

Springfield Parish Council
Minutes of the Parish Council Meeting
held on 7th December 2020 at 7.30pm
online via Zoom Platform

Present:

Chairman: Cllr Ms S Sullivan

Vice-Chairman: Cllr Mrs C Garrett

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

In Attendance: County Cllr J Spence
County Cllr M Mackrory
Clerk to the Council
Deputy Clerk to the Council

44 APOLOGIES FOR ABSENCE - received from Cllr Potts

45 DECLARATIONS OF INTEREST AND DISPENSATIONS
(All members have a dispensation to discuss precept requirements)

RESOLVED: that there were no Declarations of Interest or Dispensations

46 CHAIRMAN'S ANNOUNCEMENTS

46.1 The Chairman announced that a member of staff had tested positive for Covid-19 and was self-isolating. Other staff members were away feeling unwell.

46.2 The Chairman had attended a meeting as the parish council representative to discuss the A12 road works. She had been disappointed there seemed to be little concern regarding the disruption that will be caused at the Boreham interchange.

47 PUBLIC QUESTION TIME

County Cllr Mackrory highlighted his disappointment about the outcome of the A12 meeting as did County Cllr Spence. Both confirmed that they will be taking comments forward to the next appropriate Highways team meeting.

48 MINUTES OF THE COUNCIL MEETING HELD ON 28th September 2020

RESOLVED: that

a) members noted that further to minute 38.8 Cllr Miss Byrne-Lagrué was unable to attend the city council Policy Board meeting

b) the minutes of the meeting held on 28th September 2020 be approved and signed as a correct record.

49 MINUTES OF COMMITTEE MEETINGS

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

- 49.1 Premises Committee - 21st September 2020
- 49.2 Planning Committee - 5th October 2020
- 49.3 Planning Committee - 19th October 2020
- 49.4 Planning Committee - 2nd November 2020
- 49.5 Environment & Leisure Committee - 2nd November 2020
- 49.6 Finance & Policy Committee - 9th November 2020
- 49.7 Planning Committee - 16th November 2020
- 49.8 Planning Committee - 30th November 2020

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

50 PARISH COUNCIL PRECEPT 2021/2022

- 50.1 Further to minute 30.2 of the Finance & Policy Committee meeting on 9th November 2020, when put to the vote two members objected with the remainder in favour of the recommendation that the precept requirement in the sum of £410,540.00 be submitted to Chelmsford City Council for 2021/2022 financial year.

RESOLVED: that Springfield Parish Council's Precept requirement in the sum of £410,540.00 and attached at Appendix 1 be submitted to Chelmsford City Council for 2020/2021 financial year.

50.2 Precept to Charging Authority

RESOLVED: that Cllrs Ms Sullivan (Chairman) and Mrs Garrett (Vice-Chairman) sign the precept request.

51 SCHEDULE OF MEETINGS - 2021/2022

Members received the draft schedule of meetings for 2021/2022 and it was

RESOLVED: that the schedule of meetings for the next municipal year 2021-2022 attached at Appendix 2 be agreed and accepted.

52 BEAULIEU COMMUNITY TRUST

The Chairman reported that, like other community centres, the Beaulieu Community Centre is suffering financially. This was disappointing considering that at the beginning of the year everything was looking positive. It is currently closed with staff on furlough. A COVID-19 grant has been applied for under the Chelmsford City Council guidelines which will help towards the large bills that are due for payment.

RESOLVED: that the information is noted.

53 GOVERNANCE REVIEW (Parish boundaries)

Members received the result of the public consultation in relation to Springfield following the response submitted on behalf of the parish council. Cllr Fuller advised that the response had been good from Springfield although across the city it was small. He said that it was hoped there would be a larger response during the next period of consultation from January through to March.

RESOLVED: that the information is noted

54 ANNUAL REPORT - 2020/2021

Members noted that preparation for the Annual Report will need to commence in the early part of 2021. The working party to discuss the Report content to have delegated powers.

RESOLVED: that

(a) Preparation of the Annual Report 2020/2021 will commence in the new year.

(b) Community Ad are appointed to print and distribute the Annual Report 2020/2021.

(c) The working party will consist of Cllrs Brazendale, Lee, Ms Sullivan and Miss Byrne-Laguer.

55 SUPPLIER PAYMENT LIST - 22nd September - 30th November 2020

RESOLVED: that the payments list attached at Appendix 3 be approved and adopted.

The meeting closed at 8.20pm

Signed.....
Chairman



Date.....

1/2/21

Appendix 1

2020/2021	Committee	Precept 2021 / 2022
35, 323	Parish Centre	50,000
239,615	Finance & Policy	240,611
28,104	Environment & Leisure	27,359
69,200	Public Works Loan x 3	63,570
15,000	Beaulieu Community	29,000
387,242	TOTAL	410,540
7858.89 = £49.72	Band D Tax base	7907.35 = £ 51.91

Q

SPRINGFIELD PARISH COUNCIL				
SCHEDULE OF MEETINGS - 1 MAY 2021 - 31 MAY 2022				
ALL MEETINGS ARE OPEN TO MEMBERS OF THE PUBLIC				
AND ARE HELD (unless specified otherwise)				
AT SPRINGFIELD PARISH CENTRE, ST AUGUSTINE'S WAY, NORTH SPRINGFIELD, CM1 6GX				
Tel: 01245 466313 - email: clerk@springfieldpc.org.uk				
MONTH	DAY	DATE	TIME	COMMITTEE
2021				
APRIL	TUESDAY	6	6.45pm	PLANNING
	TUESDAY	6	7.30pm	ENVIRONMENT & LEISURE
	MONDAY	19	6.45pm	PLANNING
	MONDAY	26	7.00pm	ANNUAL PARISH ASSEMBLY
				(to be held at Springfield Parish Centre)
MAY	TUESDAY	4	6.45pm	PLANNING
	MONDAY	10	7.15pm	CVH TRUSTEES
	MONDAY	10	7.30pm	ANNUAL COUNCIL MEETING
	MONDAY	17	6.45pm	PLANNING
	MONDAY	17	7.30pm	PREMISES
JUNE	TUESDAY	1	6.45pm	PLANNING
	TUESDAY	1	7.30pm	ENVIRONMENT & LEISURE
	MONDAY	7	7.00pm	FINANCE & POLICY
	MONDAY	14	6.45pm	PLANNING
	MONDAY	14	7.30pm	FULL COUNCIL - YEAR END A/C
	MONDAY	28	6.45pm	PLANNING
JULY	MONDAY	5	7.15pm	CVH TRUSTEES
	MONDAY	5	7.30pm	FULL COUNCIL
	MONDAY	12	6.45pm	PLANNING
	MONDAY	26	6.45pm	PLANNING
	MONDAY	26	7.30pm	PREMISES
AUGUST	MONDAY	9	6.45pm	PLANNING
	MONDAY	23	6.45pm	PLANNING
SEPTEMBER	MONDAY	6	6.45pm	PLANNING
	MONDAY	6	7.30pm	ENVIRONMENT & LEISURE (budget)
	MONDAY	13	7.00pm	FINANCE & POLICY
	MONDAY	20	6.45pm	PLANNING
	MONDAY	20	7.30pm	PREMISES (budget)
	MONDAY	27	7.15pm	CVH TRUSTEES
	MONDAY	27	7.30pm	FULL COUNCIL
OCTOBER	MONDAY	4	6.45pm	PLANNING
	MONDAY	18	6.45pm	PLANNING
NOVEMBER	MONDAY	1	6.45pm	PLANNING
	MONDAY	1	7.30pm	ENVIRONMENT & LEISURE
	MONDAY	8	7.00pm	FINANCE & POLICY (budget)
	MONDAY	15	6.45pm	PLANNING
	MONDAY	29	6.45pm	PLANNING
	MONDAY	29	7.30pm	PREMISES

SPRINGFIELD PARISH COUNCIL				
SCHEDULE OF MEETINGS - 1 MAY 2021 - 31 MAY 2022				
ALL MEETINGS ARE OPEN TO MEMBERS OF THE PUBLIC				
AND ARE HELD (unless specified otherwise)				
AT SPRINGFIELD PARISH CENTRE, ST AUGUSTINE'S WAY, NORTH SPRINGFIELD, CM1 6GX				
Tel: 01245 466313 - email: clerk@springfieldpc.org.uk				
MONTH	DAY	DATE	TIME	COMMITTEE
DECEMBER	MONDAY	6	7.15pm	CVH TRUSTEES
	MONDAY	6	7.30pm	FULL COUNCIL
	MONDAY	13	6.45pm	PLANNING
2022				
JANUARY	MONDAY	10	6.45pm	PLANNING
	MONDAY	24	6.45pm	PLANNING
	MONDAY	24	7.30pm	PREMISES
FEBRUARY	MONDAY	7	6.45pm	PLANNING
	MONDAY	7	7.30pm	ENVIRONMENT & LEISURE
	MONDAY	14	7.00pm	FINANCE & POLICY
	MONDAY	21	6.45pm	PLANNING
	MONDAY	28	7.15pm	CVH TRUSTEES
	MONDAY	28	7.30pm	FULL COUNCIL
MARCH	MONDAY	7	6.45pm	PLANNING
	MONDAY	21	6.45pm	PLANNING
	MONDAY	21	7.30pm	PREMISES
APRIL	MONDAY	4	6.45pm	PLANNING
	MONDAY	4	7.30pm	ENVIRONMENT & LEISURE
	TUESDAY	19	6.45pm	PLANNING
	MONDAY	25	7.00pm	ANNUAL PARISH ASSEMBLY
				(to be held at Springfield Parish Centre)
MAY	TUESDAY	3	6.45pm	PLANNING
	MONDAY	9	7.15pm	CVH TRUSTEES
	MONDAY	9	7.30pm	ANNUAL COUNCIL MEETING
	MONDAY	16	6.45pm	PLANNING
	MONDAY	16	7.30pm	PREMISES
	TUESDAY	31	6.45pm	PLANNING
Bank Holidays				
2nd April 2021	Good Friday			
5th April 2021	Easter Monday			
3rd May 2021	May Day			
31st May 2021	Spring Bank Holiday			
30th August 2021	August Bank Holiday			
27th December 2021	Xmas Day holiday			
28th December 2021	Boxing Day holiday			
3rd January 2022	New Years Day			
15th April 2022	Good Friday			
18th April 2022	Easter Monday			
2nd May 2022	May Day			
30th May 2022	Spring Bank Holiday			

CHEQUE & PAYMENT LIST - 22nd September - 30th November 2020

Date	Payment Type	Payee Name	Amount	Transaction Details
* includes VAT at the standard rate				
20/07/2020	Ccard	Office 365	123.20	Online services May - June
20/07/2020	Ccard	Martin McColl Newsagent	10.15 *	Newspaper & delivery
20/07/2020	Ccard	Perspex Sheet Sales	23.47 *	signage - basket ball posts
20/07/2020	Ccard	Amazon	2.90 *	Battery - Lapel Mic Amp
20/07/2020	Ccard	Amazon	17.98 *	batteries - door guards
20/07/2020	Ccard	Amazon	37.47	Picture hanging wire
20/07/2020	Ccard	Amazon	27.98	Hinge, clamp for Sneeze guard
22/07/2020	Ddebit	Allstar Business Solutions Ltd	81.30 *	Fuel for van
30/07/2020	Ddebit	Public works loan	12130.00	loan parish centre
05/08/2020	Ddebit	Allstar Business Solutions Ltd	82.53 *	fuel for van
05/08/2020	Ddebit	Aviva	94.84	van insurance - August 2020
10/08/2020	PDQ	PDQ handset charges	41.76 *	for credit card machine - August 2020
19/08/2020	Ccard	Amazon	34.99 *	hand sanitiser
19/08/2020	Ccard	Amazon	24.47 *	plastic bottles
19/08/2020	Ccard	Amazon	19.58 *	floor signs
19/08/2020	Ccard	Amazon	1.53 *	hot water sign
19/08/2020	Ccard	Zoom Video Communications Inc	121.40 *	2nd licence - conference
26/08/2020	Ddebit	Allstar Business Solutions Ltd	80.30 *	Fuel for van
19/08/2020	Ccard	Office 365	123.20	online services June - July
19/08/2020	Ccard	Office 365	3.80	additional online services
19/08/2020	Ccard	Martin McColl Newsagent	12.18 *	Newspaper & delivery
26/08/2020	Ddebit	Allstar Business Solutions Ltd	82.29 *	fuel for van
04/09/2020	Ddebit	Aviva	94.81	van insurance Sept 20 - last aviva
09/09/2020	Ddebit	Allstar Business Solutions Ltd	81.00 *	Fuel for van
10/09/2020	PDQ	PDQ handset charges	44.61 *	for credit card machine - Sept 2020
21/09/2020	Ccard	Axa	500.00	first part of van insurance - 2020-2021
21/09/2020	Ccard	Information Commissioner's Office	40.00	Annual Data Protection Fee
21/09/2020	Ccard	Office 365	123.20	Online services July - August
21/09/2020	Ccard	Martin McColl Newsagent	4.06 *	Newspaper & delivery
21/09/2020	Ccard	DVLA	267.50	Van vehicle tax
21/09/2020	Ccard	Amazon	7.90 *	blind cord
21/09/2020	Ccard	Bespoke Glass Design	179.48 *	glass door- library repair
23/09/2020	Ddebit	Allstar Business Solutions Ltd	90.84 *	Fuel for van
28/09/2020	BACS	Lindsay Humphreys	62.15 *	SPC Refund
28/09/2020	BACS	Seton	143.95 *	Car park marking paint
28/09/2020	BACS	A C Electrical	437.98	Lighting maintenance
28/09/2020	BACS	Trade UK	19.82 *	Handyman supplies
28/09/2020	BACS	PHS Group	63.60 *	Dust mat hire
30/09/2020	BACS	HM Revenue & Customs	6015.37	PAYE & NIC - Sep 20
30/09/2020	BACS	Essex County Council	6784.23	Pension Contributions-Sep 20
30/09/2020	BACS	J J Desmond	68.39	Manual Salary Payment-Sep20
30/09/2020	Payflow	Payflow	18875.21	Payflow - Sep 20
06/10/2020	BACS	A C Electrical	1985.42	Electrical maintenance
06/10/2020	BACS	GDG UK Ltd	96.66 *	housekeeping supplies
06/10/2020	BACS	Straker Tech UK Ltd	180.00 *	Annual check - lighting protect system
06/10/2020	BACS	PHS Group	170.57 *	loose lay may hire
06/10/2020	BACS	GDG UK Ltd	87.60 *	window cleaning
06/10/2020	BACS	Fosters Schoolwear	78.30 *	SPC - staff clothing
06/10/2020	BACS	Coffee Craft Ltd	156.00 *	Service coffee machine
06/10/2020	BACS	Chelmsford City Council	2208.00	Business rates
13/10/2020	BACS	Peninsula	94.50 *	HR Services
30/10/2020	BACS	Essex County Council	6236.39	Pension Contributions- Oct20
30/10/2020	BACS	HM Revenue & Customs	5124.62	PAYE & NIC - Oct 20
30/10/2020	Payflow	Payflow	17428.25	Payflow - Oct 20
30/10/2020	BACS	Sage UK	598.98 *	Payroll fees
30/10/2020	BACS	GDG UK Ltd	31.80	housekeeping supplies
30/10/2020	BACS	GDG UK Ltd	262.20 *	housekeeping supplies
30/10/2020	BACS	GDG UK Ltd	55.50 *	housekeeping supplies
30/10/2020	BACS	GDG UK Ltd	35.22 *	housekeeping supplies

Date	Payment Type	Payee Name	Amount	Transaction Details
				* includes VAT at the standard rate
30/10/2020	BACS	GDG UK Ltd	66.74 *	housekeeping supplies
30/10/2020	BACS	GDG UK Ltd	260.91 *	housekeeping supplies
30/10/2020	BACS	A to Z Supplies	43.06 *	basketball nets
30/10/2020	BACS	Docendo Ltd	20.16 *	online daily backup
30/10/2020	BACS	Docendo Ltd	843.00 *	IT maintenance - 2nd quarter
30/10/2020	BACS	DOCENDO	843.00 *	IT maintenance - 3rd quarter
30/10/2020	BACS	Safety Signs 4 Less	13.08 *	safety tape
30/10/2020	BACS	Safety Signs 4 Less	6.78 *	signage
30/10/2020	BACS	Safety Signs 4 Less	4.44 *	signage
30/10/2020	BACS	Chelmsford Gas services	18993.60 *	Deposit - boiler installation
30/10/2020	BACS	Peninsula	94.50 *	HR Services
30/10/2020	BACS	Elite Entrance Systems Ltd	1290.00 *	Automatic doors maintenance
30/10/2020	BACS	Elite Entrance Systems Ltd	180.00 *	Automatic doors maintenance
30/10/2020	BACS	Total Gas & Power	34.72 *	Electricity Supplies
30/10/2020	BACS	Total Gas & Power	1027.18 *	Electricity Supplies
30/10/2020	BACS	Came & Co	106.43	Additional Insurance premium
30/10/2020	BACS	Wave	98.95	water charges
30/10/2020	BACS	H2O Nationwide	102.60 *	routine monitoring and testing
30/10/2020	BACS	Forest Communications	236.38 *	mobile phone rental and line charges
30/10/2020	BACS	Cavendish Laboratories	492.00 *	Microbiological water analysis
30/10/2020	BACS	Chelmsford Safety Supplies	36.20 *	handymen supplies
30/10/2020	BACS	Securitas Security Services (UK) Ltd	570.42 *	Annual Security services fee
30/10/2020	BACS	Cool air Conditioning Ltd	216.00 *	Annual maintenance ducted systems
30/10/2020	BACS	EALC	36.00	Staff Course attendance
30/10/2020	BACS	Chelmsford City Council	958.10	Waste bin collection charge
01/11/2020	BACS	The Great Outdoor Gym Co Ltd	40669.20 *	Supply & installation gym apparatus
24/11/2020	BACS	Chelmsford Safety Supplies	29.02 *	handymen clothing
24/11/2020	BACS	Chelmsford Safety Supplies	110.88 *	handymen supplies
24/11/2020	BACS	Chelmsford Safety Supplies	33.58 *	handymen supplies
24/11/2020	BACS	Trade UK	50.00 *	handymen supplies
24/11/2020	BACS	Trade UK	42.09 *	housekeeping supplies
24/11/2020	BACS	Trade UK	106.29 *	handymen supplies
24/11/2020	BACS	KCS Professional Services	124.80 *	photocopier charges
24/11/2020	BACS	Sue Lees Consultancy	200.00	website maintenance
24/11/2020	BACS	Sue Lees Consultancy	390.00	Annual accessible software
24/11/2020	BACS	Pristine Environmental Services Ltd	16.50 *	washroom services
24/11/2020	BACS	Total Gas Power	1238.25 *	Electricity Supplies
24/11/2020	BACS	Total Gas & Power	47.98 *	Electricity Supplies
24/11/2020	BACS	Forest Communications	238.66 *	mobile phone rental and line charges
24/11/2020	BACS	George Browns Ltd	64.09 *	handymen maintenance supplies
24/11/2020	BACS	Safety Signs 4 Less	21.06 *	signage
24/11/2020	BACS	H2O Nationwide	102.60 *	routine monitoring and testing
24/11/2020	BACS	Chelmsford City Council	2208.00	business rates
24/11/2020	BACS	Police & Crime Commissioner for Essex	39.45	Contribution Community Specials
24/11/2020	BACS	GDG UK Ltd	100.58 *	housekeeping supplies
24/11/2020	BACS	GDG UK Ltd	159.24 *	housekeeping supplies
24/11/2020	BACS	Peninsula	281.06 *	HR Services
24/11/2020	BACS	Office IS	394.27 *	Stationery Supplies
24/11/2020	BACS	Jo Jingles	107.23 *	SPC refund
30/11/2020	BACS	HM Revenue & Customs	5123.62	PAYE & NIC - Nov 20
30/11/2020	BACS	Essex County Council	6225.17	Pension Contributions-Nov 20
30/11/2020	Payflow	Payflow	17448.17	Payflow - Nov 20