

Sprowston Town Council

22 February 2023

Viking Centre Update

1. Planning Application

Council's planning application for renovation and extension of the former Royal Bengal Restaurant/Viking Public House was submitted in December 2022.

On January 5th 2023 NCC Highways objected on the basis that the proposed site plan encroached on the Highways boundary.

A revised site plan has been submitted which should resolve the Highway boundary issue. A decision on the application is expected imminently.

Please see the following attachments for full details of the NCC Highways boundary objection and the proposed resolution:

- 2023_01_05 Highways Consultee Comment
- Bidwells reply letter to Highways Authority
- 1st Proposed Site Layout Plan - Prior to Highways Objection
- 2nd Proposed Site Layout Plan - Amended Due to Highways Objection
- Highways Boundary Plan, Tills Road Sprowston

As and when full permission is granted, Bidwells will commence tendering for contractors to undertake the refurbishment and building works.

2. Preparatory Works

Prior to commencement of full building works, preparatory strip out works will begin in w/c 27th February 2023. These works will involve removing interior décor, bar area, wall panels, false ceilings, kitchen equipment, flooring etc.

3. Option to Tax

Our tax consultants, DCK Accounting Solutions Ltd, have confirmed that an Option to Tax is the best way forward to ensure recovery of all VAT on redevelopment costs.

In order to apply to HMRC for an option to tax, the following resolution first needs to be adopted by Council.

Sprowston Town Council Resolution required:

- ❖ ***"To exercise the Option to Tax on the Viking Centre, Tills Road, Sprowston (former-Royal Bengal Restaurant/Viking Public House), effective from 1st March 2023 and to hereby authorise the Town Clerk to sign all necessary documentation in connection therewith"***

A copy of the resolution (certified by the Chairman), will be required to accompany any submissions to HMRC.

G. Ranaweera
Town Clerk



Planning Officer
Broadland District Council
Thorpe Lodge
1 Yarmouth Road
Thorpe St Andrew
Norwich
Norfolk
NR7 0DU

NCC contact number: 0344 800 8020
Text Relay - 18001 0344 800 8020

Your Ref: 20221985
Date: 5 January 2023

My Ref: 9/5/22/1985
Tel No.: 01603 989883
Email: lauren.sadd@norfolk.gov.uk

Dear Planning Officer

**Sprowston: Change of use from a restaurant & associated living quarters (Use Class E) to a Community Facility (Use Class F2) with cafe (Use Class E(b)), and flexible office space (Class E (g)(i)), alongside an extension & other associated works
Former Viking Public House, Tills Road, Sprowston, NR6 7QZ**

With reference to the consultation received recently to the above development proposal.

Having considered the information submitted I would not have an objection in principle to the proposal. However, the metal fence with gates and the bin store at the south west corner of the plot would form an encroachment of the highway and therefore this needs amending. In addition the Highway Authority wish to see the gates removed from the proposal and a 5 metre opening access provided at both points shown on the plan for this shared access. The gates prevent two vehicles passing within the access.

Consequently, could the applicant be asked to provide an amended plan to take account of the points described above.

I look forward to receiving further information which will help me to comment on the application.

Information - Please be aware it is the applicants responsibility to clarify the boundary with the public highway. Private structures such as fences or walls will not be permitted on highway land. The highway boundary may not match the applicants title plan. Please contact the highway research team at highway.boundaries@norfolk.gov.uk for further details.

Yours sincerely

Lauren Sadd

Highway Development Management Officer
for Executive Director for Community and Environmental Services

Lauren Sadd
Highways Development Management Officer
Community and Environmental Services
County Hall
Martineau Lane
Norwich
NR1 2SG

Dear Lauren

THE VIKING PUBLIC HOUSE, TILLS ROAD, NORWICH (Ref: 20221985)

Having considered your consultation responses, we have now obtained the highways boundary plan and therefore have amended the external works so the fence and gates are positioned away from the highways boundary. As stated within our Design and Access Statement, the perimeter is required to be secured after use and hence the reason for having the gates and fencing to avoid the misuse of the parking areas and provide security to the site. We have checked our title deeds and confirm that there are no rights of way and we have full freehold title over this area.

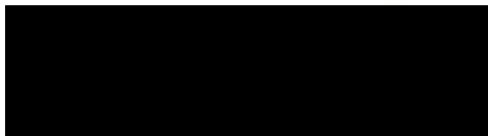
We have considered your proposals with regards to the width of the access gates and, accordingly, we have created a one way system through the car park which will be clearly demarked on the ground and with signage of the one way system.

The bin store has been relocated away from the highways boundary.

We trust the revised plan addresses your concerns regarding the application and if you have any further comments then please let us know.

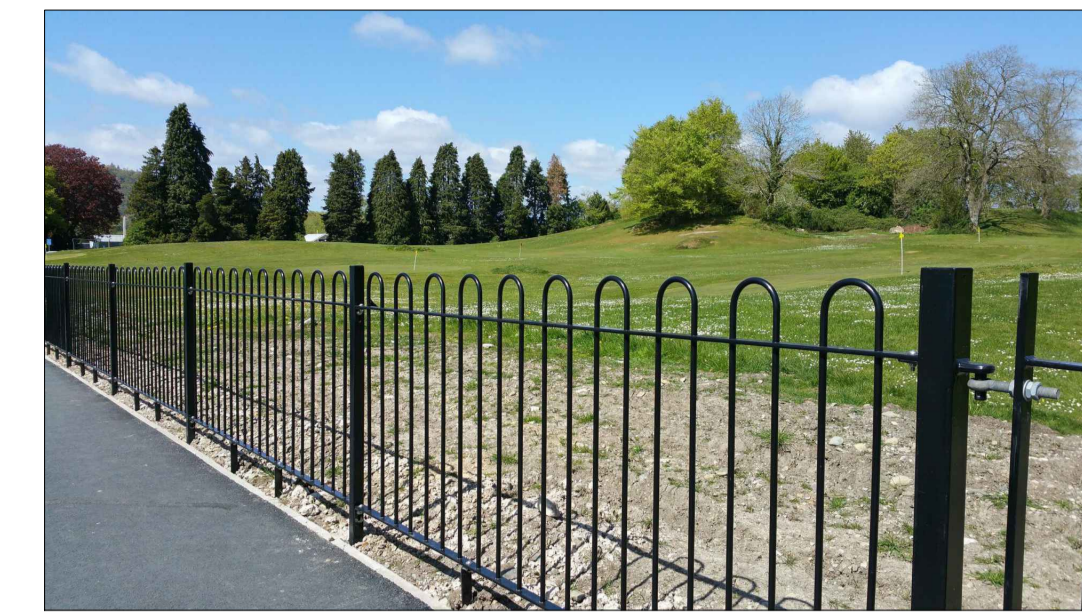
With kind regards,

Yours sincerely



Jason Menezes BSc (Hons) MRICS
Partner, Building Surveying

1st Proposed Site Layout Plan - Prior to Highways Objection



Bow-top metal fence



Bi-Store Cycle Shelter

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rev:	date:	description:	by:
C	22/11/22	Redesigned to suit access requirements for telecom mast	SDL
B	04/05/22	Issued for PLANNING	SDL
A	17/03/22	Various amendments following public consultation: Issued for COMMENT	SDL



Paul Robinson
PARTNERSHIP
ARCHITECTURE + SURVEYING

6 Octagon Business Park,
Hospital Road, Little Plumstead,
Norwich, NR13 5FH
tel: 01603 397057
e-mail: design@prpartnership.co.uk
web: www.paulrobinsonpartnership.co.uk

client:
**Bidwells LLP on behalf of
Sprowston Town Council**

location:
**Former Viking Pub, Tills Road,
Norwich, NR6 7QZ**

title:
**The Viking Centre
PROPOSED
Site Layout Plan**

scale @ A1:
1:100

date:
Jan '22

project no:
8341

drawn by:
SDL

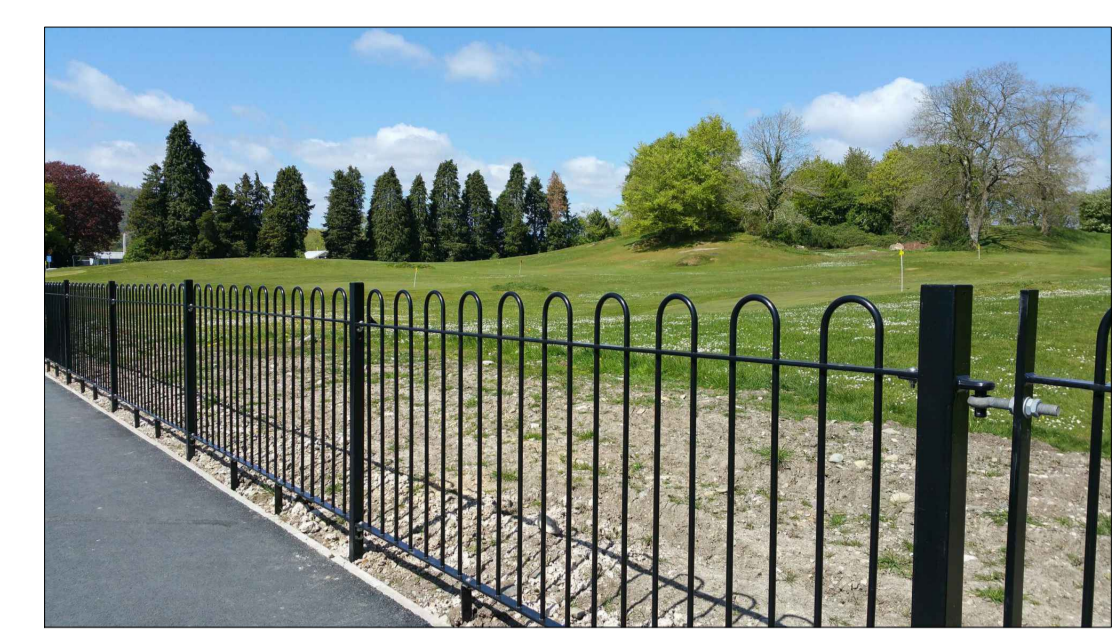
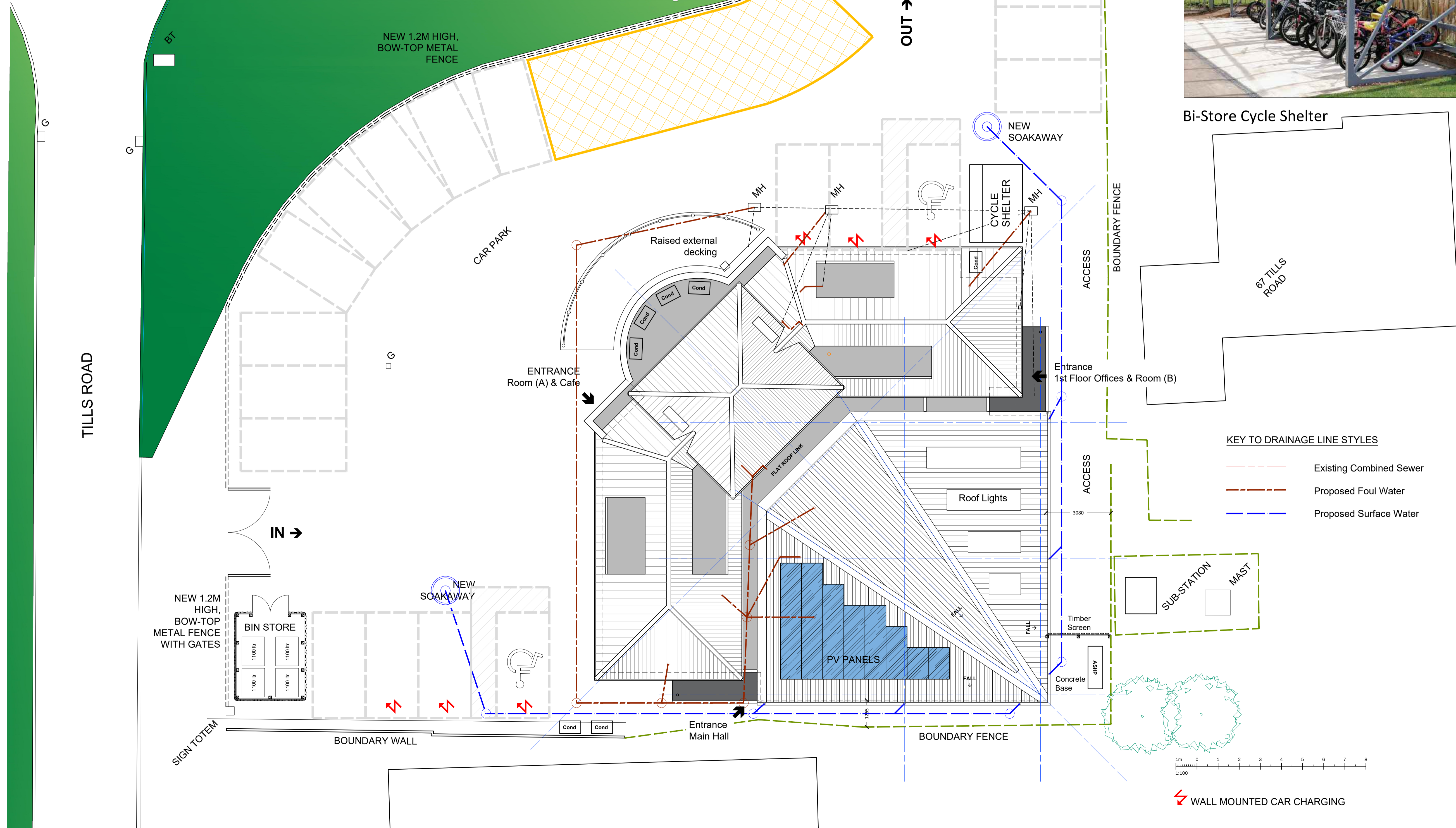
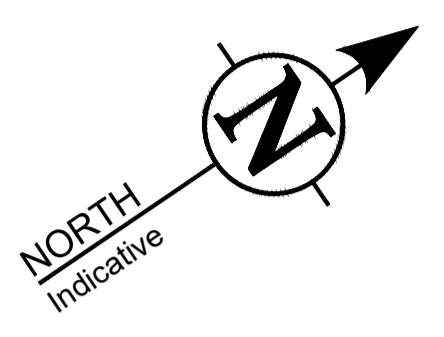
approved:
SDL

dwg no:
P02

revision:
C

PLANNING

2nd Proposed Site Layout Plan - Amended Due to Highways Objection



Bow-top metal fence



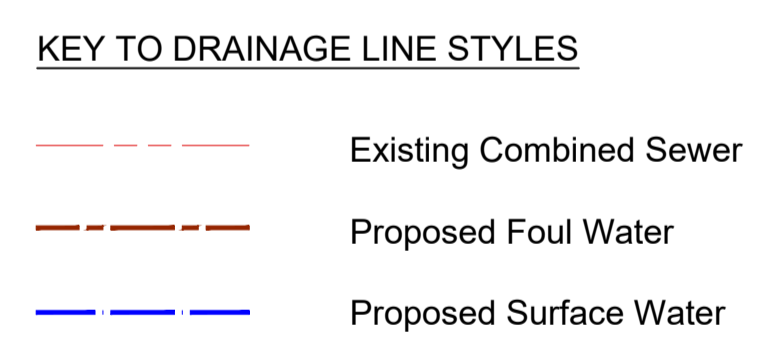
Bi-Store Cycle Shelter

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This drawing is derived from original survey information supplied by Bidwells LLP, project No. JB62449

rev:	date:	description:	by:
F	02/02/23	Parking and boundary fence reconfigured to suit assumed Highways demarcation. Pathway omitted.	SDL
E	19/01/23	Parking and boundary fence reconfigured to suit potential land purchase	SDL
D	18/01/23	Parking and boundary fence reconfigured - new footpath added	SDL
C	22/11/22	Redesigned to suit access requirements for telecom mast	SDL
B	04/05/22	Issued for PLANNING	SDL
A	17/03/22	Various amendments following public consultation: Issued for COMMENT	SDL



DISCUSSION

client: Bidwells LLP on behalf of Sprowston Town Council

location: Former Viking Pub, Tills Road, Norwich, NR6 7QZ

title: The Viking Centre PROPOSED Site Layout Plan

scale @ A1: 1:100

date: Jan '22

project no: 8341

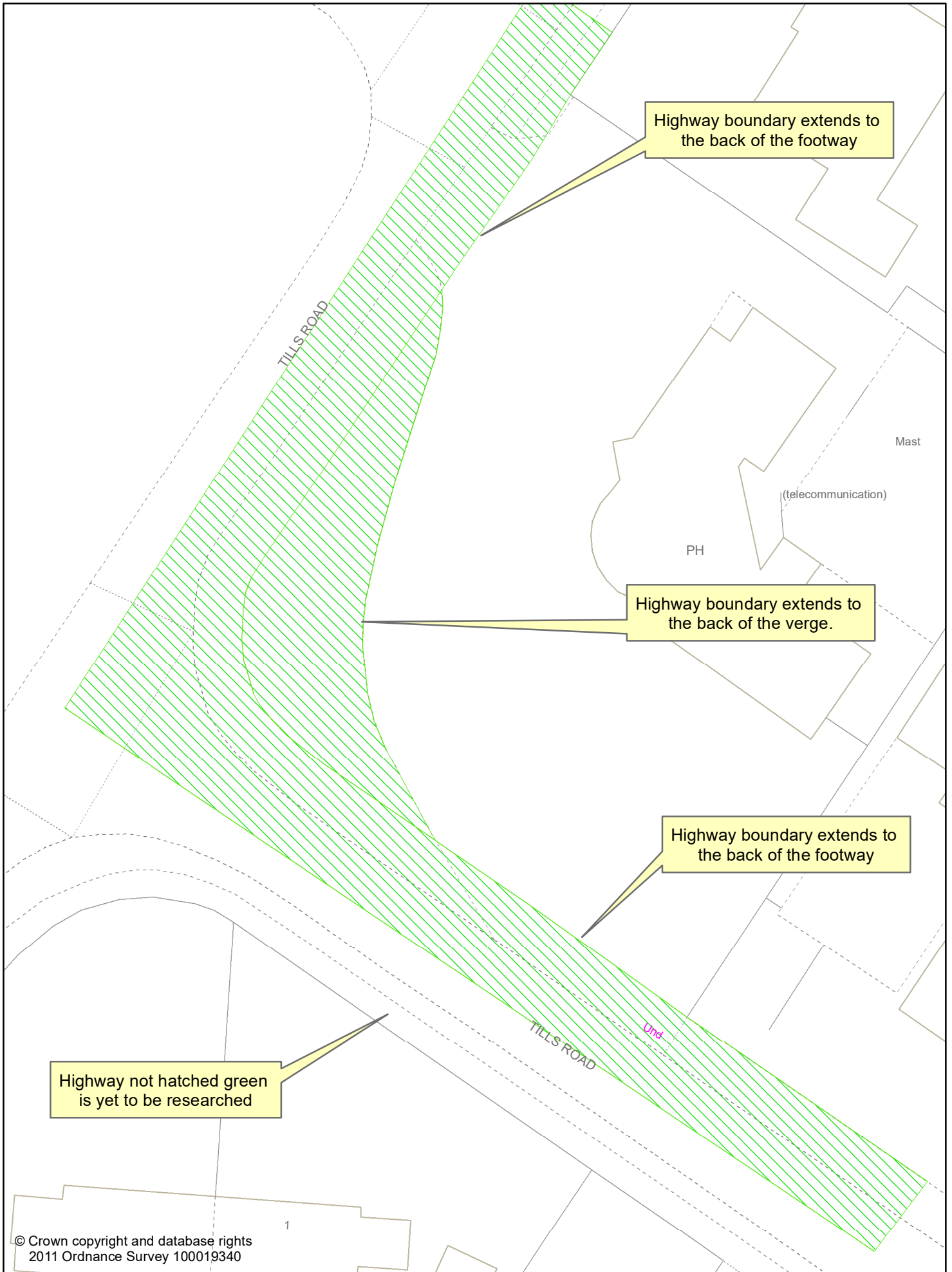
drawn by: SDL

approved: SDL

dwg no: P02

revision: F





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2011 Ordnance Survey 100019340

Norfolk County Council
Grid Ref: 624,098.2615 312,286.2887

**Tills Road,
Sprowston**

33

Date created:
31/01/23

Scale:
1:300



 **Public highway hatched green**

Please be advised:-

- The attached plan is to scale when printed on A4 unless stated otherwise.
- This plan shows highway boundary data in relation to physical features plotted by Ordnance Survey.
- Measurements scaled from this plan may not match measurements between the same points on the ground.
- Green hatching represents publicly maintainable highway in the meaning of the Highways Act 1980.
- Areas without green hatching may still be public highway that has not been researched, verified or recorded.
- Only the green hatching surrounding the requested area of interest has been verified.
- This data is valid at date of publication and can be subject to change.
- This data is intended for use by the recipient only and should not be passed to third parties.
- For drainage ditches that have never been depicted on any OS mapping and that have subsequently been found to have been piped, the highway boundary line will change to the approximate road-side edge of the original drainage ditch as no highway rights can be proved to have been established on the land occupied by the drainage ditch. The adjacent landowner will mostly like be the riparian owner of the drainage ditch (open or piped) and the land that it occupies will be regarded as private.
- Please direct all highway boundary enquiries to highway.boundaries@norfolk.gov.uk

12th February 2023

Report from Councillor John Ward

Broadland District Council

BDC is currently in the process of migrating its planning system to new software. This should be complete by 22nd February. No new decisions will be issued on the old system.

Any emails sent to BDC Councillors must be in the following format or they will be undeliverable :-

Cllr.first name.surname@southnorfolkandbroadland.gov.uk

The finalists for the Broadland and South Norfolk Business Awards have been announced and can be found on the Council's website. The winners of each category will be announced at this year's Award Ceremony on 7th March at Norwich City Football Club

The latest Carrowbreck training programme is now available via the BDC Website. There are 40 different options with courses available from first aid to personal development and business growth to cyber security.

Norfolk County Council

I have used my NCC Highways Grant 22/23 for a fixed VAS Camera on Cannerby Lane and a pole on Falcon Road West on which we can fix one of our SAM2s. These are the two roads the Town Council identified as needing some traffic calming.

The Public Consultation on the £600m Norfolk County Deal is now open and you can have your say at www.norfolk.gov.uk/norfolkcountydeal There will also be some public events in the coming weeks.

A S278 Agreement has been signed by the Developers to provide a Footway/Cycleway along Salhouse Road between Atlantic Ave and Woodside Road.

COUNCIL MEETING – 22 February 2023

Report of the Town Clerk

COMMUNITY BUILDINGS, ALLOTMENTS, PARKS AND OPEN SPACES

1.1 Installation of a Public Drinking Fountain at the Recreation Ground

A quotation for installation of the above has now been obtained (see attachments). I have chosen a location that offers easy access to a water supply and waste water drainage, good visibility from across the recreation ground, and falls within existing CCTV coverage.

The drinking fountain will have the following characteristics:

- Suitable for outdoor use
- Be vandal resistant
- Self-shut off (e.g. press button or similar)
- Collect any waste water from the fountain (avoid the ground becoming wet)
- Have an easy-to-use isolation tap elsewhere/inside a building

The fountain will require to be drained down during freezing conditions.

Sprowston Town Council Decision Requested:

- ❖ *To authorise installation of a public drinking fountain, as per quotation from PJ Plumbing dated 3.2.2023*

1.2 Resurfacing of Footpath at Recreation Ground Road

The length of Council-owned footpath between the bike track and the Dixon Road footpath 'dog leg' has been repaired and patch-resurfaced. This work was necessary to remove raised areas and other potential tripping hazards caused by root ingress from adjacent trees.

CEMETERY

2.1 No matters to report

STREET LIGHTING

3.1 No matters to report

CENTRAL ADMINISTRATION AND PERSONNEL

4.1 Health and Safety Consultation

A locally-based health and safety consultant has been engaged to provide updated risk assessments and safe ways of working for all of Council's staffs' major activities. As part of the work, staff training requirements will be assessed. Any budgetary implications will be reported to Council.

PLANNING AND TRANSPORTATION

5.1 No matters to report

ATTACHMENTS

- 6.1 Drinking fountain [1]_Possible Location
- 6.2 Drinking fountain [2]_Specification
- 6.3 Drinking fountain [3]_Quotation

A handwritten signature in black ink, appearing to read 'Guy Ranaweera', with a long horizontal flourish extending to the right.

Guy Ranaweera
Town Clerk



D



- Robust Bottle Filler and Drinking Fountain
- Reduce Waste of Single-use Plastic Bottles
- Pre-Plumbed Non-Chilled
- Ideal for Schools and Public Amenities
- Smooth Radiused Design
- Grade 304 Satin Stainless Steel
- Hygienic Vandal Resistant Design
- Suitable for use with 0.5, 0.75 and 1 litre bottles

This floor standing stainless steel drinking fountain and bottle filling station features both a traditional drinking water bubbler valve and separate a bottle filling station with a button operated flow valve. The semi circular design eliminates sharp corners which reduces the likelihood of injury to the user. The unit is pre-plumbed with an appropriate water inlet hose. Each function has separate water traps and waste pipes which join to form a single waste from the unit.

This sturdy robust stainless steel drinking fountain will not deteriorate if installed outside but will need to be isolated and drained down during periods of freezing weather. As a further precaution it is recommended to dismount the fountain and store it in an area where temperatures will not fall below freezing.

Sample specification Text

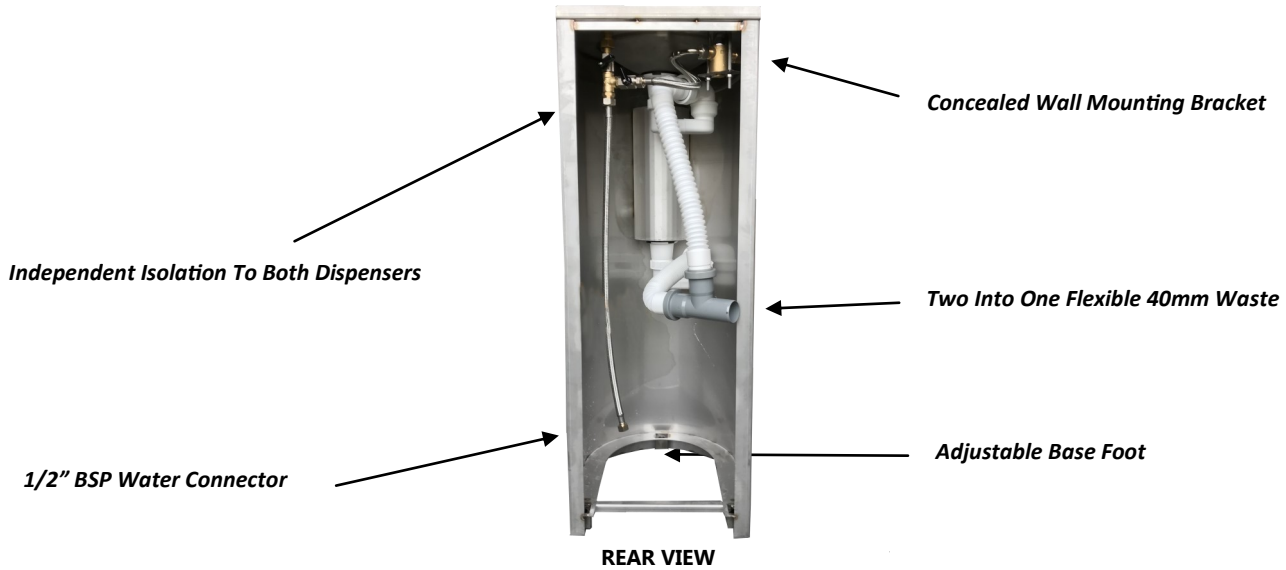
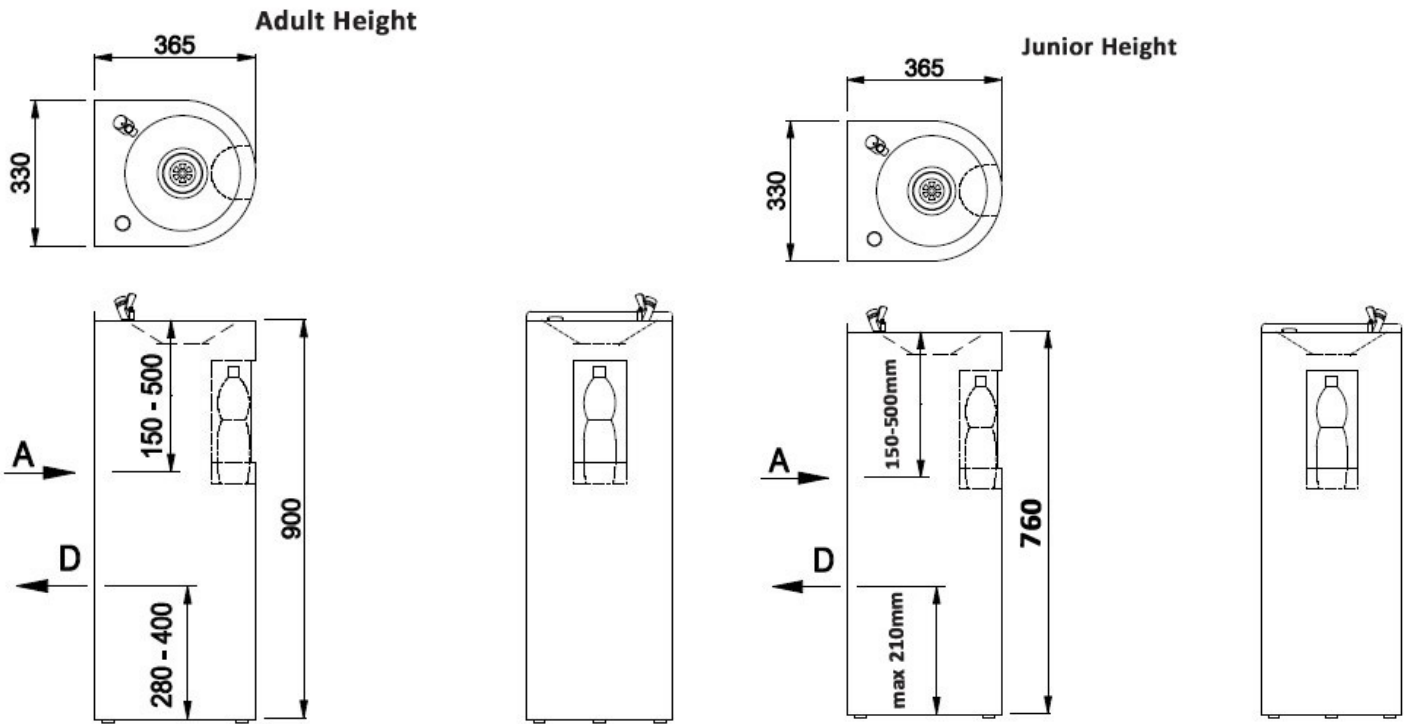
Stainless Steel Non-Chilled Floor Standing Bottle Filling Station with Combined Drinking Fountain - 330mm (W) x 365mm (D) **900mm** Adult or **760mm** Junior (H) Supplied Pre-Plumbed - Product Code **GW-951** Adult, or **GW952** Junior

***RED TEXT** may denote a variable

BOTTLE FILLING STATION WITH COMBINED DRINKING FOUNTAIN

MODEL
GW-951

Gentworks



OPTIONAL ITEMS



DF-RAIL-PRV

Mains Water Installation Rail— prevents backflow and maximum pressure from being exceeded.



Gentworks

The Barn, Emmington, OX39 4AA | www.gentworks.co.uk | sales@gentworks.co.uk | Ph. +44(0)1844 353210



PJ Plumbing, Heating & Maintenance Ltd

116 Hellesdon Park Road ~ Hellesdon ~ Norwich ~ Norfolk ~ NR6 5DR
Tel 01603 415800 Mobile 07900 224518 Email office@pj-plumbing.co.uk
VAT 822697115

Mr G. Ranaweera,
Sprowston Town Council,
Council Office,
Recreation Ground Road,
Sprowston,
NR7 8EW.

3.2.2023

Our Reference: [REDACTED]

Dear Guy,

Re: Drinking Fountain Installation

Thank you for your recent enquiry regarding works requested by you at the above site. Please find our quotation as follows: -

- To supply & install - Stainless steel external drinking fountain complete with bottle filler
- Connect to waste & cold pipework on inside of the wall when drinking fountain is to be installed

For the sum of

£ 1,221.00 + VAT

Please note:

No allowance is included in the above quotation for any building works, electrical works, decorating, making good or for any faults found on the existing system(s) or for any information not supplied.

The goods supplied by us remain the property of PJ Plumbing, Heating & Maintenance Ltd until paid for in full.

12 months Warranty given on parts & labour supplied by our Company only.

We will do our utmost to hold these prices, however, due to the volatility of the current materials market we cannot guarantee them.

Acceptance of the above quotation means you agree to payment terms of 7 days from invoice date unless otherwise agreed in writing prior to commencement of works. All payments to be made to PJ Plumbing, Heating & Maintenance Ltd.

Yours sincerely,

Lee Jarrett

If authorisation is given for works above to be undertaken all terms & conditions listed will apply.

Report to Town Council 22nd Feb 2023

On the 1st February I met with the project manager for the Sprowston Library extension which has now been completed. Unfortunately, the sensory garden, which was completed a week or so before the lock down, has been completely destroyed and remodelled. The sensory garden was intended to be accessible by all regardless ability but there are serious issues with regard to accessibility to the garden and the toilet within the library with narrow access routes and obstructions which should never have been put in the way. I'm also trying to re-engage with the original team of volunteers that built the garden and ensure that all the lovely plants that were supplied by volunteers and the RHS are replaced as promised. The garden will be a lot smaller and shadier but can still be made to provide a useful addition to the community. The meeting with the Project Manager was positive and she is going to negotiate with the contractors, Norse, to try to get the adjustments needed to make the garden more accessible. If anyone fancies getting involved, please contact me directly because I'm no gardener!

I have been taking forward Cllr Martin Booth's project to get more dog bins on White House Farm estate with Broadland District Council through meetings with the Broadland District Council Planning Team and also with the CEO of Broadland District Council, Trevor Holden, as part of the Town and Parish Councils Forum. At the last meeting with the Planning Department myself, and the Town Clerk, also pressed for action to get Atlantic Avenue gritted. The issue is that the roads, including Atlantic Avenue, have not yet been adopted.

Latest update on the bins is that Martin has identified that 5 more dog bins are really needed and that they can probably be emptied once a week as all other dog bins in Sprowston. I have had confirmation that the developers are willing to provide 5 additional dog waste bins. Cllr Booth will now identify where they are needed so we can proceed. The Planning Officer is going to write to Norfolk County Highways at County Hall to see if they can come to an agreement to grit Atlantic Avenue with the developers before there is a serious accident. According to the developers they are keen to get the roads adopted but the County Council is dragging its heels for some reason. Whilst residents are paying full council tax they are not entitled to the full range of services from our councils. Also, on my monthly discussion with the Planning Officers I have pressed to get the green spaces for White House Farm and Skate Park finished as quickly as possible. Town Councillors visited the open spaces behind White House Farm Primary School in the autumn and have been trying to get that area cleared of rubble, levelled and seeded ready for the summer. I asked the Planning Officer to chase the developers to get the open spaces seeded before summer as residents do not have any of the open spaces they were promised.

At the most recent meeting of the Town and Parish Forum with the CEO of Broadland, Trevor Holden, there was news of money for economic growth from the Greater Norwich Growth Board. £28.8m has been allocated of which South Norfolk have secured £6.8m, Norwich City Council £3.6m and Broadland a meagre £250k for a single project at Aylsham. With the huge residential growth of the Northern Development Triangle and especially the major developments within Sprowston I'm very surprised there is no money for the Norwich Airport Enterprise Zone which was a key element of the residential planning applications to give 3000 extra high skilled jobs, when I was a District Councillor (2011-2015). I have spoken to the Place Shaping Officer for BDC and he has said that "the 5 Year Infrastructure Plan and Annual Growth Programme is substantively focused on

those projects that are have received CIL funding, or are proposed to receive CIL funding in the next funding round". Sprowston has received over £400,000 within the last 6 months, which means the total CIL for the year for Broadland will be close to or may exceed £2m, especially when considering the neighbouring Councils such as Thorpe and Old Catton so why have we so little investment?

The nearby Broadland Enterprise Park which was announced in June 2021 and was given approval for 75,000sqm of commercial space was given approval under BDC application 20211959 in June 2022 should bring 1250 jobs but there is no mention of the high tech, high skills jobs that were promised with the Airport Enterprise Zone, only low skilled and low paid jobs, in my estimation. They area is destined to be for warehousing and offices with fast food outlets and possibly a hotel, retail space and expansion of the park and ride. I have asked why Broadland has not pressed for a high skilled zone such as the Hethel Innovation Centre being developed in the South Norfolk District Council Area. I will continue to press for more high skilled jobs for our young people

Bill Couzens
Chair of Sprowston Town Council.

Guide to using Public Access

- On the southnorfolkandbroadland.gov.uk website, (<https://www.southnorfolkandbroadland.gov.uk/>) on the Home page, click on Planning and Building icon
- Click on 'Find and comment on a planning application'
- Click on 'South Norfolk and Broadland planning application' search button (<https://info.southnorfolkandbroadland.gov.uk/online-applications/>)

For a Simple Search

Planning – Simple Search

Search for Planning Applications and Appeals by keyword, application reference, postcode or by a single line of an address.

Simple Advanced Weekly/Monthly Lists Property Map

Applications Appeals

Status: All

Enter a keyword, reference number, postcode or single line of an address.

Search

an idox solution

- Enter planning application reference number in this field, click Search (please note from 8/2/2023 the format of the reference for new applications will change to 2023/0123. Applications registered prior to 8/2/2023 will retain the format of 20230123)
- This brings up the application, with various information and dates.
- Click on the Documents tab, to view individual document, by clicking on the icon at the end of each row under the View heading
- Click on the Map tab, this will take you directly to the application site

For Advanced Search

- This screen allows you to search on various fields, reference number, name, type of application, Ward, Parish, Address. Also, there are date fields to use, if you know these. You can save these searches once you have created an account (see details at the end of this note)

To Use the Weekly/Monthly list

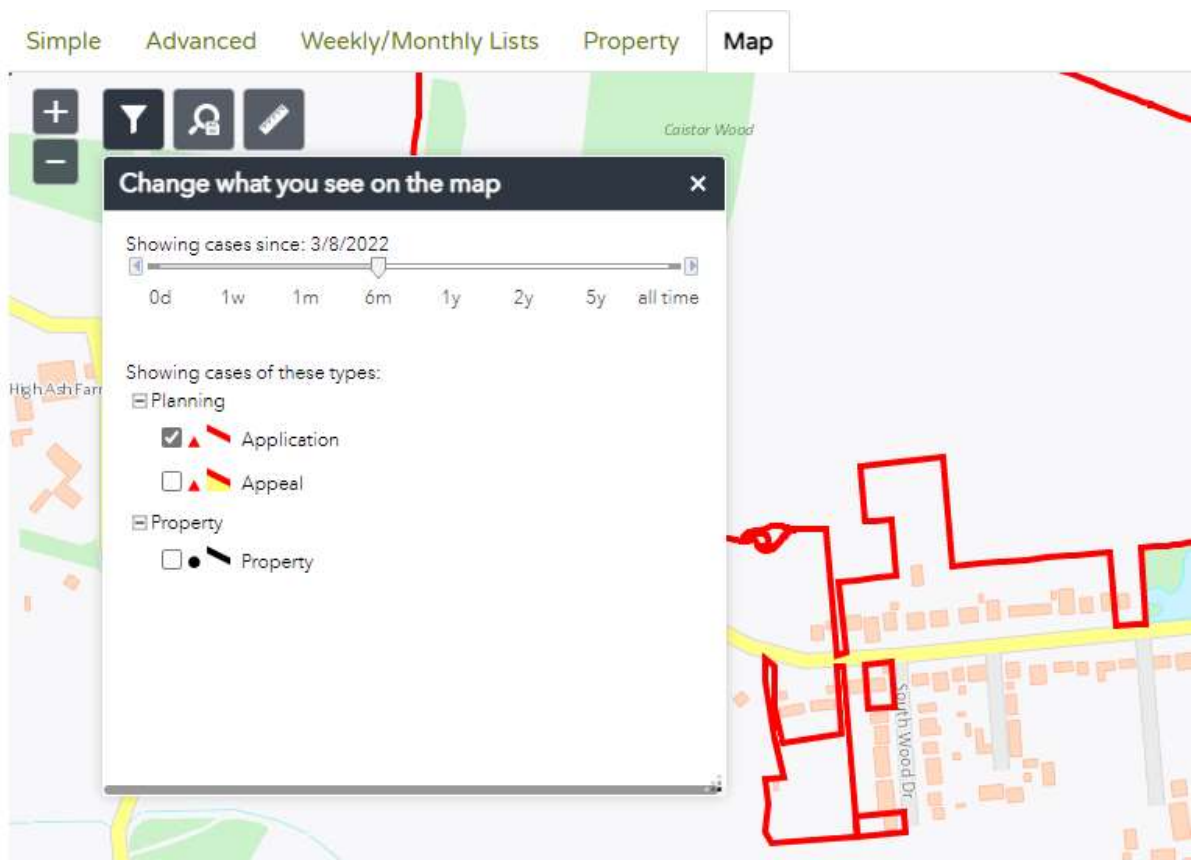
- Enter Parish or Ward with date of week beginning
- You can also choose either Validated or Decided in that week

To Use the Property tab

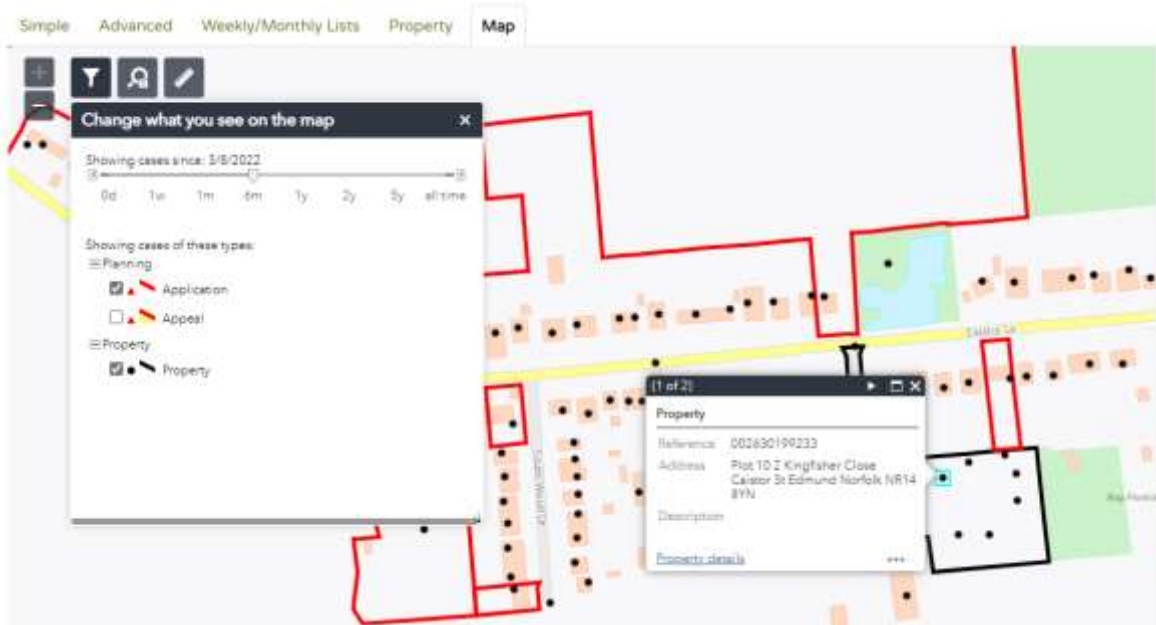
- For a quicker return of results enter the Street Name and Town, or use the Postcode field. Enter at least one of the options required. Please put the village name in the Town field.
- This brings up a list of the properties in that road, click on the one required
- Click on the Property History tab to see list of applications for that property, so long as there is a number on the Property History tab, this is shown in brackets
- Click on the application required, this will then bring up all the information, as in a simple search
- Click on the Map tab, to see if you have picked the correct site

Using the Map Tab

- Zoom in to where you think a site is, either by using the scroll wheel on your mouse, or using the + & - buttons, on top left hand corner of map. To move the map around, click and drag.
- Click on the funnel icon to change the details shown. The slide bar allows you to choose the age of the applications being shown, ie in the last 6 months etc
- The red lines showing are planning applications, but you can also search on appeals by using the filter button. This button also allows you to search over a number of years.



- Also on this pop-up box, you can tick the Property button, which will make black address points appear, which you can then click on to find the address of that property



Register for an account to Save Searches, be Notified on Applications and Track Applications

- Click on the Register button, to set up an account, which enables tracking applications, saving searches and receiving email notifications on tracked applications and new search results
- Enter all fields marked with a *, click next to complete the registration.
- You will receive an email, (this might go into your spam folder), with a link, click on the link to validate your account.
- Next time, click on the Login tab, this shows your Profile Details, Saved Searches, Notified Applications and Tracked Applications tabs.

Sprowston Town Council
PLANNING APPLICATIONS – 22 February 2023

Broadland DC App. No	Location	Description	Type
2023/0244	2B Edwards Road Sprowston Norfolk NR7 8QW	Extension to ground and first floor	Householder
20230162	67 Russell Avenue, Sprowston, NR7 8XF	Rear extension & removal of roof, reconfigure & rebuild with loft conversion.	Householder
20230186	92 Wroxham Road, Sprowston, NR7 8EX	Replacement wooden dormer windows with double glazed wooden units	Listed Building Application
20230188	Grass Verge of Cozens-Hardy Road, Sprowston, NR7 8AD	Installation of a 17m high slim-line monopole, supporting 6 no antennas, 1 no wraparound equipment cabinet at the base of the monopole, 2 no equipment cabinets, 1 no electric meter cabinet & ancillary development thereto	Prior Notification - Telecommunications
20230190	23 Lone Barn Road, Sprowston, NR7 8HZ	Demolition of single garage and replacement double garage.	Householder

Sprowston Town Council

Direct Debit Payments

Meeting Date: 22nd February 2023

<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>DIRECT</u>
31.01.2023	014844360123	Barclaycard Monthly charge for PDQ payments	£70.00	£5.00	£75.00	
15.03.2023	116004286 - 3	Broadland District Council Viking Centre. Non-domestic rate charge Transitional Relief & Supporting Small Businesses Extension for Restaurant and Premises - DD on 15.03.2023	£2,057.00	£0.00	£2,057.00	
07.02.2023	977715052	British Gas Gas Bill for the Diamond Centre for period 10 January 2023 to 6 February 2023	£1,078.69	£215.73	£1,294.42	
31.01.2023	NWS100223275	Norse Waste Solutions Rental Charge Recycling 1100L and empty recycling 1100L December 2022	£26.90	£5.38	£32.28	
13.02.2023	PW502857	PWLB Cemetery Groundworks (New Area) - Loan	£7,455.50	£0.00	£7,455.50	
01.02.2023	UK-02894495	SAGE Subscription for Accounting Standard and Payroll	£38.00	£7.60	£45.60	
11.02.2023	291275055/23	Total Energies Electricity bill for the Diamond Centre January 2023	£993.43	£198.69	£1,192.12	
11.02.2023	291275044/23	Electricity bill for the Sportsfield Flood Lights January 2023	£14.30	£0.71	£15.01	
11.02.2023	291275099/23	Electricity bill for the Streetlights January 2023	£7,204.76	£1,440.94	£8,645.70	
			£8,212.49	£1,640.34	£9,852.83	
05.01.2023	2022-12/1	Utilita Electricity Bill for the Viking Pub 01 Dec 2022 - 31 Dec 2022	£11.86	£0.59	£12.45	
06.02.2023	2023-01/1	Electricity Bill for the Viking Pub 01 Jan 2023 - 31 Jan 2023	£11.86	£0.59	£12.45	
			£23.72	£1.18	£24.90	

<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount DIRECT</u>
03.02.2023	11578528	Wave Water Bill to Sparhawk Avenue 03 Nov 2022 to 02 Feb 2023	£637.09	£0.00	£637.09
09.02.2023	11609916	Water Bill to Recreation Ground Office 09 Nov 2022 to 08 Feb 2023	£702.31	£0.00	£702.31
09.02.2023	11608872	Water Bill to Sprowston Diamond Centre 09 Nov 2022 to 08 Feb 2023	£366.32	£0.00	£366.32
			£1,705.72	£0.00	£1,705.72

<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount DIRECT</u>
31.01.2023	SIO1262985	Veolia Non-Hazardous Waste for January 2023	£238.80	£47.76	£286.56

Total Direct Debits	£20,906.82	£1,922.99	£22,829.81
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Sprowston Town Council

Invoices To Pay

Meeting Date: 22nd February 2023

<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> BACS
27.01.2023	2701000952	Broadland District Council Sprowston Town North East Ward By-election 20 October 2022	£4,527.38	£0.00	£4,527.38
08.02.2023	4436	Clerks and Councils Direct Local Councils Update annual subscription PLUS full online access	110.00	-	110.00
26.01.2023	27685	Contractors Equipment Sales Ltd Labour on site for VOLVO Mini Digger + Hydraulics Hose + Oil	£140.61	£28.12	£168.73
14.02.2023	27900	VOLVO Mini digger - Locate leaks and replace hydraulic hoses x2	£201.18	£40.24	£241.42
			£341.79	£68.36	£410.15
06.02.2023	INV-7214	Cozens Ltd Streetlighting - standard charge for January 2023 Maintenance	£600.00	£120.00	£720.00
31.01.2023	I-413784	Culligan Water Limited Sanitisation - Bottled Cooler, Rental and 18.9L Bottled Water	£122.35	£24.47	£146.82
31.01.2023	I-401577	Bottle Deposit	£7.00	£0.00	£7.00
			£129.35	£24.47	£153.82
31.01.2023	N/A	EL Mileage Monthly mileage 26.20 miles x 0.45p	£9.83	£1.96	£11.79
15.02.2023	N/A	EC Expenses Mileage: 06.02.23 Cinema Diamond Centre 1m@0.45p & 15.02.23 To Barclays Bank 4.6m@0.45p	£2.10	£0.42	£2.52
15.02.2023	N/A	Car Park Ticket	£1.67	£0.33	£2.00
			£3.77	£0.75	£4.52
02.12.2022	500778	Flameskill Inspection + test of fire alarm systems at Groundsman Store	£105.00	£21.00	£126.00
02.12.2022	500779	Inspection + test of fire alarm systems at Pavillion and Changing Room	£130.00	£26.00	£156.00
02.12.2022	500780	Inspection + test of fire alarm systems at Council Office	£130.00	£26.00	£156.00
			£365.00	£73.00	£438.00

<u>Invoice Date</u> 01/02/2022	<u>Invoice No.</u> SCN-2474	<u>Details</u> Get Me Out The Four Walls Credit Note to cancel incorrectly charged date 14/01/2021	<u>Net</u> £55.50	<u>VAT</u> £11.10	<u>Amount</u> BACS £66.60
<u>Invoice Date</u> 01.02.2023 01.02.2023	<u>Invoice No.</u> 928180 928181	<u>Details</u> Heritage To provide caretaker and cleaning services for March 2023 To labour re cemetery gates and litter picking for February 2023	<u>Net</u> £6,425.21 £122.25	<u>VAT</u> £1,285.04 £24.45	<u>Amount</u> BACS £7,710.25 £146.70
			£6,547.46	£1,309.49	£7,856.95
<u>Invoice Date</u> 08.02.2023 01.02.2023 01.02.2023 30.01.2023 13.02.2023	<u>Invoice No.</u> 752568 751194 751195 751114 752651	<u>Details</u> Intouch systems Server backup 18/02/2023-18/03/2023 WISP 01/02/2023-28/02/2023 - business8000plus WISP 01/02/2023-28/02/2023 - bespoke package 9 x hosted exchange plus 4 x extra data 01/03/2023-01/04/2023 Call charges Jan 2023 & service charges Feb 2023	<u>Net</u> £52.68 £53.70 £161.20 £71.51 £33.95	<u>VAT</u> £10.54 £10.74 £32.24 £14.30 £6.79	<u>Amount</u> BACS £63.22 £64.44 £193.44 £85.81 £40.74
			£373.04	£74.61	£447.65
<u>Invoice Date</u> 09.02.2023	<u>Invoice No.</u> 212289	<u>Details</u> Moviola Ltd To supply of Film: Amsterdam 06/02/2023	<u>Net</u> £117.70	<u>VAT</u> £5.00	<u>Amount</u> BACS £122.70
<u>Invoice Date</u> 07.11.2022	<u>Invoice No.</u> SI-338	<u>Details</u> Mr Charger, Driving Power Installation of new EV units at Diamond Centre, Annual Inspection and testing. Funded from Cllr JM Wards' NCC Highways Fund.	<u>Net</u> £5,543.00	<u>VAT</u> £1,108.60	<u>Amount</u> BACS £6,651.60
<u>Invoice Date</u> 02.02.2023	<u>Invoice No.</u> SIN2295217	<u>Details</u> PPL PRS Music Licence for the Diamond Centre 01/07/2022 to 30/06/2023	<u>Net</u> £220.69	<u>VAT</u> £44.14	<u>Amount</u> BACS £264.83
<u>Invoice Date</u> 30.01.2023	<u>Invoice No.</u> OASI0046515	<u>Details</u> Rigby Taylor Impact Standard White RTU line maker	<u>Net</u> £280.35	<u>VAT</u> £56.07	<u>Amount</u> BACS £336.42
<u>Invoice Date</u> 08.02.2023	<u>Invoice No.</u> 62	<u>Details</u> Richard Powell Design of No 62 edition Sprowston Matters parish newsletter and social media graphic	<u>Net</u> £100.00	<u>VAT</u> £0.00	<u>Amount</u> BACS £100.00
<u>Invoice Date</u> 08.02.2023	<u>Invoice No.</u> 8072036508	<u>Details</u> Sharp Business Systems UK Mono Copies 2718 @ 0.40 ppc & Colour copies 1188 @ 3.60 ppc	<u>Net</u> £53.64	<u>VAT</u> £10.73	<u>Amount</u> BACS £64.37

Your Training Health & Safety

<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>
14.02.2023	1311	Health and Safety Consultancy Day - 06/03/23, 10/03/23 & 20/03/23	£840.00	£0.00	£840.00	
14.02.2023	1310	Health and Safety Consultancy Day - 13/02/23, 23/02/23 & 24/02/23	£840.00	£0.00	£840.00	
			£1,680.00	£0.00	£1,680.00	
TOTAL OF INVOICES			£21,058.50	£2,908.28	£23,966.78	
Transfer:		STC Active to STC Drawings a/c	-	-	23,966.78	Trf 25
Transfer:		STC Active a/c to Salaries a/c	-	-	25,000.00	Trf 26

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Councillor

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Councillor

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Town Clerk

Sprowston Town Council

Invoices Payments Made

Meeting Date: 22nd February 2023

Norfolk Association of Local Councils

<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> <u>DIRECT</u>
01.04.2022	283	Annual Subscription 2022/23	1,321.51	-	1321.51
Total Invoices paid			1,321.51	-	1,321.51

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Councillor

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Councillor

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Town Clerk

HELD FUNDS

<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> <u>DIRECT</u>
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Sprowston Town Council

Barclaycard Payments

Meeting Date: 22nd February 2023

<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Detail</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
03.01.2023	SI21052894	Dulux Decorator Centre Dulux Silk Tinned paint - jabot and faiful	314.22	62.84	377.06
09.01.2023	A10803927987	Screwfix Stop End for the door pack of 2	2.46	0.49	2.95
09.01.2023	GB31BU7HAEUI	Amazon Fire Assembly point aluminium sign	30.17	6.03	36.20
30.01.2023	INV-GB-132593151-2023-5256	USB cable	11.63	2.34	13.97
01.02.2023	CN-GB-132593151-2023-2243	Credit Note for USB cable - refund	-11.63	-2.34	-13.97
01.02.2023	GB3PPT74AEUI	HDMI cable	4.69	0.94	5.63
			34.86	6.97	41.83
16.01.2023	11229429	Archant Groundsperson advert in EDP, Evening News & Jobs 24	705.50	141.10	846.60
16.01.2023	62F0D6C4-0015	WeTransfer Subscription for period 16 Jan 2023 to 16 Feb 2023	11.00	0.00	11.00
20.01.2023	IEE2023000732723	Adobe Acrobat Pro	16.64	0.00	16.64
Total of Payments Due by Direct Debit			1049.82	211.40	1296.08