



NOTICE OF MEETING AND SUMMONS TO ATTEND

**The Sprowston Town Council meeting to be held Wednesday 23 August 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 19 July 2023. Pages 1 - 11
5. To receive any Police Liaison Officer's report.
6. NHS First Responders - report and presentation by Steve Grint.
7. To agree action/response arising from the minutes.
8. Correspondence
 - (1) To consider request for more "H" Lines on Wroxham Road. Page 12
 - (2) To consider responding to Broadland's Consultation on a new public spaces protection order - Vehicle Related ASB. Pages 13 - 18
 - (3) To consider making a nomination to the Community at Heart Award. Pages 19 - 20
9. To receive any written/verbal reports from Sprowston County and District Councillors. Page 21
 - (1) Cllr. J M Ward requests nominations for use of his 2023-24 Highway Allowance, within in Sprowston Central and South Ease, County Council Wards.
10. Adjourn the meeting for a short break.
11. To appoint a representative to Norwich Airport Consultative Committee. Page 22
12. To receive the report of the Town Clerk. Pages 23 - 24
13. To consider a review of the Sprowston Neighbourhood Plan (2014 to 2026). Pages 25 - 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 consider planning applications to 23 August 2023. Pages 34 - 35
17. To receive planning decisions week ending:
 - (1) 4 August 2023 Page 36
 - (2) 11 August 2023 Page 37
18. Financial year ending 31 March 2024 - To receive first quarter bank reconciliation to 30 June 2023. Page 38

- | | |
|---|---------------|
| 19. Financial year ending 31 March 2024 - To receive first quarter bank income and expenditure report to 30 June 2023. | Pages 39 - 50 |
| 20. To receive the schedule of direct debits to 23 August 2023. | Pages 51 - 52 |
| 21. To confirm the payment of accounts to 23 August 2023. | |
| (1) Invoices to pay. | Pages 53 - 55 |
| (2) Invoices payments made. | Pages 56 - 57 |
| 22. To receive the schedule of credit card payments. | Pages 58 - 60 |
| 23. 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. | |
| 24. Planning Enforcements | |
| (i) Closed | Page 61 |
| (ii) Outstanding | Pages 62 - 65 |
| 25. Update on Employment Matters. | |



Guy Ranaweera
Town Clerk

17 August 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, A R Tipple, 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 19 July 2023
at the Council Chamber, Recreation Ground Road, Sprowston.**

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

B Baby	-	A L Parker
M A Booth	-	H W Tarlton
S D Booth	-	A R Tipple
D Coleman	-	E H Tovell
J H Mallen	-	R H Tovell
K Vincent		

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

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

County Councillor: J M Ward

23/203. DECLARATIONS OF DISCLOSABLE PECUNIARY AND OTHER INTERESTS

Councillor	Minute No. and Heading	Nature of Interest
Cllr. A R Tipple	23/218 - Planning Applications	Member of Broadland District Council's Planning Committee

23/204. APOLOGIES FOR ABSENCE

Written apologies for absence were received and accepted by the Council from Cllr. M G Callam.

23/205. RESIDENTS' QUESTIONS

On the motion of Cllr. W F Couzens, seconded by Cllr. M A Booth 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 resident of Aslake Close expressed his concern with regard to the vast increase in traffic and subsequent inconsiderate and potentially dangerous parking caused by the relocation of services from Norfolk County Council's site on Ipswich Road to Sprowston Community Hub.

23/205. RESIDENTS' QUESTIONS (CONTINUED)

He had spoken to both the manager of the Hub and Norse and was told to contact the Town Council.

Cllr. W F Couzens explained that having spoken to the Hub's manager he had been advised that their Ipswich Road site had been temporarily closed due to a sinkhole and some services relocated to Sprowston. The organisation was currently trying to arrange for staff parking at Tesco Extra on Blue Boar Lane to alleviate congestion.

The resident also commented on cars regularly advertised for sale in this area which was adding to the traffic problem.

Cllr. W F Couzens replied that Council had no legal powers to address this situation however, requested details be sent to Council to contact the person responsible.

Residents of Neville Close, Terence Avenue, Tusting Close and Neville Road voiced their objection to Mitchells Demolition Ltd planning application for 30 new dwellings at Lushers, Lushers Loke commenting:

- Potential development of this site has been ongoing since 2019;
- There is no significant change to the previous application with the exception of two additional dwellings and affordable housing thus all previous concerns stand;
- Land in the vicinity of Tusting Close is not crushed properly and underground air pockets remain, consequently vibration from any development on the site can be felt in properties on Tusting Close;
- The sewers on Breydon Road are already inadequate and any additional housing will further exacerbate this problem. Surface water is also an issue;
- The Arboricultural report highlights there are trees of value on-site. Their loss would have a significant impact on the area;
- Parking for the terraced properties identified as affordable housing should be located adjacent to the dwellings;
- The Loke is not registered and has been a restricted byway since 1934.

Residents also questioned if land owned by the Scout Group had been purchased by Mitchells Demolition Ltd to widen the loke and if the status of a restricted byway could be changed.

23/206. PLANNING APPLICATION 2022/1460

The Chairman brought forward consideration of planning 2022/1460 Residential development (30 new dwellings) from agenda item 15. (To consider planning applications to 19 July 2023)

Following discussion, it was **RESOLVED**

That whilst Council noted the applicant's intention to hand over building units 19 - 23 and 24 - 28 to an approved housing association or an alternative scheme, they did not consider the revised plans submitted addressed any of the concerns previously raised and therefore remained opposed to the granting of this application on the same grounds as before, listed below.

23/206. PLANNING APPLICATION 2022/1460 (CONTINUED)

- Some of the proposed properties to the south of the site share a boundary with, and are too close to, an existing commercial freight business. Occupiers of these properties would suffer a detriment to their residential amenity due to legitimate noise and light from the business.
- The proposed housing is not in keeping with the styles of housing in the immediate surrounding area (Sprowston Neighbourhood Plan policy 2). For example, there are no other 3 storey townhouse properties in the vicinity.
- The proposal is an overdevelopment of the site; no provision has been made for public amenity space; inadequate provision has been made for parking adjacent to homes (especially bungalows which may be occupied by residents with reduced mobility).
- Piecemeal development of this site in isolation from the adjacent commercial sites contradicts Sprowston's Neighbourhood plan Policy 18. The Neighbourhood plan allocates this site together with adjacent commercial sites (total 2.4 hectares) for housing on the basis that development of the wider site would allow a new vehicle access road to be created from School Lane thereby deconflicting use of the restricted byway. Residential development of the Lusher Loke site without concurrent residential development of the adjacent commercial sites precludes access from School Lane and instead relies on access via Breydon Road, which is inadequate for several reasons.
- The proposed new access road from Breydon Road is inadequate and unacceptable for the following reasons:
 - The new road would require metalling a section of the Public Right of Way (PROW). Norfolk County Council have confirmed the PROW (also known as Sprowston Restricted Byway 5) is not maintainable at the public expense to a vehicular standard. This raises questions as to who would pay for the ongoing maintenance of any future vehicular road?
 - Vehicular access to the PROW is only available for those enjoying existing rights of access. Council questions whether new residential properties would automatically benefit from a right of access, and requests that BDC planning ensures the developer obtain clarification as to the existence of such rights or the likelihood of their legitimate creation.
 - The new road, being tightly bounded on both sides by private properties and involving a sharp 90- degree turn-in from Breydon Road, is too narrow for two lanes of vehicles to pass. The route is also unsuitable for even a single large delivery vehicle, refuse collection vehicle or construction vehicle. It is therefore unworkable as the sole accessway into a residential development of this size.
 - Contrary to the application which states "The proposal is not likely to generate significantly more traffic movements than would have been expected for the builder's yard", it is this Council's opinion that the volume of vehicle movements that would be generated by a development of now 30 dwellings is realistically likely to very greatly exceed the current low levels.
 - The Public Right of Way does not offer any means of public vehicular access and as a result is heavily used by pedestrians. Therefore, the increased number of vehicular movements likely to result from this development would have a detrimental impact on the safety of pedestrians using this PROW.
 - The application does not appear to make provision for a separate footway or pavement along the PROW. This will contribute further to the decrease in

23/206. PLANNING APPLICATION 2022/1460 (CONTINUED)

pedestrian safety. It will also increase surface wear and maintenance needs on the sections of the PROW that are to remain unmade.

- Inadequate mitigation of flood risk (as per Anglian Water's objection).
- Council is concerned about the stability of the ground at the site and PROW; specifically, how use of soakaways and/or SUDs may detrimentally affect the condition of the ground at the site and nearby properties. The site is built on rubble and infill thus the developer should be compelled to provide appropriate reassurances and guarantees that infiltration of water into the ground from the soakaways or SUDs will not undermine or otherwise weaken the raised embankment on which the PROW is built, or the ground on which housing is proposed, or any of the existing surrounding properties.
- Inadequate site contamination survey (site is an old brick works)
- The PROW which provides access to this site runs adjacent to a number of residential properties. Those properties lay at a level approximately 6 foot lower than the PROW. The passage of heavy vehicles along the PROW causes these adjacent properties to shake. Residents have expressed concern about their properties sustaining vibration damage from the large number of heavy construction vehicles that would use the PROW during development of the site. The application contains no information as to how this risk to residents' property will be mitigated, thus the developer has not discharged their duty of care to the site's neighbours.
- The PROW, not being intended for use by heavy vehicles, may become structurally weakened by heavy construction traffic. With the PROW being on an embankment above several adjacent residential properties there is a danger that should the embankment give way, heavy construction vehicles or machinery will fall into people's gardens or homes, with potentially catastrophic consequences.
- The application appears to show residential properties overlapping the footprint of an earlier application 20220639 "20m monopole mast with headframe accommodating 6No antennas, 2No dish (1No 300mm; 1No 600mm), 4No cabinets and all ancillary development" at WS Lusher and Son Ltd, Lushers Loke, Norwich, NR7 8TH. Clarification is required as to whether this application is compatible with application 20220639 20m monopole mast.

Council also raised the following additional reasons for opposing this application:

- The supporting statement states there are no trees on the site and proposals will not impact on any that stand on adjacent land. Yet the Arboricultural Impact Assessment prepared for Mitchell Demolition Ltd by A.T. Coombes Associates Ltd states eight individual trees and three tree groups will need to be removed for development purposes. Councillors would like these trees retained and appropriate root protection areas incorporated into the plans.
- Two additional properties have been included on the revised plans reducing available parking provision and increasing potential for further traffic movements.
- Continued absence of a contamination survey and an acceptable Flood Risk Assessment, Drainage Strategy and supporting information relating to drainage.

23/207. 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

23/207. MINUTES (CONTINUED)

Minute 23/190, **delete** No written or verbal reports were received and **insert** A written report was received from Cllr. M A Booth.

Minute 23/194,

delete Cllr. J H Mallen reported:

- (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.

insert a Councillor reported:

- (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.

Cllr. J H Mallen reported:

- (1) 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.

delete Norwich City College were willing to update it and **insert** Norwich City College might be willing to update it.

confirmed and signed by the Chair of the Council.

23/208. STEVE GRINT - NHS FIRST RESPONDER KIT DEMONSTRATION

This item was deferred to the next meeting of the Council.

23/209. ACTION FROM MINUTES

- (1) Planning Application 2023/1666 - CK Hutchison Networks (UK) Ltd

Further to Minute 23/185, Cllr. W F Couzens reported the consultation period for planning application 2023/1666 had been extended to 20 July 2023. The application had not yet been considered by the District Councils Planning Committee.

- (2) Safer Neighbourhood Police Meeting

23/209. ACTION FROM MINUTES (CONTINUED)

Referring to Minute 23/194, Cllr. W F Couzens advised the date of the September Safer Neighbourhood Police meeting had been changed from Wednesday 27 September 2023 to Wednesday 13 September 2023. The time and location remained the same.

(3) Barratt David Wilson Homes - Woodland Play Area

Council considered the revised play equipment plan from Barratt David Wilson Homes and it was **RESOLVED** to:

- (i) Request the entire play area be fenced and gated in similar or same manner as Councils other parks in Sprowston in the interests of safeguarding and to prohibit dogs.
- (ii) Question if the play equipment is suitable for a 9 - 13 age group as it appears to be of a very junior nature.
- (iii) Acknowledge the swing seat meets motor and sensory criteria however not inclusive for wheelchair users and request one item of fully wheelchair accessible equipment be incorporated into the scheme.
- (iv) Request access to all reports.

23/210. CORRESPONDENCE

(1) Thorpe St. Andrew Neighbourhood Plan Reg 16 Consultation

Council noted the proposal for Thrope St. Andrew Neighbourhood Plan - Statutory Consultation on Submitted Plan (Reg. 16).

(2) Western Link

Council noted the Norwich Western link Update from Norfolk County Council.

23/211. REPORTS FROM COUNTY AND DISTRICT COUNCILLORS

A written report was received from Cllr. M A Booth

In response to a Councillors comment Cllr. M A Booth confirmed that homelessness was a significant problem in the district.

A written report was received from County Councillor J M Ward.

Cllr. Ward also verbally reported:

The libraries Summer Reading Challenge has now begun, entitled Ready, Set, Read, it celebrates play, sport and games and is open to 4 -11-year-olds.

The County Council is working with the NHS to promote the Free NHS Health Checks available for ages 46 - 74. Booking via GP surgeries, some pharmacies and libraries or book direct at www.norfolk.gov.uk/nhscheck

23/211. REPORTS FROM COUNTY AND DISTRICT COUNCILLORS (CONTINUED)

The Postwick Park and Ride will reopen on Monday 4 September 2023 for a trial period. Busses will run from 7.30am finishing at 6.10pm Monday - Saturday.

The County Council has issued a statement saying it opposes Greater Anglia's proposed Railway Ticket Office closures, which includes Norwich.

I have just come from a Governors meeting at Cecil Gowing Infant School where we said farewell to Head Isabel Stubbs who is retiring after 11 years in that post. The new Head Amy Bullman starts in September.

Cllr. K Vincent verbally reported:

Norfolk County Council is seeking views of residents and communities about the future of Adult Social Care.

More people are needing help and the Council wants to ensure it has the right plans in place so it can support them in the right way.

Its consulting/asking for views on three key themes

- Prevention and early help
- Being and staying independent
- Living with complex needs

You can get involved by completing the online survey on the County Council website or get a paper copy of the survey from the Sprowston library and local libraries. Other formats available on request.

23/212. MEETING ADJOURNMENT

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

The meeting was reconvened.

23/213. SCHEME OF DELEGATION 2023 - 24

RESOLVED to adopt the Scheme of Delegation 2023-24 as presented subject to 3.3.3 being renumbered to 3.3.2.

23/214. REVIEW OF OVERTIME POLICY

Responding to Councillors questions the Town Clerk confirmed:

Overtime is only offered on special occasions and although not capped is subject to available budget;

A policy change will ensure all job roles receive a standard overtime treatment;

23/214. REVIEW OF OVERTIME POLICY (CONTINUED)

Taking time off in lieu is not restricted to a time period. This is to ensure the efficient functioning of the Council.

23/215. REPORT OF THE TOWN CLERK

COMMUNITY BUILDINGS, ALLOTMENTS, PARKS AND OPEN SPACES

1.1 Future Maintenance in Parks

Further to his written report the Town Clerk reported he would bring a detailed costing to a future meeting of the Council.

CEMETERY

2.1 Vandalism

The Town Clerk reported CCTV had now been installed at the cemetery following reports of flowers, crosses and other tributes being removed from graves.

STREET LIGHTING

3.1 No matters were reported

CENTRAL ADMINISTRATION AND PERSONNEL

4.1 Volunteers needed for Summer Fete - 1.00pm to 5.00pm, Saturday 29 July 2023

Councillors provided their availability to assist with the summer fete to the Town Clerk.

PLANNING AND TRANSPORTATION

5.1 No matters were reported

ATTACHMENTS

6.1 None

23/216. REPORTS FROM COUNCIL'S COMMITTEES AND WORKING GROUPS

Cllr. B Baby agreed to bring a report on the progress of the Heritage Group to the next meeting of the Council.

Cllr. J Leggett reported on her attendance at the Recreational Facilities Working Group meeting held 4 July 2023 advising:

The timeline for redevelopment of the Viking Centre is as follows:

- July - Mechanical and Electrical and Design and Tender
- August - Tender

23/216. REPORTS FROM COUNCIL'S COMMITTEES AND WORKING GROUP (CONTINUED)

- September - View tenders and agree a price
- October - Select contractor
- November - Commence work
- May 2024 - Completion

The group discussed the summer fete and recommended inflatables be managed by height and time.

The arena will comprise of baton twirlers, agility dogs and traditional games of sack racing and egg and spoon racing.

Having carried out a site visit at the White House Farm (WHF) development the group were concerned about the number of stones on land in the open spaces and had passed these concerns on to the Persimmon Homes representative.

Play areas on the WHF estate will not open until mid to end of August

The suitability of an avenue of commemorative trees along the pathway adjacent the school at Sparhawk Park was being considered.

There is a requirement to hold a special meeting to formally discuss revision of the Sprowston Neighbourhood Plan.

23/217. REPORTS FROM COUNCILLORS REPRESENTING THE COUNCIL ON OUTSIDE ORGANISATIONS

Cllr. K Vincent verbally reported on her attendance at Sprowston Youth Engagement Project Annual General Meeting commenting on how well it was supported by both young people and adults.

SYEP had supported approximately 600 young people last year.

A successful lottery grant application had allowed them to employ four staff which they had match funded.

Further funding was required to complete the urban garden.

Cllr. Leggett agreed to clarify if SYEP Annual Report could be circulated to Councillors.

23/218. 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:

23/218. PLANNING (CONTINUED)

2023/1546 - single storey rear extension, side porch and new dormer window at 9, Sursham Avenue, Sprowston

2023/1807 - single storey extension and open car port at 7, ewit Road, Sprowston

2023/1936 - erection of front porch, single storey rear extension, first floor side extension and extension to annexe at 66, Blenheim Road, Sprowston

2023/1978 - single storey rear extension and alterations (Resubmission of 2023/0899) at 103, Lone Barn Road, Sprowston.

23/219. PLANNING DECISIONS

Council noted Broadland District Council's planning decisions for weeks ending 23 June 2023 and 30 June 2023.

23/220. SCHEDULE OF DIRECT DEBIT PAYMENTS

The schedule of direct debit payments to 19 July 2023 totalling £9,641.13 was approved and noted.

23/221. PAYMENT OF ACCOUNTS - INVOICES TO PAY 19 JULY 2023

The Town Clerk and Responsible Financial Officer presented the schedule of invoices to 19 July 2023 totalling £25,646.14.

In response to a Councillors question the Town Clerk explained:

Invoice 0000192011 - Collier Turf Care Ltd the loam was for general use in Council's parks and the Cricket Square.

Invoice 10426 - Exclusive Leisure Ltd was a repair to the artificial cricket wicket which had ripped.

On the motion of Cllr. J H Mallen, seconded by Cllr. B Baby it was **RESOLVED** that payment of the schedule of invoices to 19 July 2023 totalling £25,646.14 be approved and the schedule authorising payment signed by Cllr. W F Couzens and Cllr. J Leggett.

23/222. PAYMENT OF ACCOUNTS - INVOICES PAID 19 JULY 2023

The Town Clerk and Responsible Financial Officer presented the schedule of invoices paid to 19 July 2023 totalling £1,675.64.

On the motion of Cllr. H Tarlton, seconded by Cllr. K Vincent it was **RESOLVED** that payment of the schedule of invoices paid to 19 July 2023 totalling £1,675.64 be approved and the schedule authorising payment signed by Cllr. W F Couzens and Cllr J Leggett.

23/223. SCHEDULE OF CREDIT CARD PAYMENTS & BARCLAY VISA DEBIT

The schedule of credit card and Barclay Visa Debit payments to 19 July 2023 totalling £651.45 was approved and noted.

23/224. EXCLUSION OF PRESS AND PUBLIC

Cllr. W F Couzens proposed, seconded by Cllr. J Leggett 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.

23/225. PLANNING ENFORCEMENT

Council considered the list of current and closed planning enforcements.

23/226. STAFFING UPDATE

RESOLVED to delegate authority to Cllr. W F Couzens, Cllr. J Leggett and the Town Clerk to agree an outcome at the upcoming staff related meeting.

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

23 August 2023

Chair

Guy Ranaweera

From: WordPress <website@sprowston-tc.gov.uk>
Sent: 04 August 2023 17:47
To: Guy Ranaweera
Subject: Enquiry from Sprowston Town Council web site

From: [REDACTED]
Telephone: [REDACTED]
Subject: H lines on Wroxham Road.

Message Body:

I am writing with regard to the H lines which have been painted along one side of Wroxham Road. I live near the dentist and the parade of shops but on the opposite side of the road. I am now finding that more people are now parking on the my side of Wroxham Road and have had my driveway partially blocked by parked cars. I was pleased when I came home one day, prior to the white lines being painted to find that a vehicle had a notice on the windscreen about their parking but this inconsiderate parking has now increased. This has made it dangerous to pull/ reverse out as visibility of oncoming vehicles is reduced.

The problem of parking of vehicles has not been reduced by the H lines but has moved more parking to the opposite side of the road. This has actually caused more problems as now cars are parked on both sides of the road as opposed to one resulting in both lanes being narrower. It is more difficult for buses to pass through. I also have a caravan and will now have great difficulty turning into and out of the driveway when vehicles are parked on both sides.

H lines painted on my side of the road would help to rectify this.

I look forward to your reply

Regards

[REDACTED]

--

This mail is sent via contact form on Sprowston Town Council <http://www.sprowston-tc.gov.uk>

Guy Ranaweera

From: Teri Munro <Teri.Munro@southnorfolkandbroadland.gov.uk>
Sent: 28 July 2023 13:47
Subject: Formal Consultation Broadland: Public Spaces Protection Order - Vehicle Related Anti-social Behaviour
Attachments: Letter to Parish Clerks.docx; DRAFT BDC PSPO.docx; Broadland District Map- Inc. South Norfolk.pdf

Good morning,

The Council has been working in partnership with the Police over recent months to tackle the issue of vehicle related anti-social behaviour, in the main involving large groups of vehicles (in excess of 100) plus smaller groups, who arrange to meet up at various locations across the District. In the main, those attending are well-behaved and share a common interest in modified vehicles, however, there are some who use the cover of these events to attend and participate in anti-social behaviour using their vehicles which poses a safety issue to those in the vicinity not to mention disruption to businesses and disturbance to nearby residents.

All powers available to both the Police and Council have been exercised (and continue to be exercised), however, it has been identified that the PSPO will enable earlier intervention and prevention activities to take place.

Your council is now being formally consulted on the proposed PSPO and your comments and thoughts are welcomed.

Please find attached the following documents:

- 1) Letter of consultation.
- 2) Draft PSPO
- 3) District map

The consultation runs until 29th September 2023 and your response should be emailed to me.

Regards
Teri

Miss Teri Munro

Community Safety Manager

t 01603 430510 e teri.munro@southnorfolkandbroadland.gov.uk



Parish & Town Clerks
District of Broadland

Broadland District Council
Horizon Business Centre
Broadland Business Park
Peachman Way
Norwich
Norfolk NR7 0WF

1 August 2023

**Anti-social Behaviour, Crime and Policing Act 2014
Proposed Public Space Protection Order (PSPO) (vehicle related ASB):
Broadland**

I am writing to consult you on a proposal to re-make a Public Space Protection Order (PSPO) under the Anti-social Behaviour, Crime and Policing Act 2014 as required by the Act.

The PSPO will cover the administrative district of Broadland and will seek to prohibit vehicles being used in a manner which cause detrimental impact on the wider community and provide Police and Councils with powers to act swiftly and quickly where it is believed those activities are taking place.

Evidence identifies that the proposed PSPO is in operation from 18:00 Thursday to 06:00 Tuesday as the majority of the activity takes place over weekends and in particular, on bank holidays.

PSPO's can be made for a period up to three years from the date of decision and this will form the application to Council albeit, with a built-in review at the end of the first 12 months of operation. This will enable evidence of impact to be reviewed and any necessary variation to the Order be made, should evidence show displacement to the operational times has occurred.

Two Councils
One Team



A copy of the proposed PSPO together with a map of the district is attached for your information and I would welcome your answers to the following questions and any other comments on the proposal by the 29th September 2023:

- 1) Do you agree with the proposed PSPO being applied across district?
- 2) Do you agree with the proposed regulatory controls in the draft PSPO?
- 3) Do you agree with the proposed period of operation of the draft PSPO?

Please provide your response to:

teri.munro@southnorfolkandbroadland.gov.uk

Yours sincerely

Teri Munro
Community Safety Manager

Two Councils
One Team



Anti-social Behaviour, Crime & Policing Act 2014

Public Spaces Protection Order

(Vehicle Related ASB) (the ‘Order’)

This Order may be cited as Broadland District Council, Public Spaces Protection Order (Vehicle Related ASB) Number XX of 20XX

Broadland District Council exercises its powers under Section 59 and 72 of the Anti-social Behaviour, Crime & Policing Act 2014 (the ‘Act’) and under all other enabling powers, hereby makes the following Order:

1. The Order shall come into operation on XXX and shall have an effect for 3 years thereafter, unless extended by further Order under the Councils’ statutory powers.
2. The Order relates to the whole of the Broadland District as shown on the attached plan (‘the restricted area’).
3. Broadland District Council is satisfied that the conditions set out in Section 59 (2) of the Act have been met, namely, that anti-social behaviour and/or criminal activities have been carried out within the restricted area due to vehicular nuisance. These activities have had a detrimental effect on the quality of life of those in the locality, and it is likely that the activities will be carried out within the restricted area and have such effect.
4. Broadland District Council is also satisfied that the conditions set out in Section 59 (3) of the Act have been met. Namely, that the effect or likely effect of the activities is, or is likely to be, of a persistent or continuing nature and that these activities are unreasonable and justify the restrictions imposed by this Order and that it is expedient to make this Order for the purposes of reducing crime and/or anti-social behaviour in a public place.

Prohibitions

Any person(s) (by definition includes the driver, rider, or registered keeper of a mechanically propelled vehicle, who at the time of the offence was in control of the mechanically propelled vehicle; or in a position to control its’ use within the restricted area) are prohibited from:

- a. Congregating or loitering as part of a group around (or in) one or more stationary vehicles at any time where such activity causes or is likely to cause noise, harassment, alarm, distress, or detrimental impact.
- b. Engaging in, promoting, encouraging and/or assisting in the carrying out of any activity connected to the use of a mechanically propelled vehicle including but not limited to a car cruising event* (see definition below); in or on a public highway, public car park and other land to which the public has access (whether by payment or otherwise) in the Broadland District Council area (the restricted area) which causes or is likely to cause harassment, alarm or distress or detrimental impact due to any of the following activities, namely:
 - I. Sounding horns or playing loud music which causes a nuisance.
 - II. Revving engines which causes a nuisance.

- III. Causing danger to other road users (including pedestrians).
- IV. Causing damage or risk of damage to private property.
- V. Speeding or racing.
- VI. Performing stunts (including but not limited to performing doughnuts, skidding, drifting, handbrake turns, wheel spinning, burn outs).
- VII. Being verbally abusive, swearing and/or intimidating (including the use of sexual language or making sexual suggestions) to another person.
- VIII. Causing an obstruction of a public highway or publicly accessible place (whether moving or stationary).
- c. Engaging in, promoting, advertising, encouraging, or assisting in activities or other mechanically propelled vehicle related nuisance causing or likely to cause danger to the public.
- d. Promoting, organising, advertising, or publicising the occurrence of car cruising* (including but not limited to via email, the internet, social media, or via any publication or broadcast medium).
- e. Attends any meeting or gathering either as a mechanically propelled vehicle owner, driver, passenger, or spectator where any reasonable person would consider that the car cruising or gathering is likely for the purposes listed at a(i) to (VIII) was or is taking place on land to which this Order applies, commits an offence.

**The definition of car cruising includes 'a congregation of the drivers of 2 or more motor vehicles (including mopeds, motorcycles, trikes, and quadbikes, whether intended or adapted for use on a road) on the public highway or at any place to which the public has access, whether by payment or otherwise.*

It is the act of drivers meeting on the public highway or a publicly accessible place. It can either be planned or unplanned, with the intention to race or perform stunts (as outlined above).

Behaviour includes but is not restricted to:

- Obstructing highways, residential or business properties.
- Dangerous or inconsiderate driving.
- Creating excessive noise via engine, horn, or amplified music.
- Littering.
- Verbal abuse, swearing and/or intimidating member of the public.

Fixed penalty notices and offences

1. It is an offence for a person without reasonable excuse to engage in any activity that is prohibited by this Order.
2. In accordance with Section 67 of the Act, a person found to be in breach of this Order is liable to be issued with a Fixed Penalty Notice of £100 or on summary conviction to a maximum penalty of a level 3 fine.

Appeals

1. In accordance with Section 66 of the Act, any interested person who wishes to challenge the validity of this Order may apply to the High Court within six (6) weeks

from the date upon which the Order is made. Any such challenge must be on the grounds that (1) the Council did not have the power to make the Order or to include particular prohibitions or requirements; or (2) that in making the Order, the Council failed to comply with a requirement under the Act.

Appendix (attached):

A map showing the restricted area edged in red.

Given under the Common Seal of Broadland District Council

On the XXXX day of XXX 20XX

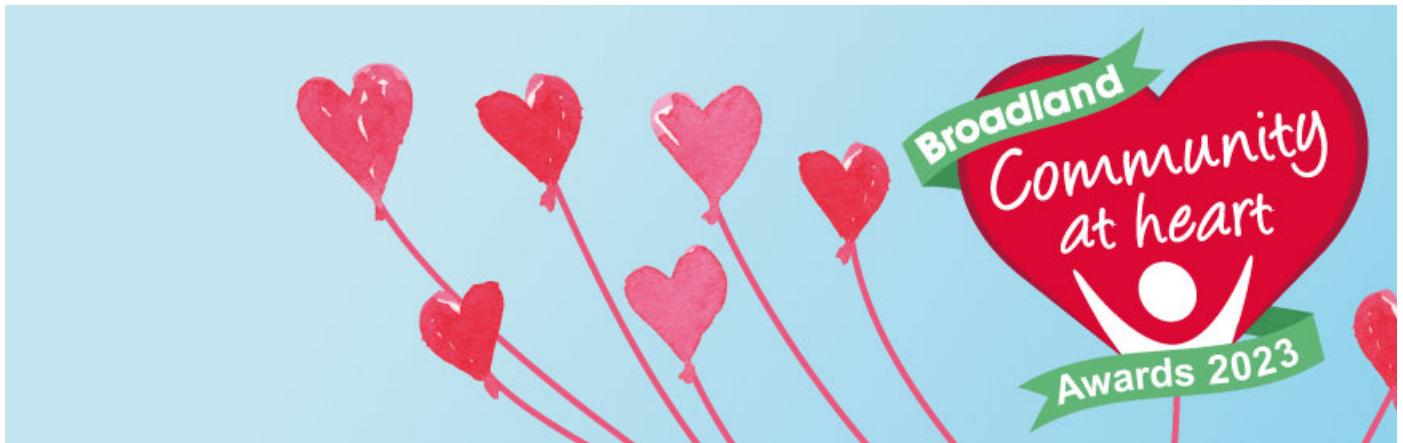
**THE COMMON SEAL of
Broadland District Council**

Was hereunto affixed in the
Presence of:

.....Authorised Officer

DRAFT

From: communities <communities@southnorfolkandbroadland.gov.uk>
Sent: 10 August 2023 13:58
Subject: Community at Heart Awards 2023 - Nominate Today
Attachments: FB Graphic.jpg; FB Graphic 2.jpg; 2023_CAH_Website_Banner_1440x275.jpg



Dear Town/Parish Clerk,

Please see information below regarding the upcoming community awards in Broadland. Please share this information with your parish councillors. I have also attached some social media graphics to be shared on any platforms you have.

Our annual Community at Heart Awards are just around the corner and we want you to nominate your local hero before the 1st September 2023!

Our Community at Heart Awards celebrate and recognise all the amazing volunteers, charities, community groups and business' who work so hard throughout the Broadland district to go the extra mile in supporting our residents.

Whether it's someone dropping in on a neighbour regularly to help them out and offer company, a community group developing a new community garden for the village or a business going the extra mile to support their customers – **we want to know about them.**

By nominating, you'll be giving a member of the community the chance to attend our evening awards ceremony, where they'll be celebrated and treated to a sit down meal. If they are the lucky winner, they will also claim £250 to give to a community group or charity of their choice.

Each of our categories are listed below:

- **Inspiration of the Year** – someone who strives to achieve their best at work, in their studies, in sports, the arts, or in the community.
- **Young Hero of the Year** – a young person who has made a remarkable and inspiring achievement in support of their community (Aged 18 and under).
- **Volunteer of the Year** – an individual who has volunteered their time to make an outstanding contribution to their community.
- **Helping Hand Award** – a friend, neighbour or carer who always goes the extra mile to help or support others.

- **Green at Heart Award** – an individual, school, business or community group who has made an extra effort to have a positive impact on the environment.
- **Business in the Community Award** – a local business that has led or supported community initiatives and values.
- **Community Group of the Year** – a community group that has made a significant contribution to the residents of their local area.
- **Community Hero** – a person who has made a positive impact on an individual or their community. Someone who deserves special recognition for their effort and commitment.

To nominate and find out more information, please follow the link below. We just ask you to complete 3 questions about the nominee, the more detailed the better chance they have at being shortlisted for our awards ceremony.

<https://www.southnorfolkandbroadland.gov.uk/communityatheart>

We look forward to receiving your nominations.

Best Wishes,

Kate Squires

Events and Communities Coordinator

t 01603 430591



We're moving! From 30th May, South Norfolk and Broadland District Councils will be based at The Horizon Centre, NR7 0WF. Find out how you can access our services by visiting our website or by calling us on 01508 533633

This email and any attachments are intended for the addressee only and may be confidential. If they come to you in error you must take no action based on them, nor must you copy or show them to anyone. Please advise the sender by replying to this email immediately and then delete the original from your computer. Unless this email relates to Broadland District Council or South Norfolk Council business it will be regarded by the council as personal and will not be authorised by or sent on behalf of the councils. The sender will have sole responsibility for any legal actions or disputes that may arise. We have taken steps to ensure that this email and any attachments are free from known viruses but in keeping with good computing practice, you should ensure they are virus free. Emails sent from and received by members and employees of Broadland District Council and South Norfolk Council may be monitored

13th August 2023

Report from Councillor John Ward

Norfolk County Council

Norfolk County Council's property company, Repton Property Developments has just begun work on a new site at Caister-on-Sea to build 17 high quality bungalows.

Park & ride prices are being reduced from 4th September. They will be:-

Adult £3

Concessions £2

17-19 yr olds £2

Child 5-16 £1.50 (under 5 free)

Extra passengers pay only £1 when travelling with a full paying passenger.

Norwich Castle has had a strong start to the year with admissions income up 24% on last year and secondary spend almost double.

Over 50,000 visitors have been to the 'Last Voyage of the Gloucester' exhibition. This runs until 10th September.

On 28th July, I was honoured to be re-elected as Chairman of Norfolk Joint Museums Committee.

Norfolk County Council is inviting residents to take part in Norfolk Car Free Day on Sunday 24th September (unless of course you are going to the Reepham Classic Car Event!) Free road closures on side roads are available. – contact NCC for details.

Sprowston Town Council

23 August 2023

Appointment of a Representative to Norwich Airport Consultative Committee

Sprowston is located on a flight path to/from Norwich Airport. This means the Town Council is eligible to nominate one representative to the Norwich Airport Consultative Committee.

Committee meetings are held online via Teams, with occasional meetings in person at Hellesdon Parish Council's offices.

Meeting dates are as follows:

- Wed 25/10/2023 14:00-15:00
- Wed 24/01/2024 14:00-15:00
- Wed 24/04/2024 14:00-15:00
- Wed 24/07/2024 14:00-15:00 (AGM – likely to be in person)

Sprowston Town Council Decision Required:

❖ ***To Appoint a Representative to Norwich Airport Consultative Committee***

COUNCIL MEETING – 23 August 2023

Report of the Town Clerk

COMMUNITY BUILDINGS, ALLOTMENTS, PARKS AND OPEN SPACES

- 1.1 Sprowston Diamond Centre Community Cinema – Summer Programme**
Our summer programme of films is now available. Please see attached poster. The December screening is one week later than usual so as to avoid clashing with the Senior Citizens Club's Christmas lunch.
- 1.2 Summer Fete – 29th July 2023**
'Thank you' to all the volunteers, staff, stall holders and entertainers who made this event a success. A detailed report will be brought to the next Council meeting.
- 1.3 Litter Picking**
A local litter picking group will be picking on Sunday 27th August at Harrisons Wood and Cottage Plantation. We provide litter picking groups with litter picking sticks, Hi-viz vests and bin bags.
- 1.4 Police Community Engagement Event at Sparhawk Park**
The local Policing team will be holding a small community engagement event at Sparhawk Park on 1st September, 12.30pm to 2.30pm. Visitors will be able to speak to officers and have a look around a police car. Norfolk Accident Response Service (NARS) will also be in attendance with an ambulance.

CEMETERY

- 2.1 New CCTV Camera at the Cemetery**
Following previous reports in June and July of vandalism to some graves in the cemetery, a 4G CCTV camera and signage were installed in late July. I have also spoken with PC Graham Gill who confirmed extra patrols of the area have been taking place. No further vandalism has since been reported or noted.

STREET LIGHTING

- 3.1 No matters to report**

CENTRAL ADMINISTRATION AND PERSONNEL

- 4.1 No matters to report**

PLANNING AND TRANSPORTATION

- 4.2 5.1 No matters to report**

ATTACHMENTS

- 6.1 Summer Film Programme Poster**



Guy Ranaweera
Town Clerk



Sprowston Town Council

“Movie Afternoon”

September - December 2023

Monday 4 September 2023: ALLELUJAH

(12 DRAMA/COMEDY, Runtime: 99 mins)

ALLELUJAH is a warm and deeply moving story about old age. When the geriatric ward in a small Yorkshire hospital is threatened with closure, the hospital decides to fight back by galvanizing the local community: they invite a news crew to film their preparations for a concert in honour of the hospital's most distinguished nurse. What could go wrong? ALLELUJAH celebrates the spirit of the elderly patients whilst paying tribute to the deep humanity of the medical staff battling with limited resources and ever-growing demand.

Monday 02 October 2023: THE UNLIKELY PILGRIMAGE OF HAROLD FRY

(12A DRAMA, Runtime: 107 mins)

The story of an unremarkable man who sets off on a remarkable journey. Harold lives a life without purpose until he learns an old friend is dying and vows that in walking across England to see her, his journey can keep her alive.

Monday 06 November 2023: WHAT'S LOVE GOT TO DO WITH IT

(PG-13 ROMANCE/COMEDY, Runtime: 90mins)

How do you find lasting love in today's world? For documentary-maker and dating app addict Zoe (Lily James), swiping right has only delivered an endless stream of Mr. Wrongs, to her eccentric mother Cath's (Emma Thompson) dismay. For Zoe's childhood friend and neighbour Kaz (Shazad Latif), the answer is to follow his parents' example and opt for an arranged (or "assisted") marriage to a bright and beautiful bride from Pakistan. As Zoe films his hopeful journey from London to Lahore to marry a stranger, chosen by his parents, she begins to wonder if she might have something to learn from a profoundly different approach

Monday 11 December 2023: OPPENHEIMER

(15 HISTORY/DRAMA/BIOGRAPHY, Runtime: 180 mins)

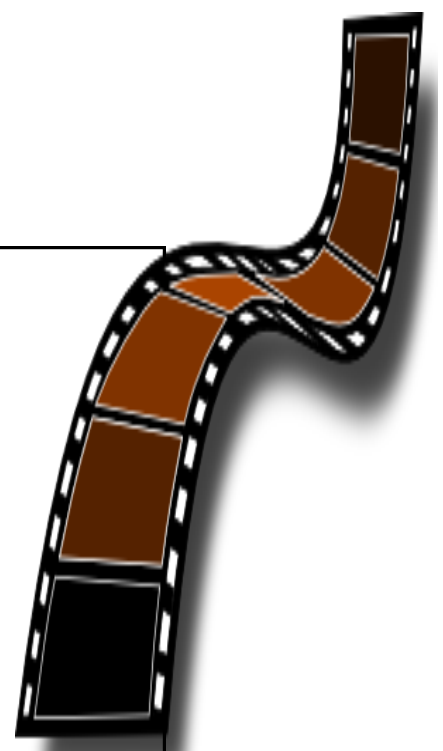
During World War II, Lt. Gen. Leslie Groves Jr. appoints physicist J. Robert Oppenheimer to work on the top-secret Manhattan Project. Oppenheimer and a team of scientists spend years developing and designing the atomic bomb. Their work comes to fruition on July 16, 1945, as they witness the world's first nuclear explosion, forever changing the course of history.

All performances are held at: **The School Room, Sprowston Diamond Centre, School Lane, Sprowston Norwich NR7 8TR** . Tickets are £5.00 each (no concessions). Purchase on arrival.

Doors open at **12:30pm** when complimentary refreshments will be served. **Film performances start at 1:00pm**. Children under 16 years must be accompanied by an adult.

Sprowston Town Council, Recreation Ground Road, Sprowston, Norwich NR7 8EW

Tel: 01603 408063 Email: townclerk@sprowston-tc.gov.uk www.sprowston-tc.gov.uk



Updating a Neighbourhood Plan



Richard Squires
Senior Community Planning Officer
South Norfolk Council & Broadland District Council

Introduction

- Neighbourhood Plans (NPs) – key success of Localism Act
- Over 1,500 made NPs across the country
- Broadland - 16 adopted NPs
- South Norfolk - 8 adopted NPs
- Earliest NPs made in 2014
- Several early NPs have end date of 2026
- NP policies remain in force until policy is replaced
- GNLP and South Norfolk VCHAP est. adoption - first half 2024
- NP reviews increasing in number, nationally



Why update your Neighbourhood Plan?

- No requirement to review or update a NP
- However, NP policies may become out of date if, for example...
 - Conflict with policy (or policies) in a local plan adopted following NP
 - Evidence base becoming less robust
 - New land use / development issues affecting parish
- Policy(ies) not as effective as intended in planning process
- Emerging / recent NP best practice
- Updates to National Planning Policy Framework
- National planning reforms – Levelling up & Regeneration Bill



Options for updating a Neighbourhood Plan

1. Minor modifications

- Do not materially affect policies within the NP
- Can be made by LPA at any time, with consent from Parish/Town Council
- Consultation, examination & referendum not required

2. Significant updates – which do not change nature of the Plan

- Will require consultation and examination, but not referendum
- Might involve adding / changing one or more policies in the Plan, for example

3. Significant updates – which do change the nature of the Plan

- Will require consultation, examination and referendum
- Might involve allocating significant new sites for development, for example

Significant Updates – Process (1)

Stage	Description
1	Form steering group – agree T-O-R
2	Review existing Neighbourhood Plan policies
3	Agree scope of updates
4	Agree programme
5	Seek funding
6	Undertake evidence gathering and community engagement
7	Draft updates & supporting documents (e.g. SEA screening)


Significant Updates – process (2)

Stage	Description
8	Pre-submission consultation - community and stakeholder bodies (Reg 14) ➤ Incl. statement of whether updates change nature of NP
9	Submission of modified NP to local planning authority (Reg 15) ➤ Incl. statement of whether updates change nature of NP
10	LPA publishes modified NP and invites representations (Reg 16)
10	LPA sends modified NP to independent examination ➤ Incl. LPA statement of whether updates change nature of NP
11	Examiner determines extent of changes ➤ QB decides whether to proceed w. examination
12	Examiner's report produced
13	a) If no referendum – modifications made and NP adopted b) If referendum – LPA consider examiners recommendations and send to referendum

Reviewing policies and scope of updates

Policy No.	Has policy been replaced by a Local Plan policy since adoption?	Is there any conflict w. policies in any emerging Local Plan?	Does policy still accord w. NPPF and national guidance?	How effective has the policy been in the planning process?	Have there been any changes to local circumstances which might affect this policy?	Has there been any significant development in NP 'best practice'?	CONCLUSION – Does this policy need to be modified?
1							
2							
3							

Neighbourhood Planning Practice Guidance



Search

Departments Worldwide How government works Get involved
Publications Consultations Statistics News and communication

[Home](#) > [Housing, local and community](#) > [Planning and building](#) > [Planning system](#)

Guidance

Neighbourhood planning

The guidance explains the neighbourhood planning system introduced by the Localism Act, including key stages and considerations required.

Updating a neighbourhood plan

When will it be necessary to review and update a neighbourhood plan?

A neighbourhood plan must set out the period for which it is to have effect ([section 38B\(1\)\(a\) of the Planning and Compulsory Purchase Act 2004](#)). Neighbourhood plan policies remain in force until the plan policy is replaced.

There is no requirement to review or update a neighbourhood plan. However, policies in a neighbourhood plan may become out of date, for example if they conflict with policies in a Local Plan that is adopted after the making of the neighbourhood plan. In such cases, the more recent plan policy takes precedence. In addition, where a policy has been in force for a period of time, other material considerations may be given greater weight in planning decisions as the evidence base for the plan policy becomes less robust. To reduce the likelihood of a neighbourhood plan becoming out of date once a new Local Plan is adopted, communities preparing a plan should take account of latest and up-to-date evidence of housing need, as set out in [guidance](#).

Communities in areas where policies in a neighbourhood plan that is in force have become out of date may decide to update their plan, or part of it. The neighbourhood area will already be designated, but the community may wish to consider whether the designated area is still the most suitable area to plan for.

Paragraph: 084 Reference ID: 41-084-20180222

www.gov.uk/guidance/neighbourhood-planning--2

Support available

- Community Planning at BDC / SNC:

- ☐ Richard Squires

- ☐ Victoria West

neighbourhoodplans@southnorfolkandbroadland.gov.uk

(01508) 533805

For full details of BDC/SNC support, visit:

www.southnorfolkandbroadland.gov.uk/neighbourhoodplans

- Locality - <https://neighbourhoodplanning.org>

- ☐ Funding

- ☐ Technical support – AECOM

- ☐ Guidance



Sprowston Town Council
PLANNING APPLICATIONS – 23 August 2023

Broadland DC App. No	Location	Description	Type
2023/1591	105-109 Wroxham Road Sprowston Norfolk NR7 8TU (Police Station)	Hybrid application for conversion of an existing police station into 3 dwellings with Outline consent for construction of a new 2 bed bungalow. <i>Note: Additional background papers available on-line, including:</i> <ul style="list-style-type: none"> • <i>ECOLOGICAL_IMPACT_ASSESSMENT-8060044</i> • <i>DESK_1_STUDY_REPORT-8060050</i> 	Full Planning Permission
2023/1999	Land Adj 158 Blue Boar Lane Sprowston Norfolk	Erection of five dwellings with garages and associated works, including; creation of access, drainage and landscaping <i>Note: Additional background papers available on-line, including:</i> <ul style="list-style-type: none"> • <i>ACCESS_STRATEGY__NEW_ACCESS_-8094097</i> • <i>ARBORICULTURAL_IMPACT_ASSESSMENT-8094096</i> • <i>ECOLOGY_REPORT-8094105</i> • <i>LIGHTING_DESIGN_SCHEME-8094103</i> • <i>PHOSPHATE_BUDGET_CALCULATOR-8109888</i> • <i>REPTILE_REPORT-8094104</i> • <i>STAGE_I_DESK_STUDY__PART_1 (to part 4)</i> 	Full Planning Permission
2023/2016	3 Thornham Close, Sprowston, Norfolk NR7 8HT	Single storey glass roof canopy on rear elevation	Householder

Sprowston Town Council
PLANNING APPLICATIONS – 23 August 2023

2023/2070	5 Linton Crescent, Sprowston, Norfolk NR7 8NN	Erection of a single storey office/garden room	Householder
2023/2111	10 Blackwell Avenue, Sprowston, Norfolk NR7 8XL	Erection of a cart lodge	Householder
2023/2274	60 Linacre Avenue, Sprowston, Norfolk NR7 8PF	Proposed rear/side single storey extension and loft conversion Application	Householder
2023/2347	13 Lone Barn Road, Sprowston, Norfolk NR7 8HZ	Demolition of existing garage and erection of a new detached double garage.	Householder
2023/2386	14 Archer Close, Sprowston, Norfolk NR6 7PD	Garage conversion	Householder
Norwich City Council Appeal reference: APP/G2625/W/23/3316809 (Original Application reference: 22/00610/F)	Land At Mousehold Lane, Norwich, NR7 8HA,	Erection of a freestanding restaurant with drive-thru facility, car parking, landscaping and associated works, including Customer Order Displays (COD) and Play Frame (Class E/Sui Generis).	Appeal (s78) against refusal of permission

Application Number : 2023/2165
App Type : Works to TPO trees
Parish : Sprowston
Grid Ref : 624054 311484
Location : 1A Rimington Road Sprowston Norfolk NR7 8EB
Proposal : T1 Oak - approx 10m tall and 6m wide. Reduce overhang by 2m

Application Number : 2023/2274
App Type : Householder
Parish : Sprowston
Grid Ref : 625366 311476
Location : 60 Linacre Avenue Sprowston Norfolk NR7 8PF
Proposal : Proposed rear/side single storey extension and loft conversion

Appl Number :	2023/1978
App Type :	Householder
Parish:	Sprowston
Location :	103 Lone Barn Road Sprowston Norfolk NR7 8HY
Proposal :	Single storey rear extension and alterations (Resubmission of 2023/0899)
Decision :	Approval with Conditions (Delegated)



Bank Reconciliation		First Quarter	30/06/2023
Sprowston Town Council Recreation Ground Road Sprowston, Norwich, NR7 8EW			
Financial year ending 31 March 2024			
Prepared by <u>G Ranaweera</u> Mr G Ranaweera Clerk and RFO			
Dated <u>15/08/2023</u>			
Approved by <u>W F Couzens</u> Mr W F Couzens, Chair of Sprowston Town Council			
Dated <u>15th August 2023</u>			
Balance per bank statements as at 30th June 2023	£	£	
General Account	32,062.32		
Treasury Deposit A/C NO2	-		
Drawings Account	100.00		
Salaries Account	583.40		
Treasury Deposits	-		
SPR PAR COU IAS	912,287.12		
Active Saver Account	1,377,236.72		
Barclaycard Account			651.45
Petty Cash Account	68.52		
Round down			
			2,321,687
Less: un-presented cheques at 30th June 2023			
Cheque number			
Cheque number			
Plus: unbanked cash at 30th June 2023			
Casual Bowls			
Net bank balances as at 30th June 2023			
<i>The net balances reconcile to the Cash Book (receipts and payments account) for the year, as follows</i>			
CASH BOOK			
Opening Balance			2,046,816
Plus: Receipts in the year			568,166
Less: Payments in the year		-	293,296
Round up			12
Closing balance per cash book (receipts and payments book) as at 30th June 2023, must equal net bank balances above			2,321,687

W F Couzens

Sprowston Town Council Year Ending 31st March 2024**Summary Income & Expenditure by Budget Heading year to date to****30th June 2023**

	<u>Actual</u> <u>Year to Date</u>	<u>Annual</u> <u>Budget</u>	<u>Variance to</u> <u>Annual Total</u>	<u>Funds</u> <u>Available</u>	<u>% Budget</u> <u>Spent</u>
<u>Administration</u>					
Expenditure	58,503	237,646	179,173	179,173	24.6%
Income/Precept	280,292	237,646	-42,646	-	
<u>Allotments</u>					
Expenditure	1,856	6,750	4,894	4,894	27.5%
Income/Precept	1,055	6,750	5,725	-	
<u>Cemetery</u>					
Expenditure	27,915	125,336	97,421	97,421	22.3%
Income/Precept	38,793	124,736	85,943	-	
<u>Grants</u>					
Expenditure	7,875	28,000	20,125	20,125	28.1%
Income/Precept	14,024	28,000	13,976	-	
<u>Diamond Centre</u>					
Expenditure	85,665	226,131	140,466	140,466	37.9%
Income/Precept	86,140	210,631	124,491	-	
<u>Parks</u>					
Expenditure	54,309	260,860	206,551	206,551	20.8%
Income/Precept	130,558	257,360	126,802	-	
<u>Street Scene</u>					
Expenditure	31,108	108,311	77,203	77,203	28.7%
Precept	48,268	108,311	60,044	-	
<u>Viking Community Hub</u>					
Expenditure	28,218	10,056	-18,162	-18,162	280.6%
Precept	5,028	10,056	5,028	-	
<u>Held Funds</u>					
Expenditure	433	-	-	-	-
Income	0	-	-	-	-
<u>Totals</u>					
Expenditure	295,449	1,003,090	707,670	725,833	29.5%
Income	217,106	209,388	7,718	n/a	103.7%
Precept	387,051	774,102	387,051	n/a	50.0%
<u>Surplus / Shortfall</u>	308,707	-19,600			
Transfers from reserves	19,600	19,600			
Surplus / Shortfall after reserves	328,307	0			

Sprowston Town Council Year Ending 31st March 2024

Detailed Income & Expenditure by Cost Centre year to date to

30th June 2023

Administration

		<u>Actual</u> Year to Date	<u>Annual</u> Budget	<u>Variance to</u> <u>Annual Total</u>	<u>% Budget</u> <u>Spent</u>
	<u>Expenditure</u>				
6001	Administration - Wages/Salaries	30,305	134,750	104,445	22.5%
6002	Administration - Employers NI	2,927	13,000	10,073	22.5%
6003	Administration - Superannuation	7,122	33,000	25,878	21.6%
7005	Administration - Building Repairs	-	300	300	0.0%
7008	Administration - Insurance	8,024	9,720	1,696	82.6%
7009	Administration - Legal Fees	-	3,000	3,000	0.0%
7010	Administration - Bank Charges & Interest Charges	95	810	715	11.7%
7012	Administration - Audit Fees	1,875	4,500	2,625	41.7%
7013	Administration - Parish News Letter	-	4,212	4,212	0.0%
7014	Administration - Election Expenses	-	11,000	11,000	0.0%
7015	Administration - Travelling	46	250	204	18.2%
7016	Administration - Phone/Communications	-	50	50	0.0%
7017	Administration - IT	3,507	10,100	6,593	34.7%
7018	Administration - Website	-	1,500	1,500	0.0%
7019	Administration - Cleaning	653	2,704	2,051	24.2%
7020	Administration - Postage	7	150	143	4.6%
7021	Administration - Stationery	395	1,000	605	39.5%
7022	Administration - Printing & Photocopying	108	540	432	20.0%
7024	Administration - Advertising	-	100	100	0.0%
7025	Administration - Subscriptions	2,847	2,500	347	113.9%
7026	Administration - Publications	-	60	60	0.0%
7027	Administration - Training	-	1,500	1,500	0.0%
7028	Administration - Health and Safety	165	1,000	835	16.5%
7029	Administration - Equipment Lease	325	1,600	1,275	20.3%
7030	Administration - Chairmans Allowance	73	200	127	36.6%
7040	Administration - Covid 19 Expenses	-	-	0	0.0%
7041	Administration - Recruitment Costs	-	-	0	n/a
7042	Administration - Sundries and Contingencies	30	100	100	29.8%
8100	Bad Debts	-	-	0	n/a
9995	Discrepancies	-	-	0	n/a
<u>Total Expenditure</u>		58,503	237,646	179,173	24.6%
	<u>Income</u>				
4006	Administration - Bank & Investment Income	4,214	500	-3714	
4020	Administration - S.106 / CIL	157,505	0	-157,505	
4090	Administration - Precept	118,573	237,146	118,573	
<u>Total Income</u>		280,292	237,646	-42,646	
<u>Total Income Less CIL</u>		122,787	237,646	114,859	
<u>Transfer from Reserves</u>			0		
<u>Surplus / Shortfall</u>			221,789	0	

Sprowston Town Council Year Ending 31st March 2024**Detailed Income & Expenditure by Cost Centre year to date to****30th June 2023****Allotments**

		<u>Actual</u> <u>Year to Date</u>	<u>Annual</u> <u>Budget</u>	<u>Variance to</u> <u>Annual Total</u>	<u>% Budget</u> <u>Spent</u>
	<u>Expenditure</u>				
6101	Allotments - Wages/Salaries	789	3,750	2,961	21.1%
6102	Allotments - Employers NI	69	350	281	19.6%
6103	Allotments - Superannuation	184	850	666	21.6%
5101	Allotments - Vermin Control	535	640	105	83.6%
7104	Allotments - Water	166	760	594	21.9%
7106	Allotments - General Repairs	113	300	187	37.6%
5102	Allotments - Sundries and Contingencies	0	100	100	0.0%
	<u>Total Expenditure</u>	1,856	6,750	4,894	27.5%
	<u>Income</u>				
4101	Allotments - Allotment Rental	-20	3,864	3,884	
4102	Allotments - Water Charges Received	-4	760	764	
4103	Allotments - Admin Charge	15	0	15	
4091	Allotments - Precept	1,063	2,126	1,063	
	<u>Total Income</u>	1,055	6,750	5,725	
	<u>Surplus / Shortfall</u>	<u>-802</u>	<u>0</u>		

Sprowston Town Council Year Ending 31st March 2024**Detailed Income & Expenditure by Cost Centre year to date to****30th June 2023****Cemetery**

		<u>Actual</u> <u>Year to Date</u>	<u>Annual</u> <u>Budget</u>	<u>Variance to</u> <u>Annual Total</u>	<u>% Budget</u> <u>Spent</u>
	<u>Expenditure</u>				
6201	Cemetery - Wages/Salaries	16,567	66,500	49,933	24.9%
6202	Cemetery - Employers NI	1,237	5,000	3,763	24.7%
6203	Cemetery - Superannuation	3,309	16,500	13,191	20.1%
5211	Cemetery - Trees, Shrubs and Plants	0	500	500	0.0%
5215	Cemetery - Waste Disposal and Skip Hire	585	2,500	1,915	23.4%
5220	Cemetery - Maintenance/Equipment	553	1,900	1,347	29.1%
5221	Cemetery - Memorial Wall Expenses	0	300	300	0.0%
5222	Cemetery - Benches Expenditure	0	1,400	1,400	0.0%
5223	Cemetery - Memorial Safety Repairs	0	165	165	0.0%
7202	Cemetery - Rates	1,270	2,781	1,511	45.7%
7203	Cemetery - Heat and Light	0	910	910	0.0%
7204	Cemetery - Water	38	120	82	32.1%
7205	Cemetery - Opening/Closing Gates	402	1,230	828	32.7%
7207	Cemetery - Cleaning	1,088	4,250	3,162	25.6%
7211	Cemetery - Loan Charges	2,865	21,000	18,135	13.6%
5202	Cemetery - Sundries and Contingencies	0	100	100	0.0%
5201	Cemetery - Equipment Container	0	0	0	0.0%
5224	Cemetery - Vermin Control	0	180	180	0.0%
	<u>Total Expenditure</u>	27,915	125,336	97,421	22.3%
	<u>Income</u>				
4203	Cemetery - Exclusive Rights Purchase	14,744	60,000	45,256	
4204	Cemetery - Interment	8,418	31,000	22,582	
4205	Cemetery - Memorials and Inscriptions	3,938	8,000	4,062	
4206	Cemetery - Benches Income	625	3,600	2,975	
4092	Cemetery - Precept	11,068	22,136	11,068	
	<u>Total Income</u>	38,793	124,736	85,943	
	<u>Transfer from reserves*</u>		600		
	<u>Surplus / Shortfall</u>	10,878	0		

* 5-yearly fixed wire electrical testing in #5520

Sprowston Town Council Year Ending 31st March 2024**Detailed Income & Expenditure by Cost Centre year to date to****30th June 2023****Grants**

		<u>Actual</u> <u>Year to Date</u>	<u>Annual</u> <u>Budget</u>	<u>Variance to</u> <u>Annual Total</u>	<u>% Budget</u> <u>Spent</u>
	<u>Expenditure</u>				
5307	Grants - Donations	2,500	6,500	4,000	38.5%
5311	SYEP - Outreach Worker and School Holiday Outreach	5,375	21,500	16,125	25.0%
	<u>Total Expenditure</u>	7,875	28,000	20,125	28.1%
	<u>Income</u>				
4307	Grants - Recycling Credits	39	30	-9	
4093	Grants - Precept	13,985	27,970	13,985	
	<u>Total Income</u>	14,024	28,000	13,976	
	<u>Surplus / Shortfall</u>	<u>6,149</u>	<u>0</u>	<u>0</u>	

Sprowston Town Council Year Ending 31st March 2024**Detailed Income & Expenditure by Cost Centre year to date to****30th June 2023****Diamond Centre**

		<u>Actual</u> <u>Year to Date</u>	<u>Annual</u> <u>Budget</u>	<u>Variance to</u> <u>Annual Total</u>	<u>% Budget</u> <u>Spent</u>
	<u>Expenditure</u>				
5415	Diamond Centre - Waste Disposal and Skip Hire	153	723	570	21.2%
5421	Diamond Centre - Room Hire Expenses	474	3,000	2,526	15.8%
5422	Diamond Centre - Equipment /Purchases	2,900	1,030	-1,870	281.6%
5424	Diamond Centre - Nursery Costs	0	150	150	0.0%
7402	Diamond Centre - Rates	8,233	17,280	9,047	47.6%
7403	Diamond Centre - Heat and Light	3,270	26,250	22,980	12.5%
7404	Diamond Centre - Water	479	1,188	709	40.3%
7405	Diamond Centre - Building Repairs	55	2,600	2,545	2.1%
7407	Diamond Centre - Cleaning and Supplies	10,941	40,500	29,559	27.0%
7408	Diamond Centre - Maintenance	2,153	13,710	11,557	15.7%
7411	Diamond Centre - Loan Charges	57,008	114,600	57,592	49.7%
7416	Diamond Centre - Phone / Communications	0	0	0	0.0%
5402	Diamond Centre - Sundries and Contingencies	0	100	100	0.0%
7409	Diamond Centre - Sinking fund for planned maintenance	0	5,000	5,000	0.0%
	<u>Total Expenditure</u>	85,665	226,131	140,466	37.9%
	<u>Income</u>				
4415	Diamond Centre - Hire of	20,654	80,000	59,347	
4416	Diamond Centre - Field Hire	0	0	0	
4417	Diamond Centre - Cinema Receipts	421	500	79	
4418	Diamond Centre - Grants Received	0	0	0	
4094	Diamond Centre - Precept	65,066	130,131	65,066	
	<u>Total Income</u>	86,140	210,631	124,491	
	<u>Transfer from reserves*</u>		15,500		
	<u>Surplus / Shortfall</u>	475	0		

* £9,000 in #7403 for anticipated increased energy costs. £6,500 in #7408 for 5-yearly fixed electrical wire testing, PAT testing, POU water heater servicing, TMV legionella clean/service, sports hall floor refinishing

Sprowston Town Council Year Ending 31st March 2024

Detailed Income & Expenditure by Cost Centre year to date to

30th June 2023

Parks

		<u>Actual</u> <u>Year to Date</u>	<u>Annual</u> <u>Budget</u>	<u>Variance to</u> <u>Annual Total</u>	<u>% Budget</u> <u>Spent</u>
	<u>Expenditure</u>				
6501	Parks - Wages/Salaries	11,842	57,000	45,158	20.8%
6502	Parks - Employers NI	1,031	5,500	4,469	18.7%
6503	Parks - Superannuation	2,757	14,500	11,743	19.0%
5508	Parks - Machinery Tool Repair / Replace	606	24,000	23,394	2.5%
5509	Parks - Playground Equipment Repairs	1,616	14,000	12,384	11.5%
5510	Parks - Horticultural Consumables	1,092	1,250	158	87.4%
5511	Parks - Trees, Shrubs and Plants	0	6,000	6,000	0.0%
5512	Parks - Sports Pitches Consumables	787	1,500	713	52.5%
5513	Parks - Paths, Seats and Signs, Shelters	1,070	3,000	1,930	35.7%
5514	Parks - Fencing, Gates and Walls	190	3,000	2,810	6.3%
5515	Parks - Waste Disposal and Skip Hire	661	2,200	1,539	30.1%
5516	Parks - Fuel for Machinery	1,401	5,125	3,724	27.3%
5517	Parks - Health and Safety Inc. Protective Clothing	1,995	4,500	2,505	44.3%
5518	Parks - Pavilion	0	150	150	0.0%
5520	Parks - Dogs & Litter Bins	141	7,100	6,959	2.0%
7502	Parks - Rates	7,538	15,630	8,092	48.2%
7503	Parks - Heat and Light	235	9,100	8,865	2.6%
7504	Parks - Water	583	3,500	2,917	16.7%
7505	Parks - Building Repairs	1,064	4,000	2,936	26.6%
7507	Parks - Caretaking, Cleaning and Supplies	9,911	40,144	30,233	24.7%
7516	Parks - Phone / Communications	10	75	65	13.3%
7519	Parks - Training	2,209	4,000	1,791	55.2%
5502	Parks - Sundries and Contingencies	1,221	250	-971	488.4%
7517	Parks - Events	-306	12,000	12,306	-2.6%
7518	Parks - Sinking fund for play equipment replacement	0	0	0	0.0%
7520	Parks - Vehicle Leasing	2,799	16,836	14,037	16.6%
7521	Parks - Building Maintenance and Servicing	3,855	6,500	2,645	59.3%
<u>Total Expenditure</u>		54,309	260,860	206,551	20.8%
	<u>Income</u>				
4508	Parks - Bowling Green Fees	4,370	3,632	-738	
4509	Parks - Cricket Square Fees	1,950	90	-1,860	
4510	Parks - Football Pitch Fees	0	3,586	3,586	
4512	Parks - Pavilion Hire Fees	237	700	463	
4514	Parks - Grants Received	0	0	0	
4519	Parks - Recreation Ground Hire	0	850	850	
4520	Parks - Hire of Recreation Ground Office	0	0	0	
4521	Parks - Fete Fees	0	500	500	
4095	Parks - Precept	124,001	248,002	124,001	
<u>Total Income</u>		130,558	257,360	126,802	
<u>Transfer from reserves*</u>			3,500		
<u>Surplus / Shortfall</u>		76,249	0		

* £3,500 in #7521 for 5-yearly fixed electrical wire testing, PAT testing, POU water heater servicing, TMV legionella clean/service

Sprowston Town Council Year Ending 31st March 2024**Detailed Income & Expenditure by Cost Centre year to date to****30th June 2023****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>% Budget</u> <u>Spent</u>
	<u>Expenditure</u>				
6701	Street Scene - Wages/Salaries	4,737	20,620	15,883	23.0%
6702	Street Scene - Employers NI	412	1,405	993	29.3%
6703	Street Scene - Superannuation	1,103	4,949	3,846	0.0%
5603	Street Scene - Streetlight Maintenance	4,120	13,000	8,880	31.7%
5604	Street Scene - Notice Board and Signs	0	1,750	1,750	0.0%
5605	Street Scene - Grass Verges	0	1,000	1,000	0.0%
5606	Street Scene - Shelters	0	3,000	3,000	0.0%
7603	Street Scene - Heat and Light	20,297	60,900	40,603	33.3%
7611	Street Scene - Loan Charges	0	0	0	0.0%
5602	Street Scene - Sundries and Contingencies	0	0	0	0.0%
7607	Street Scene - Cleaning	439	1,687	1,248	26.0%
	<u>Total Expenditure</u>	31,108	108,311	77,203	28.7%
	<u>Income</u>				
4513	Street Scene - Delegated Verge Cutting	0	11,776	11,776	
4098	Street Scene - Verge Rewilding	0	0	0	
4096	Street Scene - Precept	48,268	96,535	48,268	
	<u>Total Income</u>	48,268	108,311	60,044	
	<u>Transfer from reserves</u>		0		
	<u>Surplus / Shortfall</u>	17,160	0		

Sprowston Town Council Year Ending 31st March 2024

Detailed Income & Expenditure by Cost Centre year to date to

30th June 2023

Viking Community Hub Development

		<u>Actual</u> <u>Year to Date</u>	<u>Annual</u> <u>Budget</u>	<u>Variance to</u> <u>Annual Total</u>	<u>Funds</u> <u>Available</u>	<u>% Budget</u> <u>Spent</u>
	<u>Expenditure</u>					
5701	Viking Hub - Purchase	0	0	0	0	0.0%
5702	Viking Hub - Professional Fees*	11,550	0	-11,550	-11,550	0.0%
5703	Viking Hub - Surveys, etc*	0	0	0	0	0.0%
5704	Viking Hub - Water	0	500	500	500	0.0%
5705	Viking Hub - Caretaking/Cleaning	0	0	0	0	0.0%
5706	Viking Hub - Heat & Light	36	3,000	2,964	2,964	1.2%
5707	Viking Hub - Loan Charges	0	0	0	0	0.0%
5709	Viking Hub - Rates	10,132	6,556	-3,576	-3,576	154.5%
5710	Viking Hub - Building expenses*	6,500	0	-6,500	-6,500	0.0%
	<u>Total Expenditure</u>	28,218	10,056	-18,162	-18,162	280.6%
	<u>Income</u>					
4100	Viking Hub - Rental income	0	0	0		
4097	Viking Hub - Precept	5,028	10,056	5,028		
	<u>Total Income</u>	5,028	10,056	5,028		
4020	<u>*To be Paid from CIL</u>	18,050	0			
	<u>Surplus / Shortfall</u>	-5,140	0			

Sprowston Town Council Year Ending 31st March 2024**Detailed Income & Expenditure by Cost Centre year to date to****30th June 2023****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>Funds</u> <u>Available</u>	<u>% Budget</u> <u>Spent</u>
	<u>Expenditure</u>					
5309	Dementia Café	343.27	n/a	n/a	n/a	n/a
5309	Heritage Society	90.00	n/a	n/a	n/a	n/a
	<u>Total Expenditure</u>	<u>433.27</u>	<u>n/a</u>	<u>n/a</u>	<u>n/a</u>	<u>n/a</u>
	<u>Income</u>					
3019	Dementia Café	0.00	n/a	n/a		
3019	Heritage Society	0.00	n/a	n/a		
	<u>Total Income</u>	<u>0.00</u>	<u>n/a</u>	<u>n/a</u>		
	<u>Surplus / Shortfall</u>	<u>-433.27</u>	<u>n/a</u>			

Sprowston Town Council Year Ending 31st March 2024

Bank Accounts & Cash

30th June 2023

1200	STC - General Account	32,062
1202	STC - Drawings Account	£100
1203	STC - Salaries Account	£583
1205	STC - Treasury Deposits	£0
1206	STC - SPR PAR COU IAS	£912,287
1207	STC - Active Saver Account	£1,377,237
1209	STC - Barclaycard Account	-£651
1210	STC - Petty Cash Account	£69

Total Bank & Cash Balances	£2,321,687
---------------------------------------	-------------------

Cash Book

Opening Balance 01/04/2023	£2,046,816
Add: Total Cash Receipts in year	£568,165
Deduct: Total Cash Payments in year	-£293,296
Round Up	£2
	£2,321,687

Sprowston Town Council Year Ending 31st March 2024

Balance Sheet as at

30th June 2023

Current Assets

Sales Ledger	19,978
Other Debtors	-2,357
Prepayments	864
Cash at Bank and in Hand	2,321,687
VAT Refund	17,073
Rounding	

£2,357,245

Purchase Ledger	2,153
Receipts in Advance	0
Sundry Creditors	0
Salaries	0
PAYE & NI	0
Pensions	0

£2,153

£2,355,091

Reserves	
Parks Sinking Fund for play equipment replacement	30,000
Diamond Centre Sinking Fund for planned maintenance	5,000
Machinery Renewals Fund	20,000
Maintenance	25,000
Town Council Election Fund	0
Street Lighting Renewals Fund	45,000
Contingency Reserve Fund	200,000
Capital Fund	6,739
Diamond Centre Phase 4 Fund	35,000
Viking Public House Development	0
Heritage Fund	3,055
Dementia Café Fund	3,429
General Fund	386,359
CLLR Ward	4,457
General Fund (P&L Acc) - current year	135,871
General Fund (P&L Acc) - prior year	385,389
CIL + Interest	1,069,792
Rounding	

£2,355,091

Community Infrastructure Levy (CIL) Summary as at 30 June 2023

Note: all CIL sums are already included in the above balance sheet figures

CIL brought forward from previous financial years	264,012
CIL received financial year ending 31st March 2023	962,065
Less CIL spent financial year ending 31st March 2023	18,220
CIL received financial year ending 31st March 2024 (as at 30/06/2023)	157,505
Less CIL spent financial year ending 31st March 2024 (as at 30/06/2023)	18,050

Total CIL as at 30/06/2023

£1,347,312

Sprowston Town Council
Direct Debit Payments
Meeting Date: 23rd August 2023

			Barclaycard			
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	BACS
30.06.2023	014844360623	Monthly charges and transaction charges for PDQ card payment machine - June 2023	£73.63	£5.96	£79.59	
31.07.2023	014844360723	Monthly charges and transaction charges for PDQ card payment machine - July 2023	£84.13	£5.96	£90.09	
			£157.76	£11.92	£169.68	
			FileStream			
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	BACS
16.07.2023	6626	File stream support and Maintenance FileStream 5 Users Network system - Cloud Service	£123.48	£24.70	£148.18	
			Norse Waste Solution			
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	BACS
31.07.2023	NWS100231695	Rental charge Recycling & Empty Recycling for July 2023	£31.80	£6.36	£38.16	
			Novuna (Ernest Doe)			
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	BACS
28.08.2023	100/23/0007325/August	Lease Rental Husqvarna P535 Out-front Ride on	£933.00	£186.60	£1,119.60	
			Opus Energy			
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	BACS
14.07.2023	28342422	Viking Centre Gas bill - 10 June 2023 to 13 July 2023	£28.92	£1.45	£30.37	
			PHS Group			
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	BACS
28.07.2023	69957119	Air freshener, hand drier, sanitary disposal & soap dispenser - Diamond Centre 01/09/2023 to 30/11/2023	£369.91	£73.98	£443.89	
28.07.2023	69957118	Eco Shield, Sanitary Disposal & Water Management System - Sparhawk Park 01/09/2023 to 30/11/2023	£55.14	£11.03	£66.17	
28.07.2023	69957117	Eco Shield, Sanitary Disposal & Water Management System - Recreation Ground Road 01/09/2023 to 30/11/2023	£59.92	£11.98	£71.90	
			£484.97	£96.99	£581.96	
			SAGE Global Services Ltd			
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	BACS
01.07.2023	UK-03417071	Accounting Standard & Payroll monthly subscription	£41.00	£8.20	£49.20	
			SSE Energy Solutions			
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	BACS
25.06.2023	IV00003071	Pavilion Electricity Bill - 11th March to 20 June 2023	£779.76	£155.95	£935.71	
25.06.2023	IV00003098	Cemetery Electricity Bill - 11th March to 20 June 2023	£103.25	£5.16	£108.41	
			£883.01	£161.11	£1,044.12	

Total Energies					
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> BACS
06.08.2023	308964848/23	Sprowston Diamond Centre electricity bill for July 2023	£854.70	£170.94	£1,025.64
06.08.2023	308964815/23	Sports field Flood Lights electricity bill for July 2023	£50.99	£2.55	£53.54
06.08.2023	308964914/23	Streetlights electricity bill for July 2023	£5,751.08	£1,150.21	£6,901.29
			£6,656.77	£1,323.70	£7,980.47
Utilita					
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> BACS
05.08.2023	2023-07/1	Viking Centre electricity bill for July 2023	£11.86	£0.59	£12.45
Wave Utilities					
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> BACS
09.08.2023	12393858	Sprowston Diamond Centre - Water charge for period 09/05/2023 - 08/08/2023	£474.17	£0.00	£474.17
09.08.2023	12394752	Recreation Ground Road water charge for period 09/05/2023 - 08/08/2023	£2,273.16	£0.00	£2,273.16
03.08.2023	12369326	Sparhawk Park water charge for period 03/05/2023 - 02/08/2023	£155.89	£0.00	£155.89
			£2,903.22	£0.00	£2,903.22
Total Direct Debits			£12,255.79	£1,821.62	£14,077.41

Sprowston Town Council
Invoices To Pay
Meeting Date: 23rd August 2023

<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> BACS
31.07.2023	2701001431	Broadland District Council Town Council elections 4 May 2023	8,243.91	-	8243.91
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> BACS
20.07.2023	9076661	City Locks Norwich Ltd Bowls Pavilion - Supply & fit mortice sash lock	150.00	30.00	180.00
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> BACS
20.07.2023	0000192931	Collier Turf Care Ltd 2x Tennis Nets & 2x pairs of Football Nets	734.30	146.86	881.16
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> BACS
01.08.2023	INV-7612	Cozens Monthly Standard Maintenance Charge for July 2023	£600.00	£120.00	£720.00
26.07.2023	INV-7590	Supply and Install 1x LED Lantern - Unit 6430, White Women Lane	£395.00	£79.00	£474.00
26.07.2023	INV-7591	Supply and Install 1x LED Lantern - Edwards Road outside no.45	£395.00	£79.00	£474.00
10.08.2023	INV-7624	Supply and Install 1x LED Lantern, column 4450, Moore Avenue	£395.00	£79.00	£474.00
			£1,785.00	£357.00	£2,142.00
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> BACS
27.07.2023	N/A	EL Mileage Mileage Claim EL July 2023 - 22.6 miles @ 0.45ppm	£8.48	£1.70	£10.18
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> BACS
14.07.2023	No 7024073	ESPO Pink paper A4, A4 copier white paper & Laminate Pouch A3 Matt	78.94	15.79	94.73
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> BACS
31.07.2023	N/A	EE General Expenses Bin bags, coffee & sponge cleaner	£10.99	£1.00	£11.99
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> BACS
09.08.2023	N/A	EC Mileage & General Expenses Car park fee for banking x2	4.00	-	4.00
09.08.2023	N/A	Mileage expenses 18.6 miles x 0.45ppm	6.98	1.39	8.37
			£10.98	£1.39	£12.37
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> BACS
26.07.2023	14203	Forethought Marketing Leaflet Distribution 8583 Sprowston Matters Delivery	298.83	59.77	358.60
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> BACS
16.07.2023	2023/350	Gale Building & Maintenance Ltd Carry out repairs to damaged brick gate pillar at Sprowston Cemetery	£1,247.00	£249.40	£1,496.40

<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Hays</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> BACS
12.07.2023	1013082215	CS Grounds Maintenance W/E 07/07/2023	£349.20	£69.84	£419.04
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Heritage Contract Services</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> BACS
01.08.2023	928656	To provide caretaker and cleaning services for the month of September	£7,048.43	£1,409.69	£8,458.12
01.08.2023	928657	To labour re cemetery gates and litter picking for the month of August 2023	£134.12	£26.82	£160.94
13.07.2023	928600	To supply of 2 x dispense bulk pack stainless steel, 1 pack refuse sacks, 1 pack micro mini toilet rolls, 2 packs green C-fold hand towels, 1 pack wheelie bin liners, 1 pack toilet rolls, 2 packs swing bin liners & 1 pack black sacks	£241.10	£48.22	£289.32
31.07.2023	928682	To supply of 1 professional bulk pack, 1 pack dishwasher capsules, 2 packs laundry capsules, 3 packs wheelie bin liners & 2x 5L hand soap	£161.82	£32.36	£194.18
			£7,585.47	£1,517.09	£9,102.56
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Intouch Systems</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> BACS
01.08.2023	762589	WISP 01/08/2023 - 31/08/2023 - business8000plus	£53.70	£10.74	£64.44
01.08.2023	762590	WISP 01/08/2023 - 31/08/2023 - bespoke package	£161.20	£32.24	£193.44
17.07.2023	762194	Call charges June 2023 & service charges July 2023	£28.99	£5.79	£34.78
02.08.2023	763809	9 x hosted exchange plus 4 extra data 01/09/2023-01/10/2023	£71.51	£14.30	£85.81
08.08.2023	763859	Server backup 18/08/2023-18/09/2023	£52.68	£10.54	£63.22
			£368.08	£73.61	£441.69
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>K. Lockwood & R Slater Ltd</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> BACS
31.07.2023	INV-32924	2000 A5 2pp Sprowston Summer Fete Programme of Events leaflets	£187.62	£0.00	£187.62
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Moviola</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> BACS
08.08.2023	213396	For Supply of Film 'The Banshees Of Inisherin' 07.08.2023	£92.83	£17.57	£110.40
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Origin Amenity Solutions - Rigby Taylor</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> BACS
04.08.2023	OASI0073182	Impact standard white line marking paint 10L Drum x10	£280.35	£56.07	£336.42
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>PJ Plumbing Heating & Maintenance Ltd</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> BACS
24.07.2023	PJI/22381	Sprowston Cemetery - Attended on 30.6.2023 to dripping taps. One tap was cleaned and other tap was replaced	£156.79	£31.36	£188.15
24.07.2023	PJI/22380	Allotments - Attended on 30.6.2023 to a stand pipe currently in pieces. Fitted tap and tested	£42.96	£8.59	£51.55
26.07.2023	PJI/22389	Sprowston Diamond Centre - Attended on 22.5.2023, carried out servicing on the 5x POU water heater, 1x Pressurised unvented water heater & 21x TMV's & expansion units	£314.50	£62.90	£377.40
			£514.25	£102.85	£617.10

<u>Invoice Date</u> 26.07.2023	<u>Invoice No.</u> 13733	Roadware <u>Details</u> Litter Bin 40 Litre	<u>Net</u> £177.15	<u>VAT</u> £35.43	<u>Amount</u> BACS £212.58
<u>Invoice Date</u> 04.08.2023	<u>Invoice No.</u> 8072295365	Sharp Business Systems UK plc <u>Details</u> Mono copies - 2000 copies used @ 0.40ppc & Colour copies - 1138 copies used @ 3.60ppc	<u>Net</u> £48.97	<u>VAT</u> £9.79	<u>Amount</u> BACS £58.76
<u>Invoice Date</u> 11.07.2023	<u>Invoice No.</u> OP/I122468	Sutcliffe Play <u>Details</u> Flexi chain assembly x2, Hand/foot hold plastic x5, scramble net x6, Inclusive sear & 2.4M high chain, carriage and packing charges & small bits to repair play parks	<u>Net</u> £1,569.28	<u>VAT</u> £313.85	<u>Amount</u> BACS £1,883.13

TOTAL OF INVOICES

£23,741.63	£3,059.01	£26,800.64
-------------------	------------------	-------------------

Transfer: STC Active to STC Drawings a/c

-	-	26,800.64 Trf 41
---	---	-------------------------

Transfer: STC Active a/c to Salaries a/c

-	-	- Trf 42
---	---	----------

.....
Councillor

.....
Councillor

.....
Town Clerk

Sprowston Town Council
Invoices Payments Made
Meeting Date: 23rd August 2023

		Anglia Elite Banqueting Hire Limited			
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> <u>DIRECT</u>
27.07.2023	12041	Samsonite Folding Chair x150, 4ft round banqueting table x17 & 5ft round banqueting table x10 - FETE	445.00	89.00	534.00
		Bounce Back Castles			
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> <u>DIRECT</u>
31.07.2023	4076	Inflatable Hire for FETE	966.67	193.33	1160.00
		The Creation Station			
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> <u>DIRECT</u>
24.07.2023	#23-07	Craft activity provided for Sprowston Fete - FETE	250.00	-	250.00
		Diddy Long Legs			
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> <u>DIRECT</u>
28.07.2023	450	Costumed Performance @ Sprowston Fete - 1x Stilt Walking Entertainer - FETE	180.00	-	180.00
		Dinosaurs and Dragons Ltd			
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> <u>DIRECT</u>
18.07.2023	112	Dragon, Knight and Princess Performance Day - Summer FETE	650.00	-	650.00
		Live Band			
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> <u>DIRECT</u>
04.08.2023	#(563)	Performance 29/07/2023 for FETE	300.00	-	300.00
		Hays			
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> <u>DIRECT</u>
19.07.2023	1013095566	CS Grounds Maintenance temporary staff w/e 14/07/2023	436.50	87.30	523.80
		Live Band			
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> <u>DIRECT</u>
29.07.2023	N/A	1x 45min set of live music - FETE	400.00	-	400.00
		Live Band			
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> <u>DIRECT</u>
29.07.2023	N/A	Band performance - FETE	140.00	-	140.00
		Lunar Stretch Tents			
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> <u>DIRECT</u>
28.07.2023	INV-02680	15m x 10m stretch tent (Marquee), damage waiver (5%) & delivery charge	1,605.60	321.12	1926.72

		Norfolk County Council			
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> <u>DIRECT</u>
11.07.2023	10041914	NPLaw Feetime Charges for June 2023	25.40	5.08	30.48
		Live Band			
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> <u>DIRECT</u>
28.07.2023	SFT01	50 minute performance time and transport of equipment - FETE	300.00	-	300.00
		VTs Event Medical Services			
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> <u>DIRECT</u>
21.07.2023	INV-0061	First Aid/Medical Cover for Sprowston Summer FETE	475.00	95.00	570.00
		The Lowestoft Dog Agility Display Team			
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> <u>DIRECT</u>
29.07.2023	N/A	To carry out two displays on Saturday 29th July 2023 at Sprowston FETE	300.00	-	300.00
		Wild Science Limited			
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> <u>DIRECT</u>
29.07.2023	2910	Wild Science workshop - FETE	566.10	113.22	679.32
Total Invoices paid			7,040.27	904.05	7,944.32

.....
Councillor

.....
Councillor

.....
Town Clerk

Sprowston Town Council

Barclaycard Payments

Meeting Date: 23rd August 2023

Invoice Date
30.06.2023

Invoice No./Order no.
MEM243681-1

SLCC For Local Councils Professional
Detail
Membership Fee

<u>Net</u>	<u>VAT</u>	<u>Amount</u>
354.00	0.00	354.00

Invoice Date
04.07.2023

Invoice No./Order no.
106725

Thomson Sawmills Ltd
Detail
Bark (Loose)

<u>Net</u>	<u>VAT</u>	<u>Amount</u>
120.00	24	144.00

Invoice Date
05.07.2023

Invoice No./Order no.
671-42304

Broadland District Council
Detail
Temporary Event Licence - FETE

<u>Net</u>	<u>VAT</u>	<u>Amount</u>
21.00	0	21.00

Invoice Date
05.07.2023

Invoice No./Order no.
N/A

28.07.2023
N/A

Progress Fuel
Detail
Unleaded fuel 63.84L @ 140.9ppL
Unleaded fuel 63.67L @ 140.9ppL

<u>Net</u>	<u>VAT</u>	<u>Amount</u>
74.96	14.99	89.95
74.76	14.95	89.71

149.72	29.94	179.66
---------------	--------------	---------------

Invoice Date
05.07.2023
05.07.2023
05.07.2023
06.07.2023
11.07.2023
13.07.2023
24.07.2023

Invoice No./Order no.
DS-ASE-INV-GB-2023-261872322
DS-ASE-INV-GB-2023-261872387
INV-GB-125142421-2023-54938
INV-GB-128743471-2023-54745
GB34BWLC5AEUI
205-4443889-2292347
INV-GB-1230707045-2023-18168

Amazon
Detail
100M Bunting banners for FETE
8 set eggs and spoons race game for FETE
2024 Calendar Family Organizer
10x Adult sack race for FETE
30m/100ft 13mm long steel tape
Security camera outdoor - Cemetery
Paper sweet bags for FETE

<u>Net</u>	<u>VAT</u>	<u>Amount</u>
16.64	3.34	19.98
12.48	2.50	14.98
6.93	1.39	8.32
23.57	4.71	28.28
31.25	6.25	37.50
154.98	0.00	154.98
5.81	1.17	6.98

251.66	19.36	271.02
---------------	--------------	---------------

Invoice Date
06.07.2023
17.07.2023

Invoice No./Order no.
BR1162748
BR1168501

HSS ProService
Detail
Hire Mesh Fence Panel 2.85M from 27/07/23 to 02/08/23 - FETE
Hire generator 6KVA silenced diesel - FETE

<u>Net</u>	<u>VAT</u>	<u>Amount</u>
112.29	22.46	134.75
392.00	25.64	417.64

504.29	48.10	552.39
---------------	--------------	---------------

Invoice Date
07.07.2023

Invoice No./Order no.
325334

Toilets+
Detail
Event chemical portable toilets, disable access toilets, 6 bay
urinal & event carriage charge - FETE

<u>Net</u>	<u>VAT</u>	<u>Amount</u>
954.80	217.00	1171.80

		Post Office			
<u>Invoice Date</u>	<u>Invoice No./Order no.</u>	<u>Detail</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
10.07.2023	N/A	Special Delivery post	6.85	0	6.85
18.07.2023	N/A	Special Delivery post	6.85	0	6.85
			13.7	0	13.7
		SafetySigns4Less			
<u>Invoice Date</u>	<u>Invoice No./Order no.</u>	<u>Detail</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
12.07.2023	3791973	Custom Sign with self adhesive vinyl 400x300	26.68	5.34	32.02
		WeTransfer			
<u>Invoice Date</u>	<u>Invoice No./Order no.</u>	<u>Detail</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
16.07.2023	N/A	Computer and data processing services - subscriptions	8.83	0	8.83
		Premier Barriers			
<u>Invoice Date</u>	<u>Invoice No./Order no.</u>	<u>Detail</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
17.07.2023	#000008399	Strong steel fencing pins - 10 pack, waterproof tarpaulin groundsheet, black cable ties - pack of 100, 98% shade netting for Privacy & 1.5m Wooden Posts treated - 5 pack - FETE	149.57	29.89	179.46
		Protect Direct Sales			
<u>Invoice Date</u>	<u>Invoice No./Order no.</u>	<u>Detail</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
17.07.2023	02432953	Polypropylene Rope Coil Blue 10MM x 220M - FETE	35.9	7.18	43.08
		Norwich Camping			
<u>Invoice Date</u>	<u>Invoice No./Order no.</u>	<u>Detail</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
19.07.2023	N/A	Benches	1345.00	269.00	1614.00
		RS Component			
<u>Invoice Date</u>	<u>Invoice No./Order no.</u>	<u>Detail</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
19.07.2023	2211707845	Dial combination key control padlock	17.44	3.49	20.93
		Homebase			
<u>Invoice Date</u>	<u>Invoice No./Order no.</u>	<u>Detail</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
19.07.2023	N/A	Gazebo x3 & Cloche ground pegs x24 & Garden pegs hooks x2 - FETE	95.00	19.00	114.00
28.07.2023	N/A	Gazebo with side panels and Gazebo - FETE	80.00	16.00	96.00
			175.00	35.00	210.00
		Adobe systems software			
<u>Invoice Date</u>	<u>Invoice No./Order no.</u>	<u>Detail</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
20.07.2023	N/A	Monthly subscriptions	16.64	0.00	16.64
		Newitts			
<u>Invoice Date</u>	<u>Invoice No./Order no.</u>	<u>Detail</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
24.07.2023	SALE-1462579	Play squeeze whistle - FETE	29.79	5.96	35.75

<u>Invoice Date</u>	<u>Invoice No./Order no.</u>	Screwfix <u>Detail</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
27.07.2023	N/A	10 pairs latex gloves for set up & take down volunteers - FETE	14.18	2.83	17.01
<u>Invoice Date</u>	<u>Invoice No./Order no.</u>	Tesco <u>Detail</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
27.07.2023	N/A	Bubbles, mini footballs & bouncy balls x10 for FETE & teabags	18.69	0.00	18.69
<u>Invoice Date</u>	<u>Invoice No./Order no.</u>	Makro <u>Detail</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
27.07.2023	0221745	Party treats tub and Freddo for FETE & UHT milk portions x2 boxes and biscuits x2 boxes	82.34	5.32	87.66
Total of Payments			4289.23	702.41	4991.64