



NOTICE OF MEETING AND SUMMONS TO ATTEND

**The Sprowston Town Council meeting to be held Wednesday 19 July 2023 at 7.30pm
in the Council Chamber, Recreation Ground Road, Sprowston NR7 8EW**

AGENDA

Item No.

1. To receive declarations of interest.
2. To receive apologies for absence.
3. To adjourn the meeting to allow members of the public and Councillors with prejudicial interests to speak.
4. To confirm the minutes of the Council meeting held 28 June 2023. Pages 1 - 7
5. Steve Grint - NHS First Responder Kit Demonstration.
6. To agree action/response arising from the minutes.
(1) Barratt David Wilson Homes - Woodland Play Area. Pages 8 - 11
7. Correspondence
(1) Thorpe St. Andrew Neighbourhood Plan Reg 16 Consultation. Pages 12 - 13
(2) Western link. Page 14
8. To receive any written/verbal reports from Sprowston County and District Councillors. Pages 15 - 16
9. Adjourn the meeting for a short break.
10. To review and accept the Scheme of Delegation 2023 - 24 (Enclosed).
11. To consider and review the Overtime Policy. Pages 17 - 18
12. To receive the report of the Town Clerk. Page 19 - 20
13. To receive any written/verbal reports from the Council's Committees and Working Groups.
14. To receive any written and verbal reports from Councillors representing the Council on or at outside organisations.
15. To consider planning applications to 19 July 2023. Page 21
16. To receive planning decisions week ending:
(1) 23 June 2023 Page 22
(2) 30 June 2023 Page 23
17. To receive the schedule of direct debits to 19 July 2023. Page 24
18. To confirm the payment of accounts to 19 July 2023.
(1) Invoices to Pay. Pages 25 - 27
(2) Invoices Payments Made. Page 28
19. To receive the schedule of credit card payments. Page 29
20. The Chair will move that the press and public be excluded from the meeting for the remaining business because otherwise information prejudicial to the public interests

which is exempt by virtue of the Public Bodies (Admission to Meetings Act) 1960 Section 1 (2) would be disclosed to them.

- 21. Planning Enforcements
 - (i) Closed
 - (ii) Outstanding
- 22. Staffing Update.

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Pages 31 - 34



Guy Ranaweera
Town Clerk

13 July 2023

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 B Baby, E H Tovell and K Vincent 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 all three 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.

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.



**Minutes of the Sprowston Town Council meeting held Wednesday 28 June 2023
at the Council Chamber, Recreation Ground Road, Sprowston.**

Councillors (Cllrs.) Present: W F Couzens (Chair),
J Leggett (Vice-Chair)

B Baby	-	J H Mallen
M G Callam	-	A L Parker
D Coleman	-	E H Tovell

Officers: G Ranaweera (Town Clerk and Responsible Financial Officer)
E Elliot (Committee Officer)

Members of the Public: Four members of the public were present

23/183. DECLARATIONS OF DISCLOSABLE PECUNIARY AND OTHER INTERESTS

Councillor	Minute No. and Heading	Nature of Interest
Cllr. B Baby	23/178 - Planning Applications	Member of Broadland District Council's Planning Committee
Cllr. E H Tovell	23/178 - Planning Applications	Substitute member of Broadland District Council's Planning Committee

23/184. APOLOGIES FOR ABSENCE

Written apologies for absence were received and accepted by the Council from Cllrs. M A Booth, S D Booth, H W Tarlton, A R Tipple, R H Tovell, J Vasco and K Vincent.

23/185. RESIDENTS' QUESTIONS

On the motion of Cllr. W F Couzens, seconded by Cllr. M G Callam it was **RESOLVED**, that the meeting be adjourned to receive residents' and councillors' questions on matters concerning the town. Residents and councillors were reminded that their questions should be addressed to the Chairman who would, assisted by the Town Clerk, reply.

- A local resident objected to CK Hutchison Networks (UK) Ltd planning application 2023/1666 on the following grounds: the unknown affect to human health, significantly out of date self-certificate, other locations considered not yet pursued, the location is outside the service area, visual impact as a 15m monopole would be an eyesore on the landscape, less intrusive locations should

23/185. RESIDENTS' QUESTIONS (CONTINUED)

be considered such as roundabouts on Chartwell Avenue and Blue Boar Lane, the such as the industrial estate and Mousehold.

The Chairman brought forward consideration of CK Hutchison Networks (UK) Ltd planning application 2023/1666 from agenda item 13 (To consider planning applications to 28 June 2023).

Following discussion Council **RESOLVED** to oppose the granting of this planning application on the following grounds:

- (1) A 15 m H3G Street pole would have a dramatic adverse visual impact in this residential area of predominantly single storey buildings.
- (2) The junction of Allerton Road and Cannerby Lane is renowned for flooding and whilst underground crates have been installed to alleviate this problem it has yet to be tested.
- (3) There is concern with regard to the stability of land and effect the erection of a street pole and equipment cabinet would have on the drainage crates beneath this site should the application be granted.
- (4) This site has already been identified for inclusion in the Town Council's re-wilding scheme.
- (5) There are several industrial locations and roundabouts close by which are more suitable for this type of structure.

23/186. MINUTES

The Minutes of the Council's meeting held on 31 May 2023, having previously been circulated to all Councillors were subject to the following amendments

Minute 23/174 1.1 2., after bins **insert** twice a week.

confirmed and signed by the Chair of the Council.

23/187. ACTION FROM MINUTES

Referring to Minute 23/169, Cllr. W F Couzens asked if accessible play equipment had been identified to be installed on the Barrat David Wilson Homes site.

The Town Clerk to discuss with developers.

Further to Minute 23/171 (2), Ms D Coleman reported the Diamond field hedgerow had now been weeded with the help of volunteers.

23/188. VIKING CENTRE

Jason Menezes of Bidwells gave a presentation on amended plans approved by the planning authority, advising there were no pre-commencement conditions.

23/188. VIKING CENTRE (CONTINUED)

Changes involved moving the gates back from the curtilage, relocating of the electric charging parking spaces and increasing the width of access to the phone mast.

The design included a 3-metre raised decking area to the front of building for seating, independent access and facilities in each room, non-gender toilets, roof windows which can be opened and through colour rendering.

The Town Clerk confirmed external CCTV would be installed.

Mr Menezes outlined the time line as follows:

- Council approval of design;
- Commence advertising to the community and procurement process;
- Submit to building control;
- Out to tender - July 2023 (At least five contractors);
- Review tenders - September 2023;
- Recommend contractor - October 2023;
- Appoint contractor - November 2023;
- Project completion - May 2024.

Cllr. M G Callam proposed, seconded by Cllr. E H Tovell to

- (1) Approve the design.
- (2) Authorise the Town Clerk to engage contractors to provide Building Control and Mechanical and Electrical Services necessary to progress the project.

On being put to the vote the motion was CARRIED.

23/189. CORRESPONDENCE

(1) Consultation on School Organization - Falcon Junior School and Sprowston Junior School

Following discussion Cllr. J Leggett proposed, seconded by Cllr. B Baby to strongly support the proposals to establish a Specialist Resource Base at Falcon Road School from 1 September 2024 and Sprowston Junior School from 1 September 2025. On being put to the vote the motion was CARRIED.

23/190. REPORTS FROM COUNTY AND DISTRICT COUNCILLORS

No written or verbal reports were received.

23/191. MEETING ADJOURNMENT

On the motion of Cllr. W F Couzens, seconded by Cllr. M G Callam it was **RESOLVED** to adjourn the meeting for a short break.

The meeting was reconvened.

23/192. PROPOSAL TO CHANGE TO MONTHLY COUNCIL MEETINGS

Councillors considered a proposal to change the day and frequency of Council meetings.

Having evaluated the example schedule of alternative meeting dates Council **RESOLVED** to:

- (1) Hold monthly meetings on the fourth Wednesday of the month commencing 23 August 2023 until May 2024.
- (2) To review in January 2024.
- (3) To adopt the Draft Email Protocol for Planning Application Consultations.

23/193. REPORTS FROM COUNCIL'S COMMITTEES AND WORKING GROUPS

There were no written or verbal reports.

23/194. REPORTS FROM COUNCILLORS REPRESENTING THE COUNCIL ON OUTSIDE ORGANISATIONS

Cllr. J Leggett verbally reported on her attendance at a Safer Neighbourhood Police meeting advising:

- (1) More publicity is needed to encourage public attendance at these meetings.
- (2) PC G Gill went through the crime statistics, incidences involving violence being the highest.
- (3) Proposed H lines are to be painted on Wroxham Road and Falcon Road West at the end of August 2023.
- (4) Notices are to be placed on cars parking on the pavement in Falcon Road West and Linacre Avenue, the bus route.
- (5) The Safer Neighbourhood team is getting support from the Road Traffic team and have requested SAM 2 statistics.
- (6) There will be a public space protection order to prevent unauthorised car meetings.
- (7) The priorities for June to September will be Anti-Social Behaviour and Speeding.

The next meeting will be held 27 September 2023, 7.00pm at Old Catton Pavilion, Recreation Ground Road.

Cllr. J H Mallen reported:

23/194. REPORTS FROM COUNCILLORS REPRESENTING THE COUNCIL ON OUTSIDE ORGANISATIONS (CONTINUED)

- (1) That notices had been erected at the Vets on Constitution Hill to encourage patrons to park in their car park.
- (2) He had been in conversation with residents of School Lane about heavy goods vehicles.
- (3) He had attended Sprowstonbury at the Sports and Social Club and noted the level of volunteer support to ensure its success. He observed that if each Councillor volunteered to help at the fete and brought family and friends to assist it would reduce the number of hours for each shift.

Cllr. W F Couzens verbally reported:

- (1) issues around Nutrient Neutrality (NN) had been resolved and plans were being considered by Natural England. Planning permissions given, and on hold due to NN, will now be progressed.
- (2) He had expressed his concern with officers at Broadland District Council with regard to the east west link (Salhouse Road to the Airport) varying speed limits and 40mph limit adjacent residential properties.
- (3) A pedestrian crossing on Atlantic Avenue will not be considered until a new planning application is submitted for the north side of the road.
- (4) Some of the play areas at White House Farm development should be open for the summer holidays.

Cllr. B Baby verbally reported:

Following a meeting of Sprowston Heritage Group a change of website was suggested as there were technical issues. Software could be purchased from Wordpress and students at Norwich City College were willing to update it.

It was agreed the Council website be kept separate from the Heritage website and Cllr. B Baby to prepare a plan for consideration a future meeting of the council.

23/195. 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:

2023/1385 - front, side and rear extension at 18, Lone Barn Road, Sprowston

23/195. PLANNING (CONTINUED)

2023/1500 - first floor rear extension at 44, Cromwell Road, Sprowston.

2023/1545 - 2 x single sided display signs (Resubmission of 20230082) at King Edward VI School, Redmayne Field, North Walsham Road, Sprowston.

- (b) 2023/1546 - single storey rear extension, side porch and new dormer window at 9, Sursham Avenue, Sprowston.
- (c) to oppose the granting of planning application 2023/1519 - change of use to include coffee shop within estate agents and internal alterations at shop, 199, Wroxham Road, Sprowston on the grounds that:

There is already a challenging situation with parking in this area.

The one-way system initiated to improve safety is often ignored and this proposal will increase traffic movements and demand for additional parking for both visitors and staff.

Deliveries to a coffee shop are likely to be more frequent than the current estate agents further exacerbating congestion and risk to pedestrians.

WC facilities are not easily accessible particularly for the disabled.

Council agrees with the Environmental Quality team's objection to this application.

23/196. PLANNING DECISIONS

Council noted Broadland District Council's planning decisions for weeks ending 26 May 2023, 02 June 2023, 09 June 2023 and 16 June 2023.

23/197. SCHEDULE OF DIRECT DEBIT PAYMENTS

The schedule of direct debit payments to 28 June 2023 totalling £10,402.92 was approved and noted.

23/198. PAYMENT OF ACCOUNTS - INVOICES TO PAY 28 JUNE 2023

The Town Clerk and Responsible Financial Officer presented the schedule of invoices to 28 June 2023 totalling £23,614.85.

In response to a Councillors question the Town Clerk explained invoices 1012996286 and 1013011061, Hays Recruitment Agency were less than invoice 1012990434 as there had been fewer days worked.

On the motion of Cllr. B Baby, seconded by Cllr. M G Callam it was **RESOLVED** that payment of the schedule of invoices to 28 June 2023 totalling £23,614.85 be approved and the schedule authorising payment signed by Cllr. W F Couzens and Cllr. J Leggett.

23/199. PAYMENT OF ACCOUNTS - INVOICES PAID 28 JUNE 2023

The Town Clerk and Responsible Financial Officer presented the schedule of invoices paid to 28 June 2023 totalling £2,929.80.

On the motion of Cllr. M G Callam, seconded by Cllr. J H Mallen it was **RESOLVED** that payment of the schedule of invoices paid to 28 June 2023 totalling £2,929.80 be approved and the schedule authorising payment signed by Cllr. W F Couzens and Cllr J Leggett.

23/200. SCHEDULE OF CREDIT CARD PAYMENTS & BARCLAY VISA DEBIT

In response to a Councillors question the Town Clerk explained invoice no. DS-ASE-INV-GB-2023-197429190, Amazon were arm sleeves to protect the Groundsmen from UV rays.

The schedule of credit card and Barclay Visa Debit payments to 28 June 2023 totalling £264.18 was approved and noted.

23/201. EXCLUSION OF PRESS AND PUBLIC

Cllr. W F Couzens proposed, seconded by Cllr. M G Callam to exclude the Press and Public from the meeting for the remaining business because otherwise information prejudicial to the public interests which is exempt by virtue of the Public Bodies (Admission to meetings Act) 1960 Section 1 (2) would be disclosed to them.

23/202. PLANNING ENFORCEMENT

Council considered the list of current and closed planning enforcements.

Cllr. B Baby and Cllr. M A Booth was asked to query the lack of information and progress.

There being no other necessary business the Chair of the Council thanked Councillors for their participation and declared the meeting closed at 9.40pm.

19 July 2023

Chair

Guy Ranaweera

From: Groome, Jessica [REDACTED]
Sent: 26 June 2023 15:32
To: Guy Ranaweera
Cc: [REDACTED]
Subject: RE: *EXTERNAL:RE: 20200447 - Salhouse Road, Sprowston - Woodland Play Area Strategy
Attachments: WOODLAND PLAY AREA - Comparison.docx

Dear Guy,

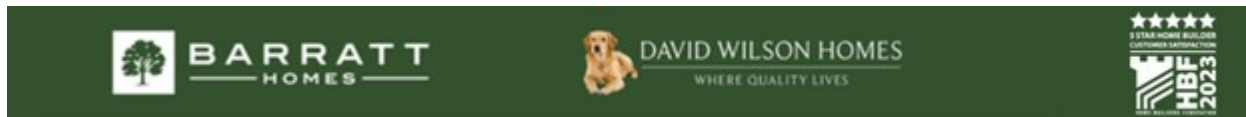
I hope you are well and thank you very much for your helpful comments below. Apologies for the delay in coming back to you on this - I have now caught up with all relevant colleagues and have responded to your observations and requests below in green.

Please do let me know if you have any further questions or queries.

Many thanks,
Jess

Jessica Groome

Planner
Barratt David Wilson Homes (Anglia)



From: Guy Ranaweera <GuyRanaweera@sprowston-tc.gov.uk>
Sent: 12 June 2023 14:59
To: Groome, Jessica [REDACTED]
Subject: RE: *EXTERNAL:RE: 20200447 - Salhouse Road, Sprowston - Woodland Play Area Strategy

Dear Jessica

I trust you are well?

Sprowston Town Councillors would like to thank BDW Homes for reaching out to them for their early feedback on this proposed change.

Council's observations and requests regarding the Woodland Play Area are as follows:

1. Council has no objection to relocation of the play area as long as BDW Homes is able to guarantee that no public amenity space is lost as a result of the move (i.e.: the new play area is at least as big as the old play area). **BDW can confirm that the play area will be at least as big as the old play area. No amenity space will be lost – all areas of POS will remain open to the public. The area surrounding and adjacent to the equipment will provide a safer space for children to run around, and therefore enhance the usability of the wider open space opposed to if the equipment was located in the woodland as previously proposed.**

2. On face value, there seems to be less play equipment proposed at the new play site than was designated for the old site. Can BDW Homes guarantee that the new play site will contain the same amount of play equipment as was proposed for the old site? Similarly, the proposed play equipment looks less 'challenging' than the original equipment. Is this correct, and if so, what is the reasoning behind the change, please? **We note your comments here.** When in discussions internally, I made clear to our engineers that we need to provide the same amount, or more equipment than originally proposed. This is something I was keen to check and so I have prepared a comparison document demonstrating the variety of equipment on both our original design and our new design. Please find this attached (please note that locations are indicative at this stage). 10 items of individual equipment were proposed originally, albeit in isolation it might be argued that items 9 and 11 (which should be numbered as 10) are not the most immersive. It is noted that only 4 data sheets of play equipment were sent to you to demonstrate our new proposals which on face value appears less than originally proposed. However, we hope that the comparison attached demonstrates that although recognised as 'one unit' on the data sheets, the 2 new multi play units comprise a number of pieces of equipment (at least 5 pieces of equipment each). The multi play units still feature the stepping logs, and balancing beams but allow for more of an obstacle course challenge, with one piece of equipment flowing to the next, creating a more immersive experience. There is also now a slide which was not proposed previously. Overall, BDW can confirm that there is a higher number of proposed pieces of equipment than previously proposed. This allows for a much richer play area to suit a variety of ages and is able to accommodate larger numbers of children. The proposed play area is not intended to be less challenging. We believe this provides an equally (if not, more) challenging experience.
3. Due to the new site's proximity to a road, Council requests the entire play area be completely enclosed within safety fencing (if not already planned to be so). **So not to have to group pieces of equipment too closely together, and allow children to run around within the adjoining open space,** at this time we are not currently proposing that the area is completely enclosed. The adjacent road is not a main through road and instead off a private drive and therefore will be a lot quieter traffic wise than some of the main routes across the site. Given the Town Council's concerns, we are happy to propose some low post and single rail fencing along the boundary with the road directly opposite the play area. This will discourage children away from the road, and interrupt those who are running towards the road area. We also think this is better from a visual perspective.



4. It is Council's practice to stipulate at least one item of fully wheelchair-accessible play equipment (such as an inclusive roundabout or similar equipment) in all of its new play areas. Please could at least one wheel-chair accessible item (or more) be included here? **We have retained the swing seat originally proposed which as per the data sheet enables motor, sensory and mental inclusion for wheelchair users.**

5. Whilst significantly less secluded than the previous location, the proposed new site is very close to the treeline of the nearby woods. Can BDW Homes give assurances that child safeguarding has been taken into consideration and that the new site has adequate visibility from the road and nearby homes? The site will be overlooked directly from the opposite plots and will have adequate visibility from the road. Child safeguarding was an important consideration when looking to relocate the proposed play area. We firmly believe that the new site is much more suitable from a safety perspective, with much more natural surveillance. In terms of the physical safety of the equipment, this will be subject to a RoSPA safety inspection and sign off before being opened to the public.
6. Regarding the potential dangers in the woodland walk (overhanging trees, trip hazards) necessitating the relocation of the play area; what measures will be taken to reduce or eliminate these dangers for other users of the walk? A condition survey was done for the full area earlier this year which identified a few trees to be cut back and areas for removal of dead trees. This also includes a full remediation strategy which outlines the work that needs to be done. The survey will be redone periodically (at least every 6 months) by a qualified arboriculturist. The remediation works will be undertaken prior to handover to a management company, who will then be responsible for maintaining the area.

Town Councillors look forward to receiving BDW Homes' responses to the above, in due course. In the meanwhile, please do not hesitate to come back to me should you wish to discuss any aspect of this matter.

Kind regards

Guy Ranaweera
Town Clerk

Sprowston Town Council
Council Office
Recreation Ground Road
Sprowston
NR7 8EW

T: 01603 408063

E. GuyRanaweera@sprowston-tc.gov.uk

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**To: Thorpe St Andrew Neighbourhood Plan
consultees**

10th July 2023

Dear Sir/Madam,

**Proposal for Thorpe St Andrew Neighbourhood Plan – Statutory Consultation on
Submitted Plan (Reg. 16)**

In accordance with Regulation 16 of the Neighbourhood Planning (General) Regulations 2012, Broadland District Council & The Broads Authority are undertaking a period of consultation on the proposed Thorpe St Andrew Neighbourhood Plan. **This consultation commences at 9.00am on Monday 10th July and closes at 5.00pm on Monday 21st August 2023.**

This follows an initial assessment of the Plan and supporting documents by Broadland District Council & The Broads Authority, from which it was concluded that these comply with the criteria specified within Schedule 4B of the Town and Country Planning Act 1990.

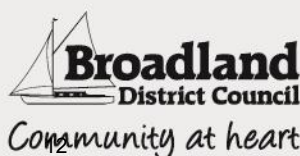
A steering group of volunteers from the community, including representation from Thorpe St Andrew Town Council, has been working since 2016 to develop a Neighbourhood Plan for the parish. The Plan includes a vision, a set of objectives, and a series of planning policies that look to shape and guide the future development of the parish up until 2038. As and when the Neighbourhood Plan is finally adopted by Broadland District Council & The Broads Authority, it will have the same weight as the Council's Local Plan documents and will be used in the determination of planning applications within the parish.

You can view the proposed Neighbourhood Plan in the following ways:

By visiting <https://www.southnorfolkandbroadland.gov.uk/emerging-neighbourhood-plans-broadland/thorpe-st-andrew-neighbourhood-plan>

- By visiting one of the following locations during normal opening hours to view a hard copy of the Plan:
 - **Thorpe St Andrew Library** – 5 St. Williams Way, Thorpe St Andrew, Norwich, NR7 9NW (Tue 12:00-19:00, Thurs-Fri 10:00-19:00 & Sat 12:00-16:00)
 - **Thorpe St Andrew Town Council** – Town Hall, Fitzmaurice Park, Pound Lane, Thorpe St Andrew, NR7 0UL (Mon-Fri 9:00-15:00)

Two Councils
One Team



- **Broadland District Council** – The Horizon Centre, Broadland Business Park, Peachman Way, Norwich, NR7 0WF (Appointments only – please contact (01508) 533805)
- **Broads Authority** – Yare House, 62-64 Thorpe Rad, Norwich, NR1 1RY Appointments only – please contact (01603) 610734

If you have any difficulty accessing any of these documents online or at the above locations, then please contact Broadland District Council on (01508) 533805.

Response forms are available to complete in each of the above locations and online at the aforementioned webpage. Completed responses should be submitted, in writing, to the following address **before 5.00pm on Monday 21st August 2023**:

Email: neighbourhoodplans@southnorfolkandbroadland.gov.uk

Or by post: Place Shaping Team,
Broadland District Council
The Horizon Centre
Broadland Business Park
Peachman Way
Norwich
NR7 0WF

As part of your consultation response, please also state whether you wish to be notified when the subsequent examiner's report has been published and if and when the Neighbourhood Plan has been adopted by Broadland District Council & The Broads Authority.

Yours sincerely,

Vicky West
Community Planning Officer
Place Shaping Team

Two Councils
One Team



Guy Ranaweera

From: Norwich Western Link <Norwichwesternlink@norfolk.gov.uk>
Sent: 03 July 2023 14:10
To: Guy Ranaweera
Subject: Norwich Western Link Project Update

Dear Mr Guy Ranaweera

As promised in my last email to you, I'm getting in touch to update you on the outcome of today's meeting of the county council's cabinet, where a report about the Norwich Western Link was considered.

My cabinet colleagues and I voted to approve the recommendations made in the report, which you can read in the cabinet papers [here](#) on our website (full weblink also at the end of this email). This means that while we are awaiting a funding commitment from central government, which would enable us to move forward with submitting the planning application, we will reduce our activity on the project for a period of approximately three months. The rationale of this is to reduce spending given we can't progress the project in the way we were intending to at this point, but also allow us to be able to respond quickly as and when we do receive this funding commitment and finalise and submit the planning application.

As mentioned in my last email, we know there are other infrastructure projects across the country in a similar position to the Norwich Western Link. We also know we have a strong business case and there is no reason to think that we won't get this funding commitment. We'll continue to push for a decision as soon as possible and keep reminding Ministers just how important this project is for Norfolk.

I'll email again when we have further news.

Best Wishes,

Graham

Cllr Graham Plant

Cabinet Member for Highways, Transport and Infrastructure Delivery
Norfolk County Council

Full link to cabinet papers:

www.norfolkcc.cmis.uk.com/norfolkcc/CalendarofMeetings/tabid/128/ctl/ViewMeetingPublic/mid/496/Meeting/2050/Committee/169/Default.aspx

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Broadland Report
Cllr Martin Booth

The council has purchased seven houses which have been used for student accommodation to be used as temporary housing for homeless people in the district. This will save the people having to be in bed and breakfast or hotel accommodation which is not good particularly for families. Homelessness is a major problem in Broadland and generally and this will a start to addressing the problem.

Broadland council is part of a county wide initiative which helps victims of domestic abuse to stay in their homes if it is safe to do so. It is called the Sanctuary Scheme and aims to help survivors to stay in their homes close to their support networks of friends, family, school and work.

Trained council officers assess the home and can install extra security measures such as new locks, security light and alarms to enable survivors to feel secure as long as the perpetrator does not have any legal right to live in the property. The service is free to all residents whether they are tenants or homeowners. The service can be accessed through the council help hub or website.

On a personal level I have given some of my councillor local grant to the 1st Sprowston Brownies to buy equipment and supplies.

9th July 2023

Report from Councillor John Ward

Norfolk County Council

The 1.6mile upgrade of the A47 between Blofield and North Burlingham will require 93 acres of farmland currently owned by County Farms, plus another 98 acres which will be used temporarily during the works then returned. The loss of this land will not reduce County Farms Estate below the minimum 16,000 acres agreed in the Council constitution.

Any further work on the Western Link of the NDR has been halted pending Government approval of the funding.

I was at Gressenhall recently and walked part of the new Jubilee Trail - The Wendling Way, a 3.5m walk from Gressenhall to Dereham. This has been created by the County Council in conjunction with the Museums Service.

Cabinet has approved the upgrading of the Heartsease roundabout to provide pedestrian crossings on all junctions, to reduce entry speeds and to improve signage for cycling routes.

Work commenced on 3rd July on the Ketts Hill roundabout to improve safety. Gurney Road will remain closed until 11th August.

Proposals are in place to establish a special resource base for 8 individuals at Falcon Junior School from 1.9.24 and for 16 individuals at Sprowston Junior School from 1.9.25.

Norfolk Fire Service had a large presence at the Royal Norfolk Show for their 75th Anniversary and received a visit from the Prince and Princess of Wales. One of Norfolk's 22 brand new fire engines was on display.

Norfolk Council is to receive £333k from the Government to help improve wildlife habitats and reverse the decline of biodiversity across the county, working with local communities to develop a tailored nature recovery strategy for their areas.

Sprowston Town Council

19 July 2023

Proposal for formal Overtime Policy

It has come to my attention that the terms governing staff overtime are inconsistent between staff members and job roles. This has arisen due to changes in staff contracts over a period of many years.

I propose to implement a Staff Overtime Policy as a means to rationalising and equalising inconsistent treatment of staff overtime. This would avoid the need for a lengthy and possibly unsettling consultation to amend staff employment contracts.

Authority to authorise staff overtime is already delegated to the Clerk, but a formal policy will provide an improved audit trail and formalise long-standing practice pertaining to overtime. Additionally, a formal Overtime Policy will also give the Clerk some additional flexibility when planning staffing for Council events and out-of-hours activities.

Key benefits:

- All staff working overtime treated consistently. Parity between all staff.
- No staff will be worse-off; either financially or in terms of time off in lieu.
- No changes to staff terms and condition, or conditions of employment. Staff will benefit from either the existing terms of their employment contract, or the terms of this policy – whichever is most advantageous to them.
- Provides additional flexibility to help the Clerk secure staff for overtime.
- Reduces accumulation of time-off-in-lieu. It can be quite difficult for staff to take back significant blocks of time without affecting the functioning of the office. In some cases, the option to pay overtime as an alternative to time off in lieu would be useful.

Financial Impact

This proposal's impact on Council's staffing (actual) expenditure, in a typical year, is anticipated to be less than an additional £1500. It should be possible to accommodate this within the overtime allowance already built into existing staffing budgets (no additional funding required).

Any paid overtime will remain subject to sufficient budget, and authorisation by the Clerk (as is currently the case).

Staff Attendance at Council Meetings

Attendance of appropriate staff to support the efficient functioning of Full Council meetings is critical. The Clerk's and Committee Officer's attendance at Full Council meetings is covered by specific clauses in their employment contracts. This will remain unchanged.

Overtime Proposal in Detail

Day Worked (Including evenings)	Amount of Time Worked			
	Examples of <u>Current</u> Overtime Treatment Across Different Job Roles (as per contracts, or practice) (All Job Roles are eligible for <i>Time off In Lieu</i>)		<u>Proposed</u> Overtime Treatment for All Job Roles (All Job Roles are eligible for <i>Time off In Lieu</i>)	
	<i>Up to 37 hours</i> (normal working week)	<i>In excess of 37 hours</i>	<i>Up to 37 hours</i> (normal working week)	<i>In excess of 37 hours</i>
Weekday	<ul style="list-style-type: none"> Contractual pay 	<ul style="list-style-type: none"> Contractual pay or <ul style="list-style-type: none"> Time and a half 	<ul style="list-style-type: none"> Contractual pay 	<ul style="list-style-type: none"> Time and a half
Weekend	<ul style="list-style-type: none"> Contractual pay 	<ul style="list-style-type: none"> Contractual pay or <ul style="list-style-type: none"> Time and a half or <ul style="list-style-type: none"> Double time 	<ul style="list-style-type: none"> Double time 	<ul style="list-style-type: none"> Double time
Bank Holiday	<ul style="list-style-type: none"> Contractual pay 	<ul style="list-style-type: none"> Contractual pay or <ul style="list-style-type: none"> Time and a half or <ul style="list-style-type: none"> Double time 	<ul style="list-style-type: none"> Double time 	<ul style="list-style-type: none"> Double time

G Ranaweera

Town Clerk and RFO
12/07/2023

COUNCIL MEETING – 19 July 2023

Report of the Town Clerk

COMMUNITY BUILDINGS, ALLOTMENTS, PARKS AND OPEN SPACES

1.1 Future Maintenance in Parks

Sparhawk Park Small Play Area: The condition of the ropes on the cone climber in the small play area is being monitored weekly. As-and-when the ropes require replacement, the cost will be in the region of £2,000 for replacement parts + fitting. Depending on other expenditure during the year, it may be possible to fund this from the existing budget.

Sparhawk Park Small Play Area: The wet pour safety surface in the small play area is showing its age. For a number of years, we have managed to apply patch-repairs, but surface cracks are becoming larger and more frequent. The edge of the safety surface is also lifting. At some point in the next few years the entire safety surface (excluding the area renewed when the new Kompan play tower and slide was installed) will require replacement. This will be a major undertaking requiring temporary closure of the play area. I would also recommend taking that opportunity to renew the remaining items of play equipment as these are nearing the end of their serviceable life. Replacement of the wet pour play surface on a like-for-like basis will be in the region of £20,000. My preference would be to forgo wet pour for all but the most high-risk play equipment and instead install rubber safety matting over grass, as has been done with great success under the basket swing at Sparhawk park.

Recreation Ground Road Play Area: Wet pour safety surfacing is installed under all individual items of play equipment. Some of these areas, which can be quite sizeable, are reaching the point of replacement. Unlike the small play area at Sparhawk Park, we *may* be able to fence-off individual items of equipment whilst new safety surfacing is installed and keep the remainder of the play area open. Again, my preference is to install rubber safety matting over grass, wherever safe to do so.

Weekly monitoring of all of the above is sufficient for now. However, I shall report back to Council as-and-when a detailed plan and funding for pro-active replacement is required.

CEMETERY

2.1 Vandalism

In late June and early July, we received reports of flowers, wooden crosses and other tributes being removed from graves and strewn around the cemetery. PC Gill has been made aware. He and his colleagues have added the cemetery to their patrol route. A CCTV camera has also been ordered.

STREET LIGHTING

3.1 No matters to report

CENTRAL ADMINISTRATION AND PERSONNEL

4.1 Volunteers need for Summer Fete – 1pm to 5pm, Sat 29th July 2023

Anyone who maybe able to volunteer at the summer fete (and bring along a friend or family member!) is requested to please contact me. We are especially in need of volunteers between 1pm and 5pm to steward bouncy castles and staff the gates to the recreation ground. All assistance gratefully received!

PLANNING AND TRANSPORTATION

5.1 No matters to report

ATTACHMENTS

6.1 None

A handwritten signature in black ink, appearing to read 'Guy Ranaweera', with a stylized flourish at the end.

**Guy Ranaweera
Town Clerk**

Sprowston Town Council
PLANNING APPLICATIONS – 19 JULY 2023

Broadland DC App. No	Location	Description	Type
2022/1460	Lusher Lushers Loke Sprowston NR7 8TH	Residential development (30 new dwellings)	Outline Planning Permission
2023/1546	9 Sursham Avenue Sprowston Norfolk NR6 7LD	Single storey rear extension, side porch and new dormer window	Householder
2023/1807	7 Bewit Road Sprowston Norfolk NR7 8LB	Single storey extension and open car port	Householder
2023/1936	66 Blenheim Road Sprowston Norfolk NR7 8AJ	Erection of front porch, single storey rear extension, first floor side extension and extension to annexe.	Householder
2023/1978	103 Lone Barn Road Sprowston Norfolk NR7 8HY	Single storey rear extension and alterations (Resubmission of 2023/0899)	Householder

Date of decision : ()
21 June 2023

Appl Number : 2023/1643

App Type : Non Material Amendment

Parish: Sprowston

Location : Eastern Counties Omnibus Co Ltd Roundtree Way Sprowston
Norfolk NR7 8SQ

Proposal : Non-material amendment of 20221381 - Additional "gantrys" used to support cables at high level to allow a bus to drive under. 3 No. steel frames will be provided - one to the western boundary, one between the building and the southern boundary and one over the southern boundary entrance to the centre of the site

Decision : Approval with no Conditions
(Delegated)

Date of decision : 20 June 2023

Application Number : 2023/1807
App Type : Householder
Parish : Sprowston
Grid Ref : 625572 311671
Location : 7 Bewit Road Sprowston Norfolk NR7 8LB
Proposal : Single storey extension and open car port

Sprowston Town Council

Direct Debit Payments

Meeting Date: 19th July 2023

Norse Waste Solutions					
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> BACS
30.06.2023	NWS100230294	Rental Charge recycling 1100L & Empty recycling 1100L - June 2023	£40.70	£8.14	£48.84
Novuna					
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> BACS
28.07.2023	100/23/0007325/July	Lease rental - Husqvarna P535 OutFront Ride On	£933.00	£186.60	£1,119.60
Siemens					
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> BACS
24.07.2023	A9769113/July	Lease Rental Sharp MX2651 for the period 24 July 2023 to 24 September 2023	£185.00	£37.00	£222.00
SSE Energy Solution					
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> BACS
22.06.2023	IV00002892	Energy invoice to Sparhawk Park - 11/03/2023 to 20/06/2023	£234.99	£11.75	£246.74
Total Energies					
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> BACS
09.07.2023	306102660/23	Electricity bill for Street lights June 2023	£5,538.27	£1,107.65	£6,645.92
09.07.2023	306102615/23	Electricity bill for Sports field June 2023	£13.79	£0.69	£14.48
09.07.2023	306102626/23	Electricity bill for Diamond Centre June 2023	£848.69	£169.73	£1,018.42
			£6,400.75	£1,278.07	£7,678.82
Veolia					
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> BACS
30.06.2023	SIO1275854	Non-Hazardous Industrial Waste for Diamond Centre, Car Park, Cemetery & Recreational Ground	£270.94	£54.19	£325.13
Total Direct Debits			£8,065.38	£1,575.75	£9,641.13

Sprowston Town Council

Invoices To Pay

Meeting Date: 19th July 2023

<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> BACS
22.06.2023	6790	Altus Man safety testing of roof on the Diamond Centre - 22.06.2023	764.99	153.00	917.99
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> BACS
29.06.2023	0000192011	Collier Turf Care Ltd Advantage Pellet Applicator Gun, prestige super hose end pellets pack of 6, Ongar Loam 25kg x10 & Surcharge Contribution for all orders over £350	324.50	64.90	389.40
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> BACS
05.07.2023	INV-7557	Cozens Ltd Monthly Standard maintenance charge for June 2023	£600.00	£120.00	£720.00
28.06.2023	INV-7538	Supply and install 1x LED lantern - upgrade @ unit 6880, Mountbatten Drive (outside house number 97)	£395.00	£79.00	£474.00
			£995.00	£199.00	£1,194.00
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> BACS
28.06.2023	10426	Exclusive Leisure Limited To carry out repairs to the artificial cricket wicket at Recreation Ground Road	£400.00	£80.00	£480.00
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> BACS
22.06.2023	K66633	Ernest Doe & Sons Ltd Blade Rotary HRG466 x2	52.72	10.54	63.26
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> BACS
29.06.2023	N/A	GR General Expenses Union Jacks Flag & Next day posting x2	£19.07	£1.08	£20.15
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> BACS
05.07.2023	1013067462	HAYS Specialist Recruitment Limited Temporary Grounds Maintenance Worker - w.e 30/06/2023	349.20	69.84	419.04
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> BACS
01.07.2023	928573	Heritage Contract Services Ltd To provide caretaker and cleaning services for August 2023	7,048.43	1409.69	8458.12
01.07.2023	928574	To labour re cemetery gates and litter picking for July 2023	134.12	26.82	160.94
22.06.2023	928516	To supply of 1 pack laundry capsules, 1 pack of refuse sacks, 3 packs of toilet rolls, 2 packs blue C-fold hand towel, 2 packs wheelie bin liners, 4 packs C/pull T/roll & 2 Urinal screen deodorisers	301.08	60.22	361.30

			£7,483.63	£1,496.73	£8,980.36
		Intouch systems			
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> BACS
08.07.2023	762053	Server backup - 18/07/2023 to 18/08/2023	£52.68	£10.54	£63.22
01.07.2023	760711	WISP 01/07/2023 to 31/07/2023 - business8000plus	£53.70	£10.74	£64.44
01.07.2023	760712	WISP 01/07/2023 to 31/07/2023 - bespoke package	£161.20	£32.24	£193.44
02.07.2023	761940	9x hosted exchange plus 4x extra data - 01/08/2023 to 01/09/2023	£71.51	£14.30	£85.81
			£339.09	£67.82	£406.91
		K. Lockwood & R Slater Ltd t/a Colour Print			
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> BACS
07.07.2023	INV-32866	8600 A4 4pp Sprowston Matters Newsletter issue 63 Summer 2023	£666.00	£0.00	£666.00
		Moviola Ltd			
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> BACS
04.07.2023	213265	For supply of film 'The Fabelmans' 03 July 2023 - 35% of Box Office plus Disk postage charge	£79.17	£14.83	£94.00
		Norfolk Drain Services Limited			
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> BACS
06.07.2023	01725	To attended to blocked ladies toilet at Pavilion	£125.00	£25.00	£150.00
		Norfolk Electrical And Testing			
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> BACS
30.06.2023	100765	Complete an EICR and PAT testing on all buildings at Recreation Ground R	£3,002.05	£600.41	£3,602.46
		Norfolk Fire Protection			
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> BACS
28.06.2023	2245	Fire Awareness/Extinguisher Training Course up to 12 people	£279.00	£55.80	£334.80
		Origin Amenity Solutions - Rigby Taylor			
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> BACS
19.06.2023	OASI0066955	Impact standard white RTU 10Ltr Drum	£280.35	£56.07	£336.42
		Richard Powell			
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> BACS
04.07.2023	63	Design of No 63 edition Sprowston Matters parish Newsletter and social media graphic	£100.00	£0.00	£100.00
		Sharp Business Systems UK Plc			
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> BACS
06.07.2023	8072259540	Mono copies 2196 copies used @ 0.40ppc & Colour copies 1352 copies used @ 3.60ppc	£57.45	£11.49	£68.94

<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> BACS
Jul-23	N/A	SYEP Grants Section 137 SYEP Outreach Worker 2 of 4 plus £823.50 backdated as per increase	£7,022.00	£0.00	£7,022.00

<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> BACS
04.07.2023	1278193	Thomas Fattorini Ltd Block wooden regalia case with locks, keys & handle - Plywood covered in black leatherette. - carriage charge	£333.67	£66.74	£400.41

TOTAL OF INVOICES

£22,672.89	£2,973.25	£25,646.14
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Transfer:	STC Active to STC Drawings a/c	-	-	25,646.14	Trf 39
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Transfer:	STC Active a/c to Salaries a/c	-	-	26,000.00	Trf 40
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Councillor

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Councillor

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Town Clerk

Sprowston Town Council

Invoices Payments Made

Meeting Date: 19th July 2023

<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>DIRECT</u>
06.07.2023	N/A	Anglia Elite Banqueting Hire Fete table and chairs hire deposit	80.00	-	80.00	
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>DIRECT</u>
29.06.2023	N/A	SDFC - Dementia Café Reimbursement K.L for buns bought in Tesco	9.00	-	9.00	
29.06.2023	N/A	Paid an invoice 2023 to Angela Bishop	65.00	-	65.00	
			74.00	-	74.00	
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>DIRECT</u>
14.06.2023	1013024073	Hays Specialist Recruitment Limited Temporary Grounds Maintenance w.e 09/06/2023	436.50	87.30	523.80	
30.06.2023	1013059813	Temporary Grounds Maintenance w.e 23/06/2023	349.20	69.84	419.04	
21.06.2023	1013038846	Temporary Grounds Maintenance w.e 16/06/2023	436.50	87.30	523.80	
			1,222.20	244.44	1,466.64	
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>DIRECT</u>
30.06.2023	2023	SLCC for Local Council Professionals SLCC Norfolk Annual Conference - GR	55.00	-	55.00	
Total Invoices paid			1,431.20	244.44	1,675.64	

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Councillor

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Councillor

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Town Clerk

Sprowston Town Council

Barclaycard Payments

Meeting Date: 19th July 2023

<u>Invoice Date</u>	<u>Invoice No./Order no.</u>	<u>Detail</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
06.06.2023	N/A	Progress Fuels Unleaded fuel 96.19L @141.9ppL	113.74	22.75	136.49
07.06.2023	N/A	Diesel 34.87L @144.9ppL	42.11	8.42	50.53
			155.85	31.17	187.02
<u>Invoice Date</u>	<u>Invoice No./Order no.</u>	<u>Detail</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
08.06.2023	INV-GB-990129875-2023-3779	Amazon Maypole Trailer cargo net 1.9x1.2m	14.16	2.83	16.99
08.06.2023	GB33KMHK9AEUI	Draper Measuring Tape & Professional Ratchet with Teardrop head & shipping charges	22.91	4.59	27.50
08.06.2023	GB33KLMP4AEUI	Everbuild Surveyline, Semi permanent line marking paint & shipping charge	39.27	7.86	47.13
08.06.2023	GB33KLR8MAEUI	Trimmer line, draper measuring tape x2	38.09	7.63	45.72
08.06.2023	DS-ASE-INV-GB-2023-220811171	Heavy duty luggage bungee net for trailer	16.96	3.39	20.35
08.06.2023	DS-ASE-INV-GB-2023-220811175	Tyre lever, tire remover repair tools & a pair of non-slip gloves	11.12	2.23	13.35
08.06.2023	DS-ASE-INV-GB-2023-220773032	Wheelbarrow Inner Tubes	11.96	2.39	14.35
28.06.2023	DS-ASE-INV-GB-2023-250395078	1000L Tank Adapter - Valve fitting parts	14.07	2.81	16.88
28.06.2023	GB340XFVRAEUI	Protection Moulded Disposable Mask - pack of 10	14.69	2.94	17.63
			183.23	36.67	219.90
<u>Invoice Date</u>	<u>Invoice No./Order no.</u>	<u>Detail</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
12.06.2023	144788	Howardson Group Brake band cable, brake band & carriage & packing	173.56	34.71	208.27
<u>Invoice Date</u>	<u>Invoice No./Order no.</u>	<u>Detail</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
16.06.2023	62F0D6C4-0020	We Transfer Subscription for large files 16 Jun to 16 Jul 2023	10.62	0.00	10.62
<u>Invoice Date</u>	<u>Invoice No./Order no.</u>	<u>Detail</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
16.06.2023	1000002813836	GOV.UK Title register search	3.00	0.00	3.00
28.06.2023	1000002901547	Title register and title plan search	6.00	0.00	6.00
			9.00	0.00	9.00
<u>Invoice Date</u>	<u>Invoice No./Order no.</u>	<u>Detail</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
20.06.2023	IEE2023006628423	Adobe Systems Software Ireland Ltd Acrobat Pro monthly subscription 20 Jun 2023 to 19 Jul 2023	16.64	0.00	16.64
Total of Payments			548.90	102.55	651.45