



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 17 July 2019 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 26 June 2019. Pages 1 - 9
4. To receive any Police Liaison Officer's report.
5. To receive correspondence & agree action/response arising from the minutes.
(1) Letter from Broadland District Council - Planning Application 2019-0392 (Enclosed)
6. To receive any written/verbal reports from Sprowston County
and District Councillors. Page 10
7. To adjourn the meeting to allow members of the public &
Councillors with prejudicial interests to speak¹.
8. To receive the report of the Town Clerk and make decisions on: Pages 11 - 12
1.2 Sprowston War Memorial, St Cuthbert's Church
9. Adjourn the meeting for a short break.
10. To consider planning applications to 17 July 2019. Pages 13 - 14
11. To receive any written/verbal reports from the Council's
Committees and Working Groups.
12. To receive any written and verbal reports from Members.
representing the Council on or at outside organisations.
13. To receive the summary of income and expenditure and
Balance sheet to 30 June 2019. Pages 15 - 24
14. To confirm the payment of accounts to 17 July 2019. Pages 25 - 27
15. To receive the schedule of credit card payments. Page 28
16. To receive the schedule of direct debits. Page 29
17. The Town Mayor will move that the press and public be excluded from the meeting for the
remaining business because otherwise, information which is exempt information by virtue
of Paragraph 1 of Part I of Schedule 12A of the Local Government Act 1972, as amended
by the Local Government (Access to Information) (Variation) Order 2006, would be
disclosed to them.
18. To receive Broadland District Council's Planning Enforcement
Update - May 2019 (Confidential). Pages 30 - 36

Guy Ranaweera
Town Clerk

12 July 2019

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.

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 and follow the links through to planning.

It should be noted that Councillors Mr J F Fisher and Mr J M Ward (Town Mayor) 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 (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 – 26 JUNE 2019

At the meeting of the Sprowston Town Council held at the Council Chamber, Recreation Ground Road, Sprowston on Wednesday 26 June 2019, the following Members were present:-

Mr J M Ward – Town Mayor

Mr A J Barton	-	Mrs B J Lashley
Ms D Coleman	-	Mrs J Leggett
Mr W F Couzens	-	Mr J H Mallen
Mr R J Knowles	-	Mr S C Walker

In attendance

Mr G Ranaweera	-	Town Clerk and Responsible Financial Officer
Mrs E Elliot	-	Committee Officer

2 members of the public were present

19/155. DECLARATIONS OF DISCLOSABLE PECUNIARY AND OTHER INTERESTS

No declarations of disclosable pecuniary and other interests were received.

19/156. APOLOGIES FOR ABSENCE

Written apologies for absence were received and accepted by the Council from Mr M G Callam, Mr I Mackie and Ms C T Rumsby and verbal apologies were received from Mrs B Cook, Mr J F Fisher, and Mr N Shaw.

19/157. MINUTES

The Minutes of the Council's meeting held on 5 June 2019, having previously been circulated to all Members, were confirmed subject to the following amendments

Minute 19/140, written apologies were received from Mrs B J Lashley

Minute 19/145, after the Town Clerk assented **insert** a new paragraph. The meeting was reconvened.

Minute 9/149 (e) 2, after unsafe. **insert** Pedestrian access to School could be difficult.

and signed by the Town Mayor of the Council.

19/158. POLICE LIAISON OFFICER'S REPORT

Members noted the Police Liaison Officer's report and crime updates from 1 - 31 May 2019.

Mr W F Couzens raised concern regarding the number incidences of criminal damage, possession of controlled substances and theft from a motor vehicle and suggested this might be due to the absence of PCSO's.

The Town Clerk had requested further details form PC Vicky Bailey which would be available at the next Town Council meeting.

19/159. CORRESPONDENCE

- (a) **Planning Application 2019/0588 - Change of Use from B1 (Business) to D1 (State Funded School) at 1a, Sapphire House, Roundtree Way, Sprowston, NR7 8SQ**

The Town Clerk reported that Sprowston Town Council's comments objecting to the granting of Planning Application 2019/0588 had been taken into account in the determination of the proposal however permission had now been granted for the development proposed by the Planning authority.

- (b) **Planning application 2019/0637 - Change of Use from B1 (Business) to D1 (Registered Nursery) at Unit 3, Sapphire House, Roundtree Way, Sprowston, NR7 8SQ**

The Town Clerk reported that Sprowston Town Council's comments objecting to the granting of Planning Application 2019/0637 had been taken into account in the determination of the proposal however permission had now been granted for the development proposed by the Planning authority.

- (c) **Planning application 2019/0392 - Use of Pool and approved Pool Building for Private Hire at 25, Chenery Drive, Sprowston NR7 8RR**

Further to Minute 19/0143 (c), the Town Clerk reported that this planning application had been called in to Broadland District Council's Planning Committee meeting scheduled for Wednesday 12 June 2019 but was subsequently withdrawn from the Planning Committee's agenda. Broadland's Senior Committee Officer advises that this was due to "outstanding highways issues which have not been satisfactorily resolved via the Highway Authority's latest comments". The application will be reported to committee in due course and the Town Clerk will be notified of the date of the meeting so that he may attend to represent the Town Council.

- (d) **Planning application 2019/0425 - Variation of Condition 2 of Permission 20151802 - Alterations to the Elevations and Floorplans for Proposed A3 Unit at Former Royal Observer Corps, Chartwell Road, Sprowston, NR6 7RB**

The Town Clerk reported that Sprowston Town Council's comments objecting to the granting of Planning Application 2019/0425 had been taken into account in the determination of the proposal however permission had now been granted for the development proposed by the Planning Authority.

19/160. REPORTS FROM COUNTY AND DISTRICT COUNCILLORS

A written report was received from Mr J M Ward.

Mr Ward also verbally reported:

Broadland District Council

- (1) the merging of the Paid Service of South Norfolk District Council and Broadland District Council into a single entity should be largely complete by 1 September 2019 but there are no proposals to merge the two councils.
- (2) the Tots2Teens holiday programme has now been finalised. There are numerous activities at a very modest cost. Those arranged for Sprowston are as follows:

19/160. REPORTS FROM COUNTY AND DISTRICT COUNCILLORS (CONTINUED)

- 26 July 2019 - Multi sports, Sprowston Community Academy
 - 1 August 2019 - Junior Vegan Cookery, Sprowston Community Academy
 - 5 August 2019 - Fairy Tale Puppets, Falcon Junior School
 - 7 August 2019 - Dream Catchers Workshop, Sprowston Sports and Social Club
 - 9 August 2019 - Football - Referees and Players, Sprowston Diamond Centre
 - 13 August 2019 - Introduction to British Sign Language - Falcon Junior School
 - 14 August 2019 - Jewellery Making and Floristry, Sprowston Diamond Centre
 - 15 August 2019 - Senior Greek Cooking, Sprowston Community Academy
 - 21 August 2019 - Weaving Workshop, Sprowston Sports and Social Club
 - 22 August 2019 - Mediterranean Cooking, Sprowston Community Academy
- (3) there is a free conference for parish and town councils in Broadland and South Norfolk on Thursday 18 July 2019, 9.30am - 5.00pm at the Space, Roundtree Way, Sprowston entitle Your housing in your hands - Developing Community Land Trusts. To book a place email neighbourhood.plans@broadland.gov.uk

Norfolk County Council

- (4) HM Inspection Report of Norfolk Fire Service states that it requires improvement, although the service was rated "Good" on how it responds to incidents and risks. The County Council is committed to supporting the improvements required and has full confidence in Chief Fire Officer Stuart Ruff.

Sprowston Town Council

- (5) On 17 June I attended the morning assembly at Sprowston Junior School to welcome, as Town mayor, 3 visitors from Kenya. They were the Head and two teachers from Racecourse Primary School in Nairobi and they are here for a week as part of the British Council Connecting Classrooms project supported by Norfolk County Council.

Mrs J Leggett verbally reported that:

- (1) a pilot site, www.norfolkreuse.com, was available to help people pass on items in good condition directly to other people and to ask for items needed.
- (2) norfolkrecycles.com goes in to greater depth as to what can be placed in the recycle bin.
- (3) there is increasing publicity to reduce fly tipping by reminding residents of their responsibility for the correct disposal of their rubbish and use of Trusted Traders.
- (4) a Love Norfolk Hate Litter campaign, supported by the Lord Lieutenant of Norfolk, was being launched to keep the county tidier. Norfolk's councils are supporting the campaign and providing materials, equipment and downloadable resources.

Mrs D Colman wondered if the advertised pricing structure was putting people off using the appropriate facilities as in her recent experience the cost of disposing of some waste was considerably less than advertised.

19/161. RESIDENTS' QUESTIONS

On the motion of Mr J M Ward, seconded by Mr R J Knowles 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 Town Mayor who would, assisted by the Town Clerk, reply.

Marcus Moore remarked that the streetlight located in the alleyway off Foxburrow Road continued to have the same ongoing problems.

He also commented that one of the bus stops on North Walsham Road did not have sides and subsequently shakes and rattles when heavy traffic passing and water dripped on rainy days. He had previously been advised that a seat could not be provided due to insufficient access for wheelchair users but he did not feel this was the case as he had noticed they did not use the area in question for access. Less abled bodied people need a seat at the bus stop.

The Town Clerk was requested to reinvestigate the possible provision of seating at the bus stop.

The meeting was reconvened

19/162. BUSINESS PLAN 2019 - 2023 WORKING GROUP

It was **RESOLVED** to form a Working Group to work with the Town Clerk to draft a new four-year Business Plan form 2019 - 2023. Membership to consist of Mr W F Couzens, Mrs J Leggett and Mr J M Ward

19/163. MONTHLY MEETINGS

Mr J M Ward suggested altering the frequency of Town Council meetings to monthly.

The Town Clerk reported that he had been asked to look into the potential impact of monthly meetings. The number of meetings would reduce from approximately 17 ordinary meetings to 12 ordinary meetings, resulting in a saving in officers and Members time. A significant factor would be the potential impact on planning applications. Having consulted with the district planning department he confirmed that whilst an extension to the 21-day deadline on any given application could not be guaranteed, extensions were possible more often than not. Indeed, it was not uncommon to receive extensions of 1 or 2 weeks.

Other options were available. Standing Orders allow the Proper Officer to refer a planning application received by the council to the Chairman or in his absence the Vice-Chairman of the Council within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application required consideration before the next ordinary meeting of the council.

A lengthy debate ensued where a number of comments were made including:

1. people feel more involved when regular meetings are held;
2. the agenda would be bigger and meetings take longer;
3. meetings held on a given day each month might raise awareness with residents and could increase attendance;
4. meetings held on a given day each month could preclude Councillors attending given other commitments;
5. the Councils business is dealt with more effectively when meetings are held three-weekly.

19/163. MONTHLY MEETINGS (CONTINUED)

Mr J M Ward proposed, seconded by Mr S C Walker to alter the frequency of Town Council meetings to monthly and on being put to the vote the motion was **LOST**.

19/164. ONE-WAY SYSTEM WROXHAM ROAD SHOPPING PARADE

The Town Clerk reported that he had met with Norfolk County Council's Highways Engineer, Ben Rayner who had suggested an entry sign be erected on the access point opposite Golden Plaice and an exit sign erected on the access point opposite Occasions both on Norfolk County Council land so there would be no private land issues. However, the signage would be advisory as not enforceable.

Mr W F Couzens suggested signage should be the opposite way around due to poor visibility when vehicles are parked on the double yellow lines adjacent the car park.

Questions were raised as to whether Norfolk County Council would consult with the proprietors' parade of shops and who would take responsibility if there was an accident.

RESOLVED

- (a) that the Town Clerk consults with the proprietors of the parade of shops.
- (b) to support the idea of a one-way system if there was agreement from the proprietors of the parade of shops.

19/165. REPORT OF THE TOWN CLERK

COMMUNITY BUILDINGS, ALLOTMENTS, PARKS AND OPEN SPACES

1.1 Falcon Road West

The Town Clerk reported on his attendance at a meeting with Norfolk County Council Highways engineer and Head Teacher of Falcon Road West School where it had been agreed that:

- (a) Norfolk County Council would erect posts on the verge opposite the school and repaint the yellow lines.
- (b) the Head Teacher would continue to encourage considerate parking by parents.
- (c) the Town Council would place their westcotec traffic safety system (Sam2) on Falcon Road West in close proximity to the School.

CEMETERY

2.1 No matters were reported

STREET LIGHTING

3.1 Street Light Maintenance Contract

Having considered the report of the Town Clerk it was

19/165. REPORT OF THE TOWN CLERK (CONTINUED)

RESOLVED to continue the street light maintenance contract with Cozens UK Ltd at a cost of £600.00 plus VAT per month for a further 12 months to the 31 July 2020.

CENTRAL ADMINISTRATION AND PERSONNEL

4.1 AF Group (formerly Anglia Farmers) 2019 General Meeting

RESOLVED that individual Councillors forward their views on the Agenda for the above meeting to the Town Clerk who would convey them to The AF Group Limited.

PLANNING AND TRANSPORTATION

5.1 Update on Blue Boar Lane Skate Park

Members considered the report of the Town Clerk commenting that the provision of recreational facilities for older youths was in the Sprowston Neighbourhood Plan and the District Council should be urging developers to implement this facility. Members were keen to realise the plan as soon as possible and requested the Town Clerk to pursue the District Council for an implementation date.

5.2 Great & Little Plumstead Parish Council's comments to Broadland District Council

Mr W F Couzens commented that Great and Little Plumstead Parish Council and Thorpe End Garden Village Residential Association had made comprehensive comments to Broadland District Council on Planning Application 2019/0485 and felt the Council should support them as much as possible.

5.3 Moore Avenue, Sprowston

Members noted that Norfolk County Council proposed to make a temporary traffic order temporarily closing off Moore Avenue.

ENCLOSURES

6.1 AF Group (formerly Anglia Farmers) 2019 Annual General Meeting

6.2 Great and Little Plumstead Parish Council and Thorpe End Garden Village Residents Association

6.3 Temporary Traffic Order

19/166. MEETING ADJOURNMENT

On the motion of Mrs B J Lashley, seconded by Mr R J Knowles it was **RESOLVED** to adjourn the meeting for a short break.

The meeting was reconvened.

19/167. 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:

2019/0815 - first floor extension at 25, Mountbatten Drive

2019/0837 - replacement of existing conservatory with flat-roofed single storey extension at Warren Residential Home, 157A, Wroxham Road

2019/0968 - erection of a single storey front and rear extension and garage at 126, Moore Avenue

- (b) the Council remained opposed to the granting of planning application 2019/0392 - use of pool and approved pool building (under planning permission 20181670) for private hire at 25, Chenery Drive on the grounds that it is an inappropriate location for such a facility, an unneighbourly form of development and detrimental to residential amenities. Furthermore, concerns were expressed regarding the highway given the additional traffic this proposal will attract and lack of parking in a narrow cul de sac. Other issues included noise nuisance, impact of building works, size of development considering the size of the pool, and the ability of the drainage system to cope.
- (c) whilst the Council did not object in principle to the granting of planning application 2019/0874 - Conservatory at 20, Greenborough Road they commented that the proposed windows to the side elevations were very large and in the absence of suitably high boundary fencing or hedging to the side boundaries the neighbours on either side may be excessively overlooked.
- (d) whilst not opposed to the principle of changing from business to residential, planning application 2019/0969 - demolition of the existing premier convenience store and erection of 3 Bungalows (Outline) at 16 - 22, Linacre Avenue it was felt that three dwellings were an overdevelopment of the site and two dwellings would be more appropriate. This would also reduce the number of driveways exiting onto a 3-way junction and bus route in close proximity to a school. The Council were also concerned that the footpath should remain and be maintained but queried who would have responsibility for its upkeep. Members regretted the loss of another local shop.

19/168. REPORTS FROM COUNCIL'S COMMITTEES AND WORKING GROUPS

No written reports were received.

19/169. REPORTS FROM MEMBERS REPRESENTING THE COUNCIL ON OUTSIDE ORGANISATIONS

Mrs J Leggett circulated the Minutes of the Safer Neighbour Action Panel Meeting held on 3 June 2019.

Mrs B J Lashley reported on her attendance at the Grow Your Community meeting held on 25 June 2019 advising Members that:

19/169. REPORTS FROM MEMBERS REPRESENTING THE COUNCIL ON OUTSIDE ORGANISATIONS (CONTINUED)

A Better Together event was to be held on Saturday 13 July 2019 on the green at Cannerby Lane, 10.00am - 3.00pm.

The creation of a sensory garden at the Library was progressing well and volunteers were receiving help from the Royal Horticultural Society. However, the group needed to put together a friends committee to ensure they were properly constituted and were also looking for volunteers to help with watering. Other requirements included a water butt, funding for a gate and a solution to an issue with a gas pipe, to which Mrs Leggett was investigating.

The Greenhouse project was having an open day in July and were also looking for support to maintain their own sensory garden.

19/170. PAYMENT OF ACCOUNTS

The Town Clerk and Responsible Financial Officer presented the schedule and supplementary schedule of accounts to 26 June 2019 totalling £2,709.73 and £572.45 and answered Members' questions arising therefrom.

On the motion of Mr R J Knowles, seconded by Mr J H Mallen it was **RESOLVED** that payment of the accounts to 26 June 2019 totalling £2,709.73 and £572.45 be approved and the schedule and supplementary schedule authorising payment signed by Mr R J Knowles and Mr J M Ward.

19/071. SCHEDULE OF CREDIT CARD PAYMENTS

The schedule and supplementary schedule of credit card payments totalling £38.84 and £117.02 was approved and noted.

Referring to Invoice No. 5016398 and use of plastic cups Members suggested that a notice be placed on the water coolers welcoming users to bring their own receptacles. The Town Clerk advised that he was looking into alternatives to single use plastic.

19/172. SCHEDULE OF DIRECT DEBIT PAYMENTS

The schedule and supplementary schedule of direct debit payments totalling £3,868.52 and £214.84 was approved and noted.

19/173. EXCLUSION OF PRESS AND PUBLIC

Mr J M Ward proposed, seconded by Mr R J Knowles 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**.

20/174. PLANNING ENFORCEMENT UPDATE - MAY 2019

Having viewed Broadland District Councils outstanding planning enforcements, the Town Clerk was requested to obtain an update regarding two properties referred to in the report.

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

17 July 2019

Town Mayor

7th July 2019

Report from Councillor John Ward

Broadland District Council

As a member of BDC's Place Shaping Panel, I attended a meeting on 1.7.19 where we had a presentation on the Greater Norwich (BDC, South Norfolk DC & Norwich CC) Local Plan. We heard that 42,000 new homes are scheduled 2018-36 but most of these are already site allocated leaving only 7000 still to be allocated.

There are no current plans for a big new settlement and 8% of the growth will be in villages which are identified in Service Village Clusters, each with its own primary school.

There was a call for sites in 2016 followed by 2 consultations. The Draft Plan will go to final consultation in September to be adopted in 2021.

With Affordable (normally 80% of market value) Home Ownership there will no longer be any local connection priority for purchasers and all applicants for affordable home ownership must register with the regional Help to Buy Agency.

Norfolk County Council

The Council has now published its preferred route for the Broadland Northway Western Link. It is Option C, a 3.9mile dual carriageway which will cross the River Wensum on a viaduct. The Cabinet which meets on 15th July will be asked to agree this route.

Sprowston Children's Centre will be re-designated when the contract to run Children's Centres expires on 30th September 2019. The proposal is to hand back the space to the school who wish to extend their Specialist Resource Base for ASD children from 10 places to 18.

The Leader of Norfolk C.C. Andrew Proctor was joined by the Dutch Ambassador at the Norfolk Show to launch Together for Norfolk which sets out the Council's ambition to offer a better future for everyone in Norfolk by working with organisations, businesses and community groups across our county.

COUNCIL MEETING – 17th July 2019

Report of the Town Clerk

COMMUNITY BUILDINGS, ALLOTMENTS, PARKS AND OPEN SPACES

1.1 Watercourse at Hall Wood Road

Town Clerk has meet with a Broadland District Council (BDC) Officer regarding the watercourse at Hall Wood Road (also known as the culvert at Blue Boar Lane open space). Due to concerns about costs and liability, Town Council had previously declined to adopt this water course and it is now in the care of BDC. BDC has experienced continual problems with this culvert blocking up and causing a rise in the watercourse level which if left unchecked could lead to localised flooding. BDC have requested permission to access Town Council land (which the Town Clerk has given) in order install a new anti-blockage grating over the mouth of the culvert to alleviate this problem.

1.2 Sprowston War Memorial, St Cuthbert's Church

See enclosure 6.1 Letter from Reverend Canon Simon Stokes.

Option: To consider Sprowston Parish Churches request for the Council to secure the plaques and repair the monument.

1.3 Sprowston Recreation Ground Tennis Courts

Several reports have been received of young people displaying antisocial behaviour on the far-end tennis courts. Police have increased patrols on the recreation ground and new signs have been put up to address the reported issues.

It should also be noted that the court users reporting the antisocial behaviour have all been very complimentary about the provision and maintenance of the courts themselves. Related to this last point, please see enclosure 6.2 copy of the letters page, Norwich Evening News July 4th 2019

CEMETERY

2.1 Plastic free Cemetery

Options are being explored for eliminating single use plastics from the cemetery. Currently single-use plastics can be found in multitude of items including bouquet and flower wrappings, plant pots, mementoes etc. Understandably the cemetery is a sensitive subject, so Town Clerk will bring a report with proposals to Council before taking any action.

STREET LIGHTING

3.1 No matters to report.

CENTRAL ADMINISTRATION AND PERSONNEL

4.1 Grounds Staff

One member of grounds staff will be on sick leave until at least early August. An agency temp worker has been sourced to provide partial cover during the summer season.

PLANNING AND TRANSPORTATION

5.1 One-way system, Wroxham Road shopping parade

Further to **minute 19/164** 'one-way system, Wroxham Road shopping parade'; on 5th July Town Clerk hand delivered a letter to all six shops in the parade outlining the proposal for a one-way system and requesting objections by 5th August. A further copy of the letter was provided for each shop to forward to their landlord, where applicable. All managers and supervisors spoken to expressed strong support for the proposal. As of 11th July 2019 no objections have been received. Town Clerk will bring further update to Council meeting on 7th August 2019.

5.2 Temporary closure of Plumstead Road in the Parish of Great and Little Plumstead - drainage improvement works

For information please see enclosure 6.3

ENCLOSURES

- 6.1 Letter from Reverend Canon Simon Stokes
- 6.2 Copy of letters page Norwich Evening News July 4th 2019
- 6.3 Notification of temporary closure of Plumstead Road in the Parish of Great and Little Plumstead - drainage improvement works
- 6.4 Sprowston Senior Citizens Club Newsletter – Summer 2019, Issue 17



Guy Ranaweera
Town Clerk

Sproston Town Council
PLANNING APPLICATIONS – 17 JULY 2019

Broadland DC App.No.
2019/0824

Location

4 - 5 Shopping Centre, Corbet Avenue, Sproston, NR7 8HN

Classification: Minor dwellings
Type: Full Permission

Description: Change of Use Class A1 (Undertakers) to D1 (Physiotherapy Clinic)

Broadland DC App.No.
2019/0911

Location

24 Blenheim Crescent, Sproston, NR7 8AW

Classification: Minor dwellings
Type: Full Permission (Householder)

Description: Single Storey Side Extension (Car Port) and Two / Single Storey Side and Rear Extension (Revision of Planning Permission 20180847)

Broadland DC App.No.
2019/0958

Location

48 Linacre Close, Sproston, NR7 8PQ

Classification: Minor dwellings
Type: Full Permission (Householder)

Description: Single Storey Side and Rear Extension

Broadland DC App.No.
2019/1037

Location

60 Rosemary Road, Sproston, NR7 8ER

Classification: Minor dwellings
Type: Full Permission (Householder)

Description: Loft Conversion including Hip to Gable End and Rear Dormer

Broadland DC App.No.
2019/1057

Location
126 Wroxham Road, Sprowston, NR7 8EY

Classification: Minor dwellings
Type: Full Permission (Householder)

Description: Erection of New Front Wall (Retrospective)

Broadland DC App.No.
2019/1064

Location
26 Rosemary Road, Sprowston, NR7 8ER

Classification: Minor dwellings
Type: Full Permission (Householder)

Description: Extensions to Existing Detached Chalet / New Workshop

Sprowston Town Council year ending 31st March 2020**Summary Income & Expenditure by Budget Heading year to date to****30th June 2019**

	<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>Administration</u>						
Expenditure	63,224	206,850	143,626	0	143,626	30.6%
Income	87,928	173,942	86,014			
<u>Allotments</u>						
Expenditure	1,523	8,300	6,777	0	6,777	18.4%
Income	2,250	8,300	6,050			
<u>Cemetery</u>						
Expenditure	23,763	119,050	95,287	0	95,287	20.0%
Income	46,657	117,550	70,893			
<u>Grants</u>						
Expenditure	2,600	6,500	3,900	0	3,900	46.1%
Income	3,250	6,500	3,020			
<u>Diamond Centre</u>						
Expenditure	91,861	317,200	225,339	0	225,339	29.0%
Income	113,935	273,950	160,016			
<u>Parks</u>						
Expenditure	57,764	227,200	169,436	0	169,436	25.4%
Income	106,160	194,605	88,445			
<u>Street Scene</u>						
Expenditure	8,790	72,600	63,810	0	63,810	12.1%
Income	30,000	60,000	30,000			
<u>Held Funds</u>						
Expenditure	395					
Income	230					
<u>Totals</u>						
Expenditure	249,920	957,700	708,175	0	708,175	26.1%
Income	65,232	61,639	444,437			
Precept	325,178	650,355				
Transfer from Reserves		122,853				
<u>Surplus/(Shortfall)</u>	140,490	0				

Sprowston Town Council year ending 31st March 2020

Detailed Income & Expenditure by Cost Centre year to date to

30th June 2019

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>	
Expenditure							
6001	Wages/Salaries	35,181	121,000	85,819	85,819	29.1%	
6002	Employers Ni	3,764	12,600	8,836	8,836	29.9%	
6003	Employers Pension	7,916	38,000	30,084	30,084	20.8%	
7005	Administration - Maintenance	0	800	800	800	0.0%	
7008	Administration - Insurance	6,281	6,600	319	319	95.2%	
7009	Administration - Legal Fees	1,402	3,000	1,598	1,598	46.7%	
7010	Administration - Bank Charges & Interest Charges	137	500	363	363	27.4%	
7012	Administration - Audit Fees	387	3,500	3,113	3,113	11.1%	
7013	Administration - Parish News Letter	1,049	2,000	951	951	52.5%	
7014	Administration - Election Expenses	0	4,000	4,000	4,000	0.0%	
7015	Administration - Travelling	47	400	353	353	11.7%	
7016	Administration - Phone/Communications	0	0	0	0	0.0%	
7017	Administration - IT	4,283	7,500	3,217	3,217	57.1%	
7018	Administration - Website	0	300	300	300	0.0%	
7020	Administration - Postage	7	100	93	93	7.4%	
7021	Administration - Stationery	375	1,000	625	625	37.5%	
7022	Administration - Printing & Photocopying	176	600	424	424	29.4%	
7023	Administration - Recreation Ground Council Office	0	0	0	0	0.0%	
7024	Administration - Advertising	0	100	100	100	0.0%	
7025	Administration - Subscriptions	1,716	2,500	784	784	68.6%	
7026	Administration - Publications	0	50	50	50	0.0%	
7027	Administration - Training	210	850	640	640	24.7%	
7028	Administration - Health & Safety	0	50	50	50	0.0%	
7029	Administration - Equipment Lease	265	1,100	835	835	24.1%	
7030	Administration - Chairmans Allowance	15	200	185	185	7.3%	
5002	Administration - Sundries & Contingencies	13	100	87	87	13.3%	
				0	0	0.0%	
	Total Expenditure	63,224	206,850	143,626	0	143,626	30.6%
Income							
4006	Administration - Bank & Investment Income	986	2,000	1,014			
4018	Administration - Sect 106	0					
4020	Administration - CIL	1,942	1,942	0			
4021	Administration - Grants Received	0					
4090	Administration - Precept	85,000	170,000	85,000			
	Total Income	87,928	173,942	86,014			
	Surplus / (Shortfall)	24,704	(32,908)				

Sprowston Town Council year ending 31st March 2020

Detailed Income & Expenditure by Cost Centre year to date to

30th June 2019

Allotments

	<u>Actual</u>	<u>Annual</u>	<u>Variance to</u>	<u>Committed</u>	<u>Funds</u>	<u>% Budget</u>
	<u>Year to Date</u>	<u>Budget</u>	<u>Annual Total</u>	<u>Expenditure</u>	<u>Available</u>	<u>Spent</u>
<u>Expenditure</u>						
6101	Allotments - Gross Pay	697	4,000	3,303	3,303	17.4%
6102	Allotments - Ers Ni	58	420	362	362	13.8%
6103	Allotments - Superannuation	126	1,380	1,254	1,254	9.1%
5101	Allotments - Vermin Control	480	600	120	120	80.0%
7104	Allotments - Water	162	800	638	638	20.3%
7106	Allotments - General Repairs	0	1,000	1,000	1,000	0.0%
5102	Allotments - Sundries & Contingencies	0	100	100	100	0.0%
	<u>Total Expenditure</u>	<u>1,523</u>	<u>8,300</u>	<u>6,777</u>	<u>0</u>	<u>18.4%</u>
<u>Income</u>						
4101	Allotments - Allotment Rental	0	3,350	3,350		
4102	Allotments - Water Charges Received	0	450	450		
4091	Allotments - Precept	2,250	4,500	2,250		
	<u>Total Income</u>	<u>2,250</u>	<u>8,300</u>	<u>6,050</u>		
	<u>Surplus / (Shortfall)</u>	<u>727</u>	<u>0</u>			

Sprowston Town Council year ending 31st March 2020**Detailed Income & Expenditure by Cost Centre year to date to****30th June 2019****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>
<u>Expenditure</u>						
6201	Cemetery - Gross Pay	12,607	57,000	44,393	44,393	22.1%
6202	Cemetery - Ers Ni	1,045	6,000	4,955	4,955	17.4%
6203	Cemetery - Superannuation	2,534	18,000	15,466	15,466	14.1%
5201	Cemetery - Vermin Control	0	1,200	1,200	1,200	0.0%
5211	Cemetery - Trees, Shrubs & Plants	390	2,000	1,610	1,610	19.5%
5215	Cemetery - Waste Disposal & Skip Hire	650	2,000	1,350	1,350	32.5%
5220	Cemetery - Equipment	115	2,000	1,885	1,885	0.0%
5221	Cemetery - Memorial Wall Expenses	11	1,000	989	989	1.1%
5223	Cemetery - Memorial Safety Repairs	150	150	0	0	100.0%
7202	Cemetery - Rates	1,190	3,000	1,810	1,810	39.7%
7203	Cemetery - Heat & Light	3	450	447	447	0.6%
7204	Cemetery - Water	78	150	72	72	52.0%
7211	Cemetery - Loan Charges	4,990	26,000	21,010	21,010	19.2%
5202	Cemetery - Sundries & Contingencies	0	100	100	100	0.0%
		0				
	<u>Total Expenditure</u>	23,763	119,050	95,287	0	20.0%
<u>Income</u>						
4203	Cemetery - Graves	17,326	45,000	27,674		
4204	Cemetery - Interment	10,206	30,000	19,794		
4205	Cemetery - Memorials & Inscriptions	2,850	10,000	7,150		
4092	Cemetery - Precept	16,275	32,550	16,275		
	<u>Total Income</u>	46,657	117,550	70,893		
		0	0			
	<u>Surplus / (Shortfall)</u>	22,894	(1,500)			

Sprowston Town Council year ending 31st March 2020

Detailed Income & Expenditure by Cost Centre year to date to

30th June 2019

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	2,600	6,500	3,900		3,900	40.0%
5309	Dementia/Heritage	395	0				
	<u>Total Expenditure</u>	<u>2,995</u>	<u>6,500</u>	<u>3,900</u>	<u>0</u>	<u>3,900</u>	<u>46.1%</u>
	<u>Income</u>						
4307	Grants	0	0	0			
4321	Dementia group held funds	230	0	-230			
4093	Precept - Grant Element	3,250	6,500	3,250			
	<u>Total Income</u>	<u>3,480</u>	<u>6,500</u>	<u>3,020</u>			
	<u>Surplus / (Shortfall)</u>	<u>485</u>	<u>0</u>				
	 Held fund Br/fwd 2018/2019						
	Dementia Fund	2205.95					
	Heritage Fund	3284.73					

Sprowston Town Council year ending 31st March 2020

Detailed Income & Expenditure by Cost Centre year to date to

30th June 2019

Diamond Centre

	<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>							
6401	Diamond Centre - Gross Pay	0	0	0	0	0.0%	
6402	Diamond Centre - Ers Ni	0	0	0	0	0.0%	
6403	Diamond Centre - Superannuation	0	0	0	0	0.0%	
5415	Diamond Centre - Waste Disposal & Skip Hire	149	600	451	451	24.9%	
5418	Diamond Centre - Planning Permission	0	0	0	0	0.0%	
5421	Diamond Centre - Room Hire Expenses	598	3,500	2,902	2,902	17.1%	
5422	Diamond Centre - Equipment/Purchases	0	4,000	4,000	4,000	0.0%	
5424	Diamond Centre - Nursery Cost	-668	1,000	1,668	1,668	-66.8%	
5425	Diamond Centre - Phase 4 Retention	0	35,000	35,000	35,000	0.0%	
7402	Diamond Centre - Rates	3,866	22,000	18,134	18,134	17.6%	
7403	Diamond Centre - Heat & Light	6,739	18,000	11,261	11,261	37.4%	
7404	Diamond Centre - Water	242	2,000	1,758	1,758	12.1%	
7405	Diamond Centre - Building Repairs	0	0	0	0	0.0%	
7407	Diamond Centre - Cleaning & Supplies	17,006	75,000	57,994	57,994	22.7%	
7408	Diamond Centre - Maintenance	545	9,000	8,455	8,455	6.1%	
7411	Diamond Centre - Loan Charges	63,383	147,000	83,617	83,617	43.1%	
5402	Diamond Centre - Sundries & Contingencies	0	100	100	100	0.0%	
	<u>Total Expenditure</u>	<u>91,861</u>	<u>317,200</u>	<u>225,339</u>	<u>0</u>	<u>225,339</u>	<u>29.0%</u>
<u>Income</u>							
4415	Diamond Centre - Hire of	12,785	70,000	57,216			
4416	Diamond Centre - Field Hire	0	0	0			
4417	Diamond Centre - Cinema Receipts	425	2,500	2,075			
4418	Diamond Centre - Grants Received	0	0	0			
4094	Diamond Centre - Precept	100,725	201,450	100,725			
	<u>Total Income</u>	<u>113,935</u>	<u>273,950</u>	<u>160,016</u>			
	Transfer from reserves	0	0				
	<u>Surplus / (Shortfall)</u>	<u>22,073</u>	<u>(43,250)</u>				

Sprowston Town Council year ending 31st March 2020

Detailed Income & Expenditure by Cost Centre year to date to

30th June 2019

Parks

	<u>Actual</u>	<u>Annual</u>	<u>Variance to</u>	<u>Committed</u>	<u>Funds</u>	<u>% Budget</u>
	<u>Year to Date</u>	<u>Budget</u>	<u>Annual Total</u>	<u>Expenditure</u>	<u>Available</u>	<u>Spent</u>
<u>Expenditure</u>						
6501	Parks - Gross Pay	14,712	66,500	51,788	51,788	22.1%
6502	Parks - Ers Ni	1,220	7,000	5,780	5,780	17.4%
6503	Parks - Superannuation	2,971	21,600	18,629	18,629	13.8%
5508	Parks - Machinery Tool Repair/Replace	2,605	25,000	22,395	22,395	10.4%
5509	Parks - Playground Equipment/ Repairs	13	10,000	9,987	9,987	0.1%
5510	Parks - Horticultural Consumables	532	2,000	1,468	1,468	26.6%
5511	Parks - Trees, Shrubs & Plants	336	5,000	4,664	4,664	6.7%
5512	Parks - Sports Pitches Consumables	0	1,000	1,000	1,000	0.0%
5513	Parks - Paths, Seats & Signs	1,421	9,000	7,579	7,579	15.8%
5514	Parks - Fencing, Gates & Walls	7,469	10,000	2,531	2,531	74.7%
5515	Parks - Waste Disposal & Skip Hire	652	2,500	1,848	1,848	26.1%
5516	Parks - Fuel for Machinery	777	4,000	3,223	3,223	19.4%
5517	Parks - Health & Safety inc Protective Clothing	943	5,000	4,057	4,057	18.9%
7502	Parks - Rates	7,120	15,000	7,880	7,880	47.5%
7503	Parks - Heat & Light	1,352	4,400	3,048	3,048	30.7%
7504	Parks - Water	674	6,000	5,326	5,326	11.2%
7505	Parks - Building Repairs	983	3,000	2,017	2,017	32.8%
7507	Parks - Cleaning & Supplies	576	2,000	1,424	1,424	28.8%
7511	Parks - Loan Charges	13,256	26,000	12,744	12,744	51.0%
7516	Parks - Phone/Communications	6	100	94	94	5.7%
7519	Parks - Training	100	2,000	1,900	1,900	5.0%
5502	Parks - Sundries & Contingencies	47	100	53	53	47.2%
		57,764	227,200	169,436	0	169,436
						25.4%
<u>Income</u>						
4508	Parks - Bowling Green Fees	2,052	2,500	448		
4509	Parks - Cricket Square Fees	50	0	-50		
4510	Parks - Football Pitch Fees	4,395	4,000	-395		
4511	Parks - Tennis Court Fees	0	0	0		
4512	Parks - Pavillion Hire Fees	288	700	412		
4513	Parks - Delegated Verge Cutting	10,936	10,750	-186		
4514	Parks - Grants Received	0	0	0		
4519	Parks - Recreation Ground Hire	762	800	38		
4520	Parks - Hire of Recreation Ground Office	0	500	500		
4095	Parks - Precept	87,678	175,355	87,678		
	Total Income	106,160	194,605	88,445		
	Transfer from reserves	0	0			
	Surplus / (Shortfall)	48,396	(32,595)			

Sprowston Town Council year ending 31st March 2020

Detailed Income & Expenditure by Cost Centre year to date to

30th June 2019

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>	
<u>Expenditure</u>							
5603	Street Scene - Light Maintenance	60	15,000	14,940	14,940	0.4%	
5604	Street Scene - Notice Board & Signs	0	3,500	3,500	3,500	0.0%	
5605	Street Scene - Dog & Litter Bins	445	6,000	5,555	5,555	7.4%	
5606	Street Scene - Shelters	0	10,000	10,000	10,000	0.0%	
7603	Street Scene - Heat & Light	8,285	38,000	29,715	29,715	21.8%	
7611	Street Scene - Loan Charges	0	0	0	0	0.0%	
5602	Street Scene - Sundries & Contingencies	0	100	100	100	0.0%	
Total Expenditure		8,790	72,600	63,810	0	63,810	12.1%
<u>Income</u>							
4096	Street Scene - Precept	30,000	60,000	30,000			
Total Income		30,000	60,000	30,000			
Surplus / (Shortfall)		21,210	(12,600)				

Sprowston Town Council year ending 31st March 2020

Bank Accounts & Cash

30th June 2019

1200	STC - General Account	10,457
1201	STC - Business Premium Account	125,000
1202	STC - Drawings Account	0
1203	STC - Salaries Account	4,498
1205	STC - Treasury Deposits	250,000
1206	STC - Business Saver Account	4,739
1207	STC - Active Saver Account	332,974
1209	STC - Barclaycard Account	-156
1210	STC - Petty Cash Account	18

Total Bank & Cash Balances **727,529**

Cash Book

Opening Balance 01/04/2019	615,852
Add: Total Cash Receipts in year	354,487
Deduct: Total Cash Payments in year	(242,810)

727,529

Sprowston Town Council year ending 31st March 2020

Balance Sheet as at

30th June 2019

Current Assets

Sales Ledger	28,900
Other Debtors	0
Prepayments	-100
Vat Refund	7,123
Cash at Bank & in Hand	727,529
	<u>763,452</u>

Current Liabilities

Purchase Ledger	7,110
Receipts in Advance	0
Sundry Creditors	0
Salaries	0
Paye & Ni	0
Pensions	0
	<u>7,110</u>

756,342

Reserves

Play Equipment Renewals Fund	0
Machinery Renewals Fund	20,000
Maintenance	25,000
Town Council Election Fund	6,000
Street Lighting Renewals Fund	45,000
Contingency Reserve Fund	200,000
Capital Fund	127,795
Diamond Centre Phase 4 Fund	50,000
Heritage Fund	3,285
Dementia Café Fund	2,000
General Fund	136,772
General Fund (P&L Acc) - current year	140,490
	<u>756,342</u>

Sprowston Town Council		Payments	Meeting	Date: 17 July 2019	Amount	BACS
<u>Invoice Date</u>	<u>Invoice No.</u>	The Alarm Company <u>Details</u> Engineer Call Out:Workshop	<u>Net</u> 70.00	<u>VAT</u> 14.00	<u>Amount</u> 84.00	<u>BACS</u> 339
<u>Invoice Date</u>	<u>Invoice No.</u>	Bartram Mowers Ltd <u>Details</u> Pressure Washer	<u>Net</u> 425.00	<u>VAT</u> 85.00	<u>Amount</u> 510.00	<u>BACS</u> 340
<u>Invoice Date</u>	<u>Invoice No.</u>	Dennis Mowers2:Regrind cutting units,Blades	455.16	91.03	546.19	
			880.16	176.03	1,056.19	
<u>Invoice Date</u>	<u>Invoice No.</u>	Copy IT <u>Details</u> Photocopies 31/05/2019-28/06/2019	<u>Net</u> 22.63	<u>VAT</u> 4.53	<u>Amount</u> 27.16	<u>BACS</u> 341
<u>Invoice Date</u>	<u>Invoice No.</u>	Cozens (uk) Ltd <u>Details</u> Street Lighting Maintenance:June 2019	<u>Net</u> 600.00	<u>VAT</u> 120.00	<u>Amount</u> 720.00	<u>BACS</u> 342
<u>Invoice Date</u>	<u>Invoice No.</u>	Simon Dazeley Construction Services <u>Details</u> Refit Security Lock :Changing Rooms	<u>Net</u> 215.36	<u>VAT</u>	<u>Amount</u> 215.36	<u>BACS</u> 343
<u>Invoice Date</u>	<u>Invoice No.</u>	D B Décor <u>Details</u> Internal Decoration:Nursery	<u>Net</u> 2,185.00	<u>VAT</u>	<u>Amount</u> 2,185.00	<u>BACS</u> 344
<u>Invoice Date</u>	<u>Invoice No.</u>	Mrs E Elliot <u>Details</u> Travel Expenses 01/04/2019-12/07/2019	<u>Net</u> 64.13	<u>VAT</u>	<u>Amount</u> 64.13	<u>BACS</u> 345
<u>Invoice Date</u>	<u>Invoice No.</u>	ESPO <u>Details</u> Envelopes,Photocopy paper,Pens	<u>Net</u> 29.14	<u>VAT</u> 5.83	<u>Amount</u> 34.97	<u>BACS</u> 346
<u>Invoice Date</u>	<u>Invoice No.</u>	Forethought Marketing <u>Details</u> Delivery Sprowston Matters	<u>Net</u> 256.62	<u>VAT</u> 51.32	<u>Amount</u> 307.94	<u>BACS</u> 347

Hays Recruitment Ltd					
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> <u>BACS</u>
27/06/2019	1009792127	D.P.D. Temp.Grounds Staff w/e 21/06/2019	192.90	38.58	231.48 348
05/07/2019	1009822479	D.P.D. Temp.Grounds Staff w/e 28/06/2019	192.90	38.58	231.48
			385.80	77.16	462.96
Heritage Contract Services Ltd					
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> <u>BACS</u>
01/07/2019	925515	Caretaking/Cleaning Services August 2019	5,345.00	1,069.00	6,414.00 349
01/07/2019	925517	Litter Picking Blue Boar Lane	16.46	3.29	19.75
01/07/2019	925518	Litter Picking Recreation Ground	197.52	39.50	237.02
01/07/2019	925516	Locking Church Lane Cemetery	119.64	23.93	143.57
31/05/2019	925535	Cleaning Materials	148.81	29.76	178.57
			5,827.43	1,165.48	6,992.91
Intouch Systems					
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> <u>BACS</u>
27/06/2019	666448	Server Backup :18/06/2019-18/07/2019	49.00	9.80	58.80 350
01/07/2019	668813	Broadband : Recreation Ground July 2019	50.00	10.00	60.00
01/07/2019	668832	Broadland Diamond Centre: July 2019	150.00	30.00	180.00
04/07/2019	669532	Check Cabling:Diamond Centre	50.00	10.00	60.00
04/07/2019	669561	Hosted exchangex6 01/08/2019-01/09/2019	53.00	10.60	63.60
			352.00	70.40	422.40
Moviola Ltd					
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> <u>BACS</u>
02/07/219	190636	Can you ever forgive me 01/07/2019	100.42	19.08	119.50 351
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> <u>BACS</u>
08/07/2019	claim 55	Travel Expenses	83.23		83.23 352
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> <u>BACS</u>
05/07/2019	701073558	Installation:Pinpong Table	350.00		350.00 353
TOTAL OF INVOICES			11,421.92	1,703.83	13,125.75 Trf 62

Sprowston Town Council

Payments Meeting Date: 17 July 2019

	TOTAL OF INVOICES	11,421.92	1,703.83	13,125.75 Trf 62
Transfer:	STC Drawings a/c to Petty Cash			
		<u>11,421.92</u>	<u>1,703.83</u>	<u>13,125.75</u>
Transfer:	STC Active a/c to STC Drawings a/c		<u>13,125.75</u>	Trf 62
Transfer:	STC Active a/c to Salaries a/c	20,000.00		20,000.00 Trf 63

.....
Councillor

.....
Town Clerk

Sprowston Town Council

Invoice Date
09/07/2019

Invoice No.
124930781

Barclaycard Payments

Amazon
Invoice Detail
Safety Footwear x 2

Meeting Date: 17/07/2019

Net
74.92

VAT
14.98

Amount
89.90

Total of Payments
Due by Direct Debit

74.92

14.98

89.90

Sprowston Town Council	Direct Debit Payments	Meeting	Date: 17 July 2019
<u>Invoice Date</u> 30/06/2019	Angel Springs Ltd (T/A Waterlogic) <u>Details</u> Bottled Water : June 2019	<u>Net</u> 13.93	<u>Amount</u> 16.72
<u>Invoice No.</u> 5069714			<u>DIRECT</u> <u>DEBIT</u>
	British Gas		
<u>Invoice Date</u> 18/05/2019	<u>Details</u> Diamond Centre: 19/04/2019-14/05/2019	<u>Net</u> 39.54	<u>Amount</u> 479.44
<u>Invoice No.</u> 71191064			<u>DIRECT</u> <u>DEBIT</u>
	Siemens Financial Services		
<u>Invoice Date</u> 18/07/2019	<u>Details</u> Lease: Sharp MX2030	<u>Net</u> 265.00	<u>Amount</u> 318.00
<u>Invoice No.</u> A8458652			<u>DIRECT</u> <u>DEBIT</u>
<u>Invoice Date</u> 18/07/2019	Annual Service Fee	50.00	60.00
		315.00	378.00
	Total Gas & Power		
<u>Invoice Date</u> 09/07/2019	<u>Details</u> Floodlights: June 2019	<u>Net</u> 8.64	<u>Amount</u> 9.07
<u>Invoice No.</u> 194420957/19			<u>DIRECT</u> <u>DEBIT</u>
<u>Invoice Date</u> 09/07/2019	Diamond Centre: June 2019	187.87	225.41
<u>Invoice No.</u> 194420946/19			
<u>Invoice Date</u> 09/07/2019	Streetlights: June 2019	2,357.06	2,828.48
		2,553.57	3,062.96
	Veolia Environmental Services		
<u>Invoice Date</u> 30/06/2019	<u>Details</u> All sites skip hire	<u>Net</u> 583.10	<u>Amount</u> 699.72
<u>Invoice No.</u> SIO1150762			<u>DIRECT</u> <u>DEBIT</u>
Total Direct Debits		3,190.14	4,258.84