



## NOTICE OF MEETING

### AND SUMMONS TO ATTEND

The meeting of Sprowston Town Council  
will be held in the Council Chamber at the Council Office, Recreation Ground  
Road, Sprowston NR7 8EW on Wednesday 28 November 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 meeting held on 7 November 2018. Pages 1 - 7
4. To receive any Police Liaison Officer's report.
5. Community Orchard - Mike Ellard
6. To receive correspondence & agree action/response arising from the minutes.
7. To receive any written/verbal reports from Sprowston County and District Councillors. Page 8
8. To adjourn the meeting to allow members of the public & Councillors with prejudicial interests to speak<sup>1</sup>.
9. To receive the report of the Town Clerk. Pages 9 - 15
  - 1.1 Broadland tree Warden
  - 4.1 Appraisals and Schedule of Identified Training
  - 5.1 Broadland District Council Stakeholder Workshop Invite
10. Adjourn the meeting for a short break.
11. To consider planning applications to 28 November 2018. Page 16
12. To receive any written/verbal reports from the Council's Committees and Working Groups.
13. To receive any written and verbal reports from Members Representing the Council on or at outside organisations
14. To receive the revised summary of income & expenditure and balance sheet to 30 September 2018. Pages 17 - 26
15. To confirm the payment of accounts to 28 November 2018. Pages 27 - 29
16. To receive the schedule of credit card payments. Page 30
17. To receive the schedule of direct debits Page 31

*June Hunt*

**June Hunt  
Town Clerk**

**23 November 2018**

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.

Town Councillors are reminded that they have a duty to state a Declaration of Interest prior to the appropriate agenda item and to consider the Crime and Disorder Act 1998 s.17 when reaching a decision.

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 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 both 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 NOVEMBER 2018

At the meeting of the Sprowston Town Council held at the Council Chamber, Recreation Ground Road, Sprowston on Wednesday 7 November 2018, 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 B Osborne
Mr R J Knowles	-	Ms C T Rumsby
Mrs J Leggett	-	Mr N Shaw

Mr J M Ward

In attendance

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

8 members of the public were present

---

### **18/252. DECLARATIONS OF DISCLOSABLE PECUNIARY AND OTHER INTERESTS**

No declarations of disclosable pecuniary and other interests were received.

### **18/253. APOLOGIES FOR ABSENCE**

Written apologies for absence were received and accepted by the Council from Ms G Landamore and Mr T Landamore.

### **18/254. MINUTES**

The Minutes of the Council's meeting held on 17 October 2018, having previously been circulated to all Members were confirmed and signed by the Chairman of the Council.

### **18/255. POLICE LIAISON OFFICER'S REPORT**

Members noted the October and November Newsletters. Mr W F Couzens commented on the marked increase in criminal damage incidences in the October statistics and the Town Clerk was asked to gain further details.

### **18/256. WAR MEMORIAL**

Referring to Minute 18/172 4.1, the Town Clerk reported that the Memorial Bench had been positioned at Sprowston Cemetery, the War Memorial at St. Cuthbert's Church had been cleaned with plaques secured to replacement wood and the repointing of the paving slabs would be completed this week. The maintenance and cleaning works were carried out free of charge by Omnis Construction and Variblast Ltd

It had been suggested that a security frame be fitted which would also protect the interior wood in either brass at a cost of £1,125 plus VAT or bronze at a cost of £2,375 plus VAT.

#### **18/256. WAR MEMORIAL (CONTINUED)**

Mrs B J Lashley proposed, seconded by Mr I Moncur to supply and fit a bronze security frame at a cost of £2,375 plus VAT and for a letter of appreciation be sent to Omnis Construction and Variblast. On being put to the vote the motion was CARRIED.

#### **18/257. CORRESPONDENCE**

- (1) Planning Application 2018/1225 - Subdivision of Plot & Erection of Two Dwellings (Outline) at Woodview, Salhouse Road, Sprowston

Members noted that Broadland District Council Planning Authority had refused permission for the proposed development.

- (2) Planning Application 2018/1449 - Double Sided Totem Sign (Revised Proposal) at 185, Wroxham Road

Members noted that Broadland District Council Planning Authority had granted permission for the proposed development.

- (1) Sprowston Wanderers

Members noted the letter from Colin Whurr, Secretary Sprowston Wanderers Football Club advising that for various reasons the club had folded.

#### **18/258. REPORTS FROM COUNTY AND DISTRICT COUNCILLORS**

A written report was received from Mr J M Ward.

Mr Ward also verbally reported that:

- (1) Norfolk County Council's Managing Director Wendy Thompson, in the role since 2014, will be standing down in July 2019 to take up the position of Vice-Chairman of the University of London.
- (2) a £120m special school places plan has been approved by Councillors, it will create 500 extra school places, four new school plus specialist bases at mainstream schools.
- (3) essential work to replace damaged signs and kerbs on several Broadland Northway roundabouts starts on 5 November 2018. The road will remain open at all times with some lane closures in place. Additional works including, signage, road markings and tree and shrub planting will take place at the same time. Work should be completed by mid-December.
- (4) a unique map for visually impaired bus users in Norwich has been unveiled. It provides audible information of Norwich bus station and is one of only 3 in the country with one being at the Olympic park in London. It was developed by Norfolk County council working closely with the manufacturers Nexus Alsha and the N & N Association for the Blind.
- (5) four shortlisted road options for the Norwich Western link have now been published. Details at [www.norfolk.gov.uk/nwl](http://www.norfolk.gov.uk/nwl) The public consultation will run from 26 November 2018 to 18 January 2019.
- (6) part of Tiercel Avenue will be closed 28 November 2018 for repairs to a burst water main.

## **18/258. REPORTS FROM COUNTY AND DISTRICT COUNCILLORS (CONTINUED)**

Mr R A Fowkes asked if Norfolk County Council could claim from the perpetrator's insurance companies for damage to the Broadland Northway roundabouts.

Mr Ward confirmed that it was the Council's practice to pursue claims.

Ms C T Rumsby asked if there was a website available with details on the Universal Credits Scheme.

Mrs Leggett said she was unsure about a website but Broadland District Council's staff were well briefed and residents could call for information.

Referring to the footpath between Sprowston Recreation Ground and the school Mrs B J Lashley commented that the barrier was causing difficulty for people with pushchairs and asked the Town Clerk to raise this issue with the Norfolk County Council's Highways Engineer and for Mr Ward to support it.

Mrs J Leggett verbally reported that the:

- (1) Broadland District Council's Community at Heart awards ceremony had taken place, a lovely occasion with Joan Brookes a Sprowston resident winning Good Neighbour of the Year and two members of SYEP as finalists.
- (2) Safer Neighbourhood Action Panel minutes had been circulated. Wroxham Road Salhouse Road, Blue Boar Lane and the Ring Road would be subject to speeding checks over the next few months.

## **18/259. RESIDENT'S QUESTIONS**

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

Mr M Moore raised various queries regarding rubbish and litter bins on North Walsham Road and White Woman Lane

The Town Clerk advised that these litter bins were the responsibility of Broadland District Council.

Mrs Sayer of Chenery Drive raised concerns regarding planning application 2018/1670 - erection of building to change outdoor pool to indoor pool at 25, Chenery Drive including; close proximity to her boundary, lack of screening from within the property, noise from vents, additional users and traffic, lack of parking, smell from chemicals, affect on privacy if CCTV installed and that it could not be policed to ensure private use only.

Mr McGrotty of Chenery Drive expressed concerns about increased traffic and sewerage, as there had been ongoing problems in the Close.

Mr Allen, applicant commented that the pool was 10 metres from his neighbours boundary, it could only be used by family and friends, there would be reduced noise levels with the pool being housed indoors, no CCTV was to be installed, there had been sewerage problems but he had instigated the improvements carried out, water consumption would be lower and he did not feel that there would be a detrimental effect regarding traffic as it was a private application.

The meeting was reconvened.

## **18/260. REPORT OF THE TOWN CLERK**

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

#### **1.1 Community Table Tennis Special Offer**

Having considered the report of the Town Clerk Mr I Moncur proposed, seconded by Mrs B J Lashley to order three more tables if the offer was still open and there was sufficient storage available.

#### **1.2 Broadland District Council - Community Infrastructure Levy**

Members noted the amount of Community Infrastructure Levy money collected by Broadland District Council between the months of April and September 2018.

Mr K Lashley proposed, seconded by Mrs B J Lashley to bank the money and ring fence it for consideration when more details were available on identified projects.

### **CEMETERY**

#### **2.1 No matters were reported**

### **STREET LIGHTING**

#### **3.1 No matters were reported**

### **CENTRAL ADMINISTRATION AND PERSONNEL**

#### **4.1 Christmas Holidays**

**RESOLVED** that the Council office and grounds maintenance close at 4.30pm on Friday 21 December 2018, reopening on Thursday 27 December 2018 and close at 4.30pm on Friday 28 December 2018, reopening Wednesday 2 January 2019.

#### **4.2 Grant Aid - Norfolk Citizens Advice Bureau**

**RESOLVED** that a donation of £500.00 be made to Norfolk Citizens Advice Bureau.

#### **4.3 Membership of the Council**

**RESOLVED** to authorise the Town Clerk to request Broadland District Council's Electoral Services to review the allocation of Town Councillors across the four wards of Sprowston, with a view to redistribution given the increase in residential development in the North East Ward.

### **PLANNING AND TRANSPORTATION**

#### **5.1 Norfolk County Council - Early Childhood and Family Service - Transforming our Children's Centres Consultation**

Members felt that the proposed restructuring of children's centres would see the hubs turned into offices without services and nowhere for children or parents to go. Additionally, the variety and specialist equipment currently available could not be transported.

## **18/260. REPORT OF THE TOWN CLERK (CONTINUED)**

The centres offered an opportunity for those in need to escape their situations and interact with other people, introducing an outreach service would prohibit this interaction and isolate people.

In the case of Sprowston the School would also see a reduction in income.

Councillors considered the proposed new model to be a false economy and the Town Clerk was requested to write to the Director of Children's Services indicating how much the Town Council would regret the closure of the children's centre in Sprowston.

### **5.2 Greater Norwich Local Plan (GNLP) Regulation 18 Consultation - New, revised and Small Sites**

Members noted the Greater Norwich Local Plan Regulation 18 Consultation - New Revised and Small Sites and it was

**RESOLVED** to authorise the Town Clerk to respond to the consultation

- (1) and remind the Planning Policy Team of the Sprowston Neighbourhood Plan
- (2) recommending that development at Lushers Loke should not be considered in isolation to development of the whole site in view of access restrictions
- (3) suggesting the Park and Ride site could be used for a community building to support proposed new development.

## **18/261. MEETING ADJOURNMENT**

On the motion of Mr I Moncur, seconded by Mr K Lashley it was **RESOLVED** not to adjourn the meeting due to the early hour.

## **18/262. 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:

2018/1490 - two storey side extension, single front and side extension and single storey rear and side extension at 23, Lambert Road

2018/1707 - first floor side extension (revised proposal) at 27, Meadow Gardens

2018/1747 - front extension of garage and single storey rear extension at 18, Blenheim Crescent

- (b) to remain opposed the granting of planning application 2018/1404 - amended plan - front, side and rear extension, rear extension and roof alteration at 58, Russell Avenue on the grounds that the car port would be an eyesore and the proposed development is not conducive with the street scene. Other properties

#### **18/262. PLANNING (CONTINUED)**

in the area on corner plots have been refused similar proposals and this would set a precedent.

- (c) to oppose the granting of planning application 2018/1744 - loft conversion including hip to gable end and front and rear dormers at 19, Allens Lane on the grounds that the front dormer is out of character with the street scene.
- (d) to oppose the granting of planning application 2018/1755 - enlarge loft space by raising roof ridge, adding gable side ends and rear dormer, convert garage and erect single storey side and rear extension at 9, Rosemary Road on the grounds that it is an over development of the site, not subservient to the original dwelling, out of keeping with the street scene and in contradiction to the Town Sprowston Neighbourhood Plan.
- (e) to oppose the granting of planning application 2018/1670 - erection of building to change outdoor pool to indoor pool for private use only at 25, Chenery Drive on the grounds that there were concerns regarding noise, parking, impact of building works, size of development considering the size of the pool, and the ability of the drainage system in the area being able to cope. It was felt that the application would be better debated at the appropriate level with officers trained in these areas and where consultation with the water authority, as a statutory consultee, could take place.
- (f) not to comment on planning application 2018/1706 - amend planning permission 20171827 - gable south end of single storey east side/rear extension as the application had been withdrawn.

#### **18/263. PAYMENT OF ACCOUNTS**

The Town Clerk and Responsible Financial Officer presented the schedule of accounts to 7 November 2018 totalling £21,685.78 and answered Members' questions arising therefrom.

On the motion of Mr W F Couzens, seconded by Mr N Shaw it was

**RESOLVED** that payment of the accounts to 7 November 2018 totalling £21,685.78 be approved and the schedule authorising payment signed by Mr R A Fowkes and Mrs B J Lashley.

#### **18/264. SCHEDULE OF CREDIT CARD PAYMENTS**

The schedule of credit card payments totalling £337.74 was approved and noted.

#### **18/265. SCHEDULE OF DIRECT DEBIT PAYMENTS**

The schedule of direct debit payments totalling £82,788.34 was approved and noted.

#### **18/266. REPORTS FROM COUNCIL'S COMMITTEES AND WORKING GROUPS**

No written reports were received.



**18/267. REPORTS FROM MEMBERS REPRESENTING THE COUNCIL ON OUTSIDE ORGANISATIONS**

Mrs B J Lashley verbally reported that the Norfolk Association of Local Council Annual General Meeting would be held on Monday 26 November 2018 at County Hall, speakers included Jonathan Owen and Norman Lamb MP.

**18/268. EXCLUSION OF PRESS AND PUBLIC**

Mr I Moncur proposed, seconded by Mrs J Leggett to exclude the Press and Public from the meeting for the remaining business because otherwise, information which is exempt information by virtue of Paragraph 1 of Part 1 of Schedule 12A of the Local Government Act 1972, as amended by the Local Government (Access to Information) (Variation) Order 2006 would be disclosed to them and on being put to the vote the motion was **CARRIED**.

28 November 2018

---

**CHAIRMAN**

18<sup>th</sup> November 2018

## **Report from Councillor John Ward**

### **Broadland District Council**

British Cycling has confirmed that the National Championships are to be held in Norfolk. Time Trials will be on Thursday June 27<sup>th</sup> and the 100 mile Road Race will be on Sunday June 30<sup>th</sup>. The race will pass through Broadland. Some 10,000 participants are expected and there will be live TV coverage.

The new joint Managing Director of BDC/SNDC, Trevor Holden, has issued a message to staff and councillors in which he states that from 2<sup>nd</sup> January there will be a single paid service supporting the members of both councils. Planning is already working together as one team and all other departments will follow.

The annual calendars for all bin collections have now been made digital and can be accessed by residents via the BDC website. Calendars will not be delivered under the bin lids as previously but there will be a flyer sent out highlighting changes over the Christmas period. There will be no brown bin collections over this 2 week period.

### **Norfolk County Council**

Lorne Green, the Police and Crime Commissioner has stated that he will not be seeking re-election in 2020 due to family circumstances.

The first meeting of the new Norfolk Against Scams Partnership (NASP) took place at County Hall with 30 organisations including businesses, charities and community groups taking part.

Norfolk has been ranked 4<sup>th</sup> out of 28 similar councils in a national independent survey which looks at satisfaction with highways and transport services. The highest scores for the county were for traffic levels and congestion and for the condition of roads and footpaths.

Norfolk County Council has again teamed up with Waterstones to launch the Christmas Tree Appeal. More than 400 children in care in Norfolk write a tag requesting a book and these are then hung on the Christmas tree at Waterstones to invite the generosity of the public to purchase them.

## COUNCIL MEETING – 28<sup>TH</sup> NOVEMBER 2018

### Report of the Town Clerk

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

##### **1.1 Broadland Tree Warden Network**

Councillors will recall that the parish tree warden scheme in Sprowston had many years success under Mr John Bracey, our own town councillor who played an active role in sustaining the scheme.

Broadland District Council no longer administer a tree warden scheme. The new network under the direction of John Fleetwood is not for "parish" tree wardens but simply for tree wardens because they are now independent, although still under the umbrella of the Tree Council. As such, tree wardens need not necessarily be appointed by parish councils, although they must be if they wish to represent their parish.

An email application has been received from Christine Hipperson and Ben Jervis to become Sprowston tree wardens and is attached for Members consideration.

**Recommendation:** to consider the Sprowston tree warden application.

#### CEMETERY

##### **2.1 No matters to report.**

#### STREET LIGHTING

##### **3.1 No matters to report.**

#### CENTRAL ADMINISTRATION AND PERSONNEL

##### **4.1 Appraisals and Schedule of Identified Training**

All staff appraisals have now been completed.

Attached is the schedule of identified training needs during 2019/20.

**Recommendation:** for Members to consider the requests for training, from staff, as identified in recent appraisals.

#### PLANNING AND TRANSPORTATION

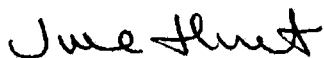
##### **5.1 Broadland District Council Stakeholder Workshop Invite**

Attached, is an invitation from the Joint Managing Director (Designate) Trevor Holden of Broadland District for this Council to attend a stakeholder workshop on 30 November 2018 from 9.30am to 12noon. I have arranged for two places to be available, one for myself as your Town Clerk and an accompanying Member of this Council.

**Option:** for Members to appoint one accompanying Member to attend this workshop with the Town Clerk.

**5.2 SAM2 Pioneer Road**

Attached, is a graph showing the average speed of cars within the 20mph limit at specific times during the period of SAM2 being present. Further details are being prepared as this has been produced from a training exercise to provide familiarity with the equipment.



**June Hunt  
Town Clerk**

**JHunt**

---

**From:** ben@benchecology.co.uk  
**Sent:** 20 November 2018 09:56  
**To:** JHunt  
**Cc:** christine@benchecology.co.uk  
**Subject:** Sprowston Tree Wardens

Good morning June,

I wanted to take the opportunity to introduce myself and my partner, Christine (Cc'd), as the new tree wardens for Sprowston Town Council. This is our first time fulfilling this role so it might take us a little while to discover how we can be of use to the council.

I noticed in the last council meeting notes that you are looking for somewhere to plant a community orchard which is a great idea. I don't know if you are already aware, but there are grants for tree planting from Broadland DC each year which we have access to for planting projects, so this may be something we can arrange once a suitable area is found. We try to live as sustainably as possible and creating new community orchards and herb gardens would be a great way to encourage others to do so.

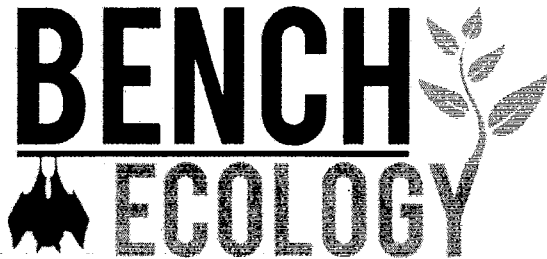
In relation to the community orchard idea, do you already have a map of public green spaces for Sprowston? We're often walking around the area thinking some of the small patches of grass could be improved with a tree or two.

We are happy to attend council meetings regularly and would like to do so at the next council meeting on the 28<sup>th</sup>. As I say, we're still new to this role but I think it would be a good opportunity for us to introduce ourselves to the council and show we want to play an active role in improving the natural environment of Sprowston.

We look forward to hearing from you.

Kind regards,  
Ben

**Ben Jervis** *BSc (Hons) MSc MCIEEM*  
**Director / Consultant Ecologist**  
**Bench Ecology Ltd**  
**Phone:** 01603 479910



**Website:** [www.benchecology.co.uk](http://www.benchecology.co.uk)  
**Email:** [ben@benchecology.co.uk](mailto:ben@benchecology.co.uk)



Bench Ecology Ltd is a limited company registered in England and Wales. Registered number: 11232370.  
Registered office: 59 Greenborough Road, Norwich, UK, NR7 9HJ. This message is intended for the person who has been directly addressed. It may be confidential, privileged or otherwise protected.

If you have received it by mistake, please let us know by e-mail reply and delete it from your system.

## SPROWSTON TOWN COUNCIL

### TRAINING SCHEDULE 2019/20

The Town Council is committed to providing training for all staff as identified. The following schedule is not exhaustive and other required courses are attended.

Ref.	Course	Content	Provider	Member of Staff	Attended	Cost Est.
INT1	Health & Safety incl.	DVD and discussion	Internal / Elcons	All		
INT2	Fire Safety	DVD and discussion	Internal / Elcons	All		
INT3	Manual Handling	DVD and discussion	Internal / Elcons	All		
INT4	COSHH	Hazardous substances training	Internal / Elcons	All		
CPCS	CITB Course	Workplace certificate training	In house with external examination	All		£500 each
HABC BDC	Level 2 award in emergency first aid at work	3 year certificate in first aid	Broadland District Council Training	First Aider to be identified		Free
0020-03	* NPTC Maintenance	CS30/31 needed to progress to CS48	Easton or Otley College / andychainsawtraining.co.uk	To be identified		Est.
0020-09	* NPTC Crosscutting	Duration 1 day	Easton College	Nicholas Barlow Matthew Fisher		£250 each
CS48	NPTC Pole Pruner	NPTC or Easton College Certificate Duration 3 days	Easton College	Nicholas Barlow Matthew Fisher Taylor Street Michael Pigott		£495 (NPTC)
	* Novice Tractor Driving	Integrated NPTC Assessment Duration 1 day	Easton College	Nicholas Barlow Matthew Fisher Taylor Street Michael Pigott Barry McPherson		£250 Each

CPCS	Digger Training Basic Safety Part 1	Duration 1 day	On-line course	Nicholas Barlow Matthew Fisher Taylor Street Michael Pigott Barry McPherson	£20 Each
CPCS	Red Card for Digger Use (current for 2 years) Part 2, Part 1 needed.	Duration 1 day for course and 1 day for test	TBA	Nicholas Barlow Matthew Fisher	£1890 training Each
NVQ	Plant Operators	CPCS Qualification	Monk Plant Hire	Nicholas Barlow Matthew Fisher	£500 Each

TRAINING RECORD FOR MEMBERS OF STAFF

All staff must complete the training set out above in a single 12 months period apart from those courses which issue a longer dated certificate.

\* Priority Training

**JHunt**

---

**From:** Carolyn Betts-Roddick <carolyn.betts-roddick@Broadland.gov.uk>  
**Sent:** 08 November 2018 16:20  
**To:** JHunt  
**Subject:** Broadland DC Stakeholder Workshop Invite

Dear June

Broadland District Council's vision is to grow a strong and vibrant Broadland with more jobs, more homes and more opportunities for all. In 2015 we adopted a set of ambitions to help us achieve our vision, showing our direction and focus for the four years up to 2019.

We are currently in the process of evaluating the progress and impact we have made on these ambitions, as well as considering the direction of our organisation and services in the future, in particular in light of our recently announced collaboration with South Norfolk Council.

Whilst we have made – and continue to make – efficiencies, more will be needed in the coming years through further savings and by identifying new sources of income. As part of our decision-making process, we want to hear what our partners and stakeholders think.

We would therefore very much welcome the opportunity of talking with you, or a representative from your organisation if you cannot make it, as part of a group discussion with other stakeholders. We aim to share with you the context that we are working in, find out how well you feel we are delivering on our ambitions currently and explore your views on the future direction of Broadland working collaboratively.

I will be attending the event in my capacity as Joint Managing Director (Designate) of both councils together with senior officers from Broadland District Council who will be present to introduce the session, talk through the key issues, hear what you have to say and answer your questions.

The discussion will be:

**On:** 30 November 2018

**From:** 9.30am to 12.00 noon

**At:** Council Chamber, Broadland District Council, Thorpe Lodge, 1 Yarmouth Road, Thorpe St Andrew, Norwich, NR7 0DU.

I very much hope you will be able to join us and help with the challenge ahead. We greatly value the contribution your organisation has to make.

To help with the organisation and refreshments please can you RSVP to Carolyn Betts-Roddick by email to: [carolyn.betts-roddick@broadland.gov.uk](mailto:carolyn.betts-roddick@broadland.gov.uk) or by telephone on (01603) 430458.

Yours sincerely



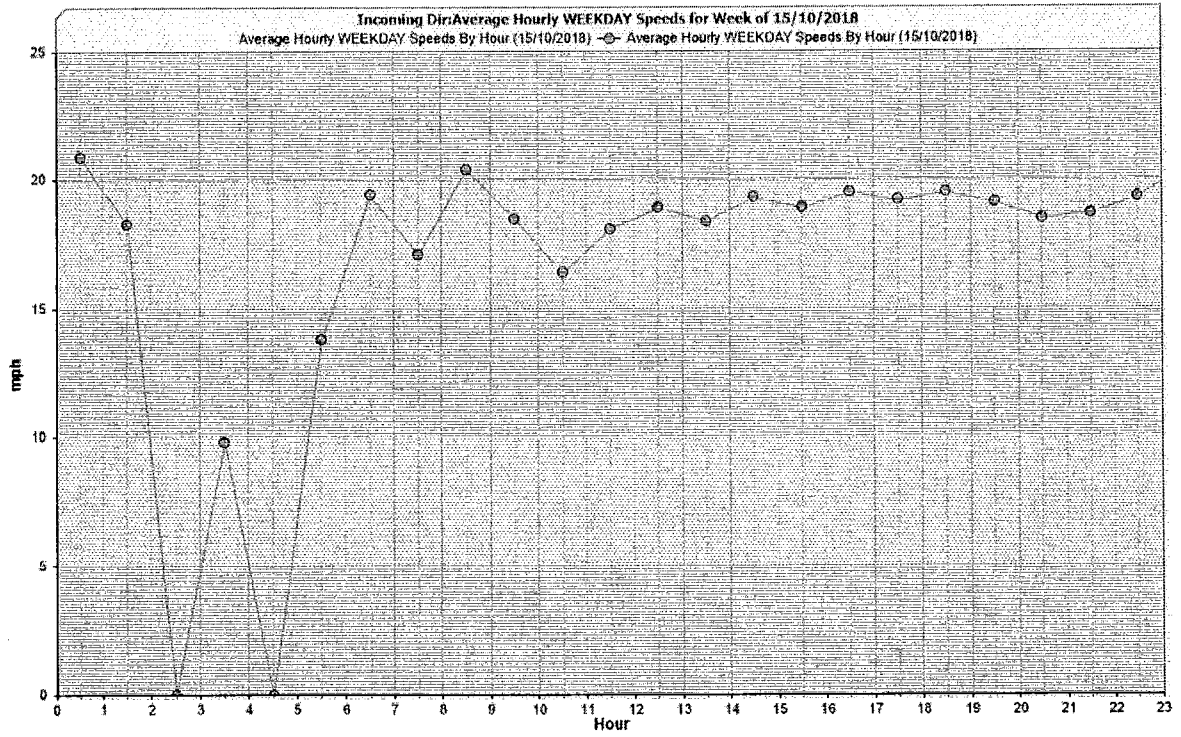
**Trevor Holden**  
**Joint Managing Director (Designate)**  
**Broadland District and South Norfolk Councils**

---

**Carolyn Betts-Roddick**  
**PA to the Executive Team**

**Tel: 01603 430458**  
[www.broadland.gov.uk](http://www.broadland.gov.uk)





**Sprowston Town Council**  
**PLANNING APPLICATIONS – 28<sup>th</sup> NOVEMBER 2018**

---

**Broadland DC App.No.**  
**2018/1796**

**Location**  
54 Lone Barn Road, Sprowston, NR7 8HY

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

**Description:** Single Storey Rear, Front & Side Extensions

---

**Broadland DC App.No.**  
**2018/1762**

**Location**  
Site 4, Norwich Airport, Amsterdam Way, NR6 6JA

**Classification:** Amendment Section 73  
**Type:** Full Permission

**Description:** Variation of conditions 1,2,3,4,5,6,11,13,20 and 25 of planning permission 20161133 to allow up to 30,000sqm (GEA) of aviation related employment floorspace and 65,035sqm (GEA) of general employment floorspace in use classes B1(b), B1(c), B2, B8 and changes to the development parameters, height parameters and phasing plans.

**In view of the enormity of the application for the Norwich Airport application could Members please look online before the meeting.**

**Sprowston Town Council year ending 31st March 2019**

**Summary Income & Expenditure by Budget Heading year to date to**

**30th September 2018**

	<u>Actual</u> Year to Date	<u>Annual</u> Budget	<u>Variance to</u> Annual Total	<u>Committed</u> Expenditure	<u>Funds</u> Available	<u>% Budget</u> <u>Spent</u>
<b><u>Administration</u></b>						
Expenditure	143,802	188,750	44,948	0	44,948	76.2%
Income	235,718	185,861	-49,857			
<b><u>Allotments</u></b>						
Expenditure	4,366	10,400	6,034	0	6,034	42.0%
Income	9,126	9,580	454			
<b><u>Cemetery</u></b>						
Expenditure	48,992	104,050	55,058	0	55,058	47.1%
Income	77,920	122,970	45,050			
<b><u>Grants</u></b>						
Expenditure	1,350	3,500	2,150	0	2,150	38.6%
Income	5,867	3,500	-2,367			
<b><u>Diamond Centre</u></b>						
Expenditure	502,046	234,500	-267,546	0	-267,546	173.1%
Income	224,631	255,370	30,739			
<b><u>Parks</u></b>						
Expenditure	178,052	370,500	29,448	0	29,448	48.1%
Income	182,513	183,930	1,417			
<b><u>Street Scene</u></b>						
Expenditure	18,949	67,800	38,851	0	38,851	27.9%
Income	54,735	54,735	0			
<b><u>Totals</u></b>						
Expenditure	897,557	979,500	-91,057	0	-91,057	91.6%
Income	790,510	815,946	25,436			-40% Phase 4 16/17 budget
Transfers from reserves	0	163,554				
						51.60%
<b><u>Surplus / (Shortfall)</u></b>	<b><u>(107,047)</u></b>	<b><u>0</u></b>				

**Sprowston Town Council year ending 31st March 2019**

**Detailed Income & Expenditure by Cost Centre year to date to**

**30th September 2018**

**Administration**

	<u>Actual</u> <u>Year to Date</u>	<u>Annual</u> <u>Budget</u>	<u>Variance to</u> <u>Annual Total</u>	<u>Committed</u> <u>Expenditure</u>	<u>Funds</u> <u>Available</u>	<u>% Budget</u> <u>Spent</u>	
<b>Expenditure</b>							
6001	Wages/Salaries	53,625	110,000	56,375	56,375	48.8%	
6002	Employers Ni	5,656	11,600	5,944	5,944	48.8%	
6003	Employers Pension	16,634	24,200	7,566	7,566	68.7%	
7005	Administration - Building Repairs	0	0	0	0	0.0%	
7008	Administration - Insurance	6,914	8,500	1,586	1,586	81.3%	
7009	Administration - Legal Fees	2,706	3,000	294	294	90.2%	
7010	Administration - Bank Charges & Interest Charges	188	500	312	312	37.6%	
7012	Administration - Audit Fees	2,378	4,000	1,622	1,622	59.5%	
7013	Administration - Parish News Letter	762	2,000	1,238	1,238	38.1%	
7014	Administration - Election Expenses	0	4,000	4,000	4,000	0.0%	
7015	Administration - Travelling	208	400	192	192	52.0%	
7016	Administration - Phone/Communications	713	1,200	487	487	59.4%	
7017	Administration - IT	16,406	9,200	-7,206	-7,206	178.3%	
7018	Administration - Website	0	300	300	300	0.0%	
7020	Administration - Postage	221	100	-121	-121	221.0%	
7021	Administration - Stationery	386	700	314	314	55.1%	
7022	Administration - Printing & Photocopying	303	600	297	297	50.5%	
7023	Administration - Council Office Refurbishment	34,331	4,000	-30,331	-30,331	858.3%	
7024	Administration - Advertising	0	100	100	100	0.0%	
7025	Administration - Subscriptions	1,755	2,500	745	745	70.2%	
7026	Administration - Publications	0	50	50	50	0.0%	
7027	Administration - Training	0	300	300	300	0.0%	
7028	Administration - Health & Safety	0	200	200	200	0.0%	
7029	Administration - Equipment Lease	580	1,000	420	420	58.0%	
7030	Administration - Chairmans Allowance	35	200	165	165	17.5%	
5002	Administration - Sundries & Contingencies	1	100	99	99	1.0%	
8100	Administration - Bad Debts	0	0	0	0	0.0%	
	<b>Total Expenditure</b>	<b>143,802</b>	<b>188,750</b>	<b>44,948</b>	<b>0</b>	<b>44,948</b>	<b>76.2%</b>
<b>Income</b>							
4006	Administration - Bank & Investment Income	958	2,000	1,042			
4018	Administration - Sect 106/NHB/CIL	72,795	17,812	-54,983			
4020	Administration - New Homes Bonus	0	0	0			
4021	Administration - Sprowston Heritage	0	4,084	4,084			
4090	Administration - Precept	161,965	161,965	0			
	<b>Total Income</b>	<b>235,718</b>	<b>185,861</b>	<b>-49,857</b>			
	<b>Transfer from reserves</b>	<b>0</b>	<b>0</b>				
	<b>Surplus / (Shortfall)</b>	<b>91,916</b>	<b>(2,889)</b>				

**Sprowston Town Council year ending 31st March 2019****Detailed Income & Expenditure by Cost Centre year to date to****30th September 2018****Allotments**

	<u>Actual</u> <u>Year to Date</u>	<u>Annual</u> <u>Budget</u>	<u>Variance to</u> <u>Annual Total</u>	<u>Committed</u> <u>Expenditure</u>	<u>Funds</u> <u>Available</u>	<u>% Budget</u> <u>Spent</u>
<b><u>Expenditure</u></b>						
6101	Allotments - Gross Pay	2,704	5,600	2,896	2,896	48.3%
6102	Allotments - Ers Ni	207	450	243	243	46.0%
6103	Allotments - Superannuation	741	1,150	409	409	64.4%
5101	Allotments - Vermin Control	480	600	120	120	80.0%
7104	Allotments - Water	234	500	266	266	46.8%
7106	Allotments - General Repairs	0	2,000	2,000	2,000	0.0%
5102	Allotments - Sundries & Contingencies	0	100	100	100	0.0%
	<b><u>Total Expenditure</u></b>	<b><u>4,366</u></b>	<b><u>10,400</u></b>	<b><u>6,034</u></b>	<b><u>0</u></b>	<b><u>42.0%</u></b>
<b><u>Income</u></b>						
4101	Allotments - Allotment Rental	3,131	3,700	569		
4102	Allotments - Water Charges Received	415	300	-115		
4091	Allotments - Precept	5,580	5,580	0		
			0	0		
	<b><u>Total Income</u></b>	<b><u>9,126</u></b>	<b><u>9,580</u></b>	<b><u>454</u></b>		
	<b><u>Surplus / (Shortfall)</u></b>	<b><u>4,760</u></b>	<b><u>(820)</u></b>			

**Sprowston Town Council year ending 31st March 2019**

**Detailed Income & Expenditure by Cost Centre year to date to**

**30th September 2018**

**Cemetery**

	<u>Actual</u> <u>Year to Date</u>	<u>Annual</u> <u>Budget</u>	<u>Variance to</u> <u>Annual Total</u>	<u>Committed</u> <u>Expenditure</u>	<u>Funds</u> <u>Available</u>	<u>% Budget</u> <u>Spent</u>	
<b><u>Expenditure</u></b>							
6201 Cemetery - Gross Pay	24,336	53,200	28,864		28,864	45.7%	
6202 Cemetery - Ers Ni	1,866	4,300	2,434		2,434	43.4%	
6203 Cemetery - Superanuation	6,670	11,000	4,330		4,330	60.6%	
5201 Cemetery - Vermin Control	0	0	0		0	0.0%	
5211 Cemetery - Trees, Shrubs & Plants	0	1,000	1,000		1,000	0.0%	
5215 Cemetery - Waste Disposal & Skip Hire	938	3,000	2,062		2,062	31.3%	
5220 Cemetery - Extension Costs & Land Works	0	0	0		0	0.0%	
5221 Cemetery - Memorial Wall Expenses	737	1,000	263		263	73.7%	
5223 Cemetery - Memorial Safety Repairs	0	250	250		250	0.0%	
7202 Cemetery - Rates	1,164	2,700	1,536		1,536	43.1%	
7203 Cemetery - Heat & Light	88	400	312		312	22.0%	
7204 Cemetery - Water	0	100	100		100	0.0%	
7211 Cemetery - Loan Charges	13,091	27,000	13,909		13,909	48.5%	
5202 Cemetery - Sundries & Contingencies	102	100	-2		-2	102.0%	
	<b><u>Total Expenditure</u></b>	<b><u>48,992</u></b>	<b><u>104,050</u></b>	<b><u>55,058</u></b>	<b><u>0</u></b>	<b><u>55,058</u></b>	<b><u>47.1%</u></b>
<b><u>Income</u></b>							
4203 Cemetery - Graves	20,892	45,000	24,108				
4204 Cemetery - Interment	13,872	30,000	16,128				
4205 Cemetery - Memorials & Inscriptions	5,186	10,000	4,814				
4092 Cemetery - Precept	37,970	37,970	0				
	0	0	0				
	<b><u>Total Income</u></b>	<b><u>77,920</u></b>	<b><u>122,970</u></b>	<b><u>45,050</u></b>			
<b><u>Transfer from reserves</u></b>	<b><u>0</u></b>	<b><u>0</u></b>					
	<b><u>Surplus / (Shortfall)</u></b>	<b><u>28,928</u></b>	<b><u>18,920</u></b>				

**Sprowston Town Council year ending 31st March 2019**

**Detailed Income & Expenditure by Cost Centre year to date to**

**30th September 2018**

**Grants**

		<u>Actual</u> <u>Year to Date</u>	<u>Annual</u> <u>Budget</u>	<u>Variance to</u> <u>Annual Total</u>	<u>Committed</u> <u>Expenditure</u>	<u>Funds</u> <u>Available</u>	<u>% Budget</u> <u>Spent</u>
	<u>Expenditure</u>						
5307	Grants - Donations	1,350	3,500	2,150		2,150	38.6%
	<b><u>Total Expenditure</u></b>	<b>1,350</b>	<b>3,500</b>	<b>2,150</b>	<b>0</b>	<b>2,150</b>	<b>38.6%</b>
	<u>Income</u>						
4307	Grants	35	0	-35			
4321	Grants	2,332	0	-2,332			
4093	Precept - Grant Element	3,500	3,500	0			
		0	0	0			
	<b><u>Total Income</u></b>	<b>5,867</b>	<b>3,500</b>	<b>-2,367</b>			
	<b><u>Surplus / (Shortfall)</u></b>	<b>4,517</b>	<b>0</b>				

**Sprowston Town Council year ending 31st March 2019**

**Detailed Income & Expenditure by Cost Centre year to date to**

**30th September 2018**

**Diamond Centre**

	<u>Actual</u> Year to Date	<u>Annual</u> Budget	<u>Variance to</u> Annual Total	<u>Committed</u> Expenditure	<u>Funds</u> Available	<u>% Budget</u> Spent
<u>Expenditure</u>						
6401	Diamond Centre - Gross Pay	8,886	57,400	48,514	48,514	15.5%
6402	Diamond Centre - Ers Ni	892	4,600	3,708	3,708	19.4%
6403	Diamond Centre - Superannuation	3,184	6,300	3,116	3,116	50.5%
5415	Diamond Centre - Waste Disposal & Skip Hire	248	600	352	352	41.4%
5418	Diamond Centre - Planning Permission	0	0	0	0	0.0%
5421	Diamond Centre - Room Hire Expenses	1,124	3,500	2,376	2,376	32.1%
5422	Diamond Centre - Equipment/Purchases	0	0	0	0	0.0%
5424	Diamond Centre - Nursery Costs	1,062	0	-1,062	-1,062	0.1%
5425	Diamond Centre - Sports Hall/Phase 4	392,010	0	-392,010 *	-392,010	40.0%
7402	Diamond Centre - Rates	3,780	12,000	8,220	8,220	31.5%
7403	Diamond Centre - Heat & Light	2,533	7,000	4,467	4,467	36.2%
7404	Diamond Centre - Water	599	2,000	1,401	1,401	30.0%
7405	Diamond Centre - Building Repairs	109	3,000	2,891	2,891	3.6%
7406	Diamond Centre - General Repairs	390	3,000	2,610	2,610	13.0%
7407	Diamond Centre - Cleaning & Supplies	22,532	6,000	-16,532	-16,532	375.5%
7408	Diamond Centre - Equipment	0	0	0	0	0.0%
7411	Diamond Centre - Loan Charges	63,755	129,000	65,245	65,245	49.4%
7416	Diamond Centre - Phone/Communications	0	0	0	0	0.0%
5402	Diamond Centre - Sundries & Contingencies	942	100	-842	-842	942.0%
	<b>Total Expenditure</b>	<b>502,046</b>	<b>234,500</b>	<b>-267,546</b>	<b>0</b>	<b>214.1%</b>
<u>Income</u>						
4415	Diamond Centre - Hire of	26,007	55,000	28,993		
4416	Diamond Centre - Field Hire	0	0	0		
4417	Diamond Centre - Cinema Receipts	954	2,700	1,746		
4418	Diamond Centre - Grants Received	0	0	0		
4094	Diamond Centre - Precept	197,670	197,670	0		
		0	0	0		
	<b>Total Income</b>	<b>224,631</b>	<b>255,370</b>	<b>30,739</b>		
	Transfer from reserves	0	0			
	<b>Surplus / (Shortfall)</b>	<b>(277,415)</b>	<b>20,870</b>			

\* 40% Phase 4 included in last years accounts  
This expenditure included in 2016/17 budget



**Sprowston Town Council year ending 31st March 2019**

**Detailed Income & Expenditure by Cost Centre year to date to**

**30th September 2018**

**Parks**

	<u>Actual</u> <u>Year to Date</u>	<u>Annual</u> <u>Budget</u>	<u>Variance to</u> <u>Annual Total</u>	<u>Committed</u> <u>Expenditure</u>	<u>Funds</u> <u>Available</u>	<u>% Budget</u> <u>Spent</u>	
<b><u>Expenditure</u></b>							
6501	Parks - Gross Pay	27,040	58,800	31,760	31,760	46.0%	
6502	Parks - Ers Ni	2,073	4,700	2,627	2,627	44.1%	
6503	Parks - Superannuation	7,409	11,800	4,391	4,391	62.8%	
5508	Parks - Machinery Tool Repair/Replace	13,197	25,000	11,803	11,803	52.8%	
5509	Parks - Playground Equipment Repairs	77,146	10,000	-67,146	-67,146	771.5%	
5510	Parks - Horticultural Consumables	1,050	2,000	950	950	52.5%	
5511	Parks - Trees, Shrubs & Plants	32	5,000	4,968	4,968	0.6%	
5512	Parks - Sports Pitches Consumables	453	3,000	2,547	2,547	15.1%	
5513	Parks - Paths, Seats & Signs	3,694	10,000	6,306	6,306	36.9%	
5514	Parks - Fencing, Gates & Walls	149	2,000	1,851	1,851	7.5%	
5515	Parks - Waste Disposal & Skip Hire	1,494	2,500	1,006	1,006	59.7%	
5516	Parks - Fuel for Machinery	1,439	5,000	3,561	3,561	28.8%	
5517	Parks - Health & Safety inc Protective Clothing	1,533	5,000	3,467	3,467	30.7%	
5518	Parks - Pavillion Refurbishment	6,627	500	-6,127	-6,127	0.0%	
5519	Parks - Events Expenses	0	0	0	0	0.0%	
7501	Parks - Land Lease	0	0	0	0	0.0%	
7502	Parks - Rates	3,540	7,000	3,460	3,460	50.6%	
7503	Parks - Heat & Light	2,099	4,000	1,901	1,901	52.5%	
7504	Parks - Water	4,124	3,000	-1,124	-1,124	137.5%	
7505	Parks - Building Repairs	9,716	17,000	7,284	7,284	57.2%	
7507	Parks - Cleaning & Supplies	1,378	2,000	622	622	68.9%	
7511	Parks - Loan Charges	13,477	28,000	14,523	14,523	48.1%	
7516	Parks - Phone/Communications	282	100	-182	-182	282.0%	
7519	Parks - Training	0	1,000	1,000	1,000	0.0%	
5502	Parks - Sundries & Contingencies	101	100	-1	-1	100.6%	
	Parks - Harrisons Wood Car Park		50,000				
	Parks - New Play Equipment Windsor Park Gardens		80,000				
	Parks - Groundsmans Facilities		8,000				
	Parks - Windsor Park Gardens Footpaths		25,000				
	<b><u>Total Expenditure</u></b>	<b>178,052</b>	<b>370,500</b>	<b>29,448</b>	<b>0</b>	<b>29,448</b>	<b>48.1%</b>
<b><u>Income</u></b>							
4508	Parks - Bowling Green Fees	2,992	3,000	8			
4509	Parks - Cricket Square Fees	0	200	200			
4510	Parks - Football Pitch Fees	3,319	4,200	881			
4511	Parks - Tennis Court Fees	75	0	-75			
4512	Parks - Pavillion Hire Fees	378	500	122			
4513	Parks - Delegated Verge Cutting	10,649	10,400	-249			
4514	Parks - Grants Received	0	0	0			
4519	Parks - Recreation Ground Hire	779	50	-729			
4520	Parks - Hire of Recreation Ground Office	2,741	4,000	1,259			
4095	Parks - Precept	161,580	161,580	0			
			0	0			
	<b><u>Total Income</u></b>	<b>182,513</b>	<b>183,930</b>	<b>1,417</b>			
	<u>Transfer from reserves</u>	0	0				
	<b><u>Surplus / (Shortfall)</u></b>	<b>4,461</b>	<b>(186,570)</b>				

**Sprowston Town Council year ending 31st March 2019****Detailed Income & Expenditure by Cost Centre year to date to****30th September 2018****Street Scene**

	<u>Actual</u> <u>Year to Date</u>	<u>Annual</u> <u>Budget</u>	<u>Variance to</u> <u>Annual Total</u>	<u>Committed</u> <u>Expenditure</u>	<u>Funds</u> <u>Available</u>	<u>% Budget</u> <u>Spent</u>
<b><u>Expenditure</u></b>						
5603 Street Scene - Light Maintenance	4,525	15,000	10,475		10,475	30.2%
5604 Street Scene - Notice Board & Signs	0	3,500	3,500		3,500	0.0%
5605 Street Scene - Dog & Litter Bins	0	6,000	6,000		6,000	0.0%
5606 Street Scene - Cleaning Bottle Banks/Bus Shelters	329	1,200	871		871	27.4%
7603 Street Scene - Heat & Light	14,095	32,000	17,905		17,905	44.0%
7611 Street Scene - Loan Charges	0	0	0		0	0.0%
5602 Street Scene - Sundries & Contingencies	0	100	100		100	0.0%
Street Scene - Bus Shelters		10,000				
<b><u>Total Expenditure</u></b>	<b>18,949</b>	<b>67,800</b>	<b>38,851</b>	<b>0</b>	<b>38,851</b>	<b>27.9%</b>
<b><u>Income</u></b>						
4096 Street Scene - Precept	54,735	54,735	0			
		0	0			
<b><u>Total Income</u></b>	<b>54,735</b>	<b>54,735</b>	<b>0</b>			
<b><u>Surplus / (Shortfall)</u></b>	<b>35,786</b>	<b>(13,065)</b>				

## Sprowston Town Council year ending 31st March 2019

### Bank Accounts & Cash

30th September 2018

1200	STC - General Account	4,184
1201	STC - Business Premium Account	0
1202	STC - Drawings Account	0
1203	STC - Salaries Account	6,470
1204	STC - Petty Cash Imprest Account	0
1205	STC - Treasury Deposits	250,000
1206	STC - Business Saver Account	10,815
1207	STC - Active Saver Account	660,805
1209	STC - Barclaycard Account	-902
1210	STC - Petty Cash Account	15

**Total Bank & Cash Balances**      **931,387**

### Cash Book

Opening Balance 01/04/2018	1,127,422
Add: Total Cash Receipts in year	677,167
Deduct: Total Cash Payments in year	(873,203)
Loan	1
	<b><u>931,387</u></b>

## Sprowston Town Council year ending 31st March 2019

### Balance Sheet as at

30th September 2018

#### Current Assets

Sales Ledger	30,509
Other Debtors	0
Prepayments	0
Vat Refund	82,834
Cash at Bank & in Hand	931,387

1,044,730

#### Current Liabilities

Purchase Ledger	24,354
Receipts in Advance	0
Sundry Creditors	0
Salaries	0
Paye & Ni	0
Pensions	0

24,354

1,020,376

#### Reserves

Play Equipment Renewals Fund	0
Machinery Renewals Fund	20,000
Maintenance	24,000
Town Council Election Fund	6,000
Office Equipment Fund	0
Street Lighting Renewals Fund	32,000
Heating System Renewal Fund	0
Contingency Reserve Fund	200,000
Cemetery Land Fund	0
Diamond Centre Fund	400,000
Diamond Centre Nursery Fund	0
Heritage Fund	4,004
Dementia Café Fund	2,000
General Fund Reserve	439,418
General Fund (P&L Acc) - current year	-107,047
Round up	1

1,020,376

Sprowston Town Council		Payments	Meeting Date:	28th November 2018	
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> <u>BACS</u>
17/10/2018	1639 2019	A W Cards Christmas Cards	25.00		25.00 160
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> <u>BACS</u>
07/11/2018	598007	Adcock Refrigeration Air Conditioning Air Conditioning Maintenance	370.99	74.20	445.19 161
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> <u>BACS</u>
05/11/2018	38325	Bartlett Signs Tray Sign : Blue Boar Lane, Double sided Tape	299.95	59.99	359.94 162
02/11/2018	38322	Signage: Diamond Centre, Council Chamber	141.00	28.20	169.20
09/11/2018	38345	Entrance Door Graphics	275.50	55.10	330.60
			<b>716.45</b>	<b>143.29</b>	<b>859.74</b>
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> <u>BACS</u>
15/11/2018	128875	Bartram Mowers Ltd Onsite Maintenance: Change Hydraulic Filter	164.14	32.83	196.97 163
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> <u>BACS</u>
02/11/2018	441620	Ben Burgess & Co Ltd Autorake. Scarifier	4,370.00	874.00	5,244.00 164
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> <u>BACS</u>
29/10/2018	595104	Broadland District Council Emptying Dog & Litter bins 2018/19	5,288.40		5,288.40 165
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> <u>BACS</u>
01/11/2018	84256	Broadland Security Systems CC TV annual Service	105.00	21.00	126.00 166
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> <u>BACS</u>
06/11/2018	27212	Colour Print 8000 Sprowston Matters Issue 50	475.00		475.00 167
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> <u>BACS</u>
12/11/2018	8070013360	Copy IT Digital Solutions Ltd Photocopies 27/09/2018-31/10/2018	32.17	6.43	38.60 168

<b>Cozens (U.K.) Ltd</b>								
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>		
08/11/2018	3844	Streetlighting Maintenance October 2018	600.00	120.00	720.00	169		
<b>DD Health &amp; Safety Supplies Ltd</b>								
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>		
29/10/2018	179610	Jacket, Trousers, Safety Equipment	156.53	31.30	187.83	170		
<b>E. Elliot</b>								
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>		
22/11/2018	Claim 48	Travelling Expenses: 19/09/2018-22/11/2018	54.90		54.90	171		
<b>ESE Direct Ltd</b>								
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>		
06/11/2018	ES11058539	2 Litter Bins	319.78	63.95	383.73	172		
<b>Robin Flowerday</b>								
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>		
06/11/2018		Design/Artwork : Edition 50 Sprowston Matters	60.00		60.00	173		
<b>Heritage Contract Services Ltd</b>								
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>		
31/10/2018	924977	Cleaning Materials	212.95	42.59	255.54	174		
31/10/2018	924960	Cr. note: Invoice 924951 Litter Picking	189.36	37.87	227.23			
			<b>23.59</b>	<b>4.72</b>	<b>28.31</b>			
<b>HH Tankering Services Ltd</b>								
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>		
19/10/2018	0009	Emptying Ceptic Tank	117.00	23.40	140.40	175		
<b>In Touch Systems</b>								
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>		
31/10/2018	651411	DOMAIN Name: 05/12/18-05/12/2019	220.00	44.00	264.00	176		
10/10/2018	651220	Credit Note: Invoice 649314	6.00	1.20	7.20			
01/11/2018	652559	Broadband: Diamond Centre, Nov 2018	150.00	30.00	180.00			
01/11/2018	652750	Broadband: Diamond Centre, Nov 2018	50.00	10.00	60.00			
31/10/2018	651305	Server Back up 18/10/2018-18/11/2018	49.00	9.80	58.80			
			<b>463.00</b>	<b>92.60</b>	<b>555.60</b>			

<u>Invoice Date</u> 06/11/2018	<u>Invoice No.</u> The Bookshop	Moviola Ltd <u>Details</u> The Bookshop	<u>Net</u> 122.29	<u>VAT</u> 23.46	<u>Amount</u> 145.75	<u>BACS</u> 177
<u>Invoice Date</u> 16/11/2018	<u>Invoice No.</u> 66034	Nemco Utilities Ltd <u>Details</u> Legionella Risk Assessment	<u>Net</u> 530.00	<u>VAT</u> 106.00	<u>Amount</u> 636.00	<u>BACS</u> 178
<u>Invoice Date</u> 07/11/2018	<u>Invoice No.</u>	Norfolk Citizens Advice <u>Details</u> Grant	<u>Net</u> 500.00	<u>VAT</u>	<u>Amount</u> 500.00	<u>BACS</u> 179
<u>Invoice Date</u> 15/11/2018	<u>Invoice No.</u> 80001074	Table Tennis England <u>Details</u> Table Tennis Table	<u>Net</u> 166.67	<u>VAT</u> 33.33	<u>Amount</u> 200.00	<u>BACS</u> 180
<u>Invoice Date</u> 08/11/2018	<u>Invoice No.</u> AW-7277	A Waterfield & Sons Ltd <u>Details</u> Line Marking Diamond Centre	<u>Net</u> 1,325.00	<u>VAT</u> 265.00	<u>Amount</u> 1,590.00	<u>BACS</u> 181
<u>Invoice Date</u> 19/11/2018	<u>Invoice No.</u> 34802144	Zurich Municipal <u>Details</u> Additional Cover Diamond Centre/Machinery	<u>Net</u> 610.41	<u>VAT</u>	<u>Amount</u> 610.41	<u>BACS</u> 182
<b>TOTAL OF INVOICES</b>			<u>16,596.32</u>	<u>1,915.51</u>	<u>18,511.83</u>	<u>Trf 28</u>
<b>Transfer:</b>		STC Drawings a/c to Salaries a/c	20,000.00		20,000.00	Trf 29
<b>Transfer</b>		STC Petty Cash	100.00		100.00	Trf 30
			<u>36,696.32</u>	<u>1,915.51</u>	<u>38,611.83</u>	
<b>Transfer:</b>		STC General a/c to STC Drawings a/c			<u>18,611.83</u>	<u>Trf 28</u>

Councillor

Councillor

Town Clerk





**Sproston Town Council**

**Barclaycard Payments**

**Meeting Date: 28th November 2018**

<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
31/10/2018	122440	A5 Diary	2.91	0.58	3.49
10/10/2018	6397134	Wireless Doorbell	20.99		20.99
05/11/2018	4405137	Wall Sign Holders	27.4	5.50	32.90
06/11/2018	3017937	Radio Controlled Clocks	42.35	8.47	50.82
06/11/2018	256303	Grit Salt Bin	108.32	21.67	129.99
15/11/2018	238733016	Password Organizer	4.97		4.97
15/11/2018	2106744	Outdoor Mounted Ashtray	24.97		24.97
			<b>231.91</b>	<b>36.22</b>	<b>268.13</b>

Amazon U.K.

The Direct Tableware Co.Ltd

<u>Credit note Date</u>	<u>Cr. No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
12/10/2018	5009743	Stacking Cups,Plates	-547.38	-109.48	-656.86

Progress Fuels

<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
14/11/2018	79192	Petrol	83.37	16.67	100.04

PSH Enviroment Ltd

<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
08/11/2018	607567	Skip Allotments	200.00	40.00	240.00

Rockwell Industries Ltd

<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
12/11/2018	227506	T Shirts,Sweatshirts:T.Street	45.20	9.04	54.24

Total Direct Debits

**13.10**

**-7.55**

**5.55**

**Total Payments**

**Due by Direct Debit 27th December 2018**

**Sproston Town Council Direct Debits**

**Meeting Date: 28th November 2018**

<b>Angel Springs Ltd</b>					
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> <b>BACS</b>
31/10/2018	4634993	Bottled Water:October 2018	3.57	0.71	4.28
<b>Anglian Water Business</b>					
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> <b>BACS</b>
03/11/2018	9070293297	Sparhawk:04/08/2018-03/11/2018	133.12		133.12
09/11/2018	9070452504	Recreation Grd:10/08/2018-09/11/2018	756.99		756.99
10/11/2018	9070426460	Diamond Centre:10/08/2018-09/11/2018	299.57		299.57
			<b>1,189.68</b>	-	<b>1,189.68</b>
<b>Anglia Farmers Ltd</b>					
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> <b>BACS</b>
31/10/2018	629960	Comm Tech,Vodafone,Screwfix	168.48	33.70	202.18
<b>British Gas</b>					
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> <b>BACS</b>
13/11/2018	965394090	Diamond Centre: 13/08/2018-05/11/2018	960.46	192.09	1,152.55
<b>Total Gas &amp; Paper Ltd</b>					
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> <b>BACS</b>
16/11/2018	3004722699	Streetlighting:01/10/2018-31/10/2018	2,842.93	568.58	3,411.51
16/11/2018	3004806101	Diamond Centre:01/10/2018-31/10/2018	279.55	55.91	335.46
16/11/2018	3004806090	Floodlights:01/10/2018-31/10/2018	9.44	0.47	9.91
			<b>3,131.92</b>	<b>624.96</b>	<b>3,756.88</b>
<b>Veolia</b>					
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> <b>BACS</b>
31/10/2018	SIO1126965	All sites skip hire October 2018	248.38	49.68	298.06
<b>Total Direct Debits</b>			<b>5,702.49</b>	<b>901.14</b>	<b>6,603.63</b>