

Springfield Parish Council
Minutes of the Parish Council Meeting
held on 28th September 2020 at 7.30pm
online via Zoom Platform

Present:

Chairman: Cllr Ms S Sullivan (*arrived 7.55pm*)

Vice-Chairman: Cllr Mrs C Garrett

Councillors: G Brazendale, Miss S Byrne-Laguer, R Carson, A Chong, I Fuller, Mrs M Girling,
N Gulliver, D Havell, R Lee, Mrs R Moore, A Potts, Mrs Y Spence

Absent: Cllrs B Jeapes

In Attendance: County Cllr J Spence (*left 8.40pm*)
County Cllr M Mackrory (*left 8.40pm*)
Clerk to the Council
Deputy Clerk to the Council

Cllr Mrs Garrett commenced the meeting until the chairman arrived.

33 APOLOGIES FOR ABSENCE - none received

34 DECLARATIONS OF INTEREST AND DISPENSATIONS

RESOLVED: that there were no Declarations of Interest or Dispensations

35 CHAIRMAN'S ANNOUNCEMENTS (*deferred to 8.05pm*)

The Chairman apologised for her late arrival and made the following announcements.

35.1 The chairman attended the EALC AGM on 24th September 2020 via the Zoom platform. She advised that the EALC affiliation fee will be increasing by 2.99% and the NALC affiliation fee will increase by 3%.

Constitutional changes were discussed, and the main points were to reduce the number of members attending meetings from 40 to 30 to be quorate. Also, to extend the current three-year term, which was due to expire at the end of the year, for the Chairman and Vice Chairman due to the current COVID situation with no limit to the end of term. The other main item was to exclude clerks from serving on the executive committee. Following a vote the vote was lost and it was agreed a special General Meeting to take place later in the year.

35.2 The chairman advised that the current Community Special Constable for Springfield Parish will shortly be moving out of the parish.

36 PUBLIC QUESTION TIME (*deferred to 8.15pm*)

36.1 County Cllr Mackrory asked:

- a) if there had been any development concerning the future of Springfield Library. The Chairman advised that due to the lockdown nothing had happened with the community run library scheme, although the timings had been rescheduled. The library was now open and being used.
- b) how the staff had been coping with the latest working arrangements. The chairman advised

that all was working well and that the NHS Track & Trace had now been implemented. The Clerk to the Council confirmed that all staff were happy with the working arrangements. They had been provided with masks for use in the public areas and social distancing requirements throughout the building were in place.

- 36.2 County Cllr Mackrory advised that the reporting of potholes in the North Springfield Ward had resulted in twenty-two of the worst being reported to highways.
- 36.3 County Cllr Mackrory advised that with regard to the Community Fund he was in the process of working with Beaulieu Community Centre on a project which would take about a third of his funding, which he hoped would be approved.
- 36.4 County Cllr Spence advised:
- a) that he was receiving daily reports and would be able to update councillors on the COVID situation.
 - b) that he also submitted a report to highways regarding the potholes in Chelmer & Village & Beaulieu Park.
 - c) that the reporting of anti-social behaviour and drug dealing, as well as speeding in Chelmer Village, to the police was working well and he had received a request to extend the project. The operation was to be extended to the end of October 2020.
- 36.5 County Cllr Spence commended the Planning Committee's response to the Government White Paper on Planning Reform - Planning for the Future as mentioned at the Planning Committee's meeting on 21st September 2020 (minute 74) and advised that he shared the concerns raised.
- 36.6 County Cllr Spence brought to the attention of the council the proposed plan to build a supermarket along Chelmer Village Way and asked the council to consider the local environment with regard to green spaces and the historical site located by the proposed location when considering the planning application.

37 MINUTES OF THE COUNCIL MEETING HELD ON 20th July 2020

RESOLVED: that the minutes of the meeting held on 20th July 2020 be approved and signed as a correct record.

38 MINUTES OF COMMITTEE MEETINGS

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

- 38.1 Planning Committee - 27th July 2020
- 38.2 Premises Committee - 27th July 2020
- 38.3 Planning Committee - 10th August 2020
- 38.4 Planning Committee - 24th August 2020
- 38.5 Planning Committee - 7th September 2020
- 38.6 Environment & Leisure Committee - 7th September 2020

The proposed outdoor gym at Boleyn Gardens, Beaulieu was highlighted (minute 14) and members were advised that the parish council would work in collaboration with Chelmsford City Council regarding this project. The maintenance would be the responsibility of the city council. It was acknowledged that County Cllr Spence had made an award to the project of £2,500.00 from the Essex County Council Locality Fund 20/21.

38.7 Finance & Policy Committee - 14th September 2020

The Clerk to the Council advised members that, further to minute 20.3, she had submitted a compensation claim to Nat West Bank

38.8 Planning Committee - 21st September 2020

Cllr Fuller advised that the government white paper was to be discussed at the city council Policy Board meeting on Thursday evening. It was agreed that Cllr Miss Byrne-Laguer would attend the meeting on behalf of the parish council.

RESOLVED: that

a) the above information is noted

b) the minutes of the Committee meetings above be approved as a correct record.

39 BEAULIEU COMMUNITY TRUST

The Chairman reported that the centre re opened in September following the COVID lockdown. During the lockdown they were able to hold an art exhibition which resulted in a mural being painted on the wall. There was a large deficit in hire fees as they were unable to hire out rooms, however things were now beginning to improve.

RESOLVED: that the information is noted.

40 GOVERNANCE REVIEW (Parish boundaries)

RESOLVED: that

a) Members noted the response agreed by the Working Party and submitted to Chelmsford City Council following the meeting, attended by the Chairman and the Clerk to the Council, which took place between parishes and Chelmsford City Council on 10th August 2020.

b) the area to the North of Springfield that was part of the NECAAP development programme (known as Beaulieu and Channels) should be separated into its own parish and should also take in parts of existing Springfield, Broomfield and little Waltham. The southern/western boundary marker being the A130/White Hart Lane/ Regiment Way.

c) The area to the East of Springfield currently known as Chelmer Village & Beaulieu Park should have its own parish with the A138/Chelmer Road forming the west boundary.

d) The review should take into the currently unparished areas of Springfield with the revised boundary for Springfield parish being the River Chelmer up to the A130.

e) It is noted the response will be discussed at the Chelmsford City Council meeting in January 2021.

41 ITEMS FOR INFORMATION

41.1 **A12 Chelmsford to A120 Widening Scheme**

Members noted that the preferred route to widen the A12 between junctions 23 to junction 25 and the construction of a bypass between junctions 24 and 25 had been announced. More information on the preferred route could be found online by visiting

<https://highwaysengland.co.uk/our-work/east/a12-chelmsford-to-a120-widening-scheme/>.

County Cllr Spence reminded members that the proposed widening was scheduled to commence in the spring of 2020 at Junction 19. This had not yet materialised. This part of the scheme would have a major impact for Springfield. He asked members to reinforce this issue.

The Clerk to the Council advised members that a meeting was scheduled to take place week beginning 12th October 2020 where the scheme would be discussed. Cllrs Ms Sullivan, Mrs Garrett, Havell, Lee, Mrs Moore and Carson confirmed they wished to attend.

RESOLVED: that this information is noted.

41.2 Essex Forest Initiative

Members received the correspondence update regarding Essex County Councils Forest Initiative for information. Members were reminded that the parish council does not own any land, other than the Parish Centre area.

RESOLVED: that this information is noted.

41.3 Council Payments - 14th July - 21st September 2020

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

42 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.

43 COMPLAINT

Members received an update concerning the incident on 10th December 2019.

RESOLVED: it is noted the complaint was closed at the parish council meeting on 20th July 2020, minute number 32, and no further action is to be taken.

The meeting closed at 8.45pm

Signed.....
Chairman



Date..... 7/12/20

CHEQUE & PAYMENT LIST - 14th July - 21st September 2020

Date	Payment Type	Payee Name	Amount	Transaction Details
				* includes VAT at the standard rate
01/04/2020	DDebit	Allstar Business Solutions Ltd	69.62 *	fuel for van
20/04/2020	CCard	Martin McColl Newsagents	12.18 *	Newspaper & delivery
20/04/2020	CCard	Office 365	123.20	Online services
06/04/2020	DDebit	Aviva	94.84	van insurance - April 2020
14/04/2020	PDQ	PDQ handset charges	50.59	for credit card machine - April 2020
01/05/2020	DDebit	Public works Loan	21224.36	loan - Parish Centre
06/05/2020	DDebit	Aviva	94.84	van insurance - May 2020
12/05/2020	PDQ	PDQ handset charges	41.76	for credit card machine - May 2020
19/05/2020	CCard	Martin McColl Newsagents	14.21 *	Newspaper & delivery
19/05/2020	CCard	Building Repairs Solutions Ltd	500.00	50% excess for subsidence claim
19/05/2020	CCard	Office 365	123.20	Online services
19/05/2020	CCard	Allstar Business Solutions Ltd	95.66 *	fuel for van
04/06/2020	DDebit	Aviva	94.84	van insurance - June 2020
10/06/2020	PDQ	PDQ handset charges	41.76	for credit card machine - June 2020
19/06/2020	CCard	Office 365	123.20	Online services
19/06/2020	DDebit	Zoom set up	143.88	Online services
19/06/2020	CCard	Building Repairs Solutions Ltd	500.00	50% excess for subsidence claim
19/06/2020	CCard	Perspex Sheet Sales	23.47 *	Perspex sheet - basketball backboard
24/06/2020	DDebit	Allstar Business Solutions Ltd	67.28 *	fuel for van
01/07/2020	DDebit	Allstar Business Solutions Ltd	69.28 *	fuel for van
06/07/2020	DDebit	Aviva	94.84	van insurance - July 2020
10/07/2020	PDQ	PDQ handset charges	41.76	for credit card machine - July 2020
15/07/2020	DDebit	Allstar Business Solutions Ltd	102.01 *	fuel for van
16/07/2020	DDebit	SAGE Accounting	2016.00	Line 50 Accounts annual sub to June 2021
24/07/2020	BACS	Peninsula	281.06 *	HR services
24/07/2020	BACS	George Browns Ltd	231.52 *	machinery maintenance
24/07/2020	BACS	H2O Nationwide	102.60 *	Routine monitoring & testing
24/07/2020	BACS	Chelmsford Gas Services	616.80 *	Heating repairs
24/07/2020	BACS	Frama UK Ltd	311.90 *	franking machine annual contract
24/07/2020	BACS	Lambert Smith Hampton	25.00	Licence fee
24/07/2020	BACS	Pristine Environmental Services Ltd	82.50 *	washroom services
24/07/2020	BACS	Total Gas & Power	1033.48 *	electricity supplies
24/07/2020	BACS	Total Gas & Power	38.30 *	electricity supplies
24/07/2020	BACS	Chelmsford Safety Supplies Ltd	110.88 *	handyman supplies
24/07/2020	BACS	Chelmsford Safety Supplies Ltd	83.28 *	handyman supplies
24/07/2020	BACS	JCM Services	2088.00 *	Grounds maintenance - CV Green
24/07/2020	BACS	Forest Communications Ltd	233.58 *	mobile phone rental and line charges
24/07/2020	BACS	Sue Lees Consultancy	140.00	SPC web development
24/07/2020	BACS	Sue Lees Consultancy	120.00	SPC web development
24/07/2020	BACS	Building Repairs Solutions Ltd	1257.78 *	VAT invoice to building repairs
31/07/2020	BACS	HM Revenue & Customs	4569.46	PAYE & NIC - Jul20
31/07/2020	BACS	Essex County Council	5514.63	Pension Contributions- Jul20
31/07/2020	Payflow	Payflow	15465.46	Payflow - Jul20
05/08/2020	BACS	AC Electrical	240.00	electrical maintenance
10/08/2020	BACS	Police & Crime Commissioner for Essex	21.30	Contribution - Special Constables
10/08/2020	BACS	Securitas Security Services (UK) Ltd	58.80 *	Alarm Response
10/08/2020	BACS	Protect & Detect Systems Ltd	182.59 *	fire alarm service
10/08/2020	BACS	Protect & Detect Systems Ltd	217.32 *	Intruder alarm service
10/08/2020	BACS	Office IS	49.19 *	stationery supplies
10/08/2020	BACS	Office IS	154.01 *	stationery supplies
10/08/2020	BACS	Office IS	150.01 *	stationery supplies
10/08/2020	BACS	Office IS	19.33 *	stationery supplies
10/08/2020	BACS	GDG UK Ltd	138.44 *	housekeeping supplies
10/08/2020	BACS	GDG UK Ltd	87.60 *	window cleaning
10/08/2020	BACS	GDG UK Ltd	22.29 *	housekeeping supplies
10/08/2020	BACS	Safety Signs 4 Less	4.44 *	COVID signage
10/08/2020	BACS	Peninsula	94.50 *	HR services
10/08/2020	BACS	Peninsula	281.06 *	HR services
10/08/2020	BACS	SETON	68.03 *	COVID supplies

Date	Payment Type	Payee Name	Amount	Transaction Details
				* includes VAT at the standard rate
10/08/2020	BACS	SETON	299.96 *	line painting supplies
10/08/2020	BACS	Chelmsford City Council	2208.00	Business Rates - August 2020
24/08/2020	BACS	Forest Communications Ltd	237.10 *	mobile phone rental and line charges
24/08/2020	BACS	Total Gas & Power	1100.32 *	electricity supplies
24/08/2020	BACS	Total Gas & Power	35.07 *	electricity supplies
24/08/2020	BACS	KCS Professional Services	64.69 *	Photocopying charges
24/08/2020	BACS	Frama UK Ltd	200.00	franking postage top up
28/08/2020	BACS	Essex County Council	5835.55	Pension Contributions-Aug20
28/08/2020	BACS	HM Revenue & Customs	4594.30	PAYE & NIC - Aug 20
28/08/2020	Payflow	Payflow	16574.41	Payflow - Aug 20
11/09/2020	BACS	H2O Nationwide	481.80 *	Routine monitoring & testing
11/09/2020	BACS	H2O Nationwide	390.00 *	Routine maintenance
11/09/2020	BACS	Chelmsford City Council	1615.00	Play in the Park Sessions
11/09/2020	BACS	Total Gas & Power	1011.58 *	electricity supplies
11/09/2020	BACS	Total Gas & Power	423.09 *	gas supplies
11/09/2020	BACS	Total Gas & Power	35.44 *	electricity supplies
11/09/2020	BACS	TEK Interiors Ltd	1014.00 *	fire door maintenance
11/09/2020	BACS	Office IS	75.97 *	stationery supplies
11/09/2020	BACS	Sparks Pat Testing Ltd	225.00	annual PAT testing
11/09/2020	BACS	First Aid 4 Less	37.08 *	first aid supplies
11/09/2020	BACS	Peninsula	94.50 *	HR services
11/09/2020	BACS	Peninsula	281.06 *	HR services
11/09/2020	BACS	Mobile mechanic	65.00	Vehicle MOT and service
11/09/2020	BACS	Chelmsford City Council	2208.00	business rates - September 2020
11/09/2020	BACS	Forest Communications Ltd	236.14 *	mobile phone rental and line charges
11/09/2020	BACS	GDG UK Ltd	57.31 *	housekeeping supplies
11/09/2020	BACS	GDG UK Ltd	93.96 *	housekeeping supplies
11/09/2020	BACS	GDG UK Ltd	14.76 *	housekeeping supplies
11/09/2020	BACS	GDG UK Ltd	93.96 *	housekeeping supplies
11/09/2020	BACS	GDG UK Ltd	277.18 *	housekeeping supplies
11/09/2020	BACS	GDG UK Ltd	126.58 *	housekeeping supplies
11/09/2020	BACS	David Ogilvie Engineering	3319.80 *	Memorial benches