

SPRINGFIELD PARISH COUNCIL
MINUTES OF THE ANNUAL COUNCIL MEETING HELD
ON 10TH MAY 2021 AT 7.30P.M., SPRINGFIELD PARISH CENTRE CM1 6GX

PRESENT Cllrs: G Brazendale, S. Byrne-Lagruue, R Carson, A Chong, I Fuller, Mrs C Garrett, M. Girling, N Gulliver, D Havell, B Jeapes, R Lee, Ms R Moore, Mrs Y Spence and S. Sullivan.

In attendance: County Cllr J. Spence and Clerk to the Council.

1 ELECTION OF CHAIRMAN

Cllr Byrne-Lagruue nominated Cllr S. Sullivan to be Chairman of the Council for the ensuing Municipal Year.

Cllr R. Moore seconded the nomination and when put to the vote Cllr Sullivan was elected chairman.

RESOLVED: that Cllr S. Sullivan be elected Chairman of Springfield Parish Council for the 2021 – 2022 municipal year.

2 DECLARATION OF ACCEPTANCE OF OFFICE

Cllr Sullivan signed her statutory Acceptance of Office.

3 APOLOGIES FOR ABSENCE – were received and accepted from Cllr A. Potts.

4 ELECTION OF VICE-CHAIRMAN

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

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

5 DECLARATIONS OF INTEREST AND DISPENSATIONS

Members reviewed and updated their declarations of interest forms.

Cllr Byrne-Lagruue declared a non-pecuniary interest in matters relating to Springfield Youth Group as a registered helper.

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 of employee changes that will be taking place in the next month. The Senior handyman and Deputy Clerk were both leaving their roles and two new staff members had been appointed, Philip Russell and Kelly Wilde.

Cllr Sullivan would also be attending the official opening of the outdoor gym at Boleyn Gardens on 12th May, the project had been funded by the parish council through CIL Tax and a grant from ECC. The equipment had been installed by Chelmsford City Council and would now be managed and maintained by them.

Since the last meeting there had also been a discussion group held, at which the chairman and Clerk had attended, to hear the progress of the A12 and surrounding road improvements.

7 PUBLIC QUESTION TIME

County Councillor J. Spence expressed his thanks to residents for their recent support at local elections which allowed him to retain his County Council seat.

8 MINUTES OF THE COUNCIL MEETING HELD ON 1st February 2021.

RESOLVED: that the minutes of the 1st February 2021, meeting be approved and signed a correct record.

9 MINUTES OF COMMITTEE MEETINGS

9.1 Premises Committee - 25th January 2021

9.2 Finance & Policy Committee - 15th February 2021

9.3 Planning Committee - 16th February 2021

9.4 Environment & Leisure Committee - 16th February 2021

9.5 Planning Committee - 22nd February 2021

9.6 Planning Committee - 8th March 2021

9.7 Planning Committee - 22nd March 2021

9.8 Premises Committee - 22nd March 2021

9.9 Planning Committee - 6th April 2021

The chairman of the committee hi-lighted the application referred to in minute 179.1 relating to land at Chelmer Village Way. This had been refused by Chelmsford City Council on a number of grounds but mainly policy numbers DM 13, DM 16, DM21 and DM23.

9.10 Environment & Leisure Committee - 6th April 2021

9.11 Planning Committee 26th April 2021

RESOLVED: that the minutes of the above committee meetings be approved and accepted.

10 REVIEW OF EFFECTIVENESS OF INTERNAL AUDIT

Members noted that further to minute number 38.5(b) of the Finance & Policy Committee meeting on 15th February 2021, the review of the effectiveness of the Internal Audit took place.

RESOLVED: that all members approved the Chairman to sign the Effectiveness of Internal Audit.

11. ELECTION OF MEMBERS TO THE FOLLOWING COMMITTEES

Members were reminded 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.

11.1 **Planning Committee**

RESOLVED: that (a) Cllrs G Brazendale, Ms S Byrne-Lagrué, D Havell, B Jeapes and A. Chong be elected to serve on the Planning Committee

(b) Cllr Brazendale be elected Chairman of the Committee

11.2 **Premises Committee**

RESOLVED: that (a) Cllrs R Carson, I Fuller, R Lee, R Moore, A Potts, Ms S Sullivan be elected to serve on the Premises Committee.

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

11.3 **Environment and Leisure Committee**

RESOLVED: that (a) Cllrs G Brazendale, R Carson, C Garrett, N Gulliver, D Havell and R Moore be elected to the committee;

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

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

RESOLVED: that (a) S Byrne-Lagrué, C Garrett, M Girling, R Lee, Y Spence, S Sullivan

(b) Cllr Y. Spence be elected Chairman of the Committee

11.5 **Personnel Sub-Committee**

RESOLVED: that Cllrs Y Spence, G. Brazendale and A. Potts be elected to the committee and Cllr M. Girling is the nominated substitute member.

12 **ELECTION OF MEMBERS TO WORKING GROUPS**

Members appointed the following representatives to sit on Working Groups:

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

12.2 **Annual Report Working Group** - Cllrs Byrne-Lagrué, Brazendale, Lee and Sullivan

12.3 **Green Working Group** - Cllrs Moore, Girling, Gulliver and Potts.

13 **ELECTION OF REPRESENTATIVES TO THE FOLLOWING ORGANISATIONS/GROUPS**

RESOLVED: that appointments are made to organisations as follows:

- (a) Day to day 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 the EALC Larger Local Councils Forum - Cllrs Sullivan and Byrne-Lagrué
- (d) Springfield United Charities - Cllrs Lee and Spence are elected trustees (until May 2023).
- (e) Public Rights of Way Representative – Russell Richards (volunteer).

14 BEAULIEU COMMUNITY TRUST

Trustee S. Sullivan informed members that the Beaulieu Centre was preparing to reopen after COVID closures, although there are some maintenance issues that remained unresolved.

St. Francis Church had made good use of the community space to assist residents during the pandemic.

15 ZOOM LICENCE

The parish council had conducted its meetings via the Zoom platform during the past year, the licence will end this month. Members were asked whether they wished to renew the licence.

RESOLVED: that the licence continues for a further year.

16 SUPPLIER PAYMENT LISTS:

16.1 26th January 2021 - 31st March 2021

16.2 1st April 2021 - 4th May 2021

RESOLVED: that the supplier payment lists attached at appendix A be approved and noted.

Meeting closed

Cllr S. Sullivan

Signed Chairman



Date 14/6/21

CHEQUE & PAYMENT LIST - 26th January - 31st March 2021

Date	Payment Type	Payee Name	Amount	Transaction Details
				* includes VAT at the standard rate
10/12/2020	PDQ	PDQ handset charges	44.46 *	for credit card machine Dec 2020
16/12/2020	Ddebit	Allstar Business Solutions	81.79 *	fuel for van
21/12/2020	Ccard	Mark 1 Hire	42.00 *	Hire Cement Mixer
21/12/2020	Ccard	Office 365	123.20	online services
21/12/2020	Ccard	Office 365	3.80	online services
21/12/2020	Ccard	O2	10.00	Mobile Top Up
21/12/2020	Ccard	Martin McColl Newsagent	8.20	Newspaper & Delivery
21/12/2020	ccard	Grasshopper (Horticultural) Ltd	103.32 *	oil filter
21/12/2020	Ccard	BT Payment Services Ltd	434.88 *	broadband services
21/12/2020	Ccard	Amazon	15.47	padlock and attachments
23/12/2020	Ddebit	Allstar Business Solutions	88.99 *	fuel for van
06/01/2021	Ddebit	Allstar Business Solutions	61.35 *	fuel for van
11/01/2021	PDQ	PDQ handset charges	41.76 *	for credit card machine Jan 2021
19/01/2021	Ccard	Office 365	3.80	online services
19/01/2021	Ccard	Office 365	123.20	online services
27/01/2021	Ddebit	Allstar Business Solutions	93.86 *	fuel for van
31/01/2021	BACS	HM Revenue & Customs	4975.13	PAYE & NIC - Jan 2021
31/01/2021	BACS	Essex County Council	6095.07	Pension Contributions - Jan 2021
31/01/2021	Payflow	Payflow	17219.60	Payflow - Jan 2021
01/02/2021	Ddebit	Public works Loan	12012.00	loan parish centre
03/02/2021	BACS	Peninsula	281.06 *	HR Services
03/02/2021	BACS	Peninsula	281.06 *	HR Services
03/02/2021	BACS	Total Gas & Power	87.81 *	Electricity Supplies
03/02/2021	BACS	Coffee Craft Ltd	156.00 *	Maintenance coffee machine
03/02/2021	BACS	Pristine Environmental Services Ltd	82.50 *	washroom services
03/02/2021	BACS	S M Plumbing	244.00	washroom maintenance
03/02/2021	BACS	Wave	47.74	water charges
03/02/2021	BACS	Wave	88.82	water charges
03/02/2021	BACS	Savills	78.00	Allotment Rent
03/02/2021	Ddebit	Allstar Business Solutions	88.26 *	fuel for van
10/02/2021	Ddebit	Allstar Business Solutions	90.18 *	fuel for van
10/02/2021	PDQ	PDQ handset charges	54.76 *	for credit card machine Feb 21
15/02/2021	BACS	GDG UK Ltd	87.60 *	window cleaning - Nov 2020
15/02/2021	BACS	GDG UK Ltd	170.10 *	housekeeping supplies
15/02/2021	BACS	CJSUPPLI	87.60 *	window cleaning - Feb 2021
15/02/2021	BACS	H2O Nationwide	205.20 *	routine monitoring and testing
15/02/2021	BACS	OFFICEIS	74.96 *	stationery supplies
15/02/2021	BACS	Ernest Doe & Sons Ltd	18.00 *	Handymen supplies
15/02/2021	BACS	Hipwell Bookbinders Ltd	136.00	bookbinding minutes
15/02/2021	BACS	Forest Communications Ltd	228.68 *	mobile phone rental & line charges
15/02/2021	BACS	Forest Communications Ltd	245.30 *	mobile phone rental & line charges
15/02/2021	BACS	Elite Entrance Systems Ltd	180.00 *	automatic doors maintenance
15/02/2021	BACS	Brentwood Lock & Safe Co Ltd	320.16 *	supply and fit Radar lock
15/02/2021	BACS	Pristine Environmental Services Ltd	16.50 *	washroom services
15/02/2021	BACS	Total Gas & Power	118.79 *	Electricity services
15/02/2021	BACS	Total Gas & Power	952.46 *	Electricity services
15/02/2021	BACS	Total Gas & Power	917.50 *	Electricity supplies
15/02/2021	BACS	Police & Crime Commissioner for Essex	68.90	Contribution - Special Constables
15/02/2021	BACS	Kingfisher Direct	313.73 *	Pickwick litter bin
19/02/2021	Ccard	Indeed.com	3.62	Advertising
19/02/2021	Ccard	Indeed.com	15.21	Advertising
19/02/2021	Ccard	Martin McColl Newsagent	12.40	Newspaper & Delivery
19/02/2021	Ccard	Office 365	3.80	online Services
19/02/2021	Ccard	Office 365	123.20	online services
19/02/2021	Ccard	Amazon	17.36 *	light bulbs
24/02/2021	Ddebit	Allstar Business Solutions	89.78 *	fuel for van
26/02/2021	BACS	Essex County Council	6095.07	Pension Contributions- Feb21
26/02/2021	BACS	HM Revenue & Customs	4974.93	PAYE & NIC - Feb21
26/02/2021	Payflow	Payflow	17219.80	Payflow - Feb21

Date	Payment Type	Payee Name	Amount	Transaction Details
				* includes VAT at the standard rate
09/03/2021	BACS	Federick Jefferies	50.00	Vehicle maintenance
09/03/2021	BACS	KCS Professional Services	153.72 *	photocopying charges
09/03/2021	BACS	Docendo Ltd	28.73 *	online daily backup Jan - Mar 21
09/03/2021	BACS	Docendo Ltd	843.00 *	Maintenance contract
09/03/2021	BACS	Chelmsford Safety Supplies	210.82 *	Handyman supplies
09/03/2021	BACS	Trade UK	14.59 *	Handyman supplies
09/03/2021	BACS	Trade UK	19.82 *	Handyman supplies
09/03/2021	BACS	Trade UK	67.47 *	Handyman supplies
09/03/2021	BACS	Ernest Doe & Sons Ltd	26.96 *	Handyman supplies
09/03/2021	BACS	Protect & Detect Systems Ltd	425.03 *	Service fire and security alarms
09/03/2021	BACS	Sara Hellen	112.82 *	hall hire refund
09/03/2021	BACS	Total Gas & Power	2342.88 *	Gas supplies
09/03/2021	BACS	Peninsula	281.06 *	HR Services
09/03/2021	BACS	Urban issues Ldn Ltd	116.76 *	Handyman maintenance
10/03/2021	PDQ	PDQ handset charges	54.00 *	for credit card machine Mar 21
10/03/2021	Ddebit	Allstar Business Solutions	93.13 *	fuel for van
19/03/2021	Ccard	BT Payment Services Ltd	434.88 *	Broadband services
19/03/2021	Ccard	Indeed.com	65.35	Advertising
19/03/2021	Ccard	Office 365	3.80	online services
19/03/2021	Ccard	Office 365	123.20	online services
19/03/2021	Ccard	Amazon	4.94 *	Radar toilet key
19/03/2021	Ddebit	Allstar Business Solutions	121.11 *	fuel for van
23/03/2021	BACS	H2O Nationwide	259.92 *	routine monitoring and testing
23/03/2021	BACS	H2O Nationwide	102.60 *	routine monitoring and testing
23/03/2021	BACS	Chelmsford City Council	958.10	bin collection charges
23/03/2021	BACS	Chelmsford City Council	38500.00	installation outdoor gym
23/03/2021	BACS	Forest Communications Ltd	230.11 *	mobile phone rental & line charges
23/03/2021	BACS	Astutium Ltd	9.59 *	web domain renewal
23/03/2021	BACS	SLCC Enterprise	54.00 *	Regional Training Seminar
23/03/2021	BACS	Total Gas & Power	112.55 *	Electricity supplies
23/03/2021	BACS	Total Gas & Power	727.39 *	Electricity Supplies
23/03/2021	BACS	GDG UK Ltd	108.59 *	housekeeping supplies
31/03/2021	BACS	HM Revenue & Customs	5025.42	PAYE & NIC - Mar21
31/03/2021	BACS PEN	Essex County Council	6129.44	Pension Contributions-Mar21
31/03/2021	Payflow	Payflow	17291.37	Payflow - Mar21
31/03/2021	BACS	Protect & Detect Systems Ltd	220.54 *	access call out
31/03/2021	BACS	GDG UK Ltd	142.92 *	housekeeping supplies
31/03/2021	BACS	GDG UK Ltd	108.40 *	housekeeping supplies
31/03/2021	BACS	Peninsula	281.06 *	HR Services
31/03/2021	Ddebit	Allstar Business Solutions	91.00 *	fuel for van
31/03/2021	BACS	Premier Lifts	567.02 *	lift maintenance
31/03/2021	BACS	H2O Nationwide	102.60 *	routine monitoring and testing
31/03/2021	BACS	Protect & Detect Systems Ltd	875.35 *	door locking investigation
31/03/2021	BACS	Protect & Detect Systems Ltd	150.00 *	security maintenance
31/03/2021	BACS	Protect & Detect Systems Ltd	132.00 *	fire alarm maintenance

CHEQUE & PAYMENT LIST - 1st April - 4th May 2021

Date	Payment Type	Payee Name	Amount	Transaction Details
				* includes VAT at the standard rate
23/04/2021	BACS	GDG UK Ltd	33.60 *	Window Cleaning - April
23/04/2021	BACS	Total Gas & Power	823.22 *	Electricity supplies
23/04/2021	BACS	Chelmsford City Council	3105.44	Waste Collection
23/04/2021	BACS	Total Gas & Power	93.90 *	Electricity Supplies
23/04/2021	BACS	John Kenny - Mobile Mechanic	322.00	Van Maintenance
23/04/2021	BACS	PHS Group	234.00 *	Dust mat hire
23/04/2021	BACS	Sue Lees Consultancy	150.00	Web site hosting
23/04/2021	BACS	Friends of Historic Essex	12.00	Membership Renewal
23/04/2021	BACS	PPLPRS	272.55	Entertainment licence
23/04/2021	BACS	Forest Communications	231.86 *	mobile phone rental & line charges
23/04/2021	BACS	Pristine Environmental Services Ltd	82.50 *	washroom services
23/04/2021	BACS	Elite Entrance Systems Ltd	246.00 *	service automatic doors
23/04/2021	BACS	S L Bridge	108.54 *	Room Hire refund
30/04/2021	BACS	HM Revenue & customs	4271.08	PAYE & NIC - Apr21
30/04/2021	BACS	Essex County Council	5421.86	Pension Contributions-Apr21
30/04/2021	Payflow	Payflow	15564.57	Payflow - Apr21

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