, or for any losses, claims, demands, actions, proceedings, damages, costs or expenses or other liability incurred by them in the exercise of the Right.

9. VAT

- 9.1 All sums payable by the Grantee are exclusive of any VAT that may be chargeable. The Grantee shall pay VAT in respect of all taxable supplies made to it in connection with this deed on the due date for making any payment or, if earlier, the date on which that supply is made for VAT purposes.
- 9.2 Every obligation on the Grantee, under or in connection with this deed, to pay the Grantor any sum by way of a contribution, refund or indemnity, shall include an obligation to pay an amount equal to any VAT incurred on that sum by the Grantor, except to the extent that the Grantor obtains credit for such VAT under the Value Added Tax Act 1994.
- 9.3 The Grantee shall not be required to make any payment of VAT unless and until the Grantor provides the Grantee with a valid VAT invoice addressed to the Grantee.

10. TRANSFER OF THE GRANTEE'S PROPERTY AND HM LAND REGISTRY RESTRICTION

- 10.1 Upon a transfer of the Grantee's Property the Grantee shall procure that the transferee shall by deed covenant with the Grantor to perform the Grantee's Covenants and all other obligations of the Grantee contained in this deed (including this clause 10.1 and consenting to the entry of the restriction referred to in clause 10.2).
- 10.2 The Grantee consents to the entry of the following restriction against the Grantee's title to the Property at HM Land Registry following the registration of this deed and shall provide the Grantor with all necessary assistance and/or documentation to permit entry of the restriction:
- "No disposition of the registered estate (other than a charge) by the proprietor of the registered estate is to be registered without a written consent signed by Norfolk County Council of County Hall, Martineau Lane, Norwich or their conveyancer.
- 10.3 The Grantor agrees to provide the consent required by the restriction in clause 10.2 when a valid deed of covenant (as referred to in clause 10.1) has been given to it.

11. COSTS

11.1 Each party shall bear their own costs in respect of the formulation of this Deed

11.2 The Grantee shall bear the reasonable costs of any consent required from the Grantor under the terms of this Deed. For the avoidance of doubt this shall include costs incurred by the Grantors solicitors, managing agents, surveyors and any other representatives or intermediaries

12. THIRD PARTY RIGHTS A person who is not a party to this deed shall not have any rights under the Contracts (Rights of Third Parties) Act 1999 to enforce any term of this deed.

13. GOVERNING LAW

This deed and any dispute or claim arising out of or in connection with it or its subject matter or formation (including non-contractual disputes or claims) shall be governed by and construed in accordance with the law of England and Wales.

14. JURISDICTION

Each party irrevocably agrees that the courts of England and Wales shall have exclusive jurisdiction to settle any dispute or claim arising out of or in connection with this deed or its subject matter or formation (including non-contractual disputes or claims).

In witness whereof this document has been executed and delivered as a deed on the date first stated above.

SCHEDULE 1 - The Right

1. The right for the Grantee and its successors in title and those authorised by it or them in common with the Grantor and other persons having the same right to pass on foot only over and along the Accessway to and from the public highway known as Peregrine Road, Sprowston at all times to gain access to and egress from the Grantee's Property but not for any other purpose

SCHEDULE 2 - Grantee's Covenants

The Grantee shall:

1. STATUTORY REQUIREMENTS

- 1.1 Comply with all laws governing the exercise of the Right.

2. DAMAGE

- 2.1 Not cause any damage to the Grantor's Property, or to any property of the owners or occupiers of the Grantor's Property, and shall immediately make good any damage caused to the Grantor's reasonable satisfaction and pay full compensation to the Grantor in respect of any damage caused that is not made good and any loss caused to the Grantor due to such damage.

3. NUISANCE

- 3.1 Not cause any nuisance, annoyance or disturbance to the Grantor or occupiers of the Grantor's Property, or of any neighbouring land, or to any other person entitled to the Right in common with the Grantee.

4. OBSTRUCTION OR WASTE

- 4.1 Not obstruct the Accessway or deposit any waste, rubbish, soil or other material on any part of the Grantor's Property or in any other way interfere with, or disturb, the exercise of the same Right or similar rights by any other person authorised by the Grantor .

5. REPAIR

- 5.1 Keep the Accessway clean and free from obstruction and maintain it in good repair and condition
- 5.2 Keep in good repair and condition the gate and fencing along the boundary marked B-C-D on the Plan.
- 5.3 Carry out such works and repairs as may be required by the Grantor (acting reasonably) in any notice served pursuant to paragraph 1.1 of Schedule 4 within 3 months of receiving such notice.

6. COSTS IN THE EVENT OF BREACH

- 6.1 Pay to the Grantor on written demand all costs incurred by the Grantor in complying with any of the Grantee's Covenants if the Grantee has failed to comply with them, provided that the Grantor has first served on the Grantee written notice of the breach and the Grantee has failed to rectify the breach within 7 days of service of that notice.

7. GATE AND SECURITY

- 7.1 Keep the gate at the point marked [C] on the Plan closed at all times that the Right is not being exercised.
- 7.2 Use all reasonable endeavours to prevent trespass on or along the Accessway by anyone not authorised to exercise the Right by the Grantee.

8. ALIENATION

- 8.1 Not to assign the Grantee's interest in this Deed

9. ALTERATIONS IMPROVEMENTS AND AERIALS

- 9.1 The Grantee may make alterations and improvements to the Accessway SUBJECT TO the Grantee obtaining the Grantors prior written consent
- 9.2 The Grantee may not erect or install aerials of any description upon the Accessway

10. INSURANCE

The Grantee covenants with the Grantor at the Grantee's own expense to maintain public liability and third party liability insurance for the Accessway for a minimum cover of five million pounds throughout the duration of this Deed and to provide to the Grantor a copy of the policy or policies of such insurance and evidence of payment of the year's current premium

SCHEDULE 3- Grantor's covenants

The Grantor shall:

1. INTERFERENCE WITH RIGHT

Subject to the Reserved Rights, not to obstruct, interrupt or interfere with the exercise of the Right by the Grantee.

Erect and thereafter maintain fencing along the boundary marked A-B on the Plan

SCHEDULE 4- Reserved Rights

The Grantor reserves the following rights for itself, its successors in title and all other persons authorised by it to benefit from the same:

1. RIGHT TO CARRY OUT GRANTEE'S OBLIGATIONS

- 1.1 The right to enter onto the Accessway at any time for the purposes of inspection and determination of the Grantee's compliance with the terms of this Deed and to notify the Grantee as soon as is practicable of any breach.
- 1.2 The right to enter on to the Accessway at any time to carry out any obligation of the Grantee contained in this deed EXCEPT the obligation contained at paragraph 5.3 in which case the Grantor shall have the right to enter onto the Accessway after 3 months following the date the Grantee was served with such notice.

2. RIGHT TO REPAIR THE GRANTOR'S PROPERTY

- 2.1 The right to enter onto the Accessway at any time to repair, maintain or replace any services, structures or facilities on any part of the Grantor's Property.

3. RIGHT TO BUILD ON THE GRANTOR'S PROPERTY

- 3.1 The right to use any part of the Grantor's Property as the Grantor thinks fit, or to build on or develop any part of the Grantor's Property or any neighbouring land, provided that any such use or works do not interfere with, or obstruct, the exercise of the Right by the Grantee.

Executed as a deed by THE
NORFOLK COUNTY COUNCIL, in
the presence of:

.....Authorised
Signatory

Executed as a deed by
SPROWSTON TOWN COUNCIL in
the presence of:

.....
Authorised Signatory

.....
Authorised Signatory



Norwich and Central Norfolk
68, St Augustine's Street,
Norwich, Norfolk NR3 3AD

Bereavement Support: 01603 219977
Business/Administration: 01603 496334
Email: norwich@cruse.org.uk

Mrs Hunt
Sprowston Town Council
Sprowston Diamond Centre
School Lane
Sprowston
NR7 8TR

12 February 2016

Dear Mrs Hunt

On behalf of Norwich and Central Norfolk Cruse Bereavement Care I am writing to you in advance of your financial year end to enquire whether you have any unallocated expenditure that could be considered as a charitable donation.

We offer sympathetic, compassionate and confidential support to the bereaved by highly trained volunteers, through one to one support work, an enquiry helpline, Monday morning social group, information, training and outreach. Cruse is often the only place people have to turn when someone has died.

Bereavement touches us all at some point in our lives and we want to continue being there for as many people as possible should they need it in their time of need. It can be so important to provide the right help at the right time to enable the bereaved to move on and rebuild their lives. Our team of dedicated and expertly trained volunteers can make a such a difference.

The support provided to clients is free and so we rely on fundraising and donations to rent the building we work from, pay the utility bills, provide refreshments, print publications, train volunteers and provide an outreach service. We only have two part-time paid members of staff and therefore rely heavily on volunteers.

Please find enclosed a leaflet giving additional information about our service and if you are able to make a donation (cheques should be made payable to Norwich Cruse Bereavement Care) it would be much appreciated and help to ensure we continue with this vital work. If you have any questions, please do not hesitate to contact me by email at norwichcrusefundraiser@outlook.com.

Yours sincerely

Caroline Morton, Fundraiser

Somewhere to turn when someone dies

8th February 2016

To: Clerks and Chief Executives of Larger Local Councils in England

Dear Colleague,

LGRC Larger Councils Governance Health Check and Performance Review

With all the different demands on your time these days it is sometimes difficult to keep abreast of the regular housekeeping that needs to be done to ensure that the Council's governance processes remain complete, up to date and lawful. Statutory requirements change, models are revised and standards are redefined. This is something we probably ought to spend time on but more urgent priorities intervene meaning that we risk getting out of date.

Developed by nationally recognised practitioners and drawing on current best practice methods, LGRC has developed a structured methodology to address this problem for you. We can perform a comprehensive **Council Governance Health Check** and provide you with a complete and confidential report on all aspects of your governance infrastructure. In doing so we will undertake an in depth review of 46 separate aspects of your governance across the following six areas:

- **Constitutional**
- **Operational**
- **Financial**
- **Risk Management**
- **Community Interaction**
- **Human Resources**

Our review would normally be completed within 4 weeks of commencement. The approach will be to review all available council governance documentation and to spend up to 2 days at your Council having structured discussions with you and other key staff and council members to review how your governance operates in practice.

We will then create and provide you with a comprehensive and confidential report giving a frank and detailed assessment of all your governance processes and how they compare to current best practice standards. We will identify all the processes that meet the assessment criteria and, where we do find any issues that may require your attention, we will make constructive recommendations on potential courses of action to address them.



Linda Roberts, Clerk to Calne Town Council, which was one of the pilot councils for this initiative, has evaluated the LGRC Health Check and has said *"At Calne Town Council we were very pleased with the Governance review and confidential report that LGRC provided. It was professionally conducted by Dominic Stapleton, using the LGRC developed audit method, and we were given a thorough, objective and in depth review. Having assimilated the recommendations, we feel we can now be totally confident that our Governance processes are complete, up to date and lawful, able to withstand all scrutiny and meet any turn of events."*

We believe our Health Check provides you with a cost effective way of undertaking what might otherwise be a complex and daunting task. On your behalf we will review all areas of policy and practice and help you to ensure that your governance is complete, up to date and lawful. Once you have a completed health check you will know how your Council compares to best practice standards nationally and be able to identify any areas of work required to meet them, giving you and your Council full confidence in your governance infrastructure.

We are able to offer your Council a Governance Health Check for a fixed fee of £2,950 plus VAT. This includes all expenses associated with this work including professional time, travel to and from your Council and overnight accommodation while we are with you. If you would like to discuss how we could carry out our Governance Health Check at your Council, please phone LGRC on 01404 45973 and ask to speak to Nick Randle, or email us on info@lgrc.uk.

Yours sincerely,

Nick Randle OBE FILCM
Director
LGRC Associates Ltd.

Growing Complexity of Local Council Governance

Town and Parish Councils have become more important elements of Local Government in recent years, and the range and quantity of statutory requirements, model policies, best practice and subjects within the scope of audit have increased significantly. Councils are expected to have clear policies and procedures in place on a wide range of matters - collectively known as the Governance Infrastructure. The requirements for a best practice governance infrastructure have evolved to become quite complex.

Councils will often review their governance infrastructure on a regular basis, implementing new areas of policy and updating existing areas every year or so. However, it is not uncommon for this updating to be overtaken by more pressing priorities or, being non-urgent, it fails to find its way to the top of the priority list at all. Even the best and most thoughtfully defined governance provision can decay over time and become unfit for purpose without a regular investment of effort.

The LGRC Governance Health Check

LGRC offers a low cost solution to assess the health of a Council's governance infrastructure and help ensure that any deficiencies are instantly rectified. We also offer a service to periodically review and help update these processes so that the Council does not need to commit its own resources to an ongoing audit of its procedures.

Developed by nationally recognised practitioners and drawing on current best practice methods, LGRC's structured methodology provides the framework for a comprehensive **Local Council Governance Health Check**.

We provide a detailed and confidential report into 46 separate areas of governance within six broad areas:

- **Constitutional**
- **Operational**
- **Financial**
- **Risk Management**
- **Community Interaction**
- **Human Resources**

We cover all the normally accepted aspects of Governance such as Standing Orders, Financial Regulations, the Scheme of Delegations and the Ethical Framework, but also go far further to look in depth at a host of different areas, such as:

- To what extent the decision making process is free from predetermination,
- Policies to address the risk of a council facing legal action,
- The level of training given on freedom of information,
- Staff retention policy,
- Chains of responsibility for assets.

Health Check Approach and Reporting

The review is conducted by one or more experienced LGRC practitioners, usually a former Town Clerk, who understands how councils are run and what is important in managing them. The review would normally be completed within a 4 week period, and we start by reviewing all available council governance documentation, spending up to 2 days at your Council having structured discussions with you and other key staff and council members to review how your governance operates in practice.

We will create and provide to you a comprehensive and confidential report giving a frank and detailed assessment of all your governance processes and how they compare to current best practice standards. We identify all the processes that meet the assessment criteria and, where we do find any issues that may require your attention, we make constructive recommendations on potential courses of action to address these.

What Client Councils Say

Linda Roberts, Clerk to Calne Town Council, one of the pilot councils for this initiative, has evaluated the LGRC Health Check and says:

"At Calne Town Council we were very pleased with the Governance review and confidential report that LGRC provided. It was professionally conducted by Dominic Stapleton, using the LGRC developed audit method, and we were given a thorough, objective and in depth review. Having assimilated the recommendations, we feel we can now be totally confident that our Governance processes are complete, up to date and lawful, able to withstand all scrutiny and meet any turn of events."

If you would like to discuss how we could carry out our Governance Health Check at your Council, please phone LGRC on 01404 45973 and ask to speak to Nick Randle, or email us on info@lgrc.uk.

LGRC is the trading name of LGRC Associates Ltd
Offices at: East Devon Business Centre, Heathpark, Honiton, Devon EX14 1SF
Redwood House, Templars Way, Royal Wootton Bassett, Wiltshire SN4 7SR
Website: www.lgrc.uk Email: info@lgrc.uk Phone: 01404 45973

Sprowston Town Council
PLANNING APPLICATIONS – 24 February 2016

Broadland DC App.No. 2016/0153	Applicant Mr Darren Waites as location	Location 20 North Walsham Road, Sprowston, NR6 7QB
Classification: Minor dwellings Type: Full Permission		
Description: Alterations to existing Vehicular Access		
Broadland DC App.No. 2016/0195	Applicant Mr J Balme as location	Location 9 Rosemary Road, Sprowston, NR7 8ER
Classification: Minor dwellings Type: Full Permission		
Description: First Floor Side Extension & Remove Existing Conservatory & Replace with a Single Storey Extension		
Broadland DC App.No. 2016/0171	Applicant Persimmon Homes (Anglia)(on behalf of the Consortium)	Location land Adjoining White House Farm, Salhouse Road, Sprowston
Classification: Minor dwellings Type: Full Permission		
Description: Variation of Condition 10 of Planning Permission 20080367		

Invoice Date	Invoice No.	Invoice Detail	Net £	VAT £	Total £	BACS Ref
09.02.2016	1271	Supplier : Aitkens Sportsturf Ltd <i>Rec. Ground lawn sand</i>	238.80	47.76	286.56	1127
12.02.2016	35534	Supplier : Bartlett Signs <i>SDC Customer parking signs x 3</i>	264.00	52.80	316.80	1128
31.01.2016	SI16-01797	Supplier : Bidwells LLP <i>SDC Nursery Ext. Phase 3A tender work</i>	5,411.00	1,082.21	6,493.21	1129
18.02.2016	JH	Supplier: Broadland D C <i>SDC New nursery ext. planning application</i>	195.00	0.00	195.00	1130
02.02.2016	21484	Supplier: Colour Print <i>Office order books x 10</i>	203.00	40.60	243.60	
21.01.2016	21408	<i>Sproston Matters Issue 44</i>	371.00	0.00	371.00	1131
28.01.2016	374746	Supplier : Copy IT Digital Solutions Ltd <i>Office photocopying to 28 January</i>	96.48	19.29	115.77	1132
02.02.2016	INV-1730	Supplier: Cozens (UK) Ltd <i>Street light maintenance January 2016</i>	600.00	120.00	720.00	1133
26.01.2016	5722666	Supplier : CPL Petroleum <i>Rec. Grd heating oil x 3000 litres</i>	687.00	137.40	824.40	1134
04.02.2016	February 2016	Supplier: Dazzle Cleaning <i>Bus shelter cleaning February</i>	99.00	0.00	99.00	1135
31.01.2016	103658	Supplier: East Anglian Watercooler Co. <i>SDC room hire water bottles x 6 and sanitisation</i>	46.20	9.24	55.44	1136
22.01.2016	3873852	Supplier : Eastern Shires Purchasing Organisation <i>Cleaning and stationery</i>	84.99	16.99	101.98	1137
Carried Forward			8,296.47	1,526.29	9,822.76	

Payments and Transfers

Sprowston Town Council

Invoice Date	Invoice No.	Invoice Detail	Net £	VAT £	Total £	BACS Ref
08.02.2016	3737	Supplier: Felthorpe Forest Nursery Ltd <i>Cemetery hedging plants</i>	8,296.47	1,526.29	9,822.76	
		Brought Forward				
12.01.2016	601741	Supplier: Flameskill Limited <i>Rec. Grd security alarm attendance</i>	309.95	61.99	371.94	1138
			40.00	8.00	48.00	1139
01.02.2016	48	Supplier: P E Forbes Builders <i>Cemetery Gate repair</i>	30.00	0.00	30.00	1140
					30.00	
30.01.2016	11569	Supplier: Forethought Marketing <i>Sprowston Matters delivery</i>	209.25	41.85	251.10	1141
					251.10	
28.01.2016	12134	Supplier: T. Gill & Son (Norwich) Ltd <i>Cemetery building roof vent</i>	566.00	113.20	679.20	1142
					679.20	
09.02.2016	604321	Supplier: InTouch Systems <i>Office internet charge February</i>	40.00	8.00	48.00	1143
					48.00	
02.02.2016	Suffragette	Supplier: Moviola Ltd <i>SDC film hire February</i>	122.37	22.58	144.95	1144
					144.95	

TOTAL OF INVOICES

9,614.04 1,781.91 11,395.95

£9,614.04 £1,781.91 £11,395.95

Transfer: STC General a/c to STC Drawings a/c

Tfr 232

£11,395.95

Councillor

Councillor

Town Clerk

Sprowston Town Council															
Fixed Loan Repayments (Annuity Basis - combining both interest & principal)															
Loan Number	Start Date	End Date	Term	Scheme	Original Loan £	Interest Rate	Bal o/s at 31.03.2015 £	Interest Due £	Principal Due £	Principal Diff. £	Bal o/s at 30.09.2015 £	Interest Due £	Principal Due £	Principal Diff. £	Bal o/s at 31.03.2016 £
Annuity Basis - combining both interest & principal															
481134	14.07.98	2018	20yrs	Streetlighting	60,000.00	5.88	16,046.93	-	-	-	16,046.93	409.74	2159.83	61.64	13,948.74
489751	21.03.05	2030	25yrs	Bowls Pavilion & Works	100,000.00	4.90	73,549.98	-	-	-	73,549.98	1760.60	1730.06	41.37	71,861.29
491908	28.07.06	2021	15yrs	Machinery Store	65,000.00	4.85	33,933.68	-	-	-	33,933.68	768.29	2306.28	54.60	31,682.00
EIP - Equal instalments of principal															
497743	03.09.10	2035	25yrs	Cemetery Extension	100,000.00	3.46	82,000.00	-	-	-	82,000.00	1384.00	2000.00	-	80,000.00
498274	11.01.11	2036	25yrs	Cemetery Extension	50,000.00	4.99	42,000.00	-	-	-	42,000.00	1022.95	1000.00	-	41,000.00
498275	11.01.11	2021	10yrs	Rec. Grd BMX & Play	125,000.00	3.53	75,000.00	-	-	-	75,000.00	1213.44	6250.00	-	68,750.00
499162	01.12.11	2031	20yrs	Acquisition School Lane	314,000.00	3.31	266,900.00	-	-	-	266,900.00	4287.28	7850.00	-	259,050.00
499163	01.12.11	2021	10yrs	Renovation School Lane	100,000.00	2.24	70,000.00	-	-	-	70,000.00	728.00	5000.00	-	65,000.00
502857	13.03.14	2064	50yrs	Cemetery Groundworks	260,000.00	4.50	254,800.00	5733.00	2600.00	-	252,200.00	5,674.50	2,600.00	-	249,600.00
							914,230.59	5733.00	2600.00	-	911,630.59	17248.80	30896.17		880,892.03
							8,333.00						48,144.97		

Invoice Date	Ref No	Invoice Detail	Net £	Vat £	Amount paid £
27.01.2016	BCP 353	Supplier: Fastcar <i>Cleaning equipment</i>	11.17	2.23	13.40
27.01.2016	BCP 354	Supplier: Timothy Wood Ltd <i>Cleaning equipment</i>	34.96	6.99	41.95
22.01.2016	BCP 355	Supplier: Screwfix <i>Pavilion-coat hooks</i>	4.49	0.89	5.38
22.01.2016	BCP 356/357	<i>Rec.Grd-decorating materials</i>	39.58	7.90	47.48
To be paid by direct debit 27 February 2016			90.20	18.01	108.21
04.02.2016	BCP 358	Supplier: Screwfix <i>Pre-school Anti slip hazard tape</i> <i>Parks-decorating materials</i>	43.05 40.93	8.60 8.18	51.65 49.11
10.02.2016	BCP 359	Supplier: Tesco <i>Pavilion Opening Event catering</i>	5.00	-	5.00
11.02.2016	BCP 360	Supplier: Sainsburys <i>Pavilion Opening Event catering</i>	30.00	-	30.00
To be paid by direct debit 27 March 2016			118.98	16.78	135.76

Invoice Date	Ref No	Invoice Detail	Net £	Vat £	Amount paid £
31.01.2016	450563	Supplier: Anglia Farmers Limited <i>Phone chg Jan./Rec. Off. elec chg 30 Dec. Cem. and Sparhawk elec. Chg to 30 Dec.</i>	486.33	97.26	583.59
01.02.2016	453760		147.78	8.02	155.80
03.02.2016	310574739	Supplier: British Gas <i>SDC elec. charge to 29 January</i>	249.39	49.87	299.26
28.01.2016	63365604	Supplier: PHS Group <i>Cleaning</i>	24.75	4.95	29.70
15.02.2016	PWLB Ref:31308991	Supplier: Public Works Loan Board <i>Cemetery ext. loan charge due 14 March</i>	8,274.50	-	8,274.50
02.02.2016	55	Supplier: Southern Electric <i>Street light elec. charge to 01 Feb.</i>	2,040.49	399.56	2,440.05
31.01.2016	SIO1044572	Supplier: Veolia Environmental Services (UK) Plc <i>All sites skip hire January</i>	217.20	43.44	260.64
Total Direct Debits			11,440.44	603.10	12,043.54