

Springfield Parish Council
Minutes of the Parish Council Meeting
held on 20th July 2020 at 7.30pm
online via Zoom Platform

Present:

Chairman: Cllr Ms S Sullivan.

Vice-Chairman: Cllr Mrs C Garrett

Councillors: G Brazendale, R Carson, A Chong, I Fuller, Mrs M Girling, D Havell, R Lee,
Mrs R Moore, Mrs Y Spence

Absent: Cllrs N Gulliver, B Jeapes

In Attendance: County Cllr J Spence (*left 7.40pm*)
County Cllr M Mackrory (*left 7.52pm*)
Clerk to the Council
Deputy Clerk to the Council

22 APOLOGIES FOR ABSENCE were received and accepted from Cllrs Miss S Byrne-Lagrué and A Potts.

23 DECLARATIONS OF INTEREST AND DISPENSATIONS

RESOLVED: that there were no Declarations of Interest or Dispensations

24 CHAIRMAN'S ANNOUNCEMENTS

24.1 The Chairman provided an update regarding reports of anti-social behaviour and speeding in Chelmer Village and advised that she had attended a meeting with a police officer where it was agreed the police would maintain a high-profile presence in Chelmer Village. Setting up the Community Speed Watch was also discussed. Cllr Lee said that he would contact the police concerning this.
County Cllr Spence said he was grateful to the police officers and councillors for their support.

25 PUBLIC QUESTION TIME

25.1 County Cllr Mackrory asked if the council had received the latest newsletter from Countryside Properties concerning the completion of railway station and virtual presentation on the A12 improvements, etc. The Clerk to the Council confirmed that the Beaulieu Development Update had been received.

26 MINUTES OF THE COUNCIL MEETING HELD ON 29th June 2020

RESOLVED: that the minutes of the meeting held on 29th June 2020 be approved and signed as a correct record.

27 MINUTES OF COMMITTEE MEETINGS

Copies of minutes of the following Committee meetings had been circulated to all members of the Council.

27.1 Planning Committee - 15th June 2020

27.2 Planning Committee - 29th June 2020

27.3 Planning Committee - 13th July 2020

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

28 BEAULIEU COMMUNITY TRUST

The Chairman reported that due to the current situation with COVID-19 the building had remained closed and that several refunds had been given. A Trustees meeting was scheduled for 21st July 2020 and it is anticipated that the building will reopen in August. During the building shutdown improvements to install air conditioning and automatic door openers had been carried out.

RESOLVED: that the information is noted.

29 GOVERNANCE REVIEW (Parish boundaries)

Cllr I Fuller advised that a pre-consultation about parish boundaries had begun. He encouraged members to complete and return the documentation. Following the informal suggestion that Beaulieu, Channels and the new garden village form a separate 'parish' with White Hart Lane and Essex Regiment Way being the southern and western edge, the community governance review could consider changes to the Springfield Parish boundary.

The Chairman suggested that a small working party be formed to discuss this, consisting of Cllrs Ms Sullivan, Havell, Richard Carson and one other.

The Clerk to the Council advised that the proposed agenda for consultation with parishes will take place on 10th, 11th or 12th August at 2pm. It may be necessary for councillors to meet before this. Further information was awaited.

RESOLVED: that

- a) a working party is formed consisting of Cllrs Ms S Sullivan, Havell, and Carson
- b) the Clerk to the Council to contact members not in attendance to obtain any other members interested in joining.
- c) the rest of the information is noted.

30 ITEMS FOR INFORMATION

30.1 Springfield Library

Members noted that the library had re-opened its doors to the public on 14th July for 4 days a week and thanked staff who had worked hard alongside library staff to achieve the re-opening of this valued local amenity.

Members further noted that contact had been received from ECC library service regarding Springfield Parish taking up the Community Run Library Service, as detailed in their 'Future Library Strategy'. Due to the delay caused by the COVID-19 outbreak ECC Cllr Barker is to review the strategy programme with revised deadlines.

RESOLVED: that members of the working party, Cllrs Ms Sullivan, Potts, Lee, Gulliver and Miss Byrne-Lagrué will be contacted as and when information becomes available.

30.2 **Outdoor Gym**

RESOLVED: that it is noted that further to the parish council meeting of 29th June 2020, minute 16.3, a meeting of the Working Group (Cllrs Ms Sullivan, Jeapes, Mrs Garrett and Mrs Moore) will take place on 21st July 2020.

30.3 **Council Payments - 19th May - 13th July 2020**

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

31 **EXCLUSION OF PRESS & PUBLIC**

RESOLVED: that

In accordance with the Admission to Meetings Act 1960, members of the public and press were excluded from the following item of business due to the confidential nature of the information and they were instructed to leave the meeting.

32 **COMPLAINT PROCEDURE**

Members received information concerning an incident which occurred on 10th December 2019. The complaints procedure had been followed and a decision was now required by council.

RESOLVED: that

- a) a letter of response is sent out to the complainant detailing outcomes;
- b) members are reminded that all paperwork relating to the matter must be destroyed or returned to the parish council to be destroyed.
- c) the complaint be closed.

The meeting closed at 8.24pm

Signed.....

Chairman

Date.....

28/9/20

CHEQUE & PAYMENT LIST - 19th May - 13th July 2020

Date	Payment Type	Payee Name	Amount	Transaction Details * includes VAT at the standard rate
29/05/2020	BACS	HM Revenue & Customs	4623.06	PAYE & NIC - May20
29/05/2020	BACS	Essex County Council	5607.97	Pension Contributions- May20
29/05/2020	Payflow	Payflow	15984.57	Payflow - May 20
29/05/2020	BACS	GDG UK Ltd	24.48	* Housekeeping Supplies
29/05/2020	BACS	GDG UK Ltd	154.28	* Housekeeping Supplies
29/05/2020	BACS	GDG UK Ltd	102.90	* Housekeeping Supplies
29/05/2020	BACS	George Browns Ltd	35.46	* machinery maintenance
29/05/2020	BACS	Wave	55.69	Water Rates - Dec 2019 - Mar 2020
29/05/2020	BACS	Wave	16.65	Water Rates - Allotments
29/05/2020	BACS	H2O Nationwide	102.60	* Routine monitoring & testing
29/05/2020	BACS	Forest Communications Ltd	227.60	* mobile phone rental & line charges
29/05/2020	BACS	Total Gas & Power	979.84	* electricity supplies
29/05/2020	BACS	Total Gas & Power	17.37	* electricity supplies
29/05/2020	BACS	Peninsula	94.50	* HR services
29/05/2020	BACS	Peninsula	94.50	* HR services
29/05/2020	BACS	Peninsula	281.06	* HR services
29/05/2020	BACS	Sue Lees Consultancy	150.00	SPC web development
29/05/2020	BACS	JCM Services	2088.00	* CVG - grounds maintenance
29/05/2020	BACS	Office IS	3.18	* stationery
29/05/2020	BACS	Friends of Historic Essex	12.00	annual subscription
29/05/2020	BACS	Beaulieu Community Trust	50000.00	BCT grant
12/06/2020	BACS	George Browns Ltd	31.36	* machinery maintenance
12/06/2020	BACS	George Browns Ltd	16.04	* machinery maintenance
12/06/2020	BACS	Docendo Ltd	843.00	* IT maintenance
12/06/2020	BACS	Docendo Ltd	90.00	* website licence/launch
12/06/2020	BACS	Sue Lees Consultancy	1596.00	SPC web site development
12/06/2020	BACS	TEK Interiors Ltd	168.00	* fire door maintenance
12/06/2020	BACS	PHS Group	239.45	* dust mat hire
12/06/2020	BACS	AC Electrical Services	240.00	electrical supplies
12/06/2020	BACS	BT	421.80	* broadband services
12/06/2020	BACS	Astutium Ltd	12.00	DNS hosting
12/06/2020	BACS	Chelmsford City Council	2208.00	Business rates - May 2020
12/06/2020	BACS	Chelmsford City Council	2208.00	Business rates - June 2020
12/06/2020	BACS	GDG UK Ltd	122.40	* housekeeping supplies
12/06/2020	BACS	Peninsula	281.06	* HR services
12/06/2020	BACS	Peninsula	94.50	* HR services
12/06/2020	BACS	Pristine Environmental Services	11.00	* washroom services
12/06/2020	BACS	R Vaughan	75.40	* fuel for van
19/06/2020	BACS	Safety signs 4 less	54.30	* Covid-19 signage
19/06/2020	BACS	George Browns Ltd	455.00	* machinery maintenance
19/06/2020	BACS	All Numbers Accounting	1140.00	* Preparation EOY accounts
19/06/2020	BACS	Came & Co	373.64	* annual boiler insurance cover
19/06/2020	BACS	Essex Wildlife Trust	40.00	annual subscription
19/06/2020	BACS	H2O Nationwide	102.60	* Routine monitoring & testing
19/06/2020	BACS	Wave	727.41	water rates - Dec19 - Mar 20
19/06/2020	BACS	Protect & Detect	379.20	* annual maintenance fee
19/06/2020	BACS	Protect & Detect	84.00	* call out fee
19/06/2020	BACS	Total Gas & Power	2829.97	* Gas supplies
19/06/2020	BACS	Total Gas & Power	20.33	* electricity supplies
19/06/2020	BACS	E Edwards	105.30	* housekeeping supplies
19/06/2020	BACS	Mrs S Kenny	115.00	full service on van
30/06/2020	BACS	HM Revenue & Customs	5607.97	Pension Contributions-Jun 20
30/06/2020	BACS	Essex County Council	4601.26	PAYE & NIC - Jun 20
30/06/2020	Payflow	Payflow	15895.92	Payflow - Jun 20
07/07/2020	BACS	Phoenix Interiors	576.00	* stage curtains - cleaning and repair
07/07/2020	BACS	Mrs O Kanoba	176.36	* booking refund
07/07/2020	BACS	Keely Hawtree	154.08	* booking refund
07/07/2020	BACS	Kay Shrimpton	93.03	* booking refund

Date	Payment Type	Payee Name	Amount	Transaction Details * includes VAT at the standard rate
07/07/2020	BACS	Jenna Ham	93.03	* booking refund
07/07/2020	BACS	Victoria Darnell	65.48	* booking refund
07/07/2020	BACS	Chelmsford City Council	2208.00	Business rates - July 2020
07/07/2020	BACS	Sue Lees Consultancy	40.00	website maintenance
07/07/2020	BACS	GDG UK Ltd	48.00	* window cleaner
07/07/2020	BACS	Came & Co	12320.86	Building & contents insurance
07/07/2020	BACS	Forest Communications Ltd	227.36	* mobile phone rental & line charges
07/07/2020	BACS	Heelis & Lodge	210.00	carry out internal EOY audit
07/07/2020	BACS	Coffee Craft Ltd	156.00	* maintenance to coffee machine
07/07/2020	BACS	Safety signs 4 less	27.00	* Covid-19 signage
07/07/2020	BACS	Safety signs 4 less	4.44	* Covid-19 signage
07/07/2020	BACS	Heightsafe Systems Ltd	450.00	* annual compliance testing
07/07/2020	BACS	George Browns Ltd	16.57	* machinery maintenance
07/07/2020	BACS	KCS Professional Services	56.50	* Photocopying charges
07/07/2020	BACS	M&G Fire Protection (Essex) Ltd	402.00	* maintenance fire extinguishers, etc
07/07/2020	BACS	EALC	48.00	risk assessment webinar
07/07/2020	BACS	Total Gas & Power	988.13	* electricity supplies