Springfield Parish Council
Minutes of the Annual Council Meeting
The Council met at 7.05pm on **Monday 20th May 2024** in the Council Chamber, Springfield Parish Centre, St Augustine's Way, Springfield, Chelmsford, Essex, CM1 6GX.

Councillor R Carson chaired the meeting.
Present: Councillors R Lee, N Dudley, G Brazendale, S Byrne-Lagrue, B Chadwick, A Chong, I Fuller, D Havel, S Sullivan, K Hine and J Pioli.
In attendance - Clerk to the Council and the Administration and Committee Clerk Assistant.

001/24. Election of Chair
Cllr R Carson was elected as Chair. Proposed by Cllr S Bryne-Lagrue, seconded by Cllr R Lee and agreed unanimously.

002/24. Chair to sign the Declaration of Acceptance of Office
Cllr R Carson will sign the Declaration of Acceptance of Office.

003/24. Election of Vice-Chair
Cllr I Fuller was elected as Vice-Chair. Proposed by Cllr R Carson, seconded by Cllr R Lee and agreed unanimously.

004/24. Vice-Chair to sign the Declaration of Acceptance of Office
Cllr I Fuller will sign the Declaration of Acceptance of Office.

005/24. Apologies for Absence
No apologies received. Cllr E Aluko was not present at the meeting.

006/24. Registration of Members' Interest and any Declarations of Interest
Cllrs N Dudley, S Byrne-Lagrue, S Sullivan and J Pioli advised they need to review and amend their declaration forms. The Clerk will send these to them. Cllr S Sullivan advised she was now the Deputy Mayor of Chelmsford City Council. Cllrs S Sullivan, A Chong and S Bryne-Lagrue advised they were Councillors for Chelmer Village Council. This is to be noted for the full municipal year.

007/24. Committees, Representatives for External Bodies and Members of Working Parties
The following committee members were appointed and agreed:
Planning and Environment Committee
Cllr G Brazendale
Cllr D Havell
Cllr A Chong
Cllr B Chadwick
Cllr R Carson
Cllr G Brazendale was appointed Chair, proposed by Cllr A Chong, seconded by Cllr D Havell and agreed unanimously.

Premises Committee

Cllr R Lee
Cllr N Dudley
Cllr S Byrne-Lagrue
Cllr I Fuller
Cllr B Chadwick
Cllr R Lee was appointed Chair, proposed by Cllr S Bryne-Lagrue, seconded by Cllr N Dudley and agreed unanimously.

Finance and Policy Committee
Cllr I Fuller
Cllr J Pioli
Cllr K Hine
Cllr E Aluko
Cllr S Bryne-Lagrue
Cllr R Lee
Cllr R Carson
Cllr I Fuller was appointed Chair, proposed by Cllr J Piloi, seconded by Cllr R Carson and agreed unanimously.

Personnel Sub-Committee
Cllr I Fuller
Cllr G Brazendale
Cllr R Carson
As this is a joint sub-committee with Chelmer Village Council, the Chair will be decided at the first meeting of the Sub-Committee.

Representatives for External Bodies
It was agreed the following councillors would sit as representatives on the external bodies:

Transport
Cllr D Havell

Springfield United Charities
Cllr B Chadwick

Essex Association of Local Councils (EALC)
Cllr R Carson

Chelmsford Association of Local Councils
A representative will be agreed at a later date. However, Cllr R Carson will attend any meetings in the meantime.

The Clerk was asked to contact the Public Rights of Way Officer for the Council to see if they are willing to carry on.

008/24. Minutes of Full Council
Minutes were received, agreed and signed for the full council meetings on the 29th November 2023, 26th February 2024 and 16th April 2024. R Carson corrected the

meeting date of the minutes for the 10th January 2024 as they stated 6th January 2024. With all Councillors in agreement with the amendment he resigned the minutes.
Cllr I Fuller enquired about the parish sign that is due to be moved and about the repayment to HMRC re the Furlough grant. The Clerk will speak with the Handyperson about a date for moving the sign and advised the HMRC repayment issue would be on the next Finance and Policy Committee meeting for discussion and agreement.

009/24. Public Queston Time
No members of the public were present at the meeting.

010/24. Minutes of Committee meetings
The following committee meeting minutes were noted:
Planning and Environment Committee meetings held on 9th October 2023, 20th November 2023, 8th April 2024 and 13th May 2024.
Personnel Sub-Committee meetings held on 10th October 2023, 1st November 2023, 5th December 2023 and 15th May 2024
Premises Committee meetings held on 27th November 2023 and 22nd January 2024.

011/24. Clerk's report
An update was given on the status of the bad debt for the old café owner. The Clerk is going over all correspondence and once the exact amount owing has been confirmed a letter will be sent. A further update will be given at the next Full Council meeting on 1st July 2024.

012/24. Code of Conduct
The unchanged Code of Conduct for 2024/25 was agreed. Proposed by Cllr R Carson, seconded by Cllr S Byrne-Lagrue and agreed unanimously.

013/24. Standing Orders
The new Standing Orders for 2024/25 were agreed. Proposed by Cllr J Pioli, seconded by Cllr S Byrne-Lagrue and agreed unanimously.

014/24. Terms of Reference
It was agreed to have 7 members on the Finance and Policy Committee. Proposed by Cllr S Sullivan, seconded by Cllr S Byrne-Lagrue and agreed unanimously.
It was agreed to have Personnel Sub-Committee meetings every 3 months.
It was agreed to have 5 members on the Planning and Environment Committee.
Proposed by Cllr A Chong, seconded by Cllr G Brazendale and agreed unanimously.
It was agreed to have Premises Committee meetings every two months.
The new Terms of Reference for all committees and the one sub-committee as above were agreed. Proposed by Cllr I Fuller, seconded by Cllr S Bryne-Lagrue and agreed unanimously.

015/24. Meeting dates
The Clerk had circulated the revised meeting date list, and all dates were agreed.

016/24. Internal Auditor report for 2023/24

The Clerk had circulated the report pointing out there were only 3 minor recommendations. A discussion took place and it was agreed to close the petty cash account as it is rarely used and was not needed at all during the financial year 2023/24. The Internal Auditor's report was agreed. Proposed by Cllr R Lee and seconded by Cllr S Sullivan; with 11 for and 1 against the motion was passed.

017/24. Appointment of Internal Auditor for Financial Year 2024/25

Council agreed to use the same Internal Auditor, Heelis & Lodge, for the financial year 2024/25. Proposed by Cllr J Pioli, seconded by Cllr B Chadwick and agreed unanimously.

018/24. Finance

The Clerk had circulated the income and expenditure for April 2024 along with the March 2024 and April 2024 bank reconciliations for the main account and deposit account. All income, expenditure and reconciliations were agreed. Proposed by Cllr R Lee, seconded by K Hine and agreed unanimously. The budget summary comparison report was also circulated and agreed.

It was also agreed that the Clerk, Cllr R Carson and Cllr I Fuller would be added to the CCLA mandate for full access to the account. Proposed by Cllr J Pioli, seconded by Cllr K Hine and agreed unanimously.

019/24. Annual Governance Statement - 31st March 2024

The Clerk had circulated the Annual Governance Statement.

a) The Council considered the findings of the review of the effectiveness of the system of internal control, and this was approved.
b) The Council resolved unanimously to approve the Annual Governance Statement. Proposed by Cllr S Byrne-Lagrue, seconded by Cllr R Carson and agreed unanimously. The statements were signed and dated by the Chair of the Council, Cllr R Carson and the Clerk of the Council.

020/24. Accounting Statements - 31st March 2024

The Clerk had circulated the Accounting Statements. It was proposed that the Accounting Statements should be approved and signed. Proposed by Cllr S Byrne-Lagrue, seconded by Cllr R Carson and agreed unanimously. The accounts were signed by the Chair of the Council, Cllr R Carson and the Clerk of the Council.

021/24. End of Year Accounts 31st March 2024

The End of Year Accounts for the year ending 31st March 2024 had been circulated by the Clerk. There were no queries raised and it was proposed that the accounts should be approved and signed. Proposed by Cllr S Byrne-Lagrue, seconded by Cllr R Carson and agreed unanimously. The accounts were signed by the Chair of the Council, Cllr R Carson and the Clerk of the Council.

022/24. General Power of Competence

The Clerk explained what the General Power of Competence was, and that the Council still qualifies to be able to use it. It was agreed that the Council will continue to use the General Power of Competence. Proposed by Cllr R Lee, seconded by Cllr S Byrne-Lagrue and agreed unanimously.

024/24. Correspondence

The Clerk had circulated the email request from a resident regarding a new pedestrian crossing for Pump Lane. A discussion took place and the Council decided that the resident should contact the County Councillor, Cllr M Mackrory, directly in regard to this request. The Parish Council will take no further action.

025/24. Review of Local Plan

The Clerk had circulated the information in regard to Chelmsford City Council's Local Plan review. A discussion took place and it was agreed to place this on the next Planning and Environment Committee meeting on 10th June 2024 for comment.

026/24. Insurance

The Clerk circulated the renewal quotes for insurance for 2024/25.
It was agreed that the council would continue with the Cyber Security insurance at a cost of £367.36 per annum. However, the Clerk was asked to look into this further to see if it was actually needed and if other Councils have this kind of insurance.
It was agreed to renew the Engineering and Construction insurance with Allianz Insurance Plc at an annual cost of £597.44.
The main insurance including buildings, contents and liabilities had increased by £2,741.55 to a premium of £15,088.18. The increase was mainly due to the rise in insurance in general and the fact that the Council had now advised the insurance company that a third of the premises roof was a flat roof. The Clerk advised that part of the flat roof had leaked but this would not be covered by the insurance due to its age. This will be discussed further at the next Premises Committee meeting on 27th May 2024. It was agreed to accept the renewal quote with Hiscox Insurance Company Ltd at a cost of £15,088.18.
All insurance renewals were proposed by Cllr R Lee, seconded by Cllr S Sullivan and agreed unanimously.
The Clerk acknowledged that she had not had the time to obtain three quotes for the main insurance but will make sure that this is adhered to for 2025/26.

026/24. Planning Application

The following planning applications were considered:

- **24/00543/FUL** 7 Alyssum Close, Springfield, CM1 6YF - Single storey front and side extension, first floor front extension
  The Council had no objections to this application.
- **24/00667/FUL** 5 Heather Court, Springfield - Installation of an Air-Source Heat Pump.
  The Council had no objections to this application but commented on the closeness of the pump with the fence and wondered if this was a fire risk.

027/24. Matters for Information

Cllr R Carson asked for community engagement to be added to the next Full Council agenda.
Cllr R Lee provided a verbal update on the negotiation between Springfield Parish Council and Chelmer Village Council. He advised that communication had greatly improved. The discussions included Chelmer Village not being charged for holding their meetings at Springfield Parish Centre, the continuation of the sharing of staff and the possible percentage Chelmer Village Council may receive if anything happened to the centre. The Memorandum of Understanding will continue to be reviewed each November. The working group hope to bring a proposal to the next Full Council meeting on 1st July 2024.

There being no further business the meeting was closed at 9.30pm.