

NOTICE OF MEETING
AND SUMMONS TO ATTEND

**The meeting of Sprowston Town Council
will be held by remote means on Wednesday 21 April 2021 at 7.30pm**

**Members of the public may use the details below to attend this Zoom meeting
(password not required)**

Online: <https://us02web.zoom.us/j/83517545044>

By Phone: +44 208 080 6591 United Kingdom

(Find Additional local numbers): <https://us02web.zoom.us/j/kc3JyAKQ80>

Zoom Meeting ID: 835 1754 5044

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 31 March 2021. Pages 1 - 9
4. To agree action/response arising from the minutes.
5. To receive any Police Liaison Officer's report:
(1) Community Update Norfolk Page 10
6. To receive correspondence:
(1) Norfolk County Council Briefing Note Page 11 - 12
7. To receive any written/verbal reports from Sprowston County and District Councillors. Page 13
8. To adjourn the meeting to allow members of the public and Councillors with prejudicial interests to speak.
9. To consider response to Government's open consultation: Local authority remote meetings: call for evidence. Pages 14 - 25
10. To consider submitting an application for Norfolk County Council's 1 Million Tree Initiative. Pages 26 - 28
11. To receive the report of the Town Clerk. Page 29
12. To consider planning applications to 21 April 2021. Page 30
13. To receive planning decisions for week beginning 29 March 2021. Pages 31 - 33
14. To receive any written/verbal reports from the Council's Committees and Working Groups.
15. To receive any written and verbal reports from Councillors representing the Council on or at outside organisations.
16. To receive 2020-21 Year End Finance Report. Pages 34 - 45
17. To confirm the payment of accounts to 21 April 2021. Pages 46 - 47
18. To receive the schedule of direct debits. Page 48
19. To receive the schedule of credit card payments. Page 49
20. The Town Mayor will move that the press and public be excluded from the meeting for the remaining business because otherwise, information which is exempt information by virtue of Paragraph 1 of Part I of Schedule 12A of the Local Government Act 1972, as

amended by the Local Government (Access to Information) (Variation) Order 2006, would be disclosed to them.

21. Purchase of the former-Viking public house

To receive update; consider transfer deed and exchange of contract.

Pages 50 - 69



Guy Ranaweera
Town Clerk

16 April 2021

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

Footnote:

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

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

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

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

This Meeting is open to the Public and the Press. Copies of this Agenda and Draft Minutes referred to above are available from the Council Office. Signed copies of the Minutes may also be downloaded from the Council's website www.sprowston-tc.gov.uk (go to Agenda and Minutes page). They are available (unless marked confidential) for public inspection at the Council Offices during public opening hours.

In the interests of openness and transparency, Councillors and members of the public are reminded that the law permits any person to film, record, photograph or use social media in order to report on the proceedings of a meeting of the Council. The Council request that anyone wishing to record the meeting lets the Council know beforehand so appropriate arrangements can be made to facilitate the recording.

4MEETING OF SPROWSTON TOWN COUNCILLORS – 31 MARCH 2021

At the remote meeting of the Sprowston Town Council held by video conference on Wednesday 31 March 2021, the following Councillors 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
Ms D Coleman - Mr J H Mallen
Mr N Shaw

In attendance

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

No members of the public were present

21/077. DECLARATIONS OF DISCLOSABLE PECUNIARY AND OTHER INTERESTS

Councillor	Minute No. and Heading	Nature of Interest
Mrs J Leggett	21/082 (3) - Broadland Tree Warden Network	Broadland District Council - Portfolio Holder for Environmental Excellence

21/078. APOLOGIES FOR ABSENCE

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

21/079. MINUTES

The Minutes of the Council's meeting held on 10 March 2021, having previously been circulated to all Councillors were confirmed subject to

Minute 21/062, after Central and **delete** West and **insert** East

Minute 21/063, after since **delete** signing

Minute 21/068 (1), **delete** 22 and **insert** 21

and will be signed by the Town Mayor of the Council at the next appropriate opportunity.

21/080. ACTION FROM MINUTES

(1) Sprowston Youth Engagement Project (SYEP) - Bigger Picture Report 2020/2021

21/080. ACTION FROM MINUTES (CONTINUED)

Referring to Minute 21/061, Mr J H Mallen asked when the Recreational Facilities Working group would consider the work SYEP had planned for the 18-25 age range.

Mrs J Leggett confirmed she was waiting for a response from the planning authority to ascertain if planning permission was required for the proposed urban garden.

(2) Council Meeting Dates - 2021/22

Further to Minute 21/068, Mr M G Callam asked if there had been an update on Council meetings being held in person or continuing remotely.

The Town Clerk advised that Government had launched a consultation, details of which he would bring to the next meeting of the Council.

(3) Broadland District Council Overview and Scrutiny Committee

Council noted that Broadland District Council's Overview and Scrutiny Committee were considering the item suggested by Mrs B J Lashley at their meeting to be held on Tuesday 24 August 2021.

(4) Appointment of Finance Officer

Further to Minute 21/069 4.1, the Town Clerk reported the recently appointed Finance and Administrative Officer would be working from the office premises commencing 13 April 2021, three days a week for training.

21/081. POLICE LIAISON OFFICER'S REPORT

Council Noted:

- (1) Norfolk Constabulary's Priorities Poster - Old Catton and Sprowston SNT (March)
- (2) Council noted the Old Catton and Sprowston West crime updates from 1 to 28 February 2021.
- (3) Sprowston Central and East ward crime updates from 1 to 28 February 2021.
- (4) Community Update Norfolk 25/03/21

21/082. CORRESPONDENCE

Mrs B J Lashley asked what remaining budget was available for grants, and the maximum amount per electorate Council was permitted to spend.

The Town Clerk advised there was £1000.00 in the 2020/21 grant budget and permitted spend was £8.32 per member of the electorate.

21/082. CORRESPONDENCE (CONTINUED)

- (1) Norfolk Accident and Rescue

RESOLVED that a donation of £100 be made to the National Accident Rescue Service (NARS) in accordance with the Council powers under Section 137 of the Local Government Act 1972.

- (2) Norfolk Citizens Advice - Norwich

RESOLVED that a donation of £200.00 be made to Norfolk citizens Advise - Norwich in accordance with the Council powers under Section 137 of the Local Government Act 1972.

- (3) Broadland Tree Warden Network

Mrs B J Lashley enquired if there were active Tree Wardens in Sprowston and if so, who they were.

RESOLVED to make a one-year subscription to Broadland Tree Warden Network at a total cost of £30.00.

- (4) 45th Norwich Scout Group

RESOLVED that a donation of £400.00 be made to 45th Norwich Scout Group in accordance with the Council powers under Section 137 of the Local Government Act 1972.

21/083. REPORTS FROM COUNTY AND DISTRICT COUNCILLORS

A written report was received from Mr J M Ward.

Mr J M Ward also verbally reported:

Broadland District Council

- (1) Grants of between £250.00 and £7,500 are available to support businesses in the hospitality sector with the adaptations they need to improve their outdoor facilities. Details at www.broadland.gov.uk/coronavirus/business
- (2) Up to £300 grants are available to athletes competing in their chosen sport at a regional level or higher. Details at www.broadland.gov.uk/sportsgrant
- (3) Broadland District Council and South Norfolk District Council have launched a new initiative entitled Work4all to support residents searching for a job. It will offer one to one information, navigation to vacancies and training, helping to create a CV and guidance on applications and interviews. Details at www.broadland.gov.uk/work4all
- (4) An area of woodland previously known as the Houghen Plantation has been renamed Broadland Country Park following its purchase by Broadland District Council. It is a 140-acre site of woodland and marshy grassland between Horsford and Felthorpe with the main entrances being on Holt Road and the Broadland Northway.

21/083. REPORTS FROM COUNTY AND DISTRICT COUNCILLORS (CONTINUED)

Norfolk County Council

(1) Norfolk County Council Election Dates

- Publish Notice of Election - Monday 29 March 2021
- Close of nominations - 4.00pm Thursday 8 April 2021
- Deadline for registering to vote - Monday 19 April 2021
- Deadline for proxy vote applications - 5.00pm Tuesday 27 April 2021
- Polling day - 6 May 2021
- Deadland for emergency proxy applications - 5.00pm 6 May 2021

- (2) A new £1m specialist youth service has been set up aimed at supporting those who are at risk of harm outside the family home through criminal or sexual exploitation.
- (3) Norfolk Constabulary's Chief Constable Simon Baily, has announced his retirement after 35 years' service and 8 years as our Chief Constable. He will retire on 30 June 2021.
- (4) The highway drainage improvements on Wroxham Road will continue until 1 April 2021.

Mr R J Knowles reported that Mrs Valarie Hill, who had previously served on the Council and was an active member of the Sprowston British Legion, had passed away.

Mrs B J Lashley said her thoughts were with the Hill family. She also advised that Molly Howes who had taken a great interest in Sprowston and regularly attended Council meetings had also passed away.

Mrs J Leggett verbally reported she had spoken with officers at Broadland District Council with regard to the cutting of the hedge on Harrisons Drive, and timescales for regrowth.

She also advised that Government had announced, that whilst it remained committed to a Deposit Return Scheme to reduce pollution its implementation had been delayed to 2024 due to COVID.

21/084. RESIDENT'S QUESTIONS

As no residents were present the Chairman proceeded to the next item of business.

21/085. 2020-21 INTERNAL AUDIT INTERIM REPORT (26th FEBRUARY 2021)

(1) Internal Audit Report Interim

Council agreed it was a good solid Internal Audit Report and congratulated the Town Clerk and staff.

(2) Review and adopt the Treasury Management and Investment Strategy

Considered under Minute 21/285 (3).

21/085. 2020-21 INTERNAL AUDIT INTERIM REPORT (26th FEBRUARY 2021)
(CONTINUED)

(3) Investment Strategy options

In answer to Councillors questions the Town Clerk responded that:

- the platform used to select proposed investments options was a website recommended by the Auditor;
- there were few legal restrictions on where Council could invest and building societies would be viable;
- banks listed in the Investment Options had been selected on their credit rating, amongst other considerations;
- all Council's financial accounts were managed on-line.

Mr J M Ward noted that some fees exceeded interest paid.

Mr J H Mallen commented that investment options listed were more traditional companies and suggested extending consideration to other institutions such as Santander, Halifax, Starling etc.

Mr M G Callam felt it important to consider credit ratings as the Council's money was not underwritten.

He suggested exercising caution as Council might want to utilise the money they were considering investing. He did not want to see a high risk for little gain and questioned how much time was involved to earn a small return.

Mrs J Leggett asked how much Council were obliged to keep in reserves.

The Town Clerk responded the guide was approximately six-months. Council had £375,000, which included a generous six months plus other ring-fenced reserves. However, if Council proceeded with the purchase of the Viking Public House it would introduce an unknown factor and it would be beneficial to have liquidity to hand, thus he would recommend investing no more than £250,000 in a fixed term saving deposit.

Mr J M Ward proposed, seconded by Mr M G Callam to adopt the Treasury and Investment Strategy and Authorise the Town Clerk to invest where and when he felt appropriate. On being put to the vote the motion was CARRIED.

21/086. REPORT OF THE TOWN CLERK

COMMUNITY BUILDINGS, ALLOTMENTS, PARKS AND OPEN SPACES

1.1 Reopening Facilities after the National Coronavirus Restrictions

Adding to his written report the Town Clerk further advised that following easing of restrictions far more people were now using the recreational facilities and he was

21/086. REPORT OF THE TOWN CLERK (CONTINUED)

considering increasing the number of litter picks earlier in the season than usual. This would be at an additional cost to the Council.

CEMETERY

2.1 No matters were reported

STREET LIGHTING

3.1 No matters were reported

CENTRAL ADMINISTRATION AND PERSONNEL

4.1 Grounds Team and Coronavirus

Council noted the return of Grounds staff to full time working given that a majority of their duties were now performed outside or on their own.

PLANNING AND TRANSPORTATION

5.1 Speeding on Atlantic Way

Further to his report the Town Clerk confirmed he was pursuing permission from developers to attach a SAM2 unit to a street light column in Atlantic Avenue. Data collected would be shared with PC Gill.

Councillors agreed that given the high usage of this roadway and complaints about speeding it should be adopted by Norfolk County Council as soon as possible.

It was suggested Mr J F Fisher and Mr J M Ward pursue this matter with the appropriate officers.

ATTACHMENTS

6.1 None

21/087. 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:

21/087. PLANNING (CONTINUED)

2021/1472 - matters reserved by conditions 2 (Layout, scale, appearance and landscaping), 14 (landscaping) and 16 (layout) of outline approval 20152035 - development of 19 x dwellings with associated access, open space, and landscaping, pumping station and drainage infrastructure at land south of Moorsticks, Buxton Road, Spixworth.

2021/0369 - remove existing rear conservatories and erection of rear ground floor extension and extension to existing loft and dormers at 24, Cere Road, Sprowston.

2021/0373 - two and single storey rear extension at 146, Wroxham Road, Sprowston.

2021/0495 - single storey rear extension at 4, Bracey Avenue, Sprowston.

(b) to raise no objection to the granting of planning application 2021/0408 - moving garden fence closer to highway at 155, Wilks Farm Dive, Sprowston subject to the land being under the applicants' ownership.

21/088. BROADLAND DISTRICT COUNCIL - PLANNING DECISIONS

Council noted Broadland District Councils planning decisions for week commencing 1 March 2021.

21/089. REPORTS FROM COUNCIL'S COMMITTEES AND WORKING GROUPS

Mrs J Leggett reminded members of the Recreational Working Group to re-visit the Sprowston Neighbourhood Plan before their next meeting on Thursday 8 April 2021.

21/090. REPORTS FROM COUNCILLORS REPRESENTING THE COUNCIL ON OUTSIDE ORGANISATIONS

Mrs B J Lashley verbally reported that Norfolk Association of Local Council's Annual General Meeting was to be held remotely on 20 May 2021 commencing 7.00pm. Jackie Weaver was one of a number of speakers.

21/091. PAYMENT OF ACCOUNTS 31 MARCH 2021

The Town Clerk and Responsible Financial Officer presented the schedule of accounts and supplementary schedule of accounts to 31 March 2021 totalling £5,775.17 and £5,730.00.

In response to a question from Mr J H Mallen the Town Clerk advised that:

Invoice No. 479833 Ben Burgess & Co Ltd -Tine Vertidrain was a hydraulic tractor attachment used across all Councils open spaces to perforate the ground to improve drainage.

On the motion of Mr J M Ward, seconded by Mr M G Callam it was **RESOLVED** that payment of the accounts and supplementary accounts to 31 March 2021 totalling £5,775.17 and £5,730.00 be approved and the schedule authorising payment signed by the appropriate signatories at the first opportunity.

21/092. SCHEDULE OF DIRECT DEBIT PAYMENTS

The schedule of direct debit payments to 31 March 2021 totalling £22,202.37, was approved and noted.

21/093. SCHEDULE OF CREDIT CARD PAYMENTS & BARCLAY VISA DEBIT TO 31 MARCH 2021

The schedule of credit card and Barclay Visa Debit payments to 31 March 2021 totalling £319.33 was approved and noted.

21/094. 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**.

21/095. PURCHASE OF THE FORMER VIKING PUBLIC HOUSE

(a) Review the purchase price and decide how to proceed

Further to his report the Town Clerk confirmed he and Cllr. Mallen had investigated alternative ways to lawfully avoid the Council having responsibility for VAT on this purchase however this was not possible. The Town Clerk had subsequently requested a reduction in the purchase price and was waiting for a response.

Having looked at a Public Works Loan it required consultation with residents even if it did not impact on Council Tax. The consultation itself would take at least 4 weeks, and the whole application process would take approximately two months from start to finish before the loan could be drawn down.

If the Broadland District Council loan against future CIL receipts was approved it would not be available to Council until June 2021.

Mr J H Mallen referred Councillors to page 47 of the agenda and reserved holdings, stating this together with CIL receipts due in April 2021 would cover the purchase price of the Viking Public House and still leave sufficient operating funds.

Mr R J Knowles expressed concern at using reserves in the event of an unforeseen expense.

The Town Clerk advised the contamination survey had been completed and a report was expected in two weeks. The asbestos survey was yet to be carried out.

Mr R J Knowles requested the Town Clerk email Council with results of the report.

RESOLVED

To authorise the Town Clerk to renegotiate the asking price to include the VAT. Should the price remain unaltered the matter to be reconsidered by Council.

21/095. PURCHASE OF THE FORMER VIKING PUBLIC HOUSE (CONTINUED)

- (b) Review legal documents received pertaining to the purchase of the former Viking Public House

Council considered and noted the legal documents pertaining to the purchase of the former Viking Public House.

- (c) Decision to formally request a loan from BDC's Community Infrastructure Fund, secured against STC's future CIL receipts.

Mr M G Callam proposed, seconded by Mrs J Leggett to authorise the Town Clerk to formally request a loan from Broadland District Council's Community Infrastructure Fund, secured against Sprowston Town Councils future CIL receipts. On being put to the vote the motion was CARRIED.

There being no other necessary business the Town Mayor of the Council thanked Councillors for their participation and declared the meeting closed at 8.42 pm.

21 April 2021

Town Mayor

Guy Ranaweera

From: Bailey, Victoria [REDACTED]
Sent: 01 April 2021 21:24
Subject: Community Update

Good evening everyone,

Please find below the latest 'Community Update' from T/ACC Julie Wvendth. Please do pass these community updates on the Broadland facebook and twitter pages.

This week saw the long-awaited easing of restrictions around social contact with the return of outdoor gatherings of up to six people or two households. It nicely coincided with some good weather and welcome sunshine, which in other parts of the country brought people out in public spaces in their hundreds, if not thousands. Fortunately, these scenes haven't been replicated in Norfolk and I'm pleased to say there's little to report by way of coastal areas or beauty spots being overrun with visitors. This is great news and shows we continue to work together to protect ourselves and protect the wider community.

As we could have predicted, the warm-spell was short lived with temperatures dropping once again and snow even forecast in some places next week. The cooler weather may well come as a relief to our coastal residents, wary of being swamped by visitors on this Easter bank holiday weekend. And while we will have officers out and about in our popular destinations, our approach to enforcement will look different to what it has been in the last few months during lockdown. As restrictions are eased, our policing approach and focus needs to change and adapt to reflect the most blatant breaches. We are continuing with our neighbourhood policing style using the four Es response of engage, explain and encourage with enforcement used where it is appropriate and proportionate to do so.

A subject which once again attracted commentary last week was travel. With the 'stay at home' rule ending on Monday, the government are now advising people to minimise travel wherever possible. The important thing to remember here is that this is guidance and not within regulations so therefore we cannot enforce this. We would just ask that you continue to act responsibly – be sensible and ask yourselves if the travel is 'necessary'.

However, tempting a reunion or party may be, gatherings of more than two households or six people are still banned and anyone involved in organising or attending a house party where more than 15 people are present, face an £800 fine. I'm sure many of you will have plans for the Easter weekend, meeting family and friends in the gardens or outdoors spaces...wrapped up warm with a blanket or two of course! My message to everyone is to be sensible and play it safe – this is the only way we can guarantee we've done everything within our power to make the next step of the roadmap out of lockdown a reality.

T/ACC Wvendth

Latest Information, Advice, Useful Links and Service Updates (Updated 15 April 2021)

This is a very fast-moving situation and our focus right now is on delaying the spread of coronavirus and ensuring our services are responding well. This is clearly hugely important and requires all of our attention.

The information below is intended as a resource to keep you up to date with the latest information and advice.

Covid-19 Trusted sources of information

- The most recent **verified data on cases in the UK and Norfolk** is available from Public Health England [here](#) and the Norfolk Insights website [here](#).
- Everyone has a key role in promoting www.nhs.uk/coronavirus and www.gov.uk/coronavirus as trusted sources of information to the public. It is really important to ensure people go to the right sources of information and keep up to date with how to look after themselves.
- **Keep up to date:** We have [a dedicated webpage for coronavirus updates](#) in Norfolk and impact on Norfolk County Council services. This is updated regularly so please do re-visit this page.
- **Service updates** - The most up to date information on council services can be found at [Norfolk County Council services disruptions](#). The council will continue to monitor its services and, if regulations and circumstances change, it will review its current plans.

Latest national announcements

- **UK moves into next phase of vaccine rollout** - The Prime Minister has [confirmed](#) that all adults over 50, the clinically vulnerable and health and social care workers have now been offered a coronavirus vaccine, and that the UK is moving to the next phase of the vaccination programme. **Phase 2 of the vaccination programme begins this week, with people aged 45 to 49 invited to book their appointments.**
- **Remaining university students to return to campus from step three of the roadmap** - The government has [confirmed](#) that all university students who have not yet returned to campus and in-person teaching will be able to do so from 17 May. The timing aligns with step three of the government's roadmap, where restrictions on social contact and indoor mixing will be further eased. Progression to step three of the roadmap will be dependent on a review of the latest data and the impact of step two on the four key tests.

Messages for residents

- **HRH The Duke of Edinburgh** - Following the sad announcement of the death of The Duke of Edinburgh last week, we have made arrangements for safe ways for residents to pay their respects. [Please visit the Lieutenancy page on our website for details.](#)
The Government have also announced that there will be a one-minute national silence to mark the death of HRH The Duke of Edinburgh at 15:00 on Saturday 17th April, the day of the funeral.

Covid-19

- **Lockdown is easing** - You can now meet people outside in a group of:
 - Six people or less, or
 - No more than two householdsIn addition:
 - non-essential retail, hairdressers and nail salons, public buildings, indoor leisure and sports facilities and most outdoor attractions can reopen

- outdoor hospitality venues can reopen, with table service only
- all childcare and supervised activities are allowed indoors. Parent and child groups can take place indoors for up to 15 people (children under 5 will not be counted in this number)
- weddings, civil partnership ceremonies, wakes and other commemorative events can take place for up to 15 people (anyone working is not included in this limit), including in indoor venues that are permitted to open or where an exemption applies. Wedding receptions can also take place for up to 15 people, but must take place outdoors, not including private gardens
- care home residents will be able to nominate two named individuals for regular indoor visits

[Go to GOV.UK for full details of current restrictions](#)

You aren't legally required to stay at home but you should keep any journeys to a minimum. You should continue to work from home if you are able to.

If you have any of the [coronavirus symptoms](#) you must [self-isolate](#) straightway and [get a test](#). You must continue to isolate if you test positive or are told to isolate by NHS Test and Trace. You can be fined up to £10,000 if you do not isolate. [Get support to self-isolate](#).

- **Symptom free testing** - As lockdown restrictions gradually ease, we all need to play our part to keep each other safe and have a steady return towards a more normal way of life. By getting tested twice a week, people can help to prevent the spread of infection. Regular testing will help to find cases that would otherwise have gone undetected. Up to one in three people with COVID-19 do not have symptoms and could be spreading the virus without knowing it.

Symptom free rapid Covid testing at home is available from 9 April. Tests are free, fast and easy to use and you can easily report test results online.

You can pick up test kits at a range of venues, including pharmacies and some libraries. You can [find a full map via the GOV.UK website](#). If you are unable to pick them up you can also [arrange for home delivery via the GOV.UK website](#) or by calling 119.

Anyone with symptoms should book a PCR test or call 119. Anyone who has a positive lateral flow test at home also needs to have this confirmed with a follow-up PCR test.

[For further details on testing, see the GOV.UK website](#).

Social care

- **Your Guide to Care and Support for Adults** - The latest edition of your guide to care and support for adults has now been published and is available to view here www.norfolk.gov.uk/careservices as either an e-book, or it can be downloaded as a PDF.

The publication contains lots of useful information to support people to be independent, resilient and well in Norfolk. There is information about how to get help and support, what kind of services are available and details of other organisations that can help.

Once copies have been delivered, it will be available free in libraries, GP surgeries and other places across Norfolk. It will also be available to request through our customer service centre on 0344 8008020.

General updates

- **Public Information Notice - Annual surface dressing work starts this week** - Road users are being advised that work starts this week on the annual spring and summer surface dressing project. This year 305 miles of Norfolk's roads will get a new seal to extend the life of the road, prevent potholes opening up, and provide a new skid-resistant surface to help reduce the risk of accidents.

The work is carried out between April and September every year while the weather is warmer. The team aims to get the holiday areas and main roads treated first so they are complete before the start of the summer season.

Crews will be starting work on Thursday, 15 April, in the Caister, Ormesby St Margaret, Blofield and Mautby areas.

11th April 2021

Report from Councillor John Ward

CORONAVIRUS TRUSTED SOURCES FOR INFORMATION

www.nhs.uk/coronavirus

www.gov.uk/coronavirus

Following the sad death of HRH Prince Philip The Duke of Edinburgh, I sent, as Town Mayor of Sprowston, a message of condolence, on behalf of our residents, to the Royal Website and as a former Chairman of both Broadland District Council and Norfolk County Council I wrote in their online books of condolence.

Broadland District Council

All District Councillors in this new financial year have £500 each to award in grants to local charities or community groups for specific projects.

BDC are launching a 'Pleased to see you' campaign across Broadland to encourage residents to come out and use the shops. There are restart grants available of up to £18k for businesses operating from fixed premises with a rateable value. £14.7m has been issued so far.

BDC staff are continuing to support the NHS, to help with lateral flow tests and Track & Trace and are continuing to offer support to vulnerable residents and businesses.

Norfolk County Council

Work starts on 16.8.21 to improve traffic management at the Constitution Hill/ School Lane junction. The scheme involves upgrading the traffic lights to allow a controlled pedestrian crossing with widened pavements and tactile crossing points.

Sadie & Anne are the County Council Broadland Youth Worker Team. They will be working from Thorpe to Hellesdon engaging with young people in parks to seek their views and offer support and advice.

Some facts: Norfolk looks after 6200 miles of roads, 3000 miles of footway, 5000 bridges and structures and 53000 streetlights, of which 40% are now LED. 227000 tonnes of rubbish are dealt with annually. There are 52000 adult social care assessments. Looked after children have dropped below 1000. 93% of Norfolk homes have access to superfast broadband coverage.

Open consultation

Local authority remote meetings: call for evidence

Published 25 March 2021

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This publication is available at <https://www.gov.uk/government/consultations/local-authority-remote-meetings-call-for-evidence/local-authority-remote-meetings-call-for-evidence>

Scope of the consultation

Topic of this consultation: This call for evidence seeks views on the use of the current arrangements which have provided express provision for local authorities to hold meetings remotely or in a hybrid format during the coronavirus pandemic.

Scope of this consultation: This call for evidence seeks to understand the experience of local authorities in the whole of the UK regarding remote meetings. This includes authorities in England, Wales, Northern Ireland and Scotland.

Scottish authorities had express provision to meet remotely prior to the pandemic, and this call for evidence seeks to understand their experience of remote meetings since their arrangements came into force.

For England, Wales and Northern Ireland, this call for evidence refers to the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 (<https://www.legislation.gov.uk/ukSI/2020/392/contents>) (and the equivalent regulations for Wales and Northern Ireland) under powers granted by section 78 of the Coronavirus Act 2020. The regulations come into force on 4 April 2020 and apply to meetings taking place before 7 May 2021.

In respect of these regulations, 'local authority' means:

- a county council
- a district council
- a London borough council
- the Common Council of the City of London
- the Greater London Authority
- the Council of the Isles of Scilly
- a parish council
- a joint board continued in being by virtue of section 263(1) of the 1972 Act
- a port health authority constituted under section 2 of the Public Health (Control of Disease) Act 1984
- an authority established under section 10 of the Local Government Act 1985
- a joint authority established under Part 4 of the Local Government Act 1985
- a joint committee constituted to be a local planning authority under section 29 of the Planning and Compulsory Purchase Act 2004
- a combined authority established under section 103 of the Local Democracy, Economic Development and Construction Act 2009
- a fire and rescue authority constituted by a scheme under section 2 of the Fire and Rescue Services Act 2004 or a scheme to which section 4 of that Act applies, or created by an order under section 4A of that Act
- a National Park authority established under section 63 of the Environment Act 1995
- the Broads Authority established by section 1 of the Norfolk and Suffolk Broads Act 1988
- a conservation board established under section 86 of the Countryside and Rights of Way Act 2000
- a Mayoral development corporation established under section 198 of the Localism Act 2011

- an urban development corporation established under section 135 of the Local Government, Planning and Land Act 1980
- a parish meeting constituted under section 13 of the Local Government Act 1972
- Transport for London
- Police and crime panels

Geographical scope: This call for evidence seeks to understand the experience of local authorities in the whole of the UK regarding remote meetings. This includes authorities in England, Wales, Northern Ireland and Scotland.

Section 78 of the Coronavirus Act applies to local authorities in England, Wales and Northern Ireland only. After it came into force, each of these administrations used the powers within section 78 to introduce regulations to make express provision for their local authorities to meet remotely before 7 May.

The Welsh Government has since passed the Local Government and Elections (Wales) Act 2021 which comes into force on 1 May and makes express provision for Welsh local authorities to meet remotely.

Scottish local authorities had express provision to meet remotely prior to the pandemic.

If any changes to legislation are made as a result of this call for evidence, they would apply to England only.

Impact assessment: If any policy changes are made following this call for evidence they will be subject to appropriate assessment. No impact assessment has been conducted at this time.

Basic Information

Body/bodies responsible for the consultation: The Local Government Stewardship Division in the Ministry of Housing, Communities and Local Government is responsible for conducting this call for evidence.

Duration: This call for evidence will last for 12 weeks from 25 March 2021.

Enquiries: For any enquiries about this call for evidence please contact: Megan.McKibbin@communities.gov.uk.

How to respond: You can only respond to this call for evidence through our online consultation platform, Citizen Space (<https://consult.communities.gov.uk/local-government-stewardship/local-authority-remote-meetings-call-for-evidence>).

Purpose of this call for evidence

The government would like to gather evidence about the use of the current arrangements for local authorities to meet remotely or in hybrid format, as set out in the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 (<https://www.legislation.gov.uk/uksi/2020/392/contents>) (and the equivalent regulations for Wales and Northern Ireland) under powers granted by section 78 of the Coronavirus Act 2020.

These regulations came into force on 4 April 2020 and apply to meetings taking place before 7 May 2021. Local authorities in Scotland had express provision to meet remotely prior to the pandemic, and we are also interested to understand their experience of remote meetings since their

arrangements came into force.

The powers in section 78 of the Coronavirus Act 2020 were brought in specifically to make express provision for local authorities in England, Wales and Northern Ireland to deal with the challenges of holding physical meetings during the coronavirus pandemic. They have helped local authorities to redeploy resources to deal with the pandemic and ensure that essential business continues whilst protecting the health and safety of their members, officers and the public.

We are aware that experience of remote meetings has been varied, and that while the experience of managing and participating in remote meetings has grown considerably during the period since the remote meetings regulations came into force, there have been examples of the difficulties this format has posed for some authorities.

We have received representations from individual local authorities and sector representative organisations making the case for permanent express provision for remote meetings. The government would like to hear from interested parties about the pros and cons of making such arrangements permanent in England and the use of the arrangements to date.

We are particularly interested to receive any quantitative data that can be included to substantiate the responses you make.

Terminology

Throughout this call for evidence the phrases 'remote meetings' and 'remote meetings arrangements' will be used interchangeably to refer to the express provisions for local authorities to meet remotely or in hybrid format, as set out in the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 (<https://www.legislation.gov.uk/ukSI/2020/392/contents>) (and the equivalent regulations for Wales and Northern Ireland) under powers granted by section 78 of the Coronavirus Act 2020.

As Scottish authorities had express provision to meet remotely prior to the pandemic, 'remote meetings' and 'remote meetings arrangements' refers to the equivalent Scottish legislation.

The regulations make express provisions for local authorities to hold meetings remotely, for example through typical digital conference software (e.g. Zoom, Skype, Teams) or telephone conference calls. However, they do not require them to be held remotely or even in a single format. This means, for example, that local authorities can hold 'hybrid' meetings (where some members attend virtually and other members attend in person) and they are also still able to hold fully 'in-person' physical meetings.

You can therefore assume that any reference to 'remote meetings' or 'remote meetings arrangements' also refers to hybrid meetings.

The term 'member' will be used to refer to any elected local authority members covered by the regulations above (and the equivalent legislation for Wales, Northern Ireland and Scotland). This includes councillors, directly elected mayors, and police and crime commissioners, and any other relevant local authority members as defined by the legislation.

Background

While local authorities in Scotland had express provision to meet remotely prior to the coronavirus pandemic, there was no express provision for remote meetings for local authorities in England, Wales and Northern Ireland. In 2017, the government consulted on proposals to allow joint committees and combined authorities to hold meetings by video conference

(<https://www.gov.uk/government/consultations/allowing-joint-committees-and-combined-authorities-to-hold-meetings-by-video-conference>), given the long distances that individual councillors often need to travel in order to attend these meetings.

The government concluded that, with appropriate safeguards to maintain town hall transparency, there are clear benefits to giving local authorities operating joint committees and combined authorities the ability to hold formal meetings by video conference.

These safeguards included not extending the provisions to cover other types of councils, and that remote access should only be permissible from sites suitable for holding a meeting with public access (i.e. from a town hall, not from private dwellings), as there was a risk of undermining visible democratic scrutiny and public debate. However, the government also noted views that remote meetings would also benefit other councils, particularly large rural authorities, and committed to further engage with the sector to understand these views.

Since regulations came into force following the introduction of the Coronavirus Act 2020, express provision was made for local authorities in England, Wales and Northern Ireland to hold meetings before 7 May 2021 remotely (such as through digital conferencing software or telephone conference) so that they can protect their members and comply with public health guidance.

As local authorities have now had extensive experience of conducting remote meetings over the past year, this call for evidence is an opportunity to understand these experiences and inform a decision about whether to make these arrangements permanent. Any permanent change would require primary legislation, and such passage would depend on agreement of Parliament and the timetabling and pressures of Parliamentary business.

Questions

The government would like to gather evidence about the use of the arrangements that make express provision for local authorities to meet remotely or in hybrid format during the coronavirus pandemic, including the arrangements that existed for Scottish Authorities prior to the pandemic.

Q1. Generally speaking, how well do you feel the current remote meetings arrangements work?

- Very Well
- Well
- Neither well nor poorly
- Poorly
- Very Poorly
- Unsure

While the powers in section 78 of the Coronavirus Act were brought in specifically to help local authorities in England, Wales and Northern Ireland deal with the challenges of holding meetings during the coronavirus pandemic, the government would also like to hear from interested parties about the pros and cons of making permanent express provision, in whole or in part, for local authorities in England.

Q2. Generally speaking, do you think local authorities in England should have the express ability to hold at least some meetings remotely on a permanent basis?

- Yes
- No
- Unsure

Beyond having express provision to avoid face-to-face meetings during the coronavirus pandemic, we are aware of feedback from local authorities about additional benefits of being able to hold remote meetings including, but not limited to, the environmental and cost benefits of reduced travel, increased participation from local residents, and the potential to attract more diverse local authority members. We are keen to obtain representative views on the benefits of remote meetings and would particularly welcome any quantitative evidence to support these views.

Q3. What do you think are some of the benefits of the remote meetings arrangements? Please select all that apply.

- More accessible for local authority members
- Reduction in travel time for councillors
- Meetings more easily accessed by local residents
- Greater transparency for local authority meetings
- Documents (e.g. minutes, agendas, supporting papers) are more accessible to local residents and others online
- Easier to chair meetings in an orderly fashion
- A virtual format promotes greater equality in speaking time during meetings
- I do not think there are any benefits to remote meetings
- Other (please specify)

In their representations to us, many local authorities have referenced the cost savings they have achieved through implementing remote meetings, particularly regarding a reduction in travel expenses and accommodation costs.

For example, one upper tier authority has reported that running meetings remotely has enabled them to save in the order of £6,000 per month through reduced travel expenses. We would be interested to receive more quantitative data about the cost savings that have been achieved, including any estimates of the comparative cost of running a remote meeting versus a face-to-face meeting.

Q4. (For local authorities only) Have you seen a reduction in costs since implementing remote meetings in your authority?

- Yes
- No
- Unsure

Some local authorities have also made reference to the difficulty that some members have had with the remote meeting format, particularly in relation to the difficulties in managing misconduct, the challenges of working with unfamiliar software, and technological issues caused by a poor internet connection. We are keen to obtain representative views on the disadvantages of remote meetings and would particularly welcome any quantitative evidence to support these views.

Q5. What do you think are some of the disadvantages of the remote meetings arrangements, and do you have any suggestions for how they could be mitigated/overcome? Please select all that apply.

- It is harder for members to talk to one another informally
- Meetings are less accessible for local authority members or local residents who have a poor-quality internet connection
- Meetings are less accessible for local authority members or local residents who are unfamiliar with video conferencing/technology
- There is less opportunity for local residents to speak or ask questions
- Some find it more difficult to read documents online than in a physical format
- Debate is restricted by the remote format
- It is more difficult to provide effective opposition or scrutiny in a remote format
- It is more difficult to chair meetings in an orderly fashion
- Virtual meetings can be more easily dominated by individual speakers
- It might enable democratically elected members to live and perform their duties outside their local area on a permanent basis, therefore detaching them from the communities they serve
- It may create too substantial a division between the way national democracy (e.g. in the House of Commons) and local democracy is conducted
- I do not think there are any disadvantages to remote meetings
- Other (please specify)

The government considers that there are also many advantages of holding meetings face-to-face. For example, physical meetings provide numerous opportunities for local authority members to speak with one another informally and build alliances, as well as to encounter local residents in the flesh and listen to their concerns in person.

Additionally, some members have referenced the vast improvement in the quality of debate when there is a lively atmosphere and they are able to make full use of their oratory skills to persuade and influence others. Some may consider remote meetings stifling and that physical meetings are essential to effective democracy and scrutiny.

Q6. What do you think are some of the main advantages of holding face-to-face meetings, as opposed to remote meetings?

If express provision for remote meetings were made permanent, it might be preferable for the government to constrain the meetings or circumstances in which remote meetings can be held to ensure that effective democracy and scrutiny can still take place.

There are some occasions, for example, where a remote meeting format may be seen as more appropriate, such as for smaller sub-committees, meetings convened at short notice, or for meetings where attendees are drawn from a large geographical area i.e. for some joint committees, combined authorities and large rural authorities. On the other hand, there are occasions where a remote meeting format may be viewed as less appropriate, for example larger meetings involving Full Council or an authority's Annual Meeting.

Q7. If permanent arrangements were to be made for local authorities in England, for which meetings do you think they should have the option to hold remote meetings?

- For all meetings
- For most meetings with a few exceptions (please specify)
- Only for some meetings (please specify)
- I think local should be able to decide for themselves which meetings they should have the option to meet remotely
- I do not think local authorities should have the option to hold remote meetings for any meetings
- Unsure

Q8. If permanent arrangements were to be made for local authorities in England, in which circumstances do you think local authorities should have the option to hold remote meetings?

- In any circumstances
- Only in extenuating circumstances where a meeting cannot be held face-to-face or some members would be unable to attend (e.g. severe weather events, coronavirus restrictions)
- I think local authorities should be able to decide for themselves which circumstances they should have the option to meet remotely
- I do not think local authorities should have the option to hold remote meetings under any circumstances
- Other (please specify)
- Unsure

While local authorities have risen magnificently to the challenge of ensuring vital council business continues by conducting meetings remotely during these unprecedented times, there may be concerns that, if the arrangements were to be made permanent, a situation could arise where remote meetings arrangements were used by a ruling party to avoid effective scrutiny or abuse the power in some other way.

Q9. Would you have any concerns if local authorities in England were given the power to decide for themselves which meetings, and in what circumstances, they have the option to hold remote meetings?

- Yes
- No
- Unsure

Q10. If yes, do you have any suggestions for how your concerns could be mitigated/overcome?

In deciding whether and how remote meetings arrangements may be made permanent for local authorities in England, the government needs to ensure that it has due regard to the Public Sector Equality Duty. In particular, the government would need to avoid unlawfully discriminating (either directly or indirectly) against individuals with a protected characteristic, and also consider whether the arrangements advance equality of opportunity or help to foster good relations between those who share a protected characteristic and those who do not.

Many local authorities have spoken of the potential benefits that remote meetings could have for members or potential members with disabilities or young families. However, there are also those for whom remote meetings could pose additional difficulties, for example those with hearing or visual impairments or those more likely to struggle with the technology.

We are keen to consider views on these aspects of remote meetings and would particularly welcome any quantitative evidence to support views provided.

Q11. In your view, would making express provision for English local authorities to meet remotely particularly benefit or disadvantage any individuals with protected characteristics e.g. those with disabilities or caring responsibilities?

- Yes
- No
- Unsure

About this consultation

This call for evidence document and call for evidence process have been planned to adhere to the Consultation Principles issued by the Cabinet Office.

Representative groups are asked to give a summary of the people and organisations they represent, and where relevant who else they have consulted in reaching their conclusions when they respond.

Information provided in response to this call for evidence, including personal data, may be published or disclosed in accordance with the access to information regimes (these are primarily the Freedom of Information Act 2000 (FOIA), the Data Protection Act 2018 (DPA), the UK General Data Protection

Regulation, and the Environmental Information Regulations 2004.

If you want the information that you provide to be treated as confidential, please be aware that, as a public authority, the Department is bound by the Freedom of Information Act and may therefore be obliged to disclose all or some of the information you provide. In view of this it would be helpful if you could explain to us why you regard the information you have provided as confidential. If we receive a request for disclosure of the information we will take full account of your explanation, but we cannot give an assurance that confidentiality can be maintained in all circumstances. An automatic confidentiality disclaimer generated by your IT system will not, of itself, be regarded as binding on the Department.

The Ministry of Housing, Communities and Local Government will process your personal data in accordance with the law and in the majority of circumstances this will mean that your personal data will not be disclosed to third parties. A full privacy notice is included below.

Individual responses will not be acknowledged unless specifically requested.

Your opinions are valuable to us. Thank you for taking the time to read this document and respond.

Are you satisfied that this call for evidence has followed the Consultation Principles? If not or you have any other observations about how we can improve the process please contact us via the complaints procedure (<https://www.gov.uk/government/organisations/department-for-communities-and-local-government/about/complaints-procedure>).

Personal data

The following is to explain your rights and give you the information you are be entitled to under the Data Protection Act 2018.

Note that this section only refers to your personal data (your name address and anything that could be used to identify you personally) not the content of your response to the call for evidence.

1. The identity of the data controller and contact details of our Data Protection Officer.

The Ministry of Housing, Communities and Local Government (MHCLG) is the data controller. The Data Protection Officer can be contacted at dataprotection@communities.gov.uk.

2. Why we are collecting your personal data.

Your personal data is being collected as an essential part of the call for evidence process, so that we can contact you regarding your response and for statistical purposes. We may also use it to contact you about related matters.

3. Our legal basis for processing your personal data.

The Data Protection Act 2018 states that, as a government department, MHCLG may process personal data as necessary for the effective performance of a task carried out in the public interest. i.e. a call for evidence.

3. With whom we will be sharing your personal data.

We use a third-party platform, Citizen Space, to collect consultation responses. In the first instance, your personal data will be stored on their secure UK-based servers.

4. For how long we will keep your personal data, or criteria used to determine the retention period.

Your personal data will be held for two years from the closure of the call for evidence.

5. Your rights, e.g. access, rectification, erasure.

The data we are collecting is your personal data, and you have considerable say over what happens to it. You have the right:

- a. to see what data we have about you
- b. to ask us to stop using your data, but keep it on record
- c. to ask to have all or some of your data deleted or corrected
- d. to lodge a complaint with the independent Information Commissioner (ICO) if you think we are not handling your data fairly or in accordance with the law. You can contact the ICO at <https://ico.org.uk/> (<https://ico.org.uk/>), or telephone 0303 123 1113.

6. Your personal data will not be sent overseas.

7. Your personal data will not be used for any automated decision making.

8. Your personal data will be stored on a secure government IT system.

Your data will be transferred to our secure government IT system as soon as possible after the consultation has closed, and it will be stored there for the standard two years of retention before it is deleted.

Print this page

Guy Ranaweera

From: Waldron, Su <su.waldron@norfolk.gov.uk>
Sent: 19 March 2021 13:15
Subject: 1 million trees for Norfolk update (Parish Councils_5)
Attachments: 1 million trees for Norfolk update.pdf

Dear Parish Clerks

Here is a message from Norfolk County Councillor Andy Grant to update your parish on the 1 Million Trees for Norfolk initiative. Please can you circulate to your parish councillors and interested parish groups?

Dear all,

Opening in May, Norfolk County Council will be welcoming applications and offers of support to help achieve our ambitious plan to plant 1 million trees across the County, as part of our wider aims to deliver lasting environmental benefits throughout Norfolk.

By giving each County Councillor a budget to spend, we believe this will provide a strong local approach to best establish, nurture and maintain trees and hedges, working alongside our partners to ensure this is best delivered for each individual areas across Norfolk, not just adopting a one size fits all model, but a locally tailored approach.

With options including (but not limited to) planting more trees within hedgerows to setting up community tree nurseries, we look forward to welcoming applications and have provided a new map with the attached document to help applications best plan where planting can yield the most benefit.

To find out more about NCC's planting ambitions and strategy please visit [1 Million Trees for Norfolk - Norfolk County Council](#). If you would like to get in touch please email Tom Russell Grant at tree.planting@norfolk.gov.uk.

Kind regards,

Cllr Andy Grant, Norfolk County Council Cabinet Member Environment and Waste



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



Norfolk County Council

1 Million Trees for Norfolk Update:

Applications and offers of support for tree planting as part of Norfolk County Council's ambitious plan to plant 1 million trees will open in May. At this time, we will encourage landowners to step forward to establish, nurture and maintain trees and hedges to deliver lasting benefits for the environment and Norfolk.

Each County Councillor will have budget to spend on tree and hedge planting to support this great initiative. Where possible we aim to make this funding stretch further by working with partners. We have been linking up with the Woodland Trust, The Tree Council, Defra and the Forestry Commission to get a range of planting offers for the coming year.

We will ensure that the right trees are planted in the right place for the right reason. We will match the planting that communities want with the best funding sources, so that we can deliver as much planting as possible; at all scales from individual trees, gapping up existing hedgerows, up to the creation of large woodlands

As well as reducing the amount of plastic and herbicide used to establish trees, we will be asking communities to help us remove redundant plastic from old planting schemes so that it does not enter the soil and food chain.

Until we open up offers for tree planting in May, we welcome suggestions on the type of planting landowners and particularly community groups would like to carry out. So far, we have received a wide range of suggestions, such as planting more trees within hedgerows, setting up community tree nurseries and planting more roadside hedges to reduce snow drifts.

To help you understand your local area better we have produced a new map, [The Tree and Hedge Explorer](#) which shows all the trees and hedges across Norfolk. It is possible to overlay old historic maps onto this so that you can see where hedges, trees and woodlands used to be and how the trees can connect landscapes. Please use this mapping to find out more about your area and help you plan where planting could have the most benefit and link with neighbour's trees and hedges.

More than 24,884 tree and hedge plants have been planted to date on parts of Norfolk's County Farms estate to increase tree cover and improve the condition of hedges. The tree planting includes Elm trees resistant to Dutch Elm disease. The hedging plants have been planted in biodegradable spiral guards into jute matting to make sure that the plants get off to the best start and to reduce plastic and herbicide use.

Continued.../

To find out more about NCC's planting ambitions and strategy please visit [1 Million Trees for Norfolk - Norfolk County Council](#). If you would like to get in touch please email Tom Russell Grant at tree.planting@norfolk.gov.uk.



Bradwell Community Tree Planting (copyright Ed Stocker, NCC)

COUNCIL MEETING – 21 April 2021

Report of the Town Clerk

COMMUNITY BUILDINGS, ALLOTMENTS, PARKS AND OPEN SPACES

1.1 The Recreation Ground

The prohibition of team sports contained within the recent national COVID restrictions has meant that many football teams who play on the Recreation Ground have missed a significant number of matches. In order to mitigate this loss, I have agreed that football teams may continue to play matches until the end of June. This extended 'season' crosses over with Sprowston Junior School's use of the Rec for their spring and summer activities. As a result, line markings for the school's running track and other athletic activities will overlap two mini-pitches and part of one of the full-sized football pitches. Line marking for the school's activities will be made in yellow to help users identify the different types of markings. Football teams and the school have been advised and are content to continue on this basis.

CEMETERY

2.1 No matters to report

STREET LIGHTING

3.1 No matters to report

CENTRAL ADMINISTRATION AND PERSONNEL

4.1 No matters to report.

PLANNING AND TRANSPORTATION

5.1 White House Farm Open Space

The open space, ear marked for a Council park, behind White House Farm School has been cleared by the developer. Whilst the developer is still procuring play equipment, I will continue to liaise with them and Broadland to have the area opened to the public as soon as possible.

ATTACHMENTS

6.1 None



Guy Ranaweera
Town Clerk

Sprowston Town Council
PLANNING APPLICATIONS – 21 APRIL 2021

Broadland DC App. No	Location	Description	Type
20210196	171 Wroxham Road, Sprowston, NR7 8AG	Two storey side extension and single storey rear extension. <i>Note: Council raised no objections to previous application</i>	Householder (Reconsultation due to amended plans)
20210483	17 Greenborough Road, Sprowston, NR7 9HQ	Erection of single storey rear extension and new dormer windows to front and rear elevations	Householder
20210532	3 Linton Crescent, Sprowston, NR7 8NN	Single storey rear extension	Householder
20210594	4 Creance Road, Sprowston, NR7 8JW	Rear extension & flat roof changed to tiled hipped roof	Householder
20210652	113 Moore Avenue, Sprowston, NR6 7LG No plans available at this time	To change existing hip roof to gable end. Extension to existing first floor bedroom and new dormers.	Householder
20210680	Land East of Buxton Road, Spixworth <i>(Note: Location is in Spixworth, adjacent to boundary with Sprowston)</i>	Details for conditions 12 (construction traffic management plan), 14 (wheel cleaning facilities) and 23 (fire hydrants) of 20141725	Approval Of Details Reserved By Condition

Broadland District Council Planning Decisions in Sprowston

Broadland planning decisions for week beginning 29th March 2021.

Application Number 20210086

Development Address 26 Lone Barn Road, Sprowston, NR7 8HZ

Development Description Conversion of loft space to create bedroom and bathroom using a front and rear dormer.

Decision Full Approval

Decision Date 31/03/2021

Application Number 20210325

Development Address 36 Alford Grove, Sprowston, NR7 8XB

Development Description Proposed single storey rear extension, extending 5.165m from the rear wall of the original dwelling house, with a maximum height of 3.350m and an eaves height of 3.350m

Decision Not Required

Decision Date 31/03/2021

Broadland planning decisions for week beginning 5th April 2021.

Application Number 20190095

Development Address Land at Blue Boar Lane, Sprowston, NR7 8RN

Development Description Details for Condition 13 following grant of Planning Permission 20080367 - Design, Construction & Surfacing of all Roadways, Footpaths, Cycleways & External Lighting for land parcels TW3 and TW4.

Decision Approve

Decision Date 07/04/2021

Application Number 20191934

Development Address Land South of Salhouse Road, Sprowston

Development Description Details Reserved by Conditions 19 (Surface Water Drainage Strategy) and 21 (Foul Water Drainage Strategy) of Planning Permission 20160498 (Phase 1)

Decision Approve

Decision Date 06/04/2021

Application Number 20202292

Development Address Land south of Salhouse Road, Sprowston

Development Description Details for condition 19 of 20160498 - (19) surface water drainage scheme

Decision Approve

Decision Date 08/04/2021

Application Number 20210277

Development Address 148 Wroxham Road, Sprowston, NR7 8EZ

Development Description First Floor Front Extension
Decision Full Approval
Decision Date 09/04/2021

Application Number 20210338
Development Address Glenburn House,4 Glenburn Avenue,Sprowston,NR7 8DU
Development Description Proposed single storey rear extension, extending 5m from the rear wall of the original dwelling house, with a maximum height of 3m and an eaves height of 3m (Prior Notification)
Decision Not Required
Decision Date 06/04/2021

Application Number 20210418
Development Address 6 St Marys Grove,Sprowston,NR7 8DJ
Development Description Proposed extensions & alterations
Decision Full Approval
Decision Date 08/04/2021

Application Number 20210601
Development Address 3 Blithewood Gardens,Sprowston,NR7 8PR
Development Description Non-material amendment following grant of Planning Permission 20190579 Change Window to Door
Decision Agrees
Decision Date 08/04/2021

Broadland planning decisions for week beginning 22nd March 2021.

Application Number 20202262
Development Address Unit D10 Communications House,Pinetrees Road, Sprowston,NR7 9BB
Development Description Change of use from a business unit for industrial and warehousing use to adult services day centre for The Hamlet Centre Trust
Decision Full Refusal
Decision Date 22/03/2021

Application Number 20210131
Development Address 5 Lowry Cole Road,Sprowston,Norwich,NR6 7QT
Development Description Single story rear extension
Decision Full Approval
Decision Date 22/03/2021

Application Number 20210139
Development Address The Workshop,Laundry Lane,Sprowston,NR7 8SB
Development Description Proposed change of use of unused storage building to car workshop
Decision Full Approval
Decision Date 22/03/2021

Application Number 20210394

Development Address Sprowston High School, Cannerby Lane, Sprowston, NR7 8NE

Development Description Removal of existing modular classbase and shipping containers; erection of a new 2 storey 14 classbase and library building with associated group rooms, staff room and ancillary accommodation; provision of additional 30 new car park spaces through conversion of existing hard standing; creation of 2nr new multi use games areas on existing playing field; creation of temporary 41 space car park for duration of proposed works.:

Decision Observations

Decision Date 23/03/2021

Sprowston Town Council year ending 31st March 2021

Summary Income & Expenditure by Budget Heading year to date to

31st March 2021

	<u>Actual</u> <u>Year to Date</u>	<u>Annual</u> <u>Budget</u>	<u>Variance to</u> <u>Annual Total</u>	<u>Committed</u> <u>Expenditure</u>	<u>Funds</u> <u>Available</u>	<u>% Budget</u> <u>Spent</u>
<u>Administration</u>						
Expenditure	168,010	173,220	5,210	0	5,210	97.0%
Income/Precept	176,787	173,220	-3,567			
<u>Allotments</u>						
Expenditure	4,815	6,375	1,560	0	1,560	75.5%
Income/Precept	6,357	6,375	18			
<u>Cemetery</u>						
Expenditure	93,528	114,710	21,182	0	21,182	81.5%
Income/Precept	144,469	114,710	-29,759			
<u>Grants</u>						
Expenditure	18,490	16,500	-1,990	0	-1,990	112.1%
Income/Precept	18,824	16,500	-24			
<u>Diamond Centre</u>						
Expenditure	212,298	253,200	40,902	0	40,902	83.8%
Income/Precept	224,028	253,200	29,172			
<u>Parks</u>						
Expenditure	161,354	241,368	80,014	0	80,014	66.8%
Income/Precept	256,850	241,368	-15,482			
<u>Street Scene</u>						
Expenditure	44,300	72,738	28,438	0	28,438	60.9%
Precept	72,738	72,738	0			
<u>Viking Community Hub</u>						
Expenditure	950					
Precept	0					
<u>Held Funds</u>						
Expenditure	90					
Income	251					
<u>Totals</u>						
Expenditure	703,836	878,111	175,315	0	175,315	80.2%
Income	212,291	190,100	-19,640			
Precept	688,011	688,011				
Transfers from reserves						
<u>Surplus / (Shortfall)</u>	196,466	0				

Sprowston Town Council year ending 31st March 2021

Detailed Income & Expenditure by Cost Centre year to date to

31st March 2021

Administration

	<u>Actual</u>	<u>Annual</u>	<u>Variance to</u>	<u>Committed</u>	<u>Funds</u>	<u>% Budget</u>
	<u>Year to Date</u>	<u>Budget</u>	<u>Annual Total</u>	<u>Expenditure</u>	<u>Available</u>	<u>Spent</u>
<u>Expenditure</u>						
6001	Wages/Salaries	98,919	101,000	2,081	2,081	97.9%
6002	Employers Ni	9,914	10,200	286	286	97.2%
6003	Employers Speranuuation	22,751	22,500	-251	-251	101.1%
7005	Administration - Building Repairs	0	800	800	800	0.0%
7008	Administration - Insurance	6,405	7,600	1,195	1,195	84.3%
7009	Administration - Legal Fees	3,801	3,000	-801	-801	126.7%
7010	Administration - Bank Charges & Interest Charges	581	500	-81	-81	116.2%
7012	Administration - Audit Fees	2,802	3,500	699	699	80.0%
7013	Administration - Town News Letter	1,894	3,200	1,306	1,306	59.2%
7014	Administration - Election Expenses	0	4,000	4,000	4,000	0.0%
7015	Administration - Travelling	98	400	302	302	24.6%
7016	Administration - Phone/Communications	0	0	0	0	0.0%
7017	Administration - IT	13,184	7,800	-5,384	-5,384	169.0%
7018	Administration - Website	525	2,000	1,475	1,475	26.3%
7020	Administration - Postage	81	100	19	19	81.2%
7021	Administration - Stationery	688	1,000	312	312	68.8%
7022	Administration - Printing & Photocopying	333	600	267	267	55.5%
7023	Administration - Recreation Ground Council Office	0	0	0	0	0.0%
7024	Administration - Advertising	0	100	100	100	0.0%
7025	Administration - Subscriptions	2,061	2,500	439	439	82.4%
7026	Administration - Publications	0	60	60	60	0.0%
7027	Administration - Training	0	850	850	850	0.0%
7028	Administration - Health & Safety	0	50	50	50	0.0%
7029	Administration - Equipment Lease	1,365	1,160	-205	-205	117.6%
7030	Administration - Chairmans Allowance	32	200	168	168	15.9%
7040	Administration - Covid 19 Expenses	2,576	0	-2,576	-2,576	0.0%
5002	Administration - Sundries & Contingencies	0	100	100	100	0.0%
<u>Total Expenditure</u>		168,010	173,220	5,210	0	97.0%
<u>Income</u>						
4006	Administration - Bank & Investment Income	1,827	5,000	3,173		
4021	Administration - CIL	6,739	0	-6,739		
4090	Administration - Precept	168,220	168,220	0		
			0	0		
<u>Total Income</u>		176,787	173,220	-3,567		
<u>Transfer from reserves</u>		0	0			
<u>Surplus / (Shortfall)</u>		8,776	0			

Sprowston Town Council year ending 31st March 2021**Detailed Income & Expenditure by Cost Centre year to date to****31st March 2021****Allotments**

	<u>Actual</u> <u>Year to Date</u>	<u>Annual</u> <u>Budget</u>	<u>Variance to</u> <u>Annual Total</u>	<u>Committed</u> <u>Expenditure</u>	<u>Funds</u> <u>Available</u>	<u>% Budget</u> <u>Spent</u>
<u>Expenditure</u>						
6101	Allotments - Gross Pay	2,658	3,000	342	342	88.6%
6102	Allotments - Ers Ni	220	225	5	5	97.8%
6103	Allotments - Superannuation	611	650	39	39	94.1%
5101	Allotments - Vermin Control	480	600	120	120	80.0%
7104	Allotments - Water	785	800	15	15	98.1%
7106	Allotments - General Repairs	60	1,000	940	940	6.0%
5102	Allotments - Sundries & Contingencies	0	100	100	100	0.0%
	<u>Total Expenditure</u>	4,815	6,375	1,560	0	75.5%
<u>Income</u>						
4101	Allotments - Allotment Rental	3,496	3,500	4		
4102	Allotments - Water Charges Received	736	750	14		
4091	Allotments - Precept	2,125	2,125	0		
			0	0		
	<u>Total Income</u>	6,357	6,375	18		
	<u>Surplus / (Shortfall)</u>	1,542	0			

Sprowston Town Council year ending 31st March 2021**Detailed Income & Expenditure by Cost Centre year to date to****31st March 2021****Cemetery**

	<u>Actual</u> Year to Date	<u>Annual</u> Budget	<u>Variance to</u> Annual Total	<u>Committed</u> Expenditure	<u>Funds</u> Available	<u>% Budget</u> Spent
<u>Expenditure</u>						
6201 Cemetery - Gross Pay	47,852	52,500	4,648		4,648	91.1%
6202 Cemetery - Ers Ni	4,128	4,400	272		272	93.8%
6203 Cemetery - Superannuation	11,006	11,700	694		694	94.1%
5201 Cemetery - Vermin Control	0	1,100	1,100		1,100	0.0%
5211 Cemetery - Trees, Shrubs & Plants	693	1,000	307		307	69.3%
5215 Cemetery - Waste Disposal & Skip Hire	2,298	2,000	-298		-298	114.9%
5220 Cemetery - Maintenance	987	1,000	13		13	98.7%
5221 Cemetery - Memorial Wall Expenses	1,235	500	-735		-735	247.0%
5223 Cemetery - Memorial Safety Repairs	0	150	150		150	0.0%
7202 Cemetery - Rates	2,420	2,500	80		80	96.8%
7203 Cemetery - Heat & Light	243	600	357		357	40.4%
7204 Cemetery - Water	96	160	64		64	60.2%
7205 Cemetery - Opening/Closing Gates	972	1,500	528		528	64.8%
7207 Cemetery - Cleaning	0	2,000	2,000		2,000	0.0%
7208 Cemetery - Vehicle & Storage Shed	0	8,000	8,000		8,000	0.0%
7211 Cemetery - Loan Charges	21,548	25,500	3,952		3,952	84.5%
5202 Cemetery - Sundries & Contingencies	50	100	50		50	50.0%
<u>Total Expenditure</u>	93,528	114,710	21,182	0	21,182	81.5%
<u>Income</u>						
4203 Cemetery - Graves	66,199	47,000	-19,199			
4204 Cemetery - Interment	40,148	30,000	-10,148			
4205 Cemetery - Memorials & Inscriptions	10,412	10,000	-412			
4092 Cemetery - Precept	27,710	27,710	0			
	0	0	0			
<u>Total Income</u>	144,469	114,710	-29,759			
<u>Transfer from reserves</u>	0	0				
<u>Surplus / (Shortfall)</u>	50,941	0				

Sprowston Town Council year ending 31st March 2021**Detailed Income & Expenditure by Cost Centre year to date to****31st March 2021****Grants**

	<u>Actual</u>	<u>Annual</u>	<u>Variance to</u>	<u>Committed</u>	<u>Funds</u>	<u>% Budget</u>	
	<u>Year to Date</u>	<u>Budget</u>	<u>Annual Total</u>	<u>Expenditure</u>	<u>Available</u>	<u>Spent</u>	
<u>Expenditure</u>							
5307	Grants - Donations	6,190	6,500	310	310	95.2%	
5308	Grants - Sprowston Coronavirus Help Group Exp.	2,300	0	-2,300	-2,300	0.0%	
5311	SYEP-Outreach Worker	10,000	10,000	0	0	100.0%	
	<u>Total Expenditure</u>	<u>18,490</u>	<u>16,500</u>	<u>-1,990</u>	<u>0</u>	<u>-1,990</u>	<u>112.1%</u>
<u>Income</u>							
4305	Grants- Corona Virus	2,300	0				
4307	Grants Textile Recycling Credits 2019/20	24	0	-24			
4321	Grants						
4093	Precept - Grant Element	16,500	16,500	0			
		0	0	0			
	<u>Total Income</u>	<u>18,824</u>	<u>16,500</u>	<u>-24</u>			
	<u>Surplus / (Shortfall)</u>	<u>334</u>	<u>0</u>				

Sprowston Town Council year ending 31st March 2021**Detailed Income & Expenditure by Cost Centre year to date to****31st March 2021****Diamond Centre**

	<u>Actual</u> Year to Date	<u>Annual</u> Budget	<u>Variance to</u> Annual Total	<u>Committed</u> Expenditure	<u>Funds</u> Available	<u>% Budget</u> Spent	
<u>Expenditure</u>							
5415	Diamond Centre - Waste Disposal & Skip Hire	585	600	15	15	97.5%	
5421	Diamond Centre - Room Hire Expenses	1,030	3,500	2,470	2,470	29.4%	
5422	Diamond Centre - Equipment/Purchases	0	2,000	2,000	2,000	0.0%	
5424	Diamond Centre - Nursery Costs	0	500	500	500	0.0%	
5425	Diamond Centre - Phase 4 Retention	0	0	0	0	0.0%	
7402	Diamond Centre - Rates	15,469	18,000	2,531	2,531	85.9%	
7403	Diamond Centre - Heat & Light	11,426	16,000	4,574	4,574	71.4%	
7404	Diamond Centre - Water	588	1,500	912	912	39.2%	
7405	Diamond Centre - Building Repairs	2,747	1,000	-1,747	-1,747	0.0%	
7406	Diamond Centre - General Repairs	0	0	0	0	0.0%	
7407	Diamond Centre - Cleaning & Supplies	61,171	75,000	13,829	13,829	81.6%	
7408	Diamond Centre - Maintenance	3,828	9,000	5,172	5,172	42.5%	
7411	Diamond Centre - Loan Charges	115,445	126,000	10,555	10,555	91.6%	
7416	Diamond Centre - Phone/Communications	0	0	0	0	0.0%	
5402	Diamond Centre - Sundries & Contingencies	10	100	90	90	10.0%	
	<u>Total Expenditure</u>	212,298	253,200	40,902	0	40,902	83.8%
<u>Income</u>							
4415	Diamond Centre - Hire of	18,470	70,000	51,530			
4416	Diamond Centre - Field Hire	0	0	0			
4417	Diamond Centre - Cinema Receipts	0	2,500	2,500			
4418	Diamond Centre - Grants Received	24,857	0	-24,857			
4094	Diamond Centre - Precept	180,700	180,700	0			
		0	0	0			
	<u>Total Income</u>	224,028	253,200	29,172			
	Transfer from reserves	0	0				
	<u>Surplus / (Shortfall)</u>	11,730	0				

Sprowston Town Council year ending 31st March 2021

Detailed Income & Expenditure by Cost Centre year to date to

31st March 2021

Parks

	<u>Actual</u> Year to Date	<u>Annual</u> Budget	<u>Variance to</u> <u>Annual Total</u>	<u>Committed</u> <u>Expenditure</u>	<u>Funds</u> <u>Available</u>	<u>% Budget</u> <u>Spent</u>	
<u>Expenditure</u>							
6501	Parks - Gross Pay	55,828	60,200	4,372	4,372	92.7%	
6502	Parks - Ers Ni	4,825	5,000	175	175	96.5%	
6503	Parks - Superannuation	12,840	13,600	760	760	94.4%	
5508	Parks - Machinery Tool Repair/Replace	30,540	40,000	9,460	9,460	76.3%	
5509	Parks - Playground Equipment Repairs	560	9,000	8,440	8,440	6.2%	
5510	Parks - Horticultural Consumables	432	2,000	1,568	1,568	21.6%	
5511	Parks - Trees, Shrubs & Plants	2,059	3,500	1,441	1,441	58.8%	
5512	Parks - Sports Pitches Consumables	1,450	1,000	-450	-450	145.0%	
5513	Parks - Paths, Seats & Signs, Shelter	-400	16,368	16,768	16,768	-2.4%	
5514	Parks - Fencing, Gates & Walls	-100	10,000	10,100	10,100	-1.0%	
5515	Parks - Waste Disposal & Skip Hire	1,528	2,500	972	972	61.1%	
5516	Parks - Fuel for Machinery	1,663	4,000	2,337	2,337	41.6%	
5517	Parks - Health & Safety inc Protective Clothing	2,693	5,000	2,307	2,307	53.9%	
5518	Parks - Pavilion	0	0	0	0	0.0%	
5520	Parks- Dogs & Litter Bins	6,642	6,500	-142	-142	102.2%	
7502	Parks - Rates	14,471	15,000	529	529	96.5%	
7503	Parks - Heat & Light	1,815	7,000	5,185	5,185	25.9%	
7504	Parks - Water	3,591	6,000	2,409	2,409	59.9%	
7505	Parks - Building Repairs	7,168	4,000	-3,168	-3,168	179.2%	
7507	Parks - Cleaning & Supplies	796	2,500	1,704	1,704	31.8%	
7511	Parks - Loan Charges	12,831	26,000	13,169	13,169	49.3%	
7516	Parks - Phone/Communications	86	100	14	14	85.9%	
7519	Parks - Training	0	2,000	2,000	2,000	0.0%	
5502	Parks - Sundries & Contingencies	36	100	64	64	35.7%	
	<u>Total Expenditure</u>	161,354	241,368	80,014	0	80,014	66.8%
<u>Income</u>							
4508	Parks - Bowling Green Fees	1,018	3,700	2,682			
4509	Parks - Cricket Square Fees	0	0	0			
4510	Parks - Football Pitch Fees	4,292	4,500	208			
4511	Parks - Tennis Court Fees	0	0	0			
4512	Parks - Pavillion Hire Fees	0	750	750			
4513	Parks - Delegated Verge Cutting	11,031	11,100	69			
4514	Parks - Grants Received	19,907	0	-19,907			
4519	Parks - Recreation Ground Hire	583	800	217			
4520	Parks - Hire of Recreation Ground Office	0	500	500			
4095	Parks - Precept	220,018	220,018	0			
			0	0			
	<u>Total Income</u>	256,850	241,368	-15,482			
	<u>Transfer from reserves</u>	0	0				
	<u>Surplus / (Shortfall)</u>	95,495	0				

Sprowston Town Council year ending 31st March 2021

Detailed Income & Expenditure by Cost Centre year to date to

31st March 2021

Street Scene

	<u>Actual</u> <u>Year to Date</u>	<u>Annual</u> <u>Budget</u>	<u>Variance to</u> <u>Annual Total</u>	<u>Committed</u> <u>Expenditure</u>	<u>Funds</u> <u>Available</u>	<u>% Budget</u> <u>Spent</u>	
<u>Expenditure</u>							
5603	Street Scene - Light Maintenance	11,560	15,000	3,440	3,440	77.1%	
5604	Street Scene - Notice Board & Signs	0	3,500	3,500	3,500	0.0%	
5605	Street Scene - Grass Verges	0	1,000	1,000	1,000	0.0%	
5606	Street Scene -Shelters	-1,780	15,138	16,918	16,918	-11.8%	
7603	Street Scene - Heat & Light	34,520	38,000	3,480	3,480	90.8%	
7611	Street Scene - Loan Charges	0	0	0	0	0.0%	
5602	Street Scene - Sundries & Contingencies	0	100	100	100	0.0%	
<u>Total Expenditure</u>		<u>44,300</u>	<u>72,738</u>	<u>28,438</u>	<u>0</u>	<u>28,438</u>	<u>60.9%</u>
<u>Income</u>							
4096	Street Scene - Precept	72,738	72,738	0			
<u>Total Income</u>		<u>72,738</u>	<u>72,738</u>	<u>0</u>			
<u>Surplus / (Shortfall)</u>		<u>28,438</u>	<u>0</u>				

Sprowston Town Council year ending 31st March 2021

Detailed Income & Expenditure by Cost Centre year to date to

31st March 2021

Viking Community Hub Development

Phase 5

	<u>Actual</u> Year to Date	<u>Annual</u> Budget	<u>Variance to</u> Annual Total	<u>Committed</u> Expenditure	<u>Funds</u> Available	<u>% Budget</u> Spent
<u>Expenditure</u>						
5702 Viking Hub - Professional Fees	950	0	-950		-950	0.0%
5703 Viking Hub - Rates	0	0	0		0	0.0%
5704 Viking Hub - Water	0	0	0		0	0.0%
5705 Viking Hub - Caretaking/Cleaning	0	0	0		0	0.0%
5706 Viking Hub - Heat & Light	0	0	0		0	0.0%
5707 Viking Hub - Loan Charges	0	0	0		0	0.0%
5708 Viking Hub - Sundries & Contingencies	0	0	0		0	0.0%

%

Total Expenditure 950 0 -950 0 -950 0.0%

Income

Viking Hub - Rental income 0 0 0

Total Income 0 0 0

Surplus / (Shortfall) (950) 0

Sprowston Town Council year ending 31st March 2020

Detailed Income & Expenditure by Cost Centre year to date to

31st March 2021

Dementia Café/Heritage

	<u>Actual</u> <u>Year to Date</u>	<u>Annual</u> <u>Budget</u>	<u>Variance to</u> <u>Annual Total</u>	<u>Committed</u> <u>Expenditure</u>	<u>Funds</u> <u>Available</u>	<u>% Budget</u> <u>Spent</u>
<u>Expenditure</u>						
5309 Dementia Café						
5309 Heritage Society	90					
<u>Total Expenditure</u>	90		0	0	0	
<u>Income</u>						
4321 Dementia Café	251					
4321 Heritage Society			0	0		
<u>Total Income</u>	251		0			
<u>Surplus / (Shortfall)</u>	161					
Held funds @ 31/03/2021						
Dementia Café Fund	2848.11					
Heritage Fund	3054.74					

Sprowston Town Council year ending 31st March 2021

Bank Accounts & Cash

31st March 2021

1200	STC - General Account	9,497
1201	STC - Business Premium Account	0
1202	STC - Drawings Account	270
1203	STC - Salaries Account	783
1204	STC - Petty Cash Imprest Account	0
1205	STC - Treasury Deposits	0
1206	STC - Business Saver Account	0
1207	STC - Active Saver Account	716,736
1209	STC - Barclaycard Account	-503
1210	STC - Petty Cash Account	66

Total Bank & Cash Balances **726,849**

Cash Book

Opening Balance 01/04/2020	549,406
Add: Total Cash Receipts in year	876,664
Deduct: Total Cash Payments in year	(699,220)
Round Up	-1
	<u>726,849</u>

Sprowston Town Council year ending 31st March 2021

Balance Sheet as at 31st March 2021

Current Assets

Sales Ledger	8,313
Other Debtors	0
Prepayments	828
Vat Refund	14,497
Cash at Bank & in Hand	726,849
	<hr/>
	750,487
	<hr/>

Current Liabilities

Purchase Ledger	4,616
Receipts in Advance	0
Sundry Creditors	0
Salaries	
Paye & Ni	0
Pensions	0
	<hr/>
	4,616
	<hr/>
	745,871
	<hr/>

Reserves

Play Equipment Renewals Fund	30,000
Machinery Renewals Fund	20,000
Maintenance	25,000
Town Council Election Fund	6,000
Street Lighting Renewals Fund	45,000
CIL Reserve Fund	6,739
Contingency Reserve Fund	200,000
Capital Fund	0
Diamond Centre Phase 4 Fund	35,000
Heritage Fund	3,055
Dementia Café Fund	2,848
General Fund	175,763
General Fund (P&L Acc) - current year	196,466
Round up	-1
	<hr/>
	745,871
	<hr/>

Sprowston Town Council

Payments

Meeting Date: 21st April 2021

<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>
Ben Burgess & Co.Ltd						
30/03/2021	480534	Hire:Vertidrain	525.00	105.00	630.00	1
Copy IT Digital Solutions Ltd						
08/04/2021	8071119560	Photocopies:25/02/2021-31/03/2021	54.54	10.91	65.45	2
Cozens (UK) Ltd						
31/03/2021	5780	SDC:Sports hall socket,light, gents toilets	135.00	27.00	162.00	3
31/03/2021	5780	Recreation Ground,Sparhawk Lights toilets	143.00	28.60	171.60	
31/03/2021	5781	LED Cranes Croft Rd,Chopyings Dole Close	790.00	158.00	948.00	
07/04/2021	5793	Street Lighting Maintenance:March 2021	600.00	120.00	720.00	
			1,668.00	333.60	2,001.60	
Susan Formosa						
31/03/2021		Postage: March 2021	7.65		7.65	4
Heritage Contract Services Ltd						
01/04/2021	927226	Caretaker/Cleaning Services May 2021	4,773.26	954.65	5,727.91	5
05/04/2021	927240	Easter Litter Picking :Extra hours	188.65	37.73	226.38	
07/04/2021	927236	Toilet Rolls	58.48	11.70	70.18	
			5,020.39	1,004.08	6,024.47	

Sprowston Town Council

Direct Debit Payments

Meeting

Date: 21st April 2021

<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>DIRECT</u>
The AF Group Ltd						
31/03/2021	808898	Vodafone March 2021	40.53	8.11	48.64	DEBIT
31/03/2021	808898	Screwfix:Cutting Disc,Barrier Tape	34.97	6.99	41.96	
			75.50	15.10	90.60	
Barclaycard						
31/03/2021	14844360321	PDQ Rental,Transaction Charges	49.80	5.96	55.76	DEBIT
Total Gas & Power						
11/04/2021	234934430/21	Floodlights: March 2021	13.00	0.65	13.65	DEBIT
11/04/2021	234934441/21	Diamond Centre:March 2021	271.70	54.34	326.04	
11/04/2021	234902431/21	Streetlights: March 2021	2,486.52	497.31	2,983.83	
11/04/2021	235169654/21	Streetlight Sensors : March 2021	77.20	15.45	92.65	
			2,848.42	567.75	3,416.17	
Veolia Environmental Services						
31/03/2021	SIO1202694	All sites skip hire	599.80	119.96	719.76	DEBIT
Total Direct Debits			3,573.52	708.77		

Sprowston Town Council

Barclaycard Payments

Meeting Date: 21st April 2021

<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Invoice Detail</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
30/03/2021	14811007789	P.Bowyer Associates Ltd Dyno,Bowyer :Unblock Drain Toilet	135.00	27.00	162.00
		Total of Payments Due by Direct Debit	135.00	27.00	162.00