

**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 30 October 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 9 October 2019.  | Pages 1 - 11  |
| 4.  | To receive any Police Liaison Officer's report.  |               |
| 5.  | Agree action/response arising from the minutes.  |               |
|     | (1) Review Section 38 street lighting at:  |               |
|     | (1.1) Halsbury Homes development - Salhouse Road   |               |
|     | (1.2) Keir Living Ltd - Salhouse Road  | Pages 12 - 14 |
| 6.  | To receive correspondence.   |               |
|     | (1) Email - request to support the National Community Energy Campaign.   | Pages 15 - 18 |
| 7.  | To receive any written/verbal reports from Sprowston County and District Councillors.                                  | Page 19       |
| 8.  | To adjourn the meeting to allow members of the public & Councillors with prejudicial interests to speak <sup>1</sup> . |               |
| 9.  | To receive the report of the Town Clerk and make decisions on:   | Pages 20 - 23 |
|     | 4.1 Recycling  |               |
|     | 4.2 Redmond review of local authority financial reporting and external audit: call for views                           |               |
| 10. | Adjourn the meeting for a short break.   |               |
| 11. | To consider planning applications to 30 October 2019.  | Pages 24 - 25 |
| 12. | To receive any written/verbal reports from the Council's Committees and Working Groups.                                |               |
| 13. | To receive any written and verbal reports from Members representing the Council on or at outside organisations.        |               |
| 14. | To receive the summary of income & expenditure and balance sheet to 30 September 2019.                                 | Pages 26 - 37 |
| 15. | To receive the schedule of fixed loan repayments.  | Page 38       |
| 16. | To confirm the payment of accounts to 30 October 2019.   | Pages 39 - 40 |
| 17. | To receive the schedule of credit card payments.   | Page 41       |
| 18. | To receive the schedule of direct debits.  | Pages 42 - 43 |



**Guy Ranaweera**  
Town Clerk

**24 October 2019**

Council Office. Sprowston Recreation Ground . Recreation Ground Road Sprowston .  
Norwich.NR7 8EW  
Tel: 01603 408063 . Email: townclerk@sprowston-tc.gov.uk

**Footnote:**

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

*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 – 9 OCTOBER 2019**

At the meeting of the Sprowston Town Council held at the Council Chamber, Recreation Ground Road, Sprowston on Wednesday 9 October 2019, the following Members were present:-

Mr J M Ward – Town Mayor

Mr M G Callam	-	Mrs B J Lashley
Ms D Coleman	-	Mrs J Leggett
Mr W F Couzens	-	Ms C T Rumsby
Mr J F Fisher	-	Mr S C Walker
Mr R J Knowles	-	Mr N Shaw

In attendance

Mr G Ranaweera	-	Town Clerk and Responsible Financial Officer
Mrs E Elliot	-	Committee Officer
Sergeant A Youd	-	Norfolk Constabulary

2 members of the public were present

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### **19/248. DECLARATIONS OF DISCLOSABLE PECUNIARY AND OTHER INTERESTS**

<b>Member</b>	<b>Minute No. and Heading</b>	<b>Nature of Interest</b>
Mr J F Fisher	19/257 - S358 Street Lighting Requirements	Norfolk County Councillor
Mr J M Ward	19/257 - S358 Street Lighting Requirements	Norfolk County Councillor

### **19/249. APOLOGIES FOR ABSENCE**

Written apologies for absence were received and accepted by the Council from Mr A J Barton, Mrs B Cook, Mr I J Mackie and Mr J H Mallen.

### **19/250. MINUTES**

The Minutes of the Council's meeting held on 18 September 2019, having previously been circulated to all Members, were confirmed and signed by the Town Mayor of the Council.

### **19/251. POLICE LIAISON OFFICER'S REPORT**

The Town Mayor welcomed Sergeant Youd to the meeting.

Sergeant Youd explained she was the part of the Broadland Local Policing Neighbourhood Team and responsible for co-ordinating Beat Managers across Broadland.

Mr N Shaw joined the meeting.

**19/251. POLICE LIAISON OFFICER'S REPORT (CONTINUED)**

She reported that a recruitment process was under way to replace PC Russ Tupper, assisted by Mrs J Leggett. It would be for a temporary officer as PC Tupper's promotion to Sergeant was a pro tem position. As soon as the successful candidate was in post, she would introduce them to Council.

Referring to recent issues of anti-social behaviour Sergeant Youd advised that names of 17 individuals had been identified, some of which were actively engaged in anti-social behaviour and some by association. The three main offenders were from Heartsease, Norwich and were now on bail under curfew.

As to the remaining persons, letters had been sent to parents or responsible adult. These letters were of different stages dependant on continued anti-social behaviour.

Targeted Patrols would continue.

In response to a question Sergeant Youd confirmed that Police were liaising with the educational institutions associated with the individuals and working with the Youth Offending Team.

With regard to other crime reports Sergeant Youd advised that most were domestic related and did not affect the wider community.

Ms C T Rumsby referred to comments on Facebook regarding incidences of anti-social behaviour and asked if these were being reported to the Police to which Sergeant Youd replied no.

**19/252. EDWARDS ROAD BUS STOP - LITTER BIN**

Further to Minute 19/201, the Town Clerk reported that as Broadland District Council had not received any reports of a litter problem at the Edwards Road Bus Stop on the city-bound side of North Walsham Road they declined to install a litter bin and residents had been asked to report litter to Broadland District Council.

**19/253. PLANNING APPLICATION 2019/1193 CHANGE OF USE FROM A1 OFFICE TO D1 EDUCATION AT 1F, SAPPHIRE BUSINESS PARK, SAPPHIRE HOUSE, ROUNDTREE WAY**

Referring to Minute 19/233, Mr W F Couzens expressed concern regarding mixed usage of a premises incorporating an educational facility.

**19/254. PLANNING APPLICATION 2019/1370 - RESIDENTIAL DEVELOPMENT OF UP TO 516 DWELLINGS, A LOCAL CENTRE COMPRISING UP TO 0.25ha OF A1 - A5 & D1 USES, WITH ASSOCIATED INFRASTRUCTURE & LANDSCAPING AT LAND AT WHITE HOUSE FARM, SALHOUSE ROAD**

Further to Minute 19/240 (d) 4, Mrs J Leggett reported that she had spoken to the Planning Authority regarding the above planning application.

With regard to the location of the Local Centre, part of the layout was delivered in the 2016 Growth Triangle Area Action Plan, Strategic Policy GT20 identifies the shopping area.

**19/254. PLANNING APPLICATION 2019/1370 - RESIDENTIAL DEVELOPMENT OF UP TO 516 DWELLINGS, A LOCAL CENTRE COMPRISING UP TO 0.25ha OF A1 - A5 & D1 USES, WITH ASSOCIATED INFRASTRUCTURE & LANDSCAPING AT LAND AT WHITE HOUSE FARM, SALHOUSE ROAD (CONTINUED)**

The Planning Authority is to revisit the unlinked green structure.

The Town Council is requested to quantify their comment "no provision for community buildings with adequate parking".

Kier Living Ltd is to provide a pathway to Harrisons Woodland.

**19/255. CORRESPONDENCE**

No correspondence received.

**19/256. REPORTS FROM COUNTY AND DISTRICT COUNCILLORS**

A written report was received from Mr J M Ward.

Mr J M Ward also verbally reported:

**Norfolk County Council**

- (1) On 1 October 2019 the transfer of the operational aspects of the highways service to Norse highways commenced. This is expected to save the council £500k per year whilst maintaining quality and service delivery standards.
- (2) 1 October 2019 also sees the launch of the Council's Early Childhood and Family Service across Norfolk. Run in partnership with Action for Children, the service will focus on helping families who need extra support. There will be a range of activities and courses on offer and one-to-one support will be available. Details at [www.norfolk.gov.uk/earlychildhood](http://www.norfolk.gov.uk/earlychildhood).
- (3) a £10K fund was launched to mark the WWII anniversary. Grants of up to £500 are available to community groups to commemorate in 2020 the 75<sup>th</sup> anniversary of VE Day, VG Day and the 80<sup>th</sup> anniversary of the Battle of Dunkirk and Operation Dynamo. Details available at Norfolk Community Foundation website.
- (4) a new bike share scheme supported by Norfolk County Council has been launched in Norwich. It is called "BERYL" and manual and electric assist bikes can be hired at various locations around the city. It will cost a £1 unlock fee and 5 pence per minute or 24 hours for £12.00.
- (5) this week and next week Norfolk libraries will be celebrating Libraries Week with 100 events to help people learn digital skills. Details from the local library.

**Sprowston Town Council**

- (6) On Sunday 6 October I represented this Council at the Mayor of Thorpe St. Andrew's Civil Service which was held in conjunction with the Harvest Festival at St. Andrews Parish Church.

## **19/256. REPORTS FROM COUNTY AND DISTRICT COUNCILLORS (CONTINUED)**

Referring to Mr Ward's written report Mr W F Couzens queried the 3.99% Council Tax raise and a shortfall in funding for Social Care.

Mrs J Leggett verbally reported that:

- (1) she had visited the NEST, a sports hub at Horsford, to hear about phase 2 of their project which will include a full size 3G artificial football pitch, 2 multi-use spaces, IT learning space, 4 Changing rooms and accessible café and social area operational Autumn 2020 at a cost of £4.2m. £1m is still needed and any money raised within the next four months will be match funded by Norwich City Football Club. Details at [www.thenest.org.uk](http://www.thenest.org.uk)

Mr N Shaw verbally reported that he had attended the:

- (1) Security Awareness Special Interest Group's (SASIG) Chairman's advisory meeting. This group would be meeting with the Department of Transport, and Minister, with regard to noise and infrastructure around airports.
- (2) Norwich Airport Consultative Committee meeting where he had been advised that:
  - (2.1) work on two new hangers at a cost of £8m had started this week.
  - (2.2) KLM were bringing their engineering division to Norwich.
  - (2.3) flights to Malaga, Tenerife and Exeter had ceased
  - (2.4) flights to Edinburgh had increased from 3 to 6 a week.
  - (2.5) Passenger turnover was down by 10% as a result of Thomas Cook yet profits were improving in other areas.

## **19/257. S38 STREET LIGHTING REQUIREMENTS**

The Town Clerk reported a request from Norfolk County Council for Sprowston Town Council to identify if they wanted street lighting installed on Halsbury Homes and Kier Living Developments at Salhouse Road, and for the Council to accept future responsibility.

He explained there were 365 dwellings on the Halsbury Homes development and 251 dwellings on the Kier Living development.

In comparison the Windsor Park Gardens development, planning permission granted in 2002, had 287 dwellings with 81 LED lights. The cost of replacement columns on this estate would be 81 x £1,400 a total of £113,400.

He further commented that as the Halsbury Homes development straddled Sprowston and Thorpe St. Andrew it would only be lights in Sprowston under consideration.

The cost of installation would be borne by the developer.

**19/257. S38 STREET LIGHTING REQUIREMENTS (CONTINUED)**

Mrs B J Lashley remarked that it had been a long tradition of the Council to request installation of footway lighting on new developments and to take on future responsibility. She felt this was appreciated by residents.

Mr R J Knowles asked what type of lighting would be installed. Mrs B J Lashley suggested guidance be sort on this issue and it be discussed with the developer as LED lighting was not good for everybody.

Mrs B J Lashley proposed, seconded by Mr J F Fisher to request that footway lighting by installed by the developers at the Halsbury Homes development (Sprowston) and Kier Living development at Salhouse Road and for the Council to accept future responsibility.

On being put to the vote the motion was CARRIED.

**19/258. COMMUNITY, WELL-BEING, ENVIRONMENT AND PARISH & TOWN COUNCILS**

Referring to correspondence from John Pennell the Town Clerk reported that Norfolk Association of Local Councils (NorfolkALC) were contacting all Parish and Town Clerks about a new initiative to help the wellbeing of citizens in Norfolk, and requesting representation from Councillors to support this across the districts.

Mrs B J Lashley commented that Tim O'Riordan, the current Chairman of NorfolkALC, felt that Neighbourhood plans did not consider wellbeing and he was keen to progress something in Norfolk, with Councils participating and taking on initiatives of their own.

Whilst wellbeing is a wide subject it includes help with tackling loneliness, housing, particularly affordable housing, and green issues.

To participate NorfolkALC would like all councils to nominate Members interested in partaking in this programme.

Mr N Shaw mentioned that a Wellbeing meeting had taken place at Broadland District Council and that the District Council was forming with South Norfolk and Breckland Councils.

The Town Mayor asked if Council were interested in participating in this proposal to which there was agreement.

The following Councillors expressed an interest in participating with regard to the topics listed below:

Mr M G Callam - (2) Loneliness & Community Care (including mentoring and supporting through community-based action)

Ms D Coleman - (4) Trees, Hedges and Open Spaces (for safe and easy access for nature)

Mr W F Couzens - (1) Housing (including affordable, community building trusts, carbon footprint, self-build, etc.)

**19/258. COMMUNITY, WELL-BEING, ENVIRONMENT AND PARISH & TOWN COUNCILS**  
**(CONTINUUED)**

Mrs J Leggett - (4) Trees, Hedges and Open Spaces (for safe and easy access for nature)

The Town Mayor suggested that anyone attending meetings as part of this project, travel together where possible.

**19/259. RESIDENTS' QUESTIONS**

On the motion of Mr J M Ward, seconded by Mr M G Callam 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 K Lashley noted in Mr J M Ward's verbal report the reference to the 75<sup>th</sup> anniversary of VJ Day and hoped people would still remember it was also the 75<sup>th</sup> anniversary of the atomic bombing of Hiroshima and Nagasaki.

He also asked what the current position was on the proposed skate park.

The Town Clerk responded there had been no progress. He had pursued this with Broadland District Council who had in turn been in touch with Persimmon Homes.

The Town Clerk agreed to continue pressing this issue with the District Council and developers.

Mr Moore raised a number of issues including:

- (1) a broken hand soap container in the male public toilet on Sprowston Recreation Ground.
- (2) hooks attached to the wall adjacent the School Room external fire doors at Sprowston Diamond Centre could be mistaken for keys.
- (3) was there an incident involving the car wash on North Walsham Road?
- (4) has there been illegal parking at the Woodman Public House?

The Town Clerk advised that the hand soap container was in the process of being replaced and he thanked Mr Moore for bringing this to his attention.

The meeting was reconvened

**19/260. REPORT OF THE TOWN CLERK**

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

**1.1 Bowling Green at Sprowston Recreation Ground**

Members noted:



## **19/260. REPORT OF THE TOWN CLERK (CONTINUED)**

- (1) that two insurance claims were in progress following two vehicle collisions with the Bowling Green perimeter fence.
- (2) new number-pad locks had been installed to improve security at the Bowls Pavilion.

### **1.2 Anti-Social Behaviour at Sprowston Recreation Ground**

#### **Members noted:**

- (1) that the local policing team had implemented extra uniformed and plain clothed patrols following several incidences of youths on the Pavilion and Bowls Pavilion.
- (2) Anti-climb paint, with appropriate signage, would be applied to structural points via which youths were gaining access to the Pavilion roof and Compound.

## **CEMETERY**

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

## **STREET LIGHTING**

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

## **CENTRAL ADMINISTRATION AND PERSONNEL**

### **4.1 Swaffham Town Council's Staff & Contractor Review 2019**

Having considered the request from the Clerk to Swaffham Town Council to complete a Contractor and Staff Review 2019 survey it was

#### **RESOLVED**

To decline the invitation to participate in the Contractor and Staff Review 2019 Survey but welcome Swaffham Town Clerk to use any information publicly available on the council's website.

### **4.2 The Local Government Boundary Commission for England: Consultation on division boundaries for Norfolk County Council**

**RESOLVED** that Councillors respond to the local Government Boundary Commission for England: Consultation on division boundaries for Norfolk County Council consultation on an individual basis.

## **PLANNING AND TRANSPORTATION**

### **5.1 Community Woodland Park at Racecourse Plantation - Planning ref 20161896**

## **19/260. REPORT OF THE TOWN CLERK (CONTINUED)**

Members considered the report of the Town Clerk on his attendance at a site meeting with the developer of the Community Woodland Park at Racecourse Plantation and resulting observations.

**RESOLVED** that the Town Clerk submit his observations to Broadland District Council unaltered.

### **5.2 Norfolk Minerals and Waste Local Plan: Preferred Options Consultation (Norfolk County Council)**

Having considered the Norfolk Minerals Waste Local Plan: Preferred Options Consultation it was

**RESOLVED** to note there were no sites in Sprowston but request assurance that HGV's used appropriate roads to transfer minerals.

### **5.3 Notification of consultation - three planning documents (The Broads Authority)**

Members noted the consultation on planning documents:

- (1) Flood Risk Supplementary Planning Document
- (2) Marketing and Viability Supplementary Planning Document (SDP)
- (3) Statement of Community Involvement (SCI)

and it was **RESOLVED** not to respond.

## **ATTACHMENTS**

- 6.1 Swaffham Town Council's Staff & Contractor Review 2019 survey (email from Swaffham Town Clerk; survey form)**
- 6.2 Consultation on division boundaries for Norfolk County Council (Local Government Boundary Commission for England information poster)**
- 6.3 Community Woodland Park, Racecourse Plantation, Map 19-0508**
- 6.4 Norfolk Minerals and Waste Local Plan: Preferred Options Consultation (email from Norfolk County Council; list of proposed sites)**
- 6.5 Notification of Consultation - Three Planning documents Norfolk (email from the Broads Authority)**

## **ENCLOSURES**

- 7.1 Sprowston Senior Citizens Club Newsletter**
- 7.2 Broadleaf - The magazine for Tree Wardens**

#### **19/261. MEETING ADJOURNMENT**

On the motion of Mr J M Ward, seconded by Mr M G Callam it was **RESOLVED** to adjourn the meeting for a short break.

The meeting was reconvened.

#### **19/262. PLANNING**

The Town Clerk reported that observations had been requested by the District Council's Head of Planning on applications received since the last meeting.

Having considered each application and the accompanying plans the Council

#### **RESOLVED**

to raise no objection to the following applications:

- (a) 2019/1467 - installation of two electric vehicle charging stations along with associated equipment and works at Former Royal Observer Corps, Chartwell Road

2019/1522 - single storey rear extension & front dormer & porch at 28, Greenborough Road

2019/1525 - single storey rear extension & internal alterations at 21, Edwards Road

- (b) whilst not raising an objection to planning application 9/1472 - Matters Reserved by Conditions 2 (Layout, Scale, Appearance and Landscaping), 14 (Landscaping) and 16 (Layout) of Outline Approval 20152035 - Development of 19 x Dwellings with Associated Access, Open Space, Landscaping, Pumping Station and Drainage Infrastructure at Land South of Moorsticks, Buxton Road Council felt this proposed development should be linked by a public footpath to the proposed development on land to the south.

#### **19/263. ROAD NAMING PLAN - RESIDENTIAL DEVELOPMENT LAND SOUTH OF SALHOUSE ROAD**

**RESOLVED** to agree the proposed road names of butterflies for the residential development, land south of Salhouse Road, Sprowston put before Council.

#### **19/264. REPORTS FROM COUNCIL'S COMMITTEES AND WORKING GROUPS**

No written reports were received.

Mrs J Leggett verbally reported that the Business Planning Group had met and hoped to report to full Council at their next meeting.

#### **19/265. REPORTS FROM MEMBERS REPRESENTING THE COUNCIL ON OUTSIDE ORGANISATIONS**

No written reports were received.

**19/265. REPORTS FROM MEMBERS REPRESENTING THE COUNCIL ON OUTSIDE ORGANISATIONS (CONTINUED)**

Mrs B J Lashley verbally reported that Norfolk Association of Local Councils (NorfolkALC) AGM was to be held on 20 November 2019, the same evening as Sprowston Town Council's meeting.

Proposals to restructure NorfolkALC will be explained at the AGM and she invited Councillors to attend or suggested the Council nominate someone outside the Council to observe and report back to Council.

On the motion of Mr J M Ward, seconded by Mrs J Leggett it was **RESOLVED** that Mr K Lashley (former Chairman of the Town Council) attend NorfolkALC AGM as an observer and report back to Council.

**19/266. PAYMENT OF ACCOUNTS**

The Town Clerk and Responsible Financial Officer presented the schedule of accounts to 9 October 2019 totalling £14,991.04.

In response to a query from Mr W F Couzens the Town Clerk explained that Invoice No. 45.36 - Bollards Wroxham, Road, was for repair to three footway lights on the path leading from St. Mary and St. Margarets Church to Wroxham Road. New LED bulbs had been installed and subsequently vandalised.

Referring to Invoice No. STC24/GR - Signage for anticlimb paint and unsafe roof Mr M G Callam asked if the paint had been applied. The Town Clerk advised that the areas where paint was to be applied had to be free of moss and other detritus and were awaiting cleaning.

Mrs B J Lashley queried Invoice No. Z2419077 - Data Protection Fee. The Town Clerk responded that it was a registration fee.

On the motion of Mr J M Ward, seconded by Mr M G Callam it was **RESOLVED** that payment of the accounts to 9 October 2019 totalling £14,991.04 be approved and the schedule authorising payment signed by Mr R J Knowles and Mr J M Ward.

**19/267. SCHEDULE OF CREDIT CARD PAYMENTS**

The schedule of credit card payments totalling £215.80 was approved and noted.

**19/268. SCHEDULE OF DIRECT DEBIT PAYMENTS**

The schedule of direct debit payments totalling £3,719.99 was approved and noted.

**19/269. 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**.

**20/270. PLANNING ENFORCEMENT UPDATE - SEPTEMBER 2019**

Mr R J Knowles asked if any progress had been made with regard to a property in Sprowston and was advised by the Town Clerk that Broadland District Council officers were likely to take enforcement action.

Members noted Broadland District Council's Planning Enforcement Update September 2019.

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

**30 October 2019**

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**Town Mayor**



Thu 10/10/2019 15:53

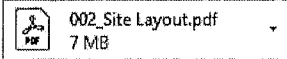
Larter, Jonathan <jonathan.larter@norfolk.gov.uk>

RE: Sprowston, Salhouse Road - S38 Street Lighting Requirements

To: Guy Ranaweera; Streetlighting

post-meeting action completed

You replied to this message on 10/10/2019 16:19.



Hi Cameron / Guy

Thank you for confirming earlier Sprowston Town Council wish to light the Kier estate.

Technically, the majority of the Halsbury development is in Thorpe End, which comes under Great and Little Plumstead Parish Council therefore they should be also contacted. It could be awkward if they don't require lighting!

For both your information, there is also a future David Wilson Homes planning application being submitted soon (see attached layout, you can see Atlantic Ave and Halsbury dev to east). Part of that development once permission has been granted is also within a different boundary (Rackheath), so we potentially have a similar problem there if the two Town and Parish Council's don't work together.

Kind regards

**Jonathan Larter, Technician (Major and Estate Development)**

Community and Environmental Services

Tel: 01603 228947

County Hall, Martineau Lane, Norwich, NR1 2SG

 Norfolk County Council   

 **Get ready for Brexit** at [gov.uk/brexit](https://www.gov.uk/brexit)







**From:** Steve Shaw <steve.shaw@powerforpeople.org.uk>  
**Sent:** 16 October 2019 15:17  
**To:** JHunt  
**Subject:** Council motion request re national community energy campaign

Dear Mrs Hunt

I am contacting you to ask you to help our campaign for more local, clean energy generation that would benefit local communities.

We are a not-for-profit organisation campaigning for the Local Electricity Bill – that we authored – to become law. The Bill is currently supported by a cross-party group of 115 MPs.

The Bill aims to solve the current problem whereby local renewable energy generators, such as community energy groups, are unable to sell energy that they generate to local people. This is because of the huge setup and running costs involved in doing so.

The Bill would fix this problem by establishing a Right to Local Supply that would make the costs of selling locally generated clean energy proportionate to the scale of the operation. This would benefit the existing community energy groups across the country and, even more excitingly, create the opportunity for huge growth in such groups and other local clean energy providers.

If the Bill became law it would be excellent news for Parish and Town Councils that wished to set up their own energy companies to sell locally generated renewable energy to local people, as the set up and running costs involved would be proportionate and thus a fraction of what they are now. The revenues received by such councils could be ploughed back into local emissions reduction schemes and other local services and facilities.

**Could you please help by doing the following?**

- 1. Ask Sprowston Town Council to pass a motion in support of the Local Electricity Bill.** A model resolution is below.
- 2. Sign up to the campaign** which you can do here: [www.powerforpeople.org.uk/sign-up](http://www.powerforpeople.org.uk/sign-up)

Please reply if you would like to ask anything about our campaign.

Yours sincerely  
Steve Shaw  
Director  
Power for People  
[www.powerforpeople.org.uk](http://www.powerforpeople.org.uk)

### **Council Draft Resolution**

That [*insert council's name*]

- (i) acknowledges the efforts that this council has made to reduce greenhouse gas emissions and promote renewable energy;
- (ii) recognises that councils can play a central role in creating sustainable communities, particularly through the provision of locally generated renewable electricity;
- (iii) further recognises
  - that very large financial setup and running costs involved in selling locally generated renewable electricity to local customers result in it being impossible for local renewable electricity generators to do so,
  - that making these financial costs proportionate to the scale of a renewable electricity supplier's operation would create significant opportunities for councils to be providers of locally generated renewable electricity directly to local people, businesses and organisations, and
  - that revenues received by councils that became local renewable electricity providers could be used to help fund local greenhouse gas emissions reduction measures and to help improve local services and facilities;
- (iv) accordingly resolves to support the Local Electricity Bill, currently supported by a cross-party group of 115 MPs, and which, if made law, would make the setup and running costs of selling renewable electricity to local customers proportionate by establishing a Right to Local Supply; and
- (v) further resolves to
  - inform the local media of this decision,
  - write to local MPs, asking them to support the Bill, and
  - write to the organisers of the campaign for the Bill, Power for People, (at 8 Delancey Passage, Camden, London NW1 7NN or [info@powerforpeople.org.uk](mailto:info@powerforpeople.org.uk)) expressing its support.

# Local Electricity Bill

A

## BILL

TO

Enable electricity generators to become local suppliers and set local costs of electricity; to give certain duties to the Office of Gas and Electricity Markets; and for connected purposes.

### 1 Purpose of this Act

The purpose of this Act is to encourage and enable the local supply of electricity.

### 2 Local Supply of Electricity

- (1) Subject to this Act an electricity generator may be a local supplier and may set local prices.
- (2) A local supplier must have a local supply licence.
- (3) A local supplier must pay any costs and adhere to any regulations set by the Office of Gas and Electricity Markets.

### 3 Duty of the Office of Gas and Electricity Markets (OFGEM)

- (1) It shall be the duty of OFGEM to issue local supply licences to an electricity generator if, in the opinion of OFGEM, that generator understands, is capable of complying with and will comply with the conditions of that licence.
- (2) In accordance with the purpose of this Act OFGEM shall ensure that
  - (a) the cost of a local supply licence and any related costs are proportionate to the size or projected size of a generator's business; and
  - (b) the regulations that a generator must adhere to are as simple and straightforward as possible.
- (3) OFGEM must, after consultation, specify the radius to which a local supply licence shall apply, and may specify different radii to different local supply licences.
- (4) Before making any decision pursuant to subsection (3) OFGEM must consult
  - (a) Local authorities;
  - (b) Existing local generators;
  - (c) Organisations representing existing or proposed local generators; and
  - (d) Such other person who, in its opinion, have an interest in this matter.

## 4 Interpretation

In this Act —

‘local supplier’ is a person who supplies electricity only to customers within a specified radius of the generation of that electricity.

‘local supply licence’ is a licence granted to a local supplier to supply electricity in accordance with this Act.

‘business’ includes individuals and not for profit organisations.

## 5 Citation, Commencement and Extent

- (1) This Act may be cited as the Local Energy Act.
- (2) This Act shall take effect on the day it receives Royal Assent.
- (3) This Act shall apply to England, subject to the agreement of the Welsh Assembly Government, to Wales and, subject to the agreement of the Scottish Government, to Scotland.

*Presented by Jeremy Lefroy  
supported by*

*Debbie Abrahams  
Peter Aldous  
David Amess  
Ian Austin  
Hannah Bardell  
Henry Bellingham  
Richard Benyon  
Mhairi Black  
Peter Bottomley  
Graham Brady  
Tom Brake  
Alan Brown  
Fiona Bruce  
Ruth Cadbury  
Ronnie Campbell  
Maria Caulfield  
Alistair Carmichael  
William Cash  
Douglas Chapman  
Simon Clarke  
Rosie Cooper  
Ronnie Cowan  
Angela Crawley  
Edward Davey  
Geraint Davies  
Martyn Day  
Jonathan Djanogly  
Martin Docherty-Hughes  
Steve Double  
Rosie Duffield  
Jonathan Edwards  
Charlie Elphicke  
Nigel Evans  
Tim Farron  
Marion Fellows  
Caroline Flint*

*George Freeman  
Patricia Gibson  
Roger Godsiff  
Zac Goldsmith  
Bill Grant  
Kate Green  
John Grogan  
Robert Halfon  
David Hanson  
Harriet Harman  
Trudie Harrison  
Helen Hayes  
James Heapey  
Drew Hendry  
Wera Hobhouse  
Kate Hoey  
Kevin Hollinrake  
Adam Holloway  
Kelvin Hopkins  
George Howarth  
Andrea Jenkyns  
Diana Johnson  
Darren Jones  
Graham Jones  
Susan Elan Jones  
Stephen Kerr  
Peter Kyle  
Ben Lake  
Norman Lamb  
Oliver Letwin  
Stephen Lloyd  
Jonathan Lord  
Tim Loughton  
Caroline Lucas  
Angus MacNeil  
Anne Main*

*John Mann  
Sandy Martin  
Kerry McCarthy  
John McNally  
Mark Menzies  
Layla Moran  
Andrew Mitchell  
Anne Marie Morris  
Grahame Morris  
Brendan O'Hara  
Neil Parish  
John Penrose  
Rebecca Pow  
Marie Rimmer  
Douglas Ross  
Lloyd Russell-Moyle  
Antoinette Sandbach  
Andrew Selous  
Barry Sheerman  
Tommy Sheppard  
Gavin Shuker  
Dennis Skinner  
Ruth Smeeth  
Angela Smith  
Henry Smith  
Gareth Snell  
Alex Sobel  
Julian Sturdy  
Derek Thomas  
Martin Vickers  
Giles Watling  
Catherine West  
Matt Western  
Philippa Whitford  
Daniel Zeichner*

20<sup>th</sup> October 2019

## **Report from Councillor John Ward**

### **Broadland District Council**

Local Government Chronicle Editor Nick Golding spent the day at BDC reviewing our progress in delivering One Team and the expanding role of district councils in delivering innovative solutions. He was particularly impressed with our Broadland Growth housing company and the progress it is making at Great Plumstead delivering some fantastic Passiv houses.

Nominations are now open for the Broadland & South Norfolk Business Awards. All 12,500 businesses that have an operating base in the area are invited to nominate themselves. They can also be nominated by residents who then have the chance to win £100 of shopping vouchers. There are 10 different award categories. Details from Jonathan Pyle [jpyle@s-norfolk.gov.uk](mailto:jpyle@s-norfolk.gov.uk)

### **Norfolk County Council**

NCC is to spend £1.2m buying a 6.4acre site in Easton to build a new Special Educational Needs School.

The County Council will receive a share of £84m Gov Funding to improve support for vulnerable children. The “No Wrong Door” scheme which combines residential and Foster care in specialist hubs will provide young people in or at risk of coming into care with key workers, mental health services, speech & language therapists and police officers.

The Summer Reading Challenge was again very successful with 10,104 children across the County taking part and 7071 of those reading 6 or more books during the holiday.

I was pleased to be at the launch, at Gressenhall Museum, of a new Charter urging Norfolk to banish helium balloons and sky lanterns. It is already banned to release these from Council owned land and the Council is now asking businesses and organisations to sign a charter not to allow the release of these items from their land.

On 18<sup>th</sup> October I represented this Council at the opening of the new White House Farm School. The school has opened with 20+ pupils in Reception and will fill up over 7 years, Reception & Years 1-6 with 14 classrooms and 420 school places. The project saw NCC working closely with NPS Group, Kier Construction, DofE and Sapiientia Education Trust who will run the school. Pupils marked the opening by planting an oak tree and burying a time capsule.

## COUNCIL MEETING – 30<sup>th</sup> October 2019

### Report of the Town Clerk

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

##### **1.1 Broadland Enhancement Award**

Further to minute 19/238 1.1, on Wed 9<sup>th</sup> October Cllr Couzens, Cllr Lashley, Cllr Leggett and I accompanied members of the Broadland District Council Enhancement Award Panel on a judging visit to the Sprowston Diamond Centre. Panel members were impressed by the conversion of the historic school building, the new sports hall and the fantastic community facilities. Official notification of the outcome of the judging is expected shortly.

#### CEMETERY

2.1 No matters to report.

#### STREET LIGHTING

3.1 No matters to report.

#### CENTRAL ADMINISTRATION AND PERSONNEL

##### **4.1 Recycling**

I have obtained a price of £133.00 p/a for Broadland District Council's recycling service to provide a 240-litre commercial recycling bin, with fortnightly collection. The bin will be placed in the works compound at recreation ground road and will allow Council to recycle the same items as Broadland's home recycling scheme. We will start by recycling appropriate paper and plastic items from the office and works area, then expand to collect recycling from our open spaces and other council buildings.

**Recommendation: Enter into a one-year contract with Broadland District Council for a commercial recycling bin at £133.00 p/a.**

##### **4.2 Redmond review of local authority financial reporting and external audit: call for views**

An independent review led by Sir Tony Redmond is seeking views on the quality of local authority financial reporting and external audit.

Evidence is sought via on line survey

(<https://www.surveymonkey.co.uk/r/G59GQX9>). Alternatively, a hard copy PDF of the survey is available on request.

For information; in financial year 2018/19 Town Council paid a total of approximately £3800 (including VAT) for statutory internal and external audits. (See attachment 6.1)

**Option: Respond to call for evidence**

## **PLANNING AND TRANSPORTATION**

### **5.1 Residential Developments north of Blue Boar Lane and East of Salhouse Road**

I have contacted Broadland District Council Planning department to request officers attend a Town Council meeting to discuss the new residential developments north of Blue Boar Lane and East of Salhouse Road. I have further explained that Council wishes to explore any opportunities to provide community assets, municipal buildings and a cohesive public realm in those areas of town.

## **ATTACHMENTS**

- 6.1 Email from NALC Committees [NALCCommittees@nalc.gov.uk](mailto:NALCCommittees@nalc.gov.uk). Subject: "Policy Consultation E-Briefing 12-19 Independent Review Into Local Government Audit Call For Evidence".



**Guy Ranaweera**  
**Town Clerk**

**From:** NALC Committees <NALCCommittees@nalc.gov.uk>  
**Sent:** 07 October 2019 11:11  
**To:** NALC Committees  
**Subject:** Policy Consultation E-Briefing 12-19 Independent Review Into Local Government Audit Call For Evidence  
**Attachments:** Redmond review call for evidence Updated 041019.pdf

**\*\*All County Officers / Clerks To Direct Access / Super Councils\*\***

Dear Colleagues.

I hope you are very well. Please see below an updated policy e-briefing on the Independent Review Into Local Government Audit and the now released call for evidence. County officer colleagues - please forward onto all (non DAS / SCN) member councils in your areas (the web-link at the head of the text has been updated) – thanks.

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### Summary

Sir Tony Redmond is undertaking an independent review and associated call for evidence into local government audit. The Ministry of Housing, Communities and Local Government (MHCLG) are providing the secretariat for this work. The review will make its initial recommendations to the Communities secretary in December 2019 and a full report will be published in March 2020.

### Context

NALC met with Sir Tony Redmond on 19 September 2019 with a local council sector delegation. Sir Tony clarified how best NALC could assist and respond to the review and what he was looking for and in what format. The remit of the review is to assess the arrangements in place to support the transparency and quality of local authority financial reporting and external audit including those introduced by the Local Audit and Accountability Act 2014 (the Act). The Review will not look at broader issues of local authority finances and sustainability. A formal call for evidence has now been issued – and will include feedback from the sector on its experiences on how well or otherwise the transparency and audit changes introduced by the Local Audit and Accountability Act 2014 – have bedded in. The call for evidence asks a number of open questions about how the framework, product and processes could be altered or improved. Our headline positions so far are as below:

1. We want to support the continued principle of audit proportionality (i.e. a lighter-touch for smaller bodies) and of safeguards to contain excessive fees brought about by habitual (local resident) audit complainers;
2. In the National Audit Office (NAO) Code of Practice there should be the inclusion of a principle relating to proportionality in respect of smaller authorities, especially where the authority has an annual budget / turnover below £25k and is potentially exempt (i.e. smaller and subject to the Smaller Authorities' Transparency Code);
3. The Review needs to be aware that to a smaller local council the costs of an audit investigation could cost more than the council's annual precept;
4. MHCLG and NAO should in our view work with NALC and the local council sector in the future to consider the need to revise upwards the financial turnover audit and accounts threshold of £6.5 million for the largest spending local councils in England; &
5. The 2014 Act is still very new, is largely working and stability for this reason is needed to give the main changes from 2014 a chance to bed-in.

Further to discussions at NALC's Policy Committee recently it has been agreed that the best format of gathering key data for Sir Tony Redmond is via an online survey (with the option of completing an editable PDF version and



returning it to NALC) – for the call for evidence phase. Please complete this short survey [here](#) or completed the attached editable PDF version and e-mail back to [Claire.Goldfinch@nalc.gov.uk](mailto:Claire.Goldfinch@nalc.gov.uk) by 17:00 on 8 November 2019.

The call for evidence closes on 22 November and NALC will be responding.

As in our original briefing earlier this summer NALC is additionally interested in your views on the effectiveness and consistency of current internal audit arrangements. Wherever possible it would be very helpful to NALC if county associations of local councils and local councils could please provide case study examples to support their views.

Please continue to e-mail your brief views to [Claire.Goldfinch@nalc.gov.uk](mailto:Claire.Goldfinch@nalc.gov.uk) by 17:00 on 18 October 2019 regarding the below initial terms of reference questions and we will feed in relevant qualitative data to the overall NALC response in November to the call for evidence:

1. Have audit standards been maintained or improved, and not been compromised?
  - (a) In particular we are interested to hear from local (parish and town) councils as to why / how they think audit standards have been maintained and not comprised.
2. Is there an 'expectation gap' in what external audit provides? What is the nature of the gap and how can it be filled?
  - (a) In particular we are interested to hear from Super Councils as to whether they think they are likely to exceed the £6.5 million ceiling threshold for the limited audit regime in the next three years.
3. Are auditors properly responding to questions or objections by local taxpayers?
  - (a) In particular NALC is interested to hear examples of councils suffering repeat vexatious local objections to their accounts from their residents.
4. Are audit recommendations effective in helping local authorities to improve their financial management?
  - (a) In particular we are interested to hear from local councils as to whether they think current internal audit arrangements for their council are strong enough with examples.
5. Does the financial information provided in local authority accounts facilitate scrutiny by local taxpayers and by the local press?
  - (a) In particular NALC would be interested to hear examples from local councils which have had to pay excessive audit fees to cover the costs of an audit investigation and where these fees have been in excess of the council's annual precept.

Your views

Please email your responses to this review to [Claire.Goldfinch@nalc.gov.uk](mailto:Claire.Goldfinch@nalc.gov.uk) by 17.00 on 18 October, 2019. County associations are asked to forward this e-briefing onto all member councils in their areas, please.

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Many thanks,

Chris

Chris Borg FSLCC, ACMI  
Policy manager  
National Association of Local Councils

t: 020 7290 0741 | e: [nalc@nalc.gov.uk](mailto:nalc@nalc.gov.uk) | w: [www.nalc.gov.uk](http://www.nalc.gov.uk) | a: 109 Great Russell St, London, WC1B 3LD

**Sproston Town Council**  
**PLANNING APPLICATIONS – 30 OCTOBER 2019**

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**Broadland DC App.No.**  
2019/1408

**Location:**  
8 Rangoon Close, Sproston, NR7 8DF

**Type:** Householder

**Description:** Proposed Garage and Side Extension

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**Broadland DC App.No.**  
2019/1452

**Location:**  
Foxley Wood, Buxton Road, Spixworth, NR10 3FJ

**Type:** Reserved Matters

**Description:** Matters Reserved by Conditions 2 (layout, scale, appearance and landscaping), 6 (landscaping), 10 and 13 (layout) of Outline Approval 20160759 - Erection of 4x Detached Dwellings with Garages

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**Broadland DC App.No.**  
2019/1573

**Location:**  
14 Adams Road, Sproston, NR7 8QT

**Type:** Removal/Variation of a condition (S73)

**Description:** Variation of Condition 2 Following Grant of Permission 20180295 - Revised Design & Layout of Building

**Notes:**

1. Grant of Permission 20180295, Condition 2 refers to "drawing number 210030 02 P3: Proposed Site Plan, Block Plan, Elevations and Floor Plans received 27<sup>th</sup> March 2018". This drawing is enclosed for reference.
2. Delegated Report Sheet for Application 20180295 noted the importance of maintaining an acceptable degree of separation with the neighbour at number 12 (see the section headed "Issues", paragraph 3). The Delegated Report Sheet is enclosed for reference.

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**Broadland DC App.No.**  
2019/1595

**Location:**  
Tesco Stores Ltd, Blue Boar Lane, Sproston, NR7 8AB

**Type:** Prior Notification - Solar Voltaic Equipment On Non Domestic Buildings

**Description:** Prior Notification of Installation of Solar Photovoltaics (PV) Panels on Roof

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**Broadland DC App.No.**  
2019/1603

**Location:**  
Coffee Shop with Drive-Thru, Sprowston Retail Park, NR7 9AZ

**Type:** Advertisement Consent

**Description:** Display of:

- 1) 1 no. Internally Illuminated Height Barrier;
- 2) 2 no. Internally Illuminated Key Seller Signs;
- 3) 1 no. Internally Illuminated Double Menu Sign;
- 4) 1 no. Internally Illuminated Pole Sign;
- 5) 1 no. Internally Illuminated Frame Sign;
- 6) 1 no. Internally Illuminated Roof Lettering;
- 7) 3 no. Non Illuminated Fascia Signs

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**Broadland DC App.No.**  
2019/1635

**Location:**  
32 Cere Road, Sprowston, NR7 8JU

**Type:** Householder

**Description:** Single Storey Rear Extension

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**Sprowston Town Council year ending 31st March 2020**

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

**30th September 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>
<b><u>Administration</u></b>						
Expenditure	99,103	206,850	107,747	0	107,747	42.51%
Income/Precept	172,931	173,942	1,011			
<b><u>Allotments</u></b>						
Expenditure	2,837	8,300	5,463	0	5,463	28.2%
Income/Precept	8,070	8,300	230			
<b><u>Cemetery</u></b>						
Expenditure	48,660	119,050	70,390	0	70,390	29.9%
Income/Precept	89,456	117,550	28,094			
<b><u>Grants</u></b>						
Expenditure	3,170	6,500	3,330	0	3,330	40.0%
Income/Precept	6,543	6,500	-43			
<b><u>Diamond Centre</u></b>						
Expenditure	115,396	317,200	201,804	0	201,804	34.1%
Income/Precept	231,342	273,950	42,608			
<b><u>Parks</u></b>						
Expenditure	91,668	227,200	135,532	0	135,532	35.86%
Income/Precept	192,427	194,605	2,178			
<b><u>Street Scene</u></b>						
Expenditure	34,210	72,600	38,390	0	38,390	42.65%
Precept	60,000	60,000	0			
<b><u>Held Funds</u></b>						
Expenditure	959					
Income	290					
<b><u>Totals</u></b>						
Expenditure	396,002	957,700	562,657	0	562,657	41.35%
Income	110,703	61,639	74,079			
Precept	650,355	650,355				
Transfer from Reserves		122,853				
<b><u>Surplus/(Shortfall)</u></b>	<b><u>365,056</u></b>	<b><u>0</u></b>				

**Sprowston Town Council year ending 31st March 2020**

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

**30th September 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>
<u>Expenditure</u>						
6001	Wages/Salaries	58,265	121,000	62,735	62,735	48.2%
6002	Employers Ni	6,057	12,600	6,543	6,543	48.1%
6003	Employers Superannuation	13,110	38,000	24,890	24,890	34.5%
7005	Administration - Building Repairs	338	800	462	462	42.3%
7008	Administration - Insurance	6,281	6,600	319	319	95.2%
7009	Administration - Legal Fees	1,844	3,000	1,156	1,156	61.5%
7010	Administration - Bank Charges & Interest Charges	236	500	264	264	47.1%
7012	Administration - Audit Fees	2,387	3,500	1,113	1,113	68.2%
7013	Administration - Parish News Letter	1,605	2,000	395	395	80.3%
7014	Administration - Election Expenses	0	4,000	4,000	4,000	0.0%
7015	Administration - Travelling	170	400	230	230	42.4%
7016	Administration - Phone/Communications	0	0	0	0	0.0%
7017	Administration - IT	5,289	7,500	2,211	2,211	70.5%
7018	Administration - Website	0	300	300	300	0.0%
7020	Administration - Postage	12	100	88	88	11.7%
7021	Administration - Stationery	548	1,000	452	452	54.8%
7022	Administration - Printing & Photocopying	249	600	351	351	41.5%
7023	Administration - Office Equipment purchase/Repair	0	0	0	0	0.0%
7024	Administration - Advertising	0	100	100	100	0.0%
7025	Administration - Subscriptions	1,771	2,500	729	729	70.8%
7026	Administration - Publications	0	50	50	50	0.0%
7027	Administration - Training	300	850	550	550	35.3%
7028	Administration - Health & Safety	0	50	50	50	0.0%
7029	Administration - Equipment Lease	580	1,100	520	520	52.7%
7030	Administration - Chairmans Allowance	48	200	152	152	23.9%
5002	Administration - Sundries & Contingencies	13	100	87	87	13.3%
<b>Total Expenditure</b>		<b>99,103</b>	<b>206,850</b>	<b>107,747</b>	<b>0</b>	<b>47.9%</b>
<u>Income</u>						
4006	Administration - Bank & Investment Income	989	2,000	1,011		
4018	Administration - Sect 106	0		0		
4020	Administration - CIL	1,942	1,942	0		
4090	Administration - Precept	170,000	170,000	0		
<b>Total Income</b>		<b>172,931</b>	<b>173,942</b>	<b>1,011</b>		
<u>Transfer from reserves</u>		<b>0</b>				
<b>Surplus / (Shortfall)</b>		<b>73,828</b>	<b>(32,908)</b>			

**Sprowston Town Council year ending 31st March 2020**

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

**30th September 2019**

**Allotments**

		<u>Actual</u> <u>Year to Date</u>	<u>Annual</u> <u>Budget</u>	<u>Variance to</u> <u>Annual Total</u>	<u>Committed</u> <u>Expenditure</u>	<u>Funds</u> <u>Available</u>	<u>% Budget</u> <u>Spent</u>
	<u>Expenditure</u>						
6101	Allotments - Gross Pay	1,470	4,000	2,530		2,530	36.8%
6102	Allotments - Ers Ni	113	420	307		307	26.8%
6103	Allotments - Superannuation	276	1,380	1,104		1,104	20.0%
5101	Allotments - Vermin Control	600	600	0		0	100.0%
7104	Allotments - Water	359	800	441		441	44.9%
7106	Allotments - General Repairs	0	1,000	1,000		1,000	0.0%
5102	Allotments - Sundries & Contingencies	18	100	82		82	18.4%
	<b><u>Total Expenditure</u></b>	<b><u>2,837</u></b>	<b><u>8,300</u></b>	<b><u>5,463</u></b>	<b><u>0</u></b>	<b><u>5,463</u></b>	<b><u>34.2%</u></b>
	<u>Income</u>						
4101	Allotments - Allotment Rental	3,130	3,350	220			
4102	Allotments - Water Charges Received	440	450	10			
4091	Allotments - Precept	4,500	4,500	0			
	<b><u>Total Income</u></b>	<b><u>8,070</u></b>	<b><u>8,300</u></b>	<b><u>230</u></b>			
	<b><u>Surplus / (Shortfall)</u></b>	<b><u>5,233</u></b>	<b><u>0</u></b>				

**Sprowston Town Council year ending 31st March 2020**

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

**30th September 2019**

**Cemetery**

	<u>Actual</u> Year to Date	<u>Annual</u> Budget	<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	25,197	57,000	31,803	31,803	44.2%
6202	Cemetery - Ers Ni	2,028	6,000	3,972	3,972	33.8%
6203	Cemetery - Superannuation	5,229	18,000	12,771	12,771	29.0%
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	1,077	2,000	923	923	53.8%
5220	Cemetery - Extension Costs & Land Works	115	2,000	1,885	1,885	0.0%
5221	Cemetery - Memorial Wall Expenses	177	1,000	823	823	17.7%
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	174	450	276	276	38.6%
7204	Cemetery - Water	78	150	72	72	52.0%
7211	Cemetery - Loan Charges	12,855	26,000	13,145	13,145	49.4%
5202	Cemetery - Sundries & Contingencies	0	100	100	100	0.0%
	<b>Total Expenditure</b>	<b>48,660</b>	<b>119,050</b>	<b>70,390</b>	<b>0</b>	<b>40.9%</b>
<u>Income</u>						
4203	Cemetery - Graves	35,038	45,000	9,962		
4204	Cemetery - Interment	15,795	30,000	14,205		
4205	Cemetery - Memorials & Inscriptions	6,073	10,000	3,927		
4092	Cemetery - Precept	32,550	32,550	0		
		0		0		
	<b>Total Income</b>	<b>89,456</b>	<b>117,550</b>	<b>28,094</b>		
	<u>Transfer from reserves</u>	0	0			
	<b>Surplus / (Shortfall)</b>	<b>40,796</b>	<b>(1,500)</b>			

**Sprowston Town Council year ending 31st March 2020**

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

**30th September 2019**

<b>Grants</b>		<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>
5307	<u>Expenditure</u> Grants - Donations	3,170	6,500	3,330		3,330	48.8%
	<b><u>Total Expenditure</u></b>	<b>3,170</b>	<b>6,500</b>	<b>3,330</b>	<b>0</b>	<b>3,330</b>	<b>48.8%</b>
	<u>Income</u>						
4307	Grants- Textile Recycling credits 2018/19	43	0	-43			
4321	Grants	0	0	0			
4093	Precept - Grant Element	6,500	6,500	0			
		0		0			
	<b><u>Total Income</u></b>	<b>6,543</b>	<b>6,500</b>	<b>-43</b>			
	<b><u>Surplus / (Shortfall)</u></b>	<b>3,373</b>	<b>0</b>				



**Sprowston Town Council year ending 31st March 2020**

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

**30th September 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	310	600	290	290	51.7%	
5418	Diamond Centre - Planning Permission	0	0	0	0	0.0%	
5421	Diamond Centre - Room Hire Expenses	1,151	3,500	2,349	2,349	32.9%	
5422	Diamond Centre - Equipment/Purchases	0	4,000	4,000	4,000	0.0%	
5424	Diamond Centre - Nursery Costs	2,781	1,000	-1,781	-1,781	278.1%	
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	7,931	18,000	10,069	10,069	44.1%	
7404	Diamond Centre - Water	541	2,000	1,459	1,459	27.0%	
7405	Diamond Centre - Building Repairs	0	0	0	0	0.0%	
7407	Diamond Centre - Caretaking / Cleaning	34,873	75,000	40,127	40,127	46.5%	
7408	Diamond Centre - Maintenance	549	9000	8,451	8,451	6.1%	
7411	Diamond Centre - Loan Charges	63,383	147,000	83,617	83,617	43.1%	
5402	Diamond Centre - Sundries & Contingencies	10	100	90	90	10.0%	
	<b><u>Total Expenditure</u></b>	<b>115,396</b>	<b>317,200</b>	<b>201,804</b>	<b>0</b>	<b>201,804</b>	<b>36.4%</b>
<u>Income</u>							
4415	Diamond Centre - Hire of	29,050	70,000	40,950			
4416	Diamond Centre - Field Hire	0	0	0			
4417	Diamond Centre - Cinema Receipts	842	2,500	1,658			
4418	Diamond Centre - Grants Received	0	0	0			
4094	Diamond Centre - Precept	201,450	201,450	0			
		0		0			
	<b><u>Total Income</u></b>	<b>231,342</b>	<b>273,950</b>	<b>42,608</b>			
	Transfer from reserves	0	0				
	<b><u>Surplus / (Shortfall)</u></b>	<b>115,946</b>	<b>(43,250)</b>				

**Sprowston Town Council year ending 31st March 2020**

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

**30th September 2019**

<u>Parks</u>	<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>							
6501	Parks - Gross Pay	29,401	66,500	37,099	37,099	44.2%	
6502	Parks - Ers Ni	2,366	7,000	4,634	4,634	33.8%	
6503	Parks - Superannuation	6,115	21,600	15,485	15,485	28.3%	
5508	Parks - Machinery Tool Repair/Replace	3,345	25,000	21,655	21,655	13.4%	
5509	Parks - Playground Equipment Repairs	3,591	10,000	6,409	6,409	35.9%	
5510	Parks - Horticultural Consumables	1,317	2,000	683	683	65.9%	
5511	Parks - Trees, Shrubs & Plants	616	5,000	4,384	4,384	12.3%	
5512	Parks - Sports Pitches Consumables	433	1,000	567	567	43.3%	
5513	Parks - Paths, Seats & Signs	1,481	9,000	7,519	7,519	16.5%	
5514	Parks - Fencing, Gates & Walls	7,658	10,000	2,342	2,342	-76.6%	
5515	Parks - Waste Disposal & Skip Hire	698	2,500	1,802	1,802	27.9%	
5516	Parks - Fuel for Machinery	1,534	4,000	2,466	2,466	38.4%	
5517	Parks - Health & Safety inc Protective Clothing	1,897	5,000	3,103	3,103	37.9%	
7502	Parks - Rates	7,120	15,000	7,880	7,880	47.5%	
7503	Parks - Heat & Light	4,023	4,400	377	377	91.4%	
7504	Parks - Water	2,142	6,000	3,858	3,858	35.7%	
7505	Parks - Building Repairs	2,884	3,000	116	116	96.1%	
7507	Parks - Cleaning & Supplies	1,359	2,000	641	641	68.0%	
7511	Parks - Loan Charges	13,256	26,000	12,744	12,744	51.0%	
7516	Parks - Phone/Communications	11	100	89	89	11.4%	
7519	Parks - Training	100	2,000	1,900	1,900	5.0%	
5502	Parks - Sundries & Contingencies	319	100	-219	-219	319.3%	
<b>Total Expenditure</b>		<b>91,668</b>	<b>227,200</b>	<b>135,532</b>	<b>0</b>	<b>135,532</b>	<b>40.3%</b>
<u>Income</u>							
4508	Parks - Bowling Green Fees	2,068	2,500	432			
4509	Parks - Cricket Square Fees	100	0	-100			
4510	Parks - Football Pitch Fees	2,668	4,000	1,332			
4511	Parks - Tennis Court Fees	0	0	0			
4512	Parks - Pavillion Hire Fees	537	700	163			
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	175,355	175,355	0			
<b>Total Income</b>		<b>192,427</b>	<b>194,605</b>	<b>2,178</b>			
<u>Transfer from reserves</u>		<b>0</b>	<b>0</b>				
<b>Surplus / (Shortfall)</b>		<b>100,759</b>	<b>(32,595)</b>				

**Sprowston Town Council year ending 31st March 2020**

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

**30th September 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	12,444	15,000	2,556	2,556	83.0%
5604	Street Scene - Notice Board & Signs	0	3,500	3,500	3,500	0.0%
5605	Street Scene - Dog & Litter Bins	6,145	6,000	-145	-145	102.4%
5606	Street Scene - Shelters	147	10,000	9,853	9,853	1.5%
7603	Street Scene - Heat & Light	15,467	38,000	22,533	22,533	40.7%
7611	Street Scene - Loan Charges	0	0	0	0	0.0%
5602	Street Scene - Sundries & Contingencies	8	100	92	92	7.9%
	<b><u>Total Expenditure</u></b>	<b><u>34,210</u></b>	<b><u>72,600</u></b>	<b><u>38,390</u></b>	<b><u>0</u></b>	<b><u>47.1%</u></b>
<u>Income</u>						
4096	Street Scene - Precept	60,000	60,000	0	0	
	<b><u>Total Income</u></b>	<b><u>60,000</u></b>	<b><u>60,000</u></b>	<b><u>0</u></b>		
	<b><u>Surplus / (Shortfall)</u></b>	<b><u>25,790</u></b>	<b><u>(12,600)</u></b>			

**Sprowston Town Council year ending 31st March 2020**

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

**30th September 2019**

**Dementia Café/Heritage**

		<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>						
5309	Dementia Café	791					
5309	Heritage Society	168					
	<b><u>Total Expenditure</u></b>	<b>959</b>		<b>0</b>	<b>0</b>	<b>0</b>	
	<u>Income</u>						
4321	Dementia Café	290					
4321	Heritage Society			0	0		
	<b><u>Total Income</u></b>	<b>290</b>		<b>0</b>			
	<b><u>Surplus / (Shortfall)</u></b>	<b>(669)</b>					
	 Held funds br/fwd 2018/19						
	Dementia Café Fund	1868.45					
	Heritage Fund	3284.75					

## Sprowston Town Council year ending 31st March 2020

### Bank Accounts & Cash

30th September 2019

1200	STC - General Account	3,336
1201	STC - Business Premium Account	125,000
1202	STC - Drawings Account	0
1203	STC - Salaries Account	4,126
1205	STC - Treasury Deposits	250,000
1206	STC - Business Saver Account	4,741
1207	STC - Active Saver Account	581,536
1209	STC - Barclaycard Account	-216
1210	STC - Petty Cash Account	47

**Total Bank & Cash Balances** 968,569

### Cash Book

Opening Balance 01/04/2019	615,852
Add: Total Cash Receipts in year	739,578
Deduct: Total Cash Payments in year	(386,860)
Round up	-1
	<u><u>968,569</u></u>

## Sprowston Town Council year ending 31st March 2020

### Balance Sheet as at                      30th September 2019

#### Current Assets

Sales Ledger	13,095
Other Debtors	0
Prepayments	-100
Vat Refund	8,485
Cash at Bank & in Hand	968,569

990,050

#### Current Liabilities

Purchase Ledger	9,142
Receipts in Advance	0
Sundry Creditors	0
Salaries	0
Paye & Ni	0
Pensions	0

9,142

980,907

#### 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
Business Rates Accrual fr. 01/10/2018	15,000
Capital Fund	127,795
Diamond Centre Phase 4 Fund	50,000
Heritage Fund	3,285
Dementia Café Fund	1,701
General Fund	122,071
General Fund (P&L Acc)-current Year	365,056
Round up	-1

980,907

Sprowston Town Council year ending 31st March 2019

<u>Annual Return</u> <u>Box</u>	<u>31/03/2018</u>	<u>31/03/2019</u>	<u>Variance(£)</u>	<u>(%)</u>	<u>Detailed explanation</u>
1	1,127,422	636,130			
2	623,000	650,355	27,355	4.4%	
3	301,242	301,242	0	0.0%	
4	328,238	328,238	0	0.0%	
5	180,232	180,232	0	0.0%	
6	907,064	907,064	0	0.0%	Phase 4 Sports Hall Project Breakdown Attached.
7	636,130	172,193	(463,937)	-72.9%	As above
8	615,852	615,852	0	0.0%	As above
9	4,307,297	4,307,297	0	0.0%	Attached Asset Inventory List Comparison Report see B007,L015,L019
10	2,013,479	2,013,479	0	0.0%	Please find attached Breakdown of Loans

Reconciliation Between Box 7 and Box 8

Carry forward value of Box 7	172,193
<u>Deduct</u>	
Debtors control	4,347
Vat refund due	22,214
Prepayments	828
<u>Add</u>	
Creditors Control	47,667
Receipts in advance	0
Rounding	
	<u>615,852</u>

**Sproston Town Council**

Fixed Loan Repayments (Annuity Basis - combining both interest & principal)

Loan Number	Start Date	End Term Date	Scheme	Original Loan £	Interest Rate	Bal o/s at 31/03/2019 £	Charges + Interest Due £	Principal Due £	Bal o/s at 30/09/2019 £
Annuity Basis - combining both interest & principal									
481134	14.07.98	2018	20yrs Streetlighting	60,000.00	5.88	-	-	-	-
489751	21.03.05	2030	25yrs Bowls Pavilion & Works	100,000.00	4.90	58,823.52	1,441.18	2,049.48	56,774.04
491908	28.07.06	2021	15yrs Machinery Store	65,000.00	4.85	14,314.92	347.14	2,727.43	11,587.49
EIP - Equal instalments of principal									
497743	03.09.10	2035	25yrs Cemetery Extension	100,000.00	3.46	66,000.00	1,141.80	2,000.00	64,000.00
498274	11.01.11	2036	25yrs Cemetery Extension	50,000.00	4.99	34,000.00	848.30	1,000.00	33,000.00
498275	11.01.11	2021	10yrs Rec. Grd BMX & Play	125,000.00	3.53	25,000.00	441.25	6,250.00	18,750.00
499162	01.12.11	2031	20yrs Acquisition School Lane	314,000.00	3.31	204,100.00	3,377.86	7,850.00	196,250.00
499163	01.12.11	2021	10yrs Renovation School Lane	100,000.00	2.24	30,000.00	336.00	5,000.00	25,000.00
502857	13.03.14	2064	50yrs Cemetery Groundworks (	260,000.00	4.50	234,000.00	5,265.00	2,600.00	231,400.00
505463	19/10/2016	2036	20Yrs SDC:Sports Hall	1,500,000.00	2.26	1,347,240.32	15,223.82	31,595.40	1,315,644.92
				<u>2,013,478.76</u>		<u>28422.35</u>		<u>61072.31</u>	<u>1,952,406.45</u>
								<u>89,494.66</u>	



Sprowston Town Council		Payments	Meeting	Date: 30 October 2019	
<u>Invoice Date</u>	<u>Invoice No.</u>	Anglia Air Conditioning Ltd	<u>Net</u>	<u>VAT</u>	<u>Amount</u> <u>BACS</u>
21/10/2019	73639/dj	1/2 yearly service Diamond Centre	348.00	69.60	417.60 417
<u>Invoice Date</u>	<u>Invoice No.</u>	Copy IT Digital Solutions Ltd	<u>Net</u>	<u>VAT</u>	<u>Amount</u> <u>BACS</u>
11/10/2019	8070474741	Photocopies 30/08/2019-30/09/2019	16.14	3.23	19.37 418
<u>Invoice Date</u>	<u>Invoice No.</u>	Cozens (UK) Ltd	<u>Net</u>	<u>VAT</u>	<u>Amount</u> <u>BACS</u>
11/10/2019	4595	LED:70 Pioneer Rd, 29/30 Mounbatten Drive	790.00	158.00	948.00 419
10/10/2019	4577	Maintenance:September 2019	600.00	120.00	720.00
			<b>1,390.00</b>	<b>278.00</b>	<b>1,668.00</b>
<u>Invoice Date</u>	<u>Invoice No.</u>	CPS Fuels	<u>Net</u>	<u>VAT</u>	<u>Amount</u> <u>BACS</u>
16/10/2019	241503	1000 litres Red Diesel	604.40	29.22	633.62 420
21/10/2019	CN602090	Credit Charge	20.00	-	20.00
			<b>584.40</b>	<b>29.22</b>	<b>613.62</b>
<u>Invoice Date</u>	<u>Invoice No.</u>	Ernest Doe & Sons Ltd	<u>Net</u>	<u>VAT</u>	<u>Amount</u> <u>BACS</u>
03/10/2019	L00915	Husquarvarna:Blade rider,Cables,Belt	210.94	42.19	253.13 421
04/10/2019	J47625	Leaf Blowers x 2	594.00	118.80	712.80
			<b>804.94</b>	<b>160.99</b>	<b>965.93</b>
<u>Invoice Date</u>	<u>Invoice No.</u>	East Fire Extinguisher & Alarms (UK) Ltd	<u>Net</u>	<u>VAT</u>	<u>Amount</u> <u>BACS</u>
19/07/2019	109768	SDC:A/N Service Burglar Alarm, Emer. Lighting	150.00	30.00	180.00 422
<u>Invoice Date</u>	<u>Invoice No.</u>	Heritage Contract Services Ltd	<u>Net</u>	<u>VAT</u>	<u>Amount</u> <u>BACS</u>
01/10/2019	925623	unlocking Cemetery gates: September 2019	119.64	23.93	143.57 423
01/10/2019	925624	Additional Litter Picking Blue Boar Lane Sep.19	16.46	3.29	19.75
01/10/2019	925625	Additional Litter Picking Rec.Grd Lane Sep.19	197.52	39.50	237.02
			<b>333.62</b>	<b>66.72</b>	<b>400.34</b>

Cr Note

<b>Invoice Date</b>	<b>Invoice No.</b>	Intouch Systems	<b>Net</b>	<b>VAT</b>	<b>Amount</b>	<b>BACS</b>
08/10/2019	675309	Details	49.00	9.80	58.80	424
22/10/2019	675309	Server backup 18/10/-18/11/2019	145.00	29.00	174.00	
		Sprowston-tc.gov.uk Domain 05/12/19-05/12/20	<b>194.00</b>	<b>38.80</b>	<b>232.80</b>	
<b>Invoice Date</b>	<b>Invoice No.</b>	A.C. Leigh(Norwich) Ltd	<b>Net</b>	<b>VAT</b>	<b>Amount</b>	<b>BACS</b>
01/10/2019	11543130	Details	16.50	3.30	19.80	425
		2 Master Keys:Diamond Centre				
<b>Invoice Date</b>	<b>Invoice No.</b>	Moviola Ltd	<b>Net</b>	<b>VAT</b>	<b>Amount</b>	<b>BACS</b>
11/10/2019	191171	Details	101.88	19.37	121.25	426
		Red Joan 07/10/2019				
<b>Invoice Date</b>	<b>Invoice No.</b>	K Rackham & Son	<b>Net</b>	<b>VAT</b>	<b>Amount</b>	<b>BACS</b>
18/10/2019	32931	Details	1,772.62	354.52	2,127.14	427
		Shelter Seat Covers				
<b>Invoice Date</b>	<b>Invoice No.</b>	Sprowston Youth Engagement Project	<b>Net</b>	<b>VAT</b>	<b>Amount</b>	<b>BACS</b>
16/10/2019		Details	2,500.00		2,500.00	428
		2nd payment:balance of Donation				
		<b>TOTAL OF INVOICES</b>	<b>8,212.10</b>	<b>1,053.75</b>	<b>9,265.85</b>	<b>Trf 71</b>
<b>Transfer:</b>		STC Drawings a/c to Petty Cash	50.00	-	50.00	
<b>Transfer:</b>		STC Active a/c to STC Drawings a/c	<b>8,262.10</b>	<b>1,053.75</b>	<b>9,315.85</b>	
<b>Transfer:</b>		STC Active a/c to Salaries a/c			<b>9,315.85</b>	<b>Trf 71</b>

.....  
Councillor

.....  
Councillor

.....  
Town Clerk

Sprowston Town Council		Barclaycard Payments		Meeting Date:		30/10/2019
<u>Invoice Date</u>	<u>Invoice No.</u>	Amazon		<u>Net</u>	<u>VAT</u>	<u>Amount</u>
17/10/2019	42136802	<u>Invoice Detail</u>		1.24	0.25	1.49
16/10/2019	243457667	Labels 4 U:Sticky Dots		15.40	3.08	18.48
16/10/2019	10035	Clock		8.29	1.66	9.95
		Wall Planner		<b>24.93</b>	<b>4.99</b>	<b>29.92</b>
<u>Invoice Date</u>	<u>Invoice No.</u>	Progress Fuels		<u>Net</u>	<u>VAT</u>	<u>Amount</u>
08/10/2019	90090	<u>Invoice Detail</u>		100.02	20.00	120.02
		Petrol				
		<b>Total of Payments</b>		<b>124.95</b>	<b>24.99</b>	<b>149.94</b>
		<b>Paid by Barclays: Visa Debit</b>				
22/10/2019	460034	MD Thompson: 4 pin light bulbs		29.80	5.96	35.76

Sprowston Town Council		Direct Debit Payments		Meeting	Date: 30 October 2019		
Invoice Date	Invoice No.			Net	VAT	Amount	DIRECT DEBIT
16/09/2019	7676047	The AF Group Limited		1.07	0.21	1.28	
24/09/2019	7672102	Vodafone Ltd August 2019		89.54	17.88	107.42	
02/10/2019	7698504	Screwfix:Anti climb paint,Assorted Materials		57.90	3.15	61.05	
02/10/2019	7699079	Haven power:Cemetery September 2019		17.01	0.93	17.94	
		Haven power:Sparhawk park September 2019					
				<b>165.52</b>	<b>22.17</b>	<b>187.69</b>	
		Angel Springs Ltd					
		<u>Details</u>		<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>DIRECT DEBIT</u>
30/09/2019	5230930	Bottled Water September 2019		22.93	4.59	27.52	
21/10/2019	5246034	Cooler Rental Charges		12.00	2.40	14.40	
				<b>10.93</b>	<b>2.19</b>	<b>13.12</b>	
		Anglian Water Business					
		<u>Details</u>		<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>DIRECT DEBIT</u>
15/09/2019	6071188	Cemetery 15/06/2019-14/09/2019		33.31		33.31	
		PWLB					
		<u>Details</u>		<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>DIRECT DEBIT</u>
11/11/2019	Loan 489751	Bowl Pavilion & Bowls		3,490.66		3,490.66	
11/11/2019	Loan 491908	Machinery Store		3,074.57		3,074.57	
11/11/2019	Loan 497743	Cemetery Extension		3,107.20		3,107.20	
11/11/2019	Loan 498274	Cemetery Extension		1,823.35		1,823.35	
11/11/2019	Loan 498275	Rec.Gr'd BMX & play		6,580.94		6,580.94	
11/11/2019	Loan 499162	Acquisition School Lane		11,097.94		11,097.94	
11/11/2019	Loan 499163	Renovation School Lane		5,280.00		5,280.00	
11/11/2019	Loan 505463	SDC Phase 4		46,819.22		46,819.22	
				<b>81,273.88</b>		<b>81,273.88</b>	
		Total Gas & Power Limited					
		<u>Details</u>		<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>DIRECT DEBIT</u>
10/10/2019	200097200/19	Diamond Centre September 2019		244.63	48.93	293.56	
10/10/2019	200097188/19	Streetlights: September 2019		2,543.87	508.77	3,052.64	
10/10/2019	200097210/19	Floodlights : September 2019		9.05	0.45	9.50	
				<b>2,797.55</b>	<b>558.15</b>	<b>3,355.70</b>	

Cr Note

Invoice Date	01/10/2019	Invoice No.	SIO1159256	Veolia Environmental Services Details All Sites Skip HireSeptember 2019	Net	229.80	VAT	45.96	Amount	275.76	DIRECT DEBIT
<b>Total of Payments</b>					84,510.99	628.47	85,139.46				
<b>Due by Direct Debit</b>											