

SPRINGFIELD PARISH COUNCIL
MINUTES OF THE ANNUAL COUNCIL MEETING HELD
ON 9th MAY 2022 at 7.15PM, SPRINGFIELD PARISH CENTRE CM1 6GX

PRESENT

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

Cllrs: G Brazendale, R Carson, A Chong, I Fuller, M Girling, N Gulliver (arrived 7.28pm), D Havell, B Jeapes, R Lee, R Moore, Y Spence.

County Cllr M Mackrory

In attendance: Clerk
RFO-Deputy Clerk
Member of the public

1 ELECTION OF CHAIRMAN

Cllr Y Spence nominated Cllr S Sullivan to the role of Chairman and Cllr R Carson seconded the nomination.

When put to the vote Cllr S Sullivan was elected Chairman.

RESOLVED: that Cllr S Sullivan be elected Chairman of Springfield Parish Council for the 2022 – 2023 municipal year.

2 DECLARATION OF ACCEPTANCE OF OFFICE

Cllr S Sullivan signed her statutory Acceptance of Office.

3 APOLOGIES FOR ABSENCE –were received and accepted from Cllrs S Byrne-Laguer, A Potts and County Cllr J Spence

4 ELECTION OF VICE-CHAIRMAN

Cllr Y Spence nominated Cllr C Garrett to the role of Vice-Chairman and Cllr R Carson seconded the nomination.

When put to the vote Cllr C Garrett was elected Vice-Chairman

RESOLVED: that Cllr C Garrett be elected Vice-Chairman of Springfield Parish Council for the 2022 – 2023 municipal year.

5 DECLARATIONS OF INTEREST AND DISPENSATIONS

Members present reviewed and updated their declarations of interest forms.

RESOLVED: that members not present, to review and update their declarations of interest forms.

6 CHAIRMAN'S ANNOUNCEMENTS

- Members were reminded that under S.106 of the Local Government Finance Act 1992, any councillor who is in council tax arrears for at least three months is

prohibited from voting on the setting of a precept or any recommendation, resolution or other decision which might affect the calculation of the precept.

- The Chairman informed members that a thankyou card had been received from a staff member.

7 PUBLIC QUESTION TIME

County Cllr M Mackroy asked members if they would like him to investigate costs with ECC Highways, for speed awareness signage for the parish.

RESOLVED: Members agreed to County Cllr M Mackroy investigating this matter and noted he will report back at a future meeting

8 MINUTES OF THE FULL COUNCIL MEETING held on 28th February 2022

RESOLVED: that the minutes of 28th February 2022 meeting were approved and signed as a correct record.

9 MINUTES OF COMMITTEE MEETINGS

- 9.1 Planning Committee – 7th March 2022
- 9.2 Premises Committee – 21st March 2022
- 9.3 Planning Committee – 28th March 2022
- 9.4 Environment & Leisure Committee – 4th April 2022
- 9.5 Planning Committee – 19th April 2022
- 9.6 Annual Parish Assembly – 25th April 2022

RESOLVED that:

- i) Cllr M Girling declared a non- pecuniary interest in 9.5 minute 180.4.
- ii) the minutes of the above committee meetings were approved as a correct record.

10. ELECTION OF MEMBERS TO THE FOLLOWING COMMITTEES

(a) Planning Committee

RESOLVED that:

(i) Cllrs G Brazendale, Ms S Byrne-Lagruie, A Chong, D Havell, and B Jeapes be elected to serve on the Planning Committee

(ii) Cllr Brazendale be elected Chairman of the Committee

(b) Premises Committee

RESOLVED that:

(i) Cllrs R Carson, I Fuller, R Lee, R Moore, A Potts and S Sullivan be elected to serve on the Premises Committee.

(ii) Cllr Sullivan be elected Chairman of the Premises Committee

(c) Environment and Leisure Committee

RESOLVED that:

(i) Cllrs G Brazendale, R Carson, C Garrett, M Girling, D Havell and R Moore be elected to the committee.

(ii) Cllr C Garrett be elected Chairman of the E&L Committee

(d) **Finance and Policy Committee** – (to include at least one member from Planning, Environment & Leisure and Premises Committees)

RESOLVED that:

(i) S Byrne-Lagrué, I Fuller, C Garrett, M Girling, R Lee and Y Spence

(ii) Cllr Y Spence be elected Chairman of the Committee

(e) **Personnel Sub-Committee**

RESOLVED that:

(i) Cllrs G Brazendale, A Potts and Y Spence be elected to the committee and Cllr M Girling is the nominated substitute member.

(ii) Cllr Y Spence be elected Chairman of the Committee

Members noted that they are required to appoint a fellow councillor to act as their substitute when they are unable to attend any committee meetings. Substitutions are to be advised to the Clerk to the Council before the meeting.

11 ELECTION OF MEMBERS TO WORKING GROUPS

Members appointed the following representatives to sit on Working Groups:

(a) **Beaulieu Community Trust** - Cllrs I Fuller, S Sullivan and Y Spence, are the elected trustees until August 2023.

(b) **Annual Report Working Group** - Cllrs G Brazendale, R Lee, R Moore and Sullivan

(c) **Green Working Group** – Cllrs M Girling, N Gulliver, R Moore and A Potts

(d) **Governance Review Group** – Cllrs S Byrne-Lagrué, R Carson, D Havell, S Sullivan

12 ELECTION OF REPRESENTATIVES TO THE FOLLOWING ORGANISATIONS/GROUPS

RESOLVED: that appointments are made to organisations as follows:

(a) Trustees to the Chelmers Village Hall Management Committee - Cllrs A Chong, B Jeapes, R Lee and Y Spence

(b) Public Transport Representative - Cllr B Jeapes

(c) Representatives to attend Association of Chelmsford District Parish Councils and National Association of Local Councils - Cllrs S Sullivan and S Byrne-Lagrué, with M Girling as a reserve

(d) EALC Larger Local Councils Forum - Cllrs S Sullivan and S Byrne-Lagrué, with M Girling as a reserve

(e) Springfield United Charities - Cllrs R Lee and Y Spence will remain until May 2023

(f) Public Rights of Way Representative – Russell Richards (volunteer)

13 BEAULIEU COMMUNITY TRUST

The Chairman advised members that staff training needs were being met, revenue loss had been £20k and the trust is now VAT registered.

RESOLVED: Members noted this

14 FOR INFORMATION

Members noted that further to E&L meeting held on 4th April 2022, minute 70.4 further enquires are being made into dedicating the trees as part of the Queens Green Canopy.

RESOLVED: Members agreed one off costs, to the maximum of £200 in total.

15 SUPPLIER PAYMENT LISTS:

RESOLVED: that the supplier payment list as attached at appendix A, dated 1st February 2022 – 31st March 2022 and 1st April 2022 – 30th April 2022 were approved and noted.

Meeting closed at 8pm

Cllr S Sullivan

Signed Chairman 

Date 20/6/22

PAYMENTS LIST 31/01/2022 - 31/03/2022

* includes VAT at the standard rate

Date	Payee Name	Payment Type and details	Amount	VAT
31/01/2022	NSL	DD - Franking Machine - Annual Maintenance charge	205.63	*
31/01/2022	Public Works Loan	DD - Public Works Loan	11776.00	
01/02/2022	PROVIDE CIC	BACS - Refund to Hirer	43.20	*
02/02/2022	TYRETECH	BACS - Van maintenance	420.00	*
02/02/2022	CJSUPPLI	BACS - Cleaning supplies	127.30	*
08/02/2022	DOCENDO	BACS - IT Services	301.09	*
08/02/2022	DOCENDO	BACS - Maintenance Contract (4 of 4)	843.00	*
08/02/2022	CHELMSF1	BACS - Heating System callout	108.00	*
08/02/2022	PENINSUL	BACS - Employment Services	281.06	*
08/02/2022	SECURITA	BACS - Alarm callout	58.80	*
08/02/2022	SPCH20	BACS - Legionella Tests	102.60	*
08/02/2022	CSSS	BACS - Cleaning materials	110.88	*
08/02/2022	ERNEST DOE	BACS - Maintenance supplies	7.99	*
09/02/2022	ASDA	DD - Diesel	119.54	*
10/02/2022	BARCLAYCARD	BACS - PQD Charges	64.40	*
11/02/2022	UNITEDGAS	DD - Gas Supplies - Jan 2022	2008.80	*
14/02/2022	UNITEDGAS	DD - Electricity supplies - Jan 2022	1197.98	*
14/02/2022	UNITEDGAS	DD - Unit Electricity supplies - Jan 2022	31.20	*
15/02/2022	FORESTCOMMUNICATION	DD - Telephone charges - Jan 2022	227.28	*
17/02/2022	FORESTCOMMUNICATION	DD - Telephone charges - Dec 2021	210.96	*
17/02/2022	UNITEDGAS	DD - Gas supplies - Dec 2021	2020.42	*
17/02/2022	UNITEDGAS	DD - Gas supplies - Nov 2021	903.72	*
21/02/2022	SCREWFIX	CCard - H & S supplies	27.97	*
21/02/2022	AMAZONCO	CCard - IT supplies	10.94	*
21/02/2022	AMAZONCO	CCard - H & S supplies	13.50	*
21/02/2022	SAFEFIRE	CCard - H & S supplies	107.64	*
21/02/2022	ST JOHH AMBULANCE	CCard - Training course	192.00	*
21/02/2022	AMAZONCO	CCard - Office supplies	30.48	*
21/02/2022	FIRST4AID	CCard - H & S supplies	47.04	*
21/02/2022	AMAZONCO	CCard - H & S supplies	9.78	
21/02/2022	FIRST4AID	CCard - H & S supplies	20.58	*
21/02/2022	CURRYS	CCard - Cleaning supplies (Grant funded)	298.00	*
21/02/2022	AEROHEAL	CCard - Defibrillator cable	61.98	*
21/02/2022	TIMPSON	CCard - Door Keys	24.00	*
21/02/2022	AMAZONCO	CCard - H & S supplies	2.64	*
21/02/2022	OFFICE365	CCard - Online Services	3.80	
21/02/2022	OFFICE365	CCard - Online Services	123.20	
21/02/2022	MARTINMCCOLL	CCard - Essex Chronicle	11.25	
22/02/2022	NSL	DD - Postage charges	50.00	
23/02/2022	CBC	BACS - Omicron Grant reclaimed	4000.00	
23/02/2022	SPCH20	BACS - Legionella Tests	465.12	*
23/02/2022	CJSUPPLIES	BACS - Cleaning supplies	17.95	*
23/02/2022	CJSUPPLIES	BACS - Cleaning supplies	261.46	*
23/02/2022	GOPAK	BACS - H & S Supplies	84.00	*
23/02/2022	KENTCOUNTY	BACS - Photocopier charges	82.02	*
23/02/2022	OFFICEIS	BACS - Office supplies	258.76	*
23/02/2022	ASDA	DD - Diesel	45.87	*
28/02/2022	ACELECTRICAL	BACS - Electrical works	988.20	
28/02/2022	OFFICEIS	BACS - Office supplies	116.82	*
28/02/2022	TMACHARTERED	BACS - Re-valuation	480.00	*
28/02/2022	SUELEES	BACS - Website maintenance	40.00	
28/02/2022	HMRC	BACS - PAYE & NIC - Feb 2022	4725.71	
28/02/2022	ESSEX PENSION FUND	BACS - Pension Contributions - Feb 2022	5419.57	
28/02/2022	SALARIES	BACS - Salaries - Feb 2022	17044.65	
02/03/2022	ASDA	DD - Diesel	119.71	*
04/03/2022	NSL	DD - Postage charges	50.00	
09/03/2022	OFFICEIS	BACS - Office supplies	63.28	*
09/03/2022	ERNEST DOE	BACS - Maintenance supplies	22.39	*
09/03/2022	WATERLOGIC	BACS - Maintenance for Water cooler	249.16	*
09/03/2022	SUELEES	BACS - Website hosting	150.00	
09/03/2022	PENINSULA	BACS - Employment services	281.06	*
09/03/2022	CJSUPPLIES	BACS - Cleaning supplies	210.64	*

09/03/2022	CHELMSFORD GAS SERVICES	BACS - Callout and repairs - Aug 2021	432.00	*
09/03/2022	CHELMSFORD GAS SERVICES	BACS - Radiator repairs - May 2021	1188.00	*
09/03/2022	CHELMSFORD GAS SERVICES	BACS - Gas Safety Inspection & Boiler Service - 2020	3084.00	*
09/03/2022	CHELMSFORD GAS SERVICES	BACS - Gas Safety Inspection & Boiler Service - 2021	3084.00	*
09/03/2022	EQUIP4WORK	BACS - Floor Scrubbers/Polisher (grant funded)	1114.80	*
09/03/2022	H2O	BACS - Legionella Tests	102.60	*
10/03/2022	AMAZONCO	CCard - H & S supplies	22.96	*
10/03/2022	BARCLAYCARD	DD - PDQ charges	64.40	*
10/03/2022	ASDA	DD - Diesel	120.75	*
11/03/2022	UNITEDGAS	DD - Gas supplies - Feb 2022	1675.90	*
13/03/2022	UNITEDGAS	DD - Electricity supplies - Feb 2022	1038.71	*
13/03/2022	UNITEDGAS	DD - Electricity supplies Unit - Feb 2022	116.99	*
15/03/2022	FORESTCOMMUNICATION	DD - Telephone charges	289.72	*
16/03/2022	BT	BACS - Final Telephone & Broadband	250.96	*
16/03/2022	CHELMSFORD GAS SERVICES	BACS - Heating repairs Nov 2021	102.00	*
16/03/2022	CHELMSFORD GAS SERVICES	BACS - Heating repairs Nov 2019	96.00	*
16/03/2022	CHELMSFORD GAS SERVICES	BACS - Heating repairs Dec 2019	96.00	*
16/03/2022	CHELMSFORD GAS SERVICES	BACS - Heating repairs Dec 2019	315.59	*
16/03/2022	CHELMSFORD GAS SERVICES	BACS - Heating repairs Jan 2020	96.00	*
16/03/2022	GARDENSITE	BACS - Community Garden (grant funded)	349.99	*
21/03/2022	OFFICE365	CCard - Online services	123.20	
21/03/2022	OFFICE365	CCard - Online services	3.80	
21/03/2022	INDEED	CCard - Premises Manager Advert	131.37	
21/03/2022	MARTINMCCOLLS	CCard - Essex Chronicle	9.00	
21/03/2022	STAPLES	CCard - Hirers Refreshments	225.14	*
21/03/2022	AMAZONCO	CCard - Maintenance supplies	5.97	
21/03/2022	AMAZONCO	CCard - Maintenance supplies	14.98	*
21/03/2022	AMAZONCO	CCard - Maintenance supplies	52.63	*
21/03/2022	AMAZONCO	CCard - Maintenance supplies	5.90	*
21/03/2022	AMAZONCO	CCard - H & S supplies	14.28	
21/03/2022	FIRST4AID	CCard - H & S supplies	19.86	*
21/03/2022	LOCK DOCTOR SERVICES	CCard - H & S supplies	4.20	*
21/03/2022	AMAZONCO	CCard - Cleaning supplies	6.24	*
21/03/2022	HOBBYCRAFT	CCard - Chairmans Funds	25.00	
22/03/2022	MRS RUSSELL	BACS - Refund for hirer	56.57	*
23/03/2022	PROTECTAND DETECT	BACS - Callout charge	121.36	*
23/03/2022	H & B DRAINAGE CONTRACTORS	BACS - Allotment soil removal	1020.00	*
23/03/2022	TRADEUK	BACS - Community Garden (Grant funded)	235.45	*
23/03/2022	TRADEUK	BACS - Community Garden (Grant funded)	79.99	*
23/03/2022	BRUNEL ENGRAVING	BACS - Community Garden (Grant funded)	112.80	*
23/03/2022	GEO BROWNS	BACS - Machinery (Lawnmower)	799.00	*
23/03/2022	VODAFONE	DD - Telephone contracts	49.40	*
24/03/2022	NSL	DD - Postage costs	50.00	
30/03/2022	H2O	BACS - Legionella Tests	102.60	*
30/03/2022	FRIENDS OF HISTORIC ESSEX	BACS - Friends of Historic Essex Mar 22/ Feb 23	12.00	
30/03/2022	CJSUPPLIES	BACS - Cleaning supplies	51.31	*
30/03/2022	CJSUPPLIES	BACS - Cleaning supplies	285.84	*
30/03/2022	ELITE	BACS - Annual Maintenance Service	504.00	*
30/03/2022	TRADEUK	BACS - Community Garden (Grant funded)	52.74	*
30/03/2022	TRADEUK	BACS - Community Garden (Grant funded)	148.60	*
30/03/2022	ASDA	DD - Diesel	130.84	*
31/03/2022	ACELECTRICAL	BACS - Emergency Lighting check	176.50	
31/03/2022	OFFICEIS	BACS - Refreshment supplies	11.54	*
31/03/2022	TRADEUK	BACS - Community garden (grant funded)	176.89	*
31/03/2022	PENINSULA	BACS - Employment Services	300.73	*
31/03/2022	CJSUPPLIES	BACS - Cleaning supplies	14.84	*
31/03/2022	TYRETECH	BACS - Maintenance supplies	19.50	*
31/03/2022	CBC	BACS - Installation of Dog bin	336.00	*
31/03/2022	GALLAGHER	BACS - Interim Insurance Premium	214.17	
31/03/2022	PROTECT AND DETECT	BACS - Upgrade of Alarm system	500.40	*
31/03/2022	BLUESKY	BACS - Air Conditioning Annual Maintenance	374.40	*
31/03/2022	BARCLAYCARD	DD - PDQ Charges	64.40	*
31/03/2022	PROTECT AND DETECT	BACS - Fire & Intruder Alarm Services	282.00	*
31/03/2022	SECURITAS	BACS - Alarm call out	58.80	*
31/03/2022	MS HY	BACS - Refund for hirer	118.80	*
31/03/2022	HMRC	BACS - PAYE & NIC - Mar 2022	5719.82	
31/03/2022	ESSEX PENSION FUND	BACS - Pension Contributions - Mar 2022	6092.03	

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31/03/2022	SALARIES	BACS - Salaries - Mar 2022	19125.82	
31/03/2022	HMRC	BACS - VAT Payment	121.79	

Agenda item 15

PAYMENTS LIST 01.04.2022 - 30.04.2022

* includes VAT at the standard rate

Date	Payee Name	Payment Type and details	Amount	VAT
27/04/2022	PROTECT AND DETECT	BACS - Annual contract - Monitoring Intruder Alarm	334.32	*
27/04/2022	ESSEX WILDLIFE TRUST	BACS - Annual membership	40.00	
27/04/2022	CBC	BACS - 1100L Annual Waste collection	3127.80	
27/04/2022	CBC	BACS - 750L Waste collection Apr - Sept 2022	966.42	
27/04/2022	ASTUTIUM	BACS - IT Renewal	8.39	*
27/04/2022	CJSUPPLIES	BACS - Cleaning supplies	111.10	*
27/04/2022	PRISTINE	BACS - Hygiene contract	99.00	*
27/04/2022	CBC	BACS - Business Rates - Apr 2022	2208.75	
27/04/2022	TRADEUK	BACS - Maintenance supplies	14.25	*
27/04/2022	TRADEUK	BACS - Maintenance supplies	25.23	*
27/04/2022	OFFICEIS	BACS - Stationary supplies	49.19	*
27/04/2022	TYRETECH	BACS - Vehicle maintenance	79.00	*
27/04/2022	PENINSULA	BACS - Employment services	300.73	*
27/04/2022	CBC	BACS - Play in the Park - Apr 2022	470.00	
27/04/2022	CJSUPPLIES	BACS - Cleaning supplies	26.64	*
27/04/2022	ADECCO	BACS - Agency fees	145.15	*
27/04/2022	UNITEDGAS	BACS - Electricity supplies - Mar 2022	1165.43	*
30/04/2022	HMRC	BACS - PAYE & NIC - Apr 2022	4754.77	
30/04/2022	ESSEX PENSION FUND	BACS - Pension Contributions - Apr 2022	4954.77	
30/04/2022	SALARIES	BACS - Salaries - Apr 2022	15929.72	