



NOTICE OF MEETING AND SUMMONS TO ATTEND

**The Sprowston Town Council meeting to be held Wednesday 22 November 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 25 October 2023. Pages 1 - 7
5. To agree action/response arising from the minutes.
6. Police Update: Newsletter from Police and Crime Commissioner. Pages 8 - 11
7. Sprowston Youth Engagement Project - Annual Report.
8. Correspondence
 - (1) Notice of Consultation on the Greater Norwich Local Plan Proposed Main Modifications. Pages 12 - 13
 - (2) To consider responding to the Review of Polling Districts and Places 2023-2024. Pages 14 - 20
9. To receive any written/verbal reports from Sprowston County and District Councillors. Page 21
10. To consider applying to the Parish Partnership Scheme to fund Surfaced Footpaths in Millennium Woodland. Pages 22 - 25
11. Adjourn the meeting for a short break.
12. To receive the report of the Town Clerk and makes decisions on:
1.2 Edwards Road Car Park Page 26
13. To receive any written/verbal reports from the Council's Committees and Working Groups.
 - (1) Recreational Facilities Working Group (Enclosed).
 - (2) Heritage Working Group.
14. To receive any written and verbal reports from Councillors representing the Council on or at outside organisations. Pages 27 - 28
15. To consider planning applications to 22 November 2023. Pages 29 - 30
16. To receive planning decisions week ending 20 and 27 October 2023. Pages 31 - 32
17. To review the 2020-2024 Business Plan and Budget Planning for Financial Year 2024-25. Page 33 - 34
18. To receive the schedule of direct debits to 22 November 2023. Page 35
19. To confirm the payment of accounts to 22 November 2023.
 - (1) Invoices to pay. Pages 36 - 39
 - (2) Invoices payments made. Page 40
20. To receive the schedule of credit card payments. Page 41
21. 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.

22. Planning Enforcements

(1) Current

Pages 42 - 44

(2) Closed (plus further information)

Page 45 - 47

23. To consider the recommendations from Staffing Committee - 14 November 2023

Pages 48 - 49



Guy Ranaweera
Town Clerk

17 November 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 25 October 2023
at the Council Chamber, Recreation Ground Road, Sprowston.**

Councillors (Cllrs.) Present: W F Couzens (Chair),

B Baby	-	A L Parker
M A Booth	-	A R Tipple
S D Booth	-	E H Tovell
M G Callam	-	R H Tovell
J H Mallen	-	K Vincent

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

Norfolk County Councillor: J M Ward

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

23/275. DECLARATIONS OF DISCLOSABLE PECUNIARY AND OTHER INTERESTS

No declarations of disclosable pecuniary and other interests were received.

23/276. APOLOGIES FOR ABSENCE

Written apologies for absence were received and accepted by the Council from Cllrs. J Leggett, D Coleman and H W Tarlton

23/277. RESIDENTS' QUESTIONS

On the motion of Cllr. W F Couzens, seconded by Cllr. J H Mallen, 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.

Mr K Lashley of Neville Road passed on a suggestion from a resident of Cannerby Lane who had requested grass verges be removed in favour of tarmac. The resident felt mud from the verges washed into the drains and blocked them up.

Mr Lashley himself had noted road gullies did not seem to be swept as often as in the past. Rubbish and debris is washed into the gullies, causing blockages. He requested Norfolk County Council (NCC) sweep gullies and clear drains more frequently.

23/277. RESIDENTS' QUESTIONS (CONTINUED)

Cllr. W F Couzens observed that when he had reported whole roads of blocked drains and gullies to NCC, NCC had instructed him to report only single gullies at a time.

PC Graham Gill, Beat Manager gave an overview of crime statistics for Sprowston.

- 6 Criminal Damage, including 2 domestic
- 14 Theft, including 3 by the same suspect suspected of stealing medication from a parent; 4 thefts from vans where several thousands of pounds worth of tools were stolen (several similar incidences had also been reported in Norwich)
- 3 Public Order
- 3 Anti-Social Behaviour

PC Gill also advised: In response to complaints about parking, he had submitted reminder letters to all local schools; Two tickets had been issued for pavement parking offenses; Speeding checks had taken place on Barkers Lane and North Walsham Road; Norfolk County Council has confirmed H bars on the South side of Wroxham Road will be painted by end of the financial year.

Cllr. W F Couzens commented that two canisters of catering Nitrous Oxide abandoned on Church Lane had been reported by a member of the public.

Mr Moore enquired if anti-climb paint could be painted on the rails outside the Recreation Ground toilets as children were swinging on them. Mr Moore also asked if a bench could be provided outside the doctors' surgery on Aslake Close.

In response to Mr Moore, Cllr W F Couzens replied anti-climb paint was not a practicable idea as other users of the toilets would come into contact with it. Aslake close is private land, hence the Town Council cannot install a bench there. Any requests for a bench or similar would be best directed to the surgery itself.

23/278. MINUTES

The Minutes of the Council's meeting held on 27 September 2023, having previously been circulated to all Councillors were confirmed and signed by the Chair of the Council.

23/279. ACTION FROM MINUTES

(1) D-DAY 80 Beacon

Referring to Minute 23/256, Cllr. W F Couzens has contacted the Church, which has agreed to host an event on 6 June 2024 at 9.15pm. The Town Clerk has contacted the air cadets to ask if they wish to participate. Event planning will commence shortly.

(2) Viking Centre

Further to Minute 23/257 1.3, The Town Clerk confirmed tenders will be opened at 12.30pm on Friday 1 December 2023.

(3) Appointment of Sprowston Neighbourhood Plan Review Working Group

23/279. ACTION FROM MINUTES (CONTINUED)

Further to Minute 23/259, the Town Clerk confirmed an online training session with Broadland District Council (BDC) officers had been arranged for the group, for 7.00pm, Thursday 2 November 2023. The Clerk thanked Cllr. M A Booth for putting him in touch with the appropriate officers at BDC.

23/280. CORRESPONDENCE

(1) Broadland and South Norfolk Business Awards

Council noted the poster and information for the Broadland and South Norfolk Business Awards.

Cllr. M A Booth advised the award ceremony would be held on 5 March 2024.

(2) Western Link

Council noted the email and information therein regarding the Western Link, from NCC Cabinet Member for Highways, Transport and Infrastructure, Cllr. Graham Plant.

23/281. REPORTS FROM COUNTY AND DISTRICT COUNCILLORS

A written report was received from Cllr. M A Booth.

Cllr. M A Booth verbally reported:

The dog waste bins on the White House Farm Estate have finally been emptied, but the waste bins hadn't. Broadland Officers are ringing the developers every day.

The cycle and pedestrian way on Salhouse Road should commence work at the end of the month. The cycle and pedestrian way will eventually meet up with the footpaths on Blue Boar Lane.

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

Cllr. Ward verbally reported:

Norfolk Adoption Service is looking for people to be adoptive parents to 20 children still looking for homes. Anybody interested should contact Norfolk Adoptive Service at Norfolk County Council.

The County Council in partnership with Busseys are making available £10,000 to community organisations in Norfolk who would like to plant trees to provide a tangible community benefit. Details at www.norfolk.gov.uk/busseyscommunitygrant

Norfolk County Council's annual budget consultation runs from 20 October 2023 to 1 December 2023. The budget planning is based on an assumption of a 4.99% increase (2.9% general and 2% adult social care). Details at www.norfolk.gov.uk/budget
A number of bus services are now running more often thanks to money than Norfolk County Council secured from the Department of Transport. More evening services will be provided on routes 11/11a/12/23/24.

23/281. REPORTS FROM COUNTY AND DISTRICT COUNCILLORS (CONTINUED)

Any of you that use Riverside Leisure Centre, as I do, will be pleased to hear that the management contract between Places Leisure and Norwich City Council has been extended for another 5 years.

In response to Cllr Ward's verbal report, Cllr M G Callam observed it was a shame that First Bus had moved their number 13 service to clash with Saunders' number 55 service instead of off-setting it by 15 minutes, which would have been better for passengers.

Cllr. K Vincent verbally reported:

Norfolk County Council are looking for foster carers. Anyone interested can enquire with NCC on 01603 306649, or see NCC's website for details. Information events will also be held at John Lewis.

Cllr. R H Tovell asked Cllr. K Vincent if yellow lines were to be painted in the bus stop outside White Woman Lane School. Cllr. Vincent replied funds were available through the Parish Partnership Scheme, and possibly through NCC Members' remaining funds.

23/282. MEETING ADJOURNMENT

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

The meeting was reconvened.

23/283. REPORT OF THE TOWN CLERK

COMMUNITY BUILDINGS, ALLOTMENTS, PARKS AND OPEN SPACES

1.1 Millennium Woodland - The Conservation Volunteers (TCV) Norfolk

Councillors noted the Town Clerk's invitation to visit the Millennium Woodland at 11.00am on 14 November 2023 and speak with the volunteers.

1.2 Summer Fete, Saturday 13 July 2024 - Budget

Councillors noted the Clerks written report and the suggestion by the Recreational Facilities Working Group to increase the budget for the 2024 Summer Fete to £17,000.

1.3 Sprowston Diamond Centre - Upgrade to School Room Cinema and Sound System

Councillors noted the Clerks written report about Sprowston Diamond Centre.

CEMETERY

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

Councillors noted the Clerk's written report about the extra repair works required to the Flint and Lime Wall at St. Mary and St. Margarets Church Yard.

23/283. REPORT OF THE TOWN CLERK (CONTINUED)

STREET LIGHTING

3.1 No matters were reported

CENTRAL ADMINISTRATION AND PERSONNEL

4.1 Grounds Team Vacancy and Welfare Facilities

Councillors noted the Clerk's written report about the Grounds Team Vacancy and Welfare Facilities.

PLANNING AND TRANSPORTATION

5.1 No matters were reported

ATTACHMENTS

6.1 None

23/284. REPORTS FROM COUNCIL'S COMMITTEES AND WORKING GROUPS

(1) Recreational Facilities Working Group

Cllr. W F Couzens verbally reported on the Recreational Facilities Working Group meeting of 10 October 2023:

The next online meeting with Broadland District Council (BDC) planning officers, about the Beeston Park development, is 14 November 2023. Full Council needs to identify and agree the requirements for recreational facilities on Beeston Park. An item to that effect will be placed on an upcoming Council meeting agenda.

The group discussed taking on grass cutting and bin emptying on the Whitehouse Farm Estate but recognised the issues would be a matter for discussion at full Council.

The area designated for the skate park has been cleared ready for construction of the car park. Given the unsatisfactory play equipment installed on White House Farm area L5, the Working Group recommends not allowing the developer to procure and install the play equipment. Instead, the Town Council should ask the developer for the full amount of funds specified for play equipment in the section 106 agreement. Town Council could then source and install the equipment ourselves, to our satisfaction.

Pedestrian crossing on Atlantic Avenue and Salhouse Road are being pursued with the relevant County Councillors.

(2) Heritage Working Group

Cllr. B Baby confirmed he and Cllr. H Tarlton were continuing to research alternative websites for the Heritage archive.

23/285. REPORTS FROM COUNCILLORS REPRESENTING THE COUNCIL ON OR AT OUTSIDE ORGANISATIONS

Council noted the written report from Cllr. W F Couzens.

Cllr. K Vincent verbally reported: Sprowston Youth Engagement Project (SYEP) had recently held an extraordinary meeting in order to resolve some staffing issues. SYEP's relationship with Ascend Adventures has now ended.

Cllr. M A Booth verbally reported: he was at the Airport Consultative Committee (ACC) this afternoon. The ACC comprises representatives from all town and parish Councils around the airport, plus the airport's Managing Director.

The airport had passed its' annual Civil Aviation Authority inspection.

The number of helicopter flights had been reduced by boarding more passengers on each flight.

Winter season starts this week. A report on passenger numbers indicated actual and anticipated numbers as follows:

22/23: 344,000
23/24: 380,000
24/25: 400,000+
25/26: 500,000+

23/286. 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 application:

2023/3040 - single storey rear extension including new window to side within existing wall and new porch to front at 2, Addey Close, Sprowston

(b) Council noted the following application stated an address of 43 Lone Barn Road, but in actuality the correct address was 43 Lowry Cole Road:

2023/3077 - proposed single storey side and rear extension at 43, Lone Barn Road, Sprowston

Having considered the application under its correct address, the Council
RESOLVED to raise no objection.

23/287. PLANNING DECISIONS

Council noted Broadland District Council's planning decisions for week ending 22 September, 29 September and 6 October 2023.

23/288. APPOINTMENT OF INTERNAL AUDITOR FOR FINANCIAL YEAR 2023-24

On the motion of Cllr. M A Booth, seconded by Cllr. B Baby it was **RESEOLVED** to appoint J Miller of Norfolk ALC as its internal auditor for financial year 2023/24.

23/289. SCHEDULE OF DIRECT DEBIT PAYMENTS

The schedule of direct debit payments to 25 October 2023 totalling £96,431.76 was approved and noted.

23/290. PAYMENT OF ACCOUNTS

(1) Invoices to pay 25 October 2023

The Town Clerk and Responsible Financial Officer presented the schedule of invoices to 25 October 2023 totalling £30,430.32.

On the motion of Cllr. R H Tovell, seconded by Cllr. B Baby, it was **RESOLVED** that payment of the schedule of invoices to 25 October 2023 totalling £30,430.32 be approved.

(2) Invoice payments made 25 October 2023

The Town Clerk and Responsible Financial Officer presented the schedule of invoices paid to 25 October 2023 totalling £10,750.49.

On the motion of Cllr. M A Booth, seconded by Cllr. B Baby, it was **RESOLVED** that payment of the schedule of invoices paid to 25 October 2023 totalling £10,750.49 be approved.

23/291. SCHEDULE OF CREDIT CARD PAYMENTS & BARCLAY VISA DEBIT

The schedule of credit card and Barclay Visa Debit payments to 25 October 2023 totalling £557.07 was approved and noted.

23/292. 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.

23/293. PLANNING ENFORCEMENT

Council noted the list of current and closed planning enforcements

There being no other necessary business the Chair of the Council thanked Councillors for their participation and declared the meeting closed at 8.48pm

22 November 2023

Chair

Guy Ranaweera

From: Office of the Police and Crime Commissioner for Norfolk
<opccn@norfolk.police.uk>
Sent: 02 November 2023 12:40
To: Guy Ranaweera
Subject: PCC News Update - September/October 2023

[View this email in your browser](#)



POLICE & CRIME
COMMISSIONER
FOR JUSTICE, FOR SAFETY,
FOR NORFOLK



PCC News

September/October 2023

Welcome to your regular news update from Norfolk's Police and Crime Commissioner (PCC), Giles Orpen-Smellie.

For more information on the role, responsibilities and work of the PCC, [please visit www.norfolk-pcc.gov.uk](http://www.norfolk-pcc.gov.uk).



Have you taken part in the PCC's police budget consultation?

Police and Crime Commissioner Giles Orpen-Smellie's annual police budget consultation runs until 5pm on Friday 24 November. Be sure to have your say.

[Find out more and take part >>](#)



Norfolk's PCC comments on latest crime statistics

Norfolk's Police and Crime and Crime Commissioner has responded to the latest release of crime statistics data for all forces in England and Wales from the Office of National Statistics.

[More information >>](#)



PCC puts Norfolk residents' questions to Chief Constable

The fourth PCC Accountability Meeting (PAM) of 2023 was hosted by the Police and Crime Commissioner, Giles Orpen-Smellie, at his Wymondham office in October.

[Find out more >>](#)



Volunteer thanked for more than 20 years helping police detainees

Volunteer Rick Parry, who has spent more than two decades checking on the welfare of police detainees in Norfolk, has received a special thank you for his dedication to the role from PCC Giles Orpen-Smellie.

[More information >>](#)



Norfolk's PCC and Chief Constable speak at Norfolk Black History Month event

October was Norfolk Black History Month and, as part of their 20th anniversary event, PCC Giles Orpen-Smellie, and Chief Constable, Paul Sanford, were invited to speak at a special presentation.

[Read more >>](#)

**The next PCC Accountability Meeting (PAM) will take place on
Tuesday 30 January 2024.**

The meeting will be held in person at the Police and Crime Commissioner's Office and a recording will be published on our website after the event.

For more information on PAMs visit our website [here>>](#)

<https://www.norfolk-pcc.gov.uk/>

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Our mailing address is:

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Building 7, Falconers Chase**

Wymondham, Norfolk NR18 0WW
United Kingdom

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Office of the Police and Crime and Commissioner for Norfolk · Building 1, Falconers Chase · Wymondham, Norfolk NR18 0WW ·
United Kingdom

From: Greater Norwich Local Plan <GNLP@norfolk.gov.uk>
Sent: 24 October 2023 14:45
Subject: Notice of Consultation on the Greater Norwich Local Plan Proposed Main Modifications

Sent on behalf of Mike Burrell, Greater Norwich Planning Policy Manager

Dear Consultee

This email is to update you on the status of the Greater Norwich Local Plan (GNLP).

In accordance with the Planning and Compulsory Purchase Act 2004 (as amended) and Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended), the Greater Norwich Development Partnership is inviting comments on the proposed Main Modifications to the GNLP.

The GNLP was submitted to the Planning Inspectorate in July 2021 for examination. Examination hearings, led by independent Inspectors appointed by the Secretary of State, took place during 2022 and 2023. As set out in the hearing sessions, there are a number of main modifications required to the Plan in order for the Inspectors to consider it sound and legally compliant. Schedules of proposed Main Modifications have been prepared and the Partnership has been notified by the Inspectors that the consultation on the modifications can proceed.

The consultation will commence at midday on Wednesday 25 October 2023 and conclude at midday on Wednesday 6 December 2023.

The proposed Main Modifications to the GNLP are those which the Inspectors consider are necessary to make the GNLP sound and/or legally compliant. They are proposed without prejudice to the Inspectors' final conclusions on the GNLP which will take account of representations submitted in response to this consultation. The Main Modifications have been subject to updated Sustainability Appraisal and Habitats Regulations Assessment which are also available to comment on along with Policies Map changes.

Representations relating to the Main Modifications should be made regarding legal compliance and soundness issues only. This is not an opportunity to raise again matters relating to other parts of the submitted GNLP that have already been considered by the Inspectors during the Examination or to submit further evidence. The Inspectors will only consider representations which relate specifically to the proposed Main Modifications and the other consultation documents before reaching their final conclusions on the Plan.

Alongside the consultation documents, the Partnership is publishing Additional Modifications which it intends to make on adoption of the GNLP, along with other documents for information only. These are outside the scope of the Main Modifications consultation and comments are not invited on them. They do not form part of the Inspectors' examination of the Plan.

Where you can view the consultation documents

The consultation documents will be available to view on the GNLP website at www.gnlp.org.uk. Hard copies will be available for public viewing during normal office hours at the following locations:

- Broadland District Council and South Norfolk Council offices, The Horizon Centre, Broadland Business Park, Peachman Way, Norwich NR7 0WF. Mon. – Fri. 08.30 – 17.00 (by appointment).
- Norwich City Council, City Hall, St Peters Street, Norwich NR2 1NH (main entrance – please ask to be directed. Mon. – Fri. 08.45 – 13.00 & 14.00 – 17.00);
- Norfolk County Council, County Hall, Martineau Lane, Norwich NR1 2DH (by appointment); and
- South Norfolk information point at The Octagon, Mere Street, Diss IP22 4AH (Mon. – Fri. 09.00 – 17.00).

Contact the GNLP team using the details below to make an appointment.

You can also view the consultation documents in Norfolk libraries using their computers.

How to make representations

Our preferred way, and the easiest and most efficient, is to receive representations online using our consultation system www.gnlp.org.uk. Alternatively, you can submit a response form by email or post: either download a response form from our website or contact us by email (gnlp@norfolk.gov.uk) or by telephone (01603 306603) to request one.

General Enquiries: 01603 306603 GNLP@norfolk.gov.uk

The Greater Norwich Local Plan
Growing Stronger Communities Together
gnlp@norfolk.gov.uk

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Guy Ranaweera

From: Elections <elections@southnorfolkandbroadland.gov.uk>
Sent: 25 October 2023 13:58
Subject: Review of Polling Districts and Places 2023-24

Follow Up Flag: Follow up
Flag Status: Flagged

Dear Parish Clerk,

We are currently carrying out a review of polling districts and polling places (stations) in the district. Every Council is required to carry out such a review every five years, so we need to complete our next one by January, 2025. However, with the uncertainty over the date of the next parliamentary election, we have decided to carry out the review earlier so it will not conflict with any elections next year.

The aim of the review is to ensure that, where practical, electors have reasonable facilities for voting and polling stations are accessible. The review cannot make changes to parish/town boundaries which are, in the main, designated as polling districts. The review cannot consider changes to electoral wards/divisions or parliamentary constituencies either.

You can find more information on the review using the following link.

<https://www.southnorfolkandbroadland.gov.uk/elections/review-polling-districts-places-2023-24>

We would be interested to hear from you if you have any comments on existing polling stations or whether you have any suggestions for other suitable premises that could be used. The deadline for responses is **23 November, 2023**. When responding, please make it clear which area and polling station(s) your comments refer to.

As part of the review process, the names of responders/ organisations and all comments received will be published on our website and also in the report that will be considered by the Electoral Arrangements Committee.

Regards,

Elections team

Elections team

t 01603 430423 | ext. 430423 e elections@southnorfolkandbroadland.gov.uk



We've moved! South Norfolk Council has a new home. Find out more about how you can access our services by visiting our website.

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Review of Polling Districts and Places 2023-24

Review details

Every Council is required to undertake and complete a review of all polling districts and polling places within its administrative boundary at least once every five years. The last reviews for Broadland District Council and South Norfolk Council were completed in 2019.

Definitions

- **Polling district** - the geographical area created by sub-dividing an electoral area. All wards within Broadland and South Norfolk are divided into polling districts, which form the basis upon which the register of electors is produced. Most polling districts are defined by parish boundaries but there are exceptions. Unless there are special circumstances, each parish must be in a separate polling district.
- **Polling place** - the designated area for a polling district in which a polling station is located.
- **Polling station** - the actual area where the process of voting takes place, e.g. a room in a community centre or school.

The aim of the review is to ensure that:

- Electors in the constituency have such reasonable facilities for voting as are practicable in the circumstances.
- As far as is reasonable and practicable, the polling places they are responsible for are accessible to all electors, and when considering the designation of a polling place, must have regard to the accessibility needs of disabled persons.

The review will not consider parish, ward boundaries, divisions or parliamentary constituencies.

We are now looking for your thoughts and views about our existing arrangements to help us decide what, if any, changes should be made in this review.

The Polling District Schedules showing the existing polling districts and polling places (stations) for the entire district are available for each council below. This gives the location of our current polling stations that we plan on using at all future elections.

Review Timetable

September - December 2022	Undertake preliminary review of current polling stations and polling districts and seek ARO's comments on existing arrangements.
19 October 2023	Publish notice of review.
19 October 2023 -23 November 2023	Publication of Acting Returning Officer's (ARO's) comments and proposals. Start of public consultation on existing arrangements and any proposals for change.
27 November 2023	Publication of responses to ARO proposals and any alternative proposals received arising from the consultation.
December 2023	<p>Electoral Arrangements Committee to consider ARO's proposals, all representations and alternative proposals. Committee to agree final proposals. If necessary, consult on any revised proposals.</p> <p>BDC committee - 7 December 2023 SNC committee - 15 December 2023</p>
December 2023	If necessary, consult on any revised proposals and publish any comments received.
January 2024	<p>If required, Electoral Arrangements Committee to consider comments on any revised proposals and agree final proposals</p> <p>SNC committee - January 2024 BDC committee - January 2024</p>
1 February 2024	Register of Electors to be published with the agreed polling places and stations.

How to respond

You can submit comments on your current polling stations or indicate whether there are any other suitable premises that could be used.

When making representations it would be helpful if you could provide as much relevant information as you can about your current polling place/station, including:

- how convenient (or not) the location is in relation to where you live
- whether there is adequate parking
- what access is available for disabled and/or wheelchair users
- how suitable overall it is for voting

Comments can be made in the following ways:

Email us: elections@southnorfolkandbroadland.gov.uk

You can also write to us:

Electoral Services Team
Horizon Centre
Broadland Business Park
Peachman Way
Norwich
NR7 0WF

The deadline for commenting on the review is **23 November 2023**.

Trevor Holden

Electoral Registration Officer

Review documentation

Existing arrangements and ARO comments

[Broadland District Council - existing polling districts and polling places with Acting Returning Officer \(ARO\) comments](#)

[South Norfolk Council - existing polling districts and polling places with Acting Returning Officer \(ARO\) comments](#)

Preliminary review of current polling stations

Review of Polling Districts and Polling Places 2023 - 2024. Existing arrangments and Acting Returning Officer (ARO) comments
Broadland District Council

Polling District	Designated Polling Place	Electorate	New Parliament constituency	County Division (CD)	District Ward	Parish/Town	ARO Comments. All stations were inspected in 2022 and 2023. Any changes in red below
BAC1	Acle War Memorial Recreation Centre	2329	Broadland and Fakenham	Acle	Acle	Acle	No change
BAY1	Aylsham Town Hall	5860		Aylsham	Aylsham	Aylsham	No change
BAY2	Aylsham Town Hall	105				Blickling	No change. No building available in Blickling
BAY3	Burgh Next Aylsham The Reading Room	275				Burgh and Tuttington	No change
BAY4	Marsham Village Hall	546				Marsham	No change
BAY5	Oulton Chapel	154				Oulton	No change
BBR1	Brundall Memorial Hall	3443		Blofield and Brundall	Brundall	Brundall	No change
BBR2	Cantley Village Hall	576				Cantley	No change. BBR2 Acle CD 2025
BBR3	Postwick Village Hall	318				Postwick	No change
BBR4	Strumpshaw Community Hall	553				Strumpshaw	No change
BBS1A	Blofield Court House	2297		Blofield and Brundall		Blofield 1	No change
BBS1B	Blofield North Heathlands Social Club and Community Centre	1031				Blofield 2	No change
BBS2	Blofield North Heathlands Social Club and Community Centre	300		Wroxham	Blofield with South Walsham	Hemblington	No change. BBS2 Blofield & Brundall CD 2025
BBS3	South Walsham Village Hall	615				South Walsham	No change. Blofield & Brundall CD 2025
BBS4	Upton Village Hall	527				Upton with Fishley	No change. BBS4 Acle CD 2025
BBS5	Woodbastwick Ranworth Village Hall	289				Woodbastwick	No change
BBU1	Lingwood Village Hall	2112		Acle	Burlingham	Lingwood & Burlingham	No change
BBX1	Brampton Village Hall	145		Aylsham	Buxton	Brampton	No change
BBX2	Buxton Village Hall	1326				Buxton with Lamas	No change
BBX3	Frettenham Village Hall	643		Hevingham & Spixworth		Frettenham	No change. BBX3 Coltishall & Spixworth CD 2025
BCL1	Coltishall Church Room	1110		Wroxham (Coltishall & Spixworth 2025)	Coltishall	Coltishall	No change
BCL2	Horstead Tithe Barn	49				Crostwick	No change
BCL3	Horstead Tithe Barn	880				Horstead w Stanninghall	No change
BDN1	Thorpe Marriott Village Hall	2180	Norwich North	Drayton and Horsford	Drayton North	Drayton North	No change
BDS1	Drayton Village Hall	1968			Drayton South	Drayton South	No change
BEY1	Cawston Village Hall	1234	Broadland and Fakenham	Reepham	Eynesford	Cawston	No change
BEY2	Foulsham New Frost Hall	748				Foulsham	No change
BEY3	Foulsham New Frost Hall	58				Themelthorpe	No change
BEY4	Guestwick Village Hall	103				Guestwick	No change
BEY5	Heydon Parish Room	87				Heydon	No change
BEY6	Heydon Parish Room	75				Salle	No change
BEY7	Wood Dalling Village Hall	174				Wood Dalling	No change
BGW1	Weston Longville Hall For All	121			Great Witchingham	Attlebridge	No change
BGW5	Weston Longville Hall For All	78				Morton on the Hill	No change
BGW6	Weston Longville Hall For All	267				Weston Longville	No change
BGW7	Swannington Church Room	37				Alderford	No change
BGW8	Swannington Church Room	94				Booton	No change
BGW9	Swannington Church Room	65				Brandiston	No change
BGW10	Swannington Church Room	222				Haveringland	No change
BGW11	Swannington Church Room	33				Little Witchingham	No change
BGW12	Swannington Church Room	251				Swannington	No change
BGW2	Great Witchingham Village Hall	504				Great Witchingham	No change
BGW3	Honingham Village Hall	289				Honingham	No change
BGW4	Ringland Village Hall	182				Ringland	No change

BHE1	Hainford Village Hall	815	Broadland and Fakenham	Hevingham and Spixworth	Hevingham	Hainford	No change. Coltishall & Spixworth CD 2025
BHE2	Hevingham Village Hall	956				Hevingham	No change. Reepham CD 2025
BHE3	Stratton Strawless Burroughes Hall	456				Stratton Strawless	No change. Reepham CD 2025
BHF1	Felthorpe Pavilion	600		Drayton and Horsford	Horsford and Felthorpe	Felthorpe	No change
BHF2	Horsford Village Hall	3835				Horsford	No change
BHN1	Diamond Jubilee Lodge - Community Centre	4574	Norwich North	Hellesdon	Hellesdon North West	Hellesdon North West	No change.
BHS1	St Pauls Church	4309			Hellesdon South East	Hellesdon South East	No change
BMA1	Beighton Village Hall	361	Broadland and Fakenham	Acle	Marshes	Beighton	No change
BMA2	Freethorpe Village Hall	771				Freethorpe	No change
BMA3	Halvergate Playing Field Club	467				Halvergate	No change
BMA4	Reedham Village Hall	926				Reedham	No change
BOC1A	Old Catton Scout Headquarters	3089	Norwich North	Old Catton	Old Catton and Sprowston West	Old Catton 1	No change
BOC1B	Old Catton Recreation Ground Pavilion	1860				Old Catton 2	No change
BOC2	Sprowston Cricket Club	1724				Sprowston West	FUTURE CHANGE. Community building in polling district being built - propose to use this when available
BPL1	Great Plumstead Village Hall	345	Broadland and Fakenham	Thorpe St Andrew (Wroxham CD 2025)	Plumstead	Great Plumstead	No change
BPL2	Little Plumstead Village Hall	1424				Little Plumstead	No change
BPL3	Thorpe End Village Hall	962				Thorpe End	No change
BRE1	Reepham The Bircham Centre	2097		Reepham	Reepham	Reepham	No change
BSC1	Sprowston Methodist Church	4137	Norwich North	Sprowston	Sprowston Central	Sprowston Central	No change
BSF1	Spixworth Village Hall	31	Broadland and Fakenham	Hevingham and Spixworth (Coltishall & Spixworth CD 2025)	Spixworth with St Faiths	Beeston St Andrew	No change
BSF2	Spixworth Village Hall	2920				Spixworth	No change
BSF3	Horsham - St Faiths Centre	1446				Horsham St Faith & Newton St Faith	No change
BSN1	Sprowston Sports & Social Club	2975	Norwich North	Woodside	Sprowston East	Sprowston North East	No change
BSS1	Sprowston Gage Road Chapel	4884		Sprowston	Sprowston East	Sprowston South East	No change
BTE1A	Thorpe St Andrew Dussindale Community Centre	3358		Thorpe St Andrew	Thorpe St Andrew South East	Thorpe St Andrew South East	No change
BTE1B	Thorpe St Andrew Roxley Hall	2050					No change
BTN1	Taverham Hinks Meadow Hall	3992	Broadland and Fakenham	Taverham	Taverham North	Taverham North	No change
BTS1	Taverham Village Hall	3643			Taverham South	Taverham South	No change
BTW1A	Thorpe St Andrew Football Clubhouse	2695	Norwich North	Woodside	Thorpe St Andrew North West	Thorpe St Andrew North West	No change. No available building within the polling district
BTW1B	Thorpe St Andrew Our Lady Mother Of God Church Hall	3174					No change. Interim polling district review will need to be carried out later in 2024 to take account of changes which come into effect for the Thorpe St Andrew/Woodside CD 2025
BWR1	Wroxham Church Hall	88	Broadland and Fakenham	Wroxham	Wroxham	Belaugh	No change
BWR2	Rackheath Holy Trinity Church - room within church	1714				Rackheath	No change.
BWR3	Salhouse Jubilee Hall	1197				Salhouse	No change
BWR4	Wroxham Church Hall	1368				Wroxham	No change

12th November 2023

Report from Councillor John Ward

Norfolk County Council

Norfolk is to receive £7.4m of Government funding over the next 3 years to develop extra childcare for primary school children, creating extra childcare places before and after school. The Government wants all primary school parents to be able to access termtime childcare 8am-6pm by 2026. Only 108 of our 393 primary schools currently provide this.

Norfolk County Council have again teamed up with Waterstones for the "Giving Tree Appeal". The tree at Waterstones, Castle St Norwich, will be decorated with hundreds of tags on which are written requests for books from our 800 children in care. These can be purchased in store or on line and are then wrapped and delivered in time for Christmas.

Currently with so many roadworks, this new website will usefully tell you of all current road closures in Norfolk. <https://one.network/uk/norfolk>

The future of Postwick Park & Ride remains uncertain as it is currently generating less than 25% of the customers of the average for the other Park & Rides.

Essex, Suffolk & Norfolk County Councils are urging National Grid to reconsider its preferred option of pylons for the Norwich - Tilbury electricity transmission line.

Two new exhibitions have recently opened at our museums: "Norwich Works, Industrial Photography" at Norwich Castle, and "Crossings, Constructions and Connections" at Time & Tide. They are both well worth a visit.

Sprowston Town Council

22nd November 2023

Parish Partnership Scheme – Potential Installation of Surfaced Footpaths Within Millennium Woods

Since its inception, Millennium Woods has steadily increased in popularity and usage. In addition to the surfaced and unsurfaced formal footpaths within the woods; a number of informal unsurfaced walking routes have become established overtime.

During wetter seasons, foot traffic can and does churn unsurfaced pathways into mud. This can make areas difficult and unpleasant for residents to access.

Norfolk County Councils' (NCC) Parish Partnership Scheme for 2024/25 presents an opportunity to bid for match funding to install one or more surfaced footpaths within Millennium Woods.

The Parish Partnership Scheme specifically supports bids for “small lengths of formal footway” and “Improvements to Public Rights of Way”.

This paper outlines a number of potential pedestrian routes within Millennium Woods which may benefit from surfacing and which may in turn be eligible for NCC Parish Partnership match funding.

Approximate measurements and indicative costings have been obtained from a reputable surfacing contractor and are presented for each potential pedestrian route.

Although the option to install edging kerb has been included for each route, this can be omitted to reduce costs. Similarly, a route maybe omitted altogether.

In the event of a successful bid to the Parish Partnership scheme, NCC will pay 50% of the costs of the project, to an upper limit of £25,000. The remaining 50% (or more) will require to be paid by the Town Council; either with our own funds or by securing additional external funding. Going forwards, the Town Council would also become responsible for upkeep of the footpath surface.

Town Council's Community Infrastructure Levy (CIL) Fund is currently £1,687,774 (although at least £1m + contingency is earmarked for the Viking Redevelopment project). Town Council's General reserve is currently £373,360.

See annex 1 for a map of Millennium Woods and potential pathways.

All proposed pathways (Green, Red, Yellow) follow existing 'desire lines', i.e.: routes established by users. Existing surfaced footpaths are indicated in blue.

Standard pathway width is 1.4 metres to allow buggies, wheelchair users and pedestrians to pass.

All measurements and costs are approximate.

South Perimeter Pathway (Green)

- The route is part of the official Right of Way designated “Sprowston FP1”.
- Of all the footpaths (formal and informal) in Millennium Woods, this route sees the heaviest usage by far.
- This is the last unsurfaced section of the pedestrian route connecting North Walsham Road, Wilks Farm Drive Open Space, Barkers Lane Field, and the public right of way (Sprowston FP2) which runs from Church Lane, through the grounds of St Mary and St Margarets Church to Wroxham Road.
- This pathway has the highest chance of securing Parish Partnership match funding from NCC.

Measurements and costings

- (L) 285m x (W) 1.4 = 399 square metres
- Groundworks & Hot bitumen & stone surfacing @ £35.00 + VAT per sqm x 399 sqm = **£13,965 + VAT**
- Edging kerbs @ £24.00 + VAT per metre x 570m = £13,680 + VAT
- **Total ground works, surfacing and edging = £27,645 + VAT**

East, North & West Perimeter Pathway (Red)

- The perimeter route is currently very popular with dog walkers.
- A logical ‘completion’ of, and complement to, the South (Green) Pathway
- Installing a surfaced pathway around the entire perimeter of the site would make walking easier for dog walkers and open up the space to increased usage by a broader range of people.

Measurements and costings

- (L) 431m x (W) 1.4 = 604 square metres
- Groundworks & Hot bitumen & stone surfacing @ £35.00 + VAT per sqm x 604 sqm = **£21,140 + VAT**
- Edging kerbs @ £24.00 + VAT per metre x 862m = £20,688 + VAT
- **Total ground works, surfacing and edging = £41,828 + VAT**

Central Circular Pathway (Yellow)

- Connects to, and extends, the existing partial pathways (shown in blue).
- Circumnavigates the wildflower meadow areas, creating a picturesque spring and summer walking route.

- Provides a shorter alternative circular route than that of the perimeter route.
- Connects North pathway with South pathway

Measurements and costings

- (L) 356m x (W) 1.4 = 499 square metres
- Groundworks & Hot bitumen & stone surfacing @ £35.00 + VAT per sqm x 485 sqm = **£17,465 + VAT**
- Edging kerbs @ £24.00 + VAT per metre x 712m = £17,088 + VAT
- **Total ground works, surfacing and edging = £34,553 + VAT**

Sprowston Town Council Decision Requested:

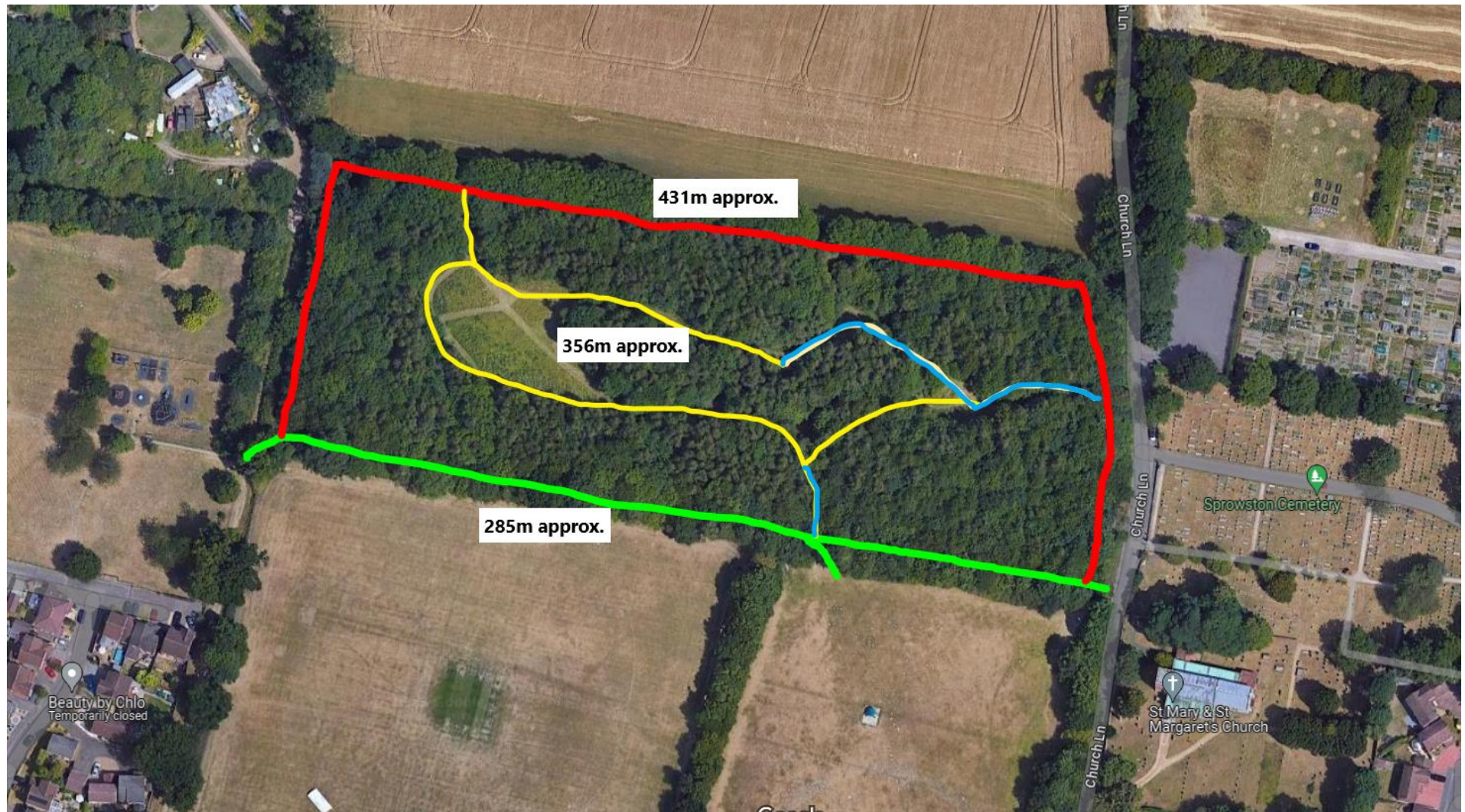
- ❖ *To identify which pedestrian routes, if any, within Millennium Woods should be the subject of a funding bid to NCC's 2024/25 Parish Partnership Scheme.*

G. Ranaweera

Town Clerk and RFO

Annex 1 – Potential Pathways Within Millennium Woods

(Approximate locations of existing pathways are shown in blue)



COUNCIL MEETING – 22 November 2023

Report of the Town Clerk

COMMUNITY BUILDINGS, ALLOTMENTS, PARKS AND OPEN SPACES

1.1 Sprowston Diamond Centre - Cinema and Sound System Upgrade

The long-awaited upgrade to the School Room cinema and sounds system commenced on 14/11/2023. Improvements include addition of a Blu Ray player, repositioned speakers, installation of a new front-centre dialogue speaker, adjustments to the audio balance and installation of a new HDMI connection for the projector. Improvement works should be completed in time for the next Diamond Centre Cinema afternoon on the 11th December.

1.2 Edwards Road Car Park

I have received a complaint about the number of driving instructors using the Recreation Ground Edwards Road-end car park for driving practice. The complainant stated; at one point they witnessed three learner drivers practising in the car park at the same time. The concern is learner drivers could pose a hazard for pedestrians, dogs and other car park users.

Sprowston Town Council Decision Requested:

❖ *To advise the Clerk as to how to respond to this issue.*

CEMETERY

2.1 No matters to report

STREET LIGHTING

3.1 No matters to report

CENTRAL ADMINISTRATION AND PERSONNEL

4.1 Grounds Maintenance Person Vacancy

Recruitment for the above vacant post is underway. Interviews are scheduled for week commencing 20th November 2023.

4.2 Appointment of New HR Consultants

The service agreement with our current HR consultants (Elcons) is due to expire shortly. After some consideration, I have decided to appoint a new HR consultant; Peninsula. Peninsula are one of the largest and most experienced HR consultancies in the UK and I believe their range of services are well suited to Council's needs.

PLANNING AND TRANSPORTATION

5.1 No matters to report

ATTACHMENTS

6.1 None



Guy Ranaweera
Town Clerk

Report to Sprowston Town Council 23rd November 2023

The Sprowston Dementia Cafe held its November Cafe which featured the return of Bob Young, Chair of the NNKFA (Norfolk and Norwich Koblenz Friends Association), who told us the story behind the Advent Ring which originated from our twin town Koblenz. It is not a religious symbol but born out of the children's desire to know when Christmas was coming to the orphanage where they lived. It was later adopted by the Roman Catholic church who added their own layer of symbolism. We all had a go at making them, with varied success, supported by our band of loyal volunteers and members of the NNKFA. Everyone really enjoyed themselves and I saw many well-made rings leave with people, destined for the Christmas dinner table. The Lord Mayor of Norwich (Cllr James Wright), his Deputy (Cllr Caroline Ackroyd) and Chairwoman of South Norfolk and Broadland District Councils (Caroline Karimi-Ghovanlou) came to see us and talk to our members as they all had specific interests in both dementia and the twinning with Koblenz. It was a very busy and enjoyable morning.

Our next Dementia Cafe will be our Christmas Party and will feature music from Steve Allen who did such a marvellous job last year he's been invited back. There may even be a bit of dancing involved. All our Cafes are the third Thursday of the month at the Diamond Centre, 10am to noon, although the Christmas Cafe will be extended for an extra hour to include a festive finger buffet lunch.

On the 9th November I, Vice-Chair Cllr Judy Leggett & Town Clerk Guy Ranaweera attended the Town and Parish Forum at South Norfolk and Broadland HQ at the Horizon Centre. It was a very good networking opportunity to meet Councillors from other areas and learning about the Council's 4-year plan, developing new Councillors and all about recycling. 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/Pride of Place Scheme offering 50% match funding for capital, revenue or feasibility study projects. The current scheme is open until 31st January 2024 with funding available from April to be spent before the end of December 2024. See here for full details of the scheme:

(<https://www.southnorfolkandbroadland.gov.uk/communities/pride-place-community-grant-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.

One of the first offset schemes for the new Nutrient Neutrality policy involves a pig farmer who has kept 4-5000 pigs on the watershed to the rivers Yare and Tas. He has been given an 80 year contract not to keep pigs on the land and so their effluent will no longer drain into the rivers. This will allow one house for every pig removed from the land (i.e., 4-5000) to be built in Broadland. For recycling over 90% of dry recycling stays within the UK and no waste goes to landfill. Any waste that cannot be recycled is used to produce energy from waste.

On 12th November I was privileged to read the lesson at the Remembrance Sunday service at St. Mary & St. Margaret's Church and place a wreath dedicated to the fallen, on behalf of the Town Council in the church. Cllr Adrian Tipple placed a wreath on behalf of South Norfolk and Broadland District Councils. Several other Councillors also attended the full church. It was a very moving service.

The Sprowston Senior Citizens Club held one of their regular coffee mornings on the 15th November to raise funds for the club and welcome new members. It featured refreshments – including cake – a tombola and target boules game loaned by Broadland District Council's Broadly

Active team. As usual it was a well-attended event. Members of the senior team from the Mousehold View Care Home also came with one of their first residents and said they had a very enjoyable morning.

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 4pm. 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 or Diamond Field.

Cllr Bill Couzens

Chair of Sprowston Town Council

Elected Councillor for Sprowston Central Ward.

Sprowston Town Council
PLANNING APPLICATIONS – 22 November 2023

Broadland DC App. No	Location	Description	Type
2023/1936	66 Blenheim Road Sprowston Norfolk NR7 8AJ	<p>Erection of front porch, single storey rear extension, first floor side and rear extension and extension to outbuilding (Amended Plans Received).</p> <p>Note:</p> <ul style="list-style-type: none"> Original application considered on 20/07/2023. STC had no observations or comments on the original plans 	Householder
2023/2386	14 Archer Close Sprowston Norfolk NR6 7PD	<p>Proposed garage conversion to form annexe (Changes to Description).</p> <p>Note:</p> <ul style="list-style-type: none"> Original application had a description of “Garage conversion”. Drawings for the original application and for this current amended application are identical. STC objected to original application as follows: <i>“Sprowston Town Council is opposed to the granting of this application on the grounds that it is back land development. The proposed conversion of the garage to a bedroom and ensuite is unconnected to the main dwelling and could lead to subdivision of the plot and an unapproved separate dwelling.”</i> 	Full Planning Permission

Sprowston Town Council
PLANNING APPLICATIONS – 22 November 2023

2023/2646	82 Blithewood Gardens Sprowston Norfolk NR7 8PN	Subdivision of curtilage to provide new dwelling, including porch to existing dwelling. (Amended Plans Received). Note: <ul style="list-style-type: none"> Original application considered on 27/09/2023. STC had no observations or comments on the original plans 	Full Planning Permission
2023/3197	185 Wroxham Road (<i>Friends Dentist Surgery</i>) Sprowston Norfolk NR7 8AG	Installation of 3 air conditioning units to north east side elevation Note: <ul style="list-style-type: none"> STC has objected to this application (via our protocol for using email to respond to planning applications before expiry of a consultation deadline). However, an extension of time for comments has subsequently been granted. Town Councillors now have additional time to discuss this application in further detail, if desired. 	Full Planning Permission
2023/3221	240A Wroxham Road Sprowston Norfolk NR7 8RW	Single storey side and rear extensions and alterations	Householder
2023/3299	10 Lindsay Road Sprowston Norfolk NR7 8JR	Single storey side and rear extension with loft conversion and associated Internal remodelling	Householder

Weekly List - Application Decisions made Week Ending 20th October 2023

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

Appl Number : 2023/1455
 App Type : Works to TPO trees
 Parish: Sprowston
 Location : 107 Saint Marys Grove Sprowston Norfolk NR7 8DL
 Proposal : (T1) Beech - Crown reduction of 6m and spread of 4m to leave height of 6m and spread of 6m
 Decision : Approval in part, refusal in part (Delegated)
 Date of decision : 16 October 2023

Appl Number : 2023/2117
 App Type : Works to TPO trees
 Parish: Sprowston
 Location : 119 Wilks Farm Drive Sprowston Norfolk NR7 8RQ
 Proposal : T1- Pear - Crown reduction by reducing height from 8.5m to 4m and spread from 6.4m to 3m T2 - Cherry - Crown reduction by reducing height from 11m to 6m and spread from 9m to 4.5m
 Decision : Approval with Conditions (Delegated)
 Date of decision : 19 October 2023

Appl Number : 2023/2651
 App Type : Works to TPO trees
 Parish: Sprowston
 Location : Tolls Hill Wroxham Road Sprowston Norfolk NR13 6LZ
 Proposal : Varies tree works to be confirmed following a site visit
 Decision : Approval with Conditions (Delegated)
 Date of decision : 16 October 2023

Appl Number : 2023/2767
 App Type : Advertisement
 Parish: Sprowston
 Location : 10 Sprowston Retail Park Salhouse Road Sprowston Norfolk NR7 9AZ
 Proposal : Replace 4 x Internally illuminated LED signs with 4 x new Internally illuminated LED signs
 Decision : Approval with Conditions (Delegated)
 Date of decision : 20 October 2023

Weekly List - Application Decisions made Week Ending 27th October 2023

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

Appl Number : 2023/2535
 App Type : Householder
 Parish: Sprowston
 Location : 16 Tills Close Sprowston Norfolk NR6 7QS
 Proposal : Alterations to existing garage to include new roof, reduction in length and increased width.
 Decision : Approval with Conditions (Delegated)
 Date of decision : 25 October 2023

Appl Number : 2023/2937
 App Type : Non Material Amendment
 Parish: Sprowston
 Location : Land To The South Of Salhouse Road Sprowston
 Proposal : Non material amendments of 20190758 - Minor changes to the internal layout of house types buxton and birchwood
 Decision : Approval with no Conditions (Delegated)
 Date of decision : 24 October 2023

Sprowston Town Council

22 November 2023

Review of Business Plan 2020-2024 and Budget Planning for Financial Year 2024-25

Overview

Councillors are invited to review the 2020-2024 Business Plan (enclosed) and identify any new projects, works or purchases to be considered for inclusion in a new 2024-2028 Business Plan and/or the financial year 2024-25 budget.

Context

Sprowston Town Council's budget for financial year 2023-24 was as follows:

- Precept = £774,101
- Budgeted Other Income = £209,388 *(Note: "actual other income" will differ from "budgeted other income")*
- **Total Budgeted Income = £983,489**

Precept payable by a band D property in 2023-24 was £126.84 (2022-23 = £126.05)

At time of writing, Town Council's Community Infrastructure Levy (CIL) Fund is £1,687,774 (although at least £1m + contingency is earmarked for the Viking Redevelopment project).

Town Council's General Reserve is currently £373,360.

Examples of Possible Significant New Inclusions in 2024-25 Budget and Business Plan 2024-2028

Item	Increase Compared with 2023-24 Budget (all costs are approximate)	
	Revenue Expenditure	Capital Expenditure (e.g.: CIL, S106, or Reserves)
Additional Health and Safety Compliance and Protective Clothing	+ £2,500	
Additional training, including 5 Day Cemetery Training for 5 staff	+ £7,000	
Additional Tree Maintenance	+ £3,000	
Summer Fete 2024	+ £5,000	
Preventative Tree Works on Millennium Loke	+ £5,000	
Neighbourhood Plan Review	+ £10,000	
Heating and Lighting Costs (Streetlights and Diamond Centre)	+ £20,000	
Expansion of Grounds Team Welfare Space		+ £6,000 (knock through to adjacent store room)
New Build Toilet and Shower Block for Grounds Team		+ £50,000 (new building in Rec Rd works yard)
Millennium Woods Footpaths		+ £6,983 (1 footpath, 50% paid by parish partnership), to; + £104,026 (3 footpaths, edging, 100% paid by STC)
Sparhawk Park small play area complete overhaul		+ £80,000 (replacement of play equipment only), to; + £120,000 (replacement of play equipment plus removal of wet pour and concrete, replacement with grass and rubber safety matting)
Streetlight Replacement and LED Upgrade Programme	+ 10,000	+ £350,000 to + £600,000 depending on options chosen.

Sprowston Town Council Decision Requested:

- ❖ ***To consider and identify any additional projects, works or purchases for inclusion in a new 2024-2028 Business Plan and/or the financial year 2024-25 budget.***

G. Ranaweera
Town Clerk & RFO

Sprowston Town Council

Direct Debit Payments

Meeting Date: 22nd November 2023

<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>
31.10.2023	014844361023	Barclaycard PDQ machine card reader + charges	69.01	4.96	73.97	
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>
31.10.2023	NWS100234881	Norse Waste Solutions Rental Charge Recycling & Empty Recycling for October 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>	<u>BACS</u>
28.11.2023	100/23/0007325 - Novembe	Novuna - Ernest Doe Lease Rental of Husqvarna P535 Outfront Ride On	933.00	186.60	1119.60	
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>
14.09.2023	28436584	Opus Energy Gas standing charge - The Viking Centre for period 14 Aug 2023 to 13 Sep 2023	26.37	1.32	27.69	
14.11.2023	28523017	Gas standing charge - The Viking Centre for the period 16 Oct 2023 to 13 Nov 2023	24.66	1.23	25.89	
			51.03	2.55	53.58	
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>
27.10.2023	70163676	PHS Group Eco Shield, Sanitary Disposal & Water Management System for period 01/12/2023 to 29/02/2023 - Recreation Ground Road	62.51	12.50	75.01	
27.10.2023	70163677	Eco Shield, Sanitary Disposal & Water Management System for period 01/12/2023 to 29/02/2023 - Sparhawk Park	57.73	11.55	69.28	
27.10.2023	70163678	Air Freshener, Hand Drier, Sanitary Disposal & Soap Dispenser for period 01/12/2023 to 29/02/2023 - Diamond Centre	401.41	80.28	481.69	
			521.65	104.33	625.98	
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>
01.11.2023	UK-03840926	SAGE Global Services Ltd Accounting Standard & Payroll subscription monthly fee	41.00	8.20	49.20	
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>BACS</u>
04.11.2023	2023-10/1	Utilita Electricity Bill for the Viking Centre	11.86	0.59	12.45	
<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	12731189	Wave (Anglian Water) Water charge for Recreation Ground Road for period 09/08/2023 to 08/10/2023	1,418.48	0.00	1,418.48	
30.10.2023	12732452	Water charge for Sparhawk Park for period 03/08/2023 to 02/10/2023	83.61	0.00	83.61	
29.10.2023	12731361	Water charge for Pavilion Recreation Ground Road for period 14/09/2023 to 28/10/2023	1,624.24	0.00	1,624.24	
09.11.2023	12770556	Water charge for Sprowston Diamond Centre for period 09/08/2023 to 08/11/2023	454.20	0.00	454.20	
			3580.53	0.00	3580.53	
Total Direct Debits			5,237.88	313.19	5,551.07	

Sprowston Town Council

Invoices To Pay

Meeting Date: 22nd November 2023

<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> BACS
27.10.2023	I1253470	AC Leigh Squire 50mm old English Galvanised Padlock	87.84	17.57	105.41
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> BACS
20.10.2023	67713	The Alarm Company Engineer call out to intruder alarm system on 11/10/23. Grade 2/II contact replaced	104.68	20.94	125.62
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> BACS
09.11.2023	4687	A.T.Coombes Associates Ltd. Site visit and preparation of an annual Tree Health and Safety Survey along Millennium Loke, Windsor Park, Millennium Woods, Wroxham Road numbers 290 to 306, Wroxham Road numbers 262 to Blue Boar Lane and Chopynys Dole Close, Church Lane Public Car Park & Allotments and Cemetery New Extension. Plus supply and fitment of Latschbacher taas	2,897.60	579.52	3,477.12
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> BACS
26.10.2023	2930300	Bailey's of Norfolk Limited 4mm Screened Topsoil Bag - Bag x3	177.00	35.40	212.40
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> BACS
02.11.2023	445758	Ben Burgess Ground care Equipment 18" / X-CUT / S35G Semi - Husqvarna chain saw new chain	18.74	3.75	22.49
02.11.2023	445759	Wiper blade - John Deer	35.20	7.04	42.24
			53.94	10.79	64.73
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> BACS
31.10.2023	SI-61536	Bidwells LLP Viking Centre service - Revising and preparing detailed designs for Building Control submissions, submitting a Building Control Application, preparing schedules of work and specifications, meetings with M&E consultant, reviewing and agreeing designs, Liaising with the structural engineer and agreeing designs, Preparation of tender documents for issue to building contractors, preparing documentation for tender portal & preparation and issue of the pre-tender health and safety documentation	24,000.00	4,800.00	28,800.00
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> BACS
30.10.2023	2701001919	Broadland District Council Annual Charge for Dog Bin Servicing - 01/04/2023 to 31/03/2024	4,862.00	972.40	5,834.40
30.10.2023	2701001942	Annual Litter Bin Emptying Service - 01/04/2023 to 31/03/2024	1,989.00	397.80	2,386.80
			6,851.00	1,370.20	8,221.20
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> BACS
01.11.2023	106382	BSA Security & Fire CCTV Annual Maintenance Standard Contract from November 2023 to November 2024	140.00	28.00	168.00

<u>Invoice Date</u>	<u>Invoice No.</u>	Building & Maintenance Norfolk Ltd <u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> BACS
15.11.2023	15523	Ref: St Marys & St Margarets Flint Wall Repairs E23110 - Cost of attending to works as estimate plus additional day with 2 men on wall for general pointing.	6,993.44	1,398.69	8,392.13
<u>Invoice Date</u>	<u>Invoice No.</u>	BWL Consulting (East) Limited <u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> BACS
31.10.2023	100214	Production of written M&E performance specification for Viking tender, inclusive of liaison with consultant team and survey	4,675.00	935.00	5,610.00
<u>Invoice Date</u>	<u>Invoice No.</u>	Contractors Equipment Sales Ltd <u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> BACS
20.10.2023	31012	Volvo Mini Digger - Remove and replace side cutters and Tooth to Bucket as required and supply hydraulic oil	128.61	25.72	154.33
<u>Invoice Date</u>	<u>Invoice No.</u>	Cozens UK Ltd <u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> BACS
31.10.2023	INV-7796	4 x LED lantern Upgrades - 45 & 62 Blithemeadow Drive, side of Holly Bank on Corbett Avenue & 53 Neville Road	1,580.00	316.00	1,896.00
07.11.2023	INV-7824	Monthly standard maintenance charge for October 2023	600.00	120.00	720.00
			2,180.00	436.00	2,616.00
<u>Invoice Date</u>	<u>Invoice No.</u>	Ernest Doe <u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> BACS
31.10.2023	J14358	Remove bucket support from trailer. Straighten and weld frame. Mileage and welding consumables	234.60	46.92	281.52
31.10.2023	J14357	Make frames to fit beacons to the Iseki and to the John Deere. Mileage, consumable and parts	596.38	119.27	715.65
10.11.2023	J14813	12mm x 320mm Solid tines	191.76	38.35	230.11
			1,022.74	204.54	1,227.28
<u>Invoice Date</u>	<u>Invoice No.</u>	ESPO <u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> BACS
13.10.2023	No 7120896	Exam Glove box of 100 Large, Cable ties & Hazard Warning tape	35.00	7.00	42.00
<u>Invoice Date</u>	<u>Invoice No.</u>	Expense Form EL <u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> BACS
31.10.2023	N/A	Mileage reimbursement 34 miles @ 0.45ppm	12.75	2.55	15.30
<u>Invoice Date</u>	<u>Invoice No.</u>	Expense Form EE <u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> BACS
13.10.2023	502082	Reimbursement for Sandwich Bags for COVID test and diary for Groundsmen	5.20	1.04	6.24
03.11.2023	N/A	Reimbursement for Glue for caretaker & biscuits for meetings	51.06	0.62	51.68
			56.26	1.66	57.92
<u>Invoice Date</u>	<u>Invoice No.</u>	Flameskill <u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> BACS
13.10.2023	502082	Sprowston Diamond Centre - Inspection + Test of Fire Alarm System & Lighting. Replacement Emergency light 2 Cell Battery pack fitted & replacement emergency light fluorescent tube fitted	442.00	88.40	530.40

<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> BACS
01.11.2023	928912	Heritage Contract Services Ltd To labour re cemetery gates and litter picking - November 2023	134.12	26.82	160.94
01.11.2023	928911	To provide caretaker and cleaning services - December 2023	7,048.43	1,409.69	8,458.12
26.10.2023	928866	To supply and install at Diamond Centre Nursery 2 x LED 6ft fitting	585.00	117.00	702.00
26.10.2023	928865	To carry out test in Nursery Diamond Centre (replacement dryers required)	90.00	18.00	108.00
26.10.2023	928864	To supply and install new stainless steel hand drier st Sparhawk Park	475.00	95.00	570.00
31.10.2023	928578	To supply of 18 Urinal screen deodorisers delivered in March 2023	75.40	15.08	90.48
31.10.2023	928932	To supply of 4 Jumbo c/pull t/roll, 1 pack refuse heavy duty sacks, 3 packs wheelie bin liners, 2 pack micro mini t/roll & 3 packs black sacks	277.53	55.51	333.04

8,685.48	1,737.10	10,422.58
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<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> BACS
14.11.2023	21482	HH Tankering Sprowston Cemetery septic tank emptying	166.00	33.20	199.20

<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> BACS
15.11.2023	1000156726	Imperative Training Ltd. CC2- CU Medical iPad SP1 and SP2 - Disposable Li-ion Ba, (63032) for De-fib	238.50	47.70	286.20

<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> BACS
01.11.2023	768180	Intouch WISP 01/11/2023 - 30/11/2023 - Business8000plus	53.70	10.74	64.44
01.11.2023	768118	9 x hosted exchange plus 4 x extra data - 01/12/2023 to 01/01/2024	71.51	14.30	85.81
01.11.2023	768181	WISP 01/11/2023 - 30/11/2023 - bespoke package	161.20	32.24	193.44
22.10.2023	767990	Hosting website - 05/12/2023 to 05/12/2023	156.30	31.26	187.56
08.11.2023	769459	Server backup - 18/11/2023 to 18/12/2023	52.68	10.54	63.22

495.39	99.08	594.47
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<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> BACS
10.11.2023	INV-33269	K.Lockwood & R Slater Ltd 8700 A4 8pp Sprowston Matters issue 64 Autumn 2023	669.00	0.00	669.00

<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> BACS
07.11.2023	213822	Moviola For supply of film 'What's Love Got To Do With It' - 06 Nov 2023	104.33	19.62	123.95

<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> BACS
27.10.2023	10053608	Norfolk County Council NPLAW charges for Sep 2023	44.45	8.89	53.34

<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> BACS
17.10.2023	01929	Norfolk Drain Services Limited To attend blocked ladies toilet. To remove large amount of tissue paper.	125.00	25.00	150.00

<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> BACS
30.10.2023	20538	Norfolk Parish Training & Support Training: Understanding Your Council's Finance	60.00	0.00	60.00

<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> BACS
24.10.2023	OASI0084614	Origin Amenity Solutions (Rigby Taylor) Impact standard white 10 Ltr Drum x10 Line marker	280.35	56.07	336.42
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> BACS
20.10.2023	SI-17879	Pest Express Ltd Visit call out on 10/09/2023 for extra boxes on plots 13 & 80.	40.00	8.00	48.00
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> BACS
31.10.2023	PJI/22766	PJ Plumbing Heating & Maintenance Ltd. Sprowston Diamond Centre - attended on 30.10.2023 and carried out annual servicing to 2 x Remeha Quinta Pro boilers	200.00	40.00	240.00
31.10.2023	PJI/22752	Sprowston Pavilion Changing Rooms - attended on 22.09.2023 and replaced Torbec valve to toilet. Material and labour	136.14	27.23	163.37
			336.14	67.23	403.37
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> BACS
04.09.2023	SB20231381	PKF Limited assurance review of Annual Governance & Accountability Return (AGAR) for year ended 31 March 2023	2100.00	420.00	2520.00
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> BACS
08.11.2023	64	Richard Powell Design of No 64 edition Sprowston Matters newsletter and social media graphic	100.00	0.00	100.00
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> BACS
08.11.2023	8072429682	Sharp Business Systems UK Plc Minimum charge for October	25.00	5.00	30.00
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> BACS
09.11.2023	0000823625	Wicksteed Leisure Ltd Supply of the parts for Rocking Horse Footboard, Buddy Board & XS Cyclone at Wilks Farm Drive play area	257.07	51.41	308.48
TOTAL OF INVOICES			56,352.63	11,093.89	67,446.52
Transfer:	STC Active to STC Drawings a/c		-	-	67,446.52 Trf 43
Transfer:	STC Active a/c to Salaries a/c		-	-	33,000.00 Trf 44

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Councillor

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Councillor

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Town Clerk

Sprowston Town Council

Invoices Payments Made

Meeting Date: 22nd November 2023

<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>
17.07.2023	CD-223771819	Culligan UK Limited 18.9L Pure Angel Water x10, monthly water dispenser rental charges
15.10.2023	CD-223946329	Freestanding Dispenser Rental Charge & Service and Maintenance

<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>DIRECT</u>
150.79	30.17	180.96	
171.08	34.23	205.31	
321.87	64.40	386.27	

<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>
18.10.2023	1013252408	Hays Recruitment Specialists Ltd Temporary Cemetery Worker CS w.e 13/10/2023
25.10.2023	1013267969	Temporary Cemetery Worker CS w.e 20/10/2023
03.11.2023	1013283743	Temporary Cemetery Worker CS w.e 27/10/2023
13.09.2023	1013188225	Temporary Cemetery Worker CS w.e 08/09/2023

<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>DIRECT</u>
261.90	52.38	314.28	
261.90	52.38	314.28	
349.20	69.84	419.04	
261.90	52.38	314.28	
1,134.90	226.98	1,361.88	

<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>
07.08.2023	21238	HH Tankering Septic Tank empty at Sprowston Cemetery 02/08/2023

<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>DIRECT</u>
228.00	45.60	273.60	

<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>
18.10.2023	Z2419077	ICO Renewal Information Commissioners Office Annual Fee

<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>DIRECT</u>
35.00	0.00	35.00	

<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>
06.09.2023	70060857	PHS Group Sanitary Disposal for period 11/10/2023 to 10/10/2024
21.09.2023	70090300	ESPO Minimum charge Admin charge for period 18/09/2023 to 10/10/2024

<u>Net</u>	<u>VAT</u>	<u>Amount</u>	<u>DIRECT</u>
17.55	3.51	21.06	
18.84	3.77	22.61	
36.39	7.28	43.67	

Total Invoices paid

1,756.16	344.26	2,100.42	
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Councillor

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Councillor

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Town Clerk

Sprowston Town Council

Barclaycard Payments

Meeting Date: 22nd November 2023

Invoice Date
02.10.2023

Invoice No./Order no.
12001604823

The Poppy Shop
Detail
Medium Poppy Wreath (Type B)

<u>Net</u>	<u>VAT</u>	<u>Amount</u>
19.99	3.99	23.98

Invoice Date
04.10.2023
04.10.2023

Invoice No./Order no.
IEE2023010811090
2569900930

Adobe Systems Software
Detail
Acrobat Pro subscription
Acrobat Pro credit to cancel charge - decreasing contracted charge

<u>Net</u>	<u>VAT</u>	<u>Amount</u>
8.68	0	8.68
-8.61	0	-8.61

0.07	0	0.07
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Invoice Date
04.10.2023
04.10.2023
04.10.2023
09.10.2023
11.10.2023

Invoice No./Order no.
INV-GB-120829731-2023-209064
INV-GB-146416041-2023-4104
GB36DSBH3AEUI
INV-GB-166744921-2023-7095
INV-GB-2062873885-2023-5180

Amazon
Detail
Reusable Dehumidifier Bag Moisture Damp Absorber Pad
CO2, Fire Extinguisher ID Sign Adhesive Sticker
Fire Extinguisher - Foam Spray ID Not Electrical Safe
2 Halogen Amber Beacon 55W 12V Bulb flashing rotating Light
Lamp Bar Warning H1
2024 Calendar Spiral Bound Wall Hanging Planner/Organiser

<u>Net</u>	<u>VAT</u>	<u>Amount</u>
11.57	2.32	13.89
1.50	0.30	1.80
2.50	0.50	3.00
4.32	0.87	5.19
9.14	1.84	10.98

29.03	5.83	34.86
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Invoice Date
05.10.2023

Invoice No./Order no.
N/A

Progress Fuels Ltd
Detail
Unleaded 73.94L @ 152.9ppL for machinery

<u>Net</u>	<u>VAT</u>	<u>Amount</u>
94.21	18.84	113.05

Invoice Date
06.10.2023

Invoice No./Order no.
1970-5107

PopTopUK
Detail
Deposit for Ballon Modeler at 2024 FETE

<u>Net</u>	<u>VAT</u>	<u>Amount</u>
70.59	0.00	70.59

Invoice Date
09.10.2023

Invoice No./Order no.
88818

Lateralflowtest
Detail
FloFlex Covid-19 Multi Pack (25 Test Kits)

<u>Net</u>	<u>VAT</u>	<u>Amount</u>
46.43	9.29	55.72

Invoice Date
11.10.2023

Invoice No./Order no.
000037954

E-Bath
Detail
Celmec Saxon Standard Close Toilet Seat & Cover

<u>Net</u>	<u>VAT</u>	<u>Amount</u>
30.20	6.04	36.24

Invoice Date
16.10.2023

Invoice No./Order no.
0045678

Jarrold Training
Detail
Training: Health and Safety at Work Award - 6/11/23 to 8/11/23

<u>Net</u>	<u>VAT</u>	<u>Amount</u>
595.00	119.00	714.00

Invoice Date
16.10.2023

Invoice No./Order no.
62F0D6C4-0024

WeTransfer
Detail
WeTransfer subscription Oct 16 to Nov 16 2023

<u>Net</u>	<u>VAT</u>	<u>Amount</u>
8.92	0.00	8.92

Total of Payments

894.44	162.99	1,057.43
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