

Springfield Parish Council
Minutes of the Annual Council Meeting
held on 26th May 2020 at 2.30pm
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, N Gulliver, D Havell, B Jeapes,
Ms R Moore, A Potts, Mrs Y Spence

In Attendance: City Councillor Chloe Tron
Clerk to the Council
Deputy Clerk to the Council

The Chairman thanked the Clerk to the Council for organising and setting up the meeting via the Zoom platform.

1. ELECTION OF CHAIRMAN

Cllr Ms S Sullivan was nominated by Cllr Carson and seconded by Cllr Mrs Garrett.
There being no further nominations it was

RESOLVED: that Cllr Ms Sullivan be elected Chairman for the ensuing Municipal Year

2. DECLARATION OF ACCEPTANCE OF OFFICE

RESOLVED: that Cllr Ms Sullivan will receive, sign and return her Acceptance of Office as Chairman.

3. APOLOGIES FOR ABSENCE were received and accepted from Cllrs Ms Byrne-Laguer, Mrs M Girling, R Lee, and County Cllrs J Spence and M Mackrory

4. PROTOCOL FOR ONLINE MEETINGS

RESOLVED: that

- a) the online protocol is accepted,
- b) it be noted that all other standing orders remain in place during meetings.

5. DECLARATIONS OF INTEREST AND DISPENSATIONS

RESOLVED: that there were no declarations of Interest or Dispensations

6. PUBLIC QUESTION TIME - There were no comments or questions from City Cllr Tron. There were no other members of the public present.

7. MINUTES OF THE PARISH COUNCIL MEETING HELD ON 3rd February 2020

RESOLVED: that the minutes of the meeting held on 3rd February 2020 be approved and signed as a correct record.

8 MINUTES OF COMMITTEE MEETINGS

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

8.1 Environment & Leisure Committee - 27th January 2020

Questions were asked and answered on minute numbers 58, 59, 62 and 63.
A suggestion was also made about having a noticeboard within Beaulieu Park.

8.2 Finance & Policy Committee - 17th February 2020

8.3 Planning Committee – 24th February 2020

8.4 Planning Committee – 9th March 2020

RESOLVED: that

- a) the minutes of the Committee meetings listed above be approved as a correct record,
- b) it was agreed a pantomime will not be organised by the parish council during 2020.

9 ELECTION OF MEMBERS TO THE FOLLOWING COMMITTEES

Members noted that further to the recent amendment in government legislation (Local Authorities Flexibility of Meetings April 2020), it will be permissible for appointments to continue until the next annual meeting of the Council i.e. May 2021.

RESOLVED: that

- a) all committee, working groups and organisation appointments will continue with no change throughout the 2020/21 Municipal Year,
- b) thanks, were expressed to Mr Richards for undertaking the role of Public Rights of Way Officer on behalf of the council and confirming that he will continue in that role for the year 2020-2021.

10 BEAULIEU COMMUNITY TRUST (BCT)

10.1 Members noted that an application had been made and approved by 2 members of the Finance & Policy Committee (as agreed at the committee meeting on 3rd September 2018, minute 7.5) to draw down £50,000 from the ear mark reserve fund to support the Trust. The funding is to enable automatic door opening, air conditioning installation and a short fall in operating costs.

10.2 Members noted that a licence of alteration to allow internal works relating to the installation of air conditioning and automatic door openers had been drawn up and signed by the members of the Council and trustees accordingly. These documents will now be submitted to the Landlord (Natal).

RESOLVED: that the above information is noted.

11 UNAUTHORISED ENCAMPMENT BRIEFING

Members received the report on the above briefing that Cllr Fuller attended on 5th February 2020 at the EALC and

RESOLVED: that this information is noted.

12 COUNCIL PAYMENT LISTS

12.1 27TH January 2020 - 31st March 2020 (year-end)

RESOLVED: that the cheque and payment list attached at Appendix 1 be approved and adopted

12.2 1st April 2020 – 18th May 2020

RESOLVED: that the cheque and payment list attached at Appendix 2 be approved and adopted

13 FOR INFORMATION

- Members were advised that Community Ad had, because of the current situation, been unable to publish and deliver the Annual Report and newsletters. Information and reports for the next publication has been sent to them in readiness for when they are able to commence operations. They have confirmed that we will be advised as soon as they are able to proceed with the next publication.
- Members were advised the new parish website (www.springfield-pc.gov.uk) had been launched.

The meeting closed at 3.25pm

Signed.....
Chairman

Date.....

Date	Payment Type	Payee Name	Amount	Transaction Details
				* includes VAT at the standard rate
27/12/2019	Ddebit	Allstar Business Solutions	80.83 *	Fuel for van
02/01/2020	Ddebit	Allstar Business Solutions	55.05 *	Fuel for van
06/01/2020	Ddebit	Aviva	94.84	van insurance - Jan 2020
20/01/2020	Ccard	Chelmsford City Council	23.00	Licensing fee
20/01/2020	Ccard	Martin McColl Newsagents	8.12 *	Newspaper subscription
20/01/2020	Ccard	BT Payment Services Ltd	495.24 *	Broadband Services
20/01/2020	Ccard	Office 365	123.20	Online Services
22/01/2020	Ddebit	Allstar Business Solutions	87.28 *	Fuel for van
29/01/2020	Ddebit	Allstar Business Solutions	81.28 *	Fuel for van
30/01/2020	Ddebit	Public Works Loan	12248.00	loan - parish centre
31/01/2020	BACS	HM Revenue & Customs	5142.71	PAYE & NIC - Jan 20
31/01/2020	BACS	Essex County Council	5701.73	Pension Contributions-Jan 20
31/01/2020	Payflow	Payflow	17022.37	Payflow - Jan 20
05/02/2020	112701(chq)	HM Revenue & Customs	6495.68	VAT 01/10/2019-31/12/2019
05/02/2020	Online	Chelmsford Safety Supplies	36.43 *	Handyman supplies
05/02/2020	Online	Securitas Services (UK) Ltd	58.80 *	Alarm Response
05/02/2020	Online	Heaven Sent Cafeteria	814.30	catering supplies - NDORS
05/02/2020	Online	Heaven Sent Cafeteria	836.90	catering supplies - NDORS
05/02/2020	Online	TEK Interiors	6590.40 *	to replace fire doors
05/02/2020	Online	Pristine Environmental Services Ltd	82.50 *	washroom services
05/02/2020	Online	Forest Communications Ltd	231.01 *	mobile phone rental & line charges
05/02/2020	Online	Viking	86.35 *	stationery supplies
05/02/2020	Online	Total Gas & Power	49.58 *	electricity supplies
05/02/2020	Online	Total Gas & Power	1586.32 *	electricity supplies
05/02/2020	Online	AC Electrical Services	225.00	electrical maintenance
05/02/2020	Online	George Browns Ltd	6.01 *	handyman supplies
05/02/2020	Online	Enhanced Security Solutions	9009.60 *	CCTV installation
05/02/2020	Online	Protect & Detect Systems Ltd	358.44 *	security maintenance
05/02/2020	Online	Protect & Detect Systems Ltd	226.20 *	security maintenance
05/02/2020	Online	Cavendish Laboratories	492.00 *	Microbiological water analysis
05/02/2020	Online	Peninsula	281.06 *	HR services
05/02/2020	Online	Lockout 24/7 Locksmiths	85.00	door lock repair
05/02/2020	Online	H2O Nationwide	102.60 *	routine maintenance
05/02/2020	Online	GDG UK Ltd	87.60 *	window cleaning
05/02/2020	Online	GDG UK Ltd	198.10 *	housekeeping supplies
05/02/2020	Online	GDG UK Ltd	21.60 *	housekeeping supplies
05/02/2020	Online	GDG UK Ltd	93.58 *	housekeeping supplies
05/02/2020	Online	GDG UK Ltd	10.80 *	housekeeping supplies
05/02/2020	Online	GDG UK Ltd	20.40 *	housekeeping supplies
05/02/2020	Online	PPL PRS Ltd	275.15 *	music licence
05/02/2020	Online	PPL PRS Ltd	180.24 *	premises licence
05/02/2020	Ddebit	Aviva	94.84	Van Insurance Feb 20
06/02/2020	112702(chq)	Petty Cash	50.00	Handyman
10/02/2020	PDQ	PDQ handset charges	61.76	PDQ Charges Feb 20
10/02/2020	Online	Chelmsford Gas Services	1686.00 *	Gas maintenance
19/02/2020	Online	Trade UK	5.99 *	premises maintenance
19/02/2020	Online	Trade UK	59.97 *	convector Heater
19/02/2020	Online	Trade UK	81.80 *	housekeeping supplies
19/02/2020	Online	Enhanced Security Solutions	228.00 *	Supply & Install entry phone system
19/02/2020	Online	Forest Communications Ltd	253.85 *	mobile phone rental & line charges
19/02/2020	Online	Heaven Sent Cafeteria	705.30	catering supplies - NDORS
19/02/2020	Online	Mr & Mrs Wharum	179.00 *	Refund hire fee
19/02/2020	Online	Total Gas & Power	57.93 *	electricity supplies
19/02/2020	Online	Total Gas & Power	1789.51 *	electricity supplies
19/02/2020	Online	GDG UK Ltd	206.18 *	housekeeping supplies
19/02/2020	Online	GDG UK Ltd	52.58 *	housekeeping supplies
19/02/2020	Online	Fosters School Wear	249.90 *	Premises staff supplies
19/02/2020	Online	E J Taylor	406.92 *	VAT element - insurance claim
19/02/2020	Online	NISBETS	33.88 *	premises supplies
19/02/2020	Online	M Frost & Associates Ltd	149.00	Energy Display Certification
19/02/2020	Online	OFFICEIS	103.57 *	Stationery Supplies

Date	Payment Type	Payee Name	Amount	Transaction Details
				* includes VAT at the standard rate
31/03/2020	Payflow	Payflow	20269.32	Payflow - March 2020
31/03/2020	Online	Chelmsford Gas Services	1686.00 *	Emergency boiler repairs
31/03/2020	Online	Office IS	61.91 *	Stationery Supplies
31/03/2020	Online	GDG UK Ltd	43.20 *	housekeeping supplies
31/03/2020	Online	Securitas Services (UK) Ltd	58.80 *	Alarm Response
31/03/2020	Online	Coffee Craft Ltd	156.00 *	Machinery maintenance
31/03/2020	Online	Univox Audio Ltd	153.61 *	audio equipment
31/03/2020	Online	Protect & Detect Systems Ltd	84.00 *	engineer callout
31/03/2020	Online	H2O Nationwide	102.60 *	routine maintenance
31/03/2020	Online	Peninsula	281.06 *	HR Services
31/03/2020	Online	Protect & Detect Systems Ltd	478.20 *	security maintenance
31/03/2020	Online	Frama (UK) Ltd	200.00	Franking machine top up

Date	Payment Type	Payee Name	Amount	Transaction Details
				* includes VAT at the standard rate
30/04/2020	BACS	HM Revenue & Customs	4618.26	PAYE & NIC - Apr 20
30/04/2020	BACS	Essex County Council	5607.95	Pension Contributions-Apr 20
30/04/2020	Payflow	Payflow	15968.74	Payflow - Apr 20
30/04/2020	Online	Peninsula	94.50 *	HR Services
30/04/2020	Online	Chelmsford City Council	2208.75	Business Rates
30/04/2020	Online	Chelmsford City Council	3105.44	Refuse Collection
30/04/2020	Online	Total Gas & Power	1488.66 *	electricity supplies
30/04/2020	Online	Total Gas & Power	36.01 *	electricity supplies
30/04/2020	Online	Astutium	9.59 *	internet domain renewal
30/04/2020	Online	EALC	1724.10	EALC & NALC affiliation fees 2020-21
30/04/2020	Online	Pristine Environmental Services Ltd	82.50 *	washroom services
30/04/2020	Online	Premier Lifts Ltd	567.02 *	maintenance service contract
30/04/2020	Online	Forest Communications Ltd	233.35 *	mobile phone rental & line charges