



NOTICE OF MEETING **AND SUMMONS TO ATTEND**

**The Annual meeting of Sprowston Town Council
will be held on Wednesday 27 May 2026
in the Council Chamber Recreation Ground Road Sprowston NR7 8EW at 7.30pm**

AGENDA

Item No.

1. Appointment of Chairman of the Council for the ensuing year.
2. Declaration of Acceptance of Office of Chairman of the Council.
3. Appointment of Vice-Chairman of the Council for the ensuing year.
4. Declaration of Acceptance of Office of Vice-Chairman of the Council.
5. To receive declarations of interest.
6. To receive apologies for absence.
7. To adjourn the meeting to allow members of the public and Councillors with prejudicial interests to speak.
8. To confirm the minutes of the Council meeting held 22 April 2026. Pages 1 - 10
9. To agree action/response arising from the minutes.
10. Police Update.
11. Correspondence - To receive and make decisions:
12. To receive any written/verbal reports from Sprowston County and District Councillors.
13. To review and adopt the Draft Standing Orders (Enclosed and available on Council's website).
14. To review and adopt the Draft Financial Regulations (Enclosed and available on website).
15. Financial Year 2026-27 (ending 31 March 2027):
 - (1) To approve Direct Debits. Page 11
 - (2) To approve the Financial Risk Assessment (available on Council's website).
 - (3) To approve the Reserves, Treasury Management and Investments Policy - 2026 (available on Council's website).
 - (4) To approve the Risk Register (available on Council's Website).
 - (5) To appoint named officials to Council's bank. Page 12
16. Confirmation of arrangements for insurance cover in respect of all insured risks:
 - (1) Employers Liability Certificate; Page 13
 - (2) Public Liability; Page 14
 - (3) Certificate of Motor Insurance; Pages 15 - 16
 - (4) Policy schedule (Enclosed).
17. Municipal Year 2026-27 - To review and approve the following policies: (available on Council's website)
 - (1) Councillor Casual Vacancy Policy - 2026;
 - (2) Customer Service Policy - 2026;
 - (3) Data Protection Policy - 2026;

(4) Dignity at Work Policy - 2026;	
(5) Display Screen Equipment User Eye Test Policy - 2026;	
(6) Equal opportunities Policy - 2026;	
(7) Grant Policy - Principles of Grant Aid - 2026;	
(8) Grit Bin Policy - 2026;	
(9) IT Policy - 2026;	
(10) Overtime Policy - 2026;	
(11) Publication Scheme - 2025;	
(11) Streetlighting Policy - 2026;	
(12) Tree Management Policy - 2026.	
18. To receive the report of the Town Clerk.	Pages 17 - 19
19. Adjourn the meeting for a short break.	
20. Appointment of Councillors to serve on Committees and Working Groups:	Pages 20 - 21
(1) Staffing Committee (6 Councillors);	
(2) Recreational Facilities Working Group;	
(3) Sprowston Neighbourhood Plan Review Group;	
(4) Skatepark Working Group.	
21. Appointment of Councillors to represent the Council on the following organisations:	Page 22
(1) Senior Citizens Welfare Committee (2 Councillors);	
(2) Sprowston Heritage Group;	
(3) Representative to Norfolk ALC (1 Councillor);	
(4) Sprowston Youth Engagement Project (SYEP) (1 Councillor);	
(5) Norwich Airport Committee (1 Councillor).	
22. Review of Staff subscriptions/Other bodies:	Page 23
(1) Norfolk ALC;	
(2) SLCC Clerk;	
(3) Institute of Cemetery and Crematorium Management.	
23. To consider planning applications to 27 May 2026.	Pages 24 - 26
24. To receive Planning Decisions	
(1) Weeks ending 24 April, 1 May, 8 May and 15 May 2026.	Pages 27 - 29
25. To receive any written/verbal reports from the Council's Committees and Working Groups:	
(1) Recreational Facilities Working Group Minutes;	
(2) Sprowston Heritage Group;	
(3) Neighbourhood Plan Review Working Group;	
(4) Skatepark Working Group.	
26. To receive any written and verbal reports from Councillors representing the Council on or at outside organisations.	
(1) Cllr. W F Couzens' Report;	Pages 30 - 32
(2) Cllr. J Leggett (Norfolk ALC Annual General Meeting).	Pages 33 - 36
27. To identify and consider suggestions of buildings and land to nominate as assets of community value.	Page 37
28. Projects to potentially fund from Section 106 contributions:	
(1) Schedule of Play Equipment Requiring Replacement;	Page 38
(2) Sprowston Recreation Redevelopment;	Pages 39 - 40
29. To receive the schedule of direct debits:	
(1) Payments to 27 May 2026.	Pages 41 - 42
30. To confirm the payment of accounts to 27 May 2026.	
(1) Invoices to pay;	Pages 43 - 47
(2) Invoices payments made.	Page 48
31. To receive the schedule of credit card payments:	Page 49

32. The Chairman 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.
33. Planning Enforcement:
(1) Closed Cases; Page 50
(2) Open Cases. Page 51
34. To select a supplier to provide Anti-Vehicle Bollards at the Edwards Road end of Sprowston Recreation Ground. Pages 52 - 59
35. To consider a quotation for repair of showers and installation of Thermostatic Mixing Valves at Sprowston Pavilion Changing Rooms. Pages 60 - 61



Guy Ranaweera
Town Clerk

21 May 2027

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 and E H Tovell will or could be making comments on the planning applications at this meeting as a non-statutory consultee on behalf of the Town Council. However, as all three Councillors are on the Planning Committee of Broadland District Council, they would like it made clear that their views could change at those meetings when more information could lead them to a differing view than that expressed at this meeting. To this end they will be abstaining from voting on planning matters.

This Meeting is open to the Public and the Press. Copies of this Agenda and Draft Minutes referred to above are available from the Council Office. Signed copies of the Minutes may also be downloaded from the Council's website www.sprowston-tc.gov.uk (go to Agenda and Minutes page).

They are available (unless marked confidential) for public inspection at the Council Offices during public opening hours.

In the interests of openness and transparency, Councillors and members of the public are reminded that the law permits any person to film, record, photograph or use social media in order to report on the proceedings of a meeting of the Council. The Council request that anyone wishing to record the meeting lets the Council know beforehand so appropriate arrangements can be made to facilitate the recording.



Minutes of the Sprowston Town Council meeting held Wednesday 22 April 2026 at the Council Chamber, Recreation Ground Road, Sprowston commencing 7.30pm.

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

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

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

In Attendance: Norfolk County Councillor J M Ward

Clare Lincoln - SYEP (Youth Operations Manager)
Finley Norton - Brignall - SYEP (Youth & Communities Worker)
3 Young adults - SYEP

Marcus Moore - Applicant for vacancy in the Office of Councillor
Jake Norman - Applicant for vacancy in the Office of Councillor
Dr. Mark Venables - Applicant for vacancy in the Office of Councillor

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

26/069. DECLARATIONS OF DISCLOSABLE PECUNIARY AND OTHER INTERESTS

Councillor	Minute No. and Heading	Nature of Interest
Cllr. A L Parker	Minute 26/072 Sprowston Youth Engagement Project	Related to a participant.
Cllr. K Vincent	Minute 26/072 Sprowston Youth Engagement Project	Trustee - Sprowston Youth Engagement Project

26/070. APOLOGIES FOR ABSENCE

Written apologies for absence were received from Cllr. M G Callam and E H Tovell
verbal apologies from Cllr. A R Tipple.

26/071. RESIDENTS' AND COUNCILLORS' QUESTIONS

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

Marcus Moore Made the following comments:

- He had received positive feedback from residents with regard to the new Viking Centre Sign and Heritage events however, it was suggested the date for Heritage events be advertised earlier.
- More hand sanitiser is required in the public toilets during the summer fete.

The meeting was reconvened.

26/072. SPROWSTON YOUTH ENGAGEMENT PROJECT

Clare Lincoln, presented SYEP's annual report and answered Councillors' questions with support from Finley Norton-Brignall as follows:

- The Joe Dix Foundation raises awareness of child criminal exploitation and knife crime. We have undertaken targeted work about knife crime.
- Old Catton Parish Council supports SYEP both financially and with use of their facilities free of charge.
- SYEP has good interaction with police and always had a good relationship with Beat Officer who visits encouraging more trust with young attendees.
- On a rare occasion we have had individuals drop off the radar, County Lines playing a part in this. Police can ban individuals from coming into Sprowston which prevents attendance. A Majority of people stick with us for a long time starting at 13 ranging through to 17.
- We do visit Manor Park and Windsor Park Gardens with a view to reaching out to young people however there has not been many people around.

The young adults present spoke positively about their experience noting it was a safe place to go where parents didn't worry.

The Town Clerk thanked Clare for her attendance and asked if there was anything else the Council could assist SYEP with to which Clare advised there was not.

26/073. BALLOT FOR CO-OPTION

Cllr. W F Couzens welcomed Marcus Moore, Jake Norman and Dr Mark Venables to the meeting. He advised that each candidate, in alphabetical order, would be invited to speak in support of their application and answer Councillors' questions. Once all candidates had spoken a ballot would take place to eliminate one candidate. A second

26/073. BALLOT FOR CO-OPTION (CONTINUED)

ballot would then take place where the person with the most votes would be co-opted to the office of Councillor for Sprowston North East Ward.

Candidates left the room.

Marcus Moore spoke in support of his application and answered Councillors' questions.

Jake Norman spoke in support of his application and answered Councillors' questions.

Dr. Mark Venables spoke in support of his application.

Cllr. W F Couzens queried Dr. Venables motivation for standing as a councillor and read out a Facebook Post, posted by Dr. Venables as follows:

"So it appears since the previous incumbent didn't bother to turn up to council meetings, Sprowston town council intend to co-opt (i.e. choose themselves) who will represent North east Sprowston.

Let's think about what that means. Assume someone that doesn't fit the bill volunteers. The council say no. What then?

Let's say more than one person volunteers. Who do they pick? Someone that matches the majority persuasion?

Neither of these options seems fair or democratic.

Herewith I announce my intention to be co-opted. I am not affiliated to any political party and never have been. Plus my intention is to enforce an election and resign at the earliest opportunity."

Cllr. W F Couzens explained that when a vacancy occurs in Sprowston it is advertised by the district council via a 14-day public notice period allowing for a by-election if 10 or more electors request one. As an election was not requested the council fills the vacancy through co-option, that is the law.

Dr. Mark Venables answered Councillors' questions.

Cllr. J H Mallen proposed not to select any of the candidates for co-option, seconded by Cllr. J Leggett. On being put to the vote the motion was LOST.

Council then voted. First round ballots were counted by the Town Clerk and confirmed by the Committee Officer. Dr. Mark Venables was eliminated.

The Chairman thanked Dr. Venables for his interest in joining the Town Council and his time at the meeting.

A second ballot took place. Ballots were counted by the Town Clerk and confirmed by the Committee Officer. Jake Norman was co-opted as Councillor for Sprowston North East Ward.

26/073. BALLOT FOR CO-OPTION (CONTINUED)

The Chairman thanked Marcus Moore and Jake Norman for their interest in joining the Town Council and their time at the meeting.

Jake Norman completed and signed his Declaration of Acceptance of Office as Town Councillor and took his place at the Council for the rest of the meeting.

26/074. MINUTES

The Minutes of the Council's meeting held on 25 March 2026 having previously been circulated to all Councillors were confirmed and signed by the Chair of the Council.

26/075. ACTION FROM MINUTES

(1) EV Chargers

Referring to Minute 26/049 (3), Cllr. W F Couzens enquired as to when the EV charges installed at various Council's buildings would be operational.

The Town Clerk responded that he was working on it however it had proved to be horrendously complicated.

(2) Recreational Facilities Working Group

Further to Minute 26/055 (2), the Town Clerk was please to advise that Broadland District Council had confirmed the Town Council would receive 100% of S106 monies from developments in Sprowston, an amount in excess of £2.2m.

Cllr. M A Booth reported a District Council Officer had Architect drawings for proposed improvements at Sprowston Academy. Furthermore, he had a meeting arranged, the results of which he would bring to Council.

26/076. POLICE UPDATE

No Police update was received.

26/077. CORRESPONDENCE

(1) Norfolk ALC update on the Local Government Review

Council noted Norfolk ALC's update on the Local Government Review and confirmation there would be three unitary councils for Norfolk.

(2) Norfolk County Council - Update on Norwich Western Link

Council noted Norfolk County Council's update on the Norwich Western Link.

26/078. REPORTS FROM COUNTY AND DISTRICT COUNCILLORS

Council noted the written report from County Councillor J M Ward.

Councillor J M Ward also verbally reported:

26/078. REPORTS FROM COUNTY AND DISTRICT COUNCILLORS (CONTINUED)

The Millennium Library will be closed from 27 April 2026 to mid-July 2026 for a £1.3m refurbishment.

Norwich Castle Museum and Art Gallery have been shortlisted for Museum of the Year 2026. The other contenders are The Box in Plymouth, The Fitzwilliam Museum in

Cambridge, the National Gallery and V and A East Stonehouse in London. The winner will be announced on 25 June 2026. Prize £120,000.

Responding to Councillors questions Cllr. Ward said:

- Following Local Government Reform Sprowston will fall within Greater Norwich Council.
- Norfolk County Council's "Connect to Work" scheme is looking to support individuals classed as economically inactive however, not those identified as having long term sickness.
- He was not aware of any alternative arrangements during the temporary closure of the Millennium Library.

26/079. REPORT OF THE TOWN CLERK

COMMUNITY BUILDINGS, ALLOTMENTS, PARKS AND OPEN SPACES

1.1 New Signage and New General Council Office Email Address

Council noted the implementation of a signage replacement programme to be completed within the constraints of the current financial year's budget, and new office contact email address for general public enquiries.

1.2 Norfolk County Council Elections - Viking Centre Polling Station

Council was pleased to note the Viking Centre would act as the polling station for Norfolk County Council's Old Catton Electoral Division on 7 May 2026.

1.3 Grass Verge Cutting

Council was informed that "cutting and collecting" was now in place for most residential verges across Sprowston; offering an improvement in the quality of service provided to residents.

CEMETERY

2.1 No matters to report.

STREET LIGHTING

3.1 No matters to report

CENTRAL ADMINISTRATION AND PERSONNEL

26/079. REPORT OF THE TOWN CLERK (CONTINUED)

4.1 Norfolk County Council Elections - Thursday 7 May 2026

Council noted that following publication of the Notice of elections to Norfolk County Council; pre-election period restrictions must be observed. As the spring edition of Sprowston Matters will be delivered within the pre-election period, any reference

to Councillors or other politicians within the spring issue will not use personal names.

PLANNING AND TRANSPORTATION

5.1. No matters to report.

The Town Clerk also verbally reported:

Skatepark

No objection to the tendering process has been received and therefore the contract for design and build of the Council's skatepark can be awarded to Betongpark.

Bidwells have recommended the Council hold-off issuing a formal contract until such time as the land for the skatepark site is transferred into Council's ownership. In the interim, Bidwells will issue a 'letter of intent' to Betongpark which will provide them with sufficient security to immediately commence the process of consultation and re-design. Betongpark are happy with this arrangement.

Betongpark has suggested an online kick-off meeting with the working group. This will allow them to take Councillors initial input for the re-design and generally get the ball rolling. Their preferred time and date for this kick-off meeting is late morning/early afternoon Friday 24 April 2026.

Cllr. W F Couzens proposed, Cllr. Jake Norman be appointed to serve on the Skatepark working group, seconded by Cllr. J Leggett. On being put to the vote the motion was CARRIED.

Viking Centre

Following construction of a footpath adjacent the verge on Tills Road outside the Viking Centre, the grassed area is now below the requirements required for Biodiversity Net Gain and planning permission can be sought.

Bidwells will apply for advertising consent.

Cllr. A L Parker noted the Viking Centre car park was full on the previous Sunday with several cars parked along the road.

26/080. REPORTS FROM COUNCIL'S COMMITTEES AND WORKING GROUPS

(1) Neighbourhood Plan Review Working Group (NPRWG)

26/080. REPORTS FROM COUNCIL'S COMMITTEES AND WORKING GROUPS
(CONTINUED)

An update on the Neighbourhood Plan was included in the written report from Cllr. W F Couzens.

(2) Recreational Facilities Working Group (RFGW)

Minutes of the RFGW meeting held 17 March 2026 were circulated to Councillors.

26/081. REPORTS FROM COUNCILLORS REPRESENTING THE COUNCIL ON OR AT
OUTSIDE ORGANISATIONS

(1) Cllr. W F Couzens Report

Council received and noted a written report from Cllr. W F Couzens.

Cllr W F Couzens added to his report commenting that he was pressing District Council officer Chris Raine with regard to the play areas and open space at White House Farm estate.

It appears that developers will only provide wet pour under a small amount of play equipment. The majority of playground safety surfacing will be rubber matting. Currently the developers are waiting for the grass to grow before applying the rubber matting however, children are gaining access to the site and using the equipment which restricts grass growth and the ground is also becoming too wet.

(2) Airport Consultative Committee

Cllr. M A Booth reported:

- ICG has taken over Norwich Airport and was hoping to make improvements;
- 2025/2026 saw passenger numbers increase by 5% to 453,000;
- Ryanair is up by 17,000 passengers;
- KLM is up 5%;
- There is an overall increase in international passenger numbers;
- Helicopter passenger numbers increased by 3,000, more to serve renewable energy infrastructure rather than the rigs.
- Logan Air offers two flights a week to Jersey;
- Jet fuel has doubled in price although there are no reports of shortages;
- Norwich is the second biggest heliport in the UK.

(3) Sprowston Heritage Group

Cllr. W F Couzens advised two ladies were currently scanning in documents for Cllr. H Tarlton to progress and another meeting is to be organised soon.

(4) NALC

Cllr. J Leggett reported NALC;

- Were continuing with their marketing;

26/081. REPORTS FROM COUNCILLORS REPRESENTING THE COUNCIL ON OR AT OUTSIDE ORGANISATIONS (CONTINUED)

- Had introduced an MOT checklist for Councils;
- Appointed a new Vice-Chair;
- Had their Finance Officer trained to do internal audits;
- Provides IT for many Councils;
- Will hold their AGM 14 May 2026

26/082. REGISTER OF ASSETS OF COMMUNITY VALUE

A number of proposals were made including Sprowston Diamond Centre and the Viking Centre. To give Councillors further time to consider it was **RESOLVED** that Councillors send their suggestions to the Committee Officer for collation, to be presented at a future Council meeting.

26/083. NEW PREMISES LICENCE - NORWICH RUGBY FOOTBALL CLUB

RESOLVED to raise no objection to the application for a premises licence at Norwich Rugby Football Club.

26/084. 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:

2026/00399 - demolition of existing conservatory and erection of single storey rear/side extension with roof lights and internal alterations at 2, Mounteney Close, Sprowston.

2026/0757 - single storey rear and front extensions with pitched roofs at 23, Falcon Road West, Sprowston.

2026/0801 - single storey front, rear and side extensions with changes to external finishes at 129, Moore Avenue, Sprowston.

2026/0805 - two storey side extension at 39, Rosemary Road, Sprowston

2026/0805 - two storey side extension (revised plan) at 39, Rosemary Road, Sprowston.

206/0810 - single storey rear extension at 20, Falcon Road West, Sprowston.

(b) To oppose the granting of planning application 206/0780 conversion of an existing detached dwellinghouse garage (use class 3) to a nail bar (use class E) at 8, Wilks Farm Drive, Sprowston on the following grounds:

26/084. PLANNING (CONTINUED)

1. It is an unneighbourly form of development. The added requirement for parking could cause neighbourly discord given the open plan shared driveway with the adjacent dwelling.
2. Highways, the property is located on the only access road leading into the housing estate just before a junction; any parking in this vicinity will impair visibility and is potentially dangerous.

26/085. PLANNING DECISIONS

Council noted the planning decisions for weeks ending 20 March, 27 March, 4 April and 10 April 2026.

26/086. SCHEDULE OF DIRECT DEBIT PAYMENTS

The Town Clerk and Responsible Financial Officer presented the schedule of direct debits totalling £8,371.09.

The schedule of direct debit payments to 22 April 2026 totalling £8,371.09 was approved and noted.

26/087. PAYMENT OF ACCOUNTS

(1) Invoices to pay 22 April 2026

The Town Clerk and Responsible Financial Officer presented the schedule of invoices to pay to 22 April 2026 totalling £18,776.94.

On the motion of Cllr. B Baby, seconded by Cllr. M A Booth it was **RESOLVED** that payment of the schedule of invoices to pay to 22 April 2026 totalling £18,776.94 be approved.

(2) Invoices Paid to 22 April 2026

The Town Clerk and Responsible Financial Officer presented the schedule of invoices paid to 22 April 2026 totalling £910.00.

On the motion of Cllr. J Leggett, seconded by Cllr. A L Parker it was **RESOLVED** that payment of the schedule of invoices paid to 22 April 2026 totalling £910.00 be approved.

26/088. SCHEDULE OF CREDIT CARD PAYMENTS - 22 APRIL 2026

The schedule of credit card payments to 22 April 2026 totalling £1,235.74 was approved and noted.

26/089. EXCLUSION OF PRESS AND PUBLIC

Cllr. W F Couzens proposed, seconded by Cllr. M A Booth to exclude the Press and Public from the meeting for the remaining business because otherwise information

26/089. EXCLUSION OF PRESS AND PUBLIC (CONTINUED)

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.

26/090. PLANNING ENFORCEMENT

(1) Current Enforcement Cases

Council noted the list of current planning enforcement cases.

(2) Closed Enforcement Cases

Council noted the list of closed planning enforcement cases.

There being no other necessary business the Chair of the Council thanked Councillors for their participation and declared the meeting closed at 9.42pm.

27 May 2026

Chair

Sprowston Town Council

Annual Town Council Meeting - 27 May 2026

Review of Council's Direct Debits

Municipal Year 2026-2027

List of Direct debit companies

Barclaycard	Card terminal
Broadland District Council	Business Rates
British Gas	Gas supply
Cloudy IT	Finance Software and Apps
Norse	Bin rental
Novuna (Ernest Doe)	Grounds Team Utility Vehicle Leasing
PWLB	Loans
PHS	Hand dryers, soap dispensers, sanitary bins
Sage	Accounting package
Siemens	Photocopier leasing
SSE	Electric supply
Total Energies	Electric supply
Utilita	Electric supply for Viking
Veolia	Bin emptying
Wave/Anglian Water	Water supply
FileStream	Subscription
Peninsula	HR Support

Sprowston Town Council

Annual Town Council Meeting - 27 May 2026

**Appointment of Councillors to Serve as Named Officials on Council Bank
Accounts**

Municipal Year 2026-2027

**Councillors Currently appointed as Named Officials on Council's bank
accounts:**

- Cllr. M A Booth
- Cllr. M G Callam
- Cllr. W F Couzens
- Cllr. J H Mallen
- Cllr. A L Parker

STC decision required:

❖ ***Recommendation: Appoint a total of 5 Councillors as Named Officials***

Certificate of Employers' Liability Insurance (a)

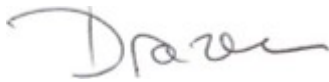
(Where required by regulation 5 of the Employers' Liability (Compulsory Insurance) Regulations 1998 (the Regulations) as amended by the Employers' Liability (Compulsory Insurance) (Amendment) Regulations 2008, a copy of this certificate must be displayed at all places where you employ persons covered by the policy or an electronic copy of the certificate must be retained and be reasonably accessible to each employee to whom it relates).

Policy number	YLL-272003-6303
1. Name of policyholder	Sprowston Town Council
2. Date of commencement of insurance policy	01/04/2026
3. Date of expiry of insurance policy	31/03/2027

We hereby certify that subject to paragraph 2:

1. The policy to which this certificate relates satisfies the requirements of the relevant law applicable in Great Britain, Northern Ireland, the Isle of Man, the Island of Jersey, the Island of Guernsey and the Island of Alderney **(b)**.
2. (a) The minimum amount of cover provided by this policy is no less than £5 million **(c)**.

Signed on behalf of Zurich Insurance Company Ltd (Authorised Insurer).



Drazen Jaksic
Chief Executive Officer of Zurich Insurance Company Ltd, UK Branch

Notes

- (a) Where the employer is a company to which regulation 3(2) of the Regulations applies, the certificate shall state in a prominent place, either that the policy covers the holding company and all its subsidiaries, or that the policy covers the holding company and all its subsidiaries except any specifically excluded by name, or that the policy covers the holding company and only the named subsidiaries.
- (b) Specify applicable law as provided for in regulation 4(6) of the Regulations.
- (c) See regulation 3(1) of the Regulations and delete whichever of paragraphs 2(a) or 2(b) does not apply. Where 2(b) is applicable, specify the amount of cover provided by the relevant policy.

Zurich Municipal is a trading name of Zurich Insurance Company Ltd. A public limited company incorporated in Switzerland. Registered in the Canton of Zurich, No. CHE-105.833.114, registered offices at Mythenquai 2, 8002 Zurich. UK Branch registered in England and Wales no BR000105. UK Branch Head Office: The Zurich Centre, 3000 Parkway, Whiteley, Fareham, Hampshire PO15 7JZ. Zurich Insurance Company Ltd is authorised and regulated in Switzerland by the Swiss Financial Market Supervisory Authority FINMA. Authorised by the Prudential Regulation Authority. Subject to regulation by the Financial Conduct Authority and limited regulation by the Prudential Regulation Authority. Details about the extent of our regulation by the Prudential Regulation Authority are available from us on request. Our firm reference number is 959113.

To Whom It May Concern

Name of Insured: Sprowston Town Council

This is to confirm that Sprowston Town Council have in force with this Company until the policy expiry on 31st March 2027 insurance incorporating the following essential features:

Policy Number: YLL-272003-6303

Renewal Date: 1st April 2027

Limits of Indemnity:

Public Liability:	£10,000,000 minimum* any one event
Products Liability:	£10,000,000 minimum* for all claims in the aggregate during and one period of insurance
Pollution Liability:	As per Products Liability
Official's Indemnity:	As below

*Please refer to your Policy Schedule for your exact Limit of Indemnity

Zurich's Public Liability cover includes financial loss for your councillors. We indemnify them in respect of all sums which you may become legally liable to pay as damages and claimants costs and expenses for financial loss arising as a result of a negligent act or accidental error or omission, alleged or committed.

Whilst other insurers will offer separate officials indemnity; we feel our Public Liability cover offers a bespoke solution for the needs of Parish and Town Councils

Excess:

Public Liability/Products Liability/Pollution Liability: £100 each and every claim in respect of Third Party Property Damage

Indemnity to Principals

Covers include a standard Indemnity to Principals Clause in respect of contractual obligations.

Full Policy

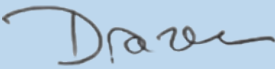
The policy documents should be referred to for details of full cover.

Zurich Municipal is a trading name of Zurich Insurance Company Ltd. A public limited company incorporated in Switzerland. Registered in the Canton of Zurich, No. CHE-105.833.114, registered offices at Mythenquai 2, 8002 Zurich. UK Branch registered in England and Wales no BR000105. UK Branch Head Office: The Zurich Centre, 3000 Parkway, Whiteley, Fareham, Hampshire PO15 7JZ.

Zurich Insurance Company Ltd is authorised and regulated in Switzerland by the Swiss Financial Market Supervisory Authority FINMA. Authorised by the Prudential Regulation Authority. Subject to regulation by the Financial Conduct Authority and limited regulation by the Prudential Regulation Authority. Details about the extent of our regulation by the Prudential Regulation Authority are available from us on request. Our firm reference number is 959113.

Communications may be monitored or recorded to improve our service and for security and regulatory purposes.

Certificate of Motor Insurance

Certificate number:	YLL-272003-6303
1. Description of vehicle:	Any motor vehicle the property of or in the custody or control of the Policyholder
2. Name of policyholder:	Sprowston Town Council
3. Effective date of the commencement of insurance for the purpose of the relevant law:	01/04/2026
4. Date of expiry of insurance:	31/03/2027
5. Persons or classes of persons entitled to drive:	Any person who is driving on the order or with the permission of the Policyholder. Provided that the person driving holds a licence to drive the vehicle or has held and is not disqualified from holding or obtaining such a licence.
6. Limitations as to use:	Use for social domestic and pleasure purposes. Use in connection with the Policyholder's business. The Policy does not cover: 1. Use while the vehicle is let on hire. 2. Use for hire or reward or the carriage of passengers for reward. 3. Use for racing pacemaking reliability trials competitions rallies or trials. 4. Use whilst drawing a greater number of trailers in all than is permitted by Law. 5. Recovery of any motor vehicle which has been seized by or on behalf of any government or public authority which was not the property of or in the custody or control of the policyholder at the time of the seizure.
For Zurich Insurance Company Ltd. Authorised Insurers  Drazen Jakšić Chief Executive Officer of Zurich Insurance Company Ltd, UK Branch	

We hereby certify that the policy to which this Certificate relates satisfies the requirements of the relevant law applicable in Great Britain, Northern Ireland, the Isle of Man, the island of Guernsey, the island of Jersey and the island of Alderney. For full details of the insurance cover reference should be made to the policy. Advice to third parties: Nothing contained in this Certificate affects your right as a third party to make a claim.

This Policy applies in respect of events occurring in Great Britain, Northern Ireland, the Isle of Man and the Channel Islands, all member countries of the European Union, Iceland, Norway, Switzerland, Montenegro, Serbia, Andorra and Bosnia & Herzegovina.

La présente politique s'applique aux événements survenant en Grande-Bretagne, en Irlande du Nord, sur l'île de Man et les îles Anglo-Normandes, dans tous les pays membres de l'Union européenne, en Islande, en Norvège, en Suisse, au Monténégro, en Serbie, en Andorre et en Bosnie-Herzégovine.

Diese Richtlinie gilt für Ereignisse, die in Großbritannien, Nordirland, auf der Isle of Man und den Kanalinseln, in allen Mitgliedstaaten der Europäischen Union, Island, Norwegen, der Schweiz, Montenegro, Serbien, Andorra und Bosnien und Herzegowina auftreten.

La presente Politica si applica a eventi che si verificano in Gran Bretagna, Irlanda del Nord, Isola di Man e Isole del Canale, tutti i paesi membri dell'Unione europea, Islanda, Norvegia, Svizzera, Montenegro, Serbia, Andorra e Bosnia-Erzegovina.

Esta póliza se aplica con respecto a los acontecimientos que tengan lugar en Gran Bretaña, Irlanda del Norte, la Isla de Man y las Islas del Canal, todos los Estados miembro de la Unión Europea, Islandia, Noruega, Suiza, Montenegro, Serbia, Andorra y Bosnia y Herzegovina.

Instructions in the event of an accident

You should:

1. take names and addresses of all witnesses
2. report the accident to us quoting the Certificate number
3. send all communications you receive relating to claims or proceedings against you, unanswered, to us quoting, if known, the claims reference.

IMPORTANT

The law requires:

1. unless names and addresses, including those of the vehicle owner, together with the registration mark of the vehicle are exchanged at the time of the accident the driver must report it to the Police as soon as possible and in any case within 24 hours
2. if anyone was injured and the Certificate of Insurance was not produced to the Police at the time of the accident, the driver must report the matter to the Police as soon as possible and in any case within 24 hours and produce the Certificate (or arrange to produce it within five days of the accident).

You should not:

1. admit any liability
2. negotiate or make any agreement with anyone regarding your responsibility for the accident
3. make or offer any payment whatsoever to any Third Party, if in doubt - consult us
4. repudiate a claim without our agreement; this may result in Court Action against you by the other party.

Zurich Municipal is a trading name of Zurich Insurance Company Ltd. A public limited company incorporated in Switzerland. Registered in the Canton of Zurich, No. CHE-105.833.114, registered offices at Mythenquai 2, 8002 Zurich. UK Branch registered in England and Wales no BR000105. UK Branch Head Office: The Zurich Centre, 3000 Parkway, Whiteley, Fareham, Hampshire PO15 7JZ. Zurich Insurance Company Ltd is authorised and regulated in Switzerland by the Swiss Financial Market Supervisory Authority FINMA. Authorised by the Prudential Regulation Authority. Subject to regulation by the Financial Conduct Authority and limited regulation by the Prudential Regulation Authority. Details about the extent of our regulation by the Prudential Regulation Authority are available from us on request. Our firm reference number is 959113.

Communications may be monitored or recorded to improve our service and for security and regulatory purposes.

© Copyright – Zurich Insurance Company Ltd 2025. All rights reserved. Reproduction, adaptation or translation without prior written permission is prohibited except as allowed under copyright laws.

MCHBZA01 (08/25)

COUNCIL MEETING – 27 May 2026

Report of the Town Clerk

COMMUNITY BUILDINGS, ALLOTMENTS, PARKS AND OPEN SPACES

1.1 Polling Station at the Viking Centre, NCC Elections, 7th May 2026

The County Council election for Old Catton Division (which includes the area covered by Sprowston Town Council's West Ward), held 7th May, was the first to use the Viking Centre as polling station.

Previous elections for Old Catton Division and for the District Council Ward of Old Catton and Sprowston West utilised three polling stations east of Spixworth Road and one station at Sprowston Cricket Club. The Cricket Club is outside of the Old Catton Division (and the associated District and Town Wards) and almost 15 minutes' walk from the Viking Centre. However, until the opening of the Viking, no other closer suitable venues existed to serve as a polling station for this area.

BDC election services has given very positive feedback about the Viking Centre and they wish to use it as a polling station again in the May 2027 elections:

"I just wanted to give some feedback on the centre which was booked for the elections. Such an improvement on location for the local's and much improved place to use. The staff there, Evelyn and the Caretaker were helpful and accommodating...."

Please see attachment 6.1 for photographs of the Viking Centre in use as a polling station

1.2 Schools Cross Country Run

On Wednesday 30th April the Recreation Ground hosted a very successful schools cluster cross-country run event. To avoid congestion and potential vehicle-related hazards in-and-around the Recreation Ground car parks and driveway; parents and minibuses were instructed to park at the Diamond Field.

David Arthur, Deputy Head, Sprowston Junior School said:

"Thanks again for all your help with the cross-country event. It was a great morning, with just under 400 children aged 7-11 from about 15 local schools taking part. Everyone had a fantastic time. The event organiser was so impressed by Sprowston Rec, that she has asked about holding the event here again next year. "

1.3 Sprowston Skate Park Consultation

At time of writing, a public consultation on the skatepark design is scheduled to be held Thursday, 28th May 4.00pm to 7.00pm, at the Sports and Social Club. Betong Park will be running the consultation with the aim of collecting suggestions and feedback on the initial design. Representatives from the Skatepark Working Group will also be in attendance.

1.4 White House Farm Estate

Persimmon Homes confirms a contractor has now been appointed to maintain all the areas including L5 (behind White House Farm school), L7 (MUGA adjacent Tesco), L18 (play area adjacent skatepark site) until they are handover to the Town Council. This includes emptying the bins weekly.

CEMETERY

2.1 Theft from Cemetery

Sometime in the late evening of 22nd April 2026 or the early morning of 23rd April 2026, we suffered a break-in and theft at the cemetery works area.

Items stolen:

- Indespension Braked 14' x 6'6" Twin Axle Flatbed Trailer. FB35146RDY7. Approximate replacement value £6,500
- 12nos ground guards. Approximate replacement value £850.00

Items damaged beyond repair:

- 1 padlock and chain. Approximate replacement value £30.00

We have reported the break-in, theft and damage to the police. A crime number has been received and an insurance claim has been submitted.

I am reviewing security arrangements at the cemetery and will bring any cost-incurring proposals to Council for consideration.

STREET LIGHTING

3.1 No Matters to Report

CENTRAL ADMINISTRATION AND PERSONNEL

4.1 No Matters to Report

PLANNING AND TRANSPORTATION

5.1 Bus Shelter Grant Scheme 2026/27 – New Seat at the Bus Shelter on Constitution Hill

I have applied to the Norfolk County Council Bus Shelter Grant Scheme 2026/27 and secured funding to install a 1 metre seat at our bus shelter on Constitution Hill (outside the vet). Installation of a new seat is in response to a request from a member of the public. Installation of the seat will leave sufficient space under the shelter for wheelchair users and push chairs.

Norfolk County Council will provide 80% funding (£854.40). The remaining 20% (£213.60) will come from our 2026/27 bus shelter budget.

Attachments

6.1 Photographs of the Viking Centre in use as a polling station.



Guy Ranaweera
Town Clerk

Attachment 6.1

Photographs of the Viking Centre in use as a polling station (07/05/2026).



Sprowston Town Council
Annual Town Council Meeting - 27 May 2026

Appointment of Councillors to Serve on Committees and Working Groups
Municipal Year 2026-2027

(i) STAFFING COMMITTEE Members 2025-26:

- Cllr. J Leggett (Chair)
- Cllr. M A Booth
- Cllr. M G Callam
- Cllr. J H Mallen
- Cllr. A L Parker
- Cllr. R H Tovell

STC decision required:

❖ To appoint 6 Member Councillors for 2026-27

(ii) RECREATIONAL FACILITIES WORKING GROUP Members 2025-26:

- Cllr. J Leggett (Chair)
- Cllr. M A Booth
- Cllr. M G Callam
- Cllr. D Coleman
- Cllr. W F Couzens
- Cllr. J H Mallen

STC decision required:

❖ To appoint Member Councillors for 2026-27

(iii) NEIGHBOURHOOD PLAN REVIEW WORKING GROUP Members 2025-26:

- Cllr. W F Couzens (Chair)
- Cllr. B Baby
- Cllr. M G Callam
- Cllr. J H Mallen
- Cllr. J Leggett
- Cllr. A R Tipple

STC decision required:

❖ To appoint Member Councillors for 2026-27

(iv) SKATEPARK WORKING GROUP Members 2026-27:

- Cllr. W F Couzens (Chair)
- Cllr. M Booth
- Cllr S Booth
- Cllr. M. Callam
- Cllr. J Leggett
- Cllr. J Norman
- Cllr. A R Tipple
- Sam Avery (Member of the public)
- Matt Barnard (Member of the public)
- Ralph Baulcombe (Member of the public)
- Dan Harper (SYEP representative)

STC decision required:

❖ To appoint Members for 2026-27

Sprowston Town Council

Annual Town Council Meeting – 27 May 2026

Appointment of Councillors to Serve as Representatives on External Organisations

Municipal Year 2026-2027

**(i) Senior Citizens Welfare Committee appointees 2025-26
(2 Members):**

- Cllr. M G Callam
- Cllr. W Couzens

STC decision required:

❖ *To appoint 2 Councillors as representatives for 2026-27*

(ii) Sprowston Heritage Society appointees 2025-26:

- Cllr. B Baby
- Cllr. M Booth
- Cllr. W Couzens
- Cllr. H Tarlton

STC decision required:

❖ *To appoint Councillors for 2026-27*

**(iii) Norfolk Association of Local Councils (Norfolk ALC) representative 2025-26
(1 Member):**

- Cllr. J Leggett

STC decision required:

❖ *To appoint 1 Councillor as a representative for 2026-27*

**(iv) Sprowston Youth Engagement Project (SYEP) representative 2025-26
(1 Member):**

- Cllr. K Vincent

STC decision required:

❖ *To appoint 1 Councillor as a representative for 2026-27*

Sprowston Town Council

Annual Town Council Meeting - 27 May 2026

Review of Council and Staff Subscriptions

Municipal Year 2026-2027

Subscriptions:

(i) Norfolk Association of Local Councils (Norfolk ALC) = £2,256.45 (25/26 cost)

(ii) Society for Local Council Clerks (SLCC) membership for Clerk = £530.00

(iii) Institute of Cemetery and Crematorium Management (ICCM) = £110.00

STC decision required:

❖ *To approve subscriptions and costs for 2026-27*

Sprowston Town Council
PLANNING APPLICATIONS – 27 May 2026

Broadland DC App. No	Location	Description	Type
2025/2416	186 North Walsham Road Sprowston Norfolk NR6 7QW	Retrospective permission for change of use from (C3) 1 no. residential dwelling with two annexes to (C1) temporary accommodation with the erection of a single storey rear extension and detached garage. This proposal has been amended as follows: <i>SUBMISSION OF AMENDED PLANS AND REVISED DESCRIPTION OF DEVELOPMENT.</i> <i>(Previous proposal: Change of use from (C3) residential dwelling house with two annexes to (C1) Bed and Breakfast, single storey rear extension and rear dormer)</i>	Full Planning Permission
2026/0780	8 Wilks Farm Drive Sprowston Norfolk NR7 8RG	Conversion of an existing detached Dwellinghouse garage (use class C3) to a nail bar (use class E) The proposal has been amended as follows: <i>ADDITIONAL PARKING AND A/C UNIT PLANS AND APPOINTMENT DETAILS</i>	Full Planning Permission
2026/0963	192 North Walsham Road Sprowston Norfolk NR6 7QW	Double Storey and Single Storey Side Extension Application	Householder
2026/1092	Land Adj 60 Russell Avenue Sprowston Norfolk	1no. New build bungalow and associated external works	Full Planning Permission

Sprowston Town Council
PLANNING APPLICATIONS – 27 May 2026

2026/1106	103 Cozens Hardy Road Sprowston Norfolk NR7 8QQ	Proposed single storey extension to side and rear of property	Householder
2026/1128	53 Lone Barn Road Sprowston Norfolk NR7 8HZ	Single storey rear extension	Householder
2026/1141	40 Pioneer Road Sprowston Norfolk NR6 7PA	<i>Variation of condition 2 - revision of external materials and colour of cladding of permission 2026/0007 (which consented to demolition of existing conservatory, demolition of existing garage, proposed rear extension and side extension, replacement fenestration and rendered finishes to external walls) Date of Decision: 10/02/2026.</i> Change to colour of cladding, and change to extent of cladding. The condition is proposed to be varied to allow for a revision to the approved external materials, comprising a change to the colour of the cladding and an amendment to the extent of cladding applied to the elevations, as shown on the updated drawing: 24-012-1-PRN-205-C-Proposed Layouts.	Removal/Variation of Condition (S73 / S19)
2026/1166	32 Varvel Avenue Sprowston Norfolk NR7 8PH	Single-storey side extension	Householder

Sprowston Town Council
PLANNING APPLICATIONS – 27 May 2026

2026/1198	112 Moore Avenue Sprowston Norfolk NR6 7LQ	Variation of condition 2 to increase size of consented planning permission 2025/1556 (which consented to single storey rear extension) date of decision 01/07/2025 Condition 2 reads: <i>“The development hereby permitted shall be carried out in accordance with the application form, plans and drawings and other documents and details received as listed below : NOR 637 01 - EXISTING AND PROPOSED FLOOR PLANS AND ELEVATIONS - Receievd on the 12th of May 2025”</i>	Removal/Variation of Condition (S73 / S19)
2026/1201	99 Wroxham Road Sprowston Norfolk NR7 8TW	Rear garden room extension to an existing detached multi-storey house	Householder
Norfolk County Council FUL/2026/0003	Sprowston Junior School, Recreation Ground Road, Sprowston, NR7 8EW	Variation of condition 2 (plans list) of planning permission FUL/2024/0056 for a 'new Standalone Specialist Resource Base (SRB), demolition of an existing school building, and alterations to hard and soft landscaping', to allow for the building to be repositioned and for the removal of the footpath in front of the south elevation	Variation of condition

BROADLAND DISTRICT COUNCIL – PLANNING DECISIONS MADE

Application Decisions made during the Week Ending 15 May 2026

Appl Number : 2026/0601
App Type : Cert. Lawfulness Proposed
Parish: Sprowston
Location : 18 Church Green Sprowston Norfolk NR7 8BA
Proposal : Lawful Development Certificate for the proposed conversion of part of existing garage to residential use
Decision : Approval with no Conditions
(Delegated)
Date of decision : 13 May 2026

Appl Number : 2026/0801
App Type : Householder
Parish: Sprowston
Location : 129 Moore Avenue Sprowston Norfolk NR6 7LQ
Proposal : Single storey front, rear and side extensions with changes to external finishes
Decision : Approval with Conditions
(Delegated)
Date of decision : 11 May 2026

Application Decisions made during the Week Ending 8 May 2026

Appl Number : 2026/0634
App Type : Works to TPO trees
Parish: Sprowston
Location : 1 Saint George Loke Sprowston Norfolk NR7 8TJ
Proposal : T1 - Cupressus Macrocarpa - Ht 16.8m - S 11.3m - Crown reduction by 3-3.5m reduce spread down to 7.8m
Decision : Approval with Conditions
(Delegated)
Date of decision : 7 May 2026

Appl Number : 2026/0805
App Type : Householder
Parish: Sprowston
Location : 39 Rosemary Road Sprowston Norfolk NR7 8ER
Proposal : Two-storey side extension
Decision : Approval with Conditions
(Delegated)
Date of decision : 6 May 2026

Application Decisions made during the Week Ending 1 May 2026

Appl Number : 2026/0757
App Type : Householder
Parish: Sprowston
Location : 23 Falcon Road West Sprowston Norfolk NR7 8NU
Proposal : Single storey front and rear extensions
Decision : Approval with Conditions
(Delegated)
Date of decision : 30 April 2026

Application Decisions made during the Week Ending 24 April 2026

Appl Number : 2025/3997
App Type : Householder
Parish: Sprowston
Location : 102 Cere Road Sprowston Norfolk NR7 8LF
Proposal : Single-storey side extension and first floor side extension.
Decision : Approval with Conditions
(Delegated)
Date of decision : 20 April 2026

Appl Number : 2026/0251
App Type : Householder
Parish: Sprowston
Location : 39 Moore Avenue Sprowston Norfolk NR6 7LA
Proposal : 1. Gable lift (hip to gable conversion) 2. Rear dormer 3. side elevation wall to rear side of property
Decision : Approval with Conditions
(Delegated)
Date of decision : 23 April 2026

Appl Number : 2026/0399
App Type : Householder
Parish: Sprowston
Location : 2 Mounteney Close Sprowston Norfolk NR6 7QH
Proposal : Demolition of existing conservatory and erection of single storey rear/side extension with roof lights and internal alterations to dwelling
Decision : Approval with Conditions
(Delegated)
Date of decision : 23 April 2026

Appl Number : 2026/0815
App Type : Works to TPO trees
Parish: Sprowston
Location : Land At Pinetrees Road Sprowston Norfolk
Proposal : T1 -Oak - crown lift to 6 metres. T2 -Oak- crown lift to 6 metres.
Decision : Approval with Conditions
(Delegated)
Date of decision : 24 April 2026

Appl Number : 2026/1081
App Type : Non Material Amendment
Parish: Sprowston
Location : 286 Blue Boar Lane Sprowston Norfolk NR7 8RZ 6
Proposal : Non-material amendment to 2024/3579 1. Move garage 1.4m east so that rear is flush with rear of existing dwelling. 2. Exchange french doors on rear elevation of proposed extension to a window
Decision : Approval with no Conditions (Delegated)
Date of decision : 23 April 2026

Application Decisions made during the Week Ending 17 April 2026

Appl Number : 2026/0259
App Type : Householder
Parish: Sprowston
Location : 62 Blue Boar Lane Sprowston Norfolk NR7 8RT
Proposal : Convert detached garage into self contained annex.
Decision : Approval with Conditions (Delegated)
Date of decision : 16 April 2026

Report to Sprowston Town Council 27th May 2026

Sprowston Senior Citizens Club Held their spring coffee morning on the 13th May. I was able to borrow the soft boules from Broadland District Council as usual. It was a successful morning to raise much needed funds for the club.

Sprowston Dementia Friendly Cafe

At the April Cafe we had a lovely time with Lynn Carter of Yoga with Lynn who took us through a couple of sessions of Chair Yoga to keep us all more mobile. Lynn comes regularly with her mother Linda Millington & lovely father Peter Millington, who is living with Dementia. They were fun exercise sessions which caused lots of laughter as we tried to assume some of the positions.

We also had a session of Bingo with chocolate bars as prizes.

In the carers group April, who is an Admiral Nurse, came to tell us about their services. Admiral Nurses are specialist dementia nurses who provide free, expert advice, support and understanding to help families care for their loved one. We also had a conversation about the decisions involved in having to place a loved one into a care home and the emotions that involves, including the feeling of guilt. We discussed the process of choosing a care home and possible involvement from social services. The carers find these sessions extremely useful not only to gather information and be prepared for what will come but also for emotional support from other members.

The May 21st Cafe will mark the 10th anniversary of the Cafe and there will be a ceremony to mark the occasion. The outgoing Chair of Broadland District Council, Caroline Karimi-Ghovanlou, will attend to mark the occasion. This will be a rare occasion when I wear my chain to the Cafe. All Councillors and Council Staff are always welcome to attend.

Neighbourhood Plan.

The pre-submission consultation on the Sprowston and Beeston St Andrew Neighbourhood Plan finished on 8th May. We have had consultation responses from the following:

- 35 individuals
- Anglian Water
- Broadland District Council
- Diocese of Norwich
- Environment Agency
- Historic England
- National Gas
- National Highways
- Natural England
- NHS Norfolk and Suffolk Integrated Care Board
- Norfolk County Council
- Norfolk Wildlife Trust
- Sport England
- Water Management Alliance

These responses will be collated into a large table sorted by policy. The entries will then be coded and suggestions made for amendments to the Neighbourhood Plan for our next meeting which will be in June of this year.

Norfolk Constructing Excellence Awards 2026

Unfortunately, we did not win the award. There was very strong competition in our category which included the refurbished Norwich Castle Museum and the winner which was the Halls - formerly known as St Andrews and Blackfriars Halls

Skatepark Working Group

Whilst we still have no date for Persimmon to transfer the land to us we are, nonetheless, going ahead with consultation which will be held at the Sprowston Sports and Social Club on Thursday 28th May 2026 between 4.00pm and 7.00pm.

Sprowston Major Developments Planning Catch up Call 31st March.

Very disappointingly there is still progress with the area opposite the Garden Centre on Blue Boar Lane. Officers and Councillors need to increase the pressure on Persimmon if we are to see the open spaces open before the summer holidays which are approaching very quickly.

Big developers are still putting in planning applications despite the slowdown of demand in the current market.

We discussed the possibility of a new Leisure Centre and swimming pool at Rackheath as part of the 4000 home development there and the ongoing discussion about the redevelopment of the swimming pool at Sprowston Academy so that the general public can have better access. There is demand from residents for a pool but I can see this is still some years away from becoming a reality.

Quinn Estates Presentation Friday, 1st May

Ben Geering MRTPI (Member of the Royal Town Planning Institute) who is Planning Director from Quinn Estates met with Town Councillors to update current position and forward plan.

The Waste Water Treatment Works (WWTW) now has all the permits in place and, working with Seven Trent Water, they are expecting to start work in the summer. This is a necessary step to unlock the Neutral Neutrality provision for the housing development. This will be a foul water treatment works only and will not be handling surface water so there will be no overspill in wet weather. There was a question of whether there would be an issue with having a wetland, which is part of the treatment, close to the flight path for the airport. Ben reported that a Bird Strike Report has been completed and the site approved.

We had a discussion about the phasing of the development and more detail will be reported as the timescales become clearer. We are very keen to get the open spaces open early and avoid the issues we are experiencing on the Manor Park Estate. Ben said that the Beeston Park will be transferred early to the Land Trust, including the SUDS, and he will try to set up a call with the Land Trust so we can see what their plans are. The plans he showed us have a small car park for only 15 cars on the Beeston Park which we said was inadequate. He's going to look again but expects people to walk or cycle and not use cars to get to the park. There will be no formal play areas on the site and they are considering that there should be orienteering and a sculptress trail on site. That gives an indication of how Quinn expect the park to be developed.

They are having weekly calls with Norfolk County Council highways to discuss realignment of North Walsham Road. We understand that, under the planning approval from a decade ago, there will be some mature trees cut down at the North End of Church Lane. TPOs cannot protect trees that already have approval for removal.

Ben is going to set up regular video calls with the Town Council as they progress. As this development spans Sprowston and Beeston St Andrew I have asked for the Clerk from Beeston to be included in any discussions.

Sprowston Heritage meeting 14th May

All the papers have now been scanned and sorted in to folders by the group members. There was some discussion about presence at the annual Sprowston Fete. They would like a similar space to last year but hopefully a quieter location if possible. They have several new members who would like to help, which is great news. They are considering a display of Sprowston Through the Ages for this year and show photos that they can't identify to see if anyone knows who/what they are, any other ideas/suggestions would be welcomed. Also talks are sorted for next three meetings, but they are thinking they could have guest speakers too. The next meeting will be Thursday June 25th at 7pm in the Torben Room of the Viking Centre

Sprowston Litter Pickers

The venue for the latest session was back to Harrison's Wood. Unfortunately, I was not available to attend, but the amount of litter being collected is gratifyingly reduced compared to what we were indignant to find three years ago. Some attendees at the last litter collection morning at MacDonalds were issued with parking fines and were advised not to pay but speak to the organiser, Gers, to get them cancelled.

WI defibrillator for the Viking Centre

Heart2Heart have ordered the defibrillator but it is in delay because it has to come from the USA and there is an issue with that at the moment. I know no more detail but will be in regular contact with the WI. and hope the issue can be sorted soon.

Cllr Bill Couzens

Chair of Sprowston Town Council
Elected Councillor for Sprowston Central Ward.

Norfolk Association of Local Councils (NALC)

Report of AGM 14th May 2026

The AGM was held in the village hall at Great Massingham.

The Chairman of NALC welcomed everyone to the meeting and introduced Michael Gurney, DL Vice Lord Lieutenant of Norfolk.

The Vice Lord Lieutenant added his welcome and thanked everyone saying Town and Parish Councillors are an important part of the community and can be a positive link between community groups and their local council. The Vice Lord Lieutenant also explained how to nominate community volunteers for an award by accessing the website www.norfolk-lieutenancy.org.uk.

We heard from the staff about their individual areas: -

Finance – accounts for the past year, budget for 26/7, replacement for IT and phones. NALC is a not-for-profit organisation. Income is from subscriptions (270 members) and training the latter being the cheapest in the area.

IT provides websites for councils. It was stressed that an advantage of using NALC is that if staff leave without giving their sign on details, then NALC can set up alternative staff members so there would be no break in service provision.

The business plan theme ‘Stronger together’ provides for working with others – eg Suffolk and Essex ALCs, there will be a joint conference there will be networking events for clerks. LGR is an opportunity.

The County Officer gave an extract from a research paper highlighting that councils could provide wellbeing services targeting those in need e.g. providing youth facilities, helping those young people not in education or training, the elderly, and accessible nature areas.

Two external speakers attended:

Joolz Thompson CEO- Community Climate Action <https://www.communityclimateaction.uk/>

who talked about the increase in temperature, and the effects of wild fires, flooding and drought. The statutory duty regarding biodiversity. A local energy source (in South Norfolk) using a turbine where the profits go to the 7 parishes who paid for the turbine. Solar panels for community or sports facilities, grants are available including from Sport England. Norfolk Wildlife trust can carry out a Biodiversity audit. Norfolk Collaboration Network. Also, there is a 3,500 acre solar farm in South Norfolk where they are looking for 25% return go residents.

Justin Griggs of the National Association of Local Councils

Who talked about the opportunities of LGR – any new neighbourhood committees or Steering Groups must have representation from Parish or Town Councils. PCs and TCs must shout loud to ensure they have a voice. The National ALC could be used as an advocate. Do not trust everything insist on timeframes.

Ask for everything but ensure you get legal support. Get involved.

Cllr Judy Leggett

Recent email from the County Officer for your information

LETTER FROM THE COUNTY OFFICER

Norfolk ALC, like all ALCs, has a business model and mission statement specifically designed to meet the distinctive needs of Town and Parish Councils.

These councils are unique because they are run by those who wish to **contribute to their communities in a positive way** without a wage. Apart from central government, they are the only organisations in England that have tax raising powers (the precept) to meet their own running costs and to spend in their communities, via s137 and GPC.

It is therefore vital that any organisation that seeks to support these councils understands the challenges they face and to meet those challenges Norfolk ALC provides a wide scope of specialist support and training.

We provide:

■ For members & non-members:

1. IT support plus partially and fully managed [websites](#) ensuring continuity of access and relevance
2. Comprehensive [payroll services](#) including holiday pay calculations, tax, pension and national insurance contributions as well as dealing directly with HMRC on behalf of the employee
3. Frequent newsletters updating and informing councils of emerging legislations such as assertion 10, and the employment rights bill
4. Internal audits

Non-members pay 50% more for IT managed websites and payroll provision.

■ Exclusively for members:

1. Comprehensive training programs delivered by our partners covering a wide variety of subjects. These are provided by organisations such as YALC, Parkinsons, E-learning, Breakthrough Communications and in house in person councillor training by Norfolk ALC
2. We are also the only accredited CiLCA trainer in Norfolk in collaboration with SLCC, and SALC
3. Advice on HR from our nation-wide HR supplier and giving access to over 2000 templates and documents relating to employment
4. Specialist advice on VAT
5. Advice and guidance from the County, IT, and Finance officers
6. Access to our policy documents and template

Items 3 to 6 are provided at **no extra cost no matter how many times these services are used.**

Our training and IT provision are deliberately priced at a low cost, allowing all councils the opportunity to access that training and support, and we believe it is among the lowest on the open market. We are able to do this because we are a not-for-profit organisation.

Although we often send newsletters to all councils whether members or not, when particular opportunities are sent to Norfolk ALC such as free training, grants, fundraising and employment notices we disseminate those only to members. We continually update our policies and templates to ensure they are current with emerging legislation and employment law changes.

As part of a national ALC, we are the only organisation in Norfolk to have national oversight of our activities. We also have access to legal advice from our national organisation who lobby parliament in seeking advantageous changes for councils in legislation.

Our support for members is for Councils, Councillors, and Clerks.

With the changing face of governance in Norfolk in regard to the **loss of District, Borough, and County Councils**, opportunities for town and parish councils will emerge. It is the position of Norfolk ALC to address these opportunities. A more local and defined targeted approach is needed to deal with demand. This will create more efficient outcomes, benefit more people. Training and finances are key to achieving this, and Norfolk ALC will do everything it can to engage with the Unitaries, make the case for town and parish councils, and provide the training and resources to truly devolve local governance to the first tiers of democratic representation where we feel it will be most effective.

Norfolk ALC will be at the centre of these changes, and we are at present in collaboration with Suffolk and Essex ALCs in developing training programs for councillors with a specific focus on the Unitary Authority governance models.

We also host a variety of organisations under the banner of the [Norfolk Environmental Collaboration](#) which deals with issues such as flooding, biodiversity recovery, and energy, alongside Natural England and the Campaign for Rural England.

Norfolk ALC today is not just an advice centre; it is a proactive organisation dealing with the changing face of local governance across a broad spectrum of sectors. Our mission statement is simple:

Norfolk ALC will provide first class training to councillors and clerks. We offer advice and guidance ensuring compliance and best practice. Norfolk ALC recognises the absolute need for Town and Parish councils, and we will do everything we can to support them.

Suggestions for Assets of Community Value

Suggestions by Cllr. J H Mallen

1. All major open green spaces (Rec, Barkers Lane, Sparhawk Park etc).
2. Sprowston Garden Centre Blue Boar Lane.
3. Churches and Church Halls.
4. Sprowston Senior Citizens Club.
5. White House Farm buildings and outlets.

Other suggestion

- a. Sprowston Cricket Club
- b. Tills Road Green
- c. Foxborough Road Green

Schedule of Park and Play Equipment Requiring Replacement

Park	Observation	Risk Rating	Recommended Action	Cost (very approximate)
Sparhawk	Wet pour is failing on small park and under large unit on large park	Medium	Replace wet pour	£8,000 Large unit only
Sparhawk	Equipment on small park is heavily corroded and ropes are frayed (springy, cone climber, tube music, large and small spinners)	Medium	Equipment needs replacing	£90,000 complete replacement
Sparhawk	Pathways are uneven and creating trip hazards due to protruding tree roots and crumbling concrete	Medium	Re surface pathways	£15,000
Recreation Ground	Bike Track surface is failing. The surface has holes and the users have made a new hill that is eroding the soil on one side, affecting the integrity of the track on the other side	Medium	Re surface bike track	£10,000
Recreation Ground	MUGA - Surface is uneven and the unit is heavily corroded	Medium	Re surface MUGA	£35,000 complete MUGA replacement
Recreation Ground	Swings unit is heavily corroded and the wet pour is failing.	Medium	All swings (cradle and flat) need replacing including structure and surface being replaced with grass matting	£15,000
Recreation Ground	Concrete at back of swings is cracking (ideally should be safety surfacing, ideally grass)	Medium	Replace concrete with grass (complete with swing replacement)	See above
Wilks Farm Drive Lrg	Pick up Sticks unit - Wet pour is failing in various places. Grass matting will not be a viable option due to old equipment underneath.	Medium	Replace wet pour	£10,000
Wills Farm Drive Lrg	Pathways outside play park on the open space are uneven due to tree roots protruding	Medium	Re surface pathways	£4,000
TOTAL				£187,000

Sprowston Recreation Ground Redevelopment Project - Initial Ideas

Objectives:

- 1. To bring public amenities at Sprowston Recreation Gound up to modern standards*
- 2. To improve user safety*
- 3. To provide adequate sanitation facilities for grounds staff*
- 4. To provide increased works and secure storage space for grounds machinery*
- 5. To eliminate reliance on heating oil and offset or eliminate reliance on electricity from the grid*

Funding to be secured from section 106 contributions.

Provide new public toilets

- Minimum: Ladies x1; Gents x1; Gender Neutral x2; Accessible (disabled) x1
- Individual self-contained cubicles (no shared space)
- Design to minimise anti-social behaviour
- Must be vandal resistant
- Easy to clean and repair
- Decommission existing ladies and gents' toilets (remove all dead-legs)
- Decommissioned ladies' toilet could be used as storage for sports clubs / Council

Provide new sanitation facilities for grounds team

- Gents x1; Ladies x1; Gender Neutral x1
- Drying room with drying racks x8, changing benches, lockers x8

New or extended garage / workshop / store for grounds team

- To safely and securely store additional vehicles and equipment
- Metal shed construction similar to existing
- New covered lean-to area
- Maintain space for green waste and skip with lorry access

Pavilion

- Replace toilets inside pavilion
- Rethatch roof (already in hand)

Drainage

- Full drain survey
- Upgrade drains to serve new public toilets, new grounds team rest facilities, thatched pavilion, vehicle wash in works yard

Heating & hot water to site

- Remove heating oil tank, oil boilers and oil pipes to all buildings
- Install alternative heating and hot water provision to office, pavilion (and grounds team rest room if practicable). Could be air source heat pump; ground source heat pump; air conditioning units; other
- Install solar panels to as many rooves as practicable. Include battery storage
- Upgrade electric supply to 3 phase (will also allow installation of EV chargers)

Driveway

- Lay new pedestrian footpath on field-side of driveway planters, so as to separate pedestrians from vehicles. Delete old footpath line markings on drive
- Create hardstanding for a vendor vehicle (food truck, ice cream van, coffee van, etc)
- Reinstate anti-vehicle bollards around perimeter of new hardstanding
- Source and install new "Vehicle access only" signage to main gate

Upgrade pedestrian entrance adjacent library (to be main pedestrian entrance from Recreation Ground Road)

- Source and install new "Pedestrian entrance" signage
- Remove grass edging and extend tarmac footpath to full width
- Remove scaffold barriers and replace with bollards

Sprowston Town Council

Direct Debit Payments

Meeting Date: 27th May 2026

		Barclay Card			
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> BACS
30.04.26	14844360426	Barclay Terminal Monthly Charges	145.04	4.96	150.00
		Barclays Bank Charges			
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> BACS
08.04.26	080426BC	Bank Charges Commission for period from 13.02.26-12.03.26 General Ac	8.50	0.00	8.50
08.04.26	080426BCC	Bank Charges Commission for period from 13.02.26-12.03.26 General Ac	8.50	0.00	8.50
			17.00	0.00	17.00
		British Gas			
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> BACS
21.04.26	14601695	Gas Charges for Diamond Centre for Period 20.02.26 - 20.04.26	6395.08	1279.02	7674.10
20.04.26	17318098	Credit note for Gas charges for the Diamond Centre	-3801.00	-760.20	-4561.20
			2594.08	518.82	3112.90
		Filestream			
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> BACS
13.05.26	INV-8544	File Stream Rented Software for Period 20.05.26-19.06.26	133.54	26.71	160.25
		Norse			
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> BACS
30.04.26	NWS100275621	Parks Waste Disposal at the Recreation ground - Empty Recycle 1100L from 27.03.26 28.04.26	36.00	7.20	43.20
		Novuna			
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> BACS
07.04.26	100/26/000048/Apr26	Repayment for agreement A000383677 Kawasaki Pro DX UTV April 2026	195.00	39.00	234.00
13.04.26	100/26/0002985/Apr2	Repayment for agreement A000429060 Kawasaki Mule Pro DX UTV April 2026	321.00	64.20	385.20
			516.00	103.20	619.20
		Peninsula			
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> BACS
20.04.26	U005604320	Provision of Services in accordance with agreement 653508 - Employment Services, EAP	264.26	0.00	264.26
24.04.26	U005610282	Insurance. Business Safe. online services and EAP IPT - Insurance Premium Tax - IPT Value	20.25	4.05	24.30
		Provision of Services in accordance with agreement 674681 - Online Services - Insurance	284.51	4.05	288.56
		PHS Group			
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> BACS
27.04.26	72126892	Public Toilets at the Rec Sanitary Disposal from 01.06.2026 - 31.08.2026	67.33	13.47	80.80
27.04.26	72126893	The Sparhawk Park WC Sanitary Disposal, for the period of 01.06.26-31.08.26	62.32	12.46	74.78
27.04.26	72126895	Viking Centre Sanitary Disposal, for the period of 01.03.26-31.05.25	27.48	5.50	32.98
15.05.26	72177766	Temporary Fuel Charge for Sparhawk Park period 11.05.26 - 31.08.26	2.36	0.47	2.83
15.05.26	72177049	Temporary Fuel Charge for Diamond Centre period 11.05.26 - 10.10.26	3.22	0.64	3.86
			162.71	32.54	195.25

<u>Invoice Date</u>	<u>Invoice No.</u>	<u>PWLB Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	BACS
11.05.26		PW497743 Loan Repayment for Cemetery Extension	2,657.40	0.00	2,657.40	
11.05.26		PW499162 Loan Repayment for acquisition of Sprowston Diamond Centre	9,409.01	0.00	9,409.01	
11.05.26		PW505463 Loan Repayment for construction of Sprowston Diamond Centre Sports Hall	46,819.22	0.00	46,819.22	
			58,885.63	0.00	58,885.63	
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Sage Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	BACS
01.05.26	GB-01954588	Accounting & Payroll Package 01.05.26-31.05.26	59.00	11.80	70.80	
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>SSE Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	BACS
20.04.26	IV04377940	Electricity supply to the Cemetery for period 01.01.26 - 31.03.26	508.25	25.41	533.66	
20.04.26	IV04377909	Electricity supply to the Sparhawk Park for period 01.01.26-31.03.26	372.91	18.65	391.56	
20.04.26	IV04375745	Electricity supply to the Pavilion for period 01.01.26-31.03.26	3,270.94	654.19	3,925.13	
			4,152.10	698.25	4,850.35	
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Total Energies Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	BACS
12.05.26	413584506/26	Electricity supply to The Diamond Field Flood Lights 01.04.26-30.04.26	34.46	1.72	36.18	
12.05.26	413583989/26	Electricity supply to The Diamond Centre 01.04.26-30.04.26	600.06	120.01	720.07	
			634.52	121.73	756.25	
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Veolia Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	BACS
30.04.26	1000273764	Waste Bin Collections from all sites including Green skip emptying from The Rec	786.27	157.27	943.54	
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Wave - Anglian Water Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>	BACS
29.04.26	16500541	Water charges to the Pavilion for 01.04.26-28.04.26	71.01	0.00	71.01	
03.05.26	16513097	Water charges to the Sparhawk Park for 01.04.26-02.05.26	103.00	0.00	103.00	
09.05.26	16540215	Water charges to the Council Offices for 01.04.26-08.05.26	607.72	0.00	607.72	
09.05.26	16540578	Water charges to the Diamond Centre for 09.04.26-08.05.26	313.43	0.00	313.43	
			1,095.16	-	1,095.16	
						-
		Total Direct Debits	69,501.56	1,686.53	71,188.09	

Sprowston Town Council Invoices To Pay

Meeting Date: 27th May 2026

			<u>Net</u>	<u>VAT</u>	<u>Amount</u>
The Alarm Company					
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>			
15.04.26	76945	Annual Maintenance of Intruder alarms at Sparhawk Park, Council Offices, Pavilion & Diamond Centre	388.00	77.60	465.60
30.04.26	77078	Annual alarm service at the Diamond Centre - Seal standby battery replaced	55.52	11.10	66.62
30.04.26	77076	Alarm service at Sparhawk Park buildings - Seal standby battery replaced	11.03	2.21	13.24
			454.55	90.91	545.46
AC Leigh					
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
30.04.26	I1559050	10 Abloy disk lock pro key cut to code key 61 as per customers key card	145.00	29.00	174.00
Baileys					
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
30.04.26	2948013	4mm Screen topsoil - Dumpy Bag x2	132.00	26.40	158.40
Binder					
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
23.04.26	SI25732112	Cess pit emptying and sewage Disposal at the cemetery	221.50	44.30	265.80
Burlingham					
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
01.05.26	337	62 Lettering Tablet for C, plus 2 additional letters.	77.40	15.48	92.88
01.05.26	335	51 Lettering Tablet for A	75.00	15.00	90.00
01.05.26	336	94 Lettering Tablet for Y	115.80	23.16	138.96
			268.20	53.64	321.84
Collier Turf Care Ltd					
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
29.04.26	241396	Lawn clear Vitax 750ml x 12 and Round up weed killer 5ltr	116.16	23.23	139.39
11.05.26	242043	Dew Switch for Bowls Green, Sprinkler Kit and white line marker paint.	252.18	50.44	302.62
			368.34	73.67	442.01
Colour Print					
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
20.04.26	INV-36196	9000 A4 4pp leaflets Sprowston Matters issue 71 Spring 2026 Newsletter	734.00	0.00	734.00
15.05.26	INV-36300	3000 A5 Sprowston Skatepark Consultation Leaflet	176.72	0.00	176.72
			910.72	0.00	910.72
CPS Fuels					
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
13.05.26	154944	1000LTRS White road Diesel for parks vehicles	1,459.80	291.96	1,751.76
Culligan					
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
15.04.25	CD-24441797	18.9Ltr Water cooler bottled water x 10, 1000 paper cups & Water cooler rental	289.75	57.97	347.72

D Carter Electrical			Net	VAT	Amount
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>			
12.05.26	1075	Check electrical supply from STC streetlight column o/s Sprowston Garden Centre, to supply the Skatepark	150.00	0.00	150.00
Electrical Testing Ltd			Net	VAT	Amount
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>			
02.01.26	68765	Contract for monthly management and maintenance of STC Street Lights - December 2025	617.72	123.54	741.26
05.05.26	70715	Contract for monthly management and maintenance of STC Street Lights - May 2026	617.72	123.54	741.26
			1,235.44	247.08	1,482.52
Ernest Doe			Net	VAT	Amount
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>			
29.04.26	J46865	Iseki Tractor EU26ACZ Contract Maintenance charge, labour and parts	1,078.04	215.61	1,293.65
29.04.26	J46864	John Deer 4066R Service Contract Maintenance charge, labour & parts for tractor	1,598.59	319.73	1,918.32
29.04.26	J46863	Mule EN25OBU Service Contract Maintenance charge, labour & parts for Mule	620.65	124.13	744.78
27.04.26	J46811	Ransomes HR300 Cutter Service Contract Maintenance charge, labour & parts for grass cutter	966.85	193.37	1,160.22
27.04.26	J46812	John Deer 2032R Service Contract Maintenance charge, labour & parts for John Deer tractor	904.88	180.98	1,085.86
30.04.26	J46981	Husqvarna R316ts Service Contract Maintenance charge, labour & parts	732.61	146.53	879.14
			5,901.62	1,180.35	7,081.97
Expenses			Net	VAT	Amount
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>			
31.03.26	EE310326	Travel Expenses to from office to Viking Centre, Diamond Centre and Allotment checks. Various visits throughout November 25 to 12th March 2026	62.70	12.54	75.24
14.05.26	DP140526	Travel Expenses from Office to city (Banking) and back, plus parking at Castle Quarter. Office to Diamond Centre (Cinema) and back	4.67	0.93	5.60
05.03.26	GR050326	2 x Reams A4 Paper for office	5.83	1.17	7.00
			73.20	14.64	87.84
ESPO			Net	VAT	Amount
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>			
20.04.25	8020928	2 boxes 5 reams copier paper	43.60	8.72	52.32
Flameskill			Net	VAT	Amount
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>			
10.04.26	505799	Inspection & Test Alarm & Emergency Lighting at the Diamond Centre	454.50	90.90	545.40
Forethought			Net	VAT	Amount
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>			
27.04.26	14772	8994 Sprowston Parish Magazines Distribution	404.73	80.95	485.68
Huws Gray			Net	VAT	Amount
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>			
15.04.26	IN232247	6 x bags of MOT Type 1	348.00	69.60	417.60

Heritage			Net	VAT	Amount
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>			
31.03.26	INV-931240	Supplies for March. Toilet roll and hand towels	110.84	22.17	133.01
05.05.26	INV-931295	Daily Care Taking and Cleaning at The Viking Centre	2,138.50	427.70	2,566.20
05.05.26	INV-931297	To lock and unlock STC Cemetery Gate in May 2026	458.25	91.65	549.90
05.05.26	INV-931288	Daily Care Taking and Cleaning to STC Premises	8,503.04	1,700.61	10,203.65
01.04.26	INV-931219	Daily Care Taking and Cleaning to The Diamond Centre and STC Premises 7x days per week	8,503.04	1,700.61	10,203.65
01.04.26	INV-931226	Daily Care Taking and Cleaning Services at The Viking Centre 7x days per week	2,138.50	427.70	2,566.20
01.04.26	INV-931228	Care Taking Services to The Cemetery Gates and recreation ground	458.25	91.65	549.90
			22,310.42	4,462.09	26,772.51
Howardson Group Ltd			Net	VAT	Amount
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>			
14.05.26	169813	Brake Band, cable, spring and chain case for groundmen mower	188.16	37.63	225.79
HVW Ltd			Net	VAT	Amount
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>			
18.05.26	19777	Weather proof clothing and footwear for groundsmen (Annual order)	1,234.83	246.96	1,481.79
Intouch			Net	VAT	Amount
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>			
16.04.26	821068	Apr2026 sip trunk - 84431357, Mar 2026 call charges	30.56	6.11	36.67
25.04.26	821363	avg cloud care renewal x 9 licenses 25.04.26-25.05.26	13.05	2.61	15.66
10.02.26	817614	WISP 10.02.26-09.03.26 - wisp206202 - its fibre ttb ftp 900/115	78.00	15.60	93.60
10.05.26	822212	WISP 206202 - itsfibre broadband covers 10.05.26-09.06.26	78.00	15.60	93.60
08.05.26	822168	Server backup 18.05.26-18.06.26	52.68	10.54	63.22
01.05.26	821543	Itswisp10080 - business superfast 12 covers 01.05.26-31.05.26	161.20	32.24	193.44
01.05.26	821542	itswisp10483 - business advanced 12 covers 01.05.26-31.05.26	53.70	10.74	64.44
02.05.26	822055	26x hosted exchange plus 6 x extra data 01.06.26-01.07.26	194.64	38.93	233.57
			661.83	132.37	794.20
Maltaward			Net	VAT	Amount
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>			
30.04.26	159060	Hire costs for 4M Concrete barriers, padlock, key safe at the Rec Ground Edwards Road vehicle entrance	567.86	113.58	681.44
Monarch Sign			Net	VAT	Amount
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>			
29.04.26	INV-18336	1 x Front of workshop health & safety sign	78.00	15.60	93.60
10.05.26	INV-18362	1 x ACM signs as previous order	60.00	12.00	72.00
			138.00	27.60	165.60

		Moviola			
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
16.04.26	251532	For supply of film 'The Choral' April 2026	93.84	17.01	110.85
13.05.26	251700	For supply of film 'Hamnet' May 2026	97.76	17.79	115.55
			191.60	34.80	226.40
		Norfolk Association of Local Councils			
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
04.05.26	3022	Annual Subscriptions Norfolk ALC Membership Fee	2,368.13	0.00	2,368.13
		Norfolk Drain Services Ltd			
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
05.05.26	3984	Cleared blocked urinals and drains at The Diamond Centre	190.00	38.00	228.00
		Norfolk Electrical & Testing			
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
28.04.26	101330	Diamond Centre - Repair sports hall window	85.00	17.00	102.00
		OLP Online Playgrounds T/A Fenland Leisure Products Ltd			
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
16.05.26	SI-00000839	Renew zip wire at Sparhawk park	842.00	168.40	1,010.40
		Pear Technology			
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
30.04.26	199	1 year Maplink Technology Support	230.00	46.00	276.00
		PJ Plumbing			
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
14.04.26	PJI/26446	Repair leaking toilet in ladies central toilet block at The Diamond Centre	93.45	18.69	112.14
14.04.26	PJI/25872	Adjust and reset water heater under sink in men's toilets at Sparhawk Park due to water temperature issues	38.50	7.70	46.20
20.04.26	PJI/26461	Replace valve in shower in The Pavilion Changing rooms	206.99	41.40	248.39
			338.94	67.79	406.73
		Richard Powell			
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
15.04.26	71	Design of No 71st edition Sprowston Matters parish newsletter and social media graphic,	100.00	0.00	100.00
		SLCC			
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
20.05.26	MEM259468-1	GR Joining and Membership fee.	530.00	0.00	530.00
		Sharp			
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
13.05.26	8073867593	Photocopies and Rental	59.48	11.90	71.38
		Turners Tyres			
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
02.02.26	INV-13942	Replacement x 2 front tyres for Groundsmen's mule	212.50	42.50	255.00

Total Energies		
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>
10.03.26	407976838/26	Electricity supply to Street Lights for Period 01.02.26-28.02.26
14.04.26	411201103/26	Electricity supply to Street Lights for Period 01.03.26-31.03.26
12.05.26	413595253/26	Electricity supply to Street Lights for Period 01.04.26-30.04.26

<u>Net</u>	<u>VAT</u>	<u>Amount</u>
1,890.57	378.11	2,268.68
1,029.67	205.93	1,235.60
822.91	164.58	987.49
3,743.15	748.62	4,491.77

TOTAL OF INVOICES

46,852.85	8,555.33	55,408.18	Trf 68
------------------	-----------------	------------------	--------

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

38,000.00 Trf 69

.....
Councillor Councillor

.....
Town Clerk

Sprowston Town Council**Invoice Payments Made****Meeting Date: 27th May 2026**

		Multimatts			
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
23.04.26	INVM4552	Euro Trak - Heavy duty ground guard for cemetery half mat 2.4m x 0.6m x 15mm 22kg x 12.00	748.00	149.60	897.60
		Norwich Camping & Leisure			
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
15.04.26	24825	5 x Mahogany 4ft Benches for the Cemetery	1,066.67	213.33	1,280.00
		Rachel Leggett			
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
25.03.26	202526-SprowstonNP-003	8 3/4 Days work (as outlined in proposal for Sprowston and Beeston St Andrew for stage 3) plus £73.80 mileage expenses	3,573.80	0.00	3,573.80
		Street Solutions UK			
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
09.04.2026	42281	Men at Work with Grass cutting plate road signs and 8 cones	267.37	53.48	320.85
		Tudor Printing			
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
07.04.26	INV-2348	Brass engraved sign for The Viking Centre x 2	505.00	101.00	606.00
Total Invoices paid			6,160.84	517.41	6,678.25

.....
Councillor.....
Councillor.....
Town Clerk

Sprowston Town Council

Barclaycard Payments

Meeting Date:

27th May 2026

April 2026 Statement for March 2026 Purchases

<u>1 Invoice Date</u>	<u>Invoice No./Order no.</u>	<u>Detail</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
02.04.26	1877565	Newitts.com - Badminton Net for Diamond Centre Sports Hall	67.19	13.44	80.63
<u>2 Invoice Date</u>	<u>Invoice No./Order no.</u>	<u>Detail</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
04.04.26	IEE2026006276656	Adobe - Service Term 04.04.26-03.05.26	17.37	0.00	17.37
<u>3 Invoice Date</u>	<u>Invoice No./Order no.</u>	<u>Detail</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
09.04.26	GB636Z7IABI	Amazon Marketing - Plastic Garden Bag - Groundmen	33.24	6.64	39.88
<u>4 Invoice Date</u>	<u>Invoice No./Order no.</u>	<u>Detail</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
15.04.26	1-1-3721-12870	Progress Fuels - Fuel for Parks Vehicles	99.91	19.98	119.89
<u>5 Invoice Date</u>	<u>Invoice No./Order no.</u>	<u>Detail</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
15.04.26	INV350204274	Zoom.com - Workplace pro Annual charge 16.04.26-15.04.27	139.90	27.98	167.88
<u>6 Invoice Date</u>	<u>Invoice No./Order no.</u>	<u>Detail</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
16.04.26	GB63J6UHABEI	Amazon Marketing - Plastic out door water tap valve with hose.	12.29	2.46	14.75
<u>7 Invoice Date</u>	<u>Invoice No./Order no.</u>	<u>Detail</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
20.04.26	GB63TIZSABEI	Amazon Marketing - Large office wall clock - Diamond Centre Beryl Reed Sports Hall	14.98	2.99	17.97
<u>8 Invoice Date</u>	<u>Invoice No./Order no.</u>	<u>Detail</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
28.04.26	GB63VBCABEI	Amazon Marketing - Anti skid door stops for Viking Centre - Ragnar Hall	9.98	1.99	11.97
<u>9 Invoice Date</u>	<u>Invoice No./Order no.</u>	<u>Detail</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
29.04.26	GB63VIN8ABEI	Amazon Marketing - 6 Meter Stainless Steel heavy duty chain for cemetery & Padlock bars for Bowls pavilion	26.30	5.26	31.56
<u>10 Invoice Date</u>	<u>Invoice No./Order no.</u>	<u>Detail</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
29.04.26	1-1-3735-22944	Progress Fuels - Fuel for Parks Vehicles	113.88	22.77	136.65
<u>11 Invoice Date</u>	<u>Invoice No./Order no.</u>	<u>Detail</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
29.04.26	GB63UXPLABEI	Amazon Marketing - Multipurpose contact adhesive for groundsmen	5.35	1.07	6.42
<u>12 Invoice Date</u>	<u>Invoice No./Order no.</u>	<u>Detail</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
30.04.26	335571	Bookers (Makro) - Hot chocolate & Coffee and bin bags for Diamond Centre	73.96	5.40	79.36
<u>13 Invoice Date</u>	<u>Invoice No./Order no.</u>	<u>Detail</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
30.04.26	GB63WROXABEI	Amazon Marketing - 6 x Snoods & UV Sleeves for groundsmen	37.62	5.65	43.27
			651.97	115.63	767.60