

SPRINGFIELD PARISH COUNCIL
MINUTES OF THE COUNCIL MEETING HELD
ON 27th SEPTEMBER 2021 AT 7.30PM, SPRINGFIELD PARISH CENTRE CM1 6GX

PRESENT

Chairman: Cllr Ms S Sullivan
Vice Chairman: Cllr Mrs C Garrett

Cllrs: G Brazendale, S Byrne-Laguer, R Carson, A Chong, N Gulliver, D Havell, B Jeapes, R Lee, R Moore, I Fuller, Y Spence.

County Cllrs J Spence, and M Mackrory

In attendance: RFO-Deputy Clerk

33 **Apologies for Absence** – were received and accepted from Cllrs: M Girling, A Potts.

34 **Declarations of Interest and Dispensations** – there were none.

35 **Chairman's Announcements**

- The Chairman commenced the meeting with a one-minute silence to pay tribute to a staff member who had sadly passed away since their retirement in June 2021.
- The Chairman announced that she attended a Zoom meeting on 6th July regarding A12 road resurfacing and noted that Southbound works were progressing, and Northbound works would be commencing shortly. It was requested by The Chairman of the meeting that the diversion signs be enhanced to help with traffic flow.
- The Chairman announced that she had attended a Zoom meeting with EALC who advised that their fees would increase by 1% and that their 2022 AGM will take place at Hylands House.

36 **Public Question Time** – County Cllr M Mackrory requested an update from The Chairman regarding the future of SPC library. The Chairman confirmed that no recent update had been received from Essex County Council however, the library has continued to successfully remain open with the help of volunteers. County Cllr J Spence advised that Essex County Council will not be making any changes or closures to libraries.

County Cllr J Spence reminded members that:

- the Army and Navy consultation closes this week.
- his budget of £10,000 via an Essex Locality Fund remains open and would appreciate any early applications to be submitted by SPC
- he also gave an update regarding Chelmer Village and the continual drug problem at the Green and encouraged residents to report any illegal activity via a call to 101 or via a chat version on Essex Police website.

Cllr R Carson requested an update from County Cllr Mackrory regarding the progress of the Beaulieu Medical Centre. County Cllr Mackrory advised that no further information had been received from either Clinical Commission Group or Countryside developers.

37 **Minutes of The Council Meeting** held on 5th July 2021

RESOLVED: that the minutes of 5th July 2021 meeting were approved and signed as a correct record.

38 Minutes of Committee Meetings

- 38.1 Planning Committee – 28th June 2021
- 38.2 Planning Committee – 12th July 2021
- 38.3 Planning Committee – 26th July 2021
- 38.4 Premises Committee – 26th July 2021
- 38.5 Planning Committee – 9th August 2021
- 38.6 Planning Committee – 6th September 2021
- 38.7 Environment & Leisure Committee – 6th September 2021
- 38.8 Finance & Policy Committee – 13th September 2021

RESOLVED: that

(a) the minutes of the above meetings be approved as a correct record.

(b) Further to the Environment & Leisure Committee meeting held on 6th September the following actions to be carried out:

- the Committee Clerk confirms concerns of the committee regarding the footpath handrail with County Cllr J Spence.
- one additional quotation is obtained for soil removal (if possible) and detailed correspondence received from each company advising of their trade licence numbers and waste disposal certificate information.
- Green Working Group information is collated for ease of reference.

39 CCTV Cameras – Chelmer Village Green

Members debated whether cameras are required at Chelmer Village Green to protect the play area and/or prevent/stop drug dealing and agreed that CCTV cameras would not prevent or stop the drug dealing, but just move the issue on to another area.

RESOLVED: that

(a) advice is requested from Chelmsford City Council to ascertain what information SPC can retrieve and use from CCTV cameras if installed near the play area. It is understood that Chelmsford City Council would monitor free of charge any CCTV cameras installed by SPC. A report on the findings will be made to a future meeting.

(b) contact is made with the Springfield Community Special Constable to request that they show their presence/observe the Chelmer Village Green and provide feedback to members at a future meeting.

40 Queens Platinum Jubilee – June 2022

Members agreed that the raised bed within the Community Garden would be a nice area for plants and shrubs to be planted by the Springfield Youth Group. Members agreed that Longacres Garden Centre may wish to contribute towards bedding plants.

RESOLVED: that

(a) Cllr Byrne-Lagrué contacts Springfield Youth Group to ask if they would be willing to undertake some planting work in the community garden and report her findings at a future meeting.

(b) as per minute number 27(b) Environment & Leisure meeting held on 6th September, Cllr Girling would contact a local garden nursery to see if they would donate some bedding plants to the area in the garden for the Queen's Platinum Jubilee.

(c) costs for a commemorative plaque to be placed by the raised bed would be obtained and reported back to a future meeting.

41 **Community Governance Review – Chelmsford City Council**

Cllr Fuller advised members that an information leaflet would be distributed by Chelmsford City Council to residents of Chelmer Village, Chancellor Park and The Lawns to advise them of proposals about changes to parish boundaries. However, North Springfield residents would not be receiving a leaflet.

A was vote was taken and it was agreed that SPC would write to CCC.

RESOLVED: that

- (a) CCC be requested to treat all parishioners equally by distributing leaflets to all residents of the parish to ensure no part of the parish is being neglected.
- (b) Details of questions from CCC stating what residents and SPC will be expected to reply to prior to the CCC consultation deadline are forwarded to the Parish Council.

42 **Community Led Housing**

RESOLVED: that the parish council do not wish to undertake any Community Led Housing (CLH) at this time.

43 **Supplier Payment List**

RESOLVED: that the supplier list attached at appendix A dated 26th June 2021 to 1st September 2021, be approved and noted.

Meeting closed at 8.25pm

Cllr S. Sullivan

Signed Chairman



Date 6/12/21

Appendix A

Date	Payee Name	Payment type and details	Amount
			* includes VAT at the standard rate
Date	Supplier	Details	VAT
30/06/2021	SALARIES	BACS - Salaries (June)	19201.20
02/07/2021	PETTY CASH	VOID CHEQUE 112703	0
05/07/2021	ANGLIAN WATER	BACS - Allotment Water Rates (Dec 20 - June 21)	144.77
05/07/2021	ANGLIAN WATER	BACS - Unit Water rates (Dec 20 - Jun 21)	193.37
05/07/2021	CJ SUPPLIES	BACS - Cleaning supplies	15.00 *
05/07/2021	CJ SUPPLIES	BACS - Cleaning supplies	80.87 *
05/07/2021	CVH	BACS - Play in the park 27 - 31 July 2021	150.00
05/07/2021	FASTSIGNS	BACS - Fastsigns	54.00 *
08/07/2021	SAGE	DD Sage Accounts System	2116.80 *
14/07/2021	ASDA	DD - Diesel	107.95 *
16/07/2021	ADVANTEDGE	BACS - AdvantEDGE booking system - Annual contract	418.80 *
16/07/2021	ANGLIAN WATER	BACS - Water Charges (June)	498.29
16/07/2021	CJ SUPPLIES	BACS - Cleaning materials	138.56 *
16/07/2021	CSSS	BACS - Health & Safety Supplies	32.47 *
16/07/2021	H2O	BACS - Legionella Tests (May 2021)	102.60 *
16/07/2021	H2O	BACS - Legionella Tests (June 2021)	102.60 *
16/07/2021	JCM SERVICES	BACS - Ground Maintenance 2 of 4	2088.00 *
16/07/2021	M & G FIRE	BACS - Fire Extinguisher service	312.00 *
16/07/2021	OFFICEIS	BACS - Office Stationary	6.60 *
16/07/2021	OFFICEIS	BACS - Office Stationary	97.10 *
16/07/2021	OFFICEIS	BACS - Office Stationary	73.72 *
16/07/2021	PENINSULA	BACS - Employment Services (June 2021)	281.06 *
16/07/2021	PEST DEFENCE	BACS - Infecitcidal Spray treatment	132.00 *
16/07/2021	PRISTINE	BACS - Hygiene contract - Parish Council	82.50 *
16/07/2021	PRISTINE	BACS - Hygiene Contract - Pre-school	16.50 *
16/07/2021	SAGE	BACS - Sage Accounts system	2116.80 *
16/07/2021	TOTAL GAS	BACS - Electricity Parish Centre (June 2021)	881.54 *
16/07/2021	XLDISPLAYS	BACS - Pavement graphic design	104.40 *
19/07/2021	AMAZONCO	CCard - Cleaning Supplies	14.94 *
19/07/2021	GOV UK	CCard - Small claims court fee	50.00
19/07/2021	OFFICE365	CCard - Online Services	3.80
19/07/2021	OFFICE365	CCard - Online Services	123.20
19/07/2021	STORMFLAME	CCard - CVH Finger Guard	26.39
19/07/2021	TIMPSON	CCard - Replacement Key for Parish Centre	17.50 *
21/07/2021	ASDA	DD - Diesel	86.54 *
23/07/2021	CAME&CO	BACS - Insurance renewal (June 21 - May 22)	11380.05
23/07/2021	CBC	BACS - Business Rates (August 21)	2208.00
23/07/2021	FOREST COMMUNICATIONS	BACS - Telephone charges (June 21)	236.42 *
23/07/2021	LAMBERT SMITH HAMPTON	BACS - Licence Fee for Lawn Lane (July 21 - July 22)	25.00
23/07/2021	NSL	BACS - Franking Machine Maintenance Contract	327.50 *
30/07/2021	CJ SUPPLIES	BACS - Cleaning products	172.97 *
30/07/2021	ESSEX PENSION FUND	BACS - Pension (July)	5893.44
30/07/2021	HMRC	BACS - Tax & NI (July)	4352.01
30/07/2021	SALARIES	BACS - Salaries (July)	17137.77
30/07/2021	PWLB	BACS - Loan Repayment	11894.00
30/07/2021	LOCK FATHER	BACS - Replacement key and Labour charge	108.00 *
30/07/2021	PENINSULA	BACS - Employment Services (July 2021)	281.06 *
30/07/2021	SUE LEES	BACS - Cookiebot Annual Subscription (Aug 2021 - July 2022)	120.00
30/07/2021	TOTAL GAS	BACS - Electricity (June 2021)	55.77 *
30/07/2021	TRADEUK	BACS - Maintenance Supplies	16.50 *
04/08/2021	ASDA	DD - Diesel	100.29 *
19/08/2021	AMAZONCO	CCard - Clock	7.98 *
19/08/2021	AMAZONCO	CCard - H & S Supplies	5.94 *
19/08/2021	AMAZONCO	CCard - H&S Supplies	14.98 *
19/08/2021	AMAZONCO	CCard - H&S Supplies	21.37 *
19/08/2021	AMAZONCO	CCard - H&S Supplies	15.98 *
19/08/2021	AMAZONCO	CCard - Maintenance supplies for Water fountain	56.93 *
19/08/2021	AMAZONCO	CCard - USB Flash Drive	9.97
19/08/2021	IGS	CCard - Data Protection Fee	60.00
19/08/2021	INDEED	CCard - Recruitment advert	91.25
19/08/2021	KICKPLAT	CCard - Polystrene	22.64 *
19/08/2021	LAMPSHOP	CCard - Maintenance supplies	20.68 *
19/08/2021	MARTIN MCOLLS	CCard - Essex Chronicle	21.15
19/08/2021	OFFICE365	CCard - Online Services	3.80
19/08/2021	OFFICE365	CCard - Online Services	123.20
19/08/2021	STJOHNS	CCard - First Aid Course	276.00 *
23/08/2021	CJ SUPPLIES	BACS - Cleaning supplies	227.44 *
23/08/2021	CSSS	BACS - H & S Supplies	123.56 *
23/08/2021	ESSEX PENSION FUND	BACS - Pension (Aug)	5893.44
23/08/2021	HMRC	BACS - Tax & NI (Aug)	4495.42
23/08/2021	UNITED GAS	BACS - Electricity (July 2021)	1213.79 *
01/09/2021	CBC	BACS - Business Rates (Sept)	2208.00
01/09/2021	DOCENDO	BACS - IT Backup (July - Sept)	28.73 *
01/09/2021	DOCENDO	BACS - IT Support (2 of 4 installments)	843.00 *
01/09/2021	FOREST COMMUNICATIONS	BACS - Telephone charges (July 21)	244.32 *
01/09/2021	H2O	BACS - Legionella Tests (July 2021)	205.20 *
01/09/2021	KENT COUNTY SUPPLIES	BACS - Photocopy charges (May - July)	139.02 *
01/09/2021	M & G FIRE	BACS - Extinguisher for Boiler room	66.00 *
01/09/2021	PPL / PRS	BACS - Music Licence (Sept 21 - Sept 22)	277.97 *
01/09/2021	PRISTINE	BACS - Washroom Services (Pre-school)	16.50 *
01/09/2021	SLCC	BACS - SLCC Course	36.00 *
01/09/2021	SLCC	BACS - SLCC Course	36.00 *
01/09/2021	TYRETECH	BACS - MOT/ Service and Parts	415.00 *
01/09/2021	WFP	BACS - Fire Alarm remedial works	523.04 *

62