



NOTICE OF MEETING
AND SUMMONS TO ATTEND

**The meeting of Sprowston Town Council will be held on Wednesday 29 July 2026
in the Council Chamber Recreation Ground Road Sprowston NR7 8EW at 7.30pm**

AGENDA

Item No.

1. To receive declarations of interest.
2. To receive apologies for absence.
3. To adjourn the meeting to allow members of the public and Councillors with prejudicial interests to speak. (Speakers' names will appear on public record).
4. To confirm the minutes of the Council meeting held 8 July 2026. Pages 1 - 9
5. To agree action/response arising from the minutes.
6. To receive correspondence and consider a response:
(1) Confirmation of Change of Official Address - 39, Egyptian Goose Road. Page 10
7. To receive any written/verbal reports from Sprowston County and District Councillors.
8. To consider a Request to Support Installation of Verge Posts Outside 60, Lone Barn Road. Page 11
9. To consider an Extension of Recreation Ground Road Play Area. Pages 12 - 13
10. To receive the Fete 2026 Estimated Income and expenditure. Page 14
11. To receive the report of the Town Clerk. Pages 15 - 16
12. To receive any written/verbal reports from the Council's Committees and Working Groups:
(1) Neighbourhood Plan Review Working Group.
(2) Recreational Facilities Working Group (Minutes of meetings held 12 May 2026 and 9 June 2026 enclosed).
(3) Skatepark Working Group.
13. Adjourn the meeting for a short break.
14. To receive any written and verbal reports from Councillors representing the Council on or at outside organisations. Pages 17 - 18
(1) Report from Councillor Couzens.
(2) Airport Consultative Committee.
(3) NALC.
(4) Sprowston Heritage.
15. To consider planning applications to 29 July 2026. Page 19
16. To receive planning decisions from weeks ending 3, 10 and 17 July 2026. Pages 20 - 21
17. To receive the schedule of direct debits. Pages 22 - 23
18. To confirm the payment of accounts to 29 July 2026.
(1) Invoices to pay. Pages 24 - 26
(2) Invoices payments made. Page 27
19. To receive the schedule of credit card payments: Page 28

20. Annual Governance and Accountability Return (AGAR) for Financial Year 2025-26 (ending 31 March 2026)
To review, consider and approve:
(1) AGAR Section 1 - Annual Governance Statement 2025-2026. Pages 29 - 30
(2) AGAR Section 2 - Accounting Statements 2025-2026. Pages 31 - 32
21. 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.
22. To receive planning enforcement:
(1) List of current cases. Page 33
(2) List of closed cases. Page 34



Guy Ranaweera
Town Clerk

23 July 2026

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 8 July 2026 at the Council Chamber, Recreation Ground Road, Sprowston commencing 7.30pm.

Councillors (Cllrs.) Present: J Leggett (Chairman)

M A Booth	-	J H Mallen
S D Booth	-	J Norman
M G Callam	-	H W Tarlton
D Coleman	-	A R Tipple
R H Tovell		

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

In Attendance: Norfolk County Councillor Stephen Bailey

Members of the Public: One member of the public was present

26/140. DECLARATIONS OF DISCLOSABLE PECUNIARY AND OTHER INTERESTS

No declarations of disclosable or pecuniary interests were received.

26/141. APOLOGIES FOR ABSENCE

Written apologies for absence were received from Cllrs. B Baby, W F Couzens, A L Parker and E H Tovell.

26/142. RESIDENTS' AND COUNCILLORS' QUESTIONS

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

There were no residents' or councillors' questions.

The meeting was reconvened.

26/143. MINUTES

The Minutes of the Council's meeting held on 10 June 2026 having previously been circulated to all Councillors were confirmed and signed by the Chair of the Council.

26/144. ACTION FROM MINUTES

(1) EV Chargers

Referring to Minute 26/129 (1), Cllr. J Leggett asked if the member local highways grant had been received from Norfolk County Council (NCC). The Town Clerk replied that following enquires he had been informed the grant had been used for another project.

(2) S106

Responding to a question from Cllr. J H Mallen, Cllr. M A Booth explained he had met with District Council S106 officers and Steve Peet. They had assured him ideas were simply being explored with regard to the swimming pool and fitness centre at Sprowston Academy and confirmed the suggested works at Sprowston Recreation Ground would qualify as a community project. Cllr. Booth to arrange a meeting with the Academy representatives, Town Councillors and District Councillors to discuss viability of a refurbished swimming pool and new fitness centre.

Cllr. A R Tipple commented on CIL monies generated from development at Rackheath and Beeston Park being pulled together to provide a leisure centre at Rackheath. Cllr. M A Booth said there would be little S106 funding from Beeston Park as he had been led to believe S106 monies would be used by the Land Trust to maintain play areas and open spaces. He would confirm this with District Council officers.

The Town Clerk reported that Steve Peet had advised him provision of a leisure centre at Rackheath was 10 years away and the District Council were looking to provide facilities much sooner.

26/145. POLICE UPDATE

Council noted the incidences of crime and anti-social behaviour recorded from March 2026 to May 2026. Cllr. M G Callam said it was not helpful having Sprowston figures merged with another parish. He felt it would be useful to identify which statistics related to each parish.

The Town Clerk referred Council to an on-line map indicating the approximate location of each incidence of crime.

Cllr. J Leggett reported the next Neighbourhood Policing priorities will be Anti-social behaviour, with a focus on parks and open spaces and vehicle nuisance.

26/146. CORRESPONDENCE

(1) Greater Norwich Local Plan (GNLP) 204 Notice of Intention to commence Plan Making

Council noted the Greater Norwich local Plan (GNLP) 204 Notice of Intention to commence Plan Making.

(2) Greater Norwich Local Plan (GNLP) Call for Sites

26/146. CORRESPONDENCE (CONTINUED)

Council noted the Greater Norwich Local Plan (GNLP) Call for Sites.

26/147. REPORTS FROM COUNTY AND DISTRICT COUNCILLORS

Norfolk County Councillor Stephen Bailey submitted a written report which was circulated at the meeting.

Responding to a Councillors question Cllr. Bailey confirmed the £11,000 "Member Local Highways Fund" for small scale, local projects had been withdrawn and redirected to general highways maintenance.

There was a robust discussion on library policy changes relating to the LBGT community with Town Councillors expressing their disagreement with the changes.

District Cllr. A R Tipple reported on changes to the planning structure for large-scale developments, which in future will include trigger points. This will see applications returned to committee moving responsibility away from officers, and ensure infrastructure is implemented earlier.

26/148. REPORT OF THE TOWN CLERK

COMMUNITY BUILDINGS, ALLOTMENTS, PARKS AND OPEN SPACES

1.1 Grass Seed and Dogs at Sprowston Recreation Ground

Having considered the Town Clerk's report, it was **RESOLVED**:

- (1) Not to make any changes to the maintenance regime currently in place on Sprowston Recreation Ground.
- (2) To publicise the potential of long grass and seed heads being present in the informal areas of the park.

1.2 Summer Fete 11 July 2026

- Cllr. J Norman volunteered to assist at the summer fete from 1.00pm;
- Publicity included posters erected across the parish, all local schools informed, advertising at Tesco's, banners and Just Sprowston;
- NCC Cllr. S Bailey offered to deliver letters to residents of Recreation Ground Road on behalf of the Council;
- Cllr. J H Mallen offered to put up additional posters around the parish.

CEMETERY

2.1 Travellers in Sprowston

26/148. REPORT OF THE TOWN CLERK (CONTINUED)

Further to his written report the Town Clerk added he would not be opening the Edwards Road gates at Sprowston Recreation Ground until a new height restriction barrier had been fitted to replace the damaged barrier.

STREET LIGHTING

3.1 No matters to report

CENTRAL ADMINISTRATION AND PERSONNEL

4.1 No matters to report

PLANNING AND TRANSPORTATION

5.1. No matters to report

ATTACHMENTS

6.1 None

26/149. REPORTS FROM COUNCIL'S COMMITTEES AND WORKING GROUPS

(1) Neighbourhood Plan Review Working Group (NPRWG)

It was noted Cllr. W F Couzens report referred to the next meeting of the NPRWG which is to be held on Monday 13 July 2026.

(2) Recreational Facilities Working Group (RFWG)

Cllr. J Leggett reported Minutes of the meetings held on 9 June 2026 and 12 May 2026 would be circulated. The next meeting will be held on 21 July 2026.

Cllr. D Coleman noted Persimmon Homes had confirmed a ROSPA inspection had been carried out at White House Farm phase 1 which had identified some issues with the play equipment and contractors have been contacted for remedial works to be completed.

(3) Skatepark Working Group

Council noted feedback from the public consultation held on 28 May 2026 at Sprowston Sports and Social Club. The Town Clerk advised he had a technical meeting programmed with Betongpark and Bidwells followed by a further meeting with the steering group.

26/150. 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.

26/150. REPORTS FROM COUNCILLORS REPRESENTING THE COUNCIL ON OR AT OUTSIDE ORGANISATIONS (CONTINUED)

(2) Airport Consultative Committee

The next meeting will be held on 22 July 2026.

(3) Sprowston Heritage Group

Cllr. S D Booth reported monthly meetings were now being held on the last Thursday of the month with a guest speaker.

Cllr. H W Tarlton praised the hard work of volunteers who were doing an excellent job of organising, categorising and scanning all the historical data.

(4) NALC

Cllr. J Leggett mentioned it was NALC's intention to make it easier for Chairs and Vice-Chairs to access their website.

26/151. 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:

2026/1198 - variation of condition 2 to increase size of consented planning permission 205/1556 (which consented to single storey rear extension) date of decision 01/07/2025 at 112, Moore Avenue, Sprowston.

2026/1454 - side dormer extension at 75, Proctor Road, Sprowston.

(b) whilst not opposed to planning application 2026/1624 - reserved matters application for appearance, scale, landscaping and layout following Outline Planning Permission 20161058 (as varied by 2024/1794), for Phase 1 (Parcel Ai) comprising 12 dwellings and associated works including landscaping and associated infrastructure at Land between Saint Faiths Road and Buxton Road Old Catton Norfolk, Council commented as follows:

- The application should be correctly addressed. The 12 dwellings referred to are located adjacent the St. Faiths Road in the parish of Old Catton not the North Walsham Road in Sprowston.
- Such mislabelling could preclude residents affected by the proposed development from commenting as they will be unaware of the actual location the application refers to.

26/151. PLANNING (CONTINUED)

- Concern was expressed as to the likelihood of severe disruption during building works as there is no adequate route for construction traffic.
- Please ensure Old Catton Parish Council have been consulted on this if they have not been already.

(c) to oppose the granting of planning application 2026/1636 - proposed single storey flat roof rear extension and loft conversion with rear dormer and Juliet balcony at 41, Moore Avenue, Sprowston on the grounds that it is an unneighbourly form of development. The Juliet balcony would overlook the rear gardens of adjacent properties and impinge on the occupant's privacy.

26/152. PLANNING DECISIONS

Council noted the planning decisions for weeks ending 5 June 2026, 12 June 2026, 19 June 2026 and 26 June 2026.

26/153. SCHEDULE OF DIRECT DEBIT PAYMENTS

The Town Clerk and Responsible Financial Officer presented the schedule of direct debits totalling £11,026.96 explaining:

Invoice 10/26/000048/June 26 - Novuna is a payment agreement instalment for a leased Kawasaki utility vehicle.

Invoices.16630946 to 16691106 - Wave (Anglian Water) are as expected however another water metre is required at Sprowston Recreation Ground to ensure waste water charges are not incurred.

The schedule of direct debit payments to 8 July 2026 totalling £11,026.96 was approved and noted.

26/154. PAYMENT OF ACCOUNTS

(1) Invoices to pay 8 July 2026

The Town Clerk and Responsible Financial Officer presented the schedule of invoices to pay to 8 July 2026 totalling £43,984.71 advising:

Invoice CROWN240626 - Crown Tree Services were engaged as a climber was required to remove high branches. Grounds staff are only permitted to chainsaw tree branches which can be reached from the ground.

Invoice 70866 - Electrical Testing Ltd stemmed from a contractor delivering to Sprowston Junior School reversing into to a streetlight column. A reimbursement is expected from the contractor.

Invoices J47546 to J47625 - Ernest Doe were repairs to an aging Tractor.

26/154. PAYMENT OF ACCOUNTS (CONTINUED)

On the motion of Cllr. M A Booth, seconded by Cllr. M G Callam it was **RESOLVED** that payment of the schedule of invoices to pay to 8 July 2026 totalling £43,984.71 be approved.

(2) Invoices Paid to 8 July 2026

The Town Clerk and Responsible Financial Officer presented the schedule of invoices paid to 8 July 2026 totalling £3,535.68.

On the motion of Cllr. H W Tarlton, seconded by Cllr. M A Booth it was **RESOLVED** that payment of the schedule of invoices paid to 8 July 2026 totalling £3,535.68 be approved.

26/155. SCHEDULE OF CREDIT CARD PAYMENTS - 8 JULY 2026

The schedule of credit card payments to 8 July 2026 totalling £375.80 was approved and noted.

26/156. INTERNAL AUDITOR'S FINAL AUDIT REPORT FOR FINANCIAL YEAR 2025/2026 (ENDING 31 MARCH 2026)

Council reviewed the Internal Audit report 2025/26 and Audit findings.

Cllr. H W Tarlton questioned if "only Council-provided email addresses for Councillors should be listed on the Council's website" was really necessary to comply with GDPR.

The Town Clerk observed it was only a recommendation.

Referring to the Auditor's expectation to see more checking of financial performance compared to budget throughout the year the Town Clerk felt this referred to the Chairman's quarterly checks which will now be completed monthly.

The debt mentioned under E: INCOME refers to the Viking Centre.

After due consideration, it was **RESOLVED** to accept the Internal Audit report 2025/26

26/157. ANNUAL GOVERNANCE AND ACCOUNTBILITY RETURN FOR FINANCIAL YEAR 2025-26 (ENDING 31 MARCH 2026)

The Town Clerk reiterated the difficulties with reconciliation between box 7 and box 8, with an error of £73K. He advised the Internal Auditor had been unable to find the anomaly and was of the opinion there is an accounting error.

Cllr. J H Mallen is currently looking for the discrepancy.

Council is required to submit an AGAR although will not meet the statutory deadline of 1 July 2026.

The Internal Auditor recommends submitting the AGAR with a variance and an explanation.

26/157. ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN FOR FINANCIAL YEAR 2025-26 (ENDING 31 MARCH 2026) (CONTINUED)

The Council has two options:

- (1) Submit the AGAR with box 7 and 8 unreconciled and an explanation.
- (2) Wait until the meeting of 29.07.26 whilst trying to find the anomaly, leaving two days to submit.

Cllr. J H Mallen explained he had looked at the AGAR and was confident there is no loss of money and agreed with the internal auditor that it is an accounting error. He noted the spreadsheet underpinning the figures was created years ago, given the many changes having taken place since then he was of the opinion the spreadsheet was now capturing incorrect data.

He had split the AGAR into four quarters and reviewed quarter one. This had taken 7 hours of Councillor and officer time.

He suggested the new accounting system should be made a priority.

Responding to a Councillor's question the Town Clerk said there would be no impact on the Council's ability to fulfil services or duties if the AGAR is submitted unreconciled. However, there will be an impact on the Council's reputation and residents' perception.

Following further discussion Cllr. M G Callam proposed, seconded by Cllr. D Coleman to submit the AGAR with anomalies and an explanation; and to make implementation of the new accounting system for financial year 2026-2027 a major priority.

Cllr. H W Tarlton proposed, seconded by Cllr. A R Tipple submitting the AGAR after the Council meeting to be held on 29 July 2026 and by the 31 July 2026, prioritise the new accounting system and pay an expert to review the accounts with a maximum budget of £5,000 for this purpose.

The first proposal was put to the vote and LOST

The second proposal was put to the vote and CARRIED

26/158. AUDITOR'S LETTER FOR PROPOSED AUDIT IN FINANCIAL YEAR 2026-27

RESOLVED to appoint Dr. Jimmy Miller as Council's Internal Auditor for 2026/27 at a total cost of £1,550 plus VAT.

26/159. EXCLUSION OF PRESS AND PUBLIC

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

26/160. VIKING CENTRE SIGN POST AND FRAME

Council considered two quotations for the manufacture and installation of a sign post and frame at the Viking Centre. Following debate, it was **RESOLVED** to accept the quotation from K. Rackham & Son Engineering Ltd at a total cost of £3,192.45 plus VAT.

26/161. HEIGHT RESTRICTION BARRIERS AT THE DIAMOND FIELD AND CHURCH LANE CAR PARK

Council considered two quotations for the installation of height restriction barriers at the Diamond Field and Church Lane car parks. Following debate, it was **RESOLVED** to accept the quotation from Rhino at a total cost of £3,075.00 plus VAT.

26/162. SPROWSTON RECREATION GROUND FACILITIES REDEVELOPMENT

Council considered the Recreation Ground toilet block and maintenance shed extension fee proposal and scope of works from Bidwells. Following debate, it was **RESOLVED** to accept the fee proposal summary at a total cost of £4,900.00 plus VAT.

26/163. PLANNING ENFORCEMENT

(1) Current Enforcement Cases

Council noted the list of current planning enforcement cases.

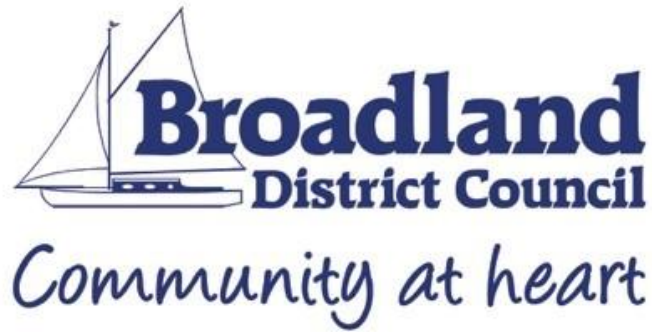
(2) Closed Enforcement Cases

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 9.45pm.

29 July 2026

Chair



Confirmation of a Change of an Official Address

THIS IS TO CONFIRM that the following official property address was changed:

FROM:

**39 Egyptian Goose Road
Sprowston
NORWICH
NR7 8FN**

TO:

**The Anchorage
39 Egyptian Goose Road
Sprowston
NORWICH
NR7 8FN**

Dated: 20 July 2026

Broadland District Council, Street Naming and Numbering:
streetnaming.bdc@southnorfolkandbroadland.gov.uk

www.southnorfolkandbroadland.gov.uk

Request to install verge posts outside 60 Lone Barn Road, Sprowston.

← 60 Lone Barn Rd, Plan View



60 Lone Barn Rd, Street View →



Sprowston Town Council – 29th July 2026

Sprowston Recreation Ground – Subdivision of Decommissioned Tennis Courts to Extend Existing Children's Play Area and Create an Enclosed Area for a Cricket Practice Net and Storage of Sight Screens

Norfolk Bystanders Cricket Club have now been based at Sprowston Recreation Ground for three years. Over that time the club has grown in membership and scope; expanding with new women's and girls' teams and entering into higher level competitions. To support and facilitate this growth, the club has purchased a pair of sight screens and a practice net. I have agreed that these substantial pieces of equipment maybe stored temporally on the Recreation Ground, but in the long run they require a more suitable, permanent home. Ideally the practice net would be set up over an artificial strip to enable batting and bowling practice.

As previously discussed, subdivision of the pair of old decommissioned grass tennis courts (adjacent the hard courts at the Recreation Ground Road-end) will fulfil this requirement whilst also allowing much needed expansion of the children's play area (see **Plan of Decommissioned Tennis Courts**, below).

The slightly larger part of the subdivided decommissioned grass courts would be given over to storage of the cricket club's sight screens and practice net. This would require installation of double gates to accommodate those items. The cricket club have agreed to pay the large majority of this cost (£3,000). Because the Council will retain ownership and control of the new gate and because the new gate will help reduce maintenance time by virtue of allowing a ride-on mower to access the area, I am content to meet the balance of the cost (approx. £700) from our existing Parks fencing budget.

The remaining slightly smaller part of the subdivided court space (immediately adjacent the existing play area) would be opened up and incorporated into the children's play area. This requires the following works:

- Removal of the existing fence separating the decommission courts from the children's play area (green zig-zags shown on **Plan of Decommissioned Tennis Courts**, below).
- Removal of all below-surface concrete and fixings etc from the removed existing dividing fence to ensure safe ground conditions.
- Installation of a new dividing fence (upgraded specification) on a new line (blue dots) to create a new 'cricket area' and separately extend the existing play area.

I have obtained a quotation from G&G Fencing for the above works, as follows:

Decommissioned Tennis Courts - Play Area Extension

48.7 metres: Take down existing chain link fencing, removing all post stumps and concrete surrounds and dispose of.

1nr: Supply concrete and re-install existing end post and strut, concreted in ground and re-connect existing chain link fencing.

34.4 metres: Supply and erect 3.0m high Green RAL6005 twin wire weld mesh fencing comprising of 8/6/8 twin wire weld mesh panel, fixed with clamp bars and bolts to RHS posts, concreted in ground at 2.52m centres max.

For the Sum of £ 5,940.00 + vat

Plan of Decommissioned Tennis Courts



Sprowston Town Council Decision Requested:

- ❖ ***To agree fencing works to extend the Recreation Ground play area for the sum of £5,940.00 + VAT, to be funded from section 106, or CIL as may be available.***

EXPENDITURE (ESTIMATED 2026)

Supplier	Item	NET cost	VAT	GROSS cost	Notes
Equipment & Services Hire					
Luna Stretch Tent hire	Stretch tent 10m x 15m (for music tent, beer & rain)	£1,768.14	£353.62	£2,121.76	
Newmans Marquee	Three marquees: 9x6, 6x6 (roof only), 6x3 (roof only)	£1,378.75	£0.00	£1,378.75	
Elite Banquet Hire	250 Chairs, 50 rnd tables, 5 tressle tables	£853.75	£170.75	£1,024.50	
Brandon Tool Hire	Hire of 10Kva & 3.4 Kva generators, fence panels, power packs etc	£1,483.30	£296.66	£1,779.96	
PA Hire Norwich	PA systems x2 (at least 2 speakers for arena)	£835.00	£167.00	£1,002.00	
Toilets+	Toilets: 3 standard, 3 disabled, 1 urinal block	£925.00	£185.00	£1,110.00	
NORSE	2x Extra 1100ltr waste bin, 1 x 1100ltr recycling bin	£400.00	£80.00	£480.00	estimate
VTS Event Medical	First Aid cover	£750.00	£0.00	£750.00	
Hire Costs Subtotal		£8,393.94	£1,253.03	£9,646.97	
Staffing					
STC staff overtime	Staff (including estimate of ER pension and ER NI conts.)	£3,328.00	£0.00	£3,328.00	estimate
Heritage caretaking	Caretaking cover	£200.00	£40.00	£240.00	estimate
Staffing Costs Subtotal		£3,528.00	£40.00	£3,568.00	
Licensing and Insurance Costs					
BDC / UK gov	Temporary Event Notice	£21.00	£0.00	£21.00	
PPL / PRS	Music Licence	£647.79	£129.56	£777.35	2027 reduce by approx. £300
Zurich	Insurance for inflatable supervisors/volunteers	n/a	n/a	n/a	
TBC	Cancellation insurance cover	n/a	n/a	n/a	
Licensing and Insurance Subtotal		£668.79	£129.56	£798.35	
Equipment & Advertising Purchase					
Just Sprowston Magazine	Full page advert for fete in June issue	£210.00	£42.00	£252.00	
Sprowston Academy	Advert in school play programme	£50.00	£0.00	£50.00	
Mower signs	Advertising banners x5	£160.00		£160.00	estimate
Assorted	Cable ties, clippers	£50.00		£50.00	estimate
Protect Direct Sales	220m rope, bumble pins	£200.00		£200.00	estimate
	Generator splitter leads, cable mats	£300.00	£60.00	£360.00	estimate
Amazon	Gazebos / tent	£325.00		£325.00	estimate
Equipment Purchases Subtotal		£1,295.00	£102.00	£1,397.00	
Free Activities / Entertainers (free to public)					
Fool Hardy Circus	Big top, show, circus workshop, stilt walker (x5 fools)	Included in show	n/a	n/a	
Bills Mills Inflatables	3x adult, 1x toddler inflatables, +2 staff	£880.00	£0.00	£880.00	Needs 2x 10kva generators
Dinosaurs and Dragons	Gazebo display and wandering performers	£700.00	£0.00	£700.00	
Creation Station	Art and craft activities	£300.00	£0.00	£300.00	
Combat Paintball	Laser Tag and Laser Clays	£625.00	£125.00	£750.00	
Gaming Parties 2 U	Gaming Van	£330.00	£0.00	£330.00	Needs electric/ generator
SYEP		£0.00	£0.00	£0.00	Lend generator
Norfolk Police		£0.00	£0.00	£0.00	
Norfolk Fire and Rescue		£0.00	£0.00	£0.00	
Norfolk Bystander Cricket Club		£0.00	£0.00	£0.00	
Free Activities / Entertainers Subtotal		£2,835.00	£125.00	£2,960.00	
Music bands (free to public)					
	Bands 1 Lee Vasey Band, Foreign Locals	£1,200.00	£0.00	£1,200.00	Needs sound system
Music Subtotal		£1,200.00	£0.00	£1,200.00	
Arena Acts (free to public)					
	Arena Act 1 - Foolhardy Circus (<i>see also free activities</i>)	£2,700.00	£0.00	£2,700.00	
	Arena Act 2 - The Great Komodo Danger Show	n/a	n/a	n/a	
	Arena Act 3 - Ken Do Different	n/a	n/a	n/a	
Arena Subtotal		£2,700.00	£0.00	£2,700.00	
Expenditure Total		£20,620.73	£1,649.59	£22,270.32	
2026 budget = £21,500 (net)					
INCOME 2026 (ESTIMATED)					
Income					
Income from stalls (charities @ free, stalls @ £15, caterers @ £20)		£290.00			
Sponsorship		£0.00			
Income from funfair (10% of profits)		£320.00			
Beer Tent (10% of profits)		£342.00	awaited		
Income Total		£952.00	Estimated		
Grand Total Expenditure after Income 2026 (ESTIMATED)		£19,668.73	Estimated		

COUNCIL MEETING – 29 July 2026

Report of the Town Clerk

COMMUNITY BUILDINGS, ALLOTMENTS, PARKS AND OPEN SPACES

1.1 The Diamond Centre – Broadland District Council School Uniform Swap

I have agreed for BDC to use the Diamond Centre to host a clothing rail for its Summer School Uniform Swap programme. The swap will run from 21 July to 3 September 2026. BDC will promote it through local schools and social media. We shall also assist with promotion.

1.2 The Viking Centre – Nomination at the Building Awards 2026

The Viking Centre has been nominated as a finalist in the 'Delivering Social Value Award' category at the prestigious Building Awards 2026. Results will be announced on 3rd November at the Grosvenor House Hotel.

1.3 The Viking Centre – Polling Station

On Thursday 7th July, Broadland District Council used the Torben Room at the Viking Centre as polling station for the County Council's Old Catton Division by-election and the Police and Crime Commissioner election. Speaking with the presiding officer; they were pleased with the room and felt it was a good fit for these elections.

1.4 The Viking Centre – Car Park Extension

Bidwells LLP advises the planning application to extend the car park should be submitted shortly after 6th August. The application will also formalise the minor ad-hoc and last-minute amendments made during the latter stages of the construction process. These include extending the decking and installation of an external door to the pre-loved shop unit.

1.5 The Recreation Ground – Edwards Road Vehicle Height Restriction Barrier

Contractors installed a replacement height restriction barrier at the Recreation Ground's Edwards Road entrance on Tuesday 21 July. The barrier is positioned closer to the gate, so as to allow more time for less observant and/or speeding drivers to react. The Edwards Road-end car park reopened on 22nd July.

1.6 The Recreation Ground – Barrier at Entrance to County Council Footpath Between Recreation Ground Road and Dixons Road.

Following a request from a wheelchair user, I have asked NCC to replace their barrier at the entrance of the footpath between Recreation Ground Road and Dixons Road with an alternative that will permit wheelchairs and buggies etc but prevent motorbikes and mopeds. NCC have confirmed the barrier will be removed, but have not advised if it will be replaced with an accessible alternative.

1.7 The Recreation Ground – Anti-Social Behaviour in Children's Play Area

I have received a complaint about anti-social behaviour (ASB) taking place in the evening and over the weekend in the Recreation Ground play area. The complainant reported seeing teenagers abusing the equipment, smoking, drinking, littering and rolling bicycle tires up and down the slide. Such behaviour is intimidating to young children and families, to the point where they will avoid the play area. I believe the police have already been called to one fight on the Rec'.

The play area is intended (and signed) for under 14 year olds, but a blanket 14+ ban is inadvisable as it would exclude well behaved older children. Temporary extra signs

will be put up stating anyone displaying antisocial behaviour will be removed, but this is unlikely to solve the problem.

Related to this, our caretaking contractor reports an increase in anti-social behaviour and instances of verbal abuse when attempting to lock up the play area and Recreation Ground. In response, our contractor will temporally move to two-person shifts. As a last resort, they are also considering adopting bodycams. I have no objection to bodycams (provided they are properly signed and used responsibly), but I would be grateful to hear Council's thoughts on the matter.

Should the ASB continue, it may be advisable to lock the play area (and possibly the toilets) an hour or so before general closing time to prevent the perpetrators gaining access in the first place.

I have asked PC Robinson and SYEP if they could both visit the play area more frequently at evenings and weekends.

CEMETERY

2.1 Height Restriction Barrier

Enquiries are being made as to the feasibility of installing a height restriction barrier at the cemetery's vehicle entrance. A height barrier will allow the cemetery gate to remain open to visitors' cars should travellers once again return to the area. Any such barrier would of course need to be of an appearance fitting for the cemetery.

STREET LIGHTING

3.1 No matters to report

CENTRAL ADMINISTRATION AND PERSONNEL

4.1 No matters to report

PLANNING AND TRANSPORTATION

5.1 Verge Cutting in Extreme Dry Conditions

Council's ground team has reported that cutting grass verges in the current very dry conditions generates large clouds of dust. Such clouds are a potential respiratory health hazard for staff and, at the very least, an annoyance for residents. We are investigating the use of face masks to protect staff against dust, but these have drawbacks and limitations and will not prevent dust clouds affecting residents. Therefore, I have instructed grounds staff to cease cutting grass verges until conditions improve. However, because the dry conditions discourage plant growth, it should be possible to leave the verges for a few weeks without the grass becoming too long. Hand held trimmers will be used to tidy up any high footfall areas that do grow particularly long or become obstructed.

Attachments

6.1 None



Guy Ranaweera
Town Clerk

Report to Sprowston Town Council 29th July 2026

11th July Sprowston Fete

There will be a full report in the Recreational Facilities Working Group minutes but my impression of the event from talking to several of the visitors and stall holders is that it was very successful. Even the weather was kind, not too hot nor too cold. The Lee Vasey band was a real coup! They are a brilliant local band and the fact they agreed to perform says a lot about the status of the fete. The laser shooting was a really good use of the arena too. Special thanks must go to the Town Clerk & his team who arranged it all and to the volunteers who helped on the day. Without them the fete could not have taken place.

Neighbourhood Plan

The committee are still working with Beeston St. Andrew and several local residents to finalise the plan before submission and we are now reasonably resigned to having a referendum due to the addition of Beeston St Andrew to The Plan. A new NPPF (National Planning Policy Framework) is expected very soon which may mean further detail changes will need to be made to The Plan but we still intend to have it made by next May.

16th July Sprowston Dementia Friendly Café

Was their summer party with an entertainer and lunch provided. In the carers group the main topic of conversation was the AI system at one of the GP Surgeries locally. This is causing a lot of anxiety and we have agreed to follow this up with the surgery concerned to see how things can move forward. We also discussed the changing relationships when someone is diagnosed with dementia. Also attending the cafe was Jody who is community engagement and recruitment coordinator for **Home Instead**, who support and enable people to continue to live in their own homes.

21st July Sprowston Catch-up

With the open space opposite the Garden Centre on Blue Boar Lane open at last, just in time for the school summer holidays, a number of issues have been identified for early resolution including the lack of vehicle barrier at the Pheasant Loke entrance (which has been flagged to Persimmon at every opportunity for the last two years at least) the adult GYM is still behind barriers and the car park is still closed off which means some visitors are blocking local road.

Many thanks to Cllr. Martin Booth who has been working tirelessly to get these and other issues resolved. He has just been able to persuade RMG to check the MUGA regularly which has been subject to vandalism and litter. The legal process for signing the land for the **Skate Park** is still in the process of being completed so we can start on the Skate Park. However, we have a consultation on the final design of the park with Bettong and local residents on the steering committee on the 5th August.

Beeston PARK planning permission

We have had one call with Ben Geering of Quinn Estates, as I reported in my last report, and are now waiting for further calls to be set up. We agreed that as the parish of Beeston St Andrew is part of our Neighbourhood Plan, we should invite the chair of the Parish Meeting, Jason Pye, to these calls. I have written to him and am awaiting a reply.

Sprowston Cricket Club Sponsors Day 1st August

Following the decision of the Town Council to apply for Community Asset status to Sprowston Cricket Club on Blue Boar Lane the Town Council has been approached to attend their "Sponsors Day". I am really keen to engage with as many local organisations as I can but I am not available that day. The invite is for up to 4 councillors to attend. If anyone is interested in attending, please let the Town Clerk know.

Norwich Pride

The Norwich Pride parade will be on Saturday July 25th this year. The Council would like to support Pride by raising their flag on the Flag Pole outside the Pavilion on the Recreation Ground on Friday 24th for one week. If anyone would like to attend the raising and lowering of the flag, please contact either the Town Clerk or myself.

Sprowston Town Council
PLANNING APPLICATIONS – 29 July 2026

Broadland DC App. No	Location	Description	Type
2026/1092	Land Adj 60 Russell Avenue Sprowston Norfolk	1no. New build bungalow and associated external works (Re-consultation - Reason for re-consultation: Revised plans lowering eaves height) <i>Sprowston Town Council comment dated 28th May 2026: 'Sprowston Town Council has no observations or objection to the granting of this application'.</i> <i>Note: the enclosed objections relate to the previous application with higher eaves height</i>	Full Planning Permission
2026/1636	41 Moore Avenue Sprowston Norfolk NR6 7LA	Proposed single storey flat roof rear extension and loft conversion with rear dormer and juliet balcony – The Council has received revised plans (Re-consultation)	Householder
2026/1778	1 Roundtree Way Sprowston Norfolk NR7 8SH	Change of use from 'Depot for hire and storage of builder's and domestic equipment' to E(a). The intention is to use the unit as a charity shop, with part of the ground floor used to store clothes and bric-a-brac to be sold in store. East Anglian Children's Hospice (EACH)	Full Planning Permission

BROADLAND DISTRICT COUNCIL

Weekly List - Application Decisions made during the Week Ending 17 July 2026

Appl Number : 2026/1198
App Type : Removal/Variation of Condition
Parish: Sprowston
Location : 112 Moore Avenue Sprowston Norfolk NR6 7LQ
Proposal : 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
Decision : Approval with Conditions (Delegated)
Date of decision : 13 July 2026

Appl Number : 2026/1396
App Type : Works to TPO trees
Parish: Sprowston
Location : 2 Wroxham Road Sprowston Norfolk NR7 8TZ
Proposal : D1- Holly tree - Fell. D2 - 4 x Holly trees - Fell. Y1 - Yew - fell.
Decision : Approval in part, refusal in part (Delegated)
Date of decision : 13 July 2026

Appl Number : 2026/1489
App Type : Non Material Amendment
Parish: Sprowston
Location : Redmayne Field North Walsham Road Sprowston Norfolk
Proposal : Non-material Amendment of 2025/0416: Approval of a revised version of the Development Phasing and Infrastructure Improvement Strategy (DPIIS) v3.8 updated by modest changes to the text to revise trigger for infrastructure in phase 2 and revised shape of primary school site in phase 2
Decision : Approval with Conditions (Delegated)
Date of decision : 13 July 2026

Appl Number : 2026/1702
App Type : Approval of Condition Details
Parish: Sprowston
Location: Redmayne Field North Walsham Road Sprowston Norfolk
Proposal : Details for condition 36 - Lighting of permission 2025/0416
Decision : Approval of details - Approved (Delegated)
Date of decision : 13 July 2026

Weekly List - Application Decisions made during the Week Ending 10 July 2026

Appl Number : 2026/1383
App Type : Approval of Condition Details
Parish: Sprowston

Location : Redmayne Field North Walsham Road Sprowston Norfolk
Proposal : Details for condition 20 - Overarching Travel Plan of permission 2025/0416
Decision : Approval of details - Approved (Delegated)
Date of decision : 6 July 2026

Appl Number : 2026/1858 App Type : Cert. Lawfulness Proposed
Parish: Sprowston
Location : 103 Harrisons Drive Sprowston Norfolk NR7 9HU
Proposal : Certificate of lawfulness for a proposed Single storey extension to rear of bungalow in place of existing conservatory. Patio doors to garden and new window. Existing rear window moved to side of bungalow
Decision : Approval with no Conditions (Delegated)
Date of decision : 8 July 2026

Weekly List - Application Decisions made during the Week Ending 3 July 2026

Appl Number : 2026/1755
App Type : Non Material Amendment
Parish: Sprowston
Location : 166 Blithewood Gardens Sprowston Norfolk NR7 8PP
Proposal : Non-material amendment of 2025/3254 to enlarge 2 No windows on the front extension.
Decision : Approval with no Conditions (Delegated)
Date of decision : 2 July 2026

Sprowston Town Council
Direct Debit Payments
Meeting Date: 29th July 2026

		Barclay Card			
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> BACS
30.06.26	14844360626	Barclays PDQ terminal charges	57.45	4.96	62.41
		Barclays Bank charges			
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> BACS
19.05.26		Cash and cheques paid in at counter and account Fee	15.22	0.00	15.22
18.06.26		Account Fee	8.50	0.00	8.50
16.07.26		Cash and cheques paid in at counter and account Fee	10.48	0.00	10.48
16.07.26		Account Fee	8.50	0.00	8.50
18.06.26		Cash and cheques paid in at counter and account Fee	17.32	0.00	17.32
			60.02	0.00	60.02
		Filestream			
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> BACS
13.07.26	8675	Rented Software for period 20.07.26-19.08.26	137.54	27.51	165.05
		Norse			
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> BACS
30.06.26	NWS100278258	Recycling Charge/waste collection 29.05.26-23.06.26	34.00	6.80	40.80
		Novuna			
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> BACS
13.07.26	100/26/0002985/Jul26	Repayment for lease agreement A000429060 Kawasaki Mule Pro DX UTV July 2026	321.00	64.20	385.20
03.07.26	100/26/000048/Jul26	Repayment for lease agreement A000383677 Kawasaki Pro DX UTV July 2026	195.00	39.00	234.00
			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
20.07.26	U005778867	Provision of Services in accordance with agreement 653508 - Employment Services, EAP Insurance, Business Safe, online services and EAP	222.28	41.98	264.26
		Sage			
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
12.07.26	GB-02199241	Accounts and Payroll Package for period 01.07.26-31.07.26	63.00	12.60	75.60
		Utilita			
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> BACS
03.07.26	01/06/2026	Electricity Charges for Viking Centre for Period 01.06.25-30.06.25	326.46	65.29	391.75
		Veolia			
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u> BACS
30.06.26	1000387710	Skip containing Green Waste disposal at the rec for period 01.06.26-30.06.26	362.43	72.49	434.92
30.06.26	1000355539	General waste disposal for all STC sites for period 01.06.26-30.06.26	672.13	134.43	806.56
			1,034.56	206.92	1,241.48

Sprowston Town Council Invoices To Pay

Meeting Date: 29th July 2026

<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
30.06.26	SI108857	Bidwells Viking Centre - Review and amend layout plans and making regular site visits plus expenses	14,095.04	2,819.01	16,914.05
30.06.26	SI108860	Skatepark - Project manager, updating tender info, responding to tender queries, attending site with tendering contractors and interviewing 3 contractors	1,000.00	200.00	1,200.00
			15,095.04	3,019.01	18,114.05
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
01.02.26	9734	Cloudy GovApp Bundle Licence Allotment, Booking, Cemetery Package with set up and installation, Microsoft 365 tenant, data import, Staff onboarding & training apps, 5 hours of pre paid support for 4-7 user licences.	4,475.00	895.00	5,370.00
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
15.07.26	CD-244552638	Culligan 5 x 18ltr bottled water to replenish water at the Diamond centre. Rental of Freestanding water dispenser and maintenance & Services	145.38	29.10	174.48
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
13.07.26	8123536	ESPO 2 x Packs A1 flip charts	35.90	7.18	43.08
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
03.07.26	INV-0021	Electrical Testing Ltd Part 3 Annual Management and Maintenance of the Authoritys street light annual charge £7412.62. Period of year June 2026-May 2027 1-12th of annual fee June 2026	617.72	123.54	741.26
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
06.07.26	DPEXP060726	Expenses DP - Travel Expenses to Diamond Centre and back to office for Cinema . City to and back to office to take banking plus parking.	8.15	0.00	8.15
16.07.26	ELECP1607202	EL - Cemetery Key cuts, Milage to and from Monarch signs and Intouch (For laptop)	30.34	0.00	30.34
			38.49	0.00	38.49
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
22.06.26	506101	Flameskill Inspection & Test Fire Alarm & Emergency Lighting at The Bowls Pavillion	50.00	10.00	60.00
22.06.26	506102	Inspection and Test of Emergency Lighting at the Cemetery	105.00	21.00	126.00
22.06.26	506111	Inspection and Test of Fire alarm and Emergency Lighting at the Groundsmen Store	115.00	23.00	138.00
22.06.26	506112	Inspection and Test of Fire alarm and Emergency Lighting at the Pavillion & Changing Rooms	140.00	28.00	168.00
			410.00	82.00	492.00

Heritage			Net	VAT	Amount
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>			
01.07.26	INV-931456	Caretaking and cleaning services 7 days per week at The Viking Centre for July 2026 @ £493.50 per Week	2,138.50	427.70	2,566.20
01.07.26	INV-931366	To Lock and unlock the STC Cemetery gates for July 2026	458.25	91.65	549.90
01.07.26	INV-931451	Caretaking and cleaning services 7 days per week at All other sites except for Viking Centre for July 2026 @ £1962.24 per Week	8,503.04	1,700.61	10,203.65
30.06.26	INV-931476	Supplies for April Mini toilet rolls, green handtowels, laundry capsules, cotton tea towels, clear sacks, wheelie bin liners, washing up liquid, urinal deodoriser and hand soap	612.57	122.53	735.10
			11,712.36	2,342.49	14,054.85
Intouch			Net	VAT	Amount
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>			
01.07.26	824678	itswisp10483 - business advanced 12 01/07/26 - 31/07/25,	53.70	10.74	64.44
01.07.26	824677	ITSWISP 10080 - Business superfast 12 for 01.07.2026-31.07.26	161.20	32.24	193.44
02.07.26	825190	28 x hosted exchange plus 6 x extra data 01/08/26-01/09/26	208.62	41.72	250.34
17.07.26	825754	July 2026 sip trunk - 84431357, June 2026 call charges	34.09	6.82	40.91
10.07.26	825337	WISP 10.07.26-09.08.26 - wisp206202 - itsfibre ttb ftp 900/115	78.00	15.60	93.60
08.07.26	825296	Server Back up 18.07.26-18.08.26	52.68	10.54	63.22
			588.29	117.66	705.95
JG Miller			Net	VAT	Amount
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>			
30.06.26	SPRTC300626	Internal Audit Sprowston TC for year ending 2026	1,423.00	0.00	1,423.00
					0.00
Moviola			Net	VAT	Amount
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>			
06.07.26	251911	July film at the Diamond Centre - Rental Family	95.80	17.40	113.20
Maltaward			Net	VAT	Amount
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>			
30.06.26	160765	Hire costs for 4M Concrete barriers, padlock, key safe at the Recreation Ground Edwards Road vehicle ent	567.86	113.58	681.44
Monarch Signs			Net	VAT	Amount
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>			
01.07.26	INV-18447	2 x A4 Deliveries Signs for vehicle access gates at the rec.	84.00	16.80	100.80
Norfolk Association of Local Councils - NALC			Net	VAT	Amount
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>			
12.07.26	3322	Website Hosting, accessibility review March 2026	102.40	20.48	122.88
Norfolk Electrical Testing			Net	VAT	Amount
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>			
13.07.26	1101381	Sparhawk Park Toilets - Faulty water heater (consultation/call out only)	65.00	13.00	78.00
Online Playgrounds			Net	VAT	Amount
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>			
30.06.26	SI-00001957	Replace konpan spring rocker and repair wetpour around base of area at the Rec	725.20	145.04	870.24

					0.00
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
02.07.26	8073960223	Sharp Photocopier copy charges for 775 coloured and 1407 black & white copies.	44.63	8.93	53.56
<u>Invoice Date</u>	<u>Invoice No.</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
21.07.26	4443	Steve's PA Hire Ltd Audio PA System for music stage and 2 off sound engineers for summer fete26	835.00	167.00	1,002.00
TOTAL OF INVOICES			37,061.07	7,118.21	44,179.28 Trf 71
Transfer:	STC Active a/c to Salaries a/c				38,000.00 Trf 71
..... Councillor	 Councillor			 Town Clerk	

Sprowston Town Council

Invoice Payments Made

Meeting Date: 29th July 2026

Invoice Date **Invoice No.**
17.07.26 INV-D-12412

Cloudy IT
Details
1 days labour for technical accounting support with AGAR

<u>Net</u>	<u>VAT</u>	<u>Amount</u>
750.00	150.00	900.00

Invoice Date **Invoice No.**
15.07.26 26-Sep

The Creation Station (fete)
Details
Craft activities for approx 150 children at the Summer Fete

<u>Net</u>	<u>VAT</u>	<u>Amount</u>
300.00	0.00	300.00

Invoice Date **Invoice No.**
13.07.26 274

Dinosaurs & Dragons (fete)
Details
Balance for Dragon Performance at the Summer Fete

<u>Net</u>	<u>VAT</u>	<u>Amount</u>
500.00	0.00	500.00

Invoice Date **Invoice No.**
04.01.26 530

The Foolhardy Folk (fete)
Details
Balance for Circus tent, skills workshop, live show and performers for the Summer Fete

<u>Net</u>	<u>VAT</u>	<u>Amount</u>
1,500.00	0.00	1,500.00

Invoice Date **Invoice No.**
03.07.26 INV-0032

Gaming Events 2U Ltd (fete)
Details
4 hour gaming van hire for summer fete 11th July 2026

<u>Net</u>	<u>VAT</u>	<u>Amount</u>
330.00	0.00	330.00

Invoice Date **Invoice No.**
13.07.26 LV130726

Lee Vasey Band (fete)
Details
Singer/Band for Summer Fete

<u>Net</u>	<u>VAT</u>	<u>Amount</u>
850.00	0.00	850.00

Invoice Date **Invoice No.**
06.07.26 704

Newmans Marquees (fete)
Details
1 x 6x3m and 1x 6x6m Marquee for summer fete with damage waiver and delivery

<u>Net</u>	<u>VAT</u>	<u>Amount</u>
829.50	0.00	829.50

Invoice Date **Invoice No.**
29.06.26 SIN3389789

PPL PRS (fete)
Details
Music License for DC, VC and the Fete

<u>Net</u>	<u>VAT</u>	<u>Amount</u>
1,419.22	283.84	1,703.06

Total Invoices paid

6,478.72	433.84	6,912.56
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.....
Councillor

.....
Councillor

.....
Town Clerk

Sprowston Town Council

Barclaycard Payments

Meeting Date:

29th July 2026

July 2026 Statement for June 2026 Purchases

<u>Invoice Date</u>	<u>Invoice No./Order no.</u>	<u>Detail</u>	<u>Net</u>	<u>VAT</u>	<u>Amount</u>
1 04.06.26	Adobe	Adobe Service charge	17.37	0.00	17.37
2 09.06.26	1-1-3776-50460	Progress Fuels Ltd - Fuel for Parks Machinery	80.25	16.05	96.30
3 09.06.26	GB656L2OABEI	Amazon - Ant Bait Station for council office reception	19.07	3.81	22.88
4 14.06.26	GB668QOOFAEUD	Amazon - 1.5m x 3.5mm speaker cable wire for DC	4.63	0.92	5.55
5 14.06.26	GB65D8WBABEI	Amazon - Standard Easel A1 Flipchart paper pads for DC	23.81	4.76	28.57
6 17.06.26	GB65GLHWABEI	Amazon - Castaway artificial turf golfing mat for recreation ground cricket patch	61.21	12.24	73.45
7 18.06.26	GB600CHFADIQ7I	Amazon - Multipurpose grease cartridge	33.12	6.62	39.74
8 22.06.26	South Norwalk and Broadland District Council	Temporary Event Licence	21.00	0.00	21.00
9 23.06.26	A26581459505	Screwfix - WD40 and evo stik impact adhesive	18.07	3.62	21.69
10 23.06.26	M9984	Progress Fuels Ltd - Fuel for Parks Machinery	87.08	17.41	104.49
11 24.06.26	50501	Tough Leads - Electric3 way adaptor leads for fete generators	283.92	56.78	340.70
12 25.06.26	Tesco	Council office Mobile Phone replacement	57.50	11.50	69.00
13 30.06.26	2-565035	Post Office - Stamps for office use	337.00	0.00	337.00
14 01.07.26	GB672CQD7AEUD	Amazon - Scratch proof furniture protection tape	9.97	2.00	11.97
15 01.07.26	GB6009G8RJHAJI	Amazon - Street Solutions Orange traffic cones for fete	88.90	17.78	106.68
16 01.07.26	GB600TS8AJ145I	Amazon - Steel fencing pins to tie down marques for fete	68.45	13.69	82.14
17 01.07.26	GB65YHWWABEI	Amazon - Tarpaulin	36.40	7.28	43.68
			1247.75	174.46	1422.21

Section 1 – Annual Governance Statement 2025/2026

Explanation of ‘No’ response to Assertion 1

Assertion 1: “We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.”

Assertion 1 comprises two clauses (see below). In deciding an answer to assertion 1, each local council should consider its response to both clauses.

1. Put in place effective financial management.

Sprowston Town Council is confident effective financial management is in place.

The Council’s operating balances, reserves and income were sufficient for Council to conduct its business in full and to respond to unexpected (and therefore unbudgeted) events.

Outturn for financial year 2025/26 showed expenditure under budget (90.61%) even whilst service delivery continued at a high standard. Income exceeded target (106.90%).

Banking reconciliations (signed by the Chair) and budget monitoring took place on a quarterly basis.

To provide an even higher degree of assurance, the RFO requested the Independent Internal Auditor conduct a larger than usual sample of payments. 79 payments were sampled and no instances of error, fraud or other wrong doing were identified.

The Independent Internal Auditor conducted mid-year and year-end audits. Except for the on-paper year-end non-reconciliation of box 7 and box 8 of the AGAR, these audits found Council’s finances and financial management to be in good order.

2. Put in place arrangements for preparation of the accounting statements

The reason the Town Council has answered ‘No’ to assertion 1 is that finance staff have not been able to reconcile box 7 and box 8 of the AGAR return.

Detailed investigations by the Council’s finance staff, the Independent Internal Auditor and a finance-trained Councillor (appointed by Council) were unable to identify a specific cause of the unexplained variance prior to the AGAR submission deadline of 1st July 2026.

These investigations suggest the variance is most likely a consequence of the complexity of the Council’s current accounting practices, which themselves are a consequence of the Council’s current software accounts package – SAGE Business Cloud. SAGE is a leading commercial accounting

package. However, it is not designed to manage finances on the standard Local Council 'Income and Expenditure' accounting basis.

To use SAGE on an 'Income and expenditure' basis, in a way that complies with SAPPP 'proper practices' and the requirements of the AGAR necessitates considerable manual intervention. This in turn increases the possibility of error.

Over the last 5 years, churn in the Council's post of Administration and Finance Officer (which is responsible for the day-to-day operation of SAGE) has been high and it is possible that some inconsistencies, misclassification, or miscoding have crept in over time.

The process for checking accuracy of the cashbook and conducting bank reconciliation is straight forward and carried out regularly throughout the year. This provides extremely high confidence that Council's bank accounts are correct (see internal auditor's report, date June 2026). In contrast, formulation of the AGAR occurs only once per year (at year-end) and requires a multi-stage process involving SAGE and complex manual spreadsheet work. Even if proper practices have been followed and no classification/coding mistakes within SAGE have occurred, the level of spreadsheet work required to produce the AGAR in the required format is extremely high and itself vulnerable to error.

Action already taken

- Council has engaged a specialist 'local government' finance expert at Cloudy IT to review the Council's accounts and accounting system usage. The finance expert's work is ongoing, but as at 23/07/2026 they have identified one miscoded transaction which contributes significantly to the non-reconciliation of box 7 and box 8 (for further details, please see 'Section 2 Accounting Statements_2025-26_Reconciliation between Box 7 and Box 8 - Explanation of Non-Reconciliation').

Action to be taken

- The Responsible Finance Officer had previously identified the above risks and initiated a change of finance system from SAGE to GovFinance (a bespoke finance package for Town and Parish Councils). GovFinance will streamline and automate much of the Council's accounting processes (including production of the AGAR) thereby greatly reducing scope for error and reconciliation failure. However, as at year end 31st March 2026, GovFinance was still undergoing configuration and deployment and could not be used to produce the AGAR for financial year 2025/2026. The 2026/2027 AGAR will be produced using GovFinance.
- Finance staff will receive further training on SAGE, until gov Finance is operational.
- Going forward, banking reconciliations will take place monthly, instead of quarterly.
- Draft AGARs will be produced quarterly so that non-reconciliations can be identified and resolved earlier in the financial year.
- Upon completion of Cloudy IT's finance expert's review, the Council's will restate its 2025/26 AGAR figures.

Section 2 Accounting Statements 2025-2026 - Reconciliation between Box 7 and Box 8

Explanation of Non-Reconciliation

For financial year 2025/26, we have been unable to reconcile box 7 and box 8.

Production of the AGAR and reconciliation between box 7 and box 8 yielded an on-paper unexplained variance of -£73,091.

The non-reconciliation and unexplained variance were notified to the Internal Auditor by the Town Clerk and Responsible Financial Officer (RFO).

Owing to the Town Councils stringent recording keeping of outgoing payments and incoming receipts, quarterly banking reconciliations and the Independent Internal Auditor's own expanded assurance sample of 79 outgoing payments (which earned a clean bill of health); the Independent Internal Auditor's opinion is that Council's reported cashbook (including funds at bank) is accurate and correct (see internal auditor's report, dated June 2026).

Detailed investigations by the Council's finance staff, the Independent Internal Auditor and a finance-trained Councillor (appointed by Council) were unable to identify the cause of the unexplained variance prior to the AGAR submission deadline of 1st July.

As at time of submission, the most likely cause of the variance is thought to be human error in the use of the Council's accounting software.

Action already taken

- Council has engaged a specialist 'local government' finance expert at Cloudy IT to review the Council's accounts and accounting system usage. The finance expert's work is ongoing, but as at 23/07/2026 they have identified one internal transfer in the amount of £34,000, which was miscoded as income. Identification of this miscoded internal transfer reduces the unexplained variance (-£73,091) to £39,091. The finance expert's review is ongoing. Upon completion of their work, Council will restate its AGAR figures.

Action to be taken:

- Analysis will continue post-submission and shall focus on the accuracy of the underlying figures pulled through from our accounting software (SAGE) into the AGAR return. In particular, further attention will be given to 'Creditors Control' as this presented an atypical large balance as at 31st March 2026. If, before the final submission deadline of 31st July 2026 the source of the error or errors is identified; our AGAR will be restated and re-submit.

- The Town Council is in the process of adopting a new accounting system (GovFinance) designed specifically for use in local Councils. This will remove much of the human intervention required to produce the AGAR in our current accounting software (SAGE).
- Finance staff will receive further training on SAGE, until gov Finance is operational.
- Going forward, banking reconciliations will take place monthly, instead of quarterly.
- Draft AGARs will be produced quarterly so that non-reconciliations can be identified and resolved earlier in the financial year.