

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 19 February 2020 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 29 January 2020. Pages 1 - 12
4. To agree action/response arising from the minutes
 - (1) Minute 20/022 - option to approve: £10,000 Funding for a Sprowston Youth Engagement Project (SYEP) Community Outreach Worker
 - (2) Minute 20/023 - St Mary and St Margaret's Church: Emergency repair to cemetery path
 - (3) Minute 20/031 3.2 - option to agree revised Section 38 streetlighting scheme for Land to the South of Salhouse Road, Barrett David Wilson Homes Development
5. To receive any Police Liaison Officer's report.
6. To receive correspondence: Pages 13 - 17
 - (1) Flood Risk Supplementary Planning Document for the Broads
 - (2) Amenity Land at Blithewood Gardens, Sprowston
 - (3) Norwich Western Link Update
7. To adjourn the meeting to allow members of the public & Councillors with prejudicial interests to speak¹.
8. To receive any written/verbal reports from Sprowston County and District Councillors. Page 18
9. To receive the report of the Town Clerk and make decisions on: Pages 19 - 24
 - 1.1 Barkers Lane - Proposal for New Dog Waste Bin
 - 1.2 Praise in the Park
 - 5.1 Installation of Posts to Address Dangerous Parking at Falcon Road School
 - 5.2 Land South of Salhouse Road (Kier Living Eastern) - Street Naming Scheme
10. Adjourn the meeting for a short break.
11. To consider planning applications to 19 February 2020. Pages 25 - 26
12. Greater Norwich Local Plan (Previously Circulated)
(email from Mr R Craggs) Page 27
13. To receive any written/verbal reports from the Council's Committees and Working Groups.
14. To receive any written and verbal reports from Members representing the Council on or at outside organisations.
15. To consider the Schedule of Meeting Dates for 2020/21 Page 28
16. To receive the Norfolk Pension Fund employer contribution rate Pages 29 - 32
17. To confirm the payment of accounts to 19 February 2020 Pages 33 - 34
18. To receive the schedule of credit card payments. Page 35
19. To receive the schedule of direct debits. Page 36



Guy Ranaweera
Town Clerk

14 February 2020

Footnote:

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

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

Planning Applications listed above are those in the office at the time of publication of the Agenda. The Council may consider others received up to the date of the meeting if appropriate. Plans may be viewed in the Council office during office hours, and are available from 7 pm on the date of the meeting. Alternatively, to view on line please go to www.broadland.gov.uk and follow the links through to planning.

It should be noted that Councillors Mr J F Fisher and Mr J M Ward (Town Mayor) will or could be making comments on the planning applications at this meeting as a non-statutory consultee on behalf of the Town Council. However, as both Councillors are on the Planning Committee of Broadland District Council, they would like it made clear that their views could change at those meetings when more information could lead them to a differing view than that expressed at this meeting. To this end they will be abstaining from voting on planning matters, apart from in the case of a tied vote when the Chairman will make the casting vote.

This Meeting is open to the Public and the Press. Copies of this Agenda and Draft Minutes referred to above are available from the Council Office. Signed copies of the Minutes may also be downloaded from the Council's website www.sproston-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 – 29 JANUARY 2020

At the meeting of the Sprowston Town Council held at the Council Chamber, Recreation Ground Road, Sprowston on Wednesday 29 January 2020, the following Members were present: -

Mr J M Ward – Town Mayor

Mr A J Barton - Mr R J Knowles
Mr M G Callam - Mrs B J Lashley
Mr W F Couzens - Mrs J Leggett
Mr J F Fisher - Mr J H Mallen

Mr N Shaw

In attendance

Mr G Ranaweera - Town Clerk and Responsible
Financial Officer
Mrs E Elliot - Committee Officer
Clare Lincoln - Sprowston Youth Engagement Project
Simon Stokes - Reverend Canon (Sprowston Parish Churches)
Paul Wheeler - Ascend Adventure

23 members of the public were present

20/018. DECLARATIONS OF DISCLOSABLE PECUNIARY AND OTHER INTERESTS

Member	Minute No. and Heading	Nature of Interest
Mrs J Leggett	Minute 20/022	Trustee - Sprowston Youth Engagement Project

20/019. APOLOGIES FOR ABSENCE

Written apologies for absence were received and accepted by the Council from Ms D Coleman, Mrs B Cook, Mr I J Mackie, Ms C T Rumsby and Mr S C Walker.

20/020. MINUTES

The Minutes of the Council's meeting held on 8 January 2020, having previously been circulated to all Members were, confirmed and signed by the Town Mayor of the Council.

20/021. ACTIONS AND RESPONSES ARISING FROM MINUTES

- (1) Planning Application 2019/1368 - Sub-division of Existing Garden to Form 2 New Semi-detached Dwellings (Outline) at 286, Blue Boar Lane, Sprowston, NR7 8RZ**

Further to Minute 19/240 (c), the Town Clerk reported that planning application 2019/1368 was to be considered by Broadland District Council's Planning Committee on Wednesday 5 February 2020.

20/021. ACTIONS AND RESPONSES ARISING FROM MINUTES (CONTINUED)

- (2) Planning Application 2019/1776 - Sub-division of Curtilage and Erection of 2 No. Semi-detached Dwellings and Associated Access at 52, Blackwell Avenue, Sprowston NR7 8XW, to which Sprowston Town Council objected.**

Further to Minute 19/312, the Town Clerk reported that planning application 2019/1776 had now been granted permission.

- (3) Planning Application 2019/1803 - Replacement Dwelling, Garaging and New Garden Wall at 3, Park Cottages, Wroxham Road, Sprowston NR13 6LZ**

Referring to Minute 19/312, the Town Clerk reported that planning application 2019/1803 had been withdrawn.

20/022. SPROWSTON YOUTH ENGAGEMENT PROJECT (SYEP)

Reverend Canon Simon Stokes gave a presentation on the history of SYEP and how it had evolved from its launch in 2013 giving examples of projects they were involved in as follows:

- Sprowston teen café;
- intergenerational community greenhouse project;
- Old Catton teen café;
- young volunteer program - 1950's tea dance, Sprowston sensory garden, WWI centenary tea dance;
- SYEP FC;
- 1:1 support at Sprowston Community Academy.

Clare Lincoln presented SYEP's vision for the future and expanded on how they planned to achieve the outcomes identified below:

- Community Outreach Programme and holiday provision;
- implement a 3-year business plan;
- youth provision in Sprowston and Old Catton 6 days a week;
- continue to build on SYEP Teen café's in Sprowston and Old Catton;
- extend reach of youth volunteers and intergenerational community projects;
- continue and develop accredited positive activity programmes;
- continue to build relationships and partnerships with the wider community;
- low level early intervention service in schools;
- support for young people in ALL areas of their lives.

Clare Lincoln explained that Ascend Adventure had been working alongside SYEP since 2014 and had successfully delivered youth activity camps in Norfolk and various UK National parks and other youth related programmes.

Paul Wheeler of Ascend Adventure briefly explained his 21 years' experience of youth work and why there was a need for community outreach in Sprowston and Old Catton, highlighting the problems as:

20/022. SPROWSTON YOUTH ENGAGEMENT PROJECT (SYEP) (CONTINUED)

Sprowston Community Academy

- no Police Community Support Officers - has left limited operational link between school, family and community;
- large increase in social, emotional and mental health needs across the board;
- rise in anti-social behaviour (ASB) in spring and summer months;
- policy change and funding cuts;
- high risk of increase in not in education, employment or training young people (NEET) - young people left to their own devices;
- increased youth apathy and disempowerment;
- increased polarisation between mainstream and premium pupils / NEET etc.

Community / Public Perception

- reports on life in Sprowston and media awareness of anti-social behavior;
- unreported crimes;
- bike storms, youth on youth violence, county lines.

Mr Wheeler went on to describe what the Community Outreach programme could offer in Sprowston to address these concerns:

- create an outreach presence in ASB hotspots;
- weekly outreach drop-ins in heart of Sprowston - week days and weekends;
- link in with Sprowston Community Academy personal development education;
- link with safer neighbourhood priorities and beat officers;
- create an individually designed youth & community social capital outcome measurement tool;
- create co-designed events for the wider community e.g. family fun day, summer fete etc;
- secure additional funding to develop activity pathways beyond the outreach programme (e.g. call 2 adventure, holiday activity programmes, youth venue (youth innovation fund - April 2020).

Clare Lincoln outlined the funding requirement for the Community Outreach Programme

Community Outreach Ascend Adventure

13 hours per week @ £12.50 per hour x 52 weeks £8,450.00

SYEP 7 Hours per week @ £16.00 per hour x 25 weeks £2,619.25

(£2619.25 from grant, £180.75 in kind)

Pathways into leadership course £2,293.95

Secure email address 12 months (12 x £11.40 per month) £136.80

Total £13,500.00

to be funded by:

- £2,000 - Sprowston Town Council's agreed grant of £5,000
- £1,500 - Old Catton Parish Council
- £10,000 - request for additional funding from Sprowston Town Council

The Town Mayor advised that SYEP's funding request would be considered at a future meeting of the Council.

20/023. ST. MARY AND ST MARGARETS'S CHURCH - PATH REPAIR

The Town Mayor invited Reverend Canon Stokes to comment on the request from St Mary & St Margaret's and St Cuthbert's for assistance in meeting the cost of repairing a damaged footpath running from the cemetery, through the churchyard to the north door of the church.

Following debate, it was agreed that the Head Groundsman assess the pathway and if he felt repairs were needed the Town Clerk to obtain a quotation.

20/024. ANNOUNCEMENT BY THE TOWN MAYOR OF THE ORDER OF REMAINING BUSINESS IN ACCORDANCE WITH STANDING ORDER 1 (a)

The Town Mayor proposed, seconded by Mrs J Leggett to change the order of the agenda to consider items 8, 12 and 11 before moving to item 6. On being put to the vote the motion was CARRIED.

20/025. RESIDENTS' QUESTIONS

On the motion of Mr J M Ward, seconded by Mrs J Leggett 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 D Wright of Neville Close expressed his objection to the granting of planning application 2019/1875, Land at Lushers Loke, for the following reasons:

- the site is adjoined to my back garden. The applicant wants to erect a 45ft x 30ft x 20ft high building on the boundary with my property, which is an unneighbourly form of development;
- whilst the business hours stated are 7.30am - 4.30pm Monday to Friday and 7.30am - 1.00pm on Saturday the self-storage business is 24-hour access 7 days a week. Metal containers are noisy, particularly when doors are closed and locked, there will be light pollution and disturbance to surrounding residential properties day and night;
- the only access to this site is via a byway unsuitable for larger vehicles such as HGV's carrying/collecting scrap and reclamation materials. It is also a restricted byway according to Norfolk County Council's website;
- the byway is used by children, cyclists and dog walkers and there is a potential safety issue given the additional traffic and size of vehicles this business would attract;
- to accommodate 52 containers the site will have to be concreted which could create drainage and flooding issues. Anglia water have already expressed their concern with regard to water usage, waste water, surface water and effluence as the site has not been surveyed and it considers there to be a high risk of flooding;
- this application is in direct contradiction to the Sprowston Neighbourhood Plan;
- School Lane, the main access to this site is already congested at its entrance from the ring road and larger vehicles would have difficulty passing where traffic is regularly parked on both sides of the road. Furthermore, larger vehicles would not be able to make the turn at the George Hill junction;

20/025. RESIDENTS' QUESTIONS (CONTINUED)

- this is an erroneous application and false, the supporting statement is inaccurate, vague and irresponsible. It is not a like for like business it is two separate businesses and two separate planning applications should be submitted, one for reclamation and one for change of use to self-storage;
- it is an unsuitable development in a predominantly residential area and just because Lushers previously existed on this site it should not set a precedent.

Mr K Lashley of Neville Road stated that the Sprowston Neighbourhood Plan went out to consultation, independent examination and a referendum where residents voted in favour of adopting the plan. This is a golden opportunity to achieve the part of the plan relating to this land. Storage units is a change of use and has nothing to do with a builders-yard. This application is contrary to the plan and the Council has every right to object to it.

Mr Gregory of Wroxham Road referred to the double yellow lines outside the terrace houses opposite St. Cuthbert's Church advising that people continually park on these lines creating a bottle neck for lorries and busses. He suggested shorting the bus lane and reducing the length of the yellow lines.

The Town Mayor suggested Mr Gregory contact the Town Clerk via email with details but said changes to road markings required a road traffic order which cost £1000's.

Mrs Tovell of Proctor Road queried as to when Councillors walked around Sprowston to identify issues in the Parish, stating that some walkways were impassable due to leaf build up and when raining it was worse. She suggested that it should not be the responsibility of residents to keep reporting problems to Council.

The Town Mayor requested Mrs Tovell email details of specific problems to the Town Clerk.

Mr Tovell of Proctor Road queried whether it was the responsibility of Sprowston Town Council to remove debris from a fallen tree on the open space at Ecton Walk.

It was agreed that the Clerks of Old Catton and Sprowston liaise on this matter.

20/026. 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:

2019/1978 - single storey rear extension at 11, Greenborough Road

2019/1991 - two storey side extension & single storey rear extension at 67, Cromwell Road

20/026. PLANNING (CONTINUED)

2020/0133 - extensions to existing detached house (revised proposal) at 28, Rosemary Road

2020/0150 - two storey side and rear extensions at 27, Church Lane

- (b) to strongly oppose to the granting of planning application 2019/1875 - demolition of derelict building, replacement of existing office block with portacabin office, new building, new weighbridge and weighbridge hut and siting of 52 storage containers at Land at Lushers Loke on the grounds that:
- (1) the application includes a change of use to self-storage business which is a material departure from the previous use of the site.
 - (2) it is not possible, as suggested in the application, to estimate traffic movements on this site on the information available, given the application includes the sale of new and reclaimed building materials, manufacture and sale of timber products and joinery, joinery shop and sawmill storage, sale of aggregates, storage of plant and machinery open 7.30am - 4.30 Monday to Friday and 8.00am - 1.00pm Saturday and 52 containers for the self-storage business, accessible 24 hours a day 7 days a week.
 - (3) metal containers are noisy and there is no control over what will be stored in them. Night access will cause disturbance to residents living in the area through noise and light pollution. i.e. vehicle engines, headlights and car doors, closing and locking of gates and metal containers, security lights and talking.
 - (4) there is potential noise nuisance from vehicle reversing alarms given the nature and volume of vehicles on this site.
 - (5) access is via a byway, unsuitable for larger vehicles being narrow with limited space for passing. Furthermore, the byway is well used by school children, dog walkers and other residents and not conducive to sharing with large vehicles and increased volumes of traffic.
 - (6) the area outlined in the application implies that the access road is part of the site whereas it is a Norfolk County Council byway.
 - (7) the main route to the development is via the ring road and School Lane, which presents its own difficulties. Parking outside and opposite business premises on School Lane reduces the roadway to single lane during peak hours and larger vehicles already find it difficult to navigate. Increased volumes of HGV's would only further exacerbate this situation.
 - (8) the application indicates soakaways are to be used for drainage, this system has already proved inadequate in Sprowston. There are no holding measures to contain water to prevent flooding.
 - (9) this proposal would not achieve the objectives of Policy 12 of the Joint Core Strategy for Broadland, Norwich and South Norfolk adopted March 2011,

20/026. PLANNING (CONTINUED)

amended January 2014, the need to regenerate tired suburbs, improve townscape and retain local character.

(10) the application is in contradiction with Sprowston Neighbourhood Plan, Policies 18 and 20.

(11) this application is an unneighbourly form of development.

20/027. MEETING ADJOURNMENT

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

The meeting was reconvened.

20/028. POLICE LIAISON OFFICER'S REPORT

Members noted Norfolk Constabulary's January Newsletter.

Mrs J Leggett reported on her attendance at the Safer Neighbourhood Action Panel (SNAP) held 27 January 2020.

23 residents were in attendance who raised issues on parking outside schools, speed of traffic and parking on Atlantic Way and surrounding estate roads, litter on Cozens Hardy Road and the state of verges.

The priorities agreed by the SNAP panel for the next quarter were:

- Monitor and challenge inconsiderate parking around Cannerby Lane, Sprowston and Schools in Old Catton and Sprowston
- Monitor and challenge speeding on Cannerby Lane & Blue Boar Lane in Sprowston; and St Faiths Road, Spixworth Road and Woodland Drive in Old Catton

20/029. CORRESPONDENCE

(1) Members noted the proposal for Spixworth Neighbourhood Development Plan

(2) Members noted correspondence from Claire Sharland, Sprowston Library giving feedback on the success of the Mama G event and thanking Council for their sponsorship.

(3) Mr J F Fisher proposed, seconded by Mr J H Mallen the reimbursement of £49.99 to Mr B Woolner for purchase of Office 365 for him to continue updating the Sprowston History Archive. On being put to the vote the motion was **CARRIED**.

20/030. REPORTS FROM COUNTY AND DISTRICT COUNCILLORS

A written report was received from Mr J M Ward.

Mr J M Ward also verbally reported:

20/030. REPORTS FROM COUNTY AND DISTRICT COUNCILLORS

- (1) flooding and loss of electric power at most of the Falcon Road School site on Tuesday 21 January 2020 caused Norfolk County Council's education Department to take urgent action transferring all year 3, 4 and 5 pupils to White House Farm School until the problems at Falcon Road School are fixed. Year 6 remain at Falcon in an unaffected independent building.
- (2) there will shortly be a proposal out for consultation to extend the 30MPH limit at Salhouse Road to beyond Atlantic Way
- (3) on Monday this week I attended the Corporate Select Committee where we discussed the "One Public Estate Partnership which is a partnership of Norfolk County Council, the District Councils, Blue Light Services and Norfolk Health Service. It was set up in 2016 and aims to share services and property wherever possible. One example is part of Children's Services and the Police working from Broadland District Councils Thorpe Lodge. We also heard about the roll out of Superfast Broadband which is now available in 94% of Norfolk. Mobile phone coverage continues to improve and 5G is now available in Norwich.
- (4) we have a vacancy for School Governor at Cecil Gowing Infant School.

Mrs B J Lashley queried why there were coloured markings identifying services along Wroxham Road.

It was agreed that the Town Clerk contact Norfolk County Council to establish the reason for this.

Mr M G Callam asked, given the proposed extension of a 30MPH limit on Salhouse Road, if the speed limit on Atlantic Way would be reduced from 40MPH to 30MPH.

Mr Ward replied that it was likely to be changed.

Referring to the closure of most of Falcon Road School Mr J F Fisher advised that a proper investigation was to be carried out as to why the school flooded, particularly when not in use during evenings and weekends.

He also commented on Racecourse Woods reporting there was renewed public interest and a meeting called by Friends of the Earth and Extinction Rebellion to discuss whether to embark on a new campaign to save the woods. They intend to write to Belmore Trust to see if they would be willing to withdraw the planning application. Despite stating there would be no direct action there has been activity by demonstrators. Protestors have marked trees so those previously identified for felling have been lost amongst others.

Mr W F Couzens said there was a slight issue with use of the White House Farm School at pick up times which was increasing traffic at both schools.

Mr Fisher agreed to raise this issue.

Mr R J Knowles left the meeting.

20/031. REPORT OF THE TOWN CLERK

COMMUNITY BUILDINGS, ALLOTMENTS, PARKS AND OPEN SPACES

1.1 Sparhawk Park Building Maintenance

Members noted that significant maintenance recently carried out to the roof, and plumbing at Sparhawk park buildings had caused the parks building repairs budget for 2019/20 to be exceeded although the overall Parks budget should come in on target (discounting the loan over-payments).

Furthermore, as additional repair works were likely the Town Clerk would bring a report to Council following feedback from the roofing contractor.

1.2 Request from a Local Girl Guide Group

Members considered the report of the Town Clerk and request from a local girl guide group. It was suggested:

- to wait and see the success of the film screening on 17 February 2020;
- to refer the group to the greenhouse or library projects
- SYEP might like assistance with their proposed summer fete
- the cinema could be arranged subject to Council's costs being covered
- Guides could participate in the Council's annual planting programme, subject to health and safety requirements

RESOLVED that the Town Clerk advise the Guide Group of the various projects in Sprowston.

CEMETERY

2.1 St Mary and St Margaret's Church - Path Repair

This item was considered under Minute 20/023.

STREET LIGHTING

3.1 Street Lighting Update

Members noted the report of the Town Clerk and requirement to hold an open and competitive tender process to include a suitable specification for the street lighting replacement programme.

3.2 Land South of Salhouse Road - Barratt David Wilson Homes (BDWH) Section 38 Street Lighting

The Town Clerk corrected his report advising that the BDWH development straddled the boundary with Rackheath not Gt & Lt Plumstead.

Council considered the proposed street lighting scheme from BDWH and did not deem it be of a suitable standard.

20/031. REPORT OF THE TOWN CLERK (CONTINUED)

Mr M G Callam proposed, seconded by Mrs B J Lashley that the same standard of street lighting throughout Sprowston should be applied to this development. On being put to the vote the motion was CARRIED.

3.3 Land South of Salhouse Road (Kier Living Eastern) - Section 38 Street Lighting

Having considered the proposed lighting scheme at Land South of Salhouse Road Members did not regard it to be of an appropriate standard and Mr J F Fisher proposed, seconded by Mrs J Leggett that all residential road should have footway lighting. On being put to the vote the motion was CARRIED.

CENTRAL ADMINISTRATION AND PERSONNEL

4.1 No matters were reported.

PLANNING AND TRANSPORTATION

5.1 Land South of Salhouse Road (Kier Living Eastern) - Street Naming Scheme

Members noted the proposed street naming scheme for the development on land south of Salhouse Road and it was **RESOLVED** to adopt the names Willow; Sycamore; Poplar; Hawthorne; Chestnut; Maple; Walnut and Ash subject to the English spelling.

ATTACHMENTS

- 6.1 Email from Sprowston Parish Churches
- 6.2 Plan of Barratt David Wilson Homes on land South of Salhouse Road showing proposed street lit areas
- 6.3 Plan of Kier Living Eastern development on land South of Salhouse Road showing proposed street lit areas

20/032. REPORTS FROM COUNCIL'S COMMITTEES AND WORKING GROUPS

No written reports were received.

20/033. REPORTS FROM MEMBERS REPRESENTING THE COUNCIL ON OUTSIDE ORGANISATIONS

- (1) Members noted the written report from Mr W F Couzens on his attendance at the Draft Greater Norwich Development Plan meeting held 22 January 2020. This subject would be discussed at Council's February meeting.
- (2) Mr N Shaw verbally reported on his attendance at the Norwich Airport Consultative Committee as follows:

20/033. REPORTS FROM MEMBERS REPRESENTING THE COUNCIL ON OUTSIDE ORGANISATIONS

- (1) helicopter activity has reduced;
- (2) there is uncertainty with regard to Flybe;
- (3) Loganair is to withdraw from Norwich Airport;
- (4) passenger numbers are lower but this was expected given the time of year.

20/034. QUARTER 3 BANK RECONCILIATION

The Town Clerk presented the Quarter 3 Bank Reconciliation and responded to Members queries as follows:

- (1) the precept is the same as the budget as it is paid in two instalments;
- (2) actual loan charges were significantly higher than budgeted for in 2019/20 as the Council had repaid in full a number of loans; this will reduce;
- (3) Nursery costs relate to redecoration and preparation of a tenancy agreement prior to Chestnut Nursery moving in;
- (4) whilst some budget headings depict 9 months income exceeding 12 months budget this is not likely to continue with regard to administration, allotments, parks and open spaces, street scene, or Sprowston Diamond Centre which had a very challenging target. Whereas the cemetery could exceed budget.

Mr M G Callam proposed, seconded by Mr J M Ward to approve and adopt the Quarter 3 Bank Reconciliation.

20/035. PAYMENT OF ACCOUNTS

The Town Clerk and Responsible Financial Officer presented the schedule of accounts to 29 January 2020 totalling £5,344.56 and answered Members queries as follows:

Invoice No. 4815 LED lights at Windsor Park Gardens and Rushmore Road one light had become loose in the wind and the other hit by a motor vehicle.

Credit Note Invoice No. 926068 Extra litter picking at Sprowston Recreation Ground
Invoice No. 926024 a credit for November and December when additional litter picks were not required or carried out.

On the motion of Mr J M Ward, seconded by Mr J H Mallen it was **RESOLVED** that payment of the accounts to 29 January 2020 totalling £5,344.56 be approved and the schedule authorising payment signed by Mrs B J Lashley and Mr J M Ward.

20/036. SCHEDULE OF CREDIT CARD PAYMENTS & BARCLAYS VISA DEBIT

The schedule of credit card payments totalling £127.55 was approved and noted.

20/037. SCHEDULE OF DIRECT DEBIT PAYMENTS

The Town Clerk answered Members questions on Direct Debit payments as follows:

Invoice No. 1104050452 Haven Power - Sparhawk Park, this was an estimated reading.

20/037. SCHEDULE OF DIRECT DEBIT PAYMENTS

Invoice No. 8405338 Sage 50, Sage payroll: 01.01.20 - 31.12.20 Cover this is for 2 users.

The schedule of direct debit payments totalling £7,303.58 was approved and noted.

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

19 February 2020

Town Mayor

Guy Ranaweera

From: Natalie Beal <Natalie.Beal@broads-authority.gov.uk>
Sent: 31 January 2020 14:05
Subject: Notice of consultation - Flood Risk SPD for the Broads

Dear Sir or Madam

We are consulting on an amended Flood Risk Supplementary Planning Document for the Broads.

We consulted you back in October time and we have read, responded to and taken on board the comments you made. Changes are highlighted in the document out for consultation.

Deadline for comment is 4pm 4 March 2020.

Go here for details and links to the documents out for consultation: <https://www.broads-authority.gov.uk/about-us/how-we-work/transparency/consultations>

Please send any comments to me via email: PlanningPolicy@broads-authority.gov.uk.

After this consultation, the SPD may be amended and then will be adopted for use in determining planning applications.

You may also be interested to know that the Broads Authority adopted the Statement of Community Involvement (SCI) today at Full Authority. The new SCI can be found here: <https://www.broads-authority.gov.uk/planning/planning-policies/development>

Yours faithfully

Natalie

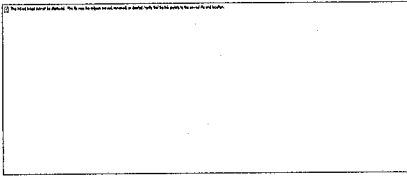
Natalie Beal
Planning Policy Officer
Broads Authority
01603 756050

Broads Authority, Yare House, 62-64 Thorpe Road. Norwich NR1 1RY
01603 610734
www.broads-authority.gov.uk



Looking after the Broads National Park

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www.broadland.gov.uk

Please Ask For:
Telephone:
Email:
Date:

Jamie Henry
01603 430624
jamie.henry@broadland.gov.uk
22 January 2020

The Occupier
8 Blithemeadow Drive
Sprowston
Norwich
NR7 8PX

Dear Sir or Madam

Amenity land at Blithewood Gardens, Sprowston.

I am writing with regard to tree planting on Broadland District Council owned amenity land at Blithewood Gardens.

In the coming weeks we will be planting seven trees on this land – please see the attached plan. These trees have been chosen to compliment the green space and their spacing will ensure that they do not infringe on properties or highway. We have kept the number of trees to a minimum to retain the open green space that is valued for its recreation and visual amenity.

The type of tree has been selected in partnership with Sprowston’s Tree Wardens. We have chosen a range of edible fruit and nut trees that we hope will be enjoyed by both residents and wildlife. They will also capture planet-warming carbon dioxide, promote biodiversity, and encourage the local community to learn more about foraging.

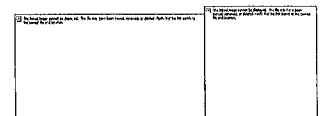
We will look after the new trees but they would really benefit from any additional care. If you are able to, we would really appreciate your help. Please see our guidance on the reverse of the attached plan.

If you would like to discuss this with me, then please feel free to contact me directly.

Yours sincerely

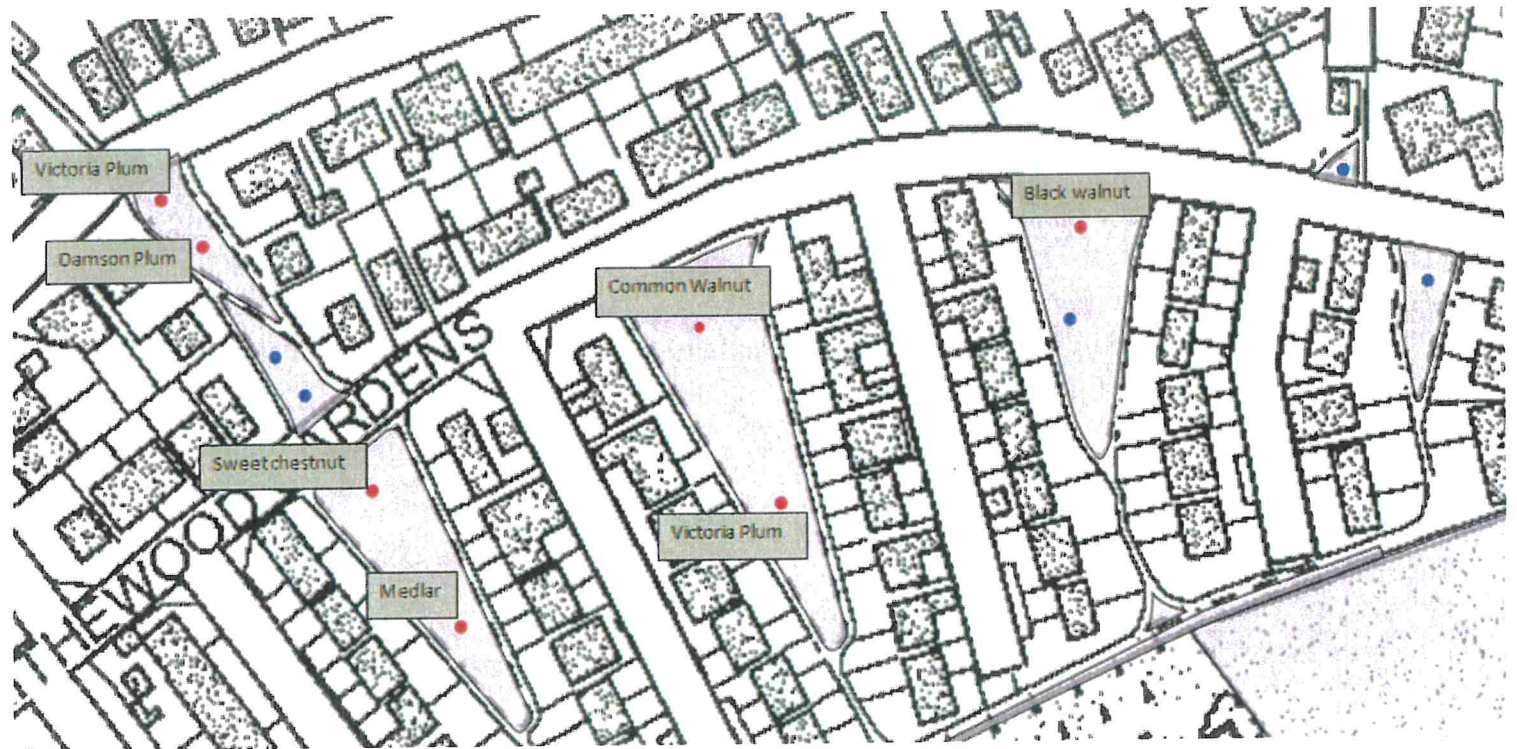
Jamie Henry
Community Assets Management Officer

Economic Growth
Broadland District Council
Thorpe Lodge, 1 Yarmouth Road, Norwich, NR7 0DU



Tree Planting at Blithwood Gardens

(Land owned by Broadland District Council shown pink)



Caring for newly planted trees

Our new trees would really benefit from any additional help you can provide. This is especially important in the first few years of them being planted.

If you are able to, we would really appreciate your help and here is what you can do.

Water the tree in dry periods

Rain water is best, if you're able to collect rain water in a water-butt, about 25l (or about 2 buckets worth) once a week will really help the new tree. It is best to really soak the tree periodically rather than do little and often because small amounts of water will evaporate before it reaches the deeper roots.

Grey water can also be used, please be aware however that strong detergents and salts can poison the tree so please avoid these.

If the tree pit appears soggy or algae is forming on the surface there could be drainage problems, a water logged pit can kill the tree. Please don't add any additional water and report the issue to us.

Weed the tree pit

Competition from weeds can rob the new tree of water and important nutrients, slowing the tree establishing.

Do not prune the tree

Please don't prune the tree, some gardeners reduce trees significantly after they are planted, we plant trees that are container grown and these don't need pruning for a number of years.

Contacting us

If the tree frame is damaged or if the tree has been vandalised or has died please report it to us via [01603 430509](tel:01603430509) / conservation@broadland.gov.uk

Guy Ranaweera

From: Norwich Western Link <Norwichwesternlink@norfolk.gov.uk>
Sent: 24 January 2020 14:42
To: JHunt
Subject: Norwich Western Link update

Dear Mrs Hunt

I'm getting in touch to update you on our Norwich Western Link project, and tell you about the key pieces of work that are coming up this year.

Last year saw us make a lot of progress. We agreed the preferred route and gained regional priority status for the project last July - if you want to refresh your memory about this and the project as a whole you can read about it at www.norfolk.gov.uk/nwl.

Since then, a lot of work has been carried out to develop the design of the road and potential mitigation measures, including extensive environmental, ecological, topographical and geotechnical surveys along and near the route. We've also conducted traffic monitoring in dozens of locations on the county's roads and the data gathered from this will be used alongside other information to update our traffic modelling; this predicts how the Norwich Western Link and other factors will change people's journeys.

All this work will not only help to further develop our proposals for the Norwich Western Link but will also be used in our Outline Business Case for the project, which we're planning to submit to the Department for Transport (DfT) later this year. This is a necessary step for us to receive funding from central government, and we'll be seeking 85% of the funding for the project from DfT.

We've also been looking at what we think we should do with the local roads that cross the preferred route. We know we don't want to create junctions along the Norwich Western Link (other than those with the A1067 and A47) but there are other decisions to be made; whether we keep them open, largely as they are, or do something different, given the changes the new road will make to the way people travel. We've also been working on proposals for how we think we can support and encourage people to walk, cycle and use public transport, which is one of the project objectives.

We're keen to share our ideas for these elements with you and get your views on them, which is why we're proposing to hold a public consultation on some specific elements of the Norwich Western Link in spring this year. Holding a consultation in the spring will allow us to take account of the feedback we receive in our procurement process, which we're hoping to get underway shortly and will lead to us appointing a contractor for the Norwich Western Link. A further public consultation on the design developed with input from the successful contractor is scheduled at the end of 2020/early 2021, ahead of the planning application being submitted.

There's more information about the work we've undertaken to date and what we're proposing to carry out over the next year, including the procurement process and the spring consultation, in a report that's going to a meeting of our cabinet on Monday 3 February. You can read this as part of the agenda for the meeting [here](#). If our cabinet members approve the recommendations we're making in the report, we'll get in contact again ahead of the spring consultation to give you more information about it, including how you can give us your views.

Best wishes

9th February 2020

Report from Councillor John Ward

Broadland District Council

I have now spent all of my £500 Councillor Community Grant up until 31st March 2020, with £306 going to the Allotment Project at Sprowston Community high School and £194 to the Eco Council at Cecil Gowing Infant School for tree planting.

The merging of the management structure of BDC and SNDC is now complete. There are now apprentices throughout the organisation and one to congratulate is Katy Whiting who won the first round of the East of England Apprentice Challenge. Another apprentice who has done well is Peter Aspinall who won the Special Recognition of the Year Award from Easton & Otley College and now has a job with the depot team.

The Council continues to invest to support the delivery of the Food Enterprise Zone at Honingham.

Norfolk County Council

The Council's property company 'Repton' has submitted plans for 200 new homes at Hopton. This is Repton's second development having just gained planning approval for 137 homes at Acle.

HM The Queen has appointed 11 new Deputy Lieutenants for Norfolk:- Dr Rose Barnes, Group Captain Stewart Blackburn MBE, Mrs Jane Cator, Mr Jake Humphrey, Rev Matthew Hutton, Sir Norman Lamb, Lt. Col. Mark Nicholas MBE, Mr Nicholas Pratt, Dr Marian Prinsley, Mrs Philippa Taylor, Mr Han Yang Yap.

The Broadland Northway Western Link has moved closer with the Council agreeing to purchase Pump Farm at Weston Longville for £1.2m. Once the road is complete any unused land will revert to farmland. The proposed route will see the new road join the A47 at Honingham and pass through the Wensum Valley. Cabinet have agreed to contract the project out and undergo a process of public consultation.

COUNCIL MEETING – 19th February 2020

Report of the Town Clerk

COMMUNITY BUILDINGS, ALLOTMENTS, PARKS AND OPEN SPACES

1.1 Barker's Lane - Proposal for New Dog Waste Bin

We currently have one dog waste bin at the entrance to Barker's Lane open space. Broadland District Council empty the bin on Thursdays however it is frequently full again by Monday, causing bags of dog waste to be left on the ground around the bin for a number of days.

Option: To purchase and install a 2nd dog waste bin at the entrance to Barker's Lane open space at the following cost:

Purchase cost of bin: £100.00

Annual emptying charge: £177.00

Total first year cost: £277.00

1.2 Praise in the Park

Sprowston Churches have requested use of the recreation ground and pavilion on Sunday 19th July for the annual Praise in the Park worship event.

Option: To grant use of the recreation ground and pavilion at no cost for the Praise in the Park worship event.

CEMETERY

2.1 No matters to report.

STREET LIGHTING

3.1 No matters to report.

CENTRAL ADMINISTRATION AND PERSONNEL

4.1 Name That Tractor!

As a way of increasing the reach of Council's Facebook posts, we will soon run a light hearted public Facebook competition and poll to name the Council's new mini-tractor purchased in December.

Appropriate rules of conduct and participation will be set and closely monitored, but we hope this competition will bring out the creative and humorous side of Sprowston residents.

PLANNING AND TRANSPORTATION

5.1 Installation of Posts to Address Dangerous Parking on the Grass Verge Outside Falcon Road Junior School

Further to my report of 17th July 2019 confirming that Norfolk County Council Highways (NCC) had agreed to install wooden posts on the grass verge outside Falcon Road Junior School, five wooden verge posts have now been installed on the corner of the junction of Falcon Road and Blithewood Gardens. Whilst this has improved visibility to and from vehicles using the junction, the main stretch of grass verge remains accessible to cars, hence dangerous driving and parking is still occurring. However, NCC has now advised that they will not install further posts along the verge.

Falcon school's Head has confirmed he believes a need for further verge posts still exists. Several parents have also requested Town Council assistance with the dangerous parking on the verge. I and my Head Groundsman have recently visited the site and also concur that a hazard is still present. It is my concern that it is only a matter of time until a vehicle mounting or dismounting the verge injures a school child.

NCC have confirmed that they would be agreeable to Town Council installing verge posts at our cost. Falcon's Head has indicated that he would in principle be willing to contribute towards the installation costs but would first need to check if school funds could be spent in this way, especially given the school's current building issues.

The remaining open area of verge is approximately 45m/50yds in length and would require 18 to 19 more posts (at 2.5m intervals).

Included for Council's consideration are 3 options for purchasing and installing posts to the verge outside Falcon Road School – See attachment 6.1

Contact has also been made with NCC's Public Health Road Safety Team to see what other road safety interventions can be put in place to help at the school.

Recommendation: To purchase and install verge posts in accordance with option chosen.

5.2 Land South off Salhouse Road (Kier Living Eastern) – Street Naming Scheme – Additional Road Name

Further to street naming scheme already agreed for this development (Willow; Sycamore; Poplar; Hawthorn; Chestnut; Maple; Walnut; Ash)

Kier Living Eastern have put forward an additional street name for STC's agreement: Corsican Way

Option: To respond to the proposed additional street name for Land South of Salhouse Road (Kier Living Eastern).

ATTACHMENTS

6.1 Options for verge posts, with photos of the verge area.



**Guy Ranaweera
Town Clerk**



Imagery ©2020 Infoterra Ltd & Bluesky, Map data ©2020 10 m

FALCON SCHOOL

GRASS VERGE AREA

Attachment 6.1

Option 1

Wooden posts to NCC specification

1450mm (1.5yd) tall, 200mm (8") x 200mm (8") cross section

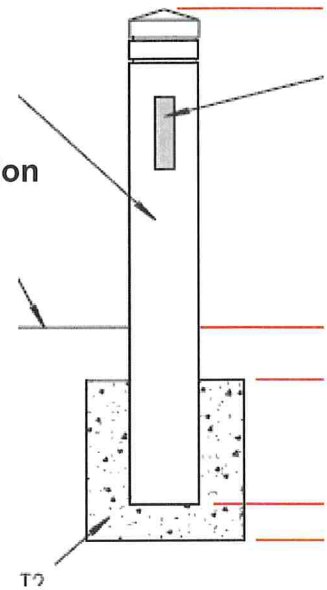
19 posts @ £65.00 each = £1,235

Delivery = £65.00

NCC Notice of Works = £200.00

Concrete (estimated) = £200.00

Total = £1,700



Option 2

Wooden Post

0.6m tall, 95mm x 95mm cross section

19 @ £17.50 each = £332.50

Delivery (approx.) = £90.00

NCC Notice of Works = £200.00

Concrete (estimated) = £200.00

Total = £822.50



Option 3

Recycled Plastic posts

1685mm tall, 140mm x 140mm cross section

19 @ £48.10 each = £913.90

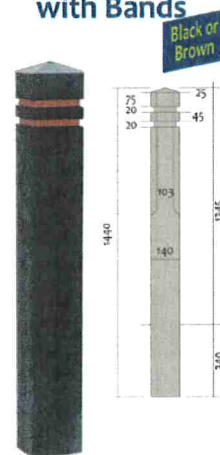
Delivery = £90.00

NCC Notice of Works = £200.00

Concrete (estimated) = £200.00

Total = £1403.90

Chamfered Square with Bands





Sprowston Town Council
PLANNING APPLICATIONS – 19th FEBRUARY 2020

Broadland DC App. No.: 2020/0153 **Location:** 119 Proctor Road, Sprowston, NR6 7PQ

Type: Householder

Description: Demolition of Existing Conservatory and Erection of Single Storey Rear Extension

Broadland DC App. No.: 2020/0215 **Location:** 214 Salhouse Road, Sprowston, NR7 9AE

Type: Householder

Description: Two storey side extension & new front driveway with dropped kerb

Broadland DC App. No.: 2020/0216 **Location:** 96 Cozens Hardy Road, Sprowston, NR7 8QG

Type: Householder

Description: Single storey rear extension

Broadland DC App. No.: 2020/0230 **Location:** Communal area at Woodland Place, Pinetrees Road, Sprowston, NR7 9BF

Type: Householder

Description: Erection of storage shed

Sprowston Town Council
PLANNING APPLICATIONS – 19th FEBRUARY 2020

Broadland DC App. No.: 2020/0273 **Location:** 153 Moore Avenue, Sprowston, NR6 7LQ

Type: Householder

Description: Hip to gable conversion, front and rear dormers and front porch (revised proposal)

Broadland DC App. No.: 2020/0282 **Location:** 31 Lambert Road, Sprowston, NR7 8AA

Type: Householder

Description: Proposed demolition of conservatory & garage & construction of single storey rear extension

Guy Ranaweera

From: robert craggs
Sent: 12 February 2020 13:50
To: Guy Ranaweera
Subject: GNLP Consultation and Forthcoming Roadshow at Diamond Centre on 19 Feb 2020

From: Robert Craggs

Dear Guy,

I hope to attend this Roadshow and will look forward to meeting you if convenient..

My focus is on Flood Risk, as it has been for many years, including when I served on the Sprowston PC/TC Flood Risk Working Party that was established in 2011 and operated effectively, at least until Planning Application 20121516 was approved for the Beyond Green Consortium proposal for the massive developments in the NS&OC area or NEG T

This application was first approved in September 2013 and had gone ahead despite me pointing out how flawed the Peter Brett Associates FRA was. This planning application was subject to 'Reconsideration' for reasons that I am still not fully aware of, however, it was approved again on 11 March 2015 - but - a copy of the PBA FRA was deliberately withheld from me despite me protesting this and preventing scrutiny of it. This outrage is well documented but also well documented is the fact that on both occasions in the Planning Committee meetings held for this Application, the Broadland DC Officer presiding on both occasions stated, that quote: " he knew next to nothing about flood risk". At the latter meeting he added quote that "neither did he think anyone else in the Planning Department did either"" and he exemplified this by stating that he did not even know what SUDs was.

In attendance was Phil Courtier in his capacity as Director of Strategy since this was directly related to the JCS.

Unless I am mistaken, no other meeting of the STC Flood Risk Working Party was ever convened. However the archived files bear testimony to the efforts of those who did their best to prevent flooding in Sprowston from both surface water and groundwater when the latter had never been given credence or mapped by the Environment Agency.

The above anecdote is not made to score any points, it is an expression of shock and disgust, but mainly I am relating this because I deduce this failure as being the reason why Sprowston did not even get a mention in the Norfolk County Council Strategic Flood Risk Assessment that each Local Council was a contributor to. Broadland DC was listed as a contributor but no contribution was in evidence. This is a negligent omission with potentially serious consequences. I use the words justifiably because this is totally inconsistent with the work done by the Sprowston TC Flood Risk Working Party which ironically was the first parish or town council in the Norwich area to establish such a group

I will draw attention to these points and make the compelling case again as I did in my earlier submission to the GNLP, but since more specific plans have unfolded especially concerning the Sprowston P&R site, I will go into more detail that I think should have been entered and mapped as part of the SFRA for our area

I would prefer to submit my draft to you for the Council to consider first and of course I would clarify any points made, my purpose being to get the Sprowston area (and contiguous Old Catton) area mapped to indicate the presence of surface and groundwater, origin and destination, and what preventative measures are in place and their maintenance.

Please acknowledge receipt and let me know if this meets with the approval of the Council.

Kind Regards
Bob



SCHEDULE OF TOWN COUNCIL MEETINGS

TO BE HELD AT

THE COUNCIL OFFICE
SPROWSTON RECREATION GROUND
RECREATION GROUND ROAD
SPROWSTON

STARTING AT 7:30 PM (except the Annual Town Meeting)

MUNICIPAL YEAR 2020/2021

03 June 2020	16 December 2020
24 June 2020	06 January 2021
15 July 2020	27 January 2021
05 August 2020	17 February 2021
26 August 2020	10 March 2021
16 September 2020	31 March 2021
07 October 2020	21 April 2021 (Annual Town Meeting 7.00pm)
28 October 2020	21 April 2021 (Council Meeting to be held on the rising of the Annual Town Meeting)
18 November 2020	12 May 2021 Annual Council Meeting
02 December 2020 (Precept/Planning)	

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

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

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

Guy Ranaweera
Town Clerk

February 2020



Norfolk Pension Fund
Delivering the Local Government Pension Scheme in Norfolk

Sprowston Town Council
Guy Ranaweera
Town Clerk
Council Office
Recreation Ground Road
Sprowston
Norwich
NR7 8EW

Please contact **Alex Younger**
Telephone 01603 222995
Facsimile 01603 228898
Email alexander.younger@norfolk.gov.uk
Our ref: 2019 Val

31 January 2020

Dear Guy

Norfolk Pension Fund
Sprowston Town Council

I am writing as part of the Triennial Valuation of the pension fund as at 31 March 2019. This Valuation sets the rates payable by employers for the three years beginning 1 April 2020.

Your Employer Contribution Rate

You qualify for the employer contribution rate stabilisation mechanism that forms part of the Funding Strategy. The mechanism has been described in detail previously but currently limits annual changes in your employer contribution rate payable to **+0.5%/- 0.5%** of pensionable pay.

Your contribution rate for the next three years is:

1 April 2020 to 31 March 2021	23.0%
1 April 2021 to 31 March 2022	23.5%
1 April 2022 to 31 March 2023	24.0%

We have previously issued a results schedule and explanatory notes, which summarise how these rates were calculated.

The Actuary will certify these as the minimum rates payable for the period. The rates will be applied from 1 April 2020 until 31 March 2023, unless material events

occur affecting either the fund as a whole, or your specific section within the fund. In this event, the governing regulations permit the Actuary to certify a revised rate where he believes this to be appropriate.

The actuary's calculations are based on the member data you supply to us on an annual basis. If you believe there are any discrepancies in the data, please let us know as soon as possible as this may affect the results. If you have any queries regarding these results, please do not hesitate to contact us.

Salary Increase Assumption (Salary Growth Strain)

As at the last formal valuation (2016) the Fund continues to employ a mechanism for recharging employers the cost of salary increases at a level in excess of those assumed by the Fund Actuary (at the 2019 Valuation equivalent to RPI -0.3% per annum). You should ensure you remain familiar with these provisions and be aware of the potential for additional costs. The mechanism is described below;

Why is the salary growth strain calculated?

At formal valuations prior to 2013, the Fund Actuary assumed a level of future pay growth based on historic evidence, which suggested pay rises were on average, around 1.5% per annum above inflation. Since 2013, the Fund reviewed the appropriateness of this assumption in light of prevailing economic conditions and the outlook for future long-term public sector pay awards. Based on this analysis the Fund Actuary agreed to use a much lower assumption at the 2016 valuation, equal to the rate of retail price inflation ("RPI"). -0.7%

Based on the experience of the 2016-19 inter-valuation period and additional emerging evidence, this has been increased for the 2019 Valuation to **RPI -0.3%** per annum. Using a lower salary increase assumption benefits employers in that the value placed on their pension obligations is reduced via an improved balance sheet position and a lower calculated contribution rate (all else being equal). However, this places a greater risk to the fund of employers awarding larger than expected pay increases and not being able to meet the additional pension costs in the future. Therefore it is appropriate for the fund to have a mechanism that helps control this risk.

How will the mechanism work?

Salary increases are monitored and any salary growth strain arising will be immediately billed to the responsible employer.

For each monitoring period, the Fund will provide salary data for all your employees to the Actuary who will calculate whether any salary growth strain has occurred over the year. The Actuary will compare each member's salary at the year-end (e.g. 31 March 2020) against the salary at the previous year end (e.g. 31 March 2019). For those members who have left during the year, the year-end salary will be that at the

date of leaving. For those members who have joined during the year, the previous year end salary will be that at the date of joining.

In the event that a strain is identified, the Fund will recharge the additional liabilities incurred to you in the form of an additional one-off top up contribution. Assessing and managing pay risk in this way lowers the potential for nasty surprises resulting from pay awards within the 2022 employer valuation results is much reduced.

It is important to realise that these additional contributions are not an extra cost of participating in the fund. Any salary strain payments have historically been met via higher ongoing pension contributions (due to a higher salary growth assumption being used) or they have emerged at the next valuation resulting in a funding deficit and caused future contributions to rise.

Salary strain only occurs for employees with pension accrual that remains linked to final salary (pre-April 2014 service)

What if salary increases are less than expected?

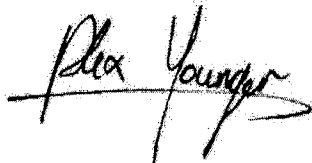
It is not permissible under the LGPS Regulations to reduce the level of an employer's contributions between actuarial valuations. You will therefore not be permitted a reduction in your certified contributions as a result of pay increases being less than expected. If, however, a pay award gain is calculated in one period, then we would allow this to offset a strain occurring in any future period up to the next formal valuation date. If the overall impact of salary increases between valuations is a gain, then this will be credited to you in your balance sheet position at the next valuation and this will help to reduce your contribution rate going forward (all other things being equal).

Next Steps

Please sign and return the attached slip acknowledging your receipt of the new rates to sam.ayling@norfolk.gov.uk by **1st March 2020**.

The Actuary will formally sign-off the valuation by 31 March 2020. The final report will be published on our website after this date. If you would like to receive a hard copy of the document please contact us and we will be happy to provide it. If you have any queries, please do not hesitate to contact either myself or any member of the pension team, who will be happy to assist.

Yours sincerely,



Alex Younger
Pension Fund Investment & Actuarial Services Manager

PLEASE SIGN SCAN AND RETURN TO SAM AYLING sam.ayling@norfolk.gov.uk

Sam Ayling
Norfolk Pension Fund
4th Floor
Lawrence House
5 St Andrews Hill
NORWICH
NR2 1AD

Sprowston Town Council
Guy Ranaweera
Town Clerk
Council Office
Recreation Ground Road
Sprowston
Norwich
NR7 8EW

Our ref: 2019 Val

Norfolk Pension Fund
Sprowston Town Council

I confirm receipt of your letter dated 31 January 2020 and acknowledge the employer's contribution rate for the next three years will be:

1 April 2020 to 31 March 2021	23.0%
1 April 2021 to 31 March 2022	23.5%
1 April 2022 to 31 March 2023	24.0%

I acknowledge the revised provisions around pay increase assumptions and the potential to be invoiced for the pension costs of excess salary awards as in accordance with the Funding Strategy Statement of the Fund.

Signed _____

Name _____

Title _____

Date _____

Meeting Date: 19th February 2020

Payments

Sprowston Town Council

Copy IT Digital Solutions Ltd <u>Details</u> Photocopiers 31/12/2019-31/01/2020	<u>Net</u> 30.90	<u>VAT</u> 6.18	<u>Amount</u> 37.08	<u>BACS</u> 483
Cozens (UK) Ltd <u>Details</u> Maintenance: January 2020 LED Lights: 36 Corbet Avenue, 17 Clover Road Straighten & reconcrete: 70 Windsor Park Gdns	<u>Net</u> 600.00 790.00 125.00	<u>VAT</u> 120.00 158.00 25.00	<u>Amount</u> 720.00 948.00 150.00	<u>BACS</u> 484
	1,515.00	303.00	1,818.00	
East Fire Extinguisher & Alarm (uk)Ltd <u>Details</u> SDC: Alarm/Emergency Lighting Service 2/2	<u>Net</u> 150.00	<u>VAT</u> 30.00	<u>Amount</u> 180.00	<u>BACS</u> 485
ESPO <u>Details</u> Flip chart pad, Photocopy Paper	<u>Net</u> 29.88	<u>VAT</u> 5.98	<u>Amount</u> 35.86	<u>BACS</u> 486
Heritage Contract Services Ltd <u>Details</u> Caretaking/Cleaning Services March 2020 unlocking Cemetery gates: January 2020	<u>Net</u> 5,569.58 119.64	<u>VAT</u> 1,113.92 23.93	<u>Amount</u> 6,683.50 143.57	<u>BACS</u> 487
	5,689.22	1,137.85	6,827.07	
HH Tankering Services Ltd <u>Details</u> Septic Tank Emptying	<u>Net</u> 117.00	<u>VAT</u> 23.40	<u>Amount</u> 140.40	<u>BACS</u> 488
Intouch Systems <u>Details</u> Broadband Recreation Grd. February 2020 Broadband Diamond Centre. February 2020 Hosted Exch x 7 01/03/2020-01/04/2020 Server Back up: 18/02/2020-18/03/2020	<u>Net</u> 50.00 150.00 53.00 49.00	<u>VAT</u> 10.00 30.00 10.60 9.80	<u>Amount</u> 60.00 180.00 63.60 58.80	<u>BACS</u> 489
	302.00	60.40	362.40	

<u>Invoice Date</u>	<u>Invoice No.</u>		<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>
04/02/2020	192045	Moviola Ltd <u>Details</u> The Good Liar 03/02/2020	126.41	24.74	151.15	490
<u>Invoice Date</u>	<u>Invoice No.</u>		<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>
27/01/2020	72090	NVCS Ltd <u>Details</u> Filter Coffee Sachets (2 X 45)	73.71		73.71	491
<u>Invoice Date</u>	<u>Invoice No.</u>		<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>
28/01/2020	PJI/18296	PJ Plumbing heating & Maintenance Ltd <u>Details</u> Bowling Pavilion water heater replacement	613.08	122.62	735.70	492
<u>Invoice Date</u>	<u>Invoice No.</u>		<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>
05/02/2020	RSIN0327278	Rigby Taylor Limited <u>Details</u> Impact Line Marker (200LTR)	409.75	81.95	491.70	493
		TOTAL OF INVOICES	9,056.95	1,796.12	10,853.07	Trf 81
Transfer:		STC Drawings a/c to Petty Cash	9,056.95	1,796.12	10,853.07	
Transfer:		STC Active a/c to STC Drawings a/c			10,853.07	Trf 81
Transfer:		STC Active a/c to Salaries a/c	22,500.00		22,500.00	Trf 82

.....
Councillor

.....
Councillor

.....
Town Clerk

Sprowston Town Council		Barclaycard Payments		Meeting Date:		19th February 2020	
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Invoice Detail</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>		
22/01/2020	8688329	Amazon U.K. Mole Trap Tunnels	24.90		24.90		
23/01/2020	174897	Parks: Waterproof Lockable Frames	40.45	8.09	48.54		
22/01/2020	PSI10433402	Football corner poles & flags	21.62	4.32	25.94		
12/02/2020	3157166	Clear bin liners	5.92	1.18	7.10		
			92.89	13.59	106.48		
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Invoice Detail</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>		
27/01/2020	226645	Makro Biscuits, Coffee, Crisps, Sweets, Drinks	72.93	6.19	79.12		
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Invoice Detail</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>		
30/01/2020	21350	Recycling Bins Direct Recycling Bins(2) General Waste(1)	270.24	54.05	324.29		
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Invoice Detail</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>		
28/01/2020	41010	Tesco Milk, Popcorn (Childrens Cinema)	4.22	0.63	4.85		
03/02/2020	48985	Refund: Popcorn (not for resale)	-2.08	-0.42	-2.50		
03/02/2020	22496	Teabags	3.00		3.00		
			5.14	0.21	5.35		
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Invoice Detail</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>		
03/02/2020	471122	M. D. Thompson Electrical 4 pin light bulbs	30.60	6.12	36.72		
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Invoice Detail</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>		
12/02/2020	IH5821-S10-V	Viking Signs Sanitary Bin Available signs (4)	5.52	1.1	6.62		
		Total of Payments	477.32	81.26	558.58		
		Paid by Barclays: Visa Debit					

Sprowston Town Council	Direct Debit Payments	Meeting	Date: 19th February 2020
<u>Invoice Date</u> 31/01/2020	<u>Invoice No.</u> 5449042	<u>Net</u> 102.13	<u>VAT</u> 20.43
	Angel Springs Ltd <u>Details</u> Bottled Water January 2020/Sanitation		<u>Amount</u> <u>DIRECT</u> 122.56 DEBIT
<u>Invoice Date</u> 09/02/2020	<u>Invoice No.</u> 6712456	<u>Net</u> 211.92	<u>VAT</u>
<u>Invoice Date</u> 09/02/2020	<u>Invoice No.</u> 6709970	468.58	<u>Amount</u> <u>DIRECT</u> 211.92 DEBIT
<u>Invoice Date</u> 03/02/2020	<u>Invoice No.</u> 6676954	287.87	468.58
<u>Invoice Date</u> 22/01/2020	<u>Invoice No.</u> 6632774	(71.61)	287.87
	Anglian Water Business <u>Details</u> SDC: 09/11/2019-08/02/2020 Recreation Grd: 09/11/2019-08/02/2020 Sparhawk :03/11/2019-02/02/2020 Allotments:Refund Dec 19-Jan 20	(71.61)	(71.61)
		896.76	896.76
<u>Invoice Date</u> 26/01/2020	<u>Invoice No.</u> 67243173	<u>Net</u> 60.13	<u>VAT</u> 12.03
<u>Invoice Date</u> 26/01/2020	<u>Invoice No.</u> 67243174	60.13	12.03
<u>Invoice Date</u> 26/01/2020	<u>Invoice No.</u> 67243175	311.16	62.23
	PHS Group <u>Details</u> Recreation Grd: 01/03/2020-31/05/2020 Sparhawk: 01/03/2020-31/05/2020 SDC : 01/03/2020-31/05/2020	431.42	86.29
		431.42	517.71
<u>Invoice Date</u> 08/02/2020	<u>Invoice No.</u> 207416918/20	<u>Net</u> 348.79	<u>VAT</u> 69.76
<u>Invoice Date</u> 08/02/2020	<u>Invoice No.</u> 207251214/20	3,636.36	727.28
<u>Invoice Date</u> 08/02/2020	<u>Invoice No.</u> 207416907/20	9.56	0.48
	Total Gas & Power Limited <u>Details</u> Diamond Centre :January 2020 Streetlights: January 2020 Floodlights : January 2020	3,994.71	797.52
			4,792.23
<u>Invoice Date</u> 31/01/2020	<u>Invoice No.</u> SIO1169368	<u>Net</u> 229.80	<u>VAT</u> 45.96
	Veolia Environmental Services <u>Details</u> All Sites Skip Hire January 2020		<u>Amount</u> <u>DIRECT</u> 275.76
		5,654.82	950.20
	Total of Payments Due by Direct Debit		6,605.02