



## 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 28 June 2017 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 meeting held on 7 June 2017. Pages 1 - 6
4. To receive any Police Liaison Officers Report. Pages 7 - 8
5. To receive correspondence & agree action/response arising from the minutes.
6. To receive any written/verbal reports from Sprowston County and District Councillors. Page 9
7. To adjourn the meeting to allow members of the public & Councillors with prejudicial interests to speak<sup>1</sup>.
8. To receive the report of the Town Clerk and make decisions on: Pages 10 - 12
  - 1.1 Play Equipment Wilks Farm Drive
  - 1.2 Sprowston Recreation Ground Cricket Square
  - 4.2 Photocopier
9. Adjourn the meeting for a short break.
10. To consider planning applications to 28 June 2017. Pages 13 - 15
11. To receive any written/verbal reports from the Council's Working Groups.
12. To receive any written and verbal reports from Members representing the Council on or at outside organisations. (proforma enclosed)
13. To confirm the payment of accounts to 28 June 2017. Pages 16 - 18
14. To receive the schedule of credit card payments. Page 19
15. To receive the schedule of direct debits Page 20

*June Hunt*

**June Hunt**  
Town Clerk

**22 June 2017**

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:**

*<sup>1</sup> 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](http://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](http://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 – 7 JUNE 2017

At the meeting of the Sprowston Town Council held at Sprowston Diamond Centre, School Lane, Sprowston on Wednesday 7 June 2017, the following Members were present:-

Mr I Moncur – Chairman

Mr W F Couzens	-	Mrs B J Lashley
Mrs S L England	-	Mr K Lashley
Mr R A Fowkes	-	Mr J H Mallen
Mr R J Knowles	-	Mr B Osborne

In attendance

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

Reverend Michael Graves  
Reverend Melanie Hider  
Reverend Canon Simon Stokes

No members of the public were present

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### **17/139. CO-OPTION TO THE VACANCY OF TOWN COUNCILLOR**

An application was received from Mr B Osborne to fill the vacancy of Town Councillor.

Mr I Moncur proposed, seconded by Mr K Lashley to co-opt Mr B Osborne to the position of Town Councillor, and on being put to the vote the motion was **CARRIED**.

### **17/140. DECLARATIONS OF DISCLOSABLE PECUNIARY AND OTHER INTERESTS**

No declarations of disclosable pecuniary and other interests were received.

### **17/141. APOLOGIES FOR ABSENCE**

Written apologies for absence were received and accepted by the Council from Mrs J Leggett and Mr J M Ward and verbal apologies from Ms G Landamore, Mr T Landamore and Mr N Shaw.

### **17/142. MINUTES**

The Minutes of the Annual Council meeting held on 17 May 2017, having previously been circulated to all Members were confirmed and signed by the Chairman of the Council.

### **17/143. POLICE LIAISON OFFICER'S REPORT**

Members noted the instances recorded in the crime statistics from 15 May - 6 June 2017.

### **17/144. PHASE 4 SPROWSTON DIAMOND CENTRE**

Further to Minute 17/054, the Town Clerk reported that there had been a delay with the issuing of tenders for the Phase 4 development of Sprowston Diamond Centre as engineers had carried out revised drawings.

#### **17/144. PHASE 4 SPROWSTON DIAMOND CENTRE (CONTINUED)**

The tenders would now be issued to contractors on 8 June 2017 with a tender period of 4.5 weeks to enable the contractors to provide a robust price and give sufficient time for tenders to be returned by 12 July 2017 and still be on target for completion by 31 March 2018.

#### **17/145. PLANNING APPLICATION 2017/0642**

Further to Minute 17/131 (c), Mr W F Couzens expressed his disappointment that Broadland District Council had granted planning permission for a restaurant and hot food takeaway on Sprowston Retail Park without referring it to committee.

Mr Moncur reported that 16 objections had been received by the Planning Authority and this was not considered sufficient to refuse the application.

Mrs Lashley remarked that one of these objections was probably from the school which represented approximately 400 children.

Mr Moncur advised that the District Council did not have a policy with regard to this type of application near schools and that, as a District Councillor, he had requested one to be put in place.

Mr W F Couzens commented that the call in date was a Sunday which reduced the amount of time available for a call in to be made.

#### **17/146. REPORTS FROM COUNTY AND DISTRICT COUNCILLORS**

A written report was received from Mr J M Ward.

Mr R A Fowkes expressed his disappointment that Norfolk County Council was to move from the present Committee system to a Cabinet system and felt it was a retrograde step.

Mr W F Couzens commented that it would lead to a lack of representation with decisions being made by a few.

Mrs B J Lashley asked what Mr Ward's charity had been when he was Chairman of Broadland District Council and how much had been raised during his term in office.

Mr I Moncur advised that it was the MS Society and approximately £700 had been raised.

Mrs Lashley also observed that as the now Chairman of Norfolk County Council Mr Ward's theme for the year was volunteering with Young People with emphasis on Scouts, Guides and Cadets. These were all uniformed organisations and as such there was a level of resources required to participate and she asked if grants were available to encourage diversity.

#### **17/147. 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.

As no questions were received the meeting was reconvened.

#### **17/148. QUESTIONS FROM ANDY BUNTER**

Mr R J Knowles proposed, seconded by Mr K Lashley to suspend Standing Orders to allow open debate with Reverend Graves, Reverend Hider and Reverend Canon Stokes.

A lengthy discussion took place regarding, what Mr Bunter meant by "Church", community engagement, funding and how working together would be mutually beneficial to all current and future residents of Sprowston, particularly in view of the extensive development proposed for the town.

However it was noted that the community facilities identified, in principle, in the outline planning permission would be run by a management group.

The Town Clerk was instructed to ascertain the current position of Broadland District Council's Beeston Park Programme Board.

**RESOLVED** that when information was received by the Town Council it would be communally shared with the idea of working with Sprowston Community Churches.

Mr K Lashley requested that the Town Clerk places this item on the agenda every six months or as information came forward if sooner, to review if it was time to formally engage with Sprowston Community Churches.

#### **17/149. 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.

#### **17/150. 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:

- 2017/0750 - single storey rear extension at 20, Blue Boar Lane
- 2017/0763 - erection of 6 silos at U C P Crown Zeller, Salhouse Road
- 2017/0776 - variation of condition 10 of planning permission 20080367 (spine road amendments) at Land adjoining White House Farm, Salhouse Road
- 2017/0795 - rear conservatory at 32, Dixon Road
- 2017/0822 - single storey rear extension at 87, Proctor Road, Old Catton
- 2017/0805 - single storey rear extension of dwelling, alteration of garage roof and single storey side/rear extension of garage at 34, Allens Lane
- 2017/0852 - two storey side extension at 70, Pioneer Road
- 2017/0872 - rear extension of car port and side extension of north-west gable end over to provide accommodation at 20, Inman Road
- 2017/0887 - single storey side/rear extension at 13, Hammond Way

Mr R J Knowles left the meeting.

## **17/151. REPORTS FROM COUNCIL'S COMMITTEES AND WORKING GROUPS**

No written reports were received.

## **17/152. REPORTS FROM MEMBERS REPRESENTING THE COUNCIL ON OUTSIDE ORGANISATIONS**

A written report was received from Mrs B J Lashley on Sprowston Grow Your Community which was circulated at the meeting.

## **17/153. FINANCE**

### **(i) Annual Governance Statement 2016/17 (Section 1)**

Having reviewed the annual return for the year ended 31 March 2017 it was

**RESOLVED** to adopt the Annual Governance Statement and authorise the Chairman to sign all accounting documents and supporting statements to the accounts for year ended 31 March 2017 on behalf of the Council.

### **(ii) Statement of Accounts (Income & Expenditure) and Balance Sheet for the year ended 31 March 2017**

**RESOLVED** to approve and adopt the Statement of Accounts and Balance Sheet and Detailed Income and Expenditure for year ended 31 March 2017.

### **(iii) Statement of Petty Cash for the year ended 31 March 2017**

**RESOLVED** to approve the Statement of Petty Cash for the year ended 31 March 2017.

### **(iv) Accounting Statement 2016/17 (Section 2)**

Having reviewed the annual return for the year ended 31 March 2017 it was

**RESOLVED** to adopt the Accounting Statement for the year ended 31 March 2017 and authorise the Chairman to sign all accounting documents and supporting statements to the accounts for the year ended 31 March 2017 on behalf of the Council.

### **(v) to receive the Internal Audit Report 2016/17 (Page 5)**

**RESOLVED** to accept the report of the Internal Auditor 2016/17.

### **(vi) to complete the Internal Audit Review Checklist 2017 part 1 & 2 (and report)**

Having reviewed the Internal Audit Review Checklist parts 1 & 2 and subject to Part 1, section 2, **insert** yes to Reports are made in own name to management, it was

**RESOLVED** to authorise the Chairman to complete all questions in the affirmative and sign on behalf of the Council.

Councillors were advised that the Notice of Conclusion of Audit and rights to inspect the Annual Return year ending 31 March 2017 would be advertised.

### **(vii) to review Financial Risk Assessments 2017/18 and approve the Terms of Reference as listed under Internal Audit Assurance**

**17/153. FINANCE (CONTINUED)**

Having reviewed the Financial Risk Assessments for 2017/18 it was

**RESOLVED** to approve the Assessment and Terms of Reference as listed under the Internal Audit Assurance including insurance details checklist.

**(viii) Appointment of Internal Auditor**

**RESOLVED** to confirm the appointment of Auditing Solutions Ltd as the Council's Internal Auditors for the ensuing year.

**17/154. HEALTH AND SAFETY POLICY AND MANUAL**

Members considered the Health and Safety Policy and Manual and the following amendments were noted for the Town Clerk to discuss with Elcons Employment Law Consultants Ltd:

Page 16 - paragraph 1, line 2 **delete** he and **insert** the  
P 24/ 25 - form to be printed on 1 page

Page 30 - ladders and steps point 3 **delete** (1:4) and **insert** (4:1) and point 5 **insert**  
footing the ladder

Page 35 - second paragraph **delete** with the exception of suicides

Page 36 - **add** asbestos and tinnitus

Page 54 - an employer must take the following action: **delete** if they ask for it  
The company to be changed to Town Council throughout the document

The appointment of a First Aider was discussed.

**RESOLVED** to accept the Health and Safety Policy and Manual subject to Elcons Employment Law Consultants Ltd reviewing the suggested amendments and recommendations regarding First Aid cover.

**17/155. PAYMENT OF ACCOUNTS**

The Town Clerk and Responsible Financial Officer presented the schedule of accounts to 7 June 2017 totalling £77,622.73 and answered Members' questions arising therefrom.

On the motion of Mr J H Mallen, seconded by Mr R A Fowkes, it was

**RESOLVED** that payment of the accounts to 7 June 2017 totalling £77,622.73 be approved and the schedule authorising payment signed by Mr R A Fowkes and Mr J H Mallen.

**17/156. SCHEDULE OF CREDIT CARD PAYMENTS**

The schedule of credit card payments totalling £80.79 was approved and noted.

**17/157. SCHEDULE OF DIRECT DEBIT PAYMENTS**

The schedule of direct debit payments totalling £2,690. 57 was approved and noted.

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

**17/158. PERSONNEL REPORT OF THE TOWN CLERK**

Agenda items 19 and 20 were deferred to the next meeting of the Council.

**28 June 2017**

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**CHAIRMAN**



# Newsletter

Date: June 2017



## Message from Inspector Lisa Hooper

Welcome to the newsletter for Sprowston and Old Catton. Our aim is to ensure you receive regular updates on crime levels along with relevant news and crime prevention advice. We will inform you of any opportunities to meet the local policing team and encourage you to advertise these within your parish newsletters and magazines. Working together helps the police understand the issues and concerns that matter to the public helping us to maintain a place to live that we can all be proud of.

## Crime Updates 1st – 31st May 17

Offence	Numbers	What could this entail
Arson	0	Damage caused as a result of fire.
Anti-Social Behaviour (ASB)	3	Harassment, alarm or distress is caused in a non-crime incident.
Burglary Business and Community	2	Business and community Burglaries will include shops, businesses and other property. In general, the purpose for which a building is designed will determine whether it should be classified as 'Residential' or 'Business and Community'.
Burglary Residential	1	Residential Burglary will encompass entry to any building within the curtilage/boundary of a residence, e.g. garden sheds and garages.
Criminal Damage	21	A person destroys or damages property belonging to someone else.
Domestic	10	Domestic incidents where a crime has not occurred. Parties are aged 16 or over and have been intimate partners or family members regardless of sexuality.
Hate Incident	0	Any incident where a crime has not occurred which the victim, or anyone else, thinks is based on someone's prejudice towards them because of their race, religion, sexual orientation, disability or because they are transgender.
Race or Religious aggravated public fear	1	Any crime determined to have a hate element as per above.
Possession of controlled substance	3	Unlawful possession of a drug classified in class A, B or C.
Possession of weapons	0	Unlawful possession of an article used as a weapon.
Public fear, alarm or distress	5	Public order offences e.g. from a verbal altercation to offences just short of violence.
Robbery	0	Includes a range of offences where force is used, threatened or the victim is put in fear.
Theft from a motor vehicle	0	Any item stolen that was in, on or attached to a motor vehicle.
Theft or unauthorised taking of a motor vehicle	0	Any motor vehicle including those abandoned.
Theft of pedal cycle	0	From a public place
Theft from a person	0	Purse being taken from a handbag, or a mobile phone from a shopping basket.



## Message from your Engagement Officer

Helping to police your own community is one of the country's oldest traditions. For over 175 years, Specials have taken on Constabulary powers to work alongside and support Regular Officers. There are currently 21 active Special Constables across Broadland. These officers are required to perform a minimum of 16 hours per month. They will be involved in foot patrol, crime reduction initiatives, schools liaison, policing events, public order policing, road traffic collisions and conflict resolution. In order to join the Specials you are required to be 18 years or over, numerate and literate, have a positive and friendly approach as well as a willingness to work as part of a team. Prospective applicants will receive training in police duties, powers of arrest, common crimes, statement taking, personal safety training and the use of baton, pava and rigid handcuffs. If you are interested in finding out more contact PC Andy Mason on [masonad@norfolk.pnn.police.uk](mailto:masonad@norfolk.pnn.police.uk) or visit [www.norfolk.police.uk](http://www.norfolk.police.uk)

## What is happening in your area

### Street Surgeries

**Old Catton** - Tuesday 13th June & Tuesday 11th July, 4pm - 6pm, *Morrison's, The Paddocks*-  
PCSO Steve Downes

### SNAP

The next Public Engagement meeting for Sprowston and Old Catton will be held on Monday 17th July 2017, 7pm at Gage Road Chapel, Gage Road, Norwich

## Neighbourhood Priorities

- Anti-social behaviour in Old Catton
- Speeding on St Faiths Road

### Point of contact

Follow us on social media



@BroadlandPolice

[www.crimestoppers.co.uk](http://www.crimestoppers.co.uk)

[www.norfolk.police.co.uk](http://www.norfolk.police.co.uk)

[SNTSproston@norfolk.pnn.police.uk](mailto:SNTSproston@norfolk.pnn.police.uk)

Non Emergency: 101

### Partner contacts



111 NHS

County Council 03448008012

District Council 01603 431133

Parking Issues 01553 616222



18<sup>th</sup> June 2017

## **Report from Councillor John Ward**

### **Broadland District Council**

Oasis Development- At our Planning Committee on 14<sup>th</sup> June, the committee agreed, on the advice of a Government Inspector to discharge the Sec 52 agreement which prevented development on the meadow where the leisure club part of the development was planned. The Committee had refused the initial application on 25.5.16 but this was allowed by the inspector and the owner now has permission to develop the whole site.

For the last 25 years this Council has run Tots2Teen sessions during the holidays and 2800 places have already been filled this year with some very good feedback from parents. Details for the summer holidays can be found at [Nicola.pye@broadland.gov.uk](mailto:Nicola.pye@broadland.gov.uk)

The Greater Norwich Development Partnership consisting of BDC, Norwich CC, Norfolk CC, South Norfolk DC and the Broads Authority held a meeting on 23.6.17 at which the current housing requirement for 2015-2036 was confirmed at 39486 plus an additional requirement of 8900. There are a number of different options as to where this additional allocation will go.

### **Norfolk County Council**

The Council's Creative Writing Competition returns for a second year. It is open to children between the ages of 5 & 13 and runs from 5<sup>th</sup> June to 31<sup>st</sup> August. Details at [www.norfolk.gov.uk/writeon](http://www.norfolk.gov.uk/writeon)

On 12<sup>th</sup> June I was fortunate to have a guided tour of the Northern Distributor Road in a 4WD vehicle. We travelled on much of the road and were able to view all the bridges and roundabouts and note the extent of the work completed. A lot of tarmac has now been laid and some sections of the road will be completed September/October and may be opened for use. The complete road will be open in March 2018 as originally expected.

Norfolk Carers can now have 24/7 access to a Digital Resource for Carers, an online environment that hosts a range of resources to help carers manage care and caring. Details at [carersdigital.org](http://carersdigital.org) and create a new account by using the code DGTL7862

## COUNCIL MEETING – 28 JUNE 2017

### Report of the Town Clerk

#### COMMUNITY BUILDINGS, ALLOTMENTS, PARKS AND OPEN SPACES

##### **1.1 Play Equipment Wilks Farm Drive**

Enclosed are quotations from playground equipment suppliers Kompan, Proludic, Sovereign, Sutcliffe and Wicksteed for consideration by the Council to refurbish the area at Wilks Farm Drive.

The quotations were briefed with the contractors. The play area at Wilks Farm Drive is identified as a NEAP (Neighbourhood Equipped Area of Play), these play areas must cater for the whole spectrum of users of the play area but targeted at ages 4 -14, and is dominant on developments on 100 homes plus landscaped for stimulating play. This age criteria can cause confusion as no upper limit is given. Teenage provision is highly regarded with a gathering area to be considered, and is provided in the shelter at Barkers Lane play area. There should be a demonstration of informal play supervision. The site needs to have self-closing gates to exclude animals from the site and a safety ownership sign provision, 30m away from the nearest home with adequate buffer zone planting, all of which have been included in all schemes. In some cases the fencing has been quoted separately not to detract from the main equipment.

Visual boards are available from each supplier together with catalogues of full range of equipment, so alternatives can be sourced.

Members will recall confirming the following 2017/18 budgets:

Play equipment £53,000

Fencing £2,000

Play equipment renewals £15,500

Play equipment repairs £7,500

Shelter provision at Recreation Ground £3,000.

As each scheme presented for consideration varies in equipment choices and a verbal presentation will be made by the Town Clerk at the meeting.

**Recommendation:** to consider the quotations for play equipment at Wilks Farm Drive and instruct the Town Clerk accordingly.

##### **1.2 Sprowston Recreation Ground Cricket Square**

The Development Director of Norfolk Cricket Board Limited has approached the Council with an offer of a £12,000 enhancement to the cricket square, at no cost to the Council, to install a non-turf pitch; for one or two cricket pitches. Two of these non-turf pitches installed at Eaton Park in 2015. The funding also includes a small amount for the promotion and initial maintenance of the facility.

Norfolk Cricket Board Limited feel that Sprowston Recreation Ground fits nicely with the Play Pitch Strategy of the GNDP group to bring more casual cricket to the area; and consequently benefit the local community.

**Option:** to instruct the Town Clerk with regard to the offer of a non-turf cricket pitch at Sprowston Recreation Ground.

## **CEMETERY**

**2.1 No matters to report.**

## **STREET LIGHTING**

**3.1 No matters to report.**

## **CENTRAL ADMINISTRATION AND PERSONNEL**

### **4.1 Councillor Dispensation**

Councillor Mr Barrie Osborne has requested a dispensation to participate in matters pertaining to finance concerning Sprowston Town Council and this has been granted by the Town Clerk.

### **4.2 Photocopier**

The Council's Kyocera photocopier is on a 5 year lease from Copy IT, which commenced in September 2014. The cost of copying was held for 3 years at 0.004p for black and white and 0.04p for colour and will increase by 10% after 1 September 2017. The photocopier is experiencing paper feed problems which has caused an increase in the amount of wasted paper copies despite several engineer service call outs. This has subsequently been identified as a known problem with Kyocera photocopiers.

A quotation has been sourced from our suppliers to re-negotiate the 5 year lease and acquire a Sharp MX3050, which has enhanced features.

The lease charges for the Kyocera are currently £177.84 per quarter. The lease charges for a MX3050 would be £265.00 per quarter with copy costs of 0.0039p for black and white and 0.039 for colour, which would be held for 3 years, as part of a 5 year lease. These costs include all toners, parts and servicing. Changing to a MX3050 would cost an additional £6.70 per week rental but there would be a saving on copy costs and there would be less paper wastage and administrative costs.

The outstanding lease payment on our existing 5 year contract with Copy IT is £1,422.00.

Our current contract includes an asset protection charge of £27.15 per quarter. There is now an opportunity to place this cover under our existing insurance policy with Zurich Municipal at no additional cost.

All charges are subject to VAT which is reclaimed.

**Option:** to instruct the Town Clerk regarding the photocopier.

### **4.3 Resignation of Caretaker / Cleaner**

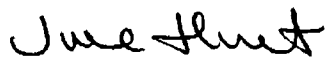
Mr Mark Durrant has resigned from the above post due to ill-health with effect from 30 June 2017.

## **PLANNING AND TRANSPORTATION**

### **5.1 Appeal against Broadland District Council decision**

An appeal under reference APP/K2610/D/17/3174017 has been made to the Secretary of State against the decision of Broadland District Council to refuse permission for First Floor South-West Side Extension at 156 Wroxham Road, Sprowston, NR7 8DE, for Mr and Mrs C Hansell.

This Council's comments will be considered as written representations which have been forwarded by Broadland to the Planning Inspectorate.



**June Hunt  
Town Clerk**

**Sprowston Town Council**  
**PLANNING APPLICATIONS – 28 JUNE 2017**

<p><b>Broadland DC App.No.</b> 2017/0896</p> <p><b>Classification:</b> Minor dwellings <b>Type:</b> Full Permission</p> <p><b>Description:</b> Two storey side and first floor rear extensions</p>	<p><b>Applicant</b> Mr J Davies as location</p> <p><b>Location</b> 52 Rosemary Road, Sprowston, N7 8ER</p>
<p><b>Broadland DC App.No.</b> 2017/0915</p> <p><b>Classification:</b> Minor dwellings <b>Type:</b> Full Permission</p> <p><b>Description:</b> Proposed Single Storey Side and Rear Extensions</p>	<p><b>Applicant</b> Mr David McGarry as location</p> <p><b>Location</b> 25 Rushmore Road, Sprowston, NR7 8QR</p>
<p><b>Broadland DC App.No.</b> 2017/0921</p> <p><b>Classification:</b> Minor dwellings <b>Type:</b> Full Permission</p> <p><b>Description:</b> Single Storey Side and Rear Extension</p>	<p><b>Applicant</b> Mr and Mrs G Emery as location</p> <p><b>Location</b> 7 Foxburrow Road, Sprowston, NR7 8QU</p>
<p><b>Broadland DC App.No.</b> 2017/0932</p> <p><b>Classification:</b> Minor dwellings <b>Type:</b> Full Permission</p> <p><b>Description:</b> Single Storey Rear Extension</p>	<p><b>Applicant</b> Mrs Bernadette Bean as location</p> <p><b>Location</b> 30 Blenheim Crescent, Sprowston, NR7 8AW</p>

**Broadland DC App.No.**  
2017/0956

**Applicant**  
Mr M C & Mrs K Woodcock  
as location

**Location**  
2 Clover Road, Sprowston, NR7 8TE

**Classification:** Minor dwellings  
**Type:** Full Permission

**Description:** Erection of an Extension to Existing Residential Accommodation Block to Provide 2 No Flats with Parking

**Broadland DC App.No.**  
2017/0968

**Applicant**  
Mr Richard Varvel  
as location

**Location**  
57 Saint Marys Grove, Sprowston, NR7 8DJ

**Classification:** Minor dwellings  
**Type:** Full Permission

**Description:** First Floor Front Extension & Single Storey Rear Extension

**Broadland DC App.No.**  
2017/0978

**Applicant**  
Mr Scot Hewitt  
as location

**Location**  
68 Saint Marys Grove, Sprowston, NR7 8DL

**Classification:** Minor dwellings  
**Type:** Full Permission

**Description:** Single Storey Rear Extension

**Broadland DC App.No.**  
2017/0995

**Applicant**  
Mr and Mrs Appleby  
as location

**Location**  
195 North Walsham, Sprowston, NR6 7QN

**Classification:** Minor dwellings  
**Type:** Full Permission

**Description:** Rear Conservatory



**Broadland DC App.No.**  
**2017/1000**

**Classification:** Minor dwellings  
**Type:** Full Permission

**Description:** Single Storey Side/Rear Extension

**Applicant**  
Circle Housing  
as location

**Location**  
67 Foxburrow Road, Sprowston, NR7 8QX

**Sprowston Town Council**

Invoice Date    Invoice No.  
04/06/2017    A5055

Invoice Date    Invoice No.  
12/06/2017    42206

Invoice Date    Invoice No.  
08/06/2017    101289  
20/06/2017    102296

Invoice Date    Invoice No.  
19/05/2017    418354  
31/05/2017    418355  
05/06/2017    419294

Invoice Date    Invoice No.  
08/06/2017    2714

Invoice Date    Invoice No.  
15/06/2017    STC24

Invoice Date    Invoice No.  
25/05/2017    4446003  
02/06/2017    4451558  
12/06/2017    4459682  
12/06/2017    4459683

**Payments**

Auditing Solutions Ltd  
Details  
Internal Audit Service 2016-17

Baileys of Norfolk Ltd  
Details  
2 x 1 ton bag screened Topsoil

Bartram Mowers Ltd  
Details  
Husqvarna motor blades  
Husqvarna wire assy

Ben Burgess & Co Ltd  
Details  
Service Compact Tractor AU14 BJF  
Hitch, Cable, Engine Oil, Hy-Grad Oil  
Trailer Tyre (Redwing Turf)

Cozens (U.K.) Ltd  
Details  
Streetlighting : May 2017

Dazzle Cleaning  
Details  
Bus shelter cleaning: June 2017

ESPO  
Details  
Fairy Liquid, Gloves, H/Towel, Centrefeed & T.rol  
Copy paper, Footrest, Refuse sacks, Toilet tissue  
T.rolls, Lam. Pouches, Copy Paper, Pockets, Stap  
First Aid Kits, Plasters

**Meeting Date:**    28th June 2017

Net    VAT    Amount    BACS  
420.00    84.00    504.00    62

Net    VAT    Amount    BACS  
100.00    20.00    120.00    63

Net    VAT    Amount    BACS  
46.56    9.31    55.87    64  
24.76    4.95    29.71

**71.32    14.26    85.58**

Net    VAT    Amount    BACS  
2,079.93    416.00    2,495.93    65  
462.48    92.50    554.98  
85.83    17.17    103.00

**2,628.24    525.67    3,153.91**

Net    VAT    Amount    BACS  
600.00    120.00    720.00    66

Net    VAT    Amount    BACS  
99.00    99.00    99.00    67

Net    VAT    Amount    BACS  
124.10    24.82    148.92    68  
105.57    21.11    126.68  
215.53    43.12    258.65  
41.14    8.23    49.37

**486.34    97.28    583.62**

<u>Invoice Date</u>	<u>Invoice No.</u>		<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>
<b>Intouch Systems</b>						
<b>Details</b>						
09/06/2017	623617	Hosted exchange x 6 : July 2017	60.00	12.00	72.00	69
09/06/2017	623728	Office Internet June 2017	50.00	10.00	60.00	
			<b>110.00</b>	<b>22.00</b>	<b>132.00</b>	
<b>Moviola Ltd</b>						
<b>Details</b>						
05/06/2017		The Light between Oceans	106.25	20.25	126.50	70
<b>NVCS</b>						
<b>Details</b>						
01/06/2017	40368	Renegite Descaler	12.71	2.54	15.25	71
<b>Pest Express Ltd</b>						
<b>Details</b>						
24/11/2016	SCN-1247	Missed September 2016	54.00	-	54.00	72
17/01/2017	SI-1518	Extra 2 Rat Traps	36.00		36.00	
06/06/2017	SI-2230	Pest Control :Apr 2017-Mar 2018	480.00	96.00	576.00	
			<b>462.00</b>	<b>96.00</b>	<b>558.00</b>	
<b>Total Gas &amp; Power</b>						
<b>Details</b>						
05/04/2017	146728610/17	Sportsfield: Inv £12.15-Credit Note £11.04	1.11		1.11	73
<b>R Wells Memorials</b>						
<b>Details</b>						
05/06/2017	3291	Deposit:Insurance Claim:Cemetery damage 50	3,963.75	792.75	4,756.50	74
<b>TOTAL OF INVOICES</b>			<b>9,060.72</b>	<b>1,794.75</b>	<b>10,855.47</b>	<b>Tf 278</b>

TOTAL OF INVOICES	9,060.72	1,794.75	10,855.47	Tff 278
<b>Transfer:</b> STC Drawings a/c to Salaries a/c	5,000.00		5,000.00	Tff 279
<b>Transfer:</b> STC Drawings a/c to Petty Cash Imprest a/c	-	-	-	
	<u>14,060.72</u>	<u>1,794.75</u>	<u>15,855.47</u>	
<b>Transfer:</b> STC General a/c to STC Drawings a/c			<u>15,855.47</u>	Tff

..... Councillor

..... Councillor

..... Town Clerk

28th June 2017

Meeting Date:

**Sprowston Town Council      Barclaycard Payments**

<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
07/06/2017	100047881	AV Dist:4M VGA Cable	10.82	2.16	12.98
07/06/2017	180756001	Lamp post:Floor cable tidy protector	20.83	4.16	24.99
15/06/2017	9298756	UK Safety Store: Mind the step Sign:	2.25	0.45	2.70
16/06/2017	19068	Y&C:Murphy Oil Soap Concentrate	9.78	1.96	11.74
19/06/2017	2017-33547	Flintoff Iron: Dustpan & Brush	16.49	3.3	19.79
			<b>60.17</b>	<b>12.03</b>	<b>72.20</b>

<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
12/06/2017	190740059	Homebase co uk Cuprinol prec04	56.65	11.33	67.98

<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
12/06/2017	107998	Thomson Sawmills Ltd Arris Railings 2.4x75x75	82.40	16.48	98.88

**Total of Payments      199.22      39.84      239.06**

**Due by Direct Debit 28th July 2017**

Meeting Date: 28th June 2017

Meeting Date: 28th June 2017

**Direct Debits**

**Sprowston Town Council**

Anglia Farmers Limited  
**Direct Debits**  
 Vodafone: 01/05/2017-31st May 2017  
 SSE: Rec Ground: 30/12/2016-04/04/2017

**Sprowston Town Council**  
 31/05/2017 537780  
 31/05/2017 537780

**Meeting Date:** 1.22  
 6.14  
 1,104.00  
**1,110.14**

**28th June 2017**  
 7.36  
 1,324.80  
**1,332.16**

Anglian Water Business  
**Details**  
 Cemetery : 31/03/2017-13/06/2017  
 Allotments: 31/03/2017-13/06/2017

**Invoice Date Invoice No.**  
 15/06/2017 8056626579  
 15/06/2017 8056634280

**Net VAT Amount BACS**  
 20.51 20.51  
 36.68 36.68  
**57.19 57.19**

Siemens Financial Services Ltd  
**Details**  
 Lease Rental  
 Asset Protection Charge

**Invoice Date Invoice No.**  
 19/06/2017  
 19/06/2017

**Net VAT Amount BACS**  
 177.84 35.56 213.40  
 27.15 5.43 32.58  
 204.99 40.99 245.98

Total Gas & Power Limited  
**Details**  
 Sportsfield: 01/05/2017-31/05/2017  
 SDC: 01/05/2017-31/05/2017  
 Streetlighting: 01/05/2017-31/05/2017

**Invoice Date Invoice No.**  
 06/06/2017 150128808/17  
 06/06/2017 150128819/17  
 10/06/2017 150979933/17

**Net VAT Amount BACS**  
 11.52 0.58 12.10  
 217.25 43.46 260.71  
 2,030.68 406.14 2,436.82  
**2,259.45 450.18 2,709.63**

Veolia Environmental Services  
**Details**  
 All sites skip hire May 2017

**Invoice Date Invoice No.**  
 31/05/2017 SIO1085099

**Net VAT Amount BACS**  
 248.38 49.68 298.06

**3,880.15 762.87 4,643.02**

Total Direct Debits