

Galliford Try Telecoms
PO Box 17452
2 Lochside View
Edinburgh
EH12 1LB

Tel.: 0131 200 4400
Fax.: 0131 200 4498

gallifordtry.co.uk

Sprowston Town Council
c/o Town Clerk

Sent via email to: townclerk@sprowston-tc.gov.uk

31 August 2023

Dear Sir/Madam,

Proposed telecommunications base station at:

Cell Ref: CS30626000 VF021133
Address: Land at grass verge adjacent to Chartwell Road, Norwich, NR7 8TR
NGR: 623959, 311196

Cornerstone is the UK's leading mobile infrastructure services company, acquiring, managing and owning over 20,000 sites and they are committed to enabling best in class mobile connectivity for over half of all the country's mobile customers. Cornerstone oversee works on behalf of telecommunications providers and wherever possible aim to:

- Promote shared infrastructure
- Maximise opportunities to consolidate the number of base stations
- Significantly reduce the environmental impact of network development

Cornerstone is in the process of progressing a suitable telecommunications site in the following area:

- South west Sprowston area

As part of a continued network improvement program, the deployment of new telecommunications infrastructure in this area will address the following technical requirement:

- To maintain and improve multigenerational network services for Virgin Media O2 (VMO2)

Vodafone Limited and VMO2 currently supply the local area with 3G and 4G network coverage via the Cornerstone base station development at Peter Colby Commercials, (Cell Ref: CS004075). However, this site cannot be upgraded as Cornerstone have been served with a notice to quit site; hence the need for a replacement solution.


The purpose of this letter is to consult with you and seek your views on the proposed development outlined below before any planning submission is made. We understand that you are not always able to provide site specific comments, however, Cornerstone and the operators are committed to consultation with communities on their mobile telecommunications proposals and as such would encourage you to respond.

Mobiles can only work with a network of base stations in place where people want to use their mobile phones or other wireless devices. Without base stations, the mobile phones, and other devices we rely on simply won't work.

In the first instance, all correspondence should be directed to the agent.

Cornerstone Planning Consultation Letter to Councillors - Standard V.3 – 15/04/2021

Registered Address:
Cornerstone Telecommunications, Infrastructure Limited,
Hive 2, 1530 Arlington Business Park, Theale, Berkshire, RG7 4SA.
Registered in England & Wales No. 08087551.
VAT No. GB142 8555 06

 Cornerstone, Hive 2,
1530 Arlington Business Park,
Theale, Berkshire, RG7 4SA

www.cornerstone.network

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Best Practice guidance and National Planning Policy suggest a preference for the use of existing sites and the upgrade of established infrastructure that has been put in place for preceding generations of mobile networks. However, this is not always an available option and so often a new base station development is required, as is the case in this instance. To ensure that the proposed site and development represent the best available coverage solution, the operator has first sought to:

- Take account of all relevant Development Plan policies;
- Review the Local Planning Authority mast register;
- Consider if there are existing base station sites available for use in the locale; and
- Evaluate the planning history of the site in question

A number of alternative site options have been considered and details are provided in the attached discounted site information. Should any party wish to make any further alternative site suggestions, these will be gratefully received and investigated.

The proposed development at the subject site is as follows:

- 20m street furniture style monopole mast with 6No. antennas (RAL7035 Grey)
- 1No. 300mm dishes (RAL7035 Grey)
- 3No. cabinets (1No. 1740x600x1722mm; 1No. 993x600x1722mm; 1No. 655x364x1015mm) (RAL7035 Grey)
- All ancillary development

A prior approval consent will be required for the proposed works and the intent is that an application will follow, subject to any feedback that may be received as part of the wider consultation exercise.

It is considered that the proposed site and design strike the best available balance between all operational and planning considerations. A set of planning drawings has been attached for your consideration. All elements of this proposal have been limited in terms of size and amount to ensure the delivery of public benefit via the mobile services it will provide, i.e.: maintained, improved and up to date mobile communications services.

All Cornerstone installations are designed to be fully compliant with the public exposure guidelines established by the International Commission on Non-Ionizing Radiation Protection (ICNIRP). These guidelines have the support of UK Government, the European Union and they also have the formal backing of the World Health Organisation. A certificate of ICNIRP compliance will be included within any planning submission that may follow.

Please note that we have contacted the following parties as part of this consultation exercise:


- Local Planning Authority
- Ward Councillors
- Town Council
- MP
- Schools
- Airport

In the first instance, all correspondence should be directed to the agent.

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We would, however, welcome your suggestions on any other parties that have not yet been consulted but who may be interested in learning more about this development proposal.

In order to give you time to send your comments or request further information, we commit to allow at least 14-days before an application is submitted to the Local Planning Authority. This period starts from the date at the top of this letter.

Thanks in advance for any feedback you may be able to provide on the information provided above and/or in the attached documentation. Should you have any queries regarding any aspect of this consultation, please do not hesitate to contact the undersigned quoting the subject cell reference.

Yours faithfully



Jodie Kane MRTPI
Galliford Try Telecoms
Planning Consultant


Email: jodie.kane@gallifordtry.co.uk
Mobile: 07920110583

For and on behalf of Cornerstone

In the first instance, all correspondence should be directed to the agent.

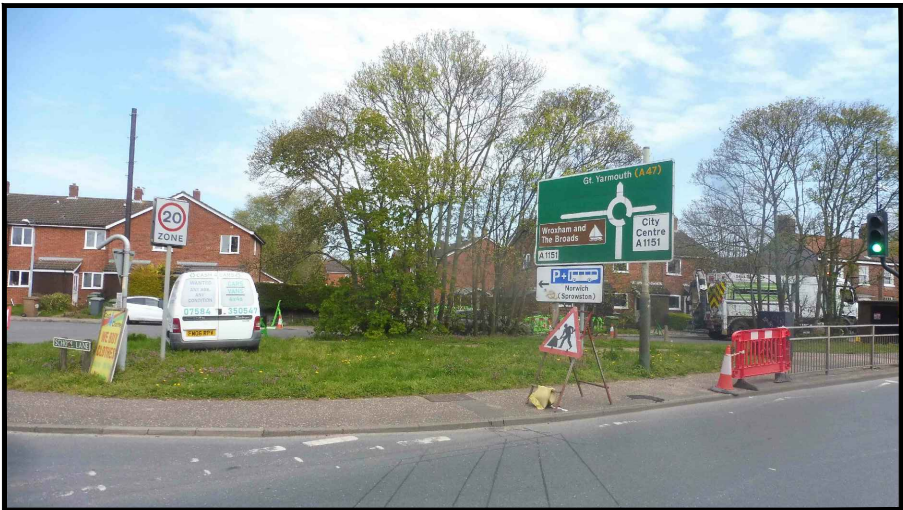
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 Cornerstone, Hive 2,
1530 Arlington Business Park,
Theale, Berkshire, RG7 4SA

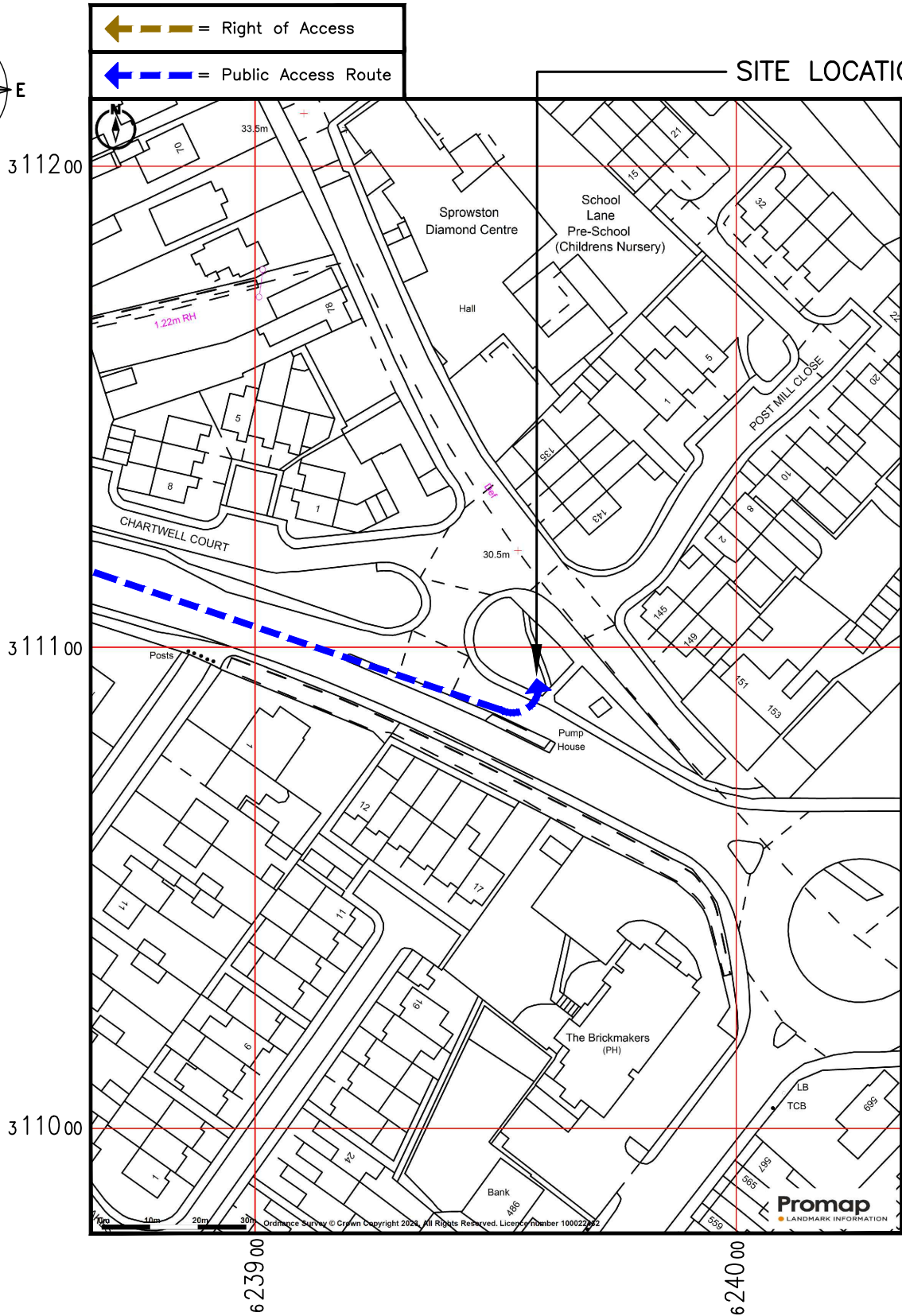
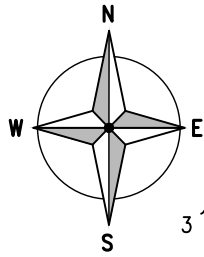


SITE LOCATION
(Scale 1:50000)



SITE PHOTOGRAPH

These drawings comply with VF Standard ICNIRP guidelines, under configuration VU7F
Designed in accordance with Cornerstone documents: SDN0007v1.0 & SDN0009v6.0



DETAILED SITE LOCATION
(Scale 1:1250)

ALL DIMENSIONS ARE IN mm UNLESS NOTED OTHERWISE

N.G.R | E: 623959 N: 311196

DIRECTIONS TO SITE:
CONTINUE TO HOLT RD/A140, HEAD SOUTHEAST, KEEP LEFT TO CONTINUE TOWARD AMSTERDAM WAY, AT THE ROUNDABOUT, TAKE THE 2nd EXIT ONTO AMSTERDAM WAY. TURN LEFT ONTO HOLT RD/A140, CONTINUE ON FIFERS LN TO MILE CROSS LN/A1042, TURN LEFT ONTO FIFERS LN, AT THE ROUNDABOUT, TAKE THE 2nd EXIT ONTO ST FAITH'S RD. DRIVE TO CHARTWELL RD/A1042 IN NORWICH, TURN LEFT ONTO MILE CROSS LN/A1042, AT THE ROUNDABOUT, TAKE THE 2nd EXIT ONTO CHARTWELL RD/A1042 AND DESTINATION WILL BE ON THE LEFT.

NOTES:

A	Issued for Approval	SPD	HK	18.07.23
REV	MODIFICATION	BY	CH	DATE



telelink
INFRA SERVICES

Telelink Infra Services
Address: Station Road,
Woolhampton, Reading,
RG7 5SE, UK
email: office-uk@telelink.com



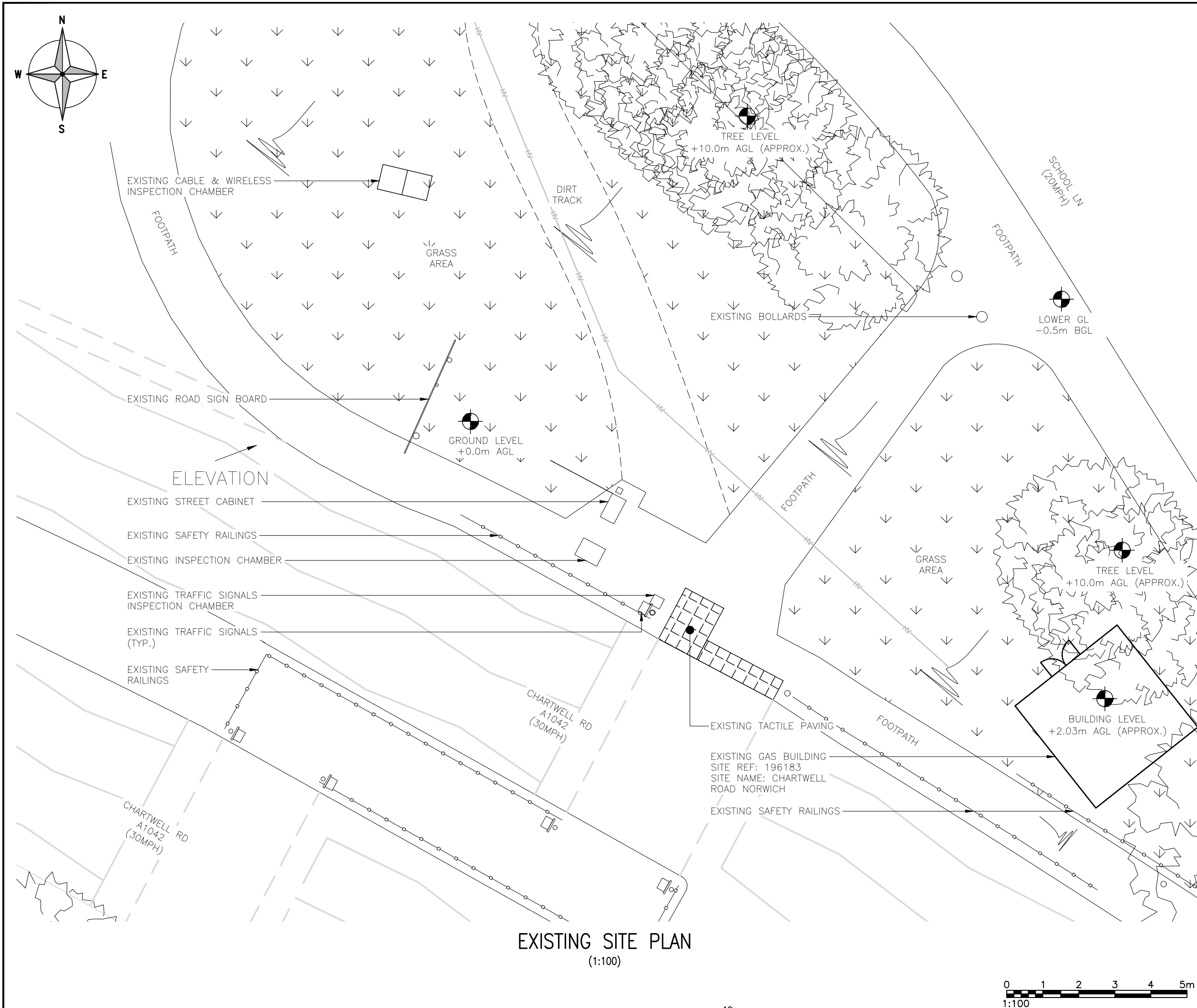
vodafone
CORNERSTONE

Cell Name	Opt.
GRASS VERGE JUNCTION AT NORTH OF CHARTWELL ROAD & SCHOOL LANE	A

Cell ID No		
CORNERSTONE	VMO2	VF
30626000	NA	021133

Site Address / Contact Details
LONDON CHARTWELL ROAD NORWICH NORFOLK NR7 8TR

Drawing Title:		SITE LOCATION MAPS			
Purpose of issue:		PLANNING			Dwg Rev:
Drawing Number:		100			A
Surveyed By:		Original Sheet Size:			Pack Issue:
SH		A3			
Drawn:	Date:	Checked:	Date:		
SPD	18.07.23	HK	18.07.23	A	



ALL DIMENSIONS ARE IN mm UNLESS NOTED OTHERWISE


N.G.R

E: 623959

N: 311196

NOTES:

A	Issued for Approval	SPD	HK	18.07.23
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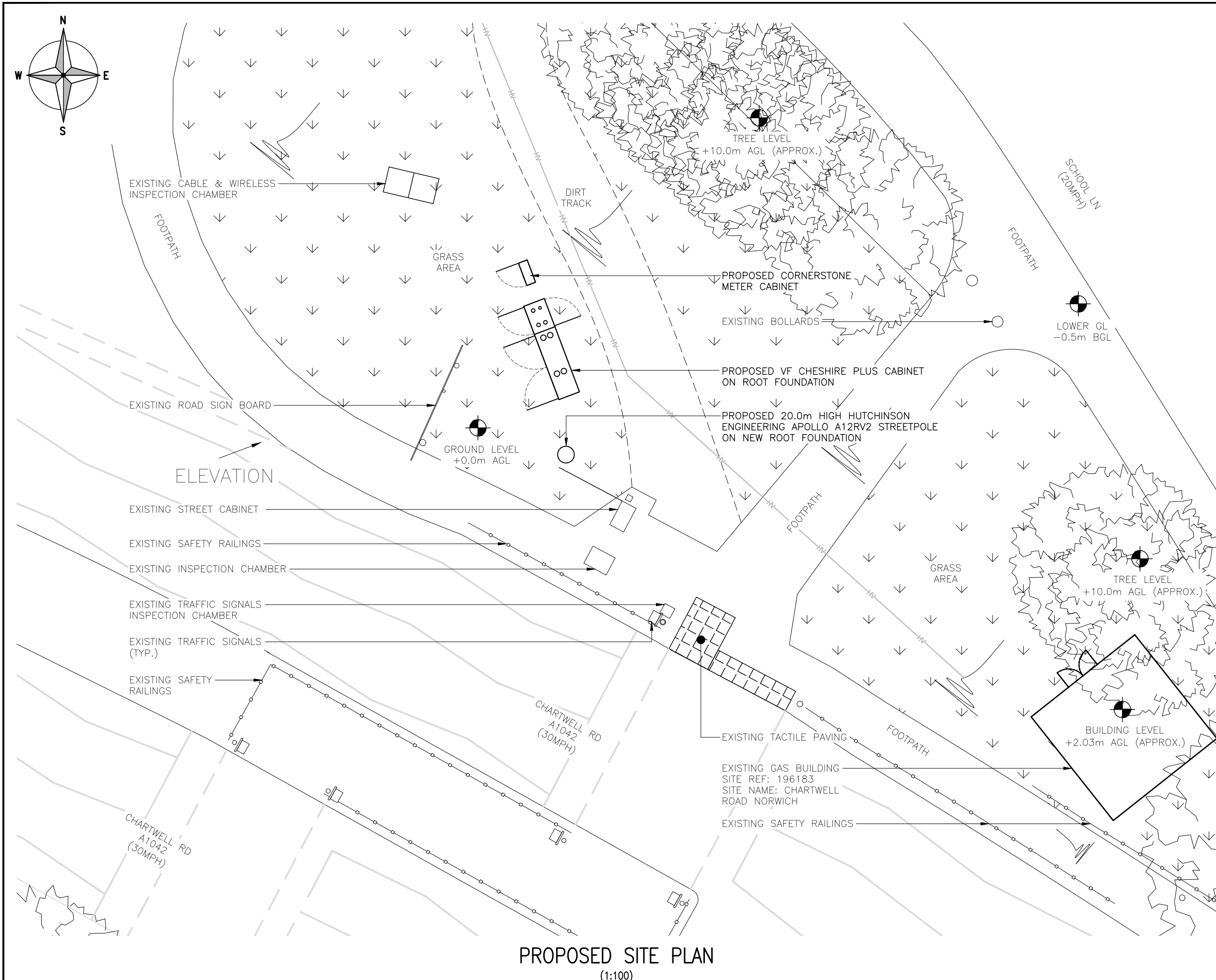
Telelink Infra Services
Address: Station Road,
Woolhampton, Reading,
RG7 5SE, UK
email: office-uk@telelink.com



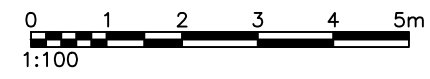
CORNERSTONE

Cell Name			Opt.
GRASS VERGE JUNCTION AT NORTH OF CHARTWELL ROAD & SCHOOL LN			A
Cell ID No			
CORNERSTONE	VMO2	VF	
30626000	NA	021133	
Site Address / Contact Details			
LONDON CHARTWELL ROAD NORWICH NORFOLK NR7 8TR			
Drawing Title: EXISTING SITE PLAN			
Purpose of issue: PLANNING			Dwg Rev: A
Drawing Number: 200			A
Surveyed By: SH		Original Sheet Size: A3	Pack Issue:
Drawn: SPD	Date: 18.07.23	Checked: HK	Date: 18.07.23
			A

SDNT0005 Version 1.3



These drawings comply with VF Standard ICNIRP guidelines, under configuration VU7F
Designed in accordance with Cornerstone documents: SDN0007v1.0 & SDN0009v6.0



ALL DIMENSIONS ARE IN mm UNLESS NOTED OTHERWISE
 N.G.R | E: 623959 | N: 311196
 NOTES:

A	Issued for Approval	SPD	HK	18.07.23	
REV	MODIFICATION	BY	CH	DATE	

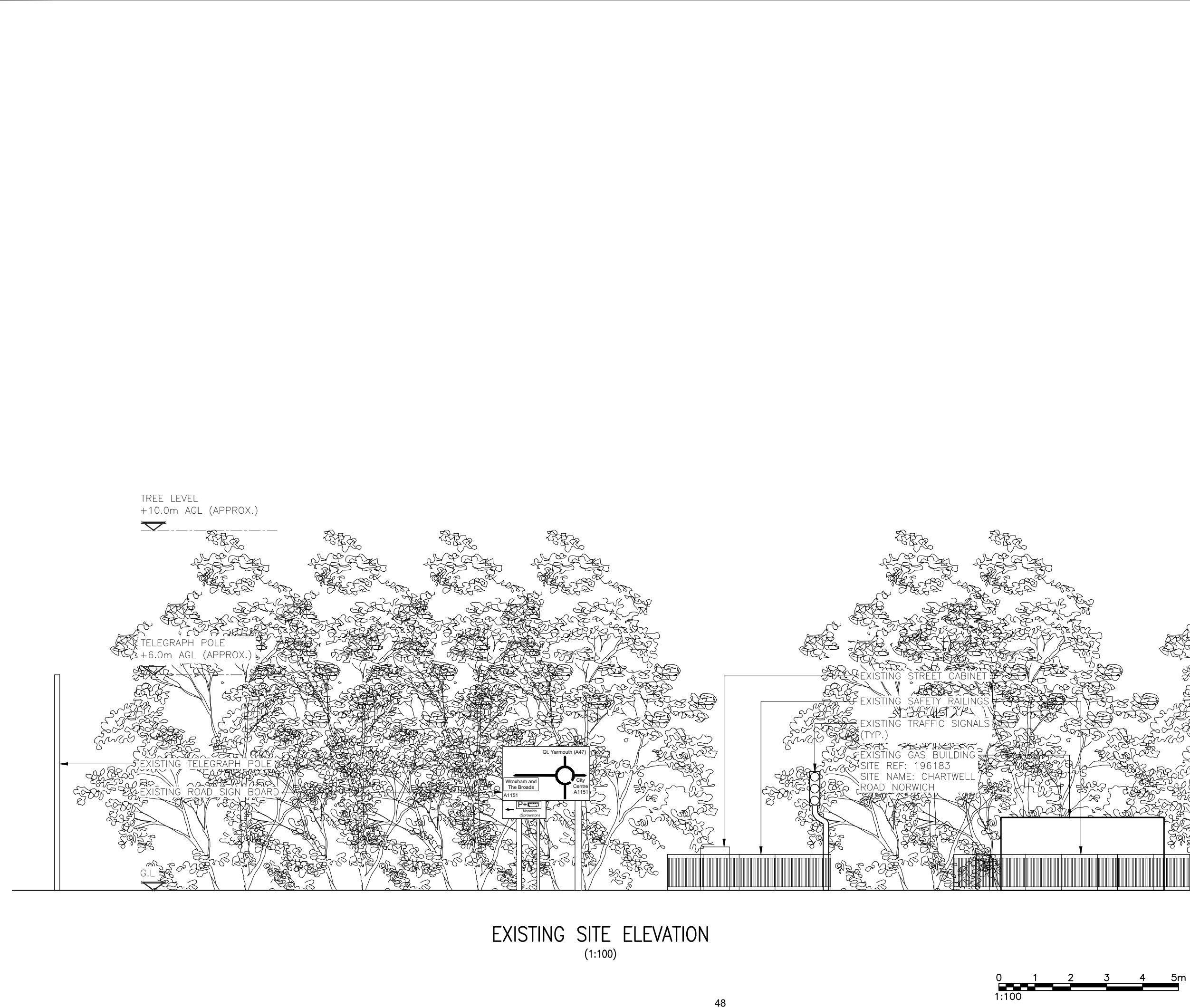


Telelink Infra Services
Address: Station Road,
Woolhampton, Reading,
RG7 5SE, UK
email: office-uk@telelink.com



CORNERSTONE

Cell Name		Opt.
GRASS VERGE JUNCTION AT NORTH OF CHARTWELL ROAD & SCHOOL LN		A
Cell ID No		
CORNERSTONE	VM02	VF
30626000	NA	021133
Site Address / Contact Details		
LONDON CHARTWELL ROAD NORWICH NORFOLK NR7 8TR		
Drawing Title: PROPOSED SITE PLAN		
Purpose of issue: PLANNING		Dwg Rev: A
Drawing Number: 201		
Surveyed By: SH	Original Sheet Size: A3	Pack Issue:
Drawn: SPD	Date: 18.07.23	Checked: HK
	Date: 18.07.23	A



EXISTING SITE ELEVATION
(1:100)

ALL DIMENSIONS ARE IN mm UNLESS NOTED OTHERWISE

N.G.R

E: 623959

N: 311196

NOTES:

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REV	MODIFICATION	BY	CH	DATE



Telelink Infra Services
Address: Station Road,
Woolhampton, Reading,
RG7 5SE, UK
email: office-uk@telelink.com



CORNERSTONE

Cell Name		Opt.
GRASS VERGE JUNCTION AT NORTH OF CHARTWELL ROAD & SCHOOL		A
Cell ID No		
CORNERSTONE	VMO2	VF
30626000	NA	021133
Site Address / Contact Details		
LONDON CHARTWELL ROAD NORWICH NORFOLK NR7 8TR		
Drawing Title: EXISTING SITE ELEVATION		
Purpose of issue: PLANNING		Dwg Rev: A
Drawing Number: 300		Pack Issue: A
Surveyed By: SH	Original Sheet Size: A3	Pack Issue: A
Drawn: SPD	Date: 18.07.23	Checked: HK
	Date: 18.07.23	

TOP OF POLE
+20.0m AGL

TOP OF PROPOSED VF 3No. ANTENNAS
+19.8m AGL

U/S OF PROPOSED VF 3No. ANTENNAS
+19.0m AGL

TOP OF PROPOSED VF 3No. ANTENNAS
+18.7m AGL

U/S OF PROPOSED VF 3No. ANTENNAS
+16.6m AGL

C/L OF PROPOSED VF 1No. 300Ø DISH
+14.0m AGL

PROPOSED VF 1No. 300Ø DISH FIXED
TO DISH BRACKET

TREE LEVEL
+10.0m AGL (APPROX.)

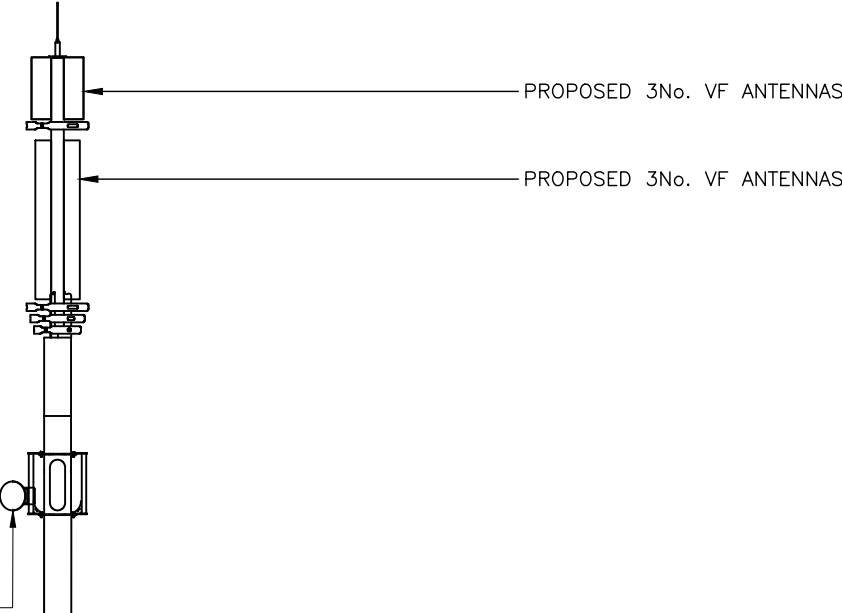
TELEGRAPH POLE
+6.0m AGL (APPROX.)

EXISTING TELEGRAPH POLE

EXISTING ROAD SIGN BOARD

PROPOSED VF CHESHIRE PLUS CABINET
ON ROOT FOUNDATION

PROPOSED CORNERSTONE METER CABINET
C.L.

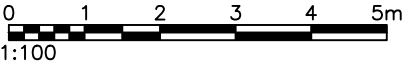


PROPOSED 3No. VF ANTENNAS

PROPOSED 3No. VF ANTENNAS

PROPOSED SITE ELEVATION
(1:100)

These drawings comply with VF Standard ICNIRP guidelines, under configuration VU7F
Designed in accordance with Cornerstone documents: SDN0007v1.0 & SDN0009v6.0



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N.G.R E: 623959 N: 311196

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Telelink Infra Services
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email: office-uk@telelink.com



CORNERSTONE

Cell Name	Opt.
GRASS VERGE JUNCTION AT NORTH OF CHARTWELL ROAD & SCHOOL	A

Cell ID No		
CORNERSTONE	VMO2	VF
30626000	NA	021133

Site Address / Contact Details
LONDON CHARTWELL ROAD NORWICH NORFOLK NR7 8TR

Drawing Title:		PROPOSED SITE ELEVATION			
Purpose of issue:		PLANNING			Dwg Rev:
Drawing Number:		301			A
Surveyed By: SH		Original Sheet Size: A3			Pack Issue:
Drawn: SPD	Date: 18.07.23	Checked: HK	Date: 18.07.23	A	

Proposed telecommunications base station at:

Cell Ref: CS30626000 VF021133

Address: Land at grass verge adjacent to Chartwell Road, Norwich, NR7 8TR

NGR: 623959, 311196

Discounted Site Information

Site	Address	NGR	Reason for discounting
1	Cornerstone site (Cell Ref: CS004075 VMO2010907) at Peter Colby Commercials	623920, 311520	Although this site previously supplied the area with 3G and 4G coverage for both Virgin Media O2 (VMO2) and Vodafone Limited, Cornerstone have been served with a notice to quit site; hence the need for a replacement solution.
2	Cornerstone (Cell Ref: CS30626000 VF021133 VMO2073062) consent at land at WS Lusher and Son Ltd, Lushers Loke	623889, 311561	Cornerstone have previously received consent under LPA ref: 2022/0639 for a 20m monopole mast, cabinetry and associated ancillary development at this property. However, the landowner has confirmed their intent to redevelop this land preventing the consent from being brought to fruition; hence the need for this proposal.
3	Land at Norfolk Trucks Ltd School Lane	623889, 311385	Following the failure to be able to implement the abovementioned consent, Vodafone Limited have decided to progress their own individual cell area solution and to refocus their replacement development further south east to better fit their network requirement in the area. Although development within this property could offer a potentially viable planning option, this is not ideal from an operational perspective; hence why the subject site option was preferred.
4	Recreational land north of School Lane / Neville Road	Various	Development in this property has been discounted on planning merit as it would be not benefit from any significant visual context and would be overlooked by a greater number of residential frontages.
5	The Diamond Centre	623945, 311282	The building on-site is low-rise and has a pitched roof. The architecture and height render a rooftop development unfeasible from structural perspectives and because the antennas simply could not reach the required height to both achieve ICNIRP compliance and ensure effective signal transmission. Whilst a ground-based mast was considered, usable space is at a premium and a new base station would reduce the car parking provision on site. Additionally, the potential impact upon residential amenity was considered greater in this location given that immediate neighbour to the east and south are dwellings. On balance, this has been discounted as being less preferable than the subject solution.

6	Other street furniture development options along School Lane	Various	<p>The presence of underground and overhead services, narrow pavement widths (on the eastern side of the road), other street furniture and the need to avoid conflict with access points to neighbouring properties, all limit development options along this stretch of road. Development options would also have a greater degree of impact upon residential amenity given the presence of dwellings on the western side of the road.</p> <p>Additionally, the network planner has confirmed that as one travels further north, the less viable the development becomes from a network service perspective.</p> <p>Therefore, this option has been discounted as less preferable with the subject solution striking a better balance between operational and planning considerations.</p>
7	Other street furniture development options along Neville Road	Various	<p>The presence of underground and overhead services, other street furniture, and the need to avoid conflict with access points to neighbouring properties, all limit development options along this stretch of road. Development options would also have a greater degree of impact upon residential amenity given the presence of dwellings on both sides of the road.</p> <p>Additionally, the network planner has confirmed that as one travels further north east, the less viable the development becomes from a network service perspective.</p> <p>Therefore, this option has been discounted as less preferable with the subject solution striking a better balance between operational and planning considerations.</p>
8	Other street furniture development options along Wroxham Road	Various	<p>The presence of underground and overhead services, narrow pavement widths due to other street furniture along with the need to avoid conflict with access points to neighbouring properties, all limit development options along this stretch of road. Development options would also have a greater degree of impact upon residential amenity given the presence of dwellings on one or both sides of the road.</p> <p>Additionally, the network planner has confirmed that as one travels further east, the less viable the development becomes from a network service perspective.</p> <p>Therefore, this option has been discounted as less preferable with the subject solution striking a better balance between operational and planning considerations.</p>
9	Other street furniture development options around A1151/Wroxham Road/Sprowston Road and A1042 roundabout junction	Various	<p>The presence of underground services limits the use of pavement locations around this area. Whilst the use of the verges on the eastern side of the roundabout could potentially accommodate a base station, constructing and maintaining base stations at traffic junctions can prove problematic. The presence of the adjacent mature trees could also limit transmission in a south easterly direction. Given that available sites were not considered to hold any greater planning merit than the subject solution, on balance the subject proposal was preferred.</p>
10	Land at Norwich Motor Sales	624037, 311177	<p>The height and structural capabilities of the building have rendered any rooftop development unfeasible as the antennas simply could not reach</p>

			the required height to both achieve ICNIRP compliance and ensure effective signal transmission. Whilst a ground-based solution was considered, space is at a premium in this property and development could reduce the usable space, resulting in a commercial impact upon the business. Development at this location was also considered to benefit from a lesser visual context of vertical features than the subject proposal. This option has been discounted accordingly.
11	Other street furniture development along A1042	Various	The presence of underground services, narrow pavement widths and other street furniture limit development options along this stretch of road. Whilst there are a number of verges that could potentially accommodate a base station, each of these was considered to have a greater potential for having an overbearing impact upon dwellings and their outside space, to the detriment of residential amenity. Therefore, this option has been discounted as less preferable from a planning and highways perspective. Additionally, the network planner has confirmed that as one travels further west, away from the A1151/ A1042 roundabout, the less viable the development becomes from an operational perspective.
12	Sprowston Fire station	623808, 311198	This site accommodates another operator's base station. However, the presence of this apparatus and the both the height and structural capabilities of the building have rendered any rooftop development unfeasible as the antennas simply could not reach the required height to both achieve ICNIRP compliance and ensure effective signal transmission. Whilst a ground-based mast was considered, the network planner has confirmed that as one travels further west, away from the A1151/A1042 roundabout, the less viable the development becomes from an operational perspective. As such this option must be discounted as unviable from an operational perspective.
13	Other street furniture development options around School Lane / Chartwell Court / Post Mill Close junction	Various	The presence of underground services, narrow pavement widths due to other street furniture along with the need to avoid conflict with access points to neighbouring properties, all limit development options along this stretch of road. Given the presence of dwellings on the western side of the road, development options would also have a greater potential for having an overbearing impact upon dwellings and their outside space, to the detriment of residential amenity. Therefore, this option has been discounted as less preferable from a planning and highways perspective.
14	Other street furniture development options Post Mill Close	Various	The presence of underground services, narrow pavement widths and the need to avoid conflict with access points to neighbouring properties, all limit development options along in this residential locale. Development options would also have an overbearing impact upon dwellings and their outside space, to the detriment of residential amenity. Therefore, this

			option has been discounted as less preferable from a planning and highways perspective.
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Broadland District Council

Weekly list of decisions made during week ending 25th August 2023

Committee applications are considered by the Planning Committee. Delegated applications are considered by Planning Services.

Appl Number : 2023/1242
App Type : Householder
Parish: Sprowston
Location : 44 Wroxham Road Sprowston Norfolk NR7 8TY
Proposal : Two storey side extension, rear single storey extension, front bay window and porch canopy and garage/work shop
Decision : Refusal
(Delegated)
Date of decision : 24 August 2023

Appl Number : 2023/2016
App Type : Householder
Parish: Sprowston
Location : 3 Thornham Close Sprowston Norfolk NR7 8HT
Proposal : Single storey glass roof canopy on rear elevation
Decision : Approval with Conditions
(Delegated)
Date of decision : 25 August 2023

Broadland District Council

Weekly list of decisions made during week ending 1st September 2023

Committee applications are considered by the Planning Committee. Delegated applications are considered by Planning Services.

Appl Number :	2023/2070
App Type :	Householder
Parish:	Sprowston
Location :	5 Linton Crescent Sprowston Norfolk NR7 8NN
Proposal :	Erection of a single storey office/garden room
Decision :	Approval with Conditions (Delegated)
Date of decision :	30 August 2023

Broadland District Council

Weekly list of decisions made during week ending 8th September 2023

Committee applications are considered by the Planning Committee. Delegated applications are considered by Planning Services.

Appl Number : 2023/1103
App Type : Householder
Parish: Sprowston
Location : 23 Thornham Close Sprowston Norfolk NR7 8HT
Proposal : Replacement roof with dormers and rooflights to form new first floor
Decision : Approval with Conditions
(Delegated)
Date of decision : 5 September 2023

Appl Number : 20201995
App Type : Approval of Condition Details
Parish: Gt & Lt Plumstead (Thorpe End)
Location : Land South Of Salhouse Road Sprowston
Proposal : Details reserved by condition 15 following grant of planning permission 20160498 - travel plan (Phase 1)
Decision : Approval of details - Approved
(Delegated)
Date of decision : 7 September 2023

Broadland District Council

Weekly list of decisions made during week ending 15th September 2023

Committee applications are considered by the Planning Committee. Delegated applications are considered by Planning Services.

Appl Number : 2023/2111
App Type : Householder
Parish: Sprowston
Location : 10 Blackwell Avenue Sprowston Norfolk NR7 8XL
Proposal : Erection of a cart lodge
Decision : Approval with Conditions
(Delegated)
Date of decision : 13 September 2023

Appl Number : 2023/2347
App Type : Householder
Parish: Sprowston
Location : 13 Lone Barn Road Sprowston Norfolk NR7 8HZ
Proposal : Single storey rear and side extension. Demolition of existing garage and erection of a new detached double garage.
Decision : Approval with Conditions
(Delegated)
Date of decision : 12 September 2023

Section 1 – Annual Governance Statement 2022/23

We acknowledge as the members of:

SPROWSTON TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2023, that:

	Agreed		'Yes' means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			✓

***Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

17/05/2023

and recorded as minute reference:

23/145 (2) REFERENCE

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

Clerk

SIGNATURE REQUIRED
WTC
SIGNATURE REQUIRED
G. P. R.

ENTER PUBLISHED STATEMENT DATE AND PUBLICATION ADDRESS <https://www.sprowston-tc.gov.uk>

Section 2 – Accounting Statements 2022/23 for

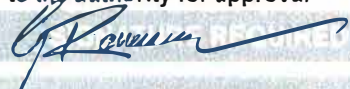
SPROWSTON TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2022 £	31 March 2023 £	
1. Balances brought forward	745,871	992,456	<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
2. (+) Precept or Rates and Levies	708,544	743,973	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts	700,658	1,218,405	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs	289,356	303,141	<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
5. (-) Loan interest/capital repayments	136,101	135,209	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments	737,160	469,668	<i>Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward	992,456	2,046,816	<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments	972,060	2,021,874	<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>
9. Total fixed assets plus long term investments and assets	4,707,305	4,713,381	<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings	1,581,631	1,488,751	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)		✓		<i>The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.</i>
11b. Disclosure note re Trust funds (including charitable)			✓	<i>The figures in the accounting statements above do not include any Trust transactions.</i>

I certify that for the year ended 31 March 2023 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval


Date 10/05/2023

I confirm that these Accounting Statements were approved by this authority on this date:

17/05/2023

as recorded in minute reference:

23/145 (3)

Signed by Chairman of the meeting where the Accounting Statements were approved



Section 3 – External Auditor’s Report and Certificate 2022/23

In respect of **Sprowston Town Council – NO0418**

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2023; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor’s limited assurance opinion 2022/23

Except for the matters reported below, on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

The AGAR was not accurately completed before submission for review. Please ensure that amendments are corrected in the prior year comparatives when completing next year’s AGAR:

- Credit card balances as at the year end have been incorrectly included as reconciling items in the bank reconciliation. The figure in Box 8 should read £2,023,465.

Other matters not affecting our opinion which we draw to the attention of the authority:

None.

3 External auditor certificate 2022/23

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2023.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

PKF Littlejohn LLP

Date

01/09/2023

Sprowston Town Council

Direct Debit Payments

Meeting Date: 27th September 2023

<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	BACS
31.08.2023	014844360823	Barclaycard PDQ rental monthly charge	£49.80	£5.96	£55.76	
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	BACS
16.09.2023	6716	FileStream File stream support & maintenance 5 users network system - September	£123.48	£24.70	£148.18	
16.08.2023	6667	File stream support & maintenance 5 users network system - August	£123.48	£24.70	£148.18	
			£246.96	£49.40	£296.36	
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	BACS
31.08.2023	NWS100233050	Norse Waste Solution Rental Charge Recycling 1100L & Empty Recycling 1100L August 2023	£29.80	£5.96	£35.76	
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	BACS
28.09.2023	100/23/0007325/Sep23	Novuna (Ernest Doe) Lease Rental for Husqvarna P535 Outfront Ride on	£933.00	£186.60	£1,119.60	
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	BACS
14.08.2023	28389857	Opus Energy Viking Centre gas bill for period 14 July 23 to 13 Aug 23	£26.37	£1.32	£27.69	
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	BACS
13.09.2023	PW502857	PWLB Loan Cemetery Groundworks (New Area)	£7,397.00	£0.00	£7,397.00	
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	BACS
01.09.2023	UK-03627896	SAGE Global Services Ltd Accounting Standard & Payroll subscriptions - September 2023	£41.00	£8.20	£49.20	
01.08.2023	UK-03523082	Accounting Standard & Payroll subscriptions - August 2023	£41.00	£8.20	£49.20	
			£82.00	£16.40	£98.40	

Total Energies					
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> BACS
10.09.2023	313057211/23	Sprowston Diamond Centre Electricity Bill for period August 2023	£741.60	£148.32	£889.92
10.09.2023	313057167/23	Sports field Flood Lights Electricity Bill for period August 2023	£14.08	£0.70	£14.78
10.09.2023	313057365/23	Streetlights Electricity Bill for August 2023	£5,676.63	£1,135.32	£6,811.95
			£6,432.31	£1,284.34	£7,716.65
Utilita					
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> BACS
05.07.2023	2023-06/1	Viking Centre Electricity Bill for period June 2023	£11.48	£0.57	£12.05
05.09.2023	2023-08/1	Viking Centre Electricity Bill for period August 2023	£11.86	£0.59	£12.45
			£23.34	£1.16	£24.50
Veolia					
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> BACS
31.08.2023	NRW1281000	Non-Hazardous Industrial Waste + Container Exchange + FETE bin rental	£546.10	£109.22	£655.32
Wave - Anglian Water					
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> BACS
15.09.2023	12551685	Cemetery Water Bill for the period 15 June to 14 Sep 2023	£43.26	£0.00	£43.26
15.09.2023	12552460	Allotments Water Bill for the period 15 Jun to 14 Sep 2023	£420.84	£0.00	£420.84
			£464.10	£0.00	£464.10
Total Direct Debits			£16,230.78	£1,473.76	£17,891.14

Sprowston Town Council

Invoices To Pay

Meeting Date: 27th September 2023

Ben Burgess Grounds Care Equipment					
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> BACS
14.09.2023	442611	John Deere Gator parts: Shafts, bushings, brackets, bolts, pin fasteners, wheels, arms, cable & lock nuts	947.37	189.46	1136.83
Cozens					
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> BACS
31.08.2023	INV-7645	Supply and Install 1x LED Lantern - Column 6290, 23 Trendall Road	£395.00	£79.00	£474.00
04.09.2023	INV-7662	Monthly Standard Maintenance Charge for August 2023	£600.00	£120.00	£720.00
11.09.2023	INV-7680	Supply and Install 1x LED Lantern - Column 4560, 52 Neville Road	£395.00	£79.00	£474.00
			£1,390.00	£278.00	£1,668.00
CPS Fuels					
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> BACS
10.08.2023	302951	ULSD White Diesel 1000L @ 125.86p	£1,258.60	£251.72	£1,510.32
Culligan					
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> BACS
16.08.2023	CD-223829784	18.9Ltr Pure Angel Water & Deposit	69.00	13.80	82.80
EL expenses					
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> BACS
22.08.2023	N/A	3x Key cut for Bowls Pavilion	£16.67	£3.33	£20.00
ESPO					
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> BACS
18.08.2023	No 7051197	A4 Copier Paper 5 reems x2	49.20	9.84	59.04
Ernest Doe & Sons Ltd					
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> BACS
12.08.2023	J11325	Inspect John Deere Gator drive shaft. - Pillow Block, mileage & consumables	314.91	62.98	377.89
EE Expenses & Mileage					
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> BACS
31.08.2023	N/A	Extra strong refuse Bags for litter picking x2 & Sim Card for Cemetery camera	£15.00	£3.00	£18.00
31.08.2023	N/A	Mileage expenses from Dec 2022 to Aug 2023 - 205miles @ 0.45ppm	£76.88	£15.38	£92.26
			£91.88	£18.38	£110.26
Flame Skill					
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> BACS
08.09.2023	501906	Sprowston Diamond Centre - Site Attendance including travel & time on site: 03/09/23, 05/09/23 & 08/09/23, Replacement Alarm Panel Batteries	£1,144.50	£228.90	£1,373.40
08.09.2023	501907	Sprowston Pavilion - Site attendance including travel & time on site to open loop fault, replacement optical detector, sounder strobe base & sundries	£337.50	£67.50	£405.00
			£1,482.00	£296.40	£1,778.40

<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> BACS
07.08.2023	12643	G&G Fencing Ltd Re-hang of Sprowston Cemetery Front Gate	£147.40	£29.48	£176.88
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> BACS
20.09.2023	1013200586	HAYS Temporary Ground Worker CS w/e 15/09/2023	£349.20	£69.84	£419.04
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> BACS
01.09.2023	928745	Heritage Contract Services Ltd To labour re cemetery gates and litter picking for September 2023	£134.12	£26.82	£160.94
01.09.2023	928744	To provide caretaker and cleaning services for the October 2023	£7,048.43	£1,409.69	£8,458.12
31.08.2023	928769	To supply of: 2 Professional bulk pack, 2 dispenser bulk fill soap, 1 soap dispenser, 1 pack micro mini T/roll, 2 c/fold hand towel, 2 pack blue C/fold rolls & 4 packs black sacks M/duty	£267.11	£53.42	£320.53
			£7,449.66	£1,489.93	£8,939.59
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> BACS
18.09.2023	765933	Intouch systems Call charges Aug 2023 & service charges Sep 2023	£32.50	£6.50	£39.00
16.08.2023	764041	Call Charges Jul 2023 & Service charges Aug 2023	£31.54	£6.30	£37.84
01.09.2023	764505	WISP 01/09/2023 - 30/09/2023 - Bespoke package	£161.20	£32.24	£193.44
30.08.2023	764396	Pep wave surf soho & support ticket 676706 - diagnose and replace router	£270.83	£54.17	£325.00
01.09.2023	764441	9 x hosted exchange plus 4 x extra data 01/10/2023 - 01/11/2023	£71.51	£14.30	£85.81
01.09.2023	764504	Wisp 01/09/2023 - 30/09/2023 - business8000plus	£53.70	£10.74	£64.44
08.09.2023	765783	Server backup 18/09/2023 - 18/10/2023	£52.68	£10.54	£63.22
			£673.96	£134.79	£808.75
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> BACS
05.09.2023	213469	Moviola To supply of Film 'Allelujah' 04/09/2023	£101.38	£19.27	£120.65
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> BACS
18.09.2023	SI-5062	Mower Signs Supply PVC Banner as per copy - Ref: Viking Centre	£78.00	£15.60	£93.60
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> BACS
11.09.2023	01854	Norfolk Drain Services Limited Sprowston Pavilion - To attended on site to blocked ladies toilet	£125.00	£25.00	£150.00

Invoice Date	Invoice No.	PJ Plumbing Heating & Maintenance Ltd Details	Net	VAT	Amount	BACS
05.09.2023	PJI/22525	Sprowston Pavilion - Attended on 14.06.2023 to an overflow pipe constantly dispensing water & a dripping hot tap in the ladies toilet - Material, call out & labour	£152.08	£30.42	£182.50	
05.09.2023	PJI/22522	Sprowston Diamond Centre - Attended on 06.06.2023 to fit replacement 25ltr expansion vessel - Materials & labour	£208.62	£41.72	£250.34	
			£360.70	£72.14	£432.84	
Invoice Date	Invoice No.	PPL PRS Details	Net	VAT	Amount	BACS
16.08.2023	SIN2471422	Room Hires - PPL PRS Music License for 2023/2024	£509.64	£101.93	£611.57	
Invoice Date	Invoice No.	Safety Signs 4 Less Details	Net	VAT	Amount	BACS
11.09.2023	3838812	300 x 100 mm - Self Adhesive Vinyl x 6	£27.72	£5.54	£33.26	
Invoice Date	Invoice No.	Sharp Business Systems UK Plc Details	Net	VAT	Amount	BACS
07.09.2023	8072332577	Mono copies 1516 copies used @ 0.40ppc & Colour copies 689 copies used @ 3.60ppc	£30.86	£6.17	£37.03	
Invoice Date	Invoice No.	Water Plus Details	Net	VAT	Amount	BACS
29.08.2023	wp-INV03160964	Pavilion Water bill for period November 2022 to March 2023	£146.89	£15.38	£162.27	
30.08.2023	wp-INV03174923	Pavilion Water bill for period November 2022 to March 2023	£249.57	£0.00	£249.57	
			£396.46	£15.38	£411.84	
Invoice Date	Invoice No.	Westcotec Street Lighting Solutions Details	Net	VAT	Amount	BACS
07.09.2023	15130	Repair of bus shelter SP5	£240.00	£48.00	£288.00	
		TOTAL OF INVOICES	£15,760.41	£3,087.14	£18,847.55	
Transfer:	STC Active to STC Drawings a/c		-	-	18,847.55	Trf 43
Transfer:	STC Active a/c to Salaries a/c		-	-	27,000.00	Trf 44

.....
Councillor

.....
Councillor

.....
Town Clerk

Sprowston Town Council

Invoices Payments Made

Meeting Date: 27th September 2023

<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>DIRECT</u>
13.09.2023	1013188225	HAYS Temporary Grounds Worker CS w/e 08/09/2023	261.90	52.38	314.28	
06.09.2023	1013176821	Temporary Grounds Worker CS w/e 01/09/2023	436.50	87.30	523.80	
30.08.2023	1013162367	Temporary Grounds Worker CS w/e 25/08/2023	349.20	69.84	419.04	
23.08.2023	1013153434	Temporary Grounds Worker CS w/e 18/08/2023	349.20	69.84	419.04	
16.08.2023	1013141751	Temporary Grounds Worker CS w/e 11/08/2023	436.50	87.30	523.80	
09.08.2023	1013133442	Temporary Grounds Worker CS w/e 04/08/2023	261.90	52.38	314.28	
02.08.2023	1013120368	Temporary Grounds Worker CS w/e 28/07/2023	436.50	87.30	523.80	
26.07.2023	1013106279	Temporary Grounds Worker CS w/e 21/07/2023	436.50	87.30	523.80	

2,968.20	593.64	3,561.84
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<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>DIRECT</u>
25.08.2023	N/A	SDFC - Dementia Café Reimbursement to MJ to purchase cakes and biscuits	13.80	-	13.80	

<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	525716936	Zurich FETE insurance cover (inflatbles)	134.40	-	134.40	

3,116.40	593.64	3,710.04
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Total Invoices paid

.....
Councillor

.....
Councillor

.....
Town Clerk

Sprowston Town Council

Barclaycard Payments

Meeting Date: 27th September 2023

<u>Invoice Date</u> 02.08.2023	<u>Invoice No./Order no.</u> C-SYCQGBWV	HSS <u>Detail</u> Deposit Refund for Generator Diesel for FETE	<u>Net</u> -263.80	<u>VAT</u> 0.00	<u>Amount</u> -263.80
<u>Invoice Date</u> 03.08.2023	<u>Invoice No./Order no.</u> N/A	Homebase <u>Detail</u> Refund for Gazebo FETE	<u>Net</u> -68.33	<u>VAT</u> -13.67	<u>Amount</u> -82.00
<u>Invoice Date</u> 08.08.2023	<u>Invoice No./Order no.</u> 2280242660	RS Components Ltd <u>Detail</u> Credit for goods on invoice number 2211707845 - Dial combination key control padlock	<u>Net</u> -17.44	<u>VAT</u> -3.49	<u>Amount</u> -20.93
<u>Invoice Date</u> 09.08.2023	<u>Invoice No./Order no.</u> N/A	Progress Fuel <u>Detail</u> Diesel 37.97L @ 148.9ppl	<u>Net</u> 47.12	<u>VAT</u> 9.42	<u>Amount</u> 56.54
<u>Invoice Date</u> 13.08.2023	<u>Invoice No./Order no.</u> GB354QAL0AEUI	Amazon <u>Detail</u> OrgeonDouline Trimmer Line for Over Grown Grass	<u>Net</u> 34.72	<u>VAT</u> 6.95	<u>Amount</u> 41.67
22.08.2023	DS-ASE-INV-GB-2023-334303198	Fake CCTV Camera for the Diamond Centre	17.48	3.49	20.97
22.08.2023	DS-ASE-INV-GB-2023-334367234	HDMI Cable for Diamond Centre	6.66	1.33	7.99
22.08.2023	DS-ASE-INV-GB-2023-334367237	Compatible HDMI cable to VGA for Diamond Centre	4.17	0.83	5.00
			63.03	12.60	75.63
<u>Invoice Date</u> 16.08.2023	<u>Invoice No./Order no.</u> 62F0D6C4-0022	We Transfer <u>Detail</u> We transfer subscription for period 16 Aug to 16 Sep 2023	<u>Net</u> 8.87	<u>VAT</u> 0.00	<u>Amount</u> 8.87
<u>Invoice Date</u> 21.08.2023	<u>Invoice No./Order no.</u> IEE2023009010790	Adobe Systems Software Ireland Ltd <u>Detail</u> Acrobat Pro subscription for period 20 Aug 2023 to 19 Sep 2023	<u>Net</u> 16.64	<u>VAT</u> 0.00	<u>Amount</u> 16.64
<u>Invoice Date</u> 24.08.2023	<u>Invoice No./Order no.</u> 909941	Garden and Hire Spares Ltd <u>Detail</u> 12 x Wheel Bearing @ £4 each & Delivery	<u>Net</u> 56.55	<u>VAT</u> 11.31	<u>Amount</u> 67.86
Total of Payments			-157.36	16.17	-141.19