



**NOTICE OF MEETING  
AND SUMMONS TO ATTEND**

**The meeting of Sprowston Town Council  
will be held by remote means on Wednesday 22 April 2020 at 7.30pm**

**The remote meeting will be open to the public. Anyone wishing to attend the remote meeting may contact the Town Clerk on [townclerk@sprowston-tc.gov.uk](mailto:townclerk@sprowston-tc.gov.uk) to receive joining instructions**

**AGENDA**

Item No.

1. To receive declarations of interest.
2. To receive apologies for absence.
3. To confirm the minutes of the Council meeting held 11 March 2020. Pages 1 - 8
4. To review the minutes of the meeting held on 1 April 2020. Pages 9 - 14
5. To agree action/response arising from the minutes:
6. To receive any written/verbal reports from Sprowston County and District Councillors. Page 15
7. To adjourn the meeting to allow members of the public and Councillors with prejudicial interests to speak.
8. To receive the report of the Town Clerk and make decisions on: Pages 16 - 18  
4.1 Proposal for Additional Standing Order.
9. To consider planning applications to 22 April 2020. Page 19
10. To consider an application for a new premises licence under the Licensing Act 2003 for Central England Co-operative Ltd, Unit 2, Chartwell Road, Sprowston. Pages 20 - 28
11. To receive any written/verbal reports from the Council's Committees and Working Groups.
12. To receive any written and verbal reports from Members representing the Council on or at outside organisations.
13. To confirm the payment of accounts, credit card payments and direct debits presented to Councillors on 1 April 2020. Pages 29 - 33
14. To confirm the payment of accounts to 22 April 2020. Pages 34 - 35
15. To receive the schedule of credit card payments. Page 36
16. To receive the schedule of direct debits. Page 37

**Guy Ranaweera  
Town Clerk**

**17 April 2020**

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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 – 11 MARCH 2020**

At the meeting of the Sprowston Town Council held at the Council Chamber, Recreation Ground Road, Sprowston on Wednesday 11 March 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
Ms D Coleman	-	Mr I J Mackie
Mr W F Couzens	-	Mr J H Mallen

In attendance

Mr G Ranaweera	-	Town Clerk and Responsible Financial Officer
Mrs E Elliot	-	Committee Officer
Mr R Craggs	-	Sprowston Resident

2 members of the public were present

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### **20/057. DECLARATIONS OF DISCLOSABLE PECUNIARY AND OTHER INTERESTS**

There were no declarations of disclosable pecuniary and other interests.

### **20/058. APOLOGIES FOR ABSENCE**

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

### **20/059. MINUTES**

The Minutes of the Council's meeting held on 19 February 2020, having previously been circulated to all Members were confirmed and signed by the Town Mayor of the Council.

### **20/060. ACTIONS FROM MINUTES**

#### **(1) Option to agree revised Section 38 street lighting scheme for Land to the South of Salhouse Road, Barrett David Wilson Homes Development draft 3.**

Further to Minute 20/041 (3), having considered the revised street lighting scheme Mrs B J Lashley suggested that potential buyers should be advised in advance of roadways without footway lighting.

Mr J M Ward proposed, seconded by Mr I J Mackie to accept the revised Section 38 street lighting scheme for Land to the South of Salhouse Road, Barrett David Wilson Homes development and on being put to the vote the motion was CARRIED.

## **20/060. ACTIONS FROM MINUTES (CONTINUED)**

### **(2) Barkers Lane - Proposal for New Dog Waste Bin**

Further to Minute 19/046 1.1, Ms D Coleman reported that the dog bin located at the entrance to Barkers Lane open space opposite Church Green was larger than the bin on the corner of Church Lane and Bakers Lane, and less used. She suggested the two bins be swapped.

**RESOLVED** that the 25 litre and 40 litre dog bins at Barkers Lane be swapped.

## **20/061. DEVELOPERS SPORTS AND ALLOTMENTS OFF-SITE CONTRIBUTIONS**

Apologies were received from Sally Hoare, Broadland District Council Community Infrastructure Coordinator who had been scheduled to speak about developer off-site contributions for formal sports and allotment provision.

The Town Clerk instead gave a brief overview of the situation faced by Sprowston and Town Council:

- Multiple developments of several hundred homes each had been approved in the Sprowston area
- Developments are required to provide formal recreational or allotment facilities, but Broadland District's current planning guidance has meant these do not have to be provided within their development sites
- Developers will instead be allowed to make financial contributions to fund Town Council to provide the required facilities elsewhere in Sprowston
- In the not too distant future Town Council will receive several million pounds in developer contributions for off-site formal recreation and allotment facilities
- Given the scale of expected contributions it is highly likely Council will need to purchase land to provide these facilities in the most appropriate locations
- Available land in Sprowston is already scarce. It is becoming scarcer and more expensive
- Council needs to act now to identify appropriate ways to spend this money otherwise it will have to be paid back to developers
- One option is to engage with partner organisations, such as Norfolk FA who can help explore creating new football facilities in Sprowston

Ian Grange, Norfolk Football Association gave a detailed presentation on Football Facility Investment.

Explaining:

- The role of Norfolk County Football Association
- Local Football Facility Plans
- Norfolk's Local Football Facility Plans
- What the Local Football Facility Plan would mean for Sprowston
- The operation of a 3G pitch

In answer to Councillors questions Mr Grange responded:

- 3G pitches were third generation artificial grass with LED lighting and fencing
- All weather pitches could extend the playing season

**20/061. DEVELOPERS SPORTS AND ALLOTMENTS OFF-SITE CONTRIBUTIONS**  
**(CONTINUED)**

- 3G pitches would be subject to planning permission which would take into account issues relating to light pollution, noise pollution, car parking etc.
- A Sink fund is required for maintenance and replacement costs This would be taken into account when assessing if the business plan was viable
- Revenue would be generated form hire of the pitch
- A 3G pitch could be used for other activities providing the correct footwear was worn

Mr J M Ward advised Council that a working group was to be formed to assess all recreational facilities across Sprowston.

**RESOLVED** that the following Councillors serve on the working group:

Mr M G Callam, Ms D Coleman, Mrs J Leggett and Mr J H Mallen.

The Town Mayor thanked Mr Grange for his attendance.

**20/062. POLICE LIAISON OFFICER'S REPORT**

Norfolk Constabulary's March Newsletter was not available.

**20/063. CORRESPONDENCE**

(1) Sprowston Day Centre

Council considered a request from Sprowston Day Care for financial assistance with entertainment costs.

Mrs B J Lashley proposed, seconded by Mr A J Barton to award £330.00 the remaining amount in the 2019/2020 budget.

**RESOLVED** that a donation of £330.00 be made to Sprowston Day Centre to help fund entertainment costs in accordance with it powers under Section 137 of the Local Government Act 1972.

(2) Priscilla Bacon Hospice

Having considered the request for financial assistance from Priscilla Bacon Hospice it was **RESOLVED** not to contribute on this occasion but consider any future request in the next financial year.

**20/064. 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 R Craggs, invited to the meeting by the Town Clerk, offered to answer Councillors questions on flood risk in Sprowston in relation to the draft Greater Norwich Local Plan.

#### **20/064. RESIDENTS' QUESTIONS (CONTINUED)**

He expressed concern with regard to the development adjacent Blue Boar Lane as a main drain ran through this area, which he hoped would not be blocked.

It was agreed that the Town Clerk make enquiries regarding the culvert and respond to Mr Craggs.

Mr M Moore reported that the street light on the semi-circle green at Tills Close was out.

He also asked if Council knew about the existence of a marsh garden as a number of people had mentioned this to him.

It was suggested the Town Clerk make enquiries with a former Heritage Group Member to see if there was any information in the archives regarding a marsh garden.

The meeting was reconvened.

#### **20/065. REPORTS FROM COUNTY AND DISTRICT COUNCILLORS**

A written report was received from Mr J M Ward.

Mr J M Ward also verbally reported:

1. All 6,000 miles of Norfolk's County Roads, excluding the A11 and A47, will be managed by a single service from 1 April 2020 when Norwich City highways team transfers to Norfolk County Council. The City Council will continue to manage parking and city owned street lights.
2. On 1 April 2020 the five Clinical Commissioning Groups merge to become one which will be called The Norfolk and Waveney CCG. The Chairman will be Dr Anoop Dhesi, a GP in Stalham and previously Chairman of North Norfolk CCG since 2013.
3. Norfolk County Council is transforming its Music service which is currently losing £700,000 per annum. Tutors will be reduced from 44 to 21 and tuition costs will rise from £34.00 to £40.00 per hour. There will in future be more group tuition instead of one to one. All pupils will still be able to hire an instrument free of charge.
4. Anglian Water are investing £1.9m in new water and sewerage pipes on Salhouse Road to serve the new developments. A rolling road closure will be in place and work should be completed by December 2020. There is a drop-in session at Thorpe End village hall Friday 13 March 2020, 5.00pm - 7.30pm which explains the scheme.

Referring to Mr Ward's written report Mrs B J Lashley commented that Repton Property Developments Ltd should be encouraged to build affordable homes.

Ms D Coleman expressed concern regarding the rolling closure of Salhouse Road.

#### **20/066. INTERNAL AUDIT REPORT (INTERIM UPDATE)**

Council congratulated the Team and **RESOLVED** to accept the Internal Audit Report (Interim Update).

## **20/067. REPORT OF THE TOWN CLERK**

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

#### **1.1 No matters were reported**

### **CEMETERY**

#### **2.1 Cemetery Footpath**

Council noted the £500.00 contribution from the Parochial Church Council towards the £1,700 cost of resurfacing the footpath at St Mary and St Margaret's closed churchyard.

### **STREET LIGHTING**

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

### **CENTRAL ADMINISTRATION AND PERSONNEL**

#### **4.1 Norfolk Association of Local Councils (NALC) - Spring Conference**

Mr J M Ward proposed, seconded by Mr W F Couzens that Mrs B J Lashley attend the Norfolk Association of Local Council Spring Conference to be held Saturday 4 April 2020 on behalf of the Council and that her proper expenses be met in accordance with the Members Scheme of Allowances

#### **4.2 Corona Virus COVID-19**

Council noted the briefing paper from ELCONS Employment Law Consultants Ltd on the Corona Virus current information and advice from both the Health and Safety Executive and Public Health England.

### **PLANNING AND TRANSPORTATION**

#### **5.1 No matters were reported**

### **ATTACHMENTS**

- A. Norfolk Association of Local Councils AGM programme (NorfolkALC)**
- B. Corona Virus Help and Advice - Briefing paper (ELCONS Ltd)**

## **20/068. 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:

## 20/068. PLANNING (CONTINUED)

2020/0349 - 1. change of use of dwelling (C3) to children's nursery (D1), including demolition of outbuildings, proposed extensions and alterations and realignment of existing driveway to provide additional 'drop off' parking spaces. 2. change of use of existing children's nursery (D1) back to retail use (A1) at The White House, White House Farm, Salhouse Road

2020/0352 - extension to front of existing garage to form study/en-suite at 10, Yew Court

2020/0353 - two storey side extension, extension to front porch and single storey rear extension at 60, Blenheim Road

2020/0355 - single storey side and part rear extension at 41, Meadow Gardens

2020/0371 - two storey side extension at 8, Cannerby Lane

- (b) were opposed to the granting of planning application 2020/0331 - single storey flat roof extension to replace the existing conservatory to rear at 52, Blackwell Avenue on the grounds that the proposed extension is not well related to the property and there appears to be no internal access to the existing building.
- (c) were opposed to the granting of application 2020/0365 - two storey side extension and single storey rear extension at 50, Blenheim Road on the grounds that it is out of keeping with the surrounding area, loss of parking to the original property,
- (d) were opposed to the granting of application 2020/0393 - sub-division of garden and erection of 2no semi-detached dwellings with associated parking and amenity space at 9, Lowry Cole Road on the grounds that it is out of keeping with the surrounding area, loss of parking to the original property, cramped form of development and creates a dangerous vehicular access on the corner of Lowry Cole and Addey Close.
- (e) were opposed to the granting of planning application 2020/0394 - two storey side extension, front porch and conversion of existing garage at 9, Wilks Farm Drive on the grounds that it is not subservient to the original dwelling, out of keeping with neighbouring properties and would increase traffic movements at a busy junction.
- (f) were opposed to the granting of planning application 2020/0396 - prior approval notification for change of use from offices (Class B1(a)) to residential 2 bedroom flat (Class C3) at Norwich Motor Company, 1, Wroxham Road on the grounds that it is an inappropriate site for a residential property and given the extremely busy and commercial position of this premises there would be parking issues and additional traffic movements in a difficult location.
- (g) were opposed to the granting of 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 on the following grounds:



## **20/068. PLANNING (CONTINUED)**

- Amenity spaces are disjointed and too small to promote activities such as informal ball games
- Play area locations are not central or overlooked by housing for the safety of children. One location borders a main road
- The definition of public open space is not met. Footpaths and verges should not count towards public open space, be it formal or informal
- The area allocated for the local centre is too small for all its possible uses and should be located in more central, convenient position near White House Farm. This could then serve other housing sites
- There is no provision for community buildings with adequate parking
- The development is not well planned and is spread out
- Inconvenience and dangerous for pedestrians: Sections of Salhouse Road footway are not paved. This means pedestrians wishing to access the development from that direction would be required to walk on unmade muddy footways or on the road itself. Unless the inadequate footway on Salhouse Road is addressed, the likely increase in pedestrian numbers on Salhouse Road caused by this development would be unsafe

## **20/069. MEETING ADJOURNMENT**

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

The meeting was reconvened.

## **20/070. GREATER NORWICH LOCAL PLAN CONSULTATION (GNLP)**

### **RESOLVED**

1. to approve the Town Clerk's draft response to the GNLP sites specific documents.
2. that individual Councillors send their comments on strategy Sections 3 and 4 and strategy policies 1 to 7.5 to the Town Clerk for collation and response to the GNLP.

## **20/071. REPORTS FROM COUNCIL'S COMMITTEES AND WORKING GROUPS**

No written reports were received.

## **20/072. REPORTS FROM MEMBERS REPRESENTING THE COUNCIL ON OUTSIDE ORGANISATIONS**

Mrs B J Lashley referred Council to a fund-raising day to be held at Sprowston Library on Saturday 21 March 2020 with proceeds to the Sensory Garden project.

## **20/073. PAYMENT OF ACCOUNTS**

The Town Clerk and Responsible Financial Officer presented the schedule accounts to 11 March 2020 totalling £15,792.80.

**20/073. PAYMENT OF ACCOUNTS (CONTINUED)**

On the motion of Mr J M Ward, seconded by Mr I J Mackie it was **RESOLVED** that payment of the accounts to 11 March 2020 totalling £15,792.80 be approved and the schedule authorising payment signed by Mrs B J Lashley and Mr J M Ward.

**20/074. SCHEDULE OF CREDIT CARD PAYMENTS & BARCLAYS VISA DEBIT**

The schedule of credit card payments totalling £79.86 was approved and noted.

**20/075. SCHEDULE OF DIRECT DEBIT PAYMENTS**

The schedule of direct debit payments totalling £11,447.05 was approved and noted.

**20/076. EXCLUSION OF PRESS AND PUBLIC**

Mr J M Ward proposed, seconded by Mr M G Callam 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**

**20/077. CONFIDENTIAL REPORT OF THE TOWN CLERK**

Council considered the confidential report of the Town Clerk and Mr J M Ward proposed, seconded by Mr I J Mackie to align the Finance and Administrative Officer's salary scale to the comparable posts.

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

22 April 2020

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Town Mayor

## MEETING OF SPROWSTON TOWN COUNCILLORS – 1 APRIL 2020

At the remote meeting of the Sprowston Town Councillors held by telephone conference call on Wednesday 1 April 2020, the following Councillors were present: -

Mr J M Ward – Town Mayor

Mr A J Barton	-	Mr J F Fisher
Mr M G Callam	-	Mrs B J Lashley
Ms D Coleman	-	Mrs J Leggett
Mr W F Couzens	-	Ms C T Rumsby
Mr N Shaw		

In attendance

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

*Note: This meeting does not qualify as a Council Meeting under the terms of the Local Government Act 1972. However, in order to uphold transparency and best practice, formal Council procedure was followed as closely as possible, although any votes taken were for indicative purposes only.*

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### 20/078. DECLARATIONS OF DISCLOSABLE PECUNIARY AND OTHER INTERESTS

No declarations of disclosable pecuniary and other interests were received.

### 20/079. APOLOGIES FOR ABSENCE

Written apologies for absence were received and accepted by the Councillors from Mrs B Cook, Mr R J Knowles, Mr I J Mackie and Mr J H Mallen.

### 20/080. MINUTES

The Minutes of the Council's meeting held on 11 March 2020, having previously been circulated to all Councillors were subject to the following suggested amendments

Minute 20/060 - second paragraph **delete** out

Minute 20/061 **insert RESOLVED** that the following Councillors serve on the Recreational Facilities Working Group: Mr M G Callam, Ms D Coleman, Mrs J Leggett and Mr J H Mallen.

Minute 2019/067 4.1 **delete** March and **insert** April

Minutes to be formally confirmed at next Council Meeting and signed by the Town Mayor of the Council.

## **20/081. ACTIONS FROM MINUTES**

### **(1) Greater Norwich Local Plan Consultation (GNLP)**

Further to Minute 20/070, the Town Clerk confirmed that Council's comments relating to the Greater Norwich Local Plan Consultation had been submitted.

### **(2) Installation of Posts to Address Dangerous Parking on the Grass Verge Outside Falcon Road Junior School**

Further to Minute 2020/046 5.1, the Town Clerk reported that erection of wooden posts on the verge at Falcon Road opposite the School had been postponed.

## **20/082. BROADLAND AND SOUTH NORFOLK DISTRICT COUNCIL - TOWN AND PARISH CORONAVIRUS BRIEFING**

Councillors noted the Covid-19 - Our response working together briefing. The Town Clerk reported that since its publication Broadland District Council had sent letters all households explaining to residents the process for contacting the authorities for assistance.

## **20/083. SPROWSTON TOWN COUNCIL'S COMMUNITY SUPPORT DURING CORONAVIRUS PANDEMIC**

The Town Clerk reported that Norfolk County Council were acting as a one number doorway feeding requests to district and local volunteers such as Sprowston Coronavirus Help Group (SCHG) set up by Sprowston resident Carol Pennycook.

He explained the main problem was cash and outlined the process for Sprowston Town Council to act as a financial go-between for SCHG.

The Town Clerk asked Councillors to contact him if they felt able to help with volunteering work i.e. shopping etc.

Mrs B J Lashley suggested SCHG apply for a grant from the Covid-19 Community Response Fund. Whilst they did not normally give grants to un-constituted charities they could assist if associated with a parish or town council.

The Town Clerk confirmed that an application had already been prepared.

Ms C T Rumsby asked what help there was for people with no money and if there was a local foodbank facility.

Mr J M Ward advised that residents could ring Broadland District Council for assistance who could also arrange food parcels to be sent.

The Town Clerk reported that Carol Pennycook had already been contacted regarding the creation of a foodbank. There were delays however he had offered Sprowston Pavilion as a possible venue.

Ms C T Rumsby said she could probably locate food for this project.

**20/083. SPROWSTON TOWN COUNCIL'S COMMUNITY SUPPORT DURING  
CORONAVIRUS PANDEMIC (CONTINUED)**

The Town Clerk agreed to request Carol Pennycook to contact Mrs Leggett, Ms Rumsby and Mr Ward directly.

Mrs B J Lashley told Council that the Senior Citizens Club were ringing all members to ensure their safety and advising them that Sprowston Parish Churches had a contact number on their Facebook page for people in difficulty.

Ms D Coleman said she was an Admin on the Coronavirus Sprowston Page and was very concerned that someone might be missed particularly those people who do not ask for help and not on social media.

It was agreed that Councillors contact the Town Clerk with any future ideas, the Town Clerk update Council on a weekly basis and to pass on Council's thanks to Carol Pennycook.

**20/084. REPORTS FROM COUNTY AND DISTRICT COUNCILLORS**

A written report was received from Mr J M Ward.

Mr J M Ward also verbally reported:

- (1) Norfolk County Council has arranged with bus operators to allow use of concessionary bus passes before 9.30am on weekdays to allow residents to visit shops that are operating early opening hours for vulnerable people.
- (2) Household waste, recycling centres and Park and Rides are now closed
- (3) Weddings held on Norfolk County Council owned land have been cancelled
- (4) Citizenship ceremonies have been postponed.
- (5) Parents of children who are entitled to free school meals will now receive a weekly £15.00 food voucher
- (6) Norfolk Fire and Rescue are in talks with East of England Ambulance Trust to allow Fire Fighters to assist in driving ambulances to retrieve bodies
- (7) Trevor Holden is coordinating the support plan for vulnerable people working with councils and the voluntary sector across the county.
- (8) A hardship fund has been provided by the Government with measures to help individuals. Anyone who needs help should visit their local council website. Businesses in need of support should visit the New Anglia Local Enterprise Partnership website.
- (9) Broadland District Council is setting up an emergency committee which could make council decisions should regular meetings be unable to take place. The emergency committee will comprise of six members, including cabinet chair and vice-chair Shaun Vincent and Trudy Mancini-Boyle, opposition leader Steve Riley, portfolio

## **20/084. REPORTS FROM COUNTY AND DISTRICT COUNCILLORS (CONTINUED)**

holder for housing and wellbeing Fran Whymark, and two other members who will be selected for "political balance".

Mrs B J Lashley asked if the Government had given guidance regarding the holding of Annual General Meetings. Mr Ward replied they had not as of yet.

## **20/085. REPORT OF THE TOWN CLERK**

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

#### **1.1 Coronavirus**

Councillors noted that in line with the Government's latest guidance to practice social distancing and avoid gatherings the Town Clerk had closed the public toilets on Sprowston Recreation Ground and Sparhawk Park, tennis courts, bowls green, bicycle track and children's play areas, public buildings including Sprowston Diamond Centre, Cricket Pavilion, Council Office and Chamber.

Hirers and other user groups had received a full refund for cancellations.

Whilst allotments remained open signage had been placed to remind allotment holders to maintain social distancing.

Mrs B J Lashley asked if allotment holders had use of the taps to which the Town Clerk said he would clarify if the water had been turned on.

### **CEMETERY**

#### **2.1 Church Lane Cemetery**

Councillors noted that in line with current Government advice, Church Lane cemetery would remain open and staff remain ready to accommodate interments.

Mrs B J Lashley asked if there was a limit on the number of mourners allowed at grave side, and if the visitor centre was open to the public.

The Town Clerk responded that the Association for Funeral Directors were recommending 10 whereas the Government's advice was close family members only. He would clarify if the visitor centre remained locked when interments took place.

The Town Clerk explained that staff would not enforce a reduction in mourners at graveside as this would require close interaction or possibly raised voices from a distance, which he felt was inappropriate.

He commented that in some area's cemeteries had turned into social hubs and had subsequently been closed to the public. This was not the experience at Sprowston cemetery but he would closely monitor and if necessary, close the cemetery to the public except for when an interment took place.

## **20/085. REPORT OF THE TOWN CLERK (CONTINUED)**

### **STREET LIGHTING**

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

### **CENTRAL ADMINISTRATION AND PERSONNEL**

#### **4.1 Staffing during coronavirus pandemic**

The Town Clerk reiterated the contents of his report with regard to staffing during the coronavirus pandemic.

In response to Councillors questions he advised that cutting of verges would be regularly reviewed and that the Government guidance did not expect public funded staff to be furloughed except in very rare circumstances.

### **PLANNING AND TRANSPORTATION**

#### **5.1 No matters were reported**

## **20/086. 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 Councillors

Passed indicative votes:

### **RESOLVED**

(a) to raise no objection to the following applications:

2020/0446 - two single storey front extensions, new porch extension to side, single storey rear extension to replace existing conservatory and new conservatory and rear balcony at Park House, Wroxham Road

(b) to oppose the granting of planning application 2020/0155 - reserved matters application following grant of planning permission - 20190969 - demolition of existing shop and erection of 3 chalet bungalows at 16-22, Linacre Avenue on the grounds that it is an overdevelopment of the site, dangerous to the highway as one driveway exits on a bend and two are opposite a busy junction. Concern was also expressed about the building of a dwelling over a main sewer.

(c) to oppose the granting of planning application 2020/0447 - proposed residential development of a minimum 803 dwellings with access roads and associated infrastructure 2. Site for a new primary school 3. Land for a Bus Rapid Transit (BRT) scheme 4. Section of orbital link road 5. Retained areas of woodland and creation of open space (Reserved Matters) (20160498) at Land south of Salhouse Road on the grounds that there is a lack recreational space and insufficient parking provision. Council felt that verges should not be included within the allocation for public open space as they were not usable for play or recreational activities.

## **20/086. PLANNING (CONTINUED)**

Furthermore, the wooded area had been deemed of ecological importance what access would be available to the public.

- (d) to oppose the granting of 2020/0463 - two storey side extension at 77, Cromwell Road on the grounds that issues relating to foul water drainage and the boundary wall should be resolved before permission granted.
- (e) whilst not opposed to the granting of planning application 2020/0487 - demolish redundant garage, erection of two storey side extension & single storey lean-to at rear at 85, Foxburrow Road concern was expressed about building to the boundary wall which would create a terracing effect.

## **20/087. REPORTS FROM COUNCIL'S COMMITTEES AND WORKING GROUPS**

No written reports were received.

## **20/088. REPORTS FROM MEMBERS REPRESENTING THE COUNCIL ON OUTSIDE ORGANISATIONS**

A written report was received from Mrs J Leggett regarding the Safer Neighbourhood Action Panel Meetings trialling a different format.

Mrs B J Lashley verbally reported that the Norfolk Association of Local Council - Spring Conference to be held 4 April 2020 had been cancelled.

## **20/089. PAYMENT OF ACCOUNTS**

The Town Clerk and Responsible Financial Officer presented the schedule accounts to 1 April 2020 totalling £10,673.17.

The schedule of accounts was noted.

## **20/090. SCHEDULE OF CREDIT CARD PAYMENTS & BARCLAYS VISA DEBIT**

In answer to a question the Town Clerk explained that payment of £41.50 to Goldstar Norwich Ltd on 24 March 2020 was a taxi fare for the Finance Officer to take equipment and files to Lowestoft for home working.

The schedule of credit card payments totalling £151.31 was noted.

## **20/091. SCHEDULE OF DIRECT DEBIT PAYMENTS**

The schedule of direct debit payments totalling £22,393.04 was noted.

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

22 April 2020

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Town Mayor



12<sup>th</sup> April 2020

## Report from Councillor John Ward

### CORONAVIRUS TRUSTED SOURCES FOR INFORMATION

[www.nhs.uk/coronavirus](http://www.nhs.uk/coronavirus)

[www.gov.uk/coronavirus](http://www.gov.uk/coronavirus)

### Broadland District Council

Vulnerable persons needing assistance now or in the coming weeks should ring the dedicated phone line on 0344 8008020.

For financial support and access to the Hardship Fund contact

[www.broadland.gov.uk/coronavirus](http://www.broadland.gov.uk/coronavirus) or call 01508 533933

BDC received £26,242 from the Government to help local struggling businesses. All the money has been allocated over 2061 businesses. Businesses in need of help should visit the New Anglia Growth Hub website [Growthhub@newanglia.co.uk](mailto:Growthhub@newanglia.co.uk) or call 0300 3336536.

A care home in Cawston is to be used as rehabilitation accommodation for those leaving hospital but not able to live at home by themselves yet.

The Old Officers' Mess at Coltishall is to be used as temporary accommodation to meet housing need including homeless and those leaving prison.

### Norfolk County Council

Work on water, gas and electricity supply will start on Salhouse Road on 27<sup>th</sup> April, completion 2<sup>nd</sup> October. This will result in road closure, except for access, from the junction with Blue Boar Lane to the Broadland Northway.

Glenburn Ave will be closed, except for access from 18<sup>th</sup> April to 1<sup>st</sup> May for BT Duct work.

Norfolk Highways Team are continuing with urgent repairs and essential road, streetlight and traffic light maintenance..

NCC have given £1.3m from its Living Well Homes Scheme to Saffron Housing Trust so that 58 housing units for older people can be built in Acle.

See Something, Hear Something, Say Something. NCC is calling on those with concerns about the safety of a child to call 0344 8008020

## COUNCIL MEETING – 22 April 2020

### Report of the Town Clerk

#### SPROWSTON CORONAVIRUS UPDATE

##### **1.1 Help for Those in Self Isolation**

Town Council has (at time of writing) acted as financial intermediary for 30 shopping collections between vulnerable residents and the Sprowston Coronavirus Help Group volunteers who purchase and deliver shopping for them. In doing so we have taken a total of £841.89 in over-the-phone card payments from residents and reimbursed the same amount to the volunteers who helped them. This has removed the need for those residents to hand cash or cards to volunteers.

##### **1.2 Coronavirus Grant Funding**

Our application to Norfolk Community Foundation for a grant to fund local Coronavirus volunteer groups supporting residents in self-isolation has been successful. We will be using these funds to defray personal costs incurred by volunteers (petrol, printer consumables, leaflets, etc), supply PPE and essential equipment to volunteers, and, if any funds remain; to defray bank charges incurred by Town Council in the reimbursement of volunteers.

##### **1.3 Coordinators Needed**

The Sprowston Coronavirus Help Group was founded by Carol Pennycook in March 2020. Since then Carol has been organising the group's volunteers almost single-handed. Going forwards, in order to ensure the groups is sustainable and to give Carol some much needed time off, a number of Coordinators are now being sought to take a shift (or part shift) 'manning' the help line. The Coordinator role is home based and simply requires the coordinator to be available to answer the help line's virtual phone number (your personal number is kept anonymous), check the group emails occasionally, and use the Help Group's Facebook profile to contact existing volunteers to assist with new support requests. Coordinators do not need to leave their home and do not purchase or deliver shopping themselves. As such this role would be ideal for anyone self-isolating or on furlough. Councillor Judy Leggett has prepared a process brief (please see attachment A: "Coronavirus on call Version 1") which describes the role and the procedure whereby volunteers are paired up to support requests. **Please let me know if you are able to volunteer some of your time to become a Coordinator.** Some experience with Facebook would be helpful but not essential. Full training will be provided, and help for Coordinators is always available via a phone call to Carol, Cllr Leggett or myself.

##### **1.4 Sprowston Coronavirus Help Group (SCHG) Leaflets**

SCHG will be printing leaflets with their contact details (tel. 0333 335 5410 and [sprowstonhelp@gmail.com](mailto:sprowstonhelp@gmail.com)) and are planning to deliver these to every home in Sprowston. Volunteers are sought to assist with this leaflet delivery.

#### CEMETERY

**2.1 No matters to report**

**STREET LIGHTING**

**3.1 No matters to report**

**CENTRAL ADMINISTRATION AND PERSONNEL**

**4.1 Proposal for Additional Standing Order**

The current Coronavirus pandemic has highlighted a vulnerability in the way Local Councils operate in that if they are not able to meet or achieve quorum they are not able to make decisions and transact business. To cover future disruptive events I propose the following addition to our Standing Orders:

"For the duration of any disruptive event rendering Council unable to hold lawful meetings (as maybe specified in any relevant legislation), the Clerk shall, unless prohibited by law, be authorised to take any and all reasonable action necessary to discharge Council's functions and duties and/or respond to the urgent needs of residents as maybe brought about by said disruptive event. Wherever possible, and to the extent permitted by the situation, the Clerk shall take action in consultation with the Mayor (or if the Mayor is not available, the Vice-Chairman). In all cases any actions taken in this way shall be reported to Council at the next opportunity. During a disruptive event, should the Clerk become unavailable for a prolonged period of time, or the post of Clerk become vacant, the Mayor will liaise with Town Council Staff and the Norfolk branch of the Association of Local Councils to arrange suitable cover for the post of Clerk."

**PLANNING AND TRANSPORTATION**

**5.1 No matters to report**

**ATTACHMENTS**

- A. **Coronavirus on call Version 1.doc**



**Guy Ranaweera  
Town Clerk**

## **Sprowston Coronavirus Help Group On-Call Administrator procedure**

The Sprowston Coronavirus Help Group is organised by Carol Pennycook and is now looking for volunteers to help with the administration to ensure Carol can have some free time and ensure sustainability of this very worthwhile organisation if the key person is unable work.

The system is based on a Facebook group.

Carol currently receives requests for help directly via phone and email or via the Broadland Help Hub. Offers from prospect volunteers come from Voluntary Norfolk or directly by phone, personal email or via the Facebook page.

Currently those who have received help from a volunteer contacts that volunteer in the first place to receive further assistance if volunteer is not available the resident then contacts Carol .All volunteers book in and out of jobs as their safety is also important.

Carol then uses the closed Facebook chat facility to send out requests for help, using people within their local area or using their skill base. The details will privately messaged to the volunteer after Carol has rung the resident to inform them that we have received the referral and who their volunteer will be. Following which the volunteer will the contact the resident directly

Sprowston Town Council have set up a telephone number which can be routed to another land line or mobile and an email address. The latter is password protected and web based.

Proposed system Broadland District Council will receive the rota of on-call administrators and the contact email address.

The on-call administrator will take calls and emails from the help hub and record the details in the saved email, then use the chat facility, giving the area where the resident lives and the help required, to ask for a volunteer.

The on call administrator will accept an offer of help on the chat room. And will then privately message the details to the volunteer and will also contact the resident with the name of the volunteer who will the contact the resident directly

The on-call administrator will maintain records to ensure there is an audit trail and also for use for any expense claims.

The generic telephone number and email will be displayed on the website, given to Broadland and publicised by Sprowston Town Council.

**Sprowston Town Council**  
**PLANNING APPLICATIONS – 22 APRIL 2020**

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**Broadland DC App. No.: 20200404**                      **Location:** 154A, Wroxham Road, Sprowston

**Type:** Householder

**Description:** Erection of fencing with concrete posts

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**Broadland DC App. No.: 20200706**

**Location:** 58, Alford Grove, Sprowston

**Type:** Householder

**Description:** Proposed front & rear dormers with two Juliette balconies (to rear) and a single storey rear extension

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**Broadland DC App. No.: 20200791**

**Location:** 96, Linacre Avenue, Sprowston

**Type:** Householder

**Description:** Single storey side and rear extension

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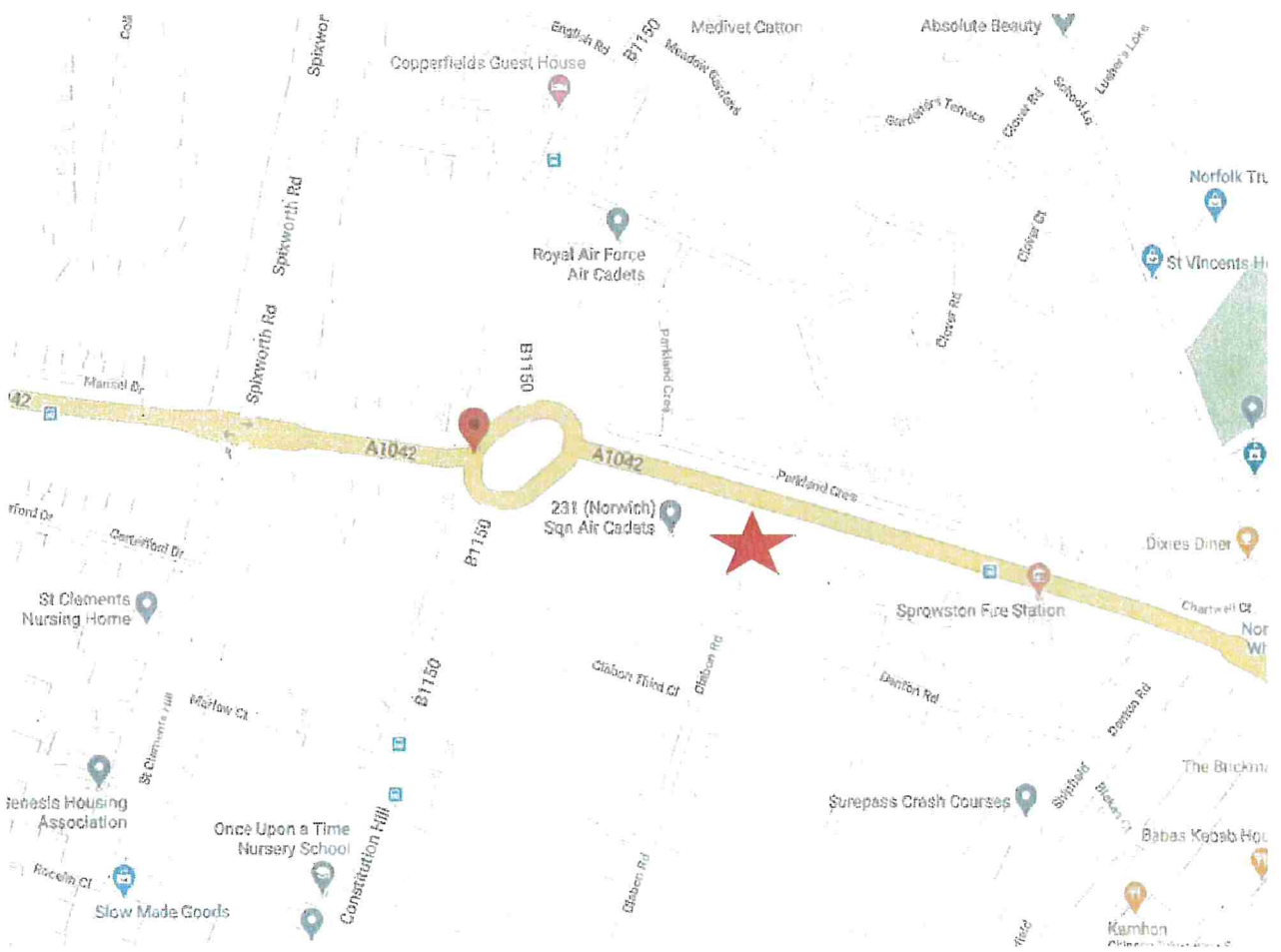
**Broadland DC App. No.: 20200800**

**Location:** 19, Fairstead Road, Sprowston

**Type:** Householder

**Description:** Proposed single storey front extension and two storey side extension at 19, Fairstead Road

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(Clerk's note: Superfluous pages from this application have been removed)

**Application for a premises licence to be granted  
under the Licensing Act 2003**

**PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST**

Before completing this form please read the guidance notes at the end of the form. If you are completing this form by hand please write legibly in block capitals. In all cases ensure that your answers are inside the boxes and written in black ink. Use additional sheets if necessary.

You may wish to keep a copy of the completed form for your records.

I/We Central England Co-operative Ltd

*(Insert name(s) of applicant)*

**apply for a premises licence under section 17 of the Licensing Act 2003 for the premises described in Part 1 below (the premises) and I/we are making this application to you as the relevant licensing authority in accordance with section 12 of the Licensing Act 2003**

**Part 1 – Premises details**

Postal address of premises or, if none, ordnance survey map reference or description Central England Co-operative (New premises to be constructed and situated on land as delineated on site location plan) Unit 2 Chartwell Road Sprowston			
Post town	Norwich	Postcode	NR6 7RB

Telephone number at premises (if any)	TBC
Non-domestic rateable value of premises	£TBC

**Part 2 - Applicant details**

Please state whether you are applying for a premises licence as      Please tick as appropriate

- a) an individual or individuals \*       please complete section (A)
- b) a person other than an individual \*
- i as a limited company/limited liability partnership       please complete section (B)
- ii as a partnership (other than limited liability)       please complete section (B)
- iii as an unincorporated association or       please complete section (B)
- iv other (for example a statutory corporation)       please complete section (B)
- c) a recognised club       please complete section (B)
- d) a charity       please complete section (B)



When do you want the premises licence to start?

DD	MM	YYYY
0	1	0 5 2 0 2 0

If you wish the licence to be valid only for a limited period, when do you want it to end?

DD	MM	YYYY

Please give a general description of the premises (please read guidance note 1)  
Ground floor convenience store premises to be developed and situated at land as delineated on premises licence and site location plans appended to this application.

If 5,000 or more people are expected to attend the premises at any one time, please state the number expected to attend.

N/A
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What licensable activities do you intend to carry on from the premises?

(please see sections 1 and 14 and Schedules 1 and 2 to the Licensing Act 2003)

- | Provision of regulated entertainment (please read guidance note 2)  | Please tick all that apply |
|---|----------------------------|
| a) plays (if ticking yes, fill in box A)  | <input type="checkbox"/>   |
| b) films (if ticking yes, fill in box B)  | <input type="checkbox"/>   |
| c) indoor sporting events (if ticking yes, fill in box C)   | <input type="checkbox"/>   |
| d) boxing or wrestling entertainment (if ticking yes, fill in box D)  | <input type="checkbox"/>   |
| e) live music (if ticking yes, fill in box E)   | <input type="checkbox"/>   |
| f) recorded music (if ticking yes, fill in box F)   | <input type="checkbox"/>   |
| g) performances of dance (if ticking yes, fill in box G)  | <input type="checkbox"/>   |
| h) anything of a similar description to that falling within (e), (f) or (g) (if ticking yes, fill in box H) | <input type="checkbox"/>   |

**Provision of late night refreshment** (if ticking yes, fill in box I)

**Supply of alcohol** (if ticking yes, fill in box J)

**In all cases complete boxes K, L and M**

**J**

<b>Supply of alcohol</b> Standard days and timings (please read guidance note 7)			<b>Will the supply of alcohol be for consumption – please tick</b> (please read guidance note 8)	On the premises	<input type="checkbox"/>			
				Off the premises	<input checked="" type="checkbox"/>			
				Both	<input type="checkbox"/>			
<b>Day</b>	<b>Start</b>	<b>Finish</b>	<b>State any seasonal variations for the supply of alcohol</b> (please read guidance note 5)					
Mon	06:00	22:00						
Tue	06:00	22:00						
Wed	06:00	22:00						
Thur	06:00	22:00						
Fri	06:00	22:00						
Sat	06:00	22:00						
Sun	06:00	22:00						
						<b>Non standard timings. Where you intend to use the premises for the supply of alcohol at different times to those listed in the column on the left, please list</b> (please read guidance note 6)		

**State the name and details of the individual whom you wish to specify on the licence as designated premises supervisor (Please see declaration about the entitlement to work in the checklist at the end of the form):**

Name	
Date of birth	
Address	
Postcode	
Personal licence number (if known) LN/000012226	
Issuing licensing authority (if known) North Norfolk District Council	



K

**Please highlight any adult entertainment or services, activities, other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children (please read guidance note 9).**  
 N/A

L

<b>Hours premises are open to the public</b> Standard days and timings (please read guidance note 7)			<b>State any seasonal variations</b> (please read guidance note 5)
Day	Start	Finish	
Mon	06:00	22:00	<p><b>Non standard timings. Where you intend the premises to be open to the public at different times from those listed in the column on the left, please list</b> (please read guidance note 6)          There may be occasions when the premises open outside of these hours for retail but not for the provision of off sales of alcohol by retail.</p>
Tue	06:00	22:00	
Wed	06:00	22:00	
Thur	06:00	22:00	
Fri	06:00	22:00	
Sat	06:00	22:00	
Sun	06:00	22:00	

**M** Describe the steps you intend to take to promote the four licensing objectives:

**a) General – all four licensing objectives (b, c, d and e) (please read guidance note 10)**

Central England Co-operative Ltd understands that in applying for a Premises Licence for the sale of alcohol at this premises, we have a duty to the local community and we continue to protect our colleagues and customers from danger and harm.

**b) The prevention of crime and disorder**

This premises is keen to work in partnership with the local police force to prevent crime & disorder.

The premises operate a robust CCTV policy to ensure compliance with Data Protection Legislation and to assist Police with the prevention and detection of crime.

The premises will have cameras with digital colour recording. The cameras coverage will include the front and back door areas.

CCTV footage at this premises will be kept for a period of 31 days and access to the system/footage will be provided to police officers upon request subject to the Data Protection regulations and the Information Commissioner Guidance on CCTV as may from time to time have effect.

Duty Managers will be trained in the use of the CCTV system and will be in attendance at the premise at all times that licensable activities take place and be able to fully operate the system to be able to download in a recognised format and information requested by the Police, Police employees and all responsible authorities.

Central England Co-operative Ltd provide all colleagues with avoiding aggression training.

**c) Public safety**

In line with current legislation, the premises has undergone the appropriate Risk Assessments in respect of the safety of both customers and colleagues.

All exit doors and fire exits are easily operable without the use of a key, card, code or similar means.

All colleagues are required to attend comprehensive safety training to ensure that safe working methods are adopted and all colleagues are trained in evacuation procedure in the event of a fire or other dangerous occurrence.

The premises are keen to work in partnership with the local Fire Service and Environmental Health to ensure public safety.

**d) The prevention of public nuisance**

It is not envisaged that there will be any public nuisance arising from the operation of the premises. However, if any issues are raised during the operation of the premises then the premises licence holder would work with all appropriate authorities to resolve any such issues.

**e) The protection of children from harm**

The premises operates an extensive "Challenge 25" Proof of Age Policy

Signage will be displayed at the area where alcohol/cigarettes/other age restricted goods are located for sale within the premises and also by the till points confirming the "Challenge 25" Policy is in force and advising that it is illegal to purchase products on behalf of underage customers.

The only acceptable forms of identification allowed will be a valid passport, valid photo ID driving licence, UK armed forces military ID or valid proof of age scheme card with the PASS approved hologram.

There will be an electronic point of sale system which automatically prompts the till operator to verify age of customer wherever alcohol is sold.

There will be electronic record of every alcohol sale, both authorised and refused and will be kept on the electronic point of sale system. Hard copies of the refusal records must be produced for the inspection by any responsible authority when licensable activity is taking place

All colleagues who use the checkouts receive training in respect of age-restricted goods and procedures and in relation to acceptable forms of proof of age ID and receive 6 monthly refresher training

Our Age Restricted Sales Policy has received assured advice from our Primary Authority.

**Checklist:**

**Please tick to indicate agreement**

- I have made or enclosed payment of the fee.
- I have enclosed the plan of the premises.
- I have sent copies of this application and the plan to responsible authorities and others where applicable.
- I have enclosed the consent form completed by the individual I wish to be designated premises supervisor, if applicable.
- I understand that I must now advertise my application.
- I understand that if I do not comply with the above requirements my application will be rejected.
- [Applicable to all individual applicants, including those in a partnership which is not a limited liability partnership, but not companies or limited liability partnerships] I have included documents demonstrating my entitlement to work in the United Kingdom (please read note 15).

Sprowston Town Council		Payments	Meeting	Date: 1st April 2020	Amount	BACS
<u>Invoice Date</u>	<u>Invoice No.</u>	Collier Turf Care Ltd	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>
11/03/2020	152110	Details Lawnsand,Wetting Agent,Chikara,Round up.	543.36	108.67	652.03	1
<u>Invoice Date</u>	<u>Invoice No.</u>	Copy it Digital Solutions	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>
11/03/2020	8070712909	Details Photocopies:31/01/2020-28/02/2020	60.50	12.10	72.60	2
<u>Invoice Date</u>	<u>Invoice No.</u>	Cozens (uk) Ltd	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>
05/03/2020	4961	Details Street Lighting Maintenance: February 2020	600.00	120.00	720.00	3
<u>Invoice Date</u>	<u>Invoice No.</u>	Ernest Doe	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>
23/03/2020	J54052	Details Husqvarna Service	653.43	130.70	784.13	4
23/03/2020	J54053	John Deere Gator:Service +Tyres	811.92	162.38	974.30	
23/03/2020	J54054	Additional Work: Husqvarna	1,333.23	266.66	1,599.89	
<u>Invoice Date</u>	<u>Invoice No.</u>	ESPO	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>
02/03/2020	5589065	Details Centrefeed Roll,Paper Towels	40.65	8.13	48.78	5
<u>Invoice Date</u>	<u>Invoice No.</u>	Intouch Systems	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>
08/03/2020	684702	Details Server back up 18/03/2020-18/04/2020	49.00	9.80	58.80	6
01/04/2020	684544	A/N Support Agreement 01/04/2020-31/03/2020	1,792.20	358.44	2,150.64	
<u>Invoice Date</u>	<u>Invoice No.</u>	Norfolk association of Local Councils	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>
12/03/2020	3963	Details RFO Training	60.00	12.00	72.00	7
12/03/2020	3971	Preparing for Year End & Agar	70.00	14.00	84.00	
			<b>130.00</b>	<b>26.00</b>	<b>156.00</b>	
			<b>1,841.20</b>	<b>368.24</b>	<b>2,209.44</b>	
			<b>2,798.58</b>	<b>559.74</b>	<b>3,358.32</b>	

<u>Invoice Date</u> 03/04/2020	<u>Invoice No.</u> SI-9829	Pest Express Ltd <u>Details</u> Pest Control Monitoring April 20-March 21	<u>Net</u> 480.00	<u>VAT</u> 96.00	<u>Amount</u> 576.00	<u>BACS</u> 8
<u>Invoice Date</u> 23/03/2020	<u>Invoice No.</u>	Sproston Day Centre <u>Details</u> Grant towards Entertainment	<u>Net</u> 330.00	<u>VAT</u>	<u>Amount</u> 330.00	<u>BACS</u> 9
<u>Invoice Date</u> 01/04/2020	<u>Invoice No.</u> Grant Aid	Sproston Youth Engagement Project <u>Details</u> Youth Community Outreach Worker (1 of 4)	<u>Net</u> 2,500.00	<u>VAT</u>	<u>Amount</u> 2,500.00	<u>BACS</u> 10
<b>TOTAL OF INVOICES</b>			<b>9,324.29</b>	<b>1,298.88</b>	<b>10,623.17</b>	Trf 66
<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>9,374.29</b>	<b>1,298.88</b>	<b>10,673.17</b>	Trf 66
<b>Transfer:</b>		STC Active a/c to Salaries a/c				Trf

.....  
Councillor

.....  
Councillor

.....  
Town Clerk



Sprowston Town Council      Meeting      Date: 1st April 2020

**Barclaycard Payments**

Goldstar Norwich Ltd  
Invoice Detail  
 Finance officer:Laptop, Files

Invoice No.  
 41.50

Net  
 41.50

VAT  
 41.50

Amount  
 41.50

Progress Fuels  
Invoice Detail  
 unleaded fuel

Invoice No.  
 38343

Net  
 91.51

VAT  
 18.30

Amount  
 109.81

**133.01**

**18.30**

**151.31**

**Total of Payments  
 Due by Direct Debit**

Sprowston Town Council	Direct Debit Payments	Meeting	Date: 1st April 2020
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Net</u>	<u>Amount</u> <u>DIRECT DEBIT</u>
29/02/2020	737704	194.00	2.33
29/02/2020	737704	1,012.14	1,214.59
29/02/2020	737704	42.86	51.43
29/02/2020	737704	60.05	63.31
29/02/2020	737704	111.53	117.59
		<b>1,420.58</b>	<b>1,449.25</b>
<u>The AF Group Ltd</u>			
<u>Details</u>			
Vodafone February 2020			
Npower : Recreation.grd 26/11/2019-27/02/202			
Screwfix: Washers, Cable Ties, Stop Cock, Fuse			
Haven Power Cemetary 01/12/2019-29/02/202			
Haven Power Sparhawk 01/12/2019-29/02/202			
		<b>220.73</b>	
<u>Angel Springs Ltd (T/A Waterlogic)</u>			
<u>Details</u>			
Bottled Water February 2020			
Sanitisation.Cooler Rental			
		<b>28.37</b>	<b>34.04</b>
<u>Anglian Water Business</u>			
<u>Details</u>			
Allotments : 21/01/2020-14/03/2020			
Cemetary : 15/12/2019-14/03/2020			
		<b>116.70</b>	<b>116.70</b>
<u>Barclaycard</u>			
<u>Details</u>			
PDQ Rental, Transaction Charges			
		<b>32.50</b>	<b>35.00</b>
<u>Broadland District Council</u>			
<u>Details</u>			
Cemetery & Premises			
Recreation Ground Council Offices			
Sprowston Diamond Centre			
Sprowston Recreation Ground			
		<b>16,180.15</b>	<b>16,180.15</b>

Cr Note

<u>Invoice Date</u>		<u>Invoice No.</u>		<u>Net</u>		<u>VAT</u>		<u>Amount</u>		<u>DIRECT</u>	
01/03/2020		NWS00172421		20.00		4.00		24.00		DEBIT	
Norse Waste Solutions											
<u>Details</u>											
Bin Rental, Recycling Waste Removal											
<u>Invoice Date</u>		<u>Invoice No.</u>		<u>Net</u>		<u>VAT</u>		<u>Amount</u>		<u>DIRECT</u>	
11/03/2020		3004806090		8.95		0.45		9.40		DEBIT	
11/03/2020		3004722699		3,234.01		646.80		3,880.81			
11/03/2020		3004806101		323.28		64.65		387.93			
Total Gas & Power											
<u>Details</u>											
Floodlights: February 2020											
Diamond Centre: February 2020											
Streetsights: February 2020											
				<b>3,566.24</b>		<b>711.90</b>		<b>4,278.14</b>			
Veolia Environmental Services											
<u>Details</u>											
All sites skip hire											
<u>Invoice Date</u>		<u>Invoice No.</u>		<u>Net</u>		<u>VAT</u>		<u>Amount</u>		<u>DIRECT</u>	
29/02/2020		SIO1171837		229.80		45.96		275.76		DEBIT	

**Total Direct Debits**

**20,236.36**

**782.55**

**22,393.04**

Sprowston Town Council		Payments	Meeting	Date: 22nd April 2020	Amount	BACS
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>
20/3/2020	656142	Broadland D.C. Council Election costs 2nd May 2019	4,756.07		4756.07	11
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>
6/4/2020	153218	Collier Turf Care Ltd Lawnsand	80.24	16.05	96.29	12
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>
7/4/2020	8070743871	Copy IT Digital Solutions Photocopies :28/02/2020-31/03/2020	42.15	8.43	50.58	13
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>
9/4/2020	5035	Cozen (UK) Ltd Streetlight Maintenance March 2020	600.00	120.00	720.00	14
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>
24/3/2020	13453	Forethought Marketing Sprowston Matters edition 54 distribution	259.74	51.95	311.69	15
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>
1/4/2020	926245	Heritage Contract Services Ltd Caretaking/Cleaning Services May 2020	5,569.58	1,113.92	6,683.50	16
1/3/2020	926220	locking Cemetary Gates March 2020	119.64	23.93	143.57	
0/04/2020	926246	locking Cemetary Gates April 2020	119.64	23.93	143.57	
			5,808.86	1,161.78	6,970.64	
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>
26/3/2020	684991	Intouch Systems VPN set up Susan's laptop, server SAGE update	420.00	84.00	504.00	17
1/4/2020	685031	Hosted Exch.x 7 01/05/2020-01/06/2020	55.00	11.00	66.00	
1/4/2020	685067	Broadband Recreation Ground:April 2020	50.00	10.00	60.00	
1/4/2020	685068	Broadband Diamond Centre : April 2020	150.00	30.00	180.00	
3/4/2020	686488	Setup home printer Susan's laptop	50.00	10.00	60.00	
3/4/2020	686489	setup home rdp for Evelyn to work from home	50.00	10.00	60.00	
7/4/2020	686528	setup payroll Susan's Laptop	50.00	10.00	60.00	
8/4/2020	686535	Server Backup 18/04/2020-18/05/2020	50.00	10.00	60.00	
			875.00	175.00	1,050.00	



<b>Sprowston Town Council</b>		<b>Barclaycard Payments</b>		<b>Meeting Date:</b>		<b>3/4/2019</b>
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Invoice Detail</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	
8/4/2020	1850748	Amazon Co. UK copy paper, Barclaycard rolls, Ink cart	53.56	10.71	64.27	
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Invoice Detail</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	
6/4/2020	1008495064	B & Q Norwich Painting Materials, Shackle padlock	176.27	35.25	211.52	
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Invoice Detail</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	
16/4/2020	15766655	Zoom Video Communication	119.90	23.98	143.88	
<b>Total of Payments Due by Direct Debit</b>			<b>349.73</b>	<b>69.94</b>	<b>419.67</b>	

Sprowston Town Council	Direct Debit Payments	Meeting	Date: 22nd April 2020
<u>Invoice Date</u> 31/3/2020	A.F. Group Limited <u>Details</u> Vodafone : March 2020	<u>Net</u> 7.65	<u>Amount</u> 9.17
			<u>DIRECT</u> DEBIT
		<u>VAT</u> 1.52	
<u>Invoice Date</u> 29/3/2020	Norse Waste Solutions <u>Details</u> Recycling : Recreation Ground	<u>Net</u> 21.50	<u>Amount</u> 25.80
			<u>DIRECT</u> DEBIT
		<u>VAT</u> 4.30	
<u>Invoice Date</u> 11/5/2020	PWLB <u>Details</u> Cemetery Extension	<u>Net</u> 3,072.60	<u>Amount</u> 3,072.60
			<u>DIRECT</u> DEBIT
			6,470.63
			10,968.02
			46,819.22
			<b>67,330.47</b>
<u>Invoice Date</u> 31/3/2020	Veolia Enviromental Services <u>Details</u> All sites skip hire: March 2020	<u>Net</u> 195.33	<u>Amount</u> 234.40
			<u>DIRECT</u> DEBIT
		<u>VAT</u> 39.07	
<u>Invoice Date</u> 31/3/2020	Waterlogic GB Ltd <u>Details</u> Bottled Water : March 2020	<u>Net</u> 7.35	<u>Amount</u> 8.82
			<u>DIRECT</u> DEBIT
		<u>VAT</u> 1.47	
	<b>Total Direct Debits</b>		<b>67,562.30</b>
			<b>46.36</b>
			<b>67,608.66</b>