



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 10 January 2018 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 20 December 2017. Pages 1 - 6
4. To receive any Police Liaison Officers Report.
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 7
7. To adjourn the meeting to allow members of the public & Councillors with prejudicial interests to speak¹.
8. Report of the Town Clerk:- Pages 8 - 32
 - 1.1 Leased Council Property
 - 1.2 Windsor Park Gardens Refurbishment of Play Equipment
 - 1.3 Blue Boar Lane Open Space
 - 2.1 St. Mary and St. Margaret Church
 - 4.1 Norfolk Playing Fields Association
 - 4.3 UK Power Networks - Roadshows
10. Adjourn the meeting for a short break.
11. To consider planning applications to 10 January 2018. Page 33
12. To receive any written/verbal reports from the Council's Working Groups.
13. To receive any written and verbal reports from Members representing the Council on or at outside organisations. (proforma enclosed)
14. To consider the Schedule of Meeting Dates for 2018/19 Page 34
15. To confirm the payment of accounts to 10 January 2018. Pages 35 - 37
16. To receive the schedule of direct debits Page 38

June Hunt
Town Clerk

5 January 2017

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 – 20 DECEMBER 2017

At the meeting of the Sprowston Town Council held at Sprowston Diamond Centre, School Lane, Sprowston on Wednesday 20 December 2017, the following Members were present:-

Mr I Moncur – Chairman

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

Mr J M Ward

In attendance

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

No members of the public were present

17/309. DECLARATIONS OF DISCLOSABLE PECUNIARY AND OTHER INTERESTS

No declarations of disclosable pecuniary and other interests were received.

17/310. APOLOGIES FOR ABSENCE

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

The Council also received the resignation of Mrs J Poynter. The Town Clerk was instructed to advertise the vacancy in the appropriate manner in accordance with the Councils policy.

17/311. MINUTES

The Minutes of the Council meeting held on 28 November 2017, having previously been circulated to all Members were confirmed and signed by the Chairman of the Council.

17/312. POLICE LIAISON OFFICER'S REPORT

Members noted the Police Newsletter for December 2017.

17/313. PHASE 2 RESIDENTIAL DEVELOPMENT - LAND AT WHITE HOUSE FARM

James Alflatt, Bidwells and Robert Eburne, Hopkins Homes gave a presentation on Phase 2 residential development on land at White House Farm and answered Members questions therefrom.

17/314. BUS GATE WHITE HOUSE FARM

The Town Clerk reported that Broadland District Council's Planner Ben Burgess had advised that the bus gate at White House Farm trigger for the provision of the bus gate had actually passed. However, it was not the fault of the developer that it had not yet been provided as it had been tied up with the proposed cycleway along

17/314. BUS GATE WHITE HOUSE FARM (CONTINUED)

Blue Boar Lane and other matters. Mr Burgess expected that both the cycleway and bus gate would be constructed early in the New Year.

He also stated that the Highways Engineer leading on this at Norfolk County Council initial thinking was number plate recognition i.e. cameras rather than

physical measures to control misuse of the bus gate; but on speaking to their traffic signals team regarding misuse of other sites in the city their view was enforcement was not likely to be required at Sprowston.

The radius entering the bus gate will make left turns from the Tesco's direction very difficult. There will be no right turn markings when travelling from the Salhouse Road direction so it will not feel like a natural manoeuvre either. This leaves only the straight direction from Linacre Avenue, which hopefully the lining and signing would take care of. If there were reports of misuse once open this could be assessed again.

17/315. NORFOLK CITIZENS ADVICE

The Town Clerk reported a thank you from Norfolk Citizens Advice for the £100 donation from the Council which was much appreciated and would be put to good use.

17/316. SPEED INDICATOR EQUIPMENT (SAM2)

The Town Clerk reported that the Memorandum of Understanding between Sprowston Town and Norfolk County Council Highways regarding use of SAM2 had been signed and investigation of mounting positions on Parana Road, Falcon Road West, School Lane, Wroxham Road, North Walsham Road, Linacre Avenue and Church Lane had been requested.

Mr W F Couzens requested Barkers Lane be added to the list.

17/317. PLANNING APPLICATION 2017/1610

Members noted that planning application 2017/1610 erection of car repair/car spray centre had been withdrawn at the applicant's request.

17/318. BROADLAND DISTRICT COUNCIL'S ANNUAL TOWN AND PARISH MEETING

Members noted that Broadland District Council's Annual Town and Parish Meeting would be held on Wednesday 24 January from 7pm to 9pm.

17/319. REPORTS FROM COUNTY AND DISTRICT COUNCILLORS

A written report was received from Mr J M Ward.

Mr Ward also verbally reported that:

- (a) Phil Courtier's position as Head of Planning for Broadland and South Norfolk District Council's is interim.
- (b) there will be a meeting of the Norfolk Association of Local Councils on 24 January 2018 at Thorpe Lodge to discuss the GNLP consultation. There are 70 questions to which a response is required but only 25 of these are important to Broadland.

17/319. REPORTS FROM COUNTY AND DISTRICT COUNCILLORS (CONTINUED)

- (c) Norfolk's recycling centres will be running normal opening hours over the festive period apart from closing on Christmas Day, Boxing Day and New Year's Day.
- (d) following a complaint which he had taken up with Norfolk County Council's highway Engineer, the dead tree on the roundabout on Parkland Road had been removed and the other tree trimmed. Two new trees would be planted in 2018.

Mrs J Leggett verbally reported that she had attended a small businesses visit which included White House Farm and a fish business in Hainford who imported Koi Carp from Japan.

17/320. RESIDENT'S QUESTIONS

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

17/321. REPORT OF THE TOWN CLERK

COMMUNITY BUILDINGS, ALLOTMENTS, PARKS AND OPEN SPACES

1.1 Cottage Plantation

Having considered the report of the Town Clerk it was

RESOLVED to monitor the situation and wait for the outcome of the planning application at Racecourse Plantation.

CEMETERY

2.1 No matters were reported

STREET LIGHTING

3.1 No matters were reported

CENTRAL ADMINISTRATION AND PERSONNEL

4.1 Notification of External Auditor Appointment for 2017/18 Financial Year

Members noted the appointment of external auditor PKF LittleJohn LLP for 2017/18 and that the Annual Return would now be known as the Annual Governance and Accountability Return, to be completed in accordance with "proper practices" as set out in the "Governance and Accountability for Smaller Authorities in England, a Practitioners Guide".

4.2 Caretaker/Cleaner

Having considered the report of the town Clerk it was

RESOLVED

to implement a salary scale of SCP 16 to SCP 21 for the post of Caretaker/ Cleaner and to move the existing post holder to SCP17 effective 01 January 2018 and SCP 18 effective 01 April 2018.

17/321. REPORT OF THE TOWN CLERK (CONTINUED)

PLANNING AND TRANSPORTATION

5.1 APP/K2610/D/17/3190339 Appeal against Broadland District Council Decision

Members noted the appeal against Broadland District Council's decision.

5.2 Norfolk County Council Budget Consultation 2018/19

Members noted Norfolk County Council Budget Consultation 2018/19.

ENCLOSURES

6.1.1 Sprowston Senior Citizens Club Newsletter Winter 2017

6.1.2 Broadland YAB News Autumn 17

17/322. 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.

17/323. 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 planning applications:

2017/2040 - two story side extension at 2, Park Cottages, Wroxham Road
2017/2075 - single storey rear extension at 9, Tiercel Avenue

(b) to make no comment with regard to planning application 2017/2033 - display of 1 no. non illuminated temporary "V" sign as this application had already been determined by the Planning Authority.

(c) to raise no objection to the granting of planning application 2017/2103 - 1 illuminated 7.5m high totem sign, 3 illuminated freestanding billboard signs, 1 illuminated wall mounted billboard sign and 23 wall mounted fascia signs.

17/324. TO REVIEW FEES AND CHARGES FOR 2018/19

(a) Cemetery and Memorial Fees

RESOLVED that effective 1 April 2018 a 3% increase be applied to all cemetery and memorial fees rounded.

(b) Sports Hire Fees

RESOLVED that effective 1 April 2018 a 3% increase be applied to all sports hire fees rounded.

17/324. TO REVIEW FEES AND CHARGES FOR 2018/19 (CONTINUED)

(c) Facility Hire Fees

RESOLVED that effective 1 April 2018 a 3% increase be applied to all room hire fees rounded and colour photocopying increase to 50p per copy.

(d) Allotment Rents and Water Charges (Current Fees - rent £35.00/ Water £5.00)

RESOLVED that effective 1 October 2018 allotment fees increase by £1.00 to £36.00 per annum and £5.00 water fee remain unchanged at £5.00 per annum.

17/325. TO CONSIDER THE DRAFT REVENUE AND CAPITAL EXPENDITURE PROGRAMME FOR 2018

Having considered the 2018/19 draft budget against the Council's reserves, and following a lengthy debate it was

RESOLVED to

(a) remove Harrisons Wood Trim Trail £20,000, the Shelter on Sprowston Recreation Ground £3,000 and Leased Building Replacement Windows £5,000 from the draft revenue and capital expenditure budget.

(b) apply for a loan to fund Streetlight replacements should the Council progress this scheme within the 2018/19 budget.

(c) agree a 1.98% increase on the previous year based on a Tax Base for 2018/19 of 5,350.

17/326. PRECEPT 2018/19

RESOLVED to authorise the Town Clerk to submit, under Section 50 of the Local Government Finance Act 1992, a precept requirement to Broadland District Council of £623,000.00 to meet the Council's funding requirement for 2018/19.

17/327. INTERNAL AUDIT REPORT 2017 - 2018 (INTERIM)

RESOLVED to accept the Internal Audit Report Interim for 2017/18 and for the Chairman to diary periodic evidencing of the salaries.

17/328. REPORTS FROM COUNCIL'S COMMITTEES AND WORKING GROUPS

A written report was received from Mrs J Leggett and Mr B Woolner regarding the Heritage Working Group meeting.

17/329. REPORTS FROM MEMBERS REPRESENTING THE COUNCIL ON OUTSIDE ORGANISATIONS

No written reports were received.

17/330. PAYMENT OF ACCOUNTS

The Town Clerk and Responsible Financial Officer presented the schedule of accounts to 20 December 2017 totalling £252,244.68 and answered Members' questions arising therefrom.

On the motion of Mr I Moncur, seconded by Mr K Lashley it was

17/330. PAYMENT OF ACCOUNTS (CONTINUED)

RESOLVED that payment of the accounts to 20 December 2017 totalling £252,244.68 be approved and the schedule authorising payment signed by Mr R A Fowkes and Mr J H Mallen.

17/331. SCHEDULE OF CREDIT CARD PAYMENTS

The schedule of credit card payments totalling £287.87 was approved and noted.

17/332. SCHEDULE OF DIRECT DEBIT PAYMENTS

The schedule of direct debit payments 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.

10 January 2018

CHAIRMAN

31st December 2017

Report from Councillor John Ward

Broadland District Council

Jill Penn, BDC's Head of Finance and Section 151 Officer has completed a women's leadership programme, is the president of the Society of District Council Treasurers and has started a mentoring programme for staff at the local authority, which aims to improve confidence and allow career progression.

The post office in Srumpshaw closed on 23rd December, and will remain closed until a new postmaster and premises can be found. The nearest local branches are at Lingwood and Blofield.

Income from the Garden Waste service has increased with the continuous annual growth of the service.

Recycling has increased, but there is little additional income as the gate fee has reduced due to contamination of the material.

Norfolk County Council

Cycling and walking improvements will be made to the crossing on Chartwell Road from 8/1-11/3. Spixworth Road and St. Clements Hill, will be affected by this work.

Sprowston Police Station, 109 Wroxham Road, has been approved as an Asset of Community Value.

Norfolk Heritage Centre at the Millenium Library will be holding a History Homework Club every Wednesday afternoon starting 10th January. Members will have access to computers, wifi, books, resources and staff advice.

From Dec 22-27, the Council's emergency duty team responded to 559 adult and children's social care referrals (last year it was 238).

Between Christmas Day and Wed 27th, the Highways Dept cleared 59 fallen trees and used 1500 tonnes of salt on the roads.

Norfolk Fire & Rescue Service received 30 calls on Christmas Day and Boxing Day, both fires and road traffic incidents.

COUNCIL MEETING – 10 JANUARY 2018

Report of the Town Clerk

COMMUNITY BUILDINGS, ALLOTMENTS, PARKS AND OPEN SPACES

1.1 Leased Council Property

The Council has received the attached letter of six months notification, dated 21 December 2017, to determine the current lease by Catch 22; who will be vacating the property on 1 September 2018. I have sent a copy of the letter to Birketts Solicitors to check the validity of the termination of the lease and await their confirmation.

The building was purpose built for the running of a parish/town council with office space, kitchen, customer access, storage and meeting room. The planning permission states that the accommodation can support office and community based operations. The present tenant has used the building to supply the needs of education for young people excluded from main stream schools.

The current signed lease includes a clause whereby Catch 22 is obliged to return the building to its original occupation standard. It has been suggested an early site visit takes place as the tenant has a preference for settling the matter for dilapidations with a payment to the value of the claim, rather than carry out work themselves. With this in mind I feel it appropriate for the Council to instruct a company to prepare a list of dilapidations and would suggest that Jason Menezes of Bidwells would be ideally suited to perform this task given his involvement with the provision of office accommodation at Sprowston Diamond Centre as part of the development project currently being undertaken.

The option of procuring a tenant with a community based operation and limited access due to the park closing at 4.30pm during winter months is unknown. Although there might be sufficient time before the present tenant leaves the property it is considered highly unlikely to be able to procure a new tenant under the planning permission obligation of community based operation.

The office originally relocated to oversee the re-development of Sprowston Diamond Centre. This work is due to be completed early summer and the cessation of the lease will give the Council an opportunity to return to Recreation Ground Road. The room earmarked for the Council office would become multi-use and made available for hire. The St. Quintin Room would become free on a Wednesday for regular hire if required.

Recommendation: to instruct the Town Council to act on behalf of the Town Council as a result of the termination of the leased building and location of the Council Office.

1.2 Windsor Park Gardens Refurbishment of Play Equipment

The 2018/19 budget contains a projection figure of £80,000 for refurbishment of Windsor Park Gardens play equipment.

The two attached schemes have been obtained and are presented Members for preliminary discussion ahead of the receipt of the 2018/19 precept first instalment.

Both schemes make provision of retaining the existing two bay swings, seat and litterbin. Larger scale drawings together with additional information will be available prior and during the meeting.

Recommendation: to instruct the Town Clerk further on the refurbishment of the play area at Windsor Park Gardens.

1.3 Blue Boar Lane Open Space

For Members consideration is a plan showing the open space at Blue Boar Lane in preparation for landscaping in accordance with the S.106 Agreement with Norfolk Homes. Alphabetical references have been used to indicate initial considerations for Members approval.

There is a drop curb at A and C which would be ideal for gate entrance into the area. A bull nosed fencing to match the existing site and around the play area is proposed between points B and D. This should be both pedestrian and wide enough to take works vehicles, and can be either straight or curved which would follow the pavement layout. In front of the fencing would be a grassed area to restrict young people opening the gate onto a pavement.

The site shows play equipment which is surrounded by bullnose fencing and it is proposed that the gate at point E is moved to F allowing paths to be constructed with asphalt to the exits of the site linking the adjoining properties. There is an existing gate at G with a nearby bridge and the same path is proposed.

Planting of a 150m hawthorn and similar native species hedge from D to H would screen the forthcoming retail site. This could be further supported by the planting of 20 trees in groups of 5 between B, D and H, allowing free play at the other areas.

At present there are several issues with the site that have been identified by our Head Groundsman such as gapping between the bridges onto the site with a potential trip hazard, the need for approximately 20 tonnes of soil to cover iron drain covers to facilitate maintenance, and general uneven contours of the site which has little top soil to prevent flooding; all of which have been reported to Broadland District Council for discussion with Norfolk Homes.

Option: to discuss the landscaping provision for this play area to be funded by the S.106 Agreement with Norfolk Homes to a maximum of £50,000.

CEMETERY

2.1 St Mary and St Margaret Church

Attached, is an invitation for Members from Reverend Canon Simon Stokes to a meeting to be held on Wednesday 17 January at 5.00pm at Sprowston Vicarage to discuss commemoration of 100 year anniversary of WW1 ending.

Option: for Members to identify their wish to attend this meeting in response to the invitation.

STREET LIGHTING

3.1 No matters to report.

CENTRAL ADMINISTRATION AND PERSONNEL

4.1 Norfolk Playing Fields Association

Attached, for Members consideration, is an invitation of membership from the Chairman of the Norfolk Playing Fields Association for this Council.

Option: for Members to consider joining the NPFA at a yearly membership of £45.00 and instruct the Town Clerk accordingly.

4.2 The Royal British Legion

Attached, for Members information is a letter of thanks to the Council for their donation to the Royal British Legion.

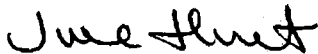
4.3 UK Power Networks – Roadshows

Attached, is an invitation for Members by UK Power Networks to their roadshows.

Option: for Members to identify their wish to attend a roadshow so that a place can be secured.

PLANNING AND TRANSPORTATION

5.1 No matters to report.



**June Hunt
Town Clerk**



**Sprowston Town Council - Council Office
Sprowston Diamond Centre,
School Lane
Sprowston
Norfolk NR7 8TR**

Thursday, 21st December 2017

Dear Sir/Madam,

**Re: Catch22 Charity Limited – Sprowston Town Council Offices, Recreation Ground Road,
Sprowston, Norfolk NR7 8EW – Notice to Determine Current Lease.**

Further to the above, we are writing to inform you of our intention to determine the Lease and vacate the aforementioned property on 1st September, 2018 and, in accordance with the requirements of the Lease, we hereby give the required (at least six months) official notice of our intention. We shall, of course, be returning the property clean & tidy and we should be grateful if you would please contact Ravi Chohan of Catch22 at ravi.chohan@catch-22.org.uk or 07585 957398 at your earliest convenience in order to finalise the arrangements for handover.

We trust this meets with your approval and for our records, we should be grateful if you could confirm receipt of this letter by return.

We trust this letter is self-explanatory, however, should you require any further information regarding this matter, please do not hesitate to contact us.

Yours sincerely,

A handwritten signature in black ink, appearing to read "Jon Davenport", written over a horizontal line.

**Jon Davenport
Director of Procurement
For and on behalf of Catch22**



JHunt

From: Parish Administrator <office@sprowston.org.uk>
Sent: 04 January 2018 13:34
To: 'Parish Administrator'
Subject: 100 year Anniversary WW1 end

Hello,

I am writing on behalf of Reverend Canon Simon Stokes regarding possible celebrations in Sprowston to commemorate the 100th anniversary of the end of WW1.

There will be a meeting in the Parish Room at Sprowston Vicarage, Wroxham Road, Wednesday 17th January 5.00pm. This will be an initial meeting to discuss possible ideas for the Remembrance Weekend to commemorate the anniversary, and which organisations may like to be included.

If you are interested in discussing what we can do across the parish of Sprowston, would you be available to meet on the 17th?

Please could you let me know if you would like to attend the meeting or cannot attend but would still like to be involved.

This email is being sent to schools, uniformed groups, councillors and British Legion. If you know of other organisations or individuals who may be interested, please forward this message on.

Kind regards,
Julie

PA to Reverend Canon Simon Stokes, Vicar of Sprowston and Rural Dean (Norwich North)
&
Parish Administrator
St Mary & St Margaret's
St Cuthbert's
Sprowston

Tel: 01603 411194
Office hours: 9.30am - 1.30pm



St. Mary & St. Margaret's and St. Cuthbert's

JHunt

From: chairman@norfolk-pfa.org.uk
Sent: 15 December 2017 14:33
To: JHunt
Subject: Norfolk Playing Fields Association
Attachments: Membership flyer.jpg; Membership Form 2018-19.docx

To: Sprowston Town Council

From: NPFA

The Norfolk Playing Fields Association invites your council to become a member. Please add the invitation to your council's agenda.

The association founded in 1926 continues to support the provision of children and young people's play equipment, sports safety surfacing, sports facilities and equipment and much more.

Donations and membership fees support the work of the association and the provision of grants.

To join please complete and return the attached membership form. For more information, please see the leaflet and/or visit www.norfolk-pfa.org.uk.

I very much hope that your councillors agree to join an association that has contributed so much to the provision of playing fields and play areas for more than 90 years in our much-loved county of Norfolk.

Lee

Chairman

Norfolk Playing Fields Association
Registered Charity 304126

Please contact the sender if you believe you have received this email in error

Join today



Norfolk Playing Fields Association

registered charity no. 304126

The NPFA founded in 1926 aims to encourage and develop the playing of all games, sports, & pastimes, & to extend the benefits of playing fields, playgrounds, & open spaces to all members of the community in Norfolk.



The NPFA offers advice & support to members. Membership is open to any group involved with the management of a playing field, play area, or sports facility & to individuals who share our objectives

Membership rates 2018/19

Individuals	£15.00
Parish or town council 1000 or fewer electorate	£20.00
Parish or town council 1001–2500 electorate	£25.00
Parish or town council 2501–5000 electorate	£30.00
Parish or town council 5000+ electorate	£45.00
Playing field associations, sports clubs and other voluntary organisations	£20.00
Commercial organisations	£80.00

Visit www.norfolk-pfa.org.uk
For an application form
email the chairman, Lee Sutton
lee@norfolk-pfa.org.uk

* Conditions apply, see website for more information





THE ROYAL BRITISH LEGION
OLD CATTON AND SPROWSTON
SUB-BRANCH

9 Plantation Drive
Sprowston
NORWICH NR7 8LT
TELE: 01603 485232
email: welsh.guards@tiscali.co.uk

Mrs June Hunt
Town Clerk
Sprowston Diamond Centre
School Lane
NORWICH NR7 8TR

1st January 2018

Dear June,

On behalf of the Sprowston Poppy Appeal for 2017 I wish to tender my sincere thanks to the Council for their most generous donation of £300 to the Royal British Legion Poppy Appeal.

The amount you have donated is more than generous, and I personally, as the Chairman and Poppy Appeal Organiser for Sprowston Branch convey to you all, my best regards and appreciation.

I would also like to thank the Chairman, Ian Moncur, for his reading at the Church.

A very happy and healthy year to you all.

Yours sincerely,

From: UK Power Networks - Roadshows <invite@eventbrite.com>
Sent: 27 December 2017 15:29
To: JHunt
Subject: You're invited to UK Power Networks - Norwich Roadshow (5 Feb 2018)

Hello June,

You are invited to the following event:

UK POWER NETWORKS - ROADSHOWS

Multiple events from:



Monday, 5 February 2018 at 09:30



Share this event:



We would like to invite your Parish Councillors to a UK Power Networks roadshow. As the Clerk to a Parish Council in the East of England, could you please forward this to relevant representatives.

UK Power Networks is the UK's largest electricity distribution network. We do not generate or sell energy, we own and maintain power lines and substations across London, the South East and East of England making sure that the lights stay on for over a quarter of the UK population.

Listening to our stakeholders is a key priority for us and we would love to have you attend one of our upcoming Stakeholder Roadshows being held in February 2018.

The idea behind the Roadshows is to give stakeholders from across the regions we serve the opportunity to meet and talk with us regarding issues of importance, give feedback on the services we provide and to help us set our priorities on a range of topics.

At these roadshows we will be discussing:

- **Vulnerable consumers and tackling social isolation with our partners**

- **How we are improving our website to serve customers**
- **Our key infrastructure investment projects and how we can develop the network**
- **Vulnerability and deprivation data sharing to improve support services**
- **Updates on innovation and customer service activities**

The dates and locations for the three Roadshows are:

Monday 5 February 2017, Norwich

At The King's Centre, 63-75 King Street, Norwich, NR1 1PH

Tuesday 6 February 2017, London

At the London Irish Centre, 50-52 Camden Square, London, NW1 9XB

Thursday 8 February 2017, SOUTHERN REGION

LOCATION TO BE CONFIRMED

Each event will take place between 9:30am and 12:30pm with breakfast served from 9am.

Further details, including a full agenda will be supplied closer to the event.

RSVP

Please click above order to reserve your place at your preferred venue. As this is a popular event, the tickets will be assigned on a first come first served basis but we will endeavour to accommodate you. If you are unable to attend and know of a colleague who would be interested in attending this panel please let us know, and feel free to forward on this invitation.

If you have any further questions please contact us at stakeholder.engagement@ukpowernetworks.co.uk

Sproston Town Council
PLANNING APPLICATIONS – 10 JANUARY 2018

Broadland DC App.No. 2017/2217	Applicant Mr Shaun Crowe as location	Location 91 Blithemeadow Drive, Sproston, NR7 8PZ
Classification: Minor dwellings Type: Full Permission		
Description: Single Storey Side and Rear Extension		
Broadland DC App.No. 2017/2212	Applicant Mr Nigel Woodcock as location	Location 14 Rosemary Road, Sproston, NR7 8ER
Classification: Minor dwellings Type: Full Permission		
Description: Two Storey Rear & Side Extension		



SCHEDULE OF TOWN COUNCIL MEETINGS

TO BE HELD AT

SPROWSTON DIAMOND CENTRE
SCHOOL LANE
SPROWSTON

STARTING AT 7:30 PM

MUNICIPAL YEAR 2018/2019

06 June 2018	19 December 2018
27 June 2018	09 January 2019
18 July 2018	30 January 2019
08 August 2018	20 February 2019
05 September 2018	13 March 2019
26 September 2018	03 April 2019
17 October 2018	24 April 2019 (Annual Town Meeting 7.00pm)
07 November 2018	24 April 2019 (Council Meeting to be held on the rising of the Annual Town Meeting)
28 November 2018	15 May 2019 Annual Council Meeting
12 December 2017 (Precept/Planning)	

All meetings of the Council are open to the public, who are welcome to attend, and there is an opportunity for residents to ask questions on any matters concerning the Town of Sprowston

Copies of the agenda and minutes for each meeting are available free of charge either on request from the Council Office when they are published or at the meeting.

Other background papers and reports can also be viewed or copies supplied on payment of a small charge.

June Hunt

June Hunt
Town Clerk

January 2018

<u>Invoice Date</u>	<u>Invoice No.</u>	Hugh Crane <u>Details</u> Cleaning Descaler 5l	<u>Net</u> 10.45	<u>VAT</u> 2.09	<u>Amount</u> 12.54	<u>BACS</u> 1485
11/12/2017	573872					
<u>Invoice Date</u>	<u>Invoice No.</u>	ColourPrint <u>Details</u> Sprowston Matters Issue 48 Printing	<u>Net</u> 434.00	<u>VAT</u>	<u>Amount</u> 434.00	<u>BACS</u> 1486
15/12/2017	25441					
<u>Invoice Date</u>	<u>Invoice No.</u>	InTouch <u>Details</u> 6 x hosted exchange Internet connection	<u>Net</u> 60.00 50.00 110.00	<u>VAT</u> 12.00 10.00 22.00	<u>Amount</u> 72.00 60.00 132.00	<u>BACS</u> 1487
09/12/2017 09/12/2017	631337 632118					
<u>Invoice Date</u>	<u>Invoice No.</u>	CopyIT <u>Details</u> Photocopying Charges	<u>Net</u> 24.58	<u>VAT</u> 4.92	<u>Amount</u> 29.50	<u>BACS</u> 1488
13/12/2017	8040042957					
<u>Invoice Date</u>	<u>Invoice No.</u>	Mrs June Hunt <u>Details</u> Travel Expenses	<u>Net</u> 122.85	<u>VAT</u>	<u>Amount</u> 122.85	<u>BACS</u> 1489
31/12/2017	Claim Form					
<u>Invoice Date</u>	<u>Invoice No.</u>	Sage (UK) Limited <u>Details</u> Sage Payroll Software Licence Sage 50 Accounts Software Licence	<u>Net</u> 755.00 629.00 1,384.00	<u>VAT</u> 151.00 125.80 276.80	<u>Amount</u> 906.00 754.80 1,660.80	<u>BACS</u> 1490
07/12/2017 07/12/2017	1009356005 1009356531					
<u>Invoice Date</u>	<u>Invoice No.</u>	ESPO <u>Details</u> Cleaning Materials Flash Drive 16GB x 2	<u>Net</u> 246.28 26.96 273.24	<u>VAT</u> 49.27 5.39 54.66	<u>Amount</u> 295.55 32.35 327.90	<u>BACS</u> 1491
08/12/2017 14/12/2017	4688889 4695410					

<u>Invoice Date</u>	<u>Invoice No.</u>		<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>
13/12/2017	RSIN0244927	Rigby Taylor <u>Details</u> Pitch Line Marker	391.00	78.20	469.20	1492
<u>Invoice Date</u>	<u>Invoice No.</u>		<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>
08/12/2017	INV-3041	Cozens (UK) Limited <u>Details</u> Streetlight Maintenance November 2017	600.00	120.00	720.00	1493
27/12/2017	INV-3109	Installation of Photocell kit outside 8 Dovedale Court	95.00	19.00	114.00	
			695.00	139.00	834.00	
<u>Invoice Date</u>	<u>Invoice No.</u>		<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>
21/12/2017	STC30	Dazzle Cleaning Company <u>Details</u> Bus Shelter Cleaning December 2017	99.00		99.00	1494
<u>Invoice Date</u>	<u>Invoice No.</u>		<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>
20/12/2017	059/71483309	Ridgeons <u>Details</u> Paving Slabs, sand and cement - Wilks Farm Drive	338.10	67.62	405.72	1495
<u>Invoice Date</u>	<u>Invoice No.</u>		<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>
22/12/2017	2137	Robin Flowerday <u>Details</u> Artwork for Sprowston Matters 48	60.00		60.00	1496
<u>Invoice Date</u>	<u>Invoice No.</u>		<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>
21/12/2017	112725	Bartram Mowers Limited <u>Details</u> Service and Parts for Husquavana Tractor	974.15	194.83	1,168.98	1497
<u>Invoice Date</u>	<u>Invoice No.</u>		<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>
02/01/2018	Claim Form	Mrs Evelyn Elliot <u>Details</u> Mileage Expenses	78.75	-	78.75	1498
<u>Invoice Date</u>	<u>Invoice No.</u>		<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>
18/12/2017	INV-36463	Harveyson Haulage Ltd <u>Details</u> Emptying of sewage at Sprowston Cemetery	117.00	23.40	140.40	1499

<u>Invoice Date</u>	<u>Invoice No.</u>	Bidwells <u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>
04/01/2018		Consultant Fee Sports Hall & Refurbishment	5,016.50	1,003.30	6,019.80	1500
		TOTAL OF INVOICES	<u>10,128.62</u>	<u>1,866.82</u>	<u>11,995.44</u>	Trf 305
	Transfer:	STC General a/c to STC Drawings a/c	10,128.62	1,866.82	<u>11,995.44</u>	Trf 305

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Councillor
Councillor
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Town Clerk

Sprowston Town Council		Direct Debit Payments		Meeting	Date	10th January 2018
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>		<u>Net</u>	<u>VAT</u>	<u>Amount</u>
07/12/2017	161145451/17	Total Gas & Power		300.17	60.04	360.21
07/12/2017	160985082/17	Sprowston Diamond Centre		8.49	0.43	8.92
07/12/2017	160985093/17	Sprowston Diamond Centre Field Floodlights		2,872.66	574.53	3,447.19
		Streetlights		3,181.32	635.00	3,816.32
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>		<u>Net</u>	<u>VAT</u>	<u>Amount</u>
30/11/2017	569263	Anglia Farmers Limited		143.27	28.64	171.91
		Comm-Tech Voice and Data / Vodafone Ltd				
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>		<u>Net</u>	<u>VAT</u>	<u>Amount</u>
27/12/2017	8061558792	Wave		28.27	-	28.27
27/12/2017	8061601774	Water Charges Sprowston Cemetery		91.60	-	91.60
		Water Charges Allotment Site		119.87	-	119.87