

SPRINGFIELD PARISH COUNCIL
MINUTES OF THE ANNUAL COUNCIL MEETING HELD
ON 15th MAY 2023 at 7.00 P.M., SPRINGFIELD PARISH CENTRE, CM1 6GX

PRESENT

Chairman: R. Carson

Vice Chairman: I. Fuller

Cllrs: G Brazendale, S Byrne-Lagrué, B Chadwick, R Carson, A Chong, N Dudley,
D Havell, R Lee, S Sullivan

County Cllr Mike Mackrory

In attendance: Clerk
RFO-Deputy Clerk

1 ELECTION OF CHAIRMAN

Cllr I. Fuller nominated Cllr R. Carson as Chairman which was seconded by Cllr R. Lee. Cllr A. Chong nominated Cllr S. Byrne-Lagrué which was seconded by Cllr G. Brazendale.

RESOLVED: when put to the vote Cllr R. Carson received 7 votes in favour and Cllr S. Byrne-Lagrué received 2 votes in favour. Cllr R. Carson was duly elected as Chairman.

2 DECLARATION OF ACCEPTANCE OF OFFICE

(a) All members confirmed they had completed their Declaration of Acceptance of Office;

(b) Cllr R. Carson duly read and signed his Acceptance of Office as Chairman;

3 APOLOGIES FOR ABSENCE – were received and accepted from Cllr J Pioli.

4 ELECTION OF VICE-CHAIRMAN

Cllr A. Chong nominated Cllr S. Byrne-Lagrué which was seconded by Cllr S. Sullivan. Cllr R. Lee nominated Cllr I. Fuller which was seconded by Cllr N. Dudley.

RESOLVED: when put to the vote Cllr I. Fuller received four votes in favour and Cllr S. Byrne-Lagrué received 2 votes in favour. Cllr I. Fuller was duly elected Vice-Chairman.

5 CODE OF CONDUCT

(a) Members received a copy of the Code of Conduct. The Code 'mirrors' the adopted Code of Chelmsford City Council to accommodate any referrals to the Monitoring Officer.

RESOLVED: that members adopted the Code of Conduct.

INTERESTS

Within 28 days of becoming a councillor each member must complete and notify the Clerk of disclosable interests in accordance with the Code of Conduct and section 27(2) of the Localism Act 2011. Failure to do so is a criminal offence.

RESOLVED: Members were informed that the submission date for receipt was no later than Monday 5th June 2023, and must be delivered to the Clerk to the Council.

6 CHAIRMAN'S ANNOUNCEMENTS

- The Chairman congratulated members of the parish council who had been elected as Chelmsford City Councillors.
- Members were advised that the Chairman had been invited to the Summer Reception at the University of Essex.

7 PUBLIC QUESTION TIME

County Councillor Mike Mackrory was unable to update members on the Beaulieu Railway Station as the update meeting had been cancelled.

8 MINUTES OF THE FULL COUNCIL MEETING held on 20th February 2023

RESOLVED that the minutes of the meeting held on 20th February 2023 be approved and signed as a correct record.

9 MINUTES OF COMMITTEE MEETINGS

- 9.1 Planning Committee – 20th February 2023
- 9.2 Planning Committee – 6th March 2023
- 9.3 Environment & Leisure – 6th March 2023
- 9.4 Planning Committee – 20th March 2023
- 9.5 Premises Committee – 20th March 2023
- 9.6 Planning Committee – 3rd April 2023
- 9.7 Planning Committee – 17th April 2023
- 9.8 Annual Parish Assembly – 24th April 2023

RESOLVED: that the minutes of the Committee meetings listed above be approved as a correct record.

10. ELECTION OF MEMBERS TO THE FOLLOWING COMMITTEES

(a) Planning & Environment Committee

RESOLVED that:

- (i) Cllr G. Brazendale, R. Carson, A. Chong, B. Chadwick, D. Havell be elected to serve Planning & Environment Committee;
- (i) it was noted that there was one vacancy on this committee to be filled;
- (iii) Cllr Brazendale be elected Chairman of the Committee.

(b) Premises Committee

RESOLVED that:

(i) Cllr B. Chadwick, S. Byrne-Lagruue, N. Dudley, I Fuller, R. Lee, S. Sullivan be elected to serve on the Premises Committee.

(ii) Cllr R. Lee be elected Chairman of the Premises Committee.

(c) Finance and Policy Committee –

RESOLVED that:

(i) S. Byrne-Lagruue, R. Carson, N. Dudley, I. Fuller, R. Lee, J Pioli be elected to serve on the Finance and Policy Committee.

(ii) Cllr S. Byrne-Lagruue be elected Chairman of the Finance & Policy Committee

(d) Personnel Sub-Committee

RESOLVED that: Cllrs G. Brazendale, R. Carson, I Fuller serve on the Personnel Sub Committee.

11 ELECTION OF MEMBERS TO WORKING GROUP

RESOLVED: that members appointed the following representatives to sit on the Annual Report Working Group: Cllrs G. Brazendale, R. Carson, I. Fuller, R. Lee.

12 ELECTION OF REPRESENTATIVES TO THE FOLLOWING ORGANISATIONS/GROUPS

RESOLVED: that appointments are made to organisations as follows:

- (a) Public Transport Representative – Cllr D. Havell
- (b) Representatives to attend Chelmsford District Parish Councils, National Association of Local Councils and EALC Forum meetings – Cllrs S. Byrne-Lagruue, S. Sullivan.
- (c) Springfield United Charities – Cllr B. Chadwick from Springfield Parish Council and Cllr Y. Spence from Village Council of Chelmer.

13 GENERAL POWER OF COMPETENCE (GPC)

Members were asked if they wished to adopt the General Power of Competence, the Council met the required criteria:

‘The number of councillors elected at the last ordinary election must equal or exceed two thirds of its total council and the Clerk must hold at least one of the sector-specific qualifications and should have completed the relevant training designed as part of the National Training Strategy for local councils’.

RESOLVED: that Springfield Parish Council adopt the General Power of Competence for the next four-year period.

14 **CORRESPONDENCE RECEIVED FROM CHELMER VILLAGE SHADOW COUNCIL**

Members received a copy of a letter from the Chairman of the Chelmer Village Shadow Council which alerted members that following the elections in May, the Chelmer Village Council would be considering the submission of a request to Springfield Parish Council for the split financial reserves held by Springfield.

RESOLVED: that the item be referred to the Finance and Policy Committee before being discussed at a Full Council meeting.

15 **BANK MANDATE CHANGES**

Bank Mandate changes were required following the election of new members on 4th May 2023, the recommended signatories to be:

Chairman of the Council, Vice-Chairman of the Council, The Chairman of the Finance & Policy Committee and one other member. The RFO /Deputy Clerk would also be added to the list of authorised users/signatories to enable the processing of payments.

RESOLVED: that Cllrs R. Carson, S. Byrne-Lagrué, I. Fuller be set up as authorised signatories and S. Sullivan to remain as an authorised signatory.

16 **CO-OPTION ON TO COUNCIL**

Due to insufficient numbers of candidates standing for election on 4th May 2023, members may wish to exercise their power to co-opt persons to fill the vacancies.

Section 21 of the Representation of the People Act 1985, allows the Council to co-opt members without the need to give public notice in the way that occurs through a casual vacancy e.g. without the need for election notification to be posted. Publicity about the vacancies would be issued and co-option considered at the meeting to be held on 4th July 2023.

RESOLVED: members agreed that they wished to exercise their power to co-opt persons to fill the vacancies.

17 **ITEMS FOR INFORMATION**

17.1 **MEMORANDUM OF UNDERSTANDING STAFFING ARRANGEMENTS BETWEEN SPRINGFIELD PARISH COUNCIL AND THE VILLAGE COUNCIL OF CHELMER VILLAGE**

A Memorandum of Understanding had been signed with effect from 1st April 2023 between Springfield Parish Council and The Village Council of Chelmer to share certain resources.

RESOLVED: that the information was noted.

17.2 **BUILDINGS AND CONTENTS INSURANCE**

Members noted the building and contents insurance would enter into year three on the 1st June 2023, of the three year contract.

RESOLVED: that

Clerk to the Council advised members that the assets for Springfield Parish Council and Village Council of Chelmer for insurance purposes may need to be split, the Clerk to the Council was liaising with the Broker.

17.3 **CITIZENS ADVICE CHELMSFORD**

An appeal had been made by the Citizens Advice Bureau for volunteers, members were asked to inform the Clerk if they wished to become a volunteer to enable their details to be passed to the co-ordinator.

RESOLVED: that the information be noted.

18 **SUPPLIER PAYMENTS LISTS**

1st February 2023 – 21st April 2023

Clerk to the Council answered members questions.

RESOLVED: that the payment list attached at Appendix 1 be approved and adopted.

Meeting closed at 8.20 p.m.

Cllr S Sullivan

Signed Chairman Date

**Payment List 01/02/23 -
21/04/23**

Appendix 1

Date	Name	Details	Amount £	VAT
01/02/2023	FRAMA	D/D-Reset of Franking Machine	50.00	*
07/02/2023	OFFICE 36	C/C Monthly Email & Broadband Charge	141.40	
08/02/2023	ALLSTAR	D/D-Diesel	85.28	*
08/02/2023	ESSEXTEL	BACS-Program Wi-fi Network	150.00	
10/02/2023	BARCLAYC	D/D-PDQ Charges	64.40	*
13/02/2023	MCALLAN	BACS-Breakdown Recovery of Handyman Van	65.00	
13/02/2023	SUELEESC	BACS - Advance Yearly Maintenance Fee Council Website	120.00	
13/02/2023	SUELEESC	BACS-Advance Fee for Wordpress Maintenance Plan	40.00	
13/02/2023	VIKING	BACS-Stationery Items	66.74	*
13/02/2023	VIKING	BACS-Stationery Items	25.79	*
13/02/2023	MARTINMC	BACS-Chronicle Paper	5.02	*
13/02/2023	STRAKERT	BACS-Remedial Work to the Lightning Protection System	432.00	*
13/02/2023	CHELMSF1	BACS-Replacement Pumps	4092.00	*
15/02/2023	FOREST	DD-Monthly Telephone Charges	274.99	*
15/02/2023	ALLSTAR	DD-Diesel	88.28	*
15/02/2023	BARCLAYC	Barclaycard	329.67	*
16/02/2023	UNITEDGA	D/D- Monthly Electricity Usage Workunit	68.01	*
16/02/2023	UNITED GA	D/D-Monthly Electricity Usage Parish Centre	1409.27	*
20/02/2023	OFFICE 36	C/C-Monthly Additional Email	4.50	
20/02/2023	OFFICE 36	C/C-Monthly Email & Broadband Services	141.40	
20/02/2023	TYRETECH	C/C-Tyres for Handyman Van	151.18	*
20/02/2023	BARCLAYC	Barclaycard	323.07	*
21/02/2023	BEAULIEU	BACS-Earmarked Reserve Funds	15000.00	
25/02/2023	ESSEXAIR	BACS-Donations Essex & Herts Air Ambulance	500.00	
25/02/2023	ADECCO	BACS-Agency Fees	271.30	*
25/02/2023	SSE	BACS-Gas Supplies January 2023	1555.45	*
25/02/2023	DOCENDO	BACS-Maintenance Contract	886.09	*
25/02/2023	CJSUPPLI	BACS-Window Clean Library & Parish Centre	87.60	*
25/02/2023	CJSUPPLI	BACS-Cleaning Supplies	418.82	*
25/02/2023	WATERLOG	BACS-Service & Maintenance Water Fountain	329.54	*
25/02/2023	FRIENDS OF HISTORIC ESSEX REG	BACS-Membership Fee	12.00	
25/02/2023	CHELMSF1	BACS-Calorifier/Actuators/Water Treatment	6919.93	*
28/02/2023	HMRC	BACS - Tax & NI for Feb 2023	3545.00	
28/02/2023	ESSEX PENSION FUND	BACS-Pension contributions February 2023	4922.83	
28/02/2023	Payflow feb 2023	February salaries	13592.76	
01/03/2023	Allstar DDebit	D/D-Diesel	82.28	*
03/03/2023	PENINSULA	D/D-Employment Services	300.73	*
07/03/2023	VODAFONE	D/D-Telephone Contract	49.40	*
10/03/2023	BARCLAYC	D/D-PDQ Charges	53.06	*

15/03/2023	FOREST	D/D-Monthly Telephone Charges	273.24	*
15/03/2023	ALLSTAR	D/D-Diesel	82.29	*
16/03/2023	A.GREEN	BACS- Part Refund - Cancelled Booking	42.44	
16/03/2023	ODUWOLE/ Y.LASEBIKAN	BACS-Refund of Hall Hire	250.00	
17/03/2023	UNITEDGA	D/D- Monthly Electricity Usage Workunit	48.68	*
17/03/2023	UNITEDGA	D/D-Monthly Electricity Usage Parish Centre	1276.64	*
20/03/2023	CHEESEMA	BACS-Caretaker Cover	58.85	
20/03/2023	TMELECTR	BACS-Replace switches, control panel, lamps, socket	190.00	
20/03/2023	EPSTEIN CAFE	BACS-NDORS Refreshments 8th March 2023	132.00	
20/03/2023	EPSTEIN CAFE	BACS-NDORS Refreshments 22nd February 2023	103.50	
20/03/2023	EDGE	BACS-AdantEdge Online Host Services Annual Fee	574.80	*
20/03/2023	KENTCOUN	BACS-Photocopier print charges	143.08	*
20/03/2023	H2O NATIONWIDE	BACS-Undertake February 2023 Monitoring & Testing	102.60	*
20/03/2023	SUELEESC	BACS-Website Hosting Space, Wordpress Maintenance Fee	350.00	
20/03/2023	BARCLAYC	C/C-Amazon Payment	48.71	*
20/03/2023	OFFICE36	C/C-Monthly Additional Email	4.50	
20/03/2023	BARCLAYC	C/C Member of Staffs Leaving Gift	22.16	
20/03/2023	INDEED C/C	C/C-Job Advert Finance & Marketing Officer	174.29	
20/03/2023	ADDECCO	BACS-Agency Fees	602.88	*
20/03/2023	ADDECCO	BACS-Agency Fees	602.88	*
20/03/2023	OFFICEIS	BACS-Stationery	23.99	*
20/03/2023	CHELMSF1	BACS-Investigated Low Water Pressure	150.00	*
20/03/2023	CJSUPPLI	BACS-Cleaning Supplies	24.62	*
20/03/2023	CJSUPPLI	BACS-Cleaning Supplies	209.69	*
20/03/2023	SSE	BACS-Gas Supplies February 2023	1246.35	*
20/03/2023	AMAZONCO	BACS-Soft Brush Roller Bar Compatible Shark Vacuum	12.39	*
20/03/2023	AMAZONCO	BACS-Dorgard Auto Fire Door Closer	101.00	*
20/03/2023	AMAZONCO	BACS-Trigger Spray	10.95	*
20/03/2023	AMAZONCO	BACS-Microwave Oven	169.00	*
20/03/2023	AMAZONCO	BACS- Self Inking Stamp	7.66	*
22/03/2023	VODAFONE	D/D-Telephone Contract	49.40	*
29/03/2023	ALLSTAR	D/D-Diesel	82.29	*
29/03/2023	PHS	D/D-Monthly Dust Mat & Loose Lay Mats	271.06	*
31/03/2023	ADECCO	Agency Fees	602.88	*
31/03/2023	ADECCO	Agency Fees	602.88	*
31/03/2023	AMAZONCO	BACS-Metal Alloy Key Chain	5.99	*
31/03/2023	AMAZONCO	BACS-Micro Labels	5.08	*
31/03/2023	AMAZONCO	BACS-Dot Labels Stickers Self Adhesive	5.99	*
31/03/2023	AMAZONCO	BACS-Emergency Lighting Log Book	4.99	*
31/03/2023	PROTECTA	BACS-6 Monthly Fire Alarm Service & 6 Monthly Intruder Alarm Service	282.00	*
31/03/2023	FPEXWILD	BACS-Annual Membership Essex Wildlife Trust	40.00	
31/03/2023	CJSUPPLI	BACS-Cleaning Supplies	131.73	*

31/03/2023	VIKING	BACS-Stationery	113.47	*
31/03/2023	THOMAS BALOGUN	BACS-Refund for Room Hire	100.00	
31/03/2023	SPC AFTERNOON CLUB	BACS-Afternoon Club Grant Bowls Mat	720.00	*
31/03/2023	Payflow March 2023	March 2023 Salaries	12894.94	
31/03/2023	HMRC	Tax & NI March 23	3615.39	
31/03/2023	ESSEX PENSION FUND	Pension March 23	4922.83	
31/03/2023	PENINSULA	D/D-Employment Services	300.73	*
07/04/2023	ASTUTIUM	BACS-Domain Renewal	9.59	*
07/04/2023	CJSUPPLI	BACS-Cleaning Supplies	162.99	*
07/04/2023	H2O Nationwide (bacs)	BACS-Routine Monitoring & Testing	102.60	*
07/04/2023	EPSTEIN CAFE	BACS-NDORS NSAC Course 8th March 2023	242.00	
07/04/2023	EPSTEIN CAFE	BACS-NDORS NSAC Course 21st March 2023	242.00	
07/04/2023	EPSTEIN CAFE	BACS-NDORS NSAC Course 16th March 2023	126.50	
07/04/2023	ADDECCO	BACS-Agency Fees	602.88	*
07/04/2023	ADDECCO	BACS-Agency Fees	602.88	*
07/04/2023	AMAZON	BACS-Vinyl Protector	8.99	*
07/04/2023	ERNEST DOE & SONS	BACS-Gloves	10.00	*
18/04/2023	WOOSNAM	BACS-Refund key for allotment plot 15	5.00	
01/04/2023	A.BOND	BACS-Part Refund Room Hire	66.23	
21/04/2023	SPCGRENK	BACS-Quarterly Payment for Coffee Machine	587.52	*
21/04/2023	AMAZON	BACS-Dynmo Platic Label Tape	21.67	*
21/04/2023	AMAZON	BACS-Refuse Bags	19.99	*
21/04/2023	AMAZON	BACS-Plastic Water Jugs wih Lid	16.79	*
21/04/2023	VIKING	BACS-Stationery	70.96	*
21/04/2023	EPSTEIN CAFE	BACS-NDORS NSAC Course 13th April 2023	242.00	
21/04/2023	CJSUPPLI	BACS-Cleaning Supplies	244.98	*
21/04/2023	CJSUPPLI	BACS-Cleaning Supplies	24.67	*
21/04/2023	FPCBC	BACS-Installation Two Table Tennis Tables	2010.00	
21/04/2023	ADECCO	BACS-Agency Fees	602.88	
21/04/2023	PRISTINE	BACS-Ladycare	104.98	*
21/04/2023	FPEALC	BACS-EALC & NALC Annual Affiliation Fee	1116.18	*
21/04/2023	FPCBC	BACS-Annual Charge Bin Disposal Services	3211.80	
21/04/2023	FPCBC	BACS-Bin Disposal Services	974.48	
21/04/2023	FPCBC	BACS-Business Rates April 23	1734.25	
21/04/2023	SSE	BACS-Gas Supples March 23	1605.74	*