



NOTICE OF MEETING AND SUMMONS TO ATTEND

**The Sprowston Town Council meeting to be held Wednesday 25 October 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 27 September 2023. Pages 1 - 9
5. To agree action/response arising from the minutes.
6. Correspondence
 - (1) Broadland and South Norfolk Business Awards. Pages 10 - 11
 - (2) Western Link. Page 12
7. To receive any written/verbal reports from Sprowston County and District Councillors. Pages 13 - 14
8. Adjourn the meeting for a short break.
9. To receive the report of the Town Clerk. Pages 15 - 16
10. To receive any written/verbal reports from the Council's Committees and Working Groups.
 - (1) Recreational Facilities Working Group (Enclosed).
 - (2) Heritage Working Group.
11. To receive any written and verbal reports from Councillors representing the Council on or at outside organisations. Page 17
12. To consider planning applications to 25 October 2023. Page 18
13. To receive planning decisions week ending 6 October 2023. Pages 19 - 21
14. To Appoint the Internal Auditor for Financial Year 2023-24. Page 22
15. To receive the schedule of direct debits to 25 October 2023. Pages 23 - 24
16. To confirm the payment of accounts to 25 October 2023.
 - (1) Invoices to pay. Pages 25 - 27
 - (2) Invoices-payments made. Pages 28 - 29
17. To receive the schedule of credit card payments. Pages 30 - 31
18. 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.
19. Planning Enforcements
 - (i) Current Pages 32 - 35



Guy Ranaweera
Town Clerk

19 October 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 four 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 27 September 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
M G Callam	-	E H Tovell
D Coleman	-	R H Tovell

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

Norfolk County Councillor: J M Ward

Members of the Public: No members of the public were present

23/249. DECLARATIONS OF DISCLOSABLE PECUNIARY AND OTHER INTERESTS

Councillor	Minute No. and Heading	Nature of Interest
B Baby	23/264 - Premises Licence Edwards Road Convenience Store	Broadland District Council - Licensing and Regulatory Committee Member
M G Callam	23/263 - Planning 2023/2345	Managing Trustee of Sprowston Methodist Church

23/250. APOLOGIES FOR ABSENCE

Written apologies for absence were received and accepted by the Council from Cllr. J H Mallen and Cllr. K Vincent.

23/251. RESIDENTS' QUESTIONS

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

As there were no residents' or councillors' questions the meeting was reconvened.

23/252. MINUTES

The Minutes of the Council's meeting held on 23 August 2023, having previously been circulated to all Councillors were subject to the following amendments

Minute 23/228

Delete Cannery and **insert** Cannerby

Delete muted and **insert** mooted

confirmed and signed by the Chair of the Council.

23/253. ACTION FROM MINUTES

- (1) Minute 23/195, Planning Application 2023/1519 - change of use to include coffee shop within estate agents and internal alterations at shop, 199, Wroxham Road, Sprowston.

The Town Clerk reported that the applicant had withdrawn the planning application. As the existing use of the shop at 199, Wroxham Road is estate agent class E (c) (iii) and a café falls under class E (b) there is no requirement for a change of use, providing certain criteria are met by the applicant.

- (2) County Councillor Highway Allowance - Sprowston Central Ward

Referring to Minute 23/232, the Town Clerk reported Norfolk County Council's Network Safety team had requested a pedestrian/vehicle count to be carried out on Blue Boar Lane. A report to follow. Funded through Norfolk County Councillor J M Ward's 2022/23 highway's allowance.

- (3) Financial Year Ending 31 March 2024 - First Quarter Bank Income and Expenditure Report to June 2023

Further to Minute 23/241, the Town Clerk explained Cost Codes 4101 Allotment Rental and 4102 Allotment Water Charges negative figures were due to a refund for a resident who did not take up tenancy of their plot and was subsequently replaced with a new tenant.

- (4) Planning Enforcement

Further to Minute 23/247, the Town Clerk confirmed penalties cannot be applied to developers for late delivery and installation of play equipment at the White House Farm development.

23/254. CORRESPONDENCE

- (1) Police and Crime Commissioner 2024-25 Budget Consultation

RESOLVED that each Councillor respond individually to the Police Budget 2024/25 consultation.

- (2) H Bar Lines on Recreation Ground Road

23/254. CORRESPONDENCE (CONTINUED)

Mrs J Leggett proposed, seconded by Mr M G Callam to support the painting of White H Bars on Recreation Ground Road outside the driveway to 115, Wroxham Road, Sprowston. On being put to the vote the motion was carried.

23/255. REPORTS FROM COUNTY AND DISTRICT COUNCILLORS

Cllr. M A Booth verbally reported Broadland District Council:

- (1) Is to register with the Regulator for Social Housing as a "Registered Provider".
- (2) Has successfully obtained a substantial local authority grant and will match fund to purchase nine more properties.
- (3) Is expanding their ownership of social housing and intends to form a property company who will have their own portfolio and maintenance.
- (4) Homes for Ukraine roadshows are taking place throughout September 2023. The scheme will pay hosts £500.00 tax free per month for hosting an individual or family of refugees. If the refugees have work and contribute to the household this is also non-taxable.

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

Cllr. Ward verbally reported he had raised the matter of grass growing in the gutters with Norfolk County Council Highways who had responded they now spray once a year not twice as in previous years.

Cllr. M A Booth commented on complaints he had received from residents of Cere Road and Linton Crescent.

No schedule had been offered by Norfolk County Council on when spraying takes place.

23/256. A "D-DAY 80" BEACON - 6 JUNE 2024

Cllr. W F Couzens advised he had contacted the church with regard to their beacon and possibility of replicating the successful event held in St. Mary and St Margarets Church in 2022 to celebrate the Queens Platinum Jubilee for D-Day 80.

Should the beacon not be available he suggested Council commission their own beacon.

RESOLVED to await the response from the church and bring this item to a future meeting of the Council.

23/257. REPORT OF THE TOWN CLERK

COMMUNITY BUILDINGS, ALLOTMENTS, PARKS AND OPEN SPACES

1.1 Sprowston Diamond Centre Fixed Wiring Test

23/257. REPORT OF THE TOWN CLERK (CONTINUED)

Council noted the issues identified by the recent fixed wiring test carried out at Sprowston Diamond Centre including extraneous live cables and only two of the three supply phases connected. UK Power Networks will attend to restore a proper connection.

1.2 Sprowston Diamond Centre - Car Park for Christmas Lights Switch-On

Referring to his written report the Town Clerk clarified the correct date for the Christmas Lights switch-on was Sunday 26 November 2023.

1.3 Viking Centre - Update on Redevelopment

The Town Clerk confirmed the expression of interest was now open and he had received a few enquiries.

RESOLVED to appoint Cllrs. M A Booth, M G Callam and J Leggett to witness and assist the opening of any competitive tenders received for the Viking Centre Redevelopment Project.

1.4 Sprowston Recreation Ground - Rough Sleepers

Council noted the Town Clerks report on two rough sleepers found bedded down in the undergrowth at Sprowston Recreation Ground and action he had taken.

CEMETERY

2.1 No matters were reported

STREET LIGHTING

3.1 No matters were reported

CENTRAL ADMINISTRATION AND PERSONNEL

4.1 Budget and Precept Setting

RESOLVED to carry out a review of the Business Plan in November 2023.

PLANNING AND TRANSPORTATION

5.1 Verge Rewilding

Council approved the agreement for residents to plant small groups of bulbs on the grass verge areas on Cannerby Lane and Allerton Road junction.

ATTACHMENTS

6.1 None

There was discussion on why Council should hold a fete in 2024, potential employment of temporary staff to help organise the fete and possible funding from reserves.

23/258. SPROWSTON FETE

RESOLVED to hold a fete on Saturday 13 July 2024, 1.00pm - 5.00pm.

23/259. APPOINTMENT OF SPROWSTON NEIGHBOURHOOD PLAN REVIEW WORKING GROUP

RESOLVED to appoint Cllrs. B Baby, M G Callam, J Leggett, J H Mallen and A R Tipple to the Sprowston Neighbourhood Plan Review Working Group.

23/260. REPORTS FROM COUNCIL'S COMMITTEES AND WORKING GROUPS

- (1) Notes of the Recreational Facilities Working Group (RFWG) held 15 September 2023 were previously circulated.

The Town Clerk to visit sites to compare installed equipment against plans, inspect surfacing and equipment.

Cllr. D Coleman commented that playgrounds had to be signed off and as documents were in the public domain asked if Council could view them.

Cllr. J Leggett expressed concern as to how residents from Mallard Way could access the play area at L5. It was agreed the Town Clerk to approach Persimmon Homes to request access from Swan Lane.

Cllr. D Coleman reported on her visit to Burston organised by Norfolk Wildlife Trust demonstrating how parish and town councils can rewild and make the most of their green spaces.

She referred to how an accessible path around the perimeter of a field had revolutionised its use. Areas of land remained as rough pasture, trees were planted including a blossom circle to create interest.

Cllr. Coleman asked Council to consider the benefits a hardstanding footpath around Barkers Lane field could have on increasing use of this open space and making it more accessible to a wider community.

She said Norfolk Wildlife were looking to promote wildlife friendly towns.

It was agreed the RFWG add this item to their agenda.

- (2) Council considered the notes of the Heritage Working Group held 2 August 2023.

In answer to Councillors questions Cllr. H W Tarlton responded as follows:

- Existing Data could be transferred;
- The website should be accessible and easy to search;
- The website should not be an open source and contributions should be held in a holding pen awaiting approved by an authorised person;

23/260. REPORTS FROM COUNCIL'S COMMITTEES AND WORKING GROUPS **(CONTINUED)**

- Cost will depend on how much data Council would like to be available;
- Heritage and Council website to remain separate entities;
- He is inclined to use Apple rather than Samsung and suggested Council purchase a phone.

Cllr. B Baby mentioned District Councillors had ward funding and Broadland District Council's Pride in Place scheme also offered community funding.

RESOLVED Cllrs. B Baby and H W Tarlton write a specification for the replacement of the Heritage website with a new version.

23/261. REPORTS FROM COUNCILLORS REPRESENTING THE COUNCIL ON OR AT OUTSIDE ORGANISATIONS

A written report was received from Cllr. W F Couzens.

Cllr. J Leggett reminded Council that the next meeting of the Police was 8 December 2023 at 7.00pm in the Jones Room, Sprowston Diamond Centre.

Cllr. A R Tipple reported that if significant improvements are not made to planning application 2022/1460 - residential development (30 new dwellings) Lushers Loke, Sprowston it will not be approved by the Planning Authority.

23/262. MEETING ADJOURNMENT

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

The meeting was reconvened.

23/263. PLANNING

The Town Clerk reported that observations had been requested by the District Council's Head of Planning on applications received since the last meeting.

Having considered each application and the accompanying plans the Council

RESOLVED

(a) to raise no objection to the following applications:

2023/2274 - proposed rear/side single storey extension and loft conversion at 60, Linacre Avenue, Sprowston

(b) 2023/2531 - single storey front extension at 2, Blenheim Crescent, Sprowston

(c) 2023/2535 - alterations to existing garage to include new roof, reduction in length and increased width at 16, Tills Close, Sprowston.

23/263. PLANNING (CONTINUED)

- (d) 2023/2646 - subdivision of curtilage to provide new dwelling including porch to existing dwelling at 82, Blithewood Gardens, Sprowston.
- (e) 2023/2695 - removal and replacement of existing cladding and insulation of stud wall at 52, Linacre Close, Sprowston
- (f) 2023/2766 - single storey side extensions with internal and external alterations at 276, Constitution Hill, Sprowston
- (g) 2023/2767 - replace 4 x internally illuminated LED signs with 4 x new internally illuminated LED signs at 10, Sprowston Retail Park, Salhouse Road, Sprowston.
- (h) To oppose the granting of planning applications:

2023/1204 - illuminated fascia sign and new 5m high double sided non illuminated Totem sign at Norfolk Trucks Ltd, School Lane, Sprowston on the same grounds as before:

1. Un-neighbourly form of development.
2. A 6.5m totem sign (whether illuminated or not) is not in keeping with the residential character of the area.
3. The development contradicts Sprowston Neighbourhood Plan Policy 18 ("An area of approximately 2.4 hectares at School Lane is identified for redevelopment for residential, community and other uses appropriate to the area"); and is in opposition to the aim of Policy 20 ("Traffic management measures at School Lane to improve the environment for pedestrians and cyclists. Planting should be used as part of this approach, to enhance the aesthetic look of the area").
4. The signage is not for Norfolk Trucks itself. The signs advertise another company with which Norfolk Trucks has a business relationship. Town Council views the signage as unnecessary and the illumination times as unreasonable within a residential area as there is no 'passing trade' to which to advertise.
5. Town Council is concerned that light pollution from the illuminated signage will blight the residential properties opposite the installation site, preventing the quiet and peaceful enjoyment of those residents' homes. Some residential properties (opposite the site) are built on a ground level lower than the Norfolk Trucks site. Since the tall 'barrier' hedges have been removed from the School Lane boundary of the Norfolk Trucks site, there will be nothing to prevent the illuminated signs shining light into the upper storeys (usually bedrooms) of these 'lower' properties.

2023/2820 - demolition of existing garage, link, utility and shower room. Erection of a two-storey side extension, single storey rear extension and detached garden room on the grounds that it is piecemeal development leading to a form of terracing. There is no access to the rear garden and it is an unneighbourly form of development with the garden room built up to the boundary of the adjacent property.

23/264. PREMISES LICENCE - EDWARDS ROAD CONVENIENCE STORE

RESOLVED to raise no objection to the application for a premises licence for Edwards Road Convenience Store, Edwards Road, Sprowston.

23/265. TELECOM MAST - CHARTWELL ROAD

RESOLVED to raise no objection to the proposed telecommunications base station to Land at grass verge adjacent to Chartwell Road, Norwich NR7 8TR

23/266. PLANNING DECISIONS

Council noted Broadland District Council's planning decisions for weeks ending 25 August, 1, 8 and 15 September 2023.

23/267. EXTERNAL AUDITOR'S AGAR REPORT FOR YEAR ENDING MARCH 2023

Council noted the External Auditor's AGAR report for year ending March 2023.

23/268. SCHEDULE OF DIRECT DEBIT PAYMENTS

In response to a question from Cllr. M G Callam the Town Clerk explained:

Invoice No. 28389857 Opus Energy - Viking Centre gas bill for period 14 July 23 to 13 August 23 was a standing charge.

The schedule of direct debit payments to 27 September 2023 totalling £17,891.14 was approved and noted.

23/269. PAYMENT OF ACCOUNTS

(1) Invoices to pay 27 September 2023

The Town Clerk and Responsible Financial Officer presented the schedule of invoices to 27 September 2023 totalling £18,847.55.

In response to a Councillors question the Town Clerk confirmed:

Invoice No. 15130 Westcotec Street Lighting Solutions - Repair of bus shelter SP5 was on North Walsham Road.

On the motion of Cllr. M A Booth, seconded by Cllr. H W Tarlton it was **RESOLVED** that payment of the schedule of invoices paid to 27 September 2023 totalling £18,847.55 be approved.

(2) Invoice payments made 27 September 2023

The Town Clerk and Responsible Financial Officer presented the schedule of invoices paid to 27 September 2023 totalling £3,710.04.

On the motion of Cllr. J Leggett, seconded by Cllr. B Baby it was **RESOLVED** that payment of the schedule of invoices paid to 27 September 2023 totalling £3,710.04 be approved.

23/270. SCHEDULE OF CREDIT CARD PAYMENTS & BARCLAY VISA DEBIT

The schedule of credit card and Barclay Visa Debit payments to 27 September 2023 totalling -£141.18 was approved and noted.

23/271. EXCLUSION OF PRESS AND PUBLIC

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

23/272. PLANNING ENFORCEMENT

Council questioned the meaning of Non-Standard Reason for Closure. The List of Enforcements Closed and Current Enforcement Cases was noted.

23/273. ALLOTMENT TENANCY - OFFICER DECISION RECORD

Council noted the Officer Decision Record relating to termination of an allotment tenancy.

23/274. STAFFING UPDATE

The Town Clerk updated Councillors on the conclusion of an ongoing staffing matter.

There being no other necessary business the Chair of the Council thanked Councillors for their participation and declared the meeting closed at 9.46pm.

25 October 2023

Chair

Guy Ranaweera

From: Sarah Cooke <Sarah.Cooke@southnorfolkandbroadland.gov.uk>
Sent: 17 October 2023 10:16
To: BDC Parish Clerks
Cc: Democracy
Subject: Broadland and South Norfolk Business Awards 2024 - Nominations are now open!
Attachments: Business Awards_Generic_A4 posters.pdf; Facebook-graphic.png; Twitter-graphic.png; Business-Awards-logo-24.png

Good afternoon all,

Nominations for the Broadland and South Norfolk Business Awards 2024 are now open. The awards recognise and celebrate the amazing array of successful businesses in both districts.

The full list of this year's categories are:

Business Growth
Business Innovation
Employer of the Year
Environmental Impact
Food and Drink Producer of the Year
Excellence in Advance Manufacturing
Excellence in Financial Services and Insurance
New Business
Small Business of the Year
Tourism Business of the Year
Pub of the Year – open for public vote only
Retailer of the Year – open for public vote only

Please can we ask that you encourage the local businesses in your area to nominate themselves in one or more of the business categories as well as encourage local residents to nominate their favourite Pub or Retailer of the Year to get the recognition they deserve. Further details of the categories and the nomination forms can be found at:- www.southnorfolkandbroadland.gov.uk/businessawards. We have posters (attached) that you can use if you have any appropriate space to display any, please let me know if you need any printed posters and we will send some out to you via post.

If you are on Facebook, Instagram, LinkedIn or Twitter, we would really appreciate it if you would share or like any of our posts. I have also attached different graphics that you can use as well.

Nominations close on Friday 15th December and winners will be announced on 5th March 2024 at an awards event at Norwich City Football Club.

If you have any queries, please do not hesitate to contact me on the below direct details.

Kind regards,

Sarah Cooke
Economic Development Officer
t 01508533763 e sarah.cooke@southnorfolkandbroadland.gov.uk

BROADLAND & SOUTH NORFOLK

Business Awards2024

Nominate your business,
favourite retailer
or pub
by 15 December 2023



Headline sponsor



Guy Ranaweera

From: Norwich Western Link <Norwichwesternlink@norfolk.gov.uk>
Sent: 13 October 2023 11:46
Cc: Norwich Western Link
Subject: Norwich Western Link project update

Dear all,

I'm really pleased to tell you that the Norwich Western Link is a step closer to becoming a reality today as we now have a crucial funding commitment from central government for the project.

Today's announcement gives us a commitment from central government to fund the majority of the cost of the project and will bring an anticipated £213m of national investment into the county, with the potential for the government contribution to be uplifted to cover even more of the costs.

You'll probably be aware that we've been waiting, and pushing, for this news for some time, so it's great that ministers have listened and understood the importance of this new road link for Norfolk, and the wide range benefits it will bring to residents and businesses. It will, I'm sure, be a huge relief to the people worst affected by the traffic congestion on small roads and in communities to the west of Norwich, which is causing knock-on impacts and concerns about air quality, road safety and quality of life.

Now we have this funding commitment we can move the project forward. So what happens next? First of all, we need to finalise the planning application documents – these are already well-developed but we previously couldn't finalise them given we didn't know when we would be in a position to submit them. So we do need to do a final review and make any updates as appropriate.

A report will also be brought to the council's cabinet containing an update on the project and details about the planning application, and I and my fellow cabinet members will be asked to approve submission of the planning application.

As ever, we still have some way to go on the Norwich Western Link and a lot of hard work ahead, but it's fair to say we have achieved a major milestone with today's news. It's important that we continue to invest in transport infrastructure in Norfolk to support all kinds of journeys and accommodate planned growth. The Norwich Western Link, and the significant benefits it will bring to local residents, businesses and the Norfolk economy, is a key part of making sure Norfolk has the transport networks it needs.

Best wishes,

Graham

Cllr Graham Plant
Cabinet Member for Highways, Transport and Infrastructure
Norfolk County Council



Norfolk County Council



Report on Broadland District Council
Cllr Martin Booth

At the full council meeting on 5th October the papers presented included an update of the council's risk management policy, a report on the successful application for a Local Authority Housing Fund Grant, which when match funded by the council will enable us to buy nine properties for temporary and social housing, both of which are top priorities for the new administration. There was also a paper on the formation of the council's own property management company to look after our new housing stock. There was also a review of our anti-fraud and anti-corruption strategies and a review of contract procedures rules including taking into account the green standing of companies.

At cabinet on 10th October the main business was a review of our Housing Standards Enforcement Policy with more emphasis on damp and bad landlords.

Locally I have been working on trying to get the dog and waste bins next to the new play areas on Manor Park emptied regularly and I would like to report that the work going on next to Blue Boar Lane and Harrisons Wood is to create the hard standing for the equipment and materials needed for the cycle and pedestrian paths that will be built down the side of Harrisons Wood on Salhouse Road and along Blue Boar Lane. This work is due to start at the end of the month and will last until July next year.

Report from Councillor John Ward

Norfolk County Council

Central Government have now given a commitment to fund the majority of the cost of the Norwich Western Link.

A County Deal has been agreed in principle with the Government, transferring funding and powers to this area. Norfolk will be able to decide how to spend, each year,

a £20m investment fund

£7m for brownfield developments

£12m for Adult Education

£5.9m for housing regeneration & development.

Councillors will decide in December, whether to proceed to a final deal.

At Norwich Castle, the impressive glass atrium roof has been lifted into place. The new cafe and shop should be open before Christmas, and the whole project is on schedule for completion in April 2024.

The County Council is working on the 2024/25 budget which is currently showing a £46m deficit, although possible savings of £23m have been identified and work on the remainder is continuing. Our Cabinet Member for Finance, Cllr Andrew Jamieson is confident that we will get to a balanced budget but there will need to be a Council Tax increase of 4.99%.

Greenborough Road, from its junction with Woodside Road to its junction with Hammond Way will be closed, except for access, 16/10- 4/12 for footway reconstruction works.

Arts Council England has announced a grant of £1.7m to deliver a 2024-26 Museum Development Programme for the partnership Norfolk Museums / Brighton & Hove Museums.

NCC has joined forces with Lincolnshire C.C. to reinstate the Stagecoach 505 bus from Kings Lynn to Spalding.

NCC is receiving £13.4m from Central Government to run the Household Support Fund which has a number of support measures for residents struggling to make ends meet.

Details at www.norfolk.gov.uk/costofliving

NCC have launched 15 new School & Community Teams aimed at helping schools & families whose children need extra support with their education. The teams are part of £100m investment in Special Education Needs in Norfolk

COUNCIL MEETING – 25 October 2023

Report of the Town Clerk

COMMUNITY BUILDINGS, ALLOTMENTS, PARKS AND OPEN SPACES

1.1 Millenium Woods – The Conservation Volunteers (TCV) Norfolk

Since May this year, I have been in contact with an organisation called “The Conservation Volunteers (TCV) Norfolk”, with a view to their volunteers undertaking some maintenance work in Millenium Woods. TCV has recently been successful in securing funding for two days of work. I have agreed to fund a third day of work at £330 (including materials), to be met from the existing parks budget. Maintenance work will include clearing vegetation back from overgrown entrances and interpretation boards, painting fences with wood stain, cutting and clearing grass from the meadow to maintain wildflower areas, coppicing areas of mature hazel, planting spring bulbs, planting hedgerows along the northern site boundary to create a screen from herbicide drift from the farmland.

TCV are hoping to commence work on Tuesday 14th November, with 2 days to follow in December.

1.2 Summer Fete, Saturday 13th July 2024 - Budget

Early preparations are progressing well. Almost all key suppliers and providers are now booked. Stall holders will be contacted from November to January. At its meeting of 10th October 2023, the Recreational Facilities Working Group discussed several options for the 2024 fete. Given the popularity of free entertainment and activities provided at the 2022 and 2023 fetes, the Working Group considered increasing provision of these. Accordingly, as part of Council’s budget setting process for financial year 2024-25, the Working Group will be recommending a fete budget of £17,000. In 2023 the fete had a total expenditure of £12,393.78 (less income). If agreed, the increased budget will allow the booking of circus performers and a big top; a balloon modeller; axe throwing; walking dinosaur puppet + entertainers; and several other activities which will all be free to the public.

1.3 Diamond Centre - Upgrade to School Room Cinema & Sound System

On 13th, 14th and 15th November our audio/visual contractor will be carrying out the upgrade to the School Room cinema and sound system. This will include installation of a new centre-speaker specifically for dialogue, repositioning of existing front speakers, repositioning of the projector to give a bigger picture, upgrading cabling to support a high-definition Blu-Ray player and installation of a HDMI port nearer to the projector screen (to facilitate easier connection for people using a laptop to show presentations).

CEMETERY

2.1 Flint and Lime Wall at St Mary and St Margarets Church Yard

Repairs to the above are underway, as per quotation agreed in May this year. In the course of the works, removal of ivy and undergrowth from the wall has revealed further areas in need of repair. Although these further repairs were not included in the builder’s original quotation, I have, for expediency and safety authorised the builder to remedy or make safe the most pressing areas. I shall assess the repairs remaining to be done and will keep Council updated on progress and any further work required.

STREET LIGHTING

3.1 No matters to report

CENTRAL ADMINISTRATION AND PERSONNEL

4.1 Grounds Team Vacancy & Welfare Facilities

We are currently advertising a vacancy for the 5th full time Grounds Maintenance Person in our Grounds Team.

Welfare facilities for the Grounds Team are in need of improving and expanding. I have previously reported how the Grounds Team often have to use the thatched pavilion to reduce crowding in their welfare area. Recruitment of a 5th team member will increase pressure on the Team's welfare facilities. Therefore, I am exploring options for provision of new welfare facilities and shall bring options to Council as soon as possible.

PLANNING AND TRANSPORTATION

5.1 No matters to report

ATTACHMENTS

6.1 None



Guy Ranaweera
Town Clerk

Report to Sprowston Town Council 25th October 2023

The Sprowston Dementia Cafe held its annual lunch time cruise aboard the Southern Comfort from Horning on 2nd October, which is always a popular excursion and this year was again well attended. It was the first since Covid and again was in conjunction with Thorpe dementia Cafe. By the time you read this our October Cafe will also have been held with a reminiscence session by Angie of Reminiscence East focusing on pubs and drinking songs. November will see the return of Bob who will be showing us how to make Advent Rings and wooden Christmas trees based on those popular in our twinned town of Koblenz. December's Cafe will be extended for an extra hour for our Christmas party & lunch features music by Steve Allen.

All our Cafes are the third Thursday of the month at the Diamond Centre, 10am to noon.

On the 6th October I attended the pre-opening event for the Mousehold View Care Home on the site of the former Start Rite shoe factory on Mousehold Lane and assisted the manager Nigel Reeve with the cutting of the ribbon. It's a lovely facility and I will return to see how it develops once the rooms are occupied. It was a great chance to look at the facilities and talk to staff.

At the now regular Town and Parish Forum Zoom call with Broadland CEO Trevor Holden on the 9th October we were introduced to their new 2-year fly tipping Strategic Direction by their new officer Russell Watkins who was formally a Detective Inspector. So, I'm hoping for great things to happen. Also, there was a talk by Dan Goodman about sources of funding, including the members £1000 allowance, the £300 keep it going allowance, the new community grant scheme and the Pride of Place Scheme. He said that if any parish needs any funding for anything, including feasibility studies, they should contact the communities team to see what help can be offered. There is still over £40K in the Pride of Place fund which must be spent by March 2024.

On the 9th November I & Vice Chair Cllr Judy Leggett will attend the Town and Parish Forum at South Norfolk and Broadland HQ at the Horizon Centre learning about the council's 4-year plan, developing new councillors and all about recycling.

I have been invited to read the lesson at the Remembrance Sunday service at St. Mary & St. Margaret's on 12th November and I will be placing a wreath dedicated to the fallen on behalf of the Town Council, in the church. All councillors are welcome to attend.

On the 15th November (10am to noon) the Sprowston Senior Citizens Club on the corner of Recreation Ground Road will be holding one of their regular coffee mornings to raise funds for the club and to welcome new members. It will feature refreshments – including cake – a tombola and target boules game loaned by Broadland District Council's Broadly Active team.

On Sunday 19th November at 3pm the St Gregory's Orchestra: Conductor Martin Wyatt. Will be holding their Autumn concert at St Cuthbert's Church featuring Rossini's 'Barber of Seville Overture', 'In the Mystic Land of Egypt' by Ketelbey, Elegy by Cresswell, Haydn's 'Horn Concerto': (soloist Oliver Smith) and Beethoven's 'Symphony No 1' Admission: £8 Adults, £4 Children from me or on the door.

Finally, I have again been invited to be present at the switching on of the Christmas lights on Glenburn Avenue in aid of the East Anglian Air ambulance on 26th November from 5pm. This is always a very well attended event well worth spending an evening. There will be live music, food stalls and much more. Walk if you can or Park at the Diamond Centre.

Sprowston Town Council
PLANNING APPLICATIONS – 25 October 2023

Broadland DC App. No	Location	Description	Type
2023/3040	2 Addey Close Sprowston Norfolk NR6 7QU	Single storey rear extension including new window to side within existing wall and new porch to front	Householder
2023/3077	43 Lone Barn Road Sprowston Norfolk NR7 8HZ	Proposed single storey side and rear extension.	Householder

Weekly list – Application Decisions made Week Ending 6 October 2023

Appl Number : 2023/2695
App Type : Householder
Parish : Sprowston
Location : 52 Linacre Close Sprowston Norfolk NR7 8PQ 6
Proposal : Removal and replacement of the existing cladding and insulation of stud wall structure to dormer windows.
Decision : Approval with Conditions
(Delegated)
Date of decision : 3 October 2023

Weekly List - Application Decisions made Week Ending 29 September 2023

Appl Number: 20180708
App Type: Reserved Matters
Parish: Old Catton (To Sprowston, For Information)
*Location: **Land To The North Of Sprowston And Old Catton BTN Wroxham Road & St Faiths Road***
Proposal : Reserved Matters Applications for Phase One Strategic Infrastructure and agreement of details for conditions 4, 5, 10, 11, 27, 28, 31, 32, 33, 35 and 36 of 20161058 (as updated by NMAs 20211172 and 2023/1604)
Decision : Approval with Conditions
(Development Management Committee)
Date of decision : 28 September 2023

Appl Number : 2023/1604
App Type : Non Material Amendment
Parish : Sprowston
Location : **Redmayne Field North Walsham Road Sprowston Norfolk**
Proposal : Non material amendment of 20211172 - to clarify the delivery of utilities infrastructure (updated DPIIS and associated updated wording for conditions)
Decision : Approval with no Conditions
(Delegated)
Date of decision : 28 September 2023

Appl Number : 2023/2274
App Type : Householder
Parish : Sprowston
Location : **60 Linacre Avenue Sprowston Norfolk NR7 8PF**
Proposal : Proposed rear/side single storey extension and loft conversion
Decision : Approval with Conditions
(Delegated)
Date of decision : 29 September 2023

Appl Number : 2023/2419
 App Type : Works to TPO trees
 Parish : Sprowston
 Location : **Land Adjacent Racecourse Inn Salhouse Road Sprowston Norfolk**
 Proposal : (G1) tree no 2 - Beech - remove, tree no 19a - Elder - remove, tree no 20 - English Oak - crown lift to provide 5m in height clearance over gardens and remove deadwood (exempt), (T10) tree no 24 - Beech - crown lift to 5m and remove small saplings from around base. Remove deadwood (exempt) (T9) tree no 27 - Beech – crown lift to 5m over emergency access, (T7) tree no 28 - Scots Pine - remove,(A5) tree no 36 - Western and Cedar - remove, tree no 37 - Group of Sycamores - remove two infected stems, tree no 38 Ash - prune back south westerly stem by circa 4m, tree no 49a – mixed broadleaf group - remove dead stems, (A4) tree no 53 - group of Sycamore and Ash - remove dead stems (G1) Tree number 56 - Sycamore - remove, tree no 69 - Group of Sycamore - remove two dead stems (A2) tree number 75 - Scots Pine - remove, tree number 76 - Group of Sycamore - remove dead stems, tree no 77 – Scots Pine - remove, tree no 80 - Group of Ash and Pine and Sycamore - remove Ash. Crown lift sycamore to 5m above ground level. Remove dead pine stems. (G1) Tree no 83 Group of Sycamore - remove 7 stems, tree no 100 - Scots Pine - reduce to retain lower stem at 7m in height, tree no 100 - Scots Pine - reduce to retain lower stem at 7m in height, tree no 105a Goat Willow - remove, tree no 106 - Groups of Scots Pine and Sycamore - remove dead stems, tree no 109 - Scots Pine - remove, tree no 125a and 125b - Larch - remove, tree no 196a - Ash - remove and tree number 196b - Mixed tree group - reduce the 2 x larger birch trees to circa 5m in height
 Decision : Approval with Conditions (Delegated)
 Date of decision : 25 September 2023

Appl Number : 2023/2531
 App Type : Householder
 Parish: Sprowston
 Location : **2 Blenheim Crescent Sprowston Norfolk NR7 8AW**
 Proposal : Single storey front extension
 Decision : Approval with Conditions (Delegated)
 Date of decision : 29 September 2023

Weekly List - Application Decisions made Week Ending 22 September 2023

Appl Number : 2023/2165
 App Type : Works to TPO trees
 Parish : Sprowston
 Location : 1A Rimington Road Sprowston Norfolk NR7 8EB

Proposal : T1 Oak - approx 10m tall and 6m wide. Reduce overhang by 2m
Decision : Approval with Conditions
(Delegated)
Date of decision : 20 September 2023

Appl Number : 2023/2411
App Type : Householder PD Prior Notification
Parish : Sprowston
Location : 7 Breck Road Sprowston Norfolk NR7 9HR
Proposal : Proposed single storey rear extension extending 5m from the rear
of the original dwellinghouse, with a maximum height of 2.85m and
an eaves height of 2.75m.
Decision : Prior Approval not Required
(Delegated)
Date of decision : 22 September 2023

J. Miller
Norfolk ALC,
County Hall
Martineau Lane
Norfolk
NR1 2UF

E-mail: clerksupport@norfolkalc.gov.uk

16th October 2023

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

Dear Guy,

Thank-you for instructing us to act as your internal auditor for the financial year ending 31st March 2024. I look forward to working with you. It is intended that the internal audit will be completed by 25th May 2024.

I am happy to agree a flat rate for this service for you of £1,000 + VAT providing you provide me with all information required in a quick and straightforward manner. Should the internal audit require any additional work due to unforeseen circumstances, I will inform you in advance of any additional charges.

We will send you an invoice once you have received the internal audit. The invoice is to be paid within 28 days.

Yours sincerely,

Jimmy

I agree to the terms and conditions set out in this letter of engagement

Signed

For and on behalf of Sprowston Town Council.

Date:

Sprowston Town Council

Direct Debit Payments

Meeting Date: 25th October 2023

			Barclaycard			
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>
30.09.2023	014844360923	Monthly PDQ Lease charges for September	£44.80	£4.96	£49.76	
			British Gas Lite			
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>
22.05.2023	4775938	Gas bill to Diamond Centre for period 21 Apr 2023 to 22 May 2023	£2,721.86	£544.37	£3,266.23	
21.06.2023	4987174	Gas bill to Diamond Centre for period 22 May 2023 to 21 Jun 2023	£1,626.22	£325.24	£1,951.46	
21.07.2023	5200260	Gas bill to Diamond Centre for period 21 June 2023 to 21 July 2023	£1,307.30	£261.46	£1,568.76	
21.08.2023	5424187	Gas bill to Diamond Centre for period 21 July 2023 to 21 Aug 2023	£1,334.66	£266.93	£1,601.59	
21.09.2023	5662694	Gas bill to Diamond Centre for period 21 Aug 2023 to 21 Sep 2023	£1,412.01	£282.40	£1,694.41	
			£8,402.05	£1,680.40	£10,082.45	
			Broadland District Council			
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>
15.11.2023	100888826/November	1560231717003 - Cemetery and Premises Non-Domestic Rate second half	£1,271.00	£0.00	£1,271.00	
15.11.2023	115991913/November	1560276617010 - Offices and Premises Non-Domestic Rate second half	£3,733.00	£0.00	£3,733.00	
15.11.2023	115952849/November	1560280617011 - Community Centre and Premises Non-Domestic Rate second half	£8,234.00	£0.00	£8,234.00	
15.11.2023	100893746/November	1560276617011 - Community Centre and Premises Non-Domestic Rate second half	£3,805.00	£0.00	£3,805.00	
			£17,043.00	£0.00	£17,043.00	
			Filestream			
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>
16.10.2023	6763	File Stream support & maintenance and SIRE cloud service monthly charge	£123.48	£24.70	£148.18	
			Norse Waste Solutions			
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>
30.09.2023	NWS100234194	Rental Charge & Empty Recycling September	£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>	<u>BACS</u>
28.10.2023	100/23/0007325/Octobe	Lease Rental of Husqvarna P535 OutFront Ride on monthly charge	£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>	<u>BACS</u>
16.10.2023	28481400	Viking Centre Gas bill for 14 Sep 2023 to 15 Oct 2023	£27.22	£1.36	£28.58	
			PWLb Loan			
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>
10.11.2023	PWLb	PW497743 - Cemetery Extension	£2,830.40	£0.00	£2,830.40	
10.11.2023	PWLb	PW499162 - Acquisition School Lane	£10,058.60	£0.00	£10,058.60	
10.11.2023	PWLb	PW505463 - SDC:Sports Hall	£46,819.22	£0.00	£46,819.22	
			£59,708.22	£0.00	£59,708.22	

<u>Invoice Date</u>	<u>Invoice No.</u>	SAGE Global Services Ltd <u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> BACS
01.10.2023	UK-03734250	Accounting Standard & Payroll monthly fee	£41.00	£8.20	£49.20
<u>Invoice Date</u>	<u>Invoice No.</u>	Siemens Financial Services <u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> BACS
24.10.2023	244/23/0012074	A9769113 - Equipment Rentals for the period 24 Jan 2023 to 23 Jan 2024	£185.00	£37.00	£222.00
<u>Invoice Date</u>	<u>Invoice No.</u>	Total Energies <u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> BACS
08.10.2023	316144515/23	Diamond Centre Electricity Bill for September 2023	£697.43	£139.49	£836.92
08.10.2023	316144471/23	Sports field Floodlights Electricity Bill for September 2023	£13.60	£0.68	£14.28
08.10.2023	316186139/23	Streetlights Electricity Bill for September 2023	£5,371.16	£1,074.22	£6,445.38
			£6,082.19	£1,214.39	£7,296.58
<u>Invoice Date</u>	<u>Invoice No.</u>	Utilita <u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> BACS
05.10.2023	2023-09/1	Viking Centre Electricity Bill - for period 01 Sep to 30 Sep 2023	£11.48	£0.57	£12.05
<u>Invoice Date</u>	<u>Invoice No.</u>	Veolia <u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> BACS
31.07.2023	NRW1282293	Non-Hazardous Industrial Waste for July - Diamond Centre, Car park, Cemetery & Recreational Ground	£245.60	£49.12	£294.72
30.09.2023	NRW1283579	Non-Hazardous Industrial Waste for Sept - Diamond Centre, Car park, Cemetery & Recreational Ground	£282.72	£56.54	£339.26
			£528.32	£105.66	£633.98
Total Direct Debits			£93,161.56	£3,270.20	£96,431.76

Sprowston Town Council

Invoices - To Pay

Meeting Date: 25th October 2023

<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> BACS
06.10.2023	I1253184	AC Leigh Padlock to Goals in Recreation Ground	42.38	8.48	50.86
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> BACS
22.09.2023	9076788	City Locks Norwich Ltd Supply and Fit 1 tubular deadlock in Sparhawk Park	£105.00	£21.00	£126.00
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> BACS
28.09.2023	0000195726	Collier Turf Care Ltd Cricket pitch repair: Ongar Loam 25kg x40, Sport Ultrafine 20kg, Prestige Fine Turf All Season 25kg x2, Tennis Court repair: Sport Ultrafine 20 kg x2, Prestige Fine Turf All Season 25kg x15 & Carriage charge	£1,599.00	£213.00	£1,812.00
04.10.2023	0000196113	Ongar Loam Unsterilized 25kg Binder Loams x160	£1,080.00	£216.00	£1,296.00
21.09.2023	0000195309	Barrier Warning Mesh 1m x 50m Tildenet & Carriage charge	£65.00	£13.00	£78.00
			£2,744.00	£442.00	£3,186.00
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> BACS
03.10.2023	INV-7740	Cozens UK Ltd Streetlighting Monthly Standard Maintenance charge for September 2023	600.00	120.00	720.00
27.09.2023	INV-7708	1x LED Lantern upgrade - supply and install column 4580, Neville Road, no. 44	395.00	79.00	474.00
18.10.2023	INV-7774	2x LED Lanterns upgrades - supply and install at Wilks Farm Drive no. 6670 and Blenheim Road no. 680	790.00	158.00	948.00
			1,785.00	357.00	2142.00
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> BACS
20.09.2023	319816	CPS Fuels ULSD diesel 950L @ 133.50p	£1,268.25	£253.65	£1,521.90
21.09.2023	319815	Kerosene heating oil 2000L @ 76.43p	£1,528.60	£76.43	£1,605.03
			£2,796.85	£330.08	£3,126.93
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> BACS
19.09.2023	CD-223887970	Culligan UK Limited 18.9 Ltr Pure Angel Water + Blue plastic Cups for Cold Drinks (2000)	£108.79	£21.76	£130.55
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> BACS
06.10.2023	No 7113395	ESPO Envelope self seal x1000 & Dishwasher Tablets pk100	23.05	4.61	27.66
15.09.2023	No 7084120	A4 refill pad, foldback clips 19mm box 100, foldback clips 50mm x10, wash up liquid	18.65	3.73	22.38
29.09.2023	No 7104331	Battery evolta AAA pk 4 & A4 copier paper 5 Rim	33.25	6.65	39.90
			74.95	14.99	89.94
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> BACS
03.10.2023	J13312	Ernest Doe John Deere Gator Clean battery terminals and fit new battery. Repair to cutting blade on Husqvarna P535HX.	£434.64	£86.93	£521.57

<u>Invoice Date</u>	<u>Invoice No.</u>	Expense Form GR	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	BACS
04.10.2023	N/A	Mobile Sim top up for CCTV camera	£8.33	£1.67	£10.00	
<u>Invoice Date</u>	<u>Invoice No.</u>	Heritage Contract Services Ltd	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	BACS
01.10.2023	928828	To provide caretaker an cleaning services for the November 2023	£7,048.43	£1,409.69	£8,458.12	
01.10.2023	928829	To labour re cemetery gates and litter picking for the month of October 2023	£134.12	£26.82	£160.94	
30.09.2023	928849	To supply of 1 x 2kg Granular salt & 3 packs C/pull T/roll pure	£84.27	£16.85	£101.12	
			£7,266.82	£1,453.36	£8,720.18	
<u>Invoice Date</u>	<u>Invoice No.</u>	HH Tankering	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	BACS
17.10.2023	21412	Sprowston Cemetery - Empty Septic Tank	£161.00	£32.20	£193.20	
<u>Invoice Date</u>	<u>Invoice No.</u>	Intouch systems	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	BACS
08.10.2023	767628	Server backup 18/10/2023 - 18/11/2023	£52.68	£10.54	£63.22	
02.10.2023	767526	9 x hosted exchange plus 4 x extra data - 01/11/2023-01/12/2023	£71.51	£14.30	£85.81	
01.10.2023	766326	WISP 01/10/2023-31/10/2023 - bespoke package	£161.20	£32.24	£193.44	
01.10.2023	766325	WISP 01/10/2023-31/10/2023 - business8000plus	£53.70	£10.74	£64.44	
16.10.2023	767741	Call charges Sep 2023 & service charges Oct 2023 4x sip trunk	£33.01	£6.60	£39.61	
			£372.10	£74.42	£446.52	
<u>Invoice Date</u>	<u>Invoice No.</u>	Jarrold Training	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	BACS
12.10.2023	0045661	Risk Assessment and Method statements 30 January 2024, Classroom: Norwich 3 Places	585.00	117.00	702.00	
<u>Invoice Date</u>	<u>Invoice No.</u>	Kompan Let's play	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	BACS
22.09.2023	249097	Rubber steps spares for Recreation Ground play area	89.06	17.81	106.87	
<u>Invoice Date</u>	<u>Invoice No.</u>	K.Rackham & Son Engineering Ltd	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	BACS
06.10.2023	35321	Repair and refix handrail - Recreation Ground toilet	336.00	67.20	403.20	
<u>Invoice Date</u>	<u>Invoice No.</u>	Mileage Expenses EL	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	BACS
02.10.2023	N/A	Mileage expenses 37.6 miles @ 0.45ppm - August and September	14.10	2.82	16.92	
<u>Invoice Date</u>	<u>Invoice No.</u>	Moviola	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	BACS
10.10.2023	213654	For supply of film 'The Unlikely Pilgrimage of Harold Fry' 02/10/2023	£87.25	£16.20	£103.45	

<u>Invoice Date</u> 27.09.2023	<u>Invoice No.</u> 01879	Norfolk Drain Services Limited <u>Details</u> To attended on site to a blocked ladies' toilet in the Pavilion	<u>Net</u> £125.00	<u>VAT</u> £25.00	<u>Amount</u> BACS £150.00
<u>Invoice Date</u> 19.09.2023	<u>Invoice No.</u> PJI/22588	PJ Plumbing Heating & Maintenance Ltd <u>Details</u> Sprowston Pavilion - supply 18 no. flow restrictors, Labour, Cost to date labour, replacement shower valve & change 2no. Showers to copper pipework	<u>Net</u> £1,194.70	<u>VAT</u> £238.94	<u>Amount</u> BACS £1,433.64
<u>Invoice Date</u> 04.10.2023	<u>Invoice No.</u> 8072376120	Sharp Business Systems UK Plc <u>Details</u> Mono copies 1959 copies used @ 0.40ppc & colour copies 1116 copies used @ 3.60 ppc	<u>Net</u> £48.02	<u>VAT</u> £9.60	<u>Amount</u> BACS £57.62
<u>Invoice Date</u> October	<u>Invoice No.</u> N/A	SYEP Grants & Charities <u>Details</u> Annual Grant 2 of 2	<u>Net</u> £2,500.00	<u>VAT</u> £0.00	<u>Amount</u> BACS £2,500.00
October	N/A	SYEP Outreach Worker 3 of 4	£6,198.50	£0.00	£6,198.50
			£8,698.50	£0.00	£8,698.50
<u>Invoice Date</u> 13.10.2023	<u>Invoice No.</u> 3164893	Viking Office UK Limited <u>Details</u> Pk12 Notes & semi skimmed milk box 120	<u>Net</u> £13.47	<u>VAT</u> £0.90	<u>Amount</u> BACS £14.37
			£27,090.96	£3,339.36	£30,430.32
TOTAL OF INVOICES					
Transfer:	STC Active to STC Drawings a/c		-	-	30,430.32 Trf 43
Transfer:	STC Active a/c to Salaries a/c		-	-	20,000.00 Trf 44

.....
Councillor

.....
Councillor

.....
Town Clerk

Sprowston Town Council
Invoices - Payments Made
Meeting Date: 25th October 2023

<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>DIRECT</u>
20.09.2023	21793	Anglian Elite Banqueting Hire Limited Deposit for chairs and tables for the FETE 2024	108.00	-	108.00	
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>DIRECT</u>
11.09.2023	AW-8876	A. Waterfield & Sons Ltd Cemetery - To repair car park and road damaged by tree root areas	2,200.00	440.00	2640.00	
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>DIRECT</u>
10.10.2023	2023/003936	Building Control Application South Norfolk Council for Building Control Application at the Viking Centre	850.00	170.00	1020.00	
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>DIRECT</u>
12.10.2023	250681	Hacel Fluent in Lighting Downlighter 80 LED x2, Microbezel reflector chrome medium beam & flush clear x2 + gasket x2	268.00	53.60	321.60	
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>DIRECT</u>
11.10.2023	1013240109	Hays Temporary Ground Worker CS w/e 06/10/2023	349.20	69.84	419.04	
27.09.2023	1013214128	Temporary Ground Worker CS w/e 22/09/2023	349.20	69.84	419.04	
04.10.2023	1013229037	Temporary Ground Worker CS w/e 29/09/2023	349.20	69.84	419.04	
			1,047.60	209.52	1257.12	
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>DIRECT</u>
21.09.2023	3705286	Irwin Mitchell Professional charges in relation to legal advice	739.50	147.90	887.40	
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>DIRECT</u>
16.10.2023	0045678	Jarrold Training Health and Safety at Work Award - 3 day course, Norwich Classroom	595.00	119.00	714.00	
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>DIRECT</u>
09.10.2023	492313	LocaliQ Job advert for Grounds Maintenance Person - Targeted Bespoke Facebook Advert in Newsfeed, Jobs24 & Eastern Daily Press	875.00	175.00	1050.00	
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>DIRECT</u>
06.10.2023	INV-02715	Lunar Stretch Tent 50% Non-Refundable Deposit for Stretch Tent Ordered for the FETE 2024	802.80	160.56	963.36	

<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> <u>DIRECT</u>
08.06.2023	8072213234	Sharp Business Systems UK Plc Mono copies 3958 copies used @ 0.40ppc & Colour copies 2610 copies used @ 3.60ppc	109.79	21.96	131.75
<u>Invoice Date</u>	<u>Quotation No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> <u>DIRECT</u>
29.09.2023	268734	Thurlow Nunn Standen Ltd Parts for the Mower Roller	1,272.58	254.48	1527.06
<u>Invoice Date</u>	<u>Quotation No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> <u>DIRECT</u>
06.10.2023	1SPRO1-318653	Toilets+ Refundable Deposit for toilets ordered for the FETE 2024	130.20	-	130.20
Total Invoices paid			8,998.47	1752.02	10,750.49

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Councillor

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Councillor

.....
Town Clerk

Sprowston Town Council

Barclaycard Payments

Meeting Date: 25th October 2023

<u>Invoice Date</u> 04.09.2023	<u>Invoice No./Order no.</u> N/A	Homebase <u>Detail</u> Plastic containers with lids x2	<u>Net</u> 33.33	<u>VAT</u> 6.67	<u>Amount</u> 40.00
<u>Invoice Date</u> 06.09.2023	<u>Invoice No./Order no.</u> N/A	Progress Fuels Ltd <u>Detail</u> Fuel for Machinery 66.93L @ 150.9ppL	<u>Net</u> 84.17	<u>VAT</u> 16.83	<u>Amount</u> 101.00
<u>Invoice Date</u> 09.09.2023	<u>Invoice No./Order no.</u> N/A	Post Office <u>Detail</u> Stamps: 1st class x24, 2nd class x25, 1st class large x25 & 2nd class large x25	<u>Net</u> 113.90	<u>VAT</u> 0	<u>Amount</u> 113.90
<u>Invoice Date</u> 26.09.2023	<u>Invoice No./Order no.</u> N/A	Stamps: 1st class x25, 2nd class x25, 1st class large x25 & 2nd class large x25	<u>Net</u> 115.00	<u>VAT</u> 0	<u>Amount</u> 115.00
			228.90	0	228.90
<u>Invoice Date</u> 16.09.2023	<u>Invoice No./Order no.</u> 62F0D6C4-0023	WeTransfer <u>Detail</u> WeTransfer subscription Sep 16 - Oct 16 2023	<u>Net</u> 8.88	<u>VAT</u> 0	<u>Amount</u> 8.88
<u>Invoice Date</u> 19.09.2023	<u>Invoice No./Order no.</u> INV-GB-136297551-2023-31646	Amazon <u>Detail</u> Fiskars White pointed border spade 1.05m	<u>Net</u> 26.62	<u>VAT</u> 5.33	<u>Amount</u> 31.95
<u>Invoice Date</u> 19.09.2023	<u>Invoice No./Order no.</u> INV-GB-756442705-2023-5539	Inspection Chamber Cover Round Manhole Drain Cover	<u>Net</u> 16.24	<u>VAT</u> 3.25	<u>Amount</u> 19.49
<u>Invoice Date</u> 19.09.2023	<u>Invoice No./Order no.</u> GB35ZWM29AEUI	Oregon Lighting Load Pro Tap and Go Bump Fit universal Trimmer Head x3	<u>Net</u> 64.12	<u>VAT</u> 12.84	<u>Amount</u> 76.96
			106.98	21.42	128.40
<u>Invoice Date</u> 20.09.2023	<u>Invoice No./Order no.</u> N/A	Adobe Systems Software Ireland Ltd <u>Detail</u> Adobe Subscription for September	<u>Net</u> 16.64	<u>VAT</u> 0.00	<u>Amount</u> 16.64
<u>Invoice Date</u> 20.09.2023	<u>Invoice No./Order no.</u> N/A	Tesco <u>Detail</u> 20 Extra strong refuse sacks & Pure Gold Coffee	<u>Net</u> 15.62	<u>VAT</u> 3.13	<u>Amount</u> 18.75
<u>Invoice Date</u> 21.09.2023	<u>Invoice No./Order no.</u> 3-1008687587778	Royal Mail - Fee2PayOnline <u>Detail</u> Postage - Sender didn't pay full postage	<u>Net</u> 2.50	<u>VAT</u> 0.00	<u>Amount</u> 2.50

Invoice Date

25.09.2023

25.09.2023

25.09.2023

Invoice No./Order no.

1000003490523

1000003490389

1000003490049

Land Registry GOV.UK

Detail

Search for land and property information

Search for land and property information

Search for land and property information

Net

6.00

3.00

3.00

VAT

0.00

0.00

0.00

Amount

6.00

3.00

3.00

12.00**0.00****12.00****Total of Payments****509.02****48.05****557.07**