

COUNCIL MEETING - 2 NOVEMBER 2016

At the meeting of the Sprowston Town Council held at Sprowston Diamond Centre, School Lane, Sprowston on Wednesday 2 November 2016, the following Members were present:-

Mr I Moncur – Chairman

Mr W F Couzens	-	Mrs B J Lashley
Mr R A Fowkes	-	Mr C L Noble
Mr R J Knowles	-	Mrs J Poynter
Mr T Landamore	-	Mr J M Ward

In attendance

Mrs J Hunt	-	Town Clerk and Responsible Financial Officer
Mrs E Elliot	-	Committee Officer

1 member of the public was present

16/257. DECLARATIONS OF DISCLOSABLE PECUNIARY AND OTHER INTERESTS

No declarations of disclosable pecuniary and other interests were received.

16/258. APOLOGIES FOR ABSENCE

Written apologies for absence were received and accepted by the Council from Ms G Landamore, Mr K Lashley, Mrs J Leggett and Mr J H Mallen, and verbal apologies from Mr N Shaw.

16/259. MINUTES

The Minutes of the Council meeting held on 12 October 2016, having previously been circulated to all Members were subject to the following amendments

Minute 16/226

after CCTV **insert** covering the Pavilion and work area

before Mr T Landamore **insert** Recognising the fact that Councillors were not experts in the field

confirmed and signed by the Chairman.

16/260. COMMUNITY INFRASTRUCTURE LEVY (CIL)

The Town Clerk reported that a £4,373.04 CIL payment had been received from Broadland District Council.

16/261. ANNUAL TOWN AND PARISH COUNCIL'S

The Town Clerk reported that the Annual Town and Parish Council's meeting would be held on 29 November 2016 at Broadland District Council. .

16/262. CORRESPONDENCE RECEIVED

- (a) Surface Water Drainage Improvements in Sprowston
- (b) Invitation to North Rackheath Masterplan Design Workshop 17 November 2016, 10.00am - 4.00pm
- (c) Safer Neighbourhood Action Panel meeting minutes - 26 October 2016
- (d) Office of the Police & Crime Commissioner for Norfolk public meeting to be held 10 November 2016
- (e) The Royal British Legion

16/263. POLICE LIAISON OFFICER'S REPORT

The Chairman welcomed to the meeting, PCSO Kane Casburn who elaborated on some of the instances recorded in the crime statistics for Sprowston since the last meeting.

It was reported that Mrs J Leggett had confirmed that incidences of domestic violence would be listed separately in future crime statistics.

Mrs J Poynter advised that older youths/young adults with raucous behaviour were gathering at Cranes Croft Park until the early hours of the morning.

PCSO Casburn stated that he would schedule appropriately timed patrols to the park.

16/264. REPORTS FROM COUNTY AND DISTRICT COUNCILLORS

A written report was received from Mr J M Ward.

Mr Ward also verbally reported:

- (i) any significant improvement to the Acle Straight had been delayed for at least four years as Lesser Whirlpool Ramshorn Snails had been found and they are protected under European Union Directive. 800 snails had been moved to a new habitat but had to be monitored for four years to ensure it was safe for them to all be moved.
- (ii) an independent survey of Norfolk residents had resulted in Norfolk County Council being ranked third out of 28 similar councils for satisfaction with highways and transport services.
- (iii) a recent Government announcement had brought certainty that European funding was guaranteed to the point at which the United Kingdom left the European Union. This was good news for rural businesses in Norfolk & North Suffolk as it meant they could continue to benefit from a £9m European funding initiative.

A written report was received from Mrs J Leggett

16/265. RESIDENT'S QUESTIONS

As there were no Sprowston residents present the Chairman moved to the next item of business.

16/266. REVIEW OF DOGS ON SPROWSTON RECREATION

The Town Clerk explained that incidents of un-cleared dog fouling was increasing generally across parks, open spaces and verges, particularly Sprowston Recreation Ground. This was especially unpleasant for other users of the park.

To encourage owners to be more responsible signage had been erected; free dog bags provided, stencils painted on hard surfaces and dog bins placed around the perimeter but this had not reduced the level of un-cleared fouling.

A number of suggestions were discussed and following debate it was

RESOLVED to launch a publicity campaign to encourage irresponsible dog users to be more considerate and clean up after their pets, emphasising how unhealthy and unhygienic it was for other users of the park. If this did not improve the situation Sprowston Recreation Ground would be restricted to dogs on a lead.

16/267. REPORT OF THE TOWN CLERK

COMMUNITY BUILDINGS, ALLOTMENTS, PARKS AND OPEN SPACES

1.1 Broadland District Council Enhancement Award 2016

Members noted that Sprowston Pavilion had been awarded a certificate of commendation in the 2016 enhancement awards.

CEMETERY

2.1 No Matters were reported

STREET LIGHTING

3.1 No matters were reported

CENTRAL ADMINISTRATION

4.1 Norfolk Association of Local Councils Precept Consultation

PLANNING AND TRANSPORTATION

5.1 No matters were reported

16/268. MEETING ADJOURNMENT

In view of the early hour it was **RESOLVED** not to adjourn the meeting for a short break.

16/269. 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:

16/269. PLANNING (CONTINUED)

2016/1639 - variation of condition 2 of planning permission 20151234 at 17, Lowry Cole Road

2016/1684 - rebuild rear extension and extend and alter utility room to side at 30, Trendall Road

2016/1706 - 2 no. internally illuminated box signs to front elevation at Harveys, 6, Sprowston Retail Park, Salhouse Road

2016/1705 - two storey extension at 24, Chenery Drive

- (b) to make no comment on permission under TPO Licence - works to tree preservation order trees at Millennium Loke, Barkers Lane

16/270. REPORTS FROM COUNCIL'S COMMITTEES AND WORKING GROUPS

No written reports were received.

16/271. REPORTS FROM MEMBERS REPRESENTING THE COUNCIL ON OUTSIDE ORGANISATIONS

No written reports were received.

16/272. SUMMARY OF INCOME AND EXPENDITURE AND BALANCE SHEET TO 30 SEPTEMBER 2016

The Town Clerk presented the summary of income and expenditure to 30 September 2016 and answered Members questions arising therefrom.

On the motion of Mr R J Knowles, seconded by Mrs B J Lashley it was

RESOLVED to accept the summary of income and expenditure to 30 September 2016.

16/273. PAYMENT OF ACCOUNTS

The Town Clerk and Responsible Financial Officer presented the schedule of accounts to 2 November 2016 totalling £4,790.45 and answered Members' questions arising therefrom.

On the motion of Mrs J Poynter, seconded by Mr J M Ward it was

RESOLVED that payment of the accounts to 2 November 2016 totalling £4,790.45 be approved and the schedule authorising payment signed by Mr R A Fowkes and Mrs B J Lashley.

16/274. SCHEDULE OF FIXED LOAN REPAYMENTS

The Town Clerk presented the schedule of fixed loan payments and reported that a loan had been obtained from the Public Works Loan Board for £1.5m for the development of Sprowston Diamond Centre of which £1m had been transferred into a bond which would earn £2,000. She referred Members to the street lighting loan which could be paid in full resulting in a saving of approximately £800.

16/274. SCHEDULE OF FIXED LOAN REPAYMENTS (CONTINUED)

Following a lengthy debate Mr J Ward proposed, seconded by Mrs J Poynter to pay the streetlighting loan in full and on being put to the vote the motion was **CARRIED**.

On the motion of Mr R J Knowles, seconded by Mr R J Fowkes it was **RESOLVED** to accept the schedule of fixed loan payments.

16/275. SCHEDULE OF CREDIT CARD PAYMENTS

The schedule of credit card payments totalling £128.61 was approved and noted.

16/276. SCHEDULE OF DIRECT DEBITS

The schedule of direct debit payments totalling £80,923.68 was approved and noted.

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

23 November 2016

CHAIRMAN



Logged crimes on our Crime System:

1st to 15th November 2016

Actual Bodily Harm	
Affray	
Aggravated taking of motor vehicle	
Arson (not endangering life)	
Assault police	
Attempted kidnapping	
Blackmail	
Breach of Restraining Order	
Burglary dwelling (inc with intent & attempt)	
Burglary other than dwelling (inc with intent & attempt)	1
Causing intentional harassment, alarm or distress	1
Common assault & battery	
Cruelty or neglect of person lacking capacity	
Criminal damage (dwellings)	2
Criminal damage (other buildings)	1
Criminal damage (other)	
Criminal damage (vehicles)	
Dangerous Dogs	
Drugs offences (production)	
Engage in controlling/coercive behaviour within intimate/family relationship	
Fear or Provocation of Violence	
Fraud/deception	
Going equipped to steal	
Grievous Bodily Harm (without intent)	
Handling stolen goods	
Harassment	
Harassment, Alarm or Distress	
Hate incident	
Ill treatment/neglect person lacking capacity, responsible for person's care	
Indecent Images	
Interference with motor vehicle	
Making off without payment	
Obtain services dishonestly	
Owner or person in control allowing dog to be dangerously out of control	
Possession of drugs	
Possess drugs with intent to supply	1
Possession of an Offensive Weapon	
Putting people in fear of violence	
Racially/regligiously aggravated common assault	
Robbery (business) - including attempted	
Robbery (personal)	
Sending letters etc with intent to cause distress or anxiety	1
Sexual offences	
Shoplifting (including attempt)	1
Taking without the owners consent (vehicle)	
Theft from motor vehicle	
Theft from the person of another	
Theft in a dwelling	
Theft of motor vehicle	
Theft of pedal cycle	
Theft other	2
Threaten with a blade in a public place	
Threats to damage or destroy property	
Threats to kill	
Unauthorised taking of motor vehicle	
Witness Intimidation	
Total:	10

No. of calls taken by our Control Room from/regarding the Town:	57
-----------------------------------------------------------------	----

13th November 2016

Report from Councillor John Ward

Broadland District Council

The Broadland Community at Heart Awards were presented at a ceremony at The Space in Sprowston On 26th October.

Local winners were Mike Ellard from Sprowston who received the Good Neighbour of the Year Award for his work on the community greenhouse project at The Hub, Aslake Close. Another Sprowston winner was 17 year old Megan Blazer who was presented with the Young Person of the Year Award for her work with the Sprowston Youth Engagement Project.

Broadland are supporting the Stay Well this Winter Campaign, which aims to make people aware of what they can do to keep themselves and others in good health during the winter months. Details are available at www.norfolk.gov.uk/news

The management plan for the Broads is being reviewed and updated. The Broads Authority is consulting, until Dec 2016, on The Revised Draft Broads Plan. Documents are available at www.broads-authority.gov.uk

Norfolk County Council

A new executive director of Adult Social Care has been appointed. He is James Bullion and he has 25 years experience in the sector, he returns to Norfolk after 3 years as Director of Adult Social Service for Essex CC.

Norfolk's eighth Reuse Shop is now open at Strumpshaw Recycling Centre. The proceeds from the shops go to this year's chosen charity, the Norfolk Wildlife Trust.

Roy Harold has suddenly retired as Chief Fire Officer for Norfolk. The Service is under the temporary command of David Ashworth who has 30 years experience in the Norfolk Fire Service.

Gressenhall Museum has been awarded £68k by Arts Council England to deliver "Together to the Workhouse Door" a creative writing and music community engagement project animating many of the voices of people in the Workhouse.

Committees continue to work on next year's budget. Most of the proposed cuts were subject to public consultation last year so there will be very few to be consulted on this year.

COUNCIL MEETING – 23 NOVEMBER 2016

Report of the Town Clerk

COMMUNITY BUILDINGS, ALLOTMENTS, PARKS AND OPEN SPACES

1.1 Barkers Lane Shelter

The current youth shelter at Barkers Lane is the second replacement which unfortunately has a long history of abuse by youths and been subjected to extensive graffiti. The shelter has again suffered damage by youths reportedly jumping on the roof, succeeding on pushing this to an unacceptable level. Residents have reported that whilst they realise the field is not just for dog walkers but also for young families and teenagers to get together and socialise for the past few weeks things have reached a different level. Broken glass has been left on the field in the last incident. Debris at the site includes aerosol cans condoms, syringes, wine and beer bottles. Residents who have challenged the behaviour of those jumping up and down on top of the shelter have been verbally abused and the damage has been reported to the Police.

Notwithstanding the above the shelter has proved a welcome addition to the field by those who shelter from inclement weather.

The open litterbin in the middle of the field has been removed and an enclosed single bin is to be erected at the entrance by the oak tree onto Church Lane.

Option: to instruct the Town Clerk with regard to the shelter on Barkers Lane field.

1.2 Millennium Woodland Tree Preservation Order – Health and Safety Tree Works

Following permission received from Broadland District Council on this Council's request to perform health and safety tree works to the trees along Millennium Loke, attached is a quotation from A.T.Coombes for Members consideration.

Option: to instruct the Town Clerk with regard to the quotation for works as detailed in the attached email.

CEMETERY

2.1 No matters to report.

STREET LIGHTING

3.1 No matters to report.

CENTRAL ADMINISTRATION AND PERSONNEL

4.1 Sprowston Neighbourhood Plan Monitoring

Attached, for Members consideration, and discussion is the first draft monitoring report showing policies contained within the Sprowston Neighbourhood Plan.

Recommendation: to discuss and consider adoption of the draft report showing the monitoring and up to date position reflecting upon the policies of the Plan.

4.2 Personnel

Mr Peter Forbes, one of our full-time Caretaker / Cleaners has resigned from his post with effect from 13 December 2016.

Recommendation: to instruct the Town Clerk with regard to this staffing vacancy.

4.3 Norfolk Association of Local Councils

Council Members have been registered as a user with the Norfolk Association of Local Councils, details below:

<http://www.norfolkalc.gov.uk/login.html>

Username: townclerk@sprowston-tc.gov.uk

Password: [to be verbally disclosed at the meeting or on request to the Town Clerk]

PLANNING AND TRANSPORTATION

5.1 No matters to report.

ENCLOSURE

- 6.1** Agenda - Broadland District Council Annual Parish Meeting 29 November.
- 6.2** Norfolk Association of Local Councils Newsletter 17 November 2016.



June Hunt
Town Clerk

From: Jonathan Bundock <jonathan@atcoombes.com>
Sent: 17 November 2016 13:36
To: JHunt
Subject: Tree works and mulching

Dear June,

I am pleased to provide a quote for carrying out the remedial H&S tree works, the phase 1 retrenchment pruning and the soil amelioration measures, as outlined in the recent H&S tree survey for Millennium Loke.

The tree pruning, which will include removal of dead wood and other hazards listed in the survey, along with 'retrenchment pruning' (whereby the oldest or weakest trees are pruned over a period of time to lessen loading on the furthestmost limbs and reducing the likelihood of a large limb to tear apart from the body of the tree) will cost **£3210 plus VAT**. This includes the use of a cherry-picker type platform.

The soil amelioration works are included to revitalise the trees, which have hostile rooting environments with hard surfaces and structures and competition from close-cropped grass. Bringing in organic material will slowly release nutrients to give the trees a natural boost to regenerate their resources and serves to improve soil quality. This work is carried out by leading arboretums such as Kew Gardens and is proven to increase vitality and longevity. The material will be locally sourced green waste mixed with bark mulch to provide a more ornamental look and will be spread around the tree up to the canopy spreads (where practical) or to the edge of the well-used, central footpath. In time the mulch will return to the soil and the area could be re-seeded or better still, kept topped up with mulch. Our price for supply and spreading the material will be **£1200 plus VAT**.

Soil tilthing can take place ahead of the mulching which will allow a better penetration of the organic matter. This would be carried out using a small tractor with tines to agitate the very top of the soil. The work would be **£475 plus VAT**.

All these measures not only address the health and safety findings but also gives the best chance for the trees to be sustained into the future. As a feature that has been present since at least the 1800s it is important to try and preserve old trees for the ecology and for the landscape.

I am happy to discuss any aspect of the above further.

Best wishes

Jonathan

Jonathan Bundock
Arboricultural Consultant
A.T.Coombes Associates Ltd.
01603 759618



SPROWSTON TOWN COUNCIL – SPROWSTON NEIGHBOURHOOD PLAN - MONITORING REPORT

NOVEMBER 2016

Neighbourhood Policies	Aim of Policy	What has happened in last 12 months	Action required
Policy 1	Protection of open space and wildlife. Protection of locally important open space from development.	No environmental assets lost to development. Harrisons Wood opened up for public access. The opportunity to take leasehold of Cottage Plantation and ownership of residual woodland has been presented.	Continue to progress Harrisons Wood project. Acquire lease of Cottage Plantation and secure ownership of residual woodland with continued management by Norwich Fringe Project. Continue to give further protection to other sites in Sprowston.
Policy 2	Development designed to fit the local area and create a strong sense of place.	Housing development design approved at planning application stage for White House Farm and Manor Reach.	More affordable housing and to meet the needs of the elderly and those with disabilities.
Policy 3	Housing development to be within settlement limits or on allocated sites.	All development has been within the settlement limited or on allocated sites. Former office building converted to provide affordable housing.	None.
Policy 4	Encouragement of businesses at Wroxham Road and School Lane local centres.	No new businesses have been developed at these locations. No loss of retail businesses in any location.	Continue encouraging businesses working with Broadland Council Economic Development Team.
Policy 5	To encourage vacant buildings to be used for start-up businesses, retail, corner shops	No vacant buildings apparent.	Continue to monitor.
Policy 6	Support the new and expansion of businesses and/or working from home to increase employment opportunities.	A number of planning applications have been approved with evidence of working from home.	Monitor % of change of use of part of a dwelling or erection of building within curtilage of property
Policy 7	Promotion of faster broadband connections throughout area.	Broadland Council have invested over £500k in securing faster broadband connections.	Monitor new developments and their contribution to this objective.
Policy 8	For development to maintain or enhance the quality of life and wellbeing for the local community.	A lack of cohesion of new residents into the community has been experienced and a middle ground is being sought by the Council.	Continue to work with all residents.

Policy 9	Protect current health facilities and plan for easily accessible new provision.	No change.	Monitor through planning applications the additional provision in Beeston Park development to ensure that it is easily accessible and central.
Policy 10	To ensure that developments reduce the need to travel and promote more sustainable lifestyles.	New pink pedalway crossing on Salhouse Road terminating at Harrison's Wood. Plans are available for the cycle path into the woodland at Blue Boar Lane.	Monitoring through planning application and working with developers.
Policy 11	To encourage more community use of schools.	Taking part in discussions with Norfolk County Council to include school and nursery provision, with community land at White House Farm. Met with Sprowston Community High School to discuss greater community usage of facilities.	Ongoing.
Policy 12	To retain cultural assets including buildings of architecture and heritage importance.	Taking part in Broadland Council initiative to locally protect valued buildings by Heritage Rangers. Received commendable award for pavilion extension.	Ensure community assets are listed and protected.
Site-specific Policies		Monitoring indicator	Action Required
Relocation of the Park and Ride Policy 13	What specific effect is occurring? Use of the site for uses that complement the area	Completion of the Norwich Northern Distributor Road	Identify potential uses for the land if park and ride relocates. Identified in Broadland DC Sites Specific document GNLPO383 NPS Sprowston Park and Ride, Wroxham Road 5ha –high school or, if not required for this purpose, residential development of approximately 150 dwellings.
Improved local centre on Wroxham Road Policy 14 Policy 15	Create a neighbourhood and commercial centre Introduction of tree planting in the local	Completion of the Norwich Northern Distributor Road	Carry out traffic counts in conjunction with Norfolk County Council. Consider review of neighbourhood plan in view of Wroxham Road identified as a rapid transit route for buses.

	centre and on Wroxham Road.		
Sprowston Woodland Park Policy 16	An area at Harrison's Plantation, off Blue Boar Lane, is identified for a woodland activity park.	% net change in local recreational open space with in the neighbourhood plan area.	See Policy 1 above.
Policy 17	The Woodland Park would be made accessible by creating additional cycling/walking facilities throughout the woodlands and a new connection from Plantation Drive through Cottage Plantation and across Blue Boar Lane. This could include a new puffin crossing on Blue Boar Lane.		See Policy 10 above.
School Lane Site Policy 18	An area of approximately 2.4 hectare (6 acres) at School Lane is identified for redevelopment for residential, community and other uses appropriate to the area.	Full % of ownership of site to be sold to developers. Partial site available at present.	See Policy 3 above.
Policy 19	A community hub building for the south side of Sprowston Parish at the Sprowston Diamond Centre on School Lane.	Planning permission is agreed and funding is secured.	Tendering process to proceed and works to be phased.
Policy 20	Traffic calming measures at School Lane to improve the environment for pedestrians and cyclists. Planting should be used as part of this approach, to enhance the aesthetic look of the area; and on-street parking reviewed to increase safety.	To be evaluated on completion of Sprowston Diamond Centre building and refurbishment.	Completion of Sprowston Diamond Centre works.
The Great Heart Policy 21	Open areas at or near to Barkers Lane/Church Lane will be retained and	Submission of reserved matters planning application for Beeston Park.	Review reserved matters planning application.

Policy 22	<p>enhanced as an integrated network of green and open spaces for the community.</p> <p>An area of 2.4 hectares is allocated as an extension to the existing burial ground at Church Lane.</p>	% of free burial space is limited in existing cemetery layout.	Monitor space available for burials.
-----------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------	--------------------------------------

Sprowston Town Council
PLANNING APPLICATIONS – 23 NOVEMBER 2016

Broadland DC App.No. 2016/1887	Applicant Mr & Mrs Kingsley Harris as location	Location 53 Corbet Avenue, Sprowston, NR7 8HS
Classification: Minor dwellings Type: Full Permission		
Description: Single Storey Side Extension		
Broadland DC App.No. 2016/1967	Applicant Mr & Mrs Bulmer as location	Location 160 Proctor Road, Sprowston, NR6 7EU
Classification: Minor dwellings Type: Full Permission		
Description: Single Storey Side and Rear Extension		

Sprowston Town Council	Payments	Meeting	Date:	23rd November 2016
<u>Invoice Date</u> <u>Invoice No.</u>		<u>Net</u>	<u>VAT</u>	<u>Amount</u> <u>BACS</u>
26/10/2016 187964	Bartrams Mowers Ltd	320.00	64.00	384.00 1350
10/11/2016 188617	Echo Hedgecutter	149.00	29.80	178.80
	Echo Blower			
		469.00	93.80	562.80
<u>Invoice Date</u> <u>Invoice No.</u>		<u>Net</u>	<u>VAT</u>	<u>Amount</u> <u>BACS</u>
31/10/2016 S116-12714	Bidwells LLP	16295.50	3250.01	19545.51 1351
	Consultancy : 6.5% Construction Cost:			
<u>Invoice Date</u> <u>Invoice No.</u>		<u>Net</u>	<u>VAT</u>	<u>Amount</u> <u>BACS</u>
15/10/2016 166	Burlingham Memorial Solutions	111.00	22.20	133.20 1352
	Memorial Wall Inscription			
<u>Invoice Date</u> <u>Invoice No.</u>		<u>Net</u>	<u>VAT</u>	<u>Amount</u> <u>BACS</u>
18/11/2015 75802	Broadland Security Alarms Co UK	2216.13	443.23	2659.36 1353
	CCTV :Pavilion			
<u>Invoice Date</u> <u>Invoice No.</u>		<u>Net</u>	<u>VAT</u>	<u>Amount</u> <u>BACS</u>
29/10/2016 409337	Ben Burgess & Co Ltd	460.34	92.07	552.41 1354
	John Dere :Tractor Service			
<u>Invoice Date</u> <u>Invoice No.</u>		<u>Net</u>	<u>VAT</u>	<u>Amount</u> <u>BACS</u>
31/10/2016 28566545	Calor Gas Ltd	274.76	13.74	288.50 1355
	6 x 47kg Propane Cylinders			
<u>Invoice Date</u> <u>Invoice No.</u>		<u>Net</u>	<u>VAT</u>	<u>Amount</u> <u>BACS</u>
02/11/2016 2246	Cozens (UK) Ltd	1395.00	279.00	1674.00 1356
02/11/2016 2247	Re-instate Light 41 Roundtree Way:(Insurance)	195.00	39.00	234.00
02/11/2016 2248	Straighten/make good:entrance Roundtree Wa	600.00	120.00	720.00
	Streetlighting October 2016			
		2,190.00	438.00	2,628.00
<u>Invoice Date</u> <u>Invoice No.</u>		<u>Net</u>	<u>VAT</u>	<u>Amount</u> <u>BACS</u>
10/11/2016 STC17	Dazzle Cleaning Co UK	99.00		99.00 1357
	Bus Shelter Cleaning November 2016			

<u>Invoice Date</u>	<u>Invoice No.</u>	DD Health & Safety Supplies Ltd	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>
09/11/2016	158538	<u>Details</u> Safety Gloves	37.80	7.56	45.36	1358
<u>Invoice Date</u>	<u>Invoice No.</u>	East Anglian Watercoolers Co	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>
31/10/2016	108245	<u>Details</u> Bottled Water	37.20	7.44	44.64	1359
<u>Invoice Date</u>	<u>Invoice No.</u>	Espo	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>
07/11/2016	4232791	<u>Details</u> Toilet Tissue, Gloves, Fobs	24.29	4.86	29.15	1360
<u>Invoice Date</u>	<u>Invoice No.</u>	Flameskill	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>
24/10/2016	603121	<u>Details</u> Inspection- Test alarm Pavilion	85.00	17.00	102.00	1361
<u>Invoice Date</u>	<u>Invoice No.</u>	Harveyson Haulage Limited	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>
24/10/2016	33149	<u>Details</u> Cem. Cess pit emptying October 16	107.00	21.40	128.40	1362
<u>Invoice Date</u>	<u>Invoice No.</u>	Ingleton Woods LLP	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>
31/10/2016	300127/BL	<u>Details</u> Building services engineering design	10,375.00	2,075.00	12,450.00	1363
17/11/2016	39930/BL	Design Report	2,150.00	430.00	2,580.00	
			12,525.00	2,505.00	15,030.00	
<u>Invoice Date</u>	<u>Invoice No.</u>	Intouch Systems	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>
27/10/2016	614794	<u>Details</u> Domain plus email corp:05/12/16-05/12/2017	220.00	44.00	264.00	1364
10/11/2016	614912	Hosted Exchange:01/12/2016-01/01/2017	60.00	12.00	72.00	
10/11/2016	615028	Office internet: November 2016	40.00	8.00	48.00	
10/11/2016	614862	Call out re back up/Server	100.00	20.00	120.00	
			420.00	84.00	504.00	
<u>Invoice Date</u>	<u>Invoice No.</u>	KGB Commercial Heating	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>
31/10/2016	11471	<u>Details</u> Annual Boiler Service:Leased Unit	144.00	28.80	172.80	1365
31/10/2016	11481	Repair leaking tank : Pavilion	104.75	20.95	125.70	
			248.75	49.75	298.50	

<u>Invoice Date</u> 08/11/2016	<u>Invoice No.</u> Money Monster	Moviola Ltd <u>Details</u> Money Monster	<u>Net</u> 109.17	<u>VAT</u> 20.83	<u>Amount</u> 130.00	<u>BACS</u> 1366
<u>Invoice Date</u> 31/10/2016	<u>Invoice No.</u> 18485	Norwich Electrical <u>Details</u> Pavilion :Installation Lights re CCTV	<u>Net</u> 105.00	<u>VAT</u> 21.00	<u>Amount</u> 126.00	<u>BACS</u> 1367
<u>Invoice Date</u> 31/10/2016	<u>Invoice No.</u> 18540	Preschool : Attend outside lights	87.25	17.45	104.70	
<u>Invoice Date</u> 31/10/2016	<u>Invoice No.</u> 18312	Installation:Lights Groundsman Store/Kitchen	772.72	154.54	927.26	
			964.97	192.99	1,157.96	
<u>Invoice Date</u> 10/11/2016	<u>Invoice No.</u> 059/70005731	Ridgeons <u>Details</u> Grave Shoring / Scaffold Board	<u>Net</u> 122.10	<u>VAT</u> 24.42	<u>Amount</u> 146.52	<u>BACS</u> 1368
<u>Invoice Date</u> 27/10/2016	<u>Invoice No.</u> I008868354	Sage (UK) Ltd <u>Details</u> Sage Payroll Extra Cover 18/12/16-17/12/2017	<u>Net</u> 733.00	<u>VAT</u> 146.60	<u>Amount</u> 879.60	<u>BACS</u> 1369
<u>Invoice Date</u> 27/10/2016	<u>Invoice No.</u> I008868418	Sage 50 Extra Cover 18/12/16-17/12/2017	582.00	116.40	698.40	
			1,315.00	263.00	1,578.00	
<u>Invoice Date</u> 07/11/2016	<u>Invoice No.</u> 481665016	Southern Electric <u>Details</u> Diamond Centre:07/10/16-24/10/2016	<u>Net</u> 114.47	<u>VAT</u> 22.89	<u>Amount</u> 137.36	<u>BACS</u> 1370
<u>Invoice Date</u> 25/10/2016	<u>Invoice No.</u> I08797106	Watson Fuels <u>Details</u> 1000Litre Red Deisel	<u>Net</u> 495.00	<u>VAT</u> 24.75	<u>Amount</u> 519.75	<u>BACS</u> 1371
<u>Invoice Date</u> 16/11/2016	<u>Invoice No.</u> 1214	N.D. Willan <u>Details</u> Pavilion works as per tender	<u>Net</u> 15,805.00	<u>VAT</u> 3,161.00	<u>Amount</u> 18,966.00	<u>BACS</u> 1372
		TOTAL OF INVOICES	54,526.48	10,759.94	65,286.42	Trf 256

Meeting Date: 23rd November 2016

Sprowston Town Council Barclaycard Payments

Amazon	<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
	01/11/2016	211979344	2 Window Squeegees/Halogen Tube	29.46	1.84	31.30
	09/11/2016	574742	2: Health Safety Environment Test	21.08		21.08
				50.54	1.84	52.38
	<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
	16/11/2016		B & Q	17.58	3.51	21.09
			Drain Repair: Sand, Extrapla			
	<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
	08/11/2016	5357204461	Melba Swintex.co.uk	78.42	15.68	94.10
			Osprey Litter Bin			
	<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
	15/11/2016	6417	PT Lock and Safe Ltd	75.00	15.00	90.00
			Replace Lever Chubb Safe Lock			
	<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
	07/11/2016	402979	M.D. Thompson	44.42	6.32	53.3
			Halogen/LED Lights			
	<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
	07/11/2016	14565	Timpson Ltd	25.32	5.06	30.38
			Pavilion Keys Cut			
	<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
	09/11/2016	51471792	Wex Photographic	132.50	26.50	159.00
			Replacement Sony Camera			
	Total of Payments			423.78	73.91	500.25

Due by Direct Debit 27 December 2016

Sprowston Town Council	Meeting	Date:	23rd November 2016
Direct Debits			
Anglia Farmers Limited			
Details	Net	VAT	Amount BACS
SSE, Screwfix, Vodafone, Comm Tech	380.22	33.13	413.35
Anglian Water			
Details	Net	VAT	Amount BACS
Recreation Ground :19/07/2016-25/10/2016	1,364.84		1,364.84
Diamond Centre:19/07/2016-01/11/2016	309.88		309.88
	1,674.72		1,674.72
British Gas			
Details	Net	VAT	Amount BACS
Diamond Centre:13/08/16-08/11/2016	481.98	24.09	506.07
PHS Group			
Details	Net	VAT	Amount BACS
Recreation Ground:Waste/Sanitary Disposal	76.05	15.21	91.26
Sparhawk:Waste/Sanitary Disposal	76.05	15.21	91.26
Diamond Centre:Soap,Drier,Sanitary Disposal	302.75	60.55	363.30
	454.85	90.97	545.82
PWL B			
Details	Principal	Interest	Total BACS
Repayment Streetlighting Loan 481134	7,710.24		7,710.24
Veolia			
Details	Net	VAT	Amount BACS
All sites skip hire:October 2016	221.60	44.32	265.92
Total Direct Debits	10,923.61	192.51	11,116.12