



## **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 18 September 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 28 August 2019. Pages 1 - 7
4. To receive any Police Liaison Officer's report.
5. To receive Traffic Statistics (SAM2) - White Woman Lane Pages 8 - 9
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 10
8. To adjourn the meeting to allow members of the public & Councillors with prejudicial interests to speak<sup>1</sup>.
9. Respond to Norfolk County Council Consultation on a proposal to increase the number of places from 10 places up to 18 places, at the complex needs Specialist Resource Base at Sprowston Infant School, Norwich from 1st February 2020. Pages 11 - 14
10. Consider making nominations for volunteer awards - (Cllr Couzens)
  - Community at Heart Awards run by Broadland District Council Pages 15 - 16
  - BBC Radio Norfolk Norfolk's Volunteers of the Year Page 17
11. To receive the report of the Town Clerk
  - 1.1 Broadland District Council (BDC) Enhancement Awards
  - 6.1 Request for sponsorship - Sprowston Library
  - 6.2 Request for grant - Citizen's advice Bureau Pages 18 - 23
12. Adjourn the meeting for a short break.
13. To consider planning applications to 18 September 2019. Page 24
14. To receive any written/verbal reports from the Council's Committees and Working Groups.
15. To receive any written and verbal reports from Members representing the Council on or at outside organisations.
16. To confirm the payment of accounts to 18 September 2019. Pages 25 -26
17. To receive the schedule of credit card payments. Page 27
18. To receive the schedule of direct debits. Page 28
19. 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.

20. To receive Broadland District Council's Planning Enforcement Update - August 2019 (Confidential).

Pages 29 - 31



**Guy Ranaweera**  
Town Clerk

**13 September 2019**

Council Office. Sprowston Recreation Ground . Recreation Ground Road Sprowston .  
Norwich.NR7 8EW

Tel: 01603 408063 . Email: [townclerk@sprowston-tc.gov.uk](mailto:townclerk@sprowston-tc.gov.uk)

**Footnote:**

*<sup>1</sup> Members have a statutory legal duty under the Local Government Act 2000, to declare any personal or prejudicial interest they have in items contained in the above agenda. Failure to do so may result in the individual Councillor being reported to the Standards Board for England.*

*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 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](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 – 28 AUGUST 2019

At the meeting of the Sprowston Town Council held at the Council Chamber, Recreation Ground Road, Sprowston on Wednesday 28 August 2019, the following Members were present: -

Mr J M Ward – Town Mayor

Mr M G Callam - Mr R J Knowles  
Mrs B Cook - Mrs B J Lashley  
Mr W F Couzens - Mr I J Mackie  
Mr J F Fisher - Ms C T Rumsby

In attendance

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

2 members of the public were present

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### 19/211. DECLARATIONS OF DISCLOSABLE PECUNIARY AND OTHER INTERESTS

| <b>Member</b> | <b>Minute No. and Heading</b>                                | <b>Nature of Interest</b> |
|---------------|--|---------------------------|
| Ms C T Rumsby | Minute 19/215 (4) -<br>Sprowston Youth<br>Engagement Project | Trustee                   |

### 19/212. APOLOGIES FOR ABSENCE

Written apologies for absence were received and accepted by the Council from Mr A J Barton, Ms D Coleman, Mrs J Leggett and Mr S C Walker and verbal apologies from Mr N Shaw.

### 19/213. MINUTES

The Minutes of the Council's meeting held on 7 August 2019, having previously been circulated to all Members, were subject to the following amendment

19/200 (2), **delete** Chair and **insert** Chair

confirmed and signed by the Town Mayor of the Council.

### 19/214. POLICE LIAISON OFFICER'S REPORT

Norfolk Constabulary's Newsletter was unavailable.

### 19/215. CORRESPONDENCE

- (1) **Planning Application 20190969; Demolition of the Existing Premier Convenience Store and Erection of 3 Bungalows (Outline), 16-22 Linacre Avenue, Sprowston**

## **19/215. CORRESPONDENCE (CONTINUED)**

Further to Minute No.19/167(d), an application to which the Council objected to, the Town Clerk reported that Broadland District Council had responded to their comments as follows:

It was considered possible to develop the site for three properties although it is noted that the indicative layout submitted with the application is likely to be changed.

There were no highway objections to the proposal or arrangement of driveways onto Linacre Avenue to justify changes at this stage, although details will be required as part of the reserved matters application.

The access from Blithemeadow Drive to Linacre Avenue will be required to be retained as part of the redevelopment of the site.

Permission has now been granted for the development proposed.

### **(2) Planning Application 20181082; Sub Division of Plot and Erection of Detached Dwelling (Outline), 26, Rosemary Road, Sprowston,**

Further to Minute No.18/174 (a), an application to which the Council did not object to, the Town Clerk reported that an appeal had been made to the Secretary of State against Broadland District Council's decision to refuse permission for the above development (Appeal Ref: **APP/K2610/W/ 19/3228010**).

Anyone wishing to make further comments, or modify or withdraw previous representations can do so via the Planning Inspectorate website before 02 September 2019

### **(3) Sprowston Youth Engagement Project (SYEP) - Three Peaks Challenge**

The Town Clerk reported a request from Clare Lincoln to sponsor SYEP to complete the Yorkshire Three Peaks Challenge to raise money for SYEP and the Norfolk and Norwich Association for the Blind.

Mrs B J Lashley commented that whilst the Town Council supported young people through the grant scheme it would be nice to recognise their hardworking endeavours.

**RESOLVED** that a grant of £200.00 be made to SYEP to help with running costs in accordance with its powers under Section 137 of the Local Government Act 1972.

### **(4) SAM2 Statistics**

Further to Minute 19/197, Mr J M Ward asked if there had been any progress with the painting of 20MPH signage at Russell Avenue.

The Town Clerk responded that he had not yet received a response from Norfolk County Council's Highway Engineer.

## **19/215. CORRESPONDENCE (CONTINUED)**

Mr J F Fisher advised that he had discussed this with Norfolk County Council's Highways Engineer who had intimated that he could see no problem with this suggestion.

### **(5) Sprowston War Memorial, St Cuthbert's Church**

Referring to Minute 19/198 (1), Mr J M Ward enquired on the progress of work on the war memorial.

The Town Clerk replied that he had requested a quotation for the re-pointing of brickwork. As to the installation of a security frame Broadland District Council had advised him that it was out of keeping with memorial.

Discussions would continue with the Planning Authority.

### **(6) Semi-Independent Accommodation Project**

Members noted the invitation to view the semi-independent accommodation for 16 and 17-year old care leavers at Bolton Road, Sprowston and meet the team.

## **19/216. REPORTS FROM COUNTY AND DISTRICT COUNCILLORS**

A written report was received from Mr J M Ward.

Mr J M Ward also verbally reported:

### **Broadland District Council**

- (1) Broadland District Council are now taking nominations for this year's Community at Heart Awards. Details at [www.broadland.gov.uk/heart](http://www.broadland.gov.uk/heart)
- (2) the Strumpshaw Recycling Centre has been enlarged and revamped and is now open to the public.

### **Norfolk County Council**

- (3) Norfolk County Council has published a 20-page documents setting out the council's EU No Deal Exit Strategy.
- (4) 40 of the County's 47 libraries are offering extended opening hours since the beginning of the year.

The libraries are also offering a new E-Service giving free access to digital newspapers and magazines. Details at libraries news page.

- (5) on Sunday 25 August 2019 I attended County Hall for the 35<sup>th</sup> annual East Coast Truckers Convoy. 89 trucks were lined up and I helped to judge them together with Wally Webb, who is the founding patron of the charity, the Chairman of Norfolk County Council, the Chairman of Broadland District Council, the Lord Mayor of Norwich and the Sheriff of Norwich. Each truck contained at least one disabled child and their carer and we waived them off to Pleasurewood Hills.

## **19/216. REPORTS FROM COUNTY AND DISTRICT COUNCILLORS (CONTINUED)**

Referring to Mr Ward's written report Mrs B J Lashley expressed concern regarding plans for a new railway halt at Broadland business Park being put on hold. She said that it was an integral part of the development and there must have been conditions.

Mr J F Fisher explained that land is still in the plan for a railway halt but the station was to be provided by operators.

A written report from Mrs J Leggett was received and noted.

## **19/217. RESIDENTS' QUESTIONS**

On the motion of Mr J M Ward, seconded by Mr I J Mackie 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.

Mr Moore queried why flats on Barkers Lane/Cozens Hardy Road were identified on maps in Sprowston yet flats located in other areas were not.

The Town Clerk advised that Mr Moore would need to contact the website provider.

The meeting was reconvened

## **19/218. REPORT OF THE TOWN CLERK**

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

#### **1.1 Pavilion Hire**

Members considered the report of the Town Clerk regarding the pricing structure for Sprowston Pavilion in comparison to room hire at Sprowston Diamond Centre.

**RESOLVED** to implement the following pricing structure with immediate effect:

- Weekdays: £12.00 per hour plus VAT
- Weekend / Bank Holidays 9.00am to 6.00pm: £15.00 per hour plus VAT
- Weekend / Bank Holidays 6.00pm to 11.00pm: £60.00 per session plus VAT

#### **1.2 Sprowston Youth Engagement Project (SYEP) Plastic Sculpture Project**

Having discussed SYEP's request to install plastic sculptures at locations in Sprowston it was

**RESOLVED** to give SYEP permission to temporarily erect sculptures at Town Council owned locations subject to health and safety requirements and Town Clerk's final approval.

## **19/218. REPORT OF THE TOWN CLERK (CONTINUED)**

### **1.3 Dogs in Windsor Park Gardens Open Space**

Council noted a letter from a resident concerning uncontrolled dogs at Windsor Park Gardens and the resident's suggestion that dogs be kept on the leash whilst on the open space.

Mr R J Knowles commented that it could be very frightening for children if large unknown dogs approached.

Mrs B J Lashley questioned how dogs on a leash could be policed and suggested signage be erected near the children's enclosed play area asking for dogs to be kept on a lead.

Mr W F Couzens felt that self-closing gates would help keep dogs out of the fenced play area.

There was a lengthy debate where various suggestions were considered and it was

**RESOLVED** to erect signage to read Please Keep Dogs on a lead near play area.

## **CEMETERY**

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

## **STREET LIGHTING**

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

## **CENTRAL ADMINISTRATION AND PERSONNEL**

### **4.1 No matters were reported**

## **PLANNING AND TRANSPORTATION**

### **5.1 Community Woodland Park at Racecourse Plantation - Invitation**

Mr J F Fisher and Mr J M Ward reported they had already agreed their attendance at the site meeting to begin preliminary consultation with the developer with regard to the erection of up to 300 new homes at Racecourse Plantation, Thorpe St. Andrew.

The Town Mayor suggested Members contact the Town Clerk if they would also like to attend this meeting.

It was agreed for the Town Clerk to attend this meeting on behalf of the Council. The Town Clerk requested Councillors contact him with any queries they would like him to raise.

## **19/219. MEETING ADJOURNMENT**

**RESOLVED** not to adjourn the meeting for a short break due to the early hour.

## **19/220. 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:

2019/1253 - proposed front extension at 2, Yew Court

2019/1287 - rear conservatory at 35, Cromwell Road

(b) to oppose the granting of planning application 2019/1193 - change of use from A1 office to D1 education at 1F, Sapphire Business Park, Sapphire House, Roundtree Way on the grounds of the lack of information about the proposal.

(c) to strongly oppose the granting of planning application 2019/1223 - rear extension and outbuilding at Friends Dental Practice, 185, Wroxham Road on the grounds that:

It is an unneighbourly form of development, out of keeping with the area, not subservient to the original building and an overdevelopment of the site.

Furthermore, this property is close to a shopping parade and pedestrian crossing. Any expansion of the business, without considerable additional onsite parking, would add substantially to existing highway problems of poor visibility and obstruction of the pavement for neighbouring properties, road users and pedestrians.

## **19/221. REPORTS FROM COUNCIL'S COMMITTEES AND WORKING GROUPS**

No written reports were received.

## **19/222. REPORTS FROM MEMBERS REPRESENTING THE COUNCIL ON OUTSIDE ORGANISATIONS**

Mr R J Knowles apologised as the topic for the Broadland older peoples Partnership July meeting was not Matters of the Mind as he had previously reported.

Mrs B J Lashley reported on event at Sprowston Library raising funds for the sensory garden to be held on 14 September 2019, 1.00pm to 3.30pm.

## **19/223. PAYMENT OF ACCOUNTS**

The Town Clerk and Responsible Financial Officer presented the schedule of accounts to 28 August 2019 totalling £6,780.08.



### **19/223. PAYMENT OF ACCOUNTS (CONTINUED)**

In answer to Members questions the Town Clerk advised that:

Invoice Numbers 3,4,5,6 referred to temporary cover for groundsman due to long term absence.

Invoice number 30418 related to hub caps for the wheels on mobile football goal posts.

Invoice Number SIN032143 was a replacement slide following vandalism at Sparhawk Park.

On the motion of Mr J M Ward, seconded by Mr R J Knowles it was **RESOLVED** that payment of the accounts to 28 August 2019 totalling £6,780.88 be approved and the schedule authorising payment signed by Mr R J Knowles and Mr J M Ward.

### **19/224. SCHEDULE OF CREDIT CARD PAYMENTS**

The schedule of credit card payments totalling £165.19 was approved and noted.

### **19/225. SCHEDULE OF DIRECT DEBIT PAYMENTS**

The schedule of direct debit payments totalling £6,696.89 was approved and noted.

### **19/226. EXCLUSION OF PRESS AND PUBLIC**

Mr J M Ward proposed, seconded by Mr I J Mackie 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**.

### **20/227. PLANNING ENFORCEMENT UPDATE - JULY 2019**

Members noted Broadland District Councils Planning Enforcement Update July 2019.

Mrs B J Lashley expressed concern regarding the lack of progress with regard to a property on Mousehold Lane.

The Town Clerk reported that Broadland District Council's Enforcement had encountered IT problems preventing updates on some addresses. He also explained the current approach by the Enforcement department with regard to a property on North Walsham Road.

Further to Minute 20/174, the Town Clerk then reported on actions taken by the enforcement team with regard to two properties in Sprowston.

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

**18 September 2019**

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**Town Mayor**

Monthly Speeds

White Woman Lane  
 Outside 116 Windsor Park Gardens (traffic travelling from mini roundabout to North  
 Waksham Road)

from Fri-Aug-09-2019-03-00-PM to Fri-Aug-23-2019-03-59-PM

| Hour    | Aug 2019 |         |           |          |        |          |        | Weekend<br>Avg | Week<br>Day Avg | Week Day 85%<br>Avg Speed |
|---------|----------|---------|-----------|----------|--------|----------|--------|----------------|-----------------|---------------------------|
|         | Monday   | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |                |                 |                           |
| 0 - 1   | 23.62    | 23.22   | 24.5      | 26.62    | 20.94  | 24.15    | 26.07  | 23.78          | 29.12           |                           |
| 1 - 2   | 25.89    | 27      | 26.43     | 27.1     | 26.12  | 26.44    | 25     | 26.51          | 32.34           |                           |
| 2 - 3   | 23.67    | 32      | 23.67     | 27.11    | 28.43  | 23.94    | 23.4   | 26.97          | 34.16           |                           |
| 3 - 4   | 22.86    | 33      | 27.83     | 27.12    | 27     | 19.5     | 22     | 27.56          | 33.42           |                           |
| 4 - 5   | 26.75    | 23.94   | 26.33     | 27.4     | 27.33  | 26.23    | 24.5   | 26.35          | 34.5            |                           |
| 5 - 6   | 25.53    | 27.25   | 27.9      | 27.51    | 26.67  | 26.39    | 26.4   | 26.97          | 32.86           |                           |
| 6 - 7   | 26.07    | 26.43   | 25.74     | 25.89    | 26.04  | 26.02    | 26.29  | 26.03          | 32.02           |                           |
| 7 - 8   | 24.85    | 24.87   | 24.79     | 24.62    | 24.77  | 25.92    | 26.03  | 24.78          | 30              |                           |
| 8 - 9   | 23.91    | 24.23   | 24.06     | 24.42    | 24.28  | 25.42    | 23.92  | 24.18          | 29.52           |                           |
| 9 - 10  | 24.3     | 24.8    | 24.05     | 24.28    | 24.48  | 24.35    | 24.72  | 24.38          | 29.44           |                           |
| 10 - 11 | 23.64    | 24.08   | 23.65     | 23.52    | 23.94  | 23.79    | 24.44  | 23.77          | 28.96           |                           |
| 11 - 12 | 24.28    | 23.76   | 23.7      | 23.73    | 24.25  | 24.37    | 24.26  | 23.94          | 28.98           |                           |
| 12 - 13 | 24.34    | 24.25   | 23.96     | 24.15    | 23.55  | 24.46    | 24.25  | 24.05          | 29.24           |                           |
| 13 - 14 | 24.68    | 24.77   | 24.52     | 24.19    | 24.45  | 24.36    | 24.6   | 24.52          | 29.52           |                           |
| 14 - 15 | 24.57    | 24.26   | 24.18     | 24.49    | 24.13  | 24.14    | 24.47  | 24.33          | 29.42           |                           |
| 15 - 16 | 24.84    | 24.29   | 23.66     | 24.37    | 24.73  | 25.07    | 25.23  | 24.38          | 29.4            |                           |
| 16 - 17 | 24.42    | 24.25   | 23.9      | 24.41    | 24.26  | 24.76    | 25.56  | 24.25          | 29.4            |                           |
| 17 - 18 | 24.67    | 24.16   | 24.19     | 24.88    | 24.63  | 24.91    | 25.68  | 24.51          | 29.48           |                           |
| 18 - 19 | 24.85    | 23.88   | 24.46     | 24.72    | 25.18  | 25.17    | 25.45  | 24.62          | 29.66           |                           |
| 19 - 20 | 25.13    | 24.97   | 24.82     | 24.61    | 25.15  | 26.13    | 25.22  | 24.94          | 30.06           |                           |
| 20 - 21 | 25.77    | 24.82   | 24.84     | 25.69    | 25.77  | 25.64    | 25.53  | 25.38          | 30.32           |                           |
| 21 - 22 | 25.24    | 24.48   | 24.99     | 24.76    | 24.88  | 24.95    | 25.68  | 24.87          | 30.34           |                           |
| 22 - 23 | 25.25    | 25.04   | 24.75     | 24.4     | 25.01  | 24.27    | 24.92  | 24.89          | 29.98           |                           |
| 23 - 24 | 21.02    | 25.19   | 24.5      | 23.86    | 23.73  | 24.4     | 26.77  | 23.66          | 29.54           |                           |

Monthly Speeds  
White Woman Lane (2)

from Fri-Aug-09-2019-03-00-PM to Fri-Aug-23-2019-12-59-PM

Outside 2 Windsor Park Gardens (Direction traffic traveling from North Walsham Road to mini roundabout)

| Hour    | Aug 2019 |         |           |          |        |          |        | Week Day Avg | Weekend Avg | Week Day 85% Avg Speed |
|---------|----------|---------|-----------|----------|--------|----------|--------|--------------|-------------|------------------------|
|         | Monday   | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |              |             |                        |
| 0 - 1   | 28.88    | 28.85   | 25.86     | 28.7     | 28     | 27.43    | 26.11  | 28.06        | 26.77       | 34.46                  |
| 1 - 2   | 24.85    | 24.82   | 27.55     | 27.46    | 25.39  | 28.78    | 24.24  | 26.01        | 26.51       | 32.06                  |
| 2 - 3   | 24       | 28.25   | 25.62     | 23.82    | 27.42  | 23.57    | 28     | 25.82        | 25.79       | 32.08                  |
| 3 - 4   | 29       | 26.29   | 23        | 28.25    | 28.36  | 26.25    | 29.5   | 26.98        | 27.88       | 35                     |
| 4 - 5   | 29.17    | 27.85   | 28.33     | 29.29    | 27     | 27.86    | 25.57  | 28.33        | 26.71       | 33.92                  |
| 5 - 6   | 30.13    | 28.22   | 29.84     | 26.47    | 27.69  | 29.25    | 25.93  | 28.47        | 27.59       | 34                     |
| 6 - 7   | 27.54    | 27.42   | 27.2      | 27.14    | 27.78  | 28.81    | 25.48  | 27.42        | 27.14       | 33.68                  |
| 7 - 8   | 27.35    | 27.88   | 27.08     | 28.2     | 28.23  | 27.14    | 28.48  | 27.75        | 27.81       | 33.54                  |
| 8 - 9   | 27.5     | 27.86   | 27.52     | 27.36    | 27.25  | 26.66    | 26.7   | 27.5         | 26.68       | 33.16                  |
| 9 - 10  | 25.76    | 26.27   | 26.29     | 26.4     | 26.94  | 27.13    | 27.07  | 26.33        | 27.1        | 31.84                  |
| 10 - 11 | 25.89    | 26.08   | 24.83     | 25.49    | 26.17  | 26.2     | 26.81  | 25.69        | 26.51       | 30.9                   |
| 11 - 12 | 26.12    | 25.88   | 25.22     | 25.67    | 25.97  | 26.16    | 25.59  | 25.77        | 25.87       | 30.88                  |
| 12 - 13 | 25.6     | 26.29   | 26.12     | 25.57    | 25.23  | 25.84    | 26.04  | 25.76        | 25.94       | 31.16                  |
| 13 - 14 | 25.97    | 26.31   | 23.87     | 26.42    | 26.07  | 26.96    | 26.4   | 25.73        | 26.68       | 31.38                  |
| 14 - 15 | 26.03    | 25.97   | 24.76     | 26.56    | 26.69  | 26.11    | 26.33  | 26           | 26.22       | 31.42                  |
| 15 - 16 | 26.27    | 25.91   | 24.85     | 25.88    | 25.82  | 25.8     | 26.36  | 25.74        | 26.08       | 30.86                  |
| 16 - 17 | 26       | 25.74   | 23.05     | 25.41    | 25.43  | 26.52    | 26.55  | 25.13        | 26.53       | 31                     |
| 17 - 18 | 25.29    | 25.11   | 25.32     | 25.26    | 25.59  | 26.38    | 26.65  | 25.31        | 26.51       | 30.86                  |
| 18 - 19 | 26.11    | 25.81   | 25.93     | 25.71    | 26.01  | 26.37    | 26.72  | 25.91        | 26.55       | 31.86                  |
| 19 - 20 | 26.71    | 26.88   | 26.06     | 25.19    | 25.97  | 26.85    | 27.17  | 26.16        | 27.01       | 32.06                  |
| 20 - 21 | 25.76    | 26.11   | 26.73     | 25.53    | 25.78  | 26.49    | 25.85  | 25.98        | 26.17       | 31.84                  |
| 21 - 22 | 27.28    | 26.34   | 27.16     | 26.42    | 26.68  | 27.52    | 25.98  | 26.77        | 26.75       | 32.66                  |
| 22 - 23 | 25.77    | 25.78   | 26.93     | 27.69    | 26.35  | 26.75    | 27.52  | 26.5         | 27.13       | 31.96                  |
| 23 - 24 | 27.05    | 26.89   | 29.05     | 27.77    | 26.77  | 26.92    | 25.77  | 27.51        | 26.35       | 33.32                  |

8<sup>th</sup> September 2019

## **Report from Councillor John Ward**

### **Broadland District Council**

BDC, in consultation with Town and Parish Councils, are initiating a comprehensive review of car parking across Broadland to provide the information to develop a Car Parking Management Plan for Cabinet approval.

At the BDC Planning Committee on 4.9.19 approval was given for an 80 bed care home and 19 assisted- living bungalows on part of the old Oasis Leisure site at Pound Lane.

An application is being made to the Office for Low Emission Vehicles to take advantage of grant funding available to extend the Electric Vehicle Charging Point Network across Broadland

### **Norfolk County Council**

The Ministry of Defence has given NCC a Silver Award for its work in supporting members of the armed forces. The Council signed the Armed Forces Covenant in 2012 and currently employs 25 veterans, 11 military spouses and one reservist.

On 6<sup>th</sup> September at the Mercure Hotel, I was present and part of the selection process for the Conservative Candidate for the post of Police and Crime Commissioner. The successful candidate is Giles Rackley Orpen-Smellie, a retired Colonel, Parachute Regiment.

On 7<sup>th</sup> September, as Town Mayor of Sprowston, I was pleased to attend Sprowston Library and hand out awards and medals to the 30+ children who had successfully completed the Summer Reading Challenge by reading 6 books over the holiday period.



9 September 2019

**Consultation on a proposal to increase the number of places from 10 places up to 18 places, at the complex needs Specialist Resource Base at Sprawston Infant School, Norwich from 1<sup>st</sup> February 2020.**

**Introduction**

The Children and Families Act 2014 champions the progressive removal of barriers to learning and general presumption of mainstream education for all learners with Special Education Needs and Disabilities (SEND) to attend a mainstream setting should they or their parents wish to.

In 2018, Norfolk County Council announced it was to invest £120m in specialist school places and services, with up to four new special schools and 170 places in specialist bases at mainstream schools. The aim is to create more than 500 extra school places for children with special education needs and disabilities in Norfolk.

A Specialist Resource Base (SRB) is a small class in a mainstream school, where children are taught by specialist staff. A panel of professionals would continue to admit pupils to the SRB, not only from the local area, but also across a wider area. Pupils at a SRB not only benefit from smaller classes with favourable pupil-staff ratios, but also benefit from being in a mainstream school and being included in many learning opportunities with their mainstream peers, with additional support from specialist staff. In addition, a SRB would access further resources from a Special School Partner and additional professionals to support children.

**What are we proposing**

To meet the demand for primary specialist resource base places we are proposing to;

- Increase the capacity of the complex needs Specialist Resource Base from 10 places up to 18 places, at Sprawston Infant School, from 1 February 2020.

Sprawston Infant School already operates a complex needs SRB and is unique in that it caters for children who meet the profile for a placement in a Complex Needs School. It operates at 100% occupancy throughout the academic year and has done so during the past 5 years. For the 2019 September Admissions round, 20 applications were made; 9 places have been offered.

It is proposed to use the Children Centre teaching space, based at the school, which is next to the current SRB.

### **What are the benefits of this proposal**

Norfolk County Council and the Governors at Sprowston Infant School feel these changes would benefit children and young people because;

- It provides consistency of and access to complex needs SRB provision for children, young people and families in the area
- It ensures that needs can be met locally avoiding the need for children to spend unnecessary time travelling to an appropriate school further away
- There is an increase of places to meet the needs of children with complex needs
- This SRB would continue to be part of a wider county wide SRB programme, providing consistency of SRB provision
- Provides additional resource for the pupils currently requiring specialist resource
- It addresses an identified gap in specialist provision through the SEND Sufficiency Strategy to meet needs locally.

There are several considerations that Norfolk County Council take into account when considering changes to organisations of schools. These include school leadership, performance, impact on the community, diversity of provision, need for places, travel, early years provision and special education provision. The overall driving force is to ensure any change is in the best interest of children's education and achievement.

### **What will happen to children currently supported by the SRB**

The current children supported by the SRB at Sprowston Infant School will remain on roll at the school and there will be no disruption to their learning. The only exceptions would be where an annual review of a child's Education, Health and Care Plan (EHCP) decided to consider a change of school, or parental preference changes.

### **Capital costs**

The proposal is to expand the ASD SRB into the adjoining room being vacated by the Children's Centre thereby doubling the capacity of the school's SRB provision. Works will involve joining the two rooms together, consolidating the external areas to form a single outdoor creative play space. The extent of the project is subject to the availability of funding and an assessment of cost per pupil place. Capital costs will be covered by Norfolk County Council.

**The earliest this could happen is 1<sup>st</sup> February 2020**

### **How can you have your say**

We will be holding drop-in events where you can come and find out more about these proposals, by attending any of the dates below:

- 9 – 10am, Monday 16 September, Sprowston Infant School
- 6.30 – 7.30pm, Wednesday 25 September, Sprowston Infant School

If you are unable to attend these events but would like to comment on our reorganisation proposals please:

- complete the attached form and hand it to the school office
- or write to School Organisation Team, FREEPOST IH 2076, Floor 8 (Bay 29), County Hall, Martineau Lane, Norwich, NR1 2BR,
- or email [schoolreview@norfolk.gov.uk](mailto:schoolreview@norfolk.gov.uk)
- or access our online survey: <https://norfolk.citizenspace.com/childrens-services/sprowston>

**We need all responses by 18 October 2019.**



## Consultation on proposed changes to Sprowston Infant School, Norwich

Let us know what you think of our proposal

How far do you agree or disagree with our proposal to increase the number of places from 10 places up to 18 places, at the complex needs Specialist Resource Base at Sprowston Infant School?

Please tick a box.

Strongly agree

Agree

Neither agree or disagree

Disagree

Strongly disagree

Why do you say this? Please write in the box below.

Why do you say this? Please write in the box below.

Are there any other comments or suggestions you would like to make to help us with this decision and in planning for the future provision of the children? Please write in the box below.

Are there any other comments or suggestions you would like to make to help us with this decision and in planning for the future provision of the children? Please write in the box below.

We would like to hear from many different people as your views help us to decide whether or not we make these changes. We will also use any personal information to understand how different groups of people feel about our proposal to increase the number of places the Specialist Resource Base at Sprowston Infant School.

We will process any personal information we receive from you in line with the General Data Protection Regulation (GDPR) (Regulation (EU) 2016/679), the Data Protection Act 2018 and Norfolk County Council's data protection policy and guidelines. This means that Norfolk County Council will hold your personal data and only use it for the purpose for which it was collected, being this consultation.

We won't identify individuals when reporting back our findings and under our record management policy we will keep this information for five years. We will also, under normal circumstances, not pass your personal data on to anyone else. However, we may be asked under access to information laws to publish or disclose some, or all, of the information you provide in response to this consultation, including any personal information. We will only do this where such disclosure will comply with such relevant information laws which include the Freedom of Information Act 2000, the Data Protection Act 2018 and the Environmental Information Regulations 2004.

Please tell us who you are, (tick all that apply):

- |   |  |
|---|--|
| <input type="checkbox"/> Pupil                                    | <input type="checkbox"/> School governor       |
| <input type="checkbox"/> Parent / Guardian                        | <input type="checkbox"/> Local resident        |
| <input type="checkbox"/> Member of the Parent Teacher Association | <input type="checkbox"/> Local business        |
| <input type="checkbox"/> Member of staff                          | <input type="checkbox"/> Local sports group    |
|   | <input type="checkbox"/> Local community group |

Other (please specify): \_\_\_\_\_

At which school? \_\_\_\_\_

What is your postcode? \_\_\_\_\_

Your views will help us decide if this proposal goes ahead. You can tell us your views by returning this completed form to:

- Your school office
- Posting it to School Organisation Team, FREEPOST IH 2076, Floor 8 (Bay 34), Norfolk County Council, County Hall, Martineau Lane, Norwich, NR1 2DH
- Emailing [schoolreview@norfolk.gov.uk](mailto:schoolreview@norfolk.gov.uk)
- Accessing our online survey: <https://norfolk.citizenspace.com/childrens-services/sprowston>

**This consultation ends on 18 October 2019**



## Nominations for volunteer awards

### **1. Broadland District Council: Community at Heart Awards**

The Community at Heart Awards celebrate our community heroes; acknowledging the valuable contribution of volunteers, individuals, businesses or community groups and the work they do in the district. Awards could be presented for things such as running a sports club, hosting events, fundraising, or helping around the community.

If you know a community hero you would like to see recognised, nominate them online now. Winners receive £250 for the community group of their choice. Deadline for nominations is 29 September 2019

This is the fifth year of the Community at Heart Awards, sponsored by Price Bailey. The awards ceremony will be held on the 29th October at The Space in Sprowston - venue sponsors for the awards.

#### **Nominations close 6th October 2019**

- Nominees must live or work in the Broadland Council District
- Have been involved in the activity that they have been nominated for within the last 12 months

#### **Award categories**

**Inspiration of the Year** - a person who has achieved something great - personally or professionally and is an inspiration to others.

**Young Person of the Year (aged 25 or under)** - a young person who has made remarkable and inspirational achievements and has shown enthusiasm and positivity.

**Sporting Achievement of the Year** - a team or individual who reached a goal in sport and have been an excellent example of good sportsmanship.

**Carer of the Year** - a carer paid or unpaid, who a resident that Broadland could not do without.

**Business Community Support of the Year** - local business that has contributed to supporting community initiatives.

**Safer Broadland Award** - a person in your neighbourhood who makes everyone feel a little safer. Nominees can be paid or unpaid.

**Environmental Champion of the Year** - an individual, school, business or community group who has made an extra effort to make a positive impact on the environment.

**Community Group of the Year** - a community group that has made a significant contribution to the residents of their local area.

**Volunteer of the Year** - an individual who has volunteered their time to make an outstanding contribution to their community.

**Good neighbour or Friend of the Year** - a person who has made a positive impact on someone's life. Someone who has gone the extra mile to offer help in times of trouble or just in day to day life.

You can nominate someone using

[https://www.broadland.gov.uk/info/200152/your\\_community/426/community\\_at\\_heart\\_wards](https://www.broadland.gov.uk/info/200152/your_community/426/community_at_heart_wards)

*Information taken from:*

[https://www.broadland.gov.uk/info/200152/your\\_community/426/community\\_at\\_heart\\_wards](https://www.broadland.gov.uk/info/200152/your_community/426/community_at_heart_wards) (11<sup>th</sup> September 2019)

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Nominations must include:

1. Contact details of the nominee
2. Award category
3. Reason(s) for nomination

## Nominations for volunteer awards

### **2. BBC Radio Norfolk: Norfolk's Volunteers of the Year,**

We all know them, the people who care, give up their time and want to make a difference in their community. Norfolk's volunteers are incredible, passionate people – and we're celebrating all that they do.

We're on the search for Norfolk's Volunteers of the Year. Do you know someone who you think deserves recognition for all that they do? If you do, nominate them for one of our awards. We've got four categories you could enter them in:

**YOUNG:** A person aged between 5 - 16 who should be recognised for their volunteering.

**COMMUNITY:** An individual who has had an impact on their community whether geographical, group or virtual.

**HEALTH:** Someone whose volunteering benefits the health of people, or in the health sector.

**EDUCATION:** For this person it's all about the education of people. This is not limited to a school or formal education environment and can include any role that educates or informs.

The closing date for nominations is Monday 30 September at 23:59.

Judging will take place in November and the winners will be announced on air throughout December.

You can nominate someone using <https://www.bbc.co.uk/radionorfolk>

*Information taken from:*

<https://www.bbc.co.uk/programmes/articles/4rTQxd6GQhPyv5xYnS4XDv/volunteers-of-the-year> (11<sup>th</sup> September 2019)

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How to nominate

1. Inform the nominee that they are being nominated
2. Complete the form for the relevant category and tell the BBC in 200 words or fewer why the nominee deserves to win
3. Supply contact details of the nominee

## **COUNCIL MEETING – 18th September 2019**

### **Report of the Town Clerk**

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

##### **1.1 Broadland District Council (BDC) Enhancement awards**

Sprowston Diamond Centre has been nominated for the Broadland District Council Enhancement awards. Town Council has been asked to confirm if we are happy to participate.

BDC will soon be short-listing for this award and if we are successful the Awards Panel (which is made up of a number of councillors) would visit on Friday 9<sup>th</sup> October. It would be useful if the Town Clerk and/or Members, or the architect would be available to meet the panel.

- **Option:**  
**To participate in the Broadland District Council Enhancement awards, and nominate Members to meet the Awards Panel on 9<sup>th</sup> October 2019.**

#### **CEMETERY**

**2.1 No matters to report.**

#### **STREET LIGHTING**

**3.1 No matters to report.**

#### **CENTRAL ADMINISTRATION AND PERSONNEL**

##### **4.1 Grounds staff**

The member of grounds staff whom had been on long term sickness leave returned to work at beginning of September. Hiring of temporary cover grounds staff ceased at end of August.

**4.2 Invitation from Thorpe Town Council to Sprowston Councillors to attend Harvest Festival and Civic Service**  
(Enclosure)

#### **PLANNING AND TRANSPORTATION**

**5.1 No matters to report.**

## **GRANT AND SPONSORSHIP REQUESTS**

### **6.1 Request for sponsorship, received from Sprowston Library**

The manager of Sprowston Library has asked if Town Council would be willing to sponsor a LGBT (Lesbian, Gay, Bisexual, Transgender) event at the library. The event features a popular drag queen and will be along the theme of 'embracing one's personal identity whoever you may be'. The event is intended to promote and celebrate diversity in the community and was originally going to be paid for by donations, however, the recent theft of the donations box has left the event in jeopardy.

**See attachment 7.1 for full details**

- **Option:**

**Council to sponsor Sprowston Library to hold the LGBT event referred to in 6.1, in accordance with its powers under section 137 and 139 of the Local Government Act 1972 to incur expenditure which in the opinion of the Council is in the interest of the area or its inhabitants and will benefit them in manner commensurate with the expenditure**

### **6.2 Request for grant, received from Norfolk Citizens Advice (NCA)**

Further to Council's 2018-19 donation of £500 to Norfolk Citizen' Advice, NCA have written to ask Council to consider a further financial gift in 2019-20.

**See attachment 7.2 for full details**

- **Option:**

**Council to make a donation to Norfolk Citizen's Advice, in accordance with its powers under section 137 and 139 of the Local Government Act 1972 to incur expenditure which in the opinion of the Council is in the interest of the area or its inhabitants and will benefit them in manner commensurate with the expenditure**

## **ATTACHMENTS**

7.1 Email from Sprowston Library Manager

7.2 Letter from Norfolk Citizens Advice



**Guy Ranaweera  
Town Clerk**

## Guy Ranaweera

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**From:** Sharland, Claire <claire.sharland@norfolk.gov.uk>  
**Sent:** 06 September 2019 10:14  
**To:** Guy Ranaweera  
**Subject:** Event at SPR library

Hi Guy,

Hope you had a good summer.

We have an LGBT exhibition at Sprowston Library the last week of November/first week of December and I am planning a couple of events to tie in with it to highlight the importance of promoting diversity in the community, one event for adults and one for families. A drag queen 'Mamma G' has done a couple of special story-times in the children's library at the forum library along the theme of learning to embrace one's personal identity whoever you may be, and she went down a storm. I thought it would be particularly appropriate at the time of year, as it will be just approaching panto season. Mamma G is available at the time, but costs £70. I was hoping to be able to pay for the event from donations, but our donations box got stolen a couple of weeks ago which has set that plan back a bit. By November, we will probably have collected around £40, maybe more, though probably not the whole £70. I was wondering if there is any possibility if, in the interests of promoting and celebrating diversity in the Sprowston Community, the town council may like to sponsor the event?

I look forward to hearing from you,

Best wishes and thanks,

Claire

**Claire Sharland, Library Manager, Sprowston, St William's Way and Wroxham Library Cluster**

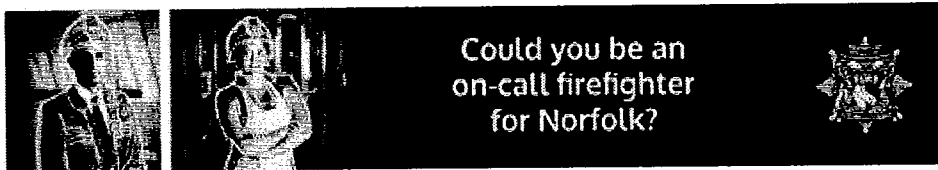
Norfolk Library and Information Service

Sprowston Library, Recreation Ground Road, NR7 8EW

Dept: 01603 408426 | Mobile: 07785 400032



Norfolk County Council



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To see our email disclaimer click here <http://www.norfolk.gov.uk/emaildisclaimer>

# Norfolk Citizens Advice

Millennium Library The Forum Millennium Plain Norwich NR2 1TF

citizens  
advice

Serving the community from Norwich, Attleborough, Dereham, Fakenham, Great Yarmouth, Holt, King's Lynn, North Walsham, Watton, Wymondham, Aylsham, Cromer, Marham and Reepham

Mrs June Hunt  
Clerk to Sprowston Town Council  
Sprowston Diamond Centre, School Lane,  
Sprowston  
Norwich  
NR7 8TR

Sent via email to: [townclerk@sprowston-tc.gov.uk](mailto:townclerk@sprowston-tc.gov.uk)

August 22, 2019

Dear Mrs Hunt

Thank you for your support of Norfolk Citizens Advice. Your generous donation of £500 has helped us to continue providing free and expert advice to over 20,000 Norfolk residents from all across our county over the last year. You may have noticed from our letterhead, that **we have now merged with Mid Norfolk Citizens Advice**, extending our reach further into the County.

**As we approach the autumn, I would like to ask whether you would consider supporting us with a financial gift again?** I've set out some key information about us, and about the impact we have. If you would like any additional information about how we are working with people in your ward please do let me know and I will be happy to tell you about how our work is directly helping your local residents. You will find my email address at the bottom of this letter.

**About us:** As I am sure you will recall, we are a local charity working right across the County. We provide advice at ten main centres in: Attleborough, Fakenham, Great Yarmouth, Kings Lynn, North Walsham, Norwich, Dereham, Holt, Watton and Wymondham and have outreach centres in a further ten locations across the region. We provide free, impartial advice and information to anyone who comes to us for help, delivered by our team of 220 highly-trained, local volunteers. We also have paid specialist advisers and are linked closely to other local organisations, such as the Norfolk Community Law Service and Shelter.

**Who we help:** We will help anyone who comes to us. Norfolk is an area of the UK that faces serious issues around poverty and deprivation. Poverty is often compounded by additional issues with 36% of our clients describing themselves as disabled or having a long-term health condition, and nearly a quarter having mental health issues.



Advice Line: 03444 111 444 Admin: 01603 273120 Public E-mail: [public@ncab.org.uk](mailto:public@ncab.org.uk) Website: [www.ncab.org.uk](http://www.ncab.org.uk)



Charity Registered in England & Wales No. 1071297  
Company No. 3617412 VAT No. 688 8997 22

Norfolk Citizens Advice Bureau are authorized and regulated by the Financial Conduct Authority – FRN: 617678

The most common problems we are asked to assist with concern debt. However, we also support people with welfare benefits (especially with the roll out of Universal Credit), employment, relationships, housing, legal advice, consumer rights, immigration, health, discrimination and education.

**The issues we are facing:** The number of people contacting us for face to face meetings, and by phone and email are all increasing. We are also finding that our clients have increasingly complex issues and a growing number are disabled. **We need to be open more days each week in multiple locations alongside providing increased telephone and email support to handle this growing demand.**

*"Very good, useful, necessary and must remain. Could do with being available more days."*

Our increase in client numbers is also partly driven by the fact that other local organisations that were providing excellent services to Norfolk citizens have had their funding cut and are curtailing or closing down services. Their clients are now turning to us too. There are also increasing demands on us associated with changes to benefits, Brexit and the drastic reductions in legal aid which makes it very hard for our clients to seek access to justice.

**What we plan to do:** We plan to extend both our face to face, online and telephone services over the next three years, specifically to:

- Expand our opening hours in the areas where there is the greatest demand for face to face services: Norwich, Great Yarmouth, Kings Lynn, Dereham, Watton, Fakenham and Swaffham.
- Recruit and train an additional 60 volunteers across the county
- Improve our telephone and digital services, with 60 additional specific volunteers across the County concentrating on giving phone and email advice to our clients seeking telephone and digital help.

*"I feel very confident now that there is a light at the end of the tunnel. I could not have gone forward without help as my problems had become overwhelming. Thank you."*

**Budget:** It currently costs around £34 to support each client. In reality, some clients need far more support than others, and we also know that phone and digital support is cheaper to provide than face to face services. (This remote support can also be more effective for hard to reach clients who would struggle to attend a meeting in one of our offices.) As a guide to why we must seek donations, we know that to extend the opening hours of seven of our offices will cost £85,000 per year which equates to around £200 per additional day we want to be open.





We would like to ask you to consider supporting us again, any amount you could donate would be hugely helpful and make a real difference to the local people we are supporting. Finally, if you have any questions about our work, please feel free to contact me using the details below. Thank you for your time and your generosity.

Yours sincerely

A handwritten signature in black ink, appearing to read "Jon Cheyette".

**Jon Cheyette**

**Chief Executive Norfolk Citizens Advice 01603 273110 / 07715 653585 [j.cheyette@ncab.org.uk](mailto:j.cheyette@ncab.org.uk)**

**Sprowston Town Council**  
**PLANNING APPLICATIONS – 18<sup>th</sup> September 2019**

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**Broadland DC App.No.** 20190758      **Location:** Land to the South of Salhouse Road, Sprowston

**Type:** Planning Application Reserved Matters

**Description:** Reserved Matters Application following grant of Outline Planning Permission 20160498 for the Phase 1 Residential Development comprising 251 Houses & Associated Infrastructure & Details Reserved by Conditions 18 (LEMP), 25 (Landscaping), 26 (Tree Protection), 27 (Ground Investigation) & 28 (Archaeology) (EIA Application)

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**Broadland DC App.No.** 20191368      **Location:** 286 Blue Boar Lane, Sprowston, NR7 8RZ

**Type:** Planning Application Outline

**Description:** Sub-division of Existing Garden to No. 286 to Form 2 New Semi-detached Dwellings (Outline)

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**Broadland DC App.No.** 20191370      **Location:** Land at White House Farm, Salhouse Road, Sprowston

**Type:** Planning Application Outline

**Description:** Residential Development of up to 516 Dwellings, A Local Centre comprising up to 0.25ha of A1-A5 & D1 Uses, with associated Infrastructure & Landscaping

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**Broadland DC App.No.** 20191395      **Location:** 77 Cromwell Road, Sprowston, NR7 8XJ

**Type:** Householder

**Description:** Two Storey Side Extension

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| Sprowston Town Council |                    | Payments  | Meeting         | Date: 18 September 2019 |                 |             |
|------------------------|--------------------|---|-----------------|-------------------------|-----------------|-------------|
| <u>Invoice Date</u>    | <u>Invoice No.</u> | <u>Details</u>  | <u>Net</u>      | <u>VAT</u>              | <u>Amount</u>   | <u>BACS</u> |
| 21/08/2019             | 51913              | The Alarm Company<br>Call out: Groundsmen Workshop Door Sensors             | 88.45           | 17.69                   | 106.14          | 386         |
| 21/08/2019             | S119-04160         | Bidwells LLP<br>Professional Services-Phase IV Sports Hall                  | 1,208.80        | 241.76                  | 1,450.56        | 387         |
| 29/08/2019             | 625405             | Broadland District Council<br>Emptying add. Litter Bin Barkers Lane 2018/19 | 57.63           |                         | 57.63           | 388         |
| 31/08/2019             | SIN032498          | Fenland Leisure Products Ltd<br>Wetpour Repair Kit                          | 107.00          | 21.40                   | 128.40          | 389         |
| 02/09/2019             | 925698             | Heritage Contract Services Ltd<br>Caretaking/Cleaning Services October 2019 | 5,569.58        | 1,113.92                | 6,683.50        | 390         |
| 31/07/2019             | 9256655            | Cleaning Materials  | 240.66          | 48.13                   | 288.79          |             |
|                        |                    |   | <b>5,810.24</b> | <b>1,162.05</b>         | <b>6,972.29</b> |             |
| 30/08/2019             | 1465               | Herts Enviro Services<br>Tank Disinfections :Pavilion                       | 675.00          | 135.00                  | 810.00          | 391         |
| 23/08/2019             | Inv-1929           | HH Tankering Services Ltd<br>Emptying Ceptic Tank                           | 117.00          | 23.40                   | 140.40          | 392         |
| 27/08/2019             | 671841             | Intouch Systems<br>Spohos 1 yr Antivirus                                    | 34.00           | 6.80                    | 40.80           | 393         |
| 01/09/2019             | 671898             | 6x hosted exchange 01/10/2019-01/11/2019                                    | 53.00           | 10.60                   | 63.60           |             |
| 01/09/2019             | 671934             | Broadband Recreation Ground September 2019                                  | 50.00           | 10.00                   | 60.00           |             |
| 01/09/2019             | 671935             | Broadband Diamond Centre September 2019                                     | 150.00          | 30.00                   | 180.00          |             |
|                        |                    |   | <b>287.00</b>   | <b>57.40</b>            | <b>344.40</b>   |             |

|                                    |                    |             |            |            |               |             |
|------------------------------------|--------------------|-------------|------------|------------|---------------|-------------|
| <u>Invoice Date</u>                | <u>Invoice No.</u> |             | <u>Net</u> | <u>VAT</u> | <u>Amount</u> | <u>BACS</u> |
| 03/09/2019                         | 190900             | Moviola Ltd | 75.63      | 14.12      | 89.75         | 394         |
| <b>Details</b>                     |                    |             |            |            |               |             |
| Fighting With My Family 02/09/2019 |                    |             |            |            |               |             |
| <u>Invoice Date</u>                | <u>Invoice No.</u> |             | <u>Net</u> | <u>VAT</u> | <u>Amount</u> | <u>BACS</u> |
| 21/08/2019                         | 1009875160         | Sage        | 86.35      | 17.27      | 103.62        | 395         |
| <b>Details</b>                     |                    |             |            |            |               |             |
| Payroll Slips                      |                    |             |            |            |               |             |

**TOTAL OF INVOICES**      8,513.10      1,690.09      10,203.19      Trf 67

**Transfer:**      STC Drawings a/c to Petty Cash      -      -      -      -

8,513.10      1,690.09      10,203.19

**Transfer:**      STC Active a/c to STC Drawings a/c      -      -      10,203.19      Trf 67

**Transfer:**      STC Active a/c to Salaries a/c      25,000.00      -      25,000.00      Trf 68

.....  
Councillor

.....  
Councillor

.....  
Town Clerk



| Sprowston Town Council            | Direct Debit Payments   | Meeting                | Date: 18 September 2019   |
|-----------------------------------|---|------------------------|---------------------------|
| <u>Invoice Date</u><br>05/09/2019 | <u>Invoice No.</u><br>6030690   | <u>Net</u><br>625.05   | <u>Amount</u><br>625.05   |
|                                   | Anglian Water Business<br>Details<br>Recreation Ground Adj. Meter reading | <u>VAT</u>             | <u>DIRECT</u><br>DEBIT    |
| <u>Invoice Date</u><br>13/09/2019 | <u>Invoice No.</u><br>502857  | <u>Net</u><br>7,865.00 | <u>Amount</u><br>7,865.00 |
|                                   | PWLB<br>Details<br>loan 502857 Cemetery                                   | <u>VAT</u>             | <u>DIRECT</u><br>DEBIT    |
| Total Direct Debits               |   | <u>8,490.05</u>        | <u>8,490.05</u>           |