

SPRINGFIELD PARISH COUNCIL
MINUTES OF THE MEETING HELD ON
26th SEPTEMBER 2022 AT 7.15PM
SPRINGFIELD PARISH CENTRE CM1 6GX

PRESENT

Chairman: Cllr S Sullivan
Vice-Chairman: Cllr C Garrett

Cllrs: G Brazendale, S Byrne-Lagruie, R Carson, A Chong, M Girling, D Havell, B Jeapes, R Lee

In attendance: Clerk to the Council and RFO-Deputy
County Cllr M Mackrory (arrived 7.20pm)

Members observed a two-minute silence to commemorate the passing of HM Queen Elizabeth II

31 **APOLOGIES FOR ABSENCE** - were received and accepted from Cllrs: I Fuller, N Gulliver, R Moore, A Potts, Y Spence, and County Cllr J Spence.

32 **DECLARATIONS OF INTEREST AND DISPENSATIONS** - there were none.

33 **CHAIRMAN'S ANNOUNCEMENTS**

The Chairman advised members: that

- (a) a condolence letter had been sent to Buckingham Palace to acknowledge the death of HM Queen Elizabeth II
- (b) approx 140 visitors had signed the condolence books. These will be forward to Buckingham Palace.
- (c) She had attended the EALC AGM at Hyland's House, where EALC advised that their fees would increase by 3%.
- (d) Shadow parish council meetings had been set up and individual meetings will be taking place in association with the Community Governance Review.

34 **PUBLIC QUESTION TIME**

Cllr M Mackrory advised members that the County Council had passed responsibility to Parish Councils to consider the funding of vehicular activated signs. He urged members to consider purchasing signs for the safety of Springfield residents and to help prevent road traffic accidents.

35 **MINUTES OF THE COUNCIL MEETING** held on 4th July 2022

RESOLVED: that the minutes of the meeting held on 4th July 2022 be approved and signed as a correct record.

36 **MINUTES OF COMMITTEE MEETINGS**

- 36.1 Planning Committee - 11th July 2022
- 36.2 Planning Committee - 25th July 2022
- 36.3 Premises Committee - 25th July 2022
- 36.4 Planning Committee - 8th August 2022
- 36.5 Planning Committee - 22nd August 2022
- 36.6 Planning Committee - 5th September 2022
- 36.7 Premises Committee (Budget) - 5th September 2022

RESOLVED: that

- (a) the minutes of the above meetings were agreed as a correct record.
- (b) reference to minute number 36.1 of Premises meeting held on 5th September, Police are to be contacted in the event of people causing concern in council carpark areas.

37 **COMMITTEE MEETINGS**

Members considered whether future committee meetings of the Council should be held in the library.

RESOLVED: that (a) future committee meetings except for CVH Trustee and Full Council will be held in the library for a trial period.

(b) should customers wish to hire the library facility, committee meetings will resort to the clerk's office.

38 **LOCAL COUNCIL AWARD SCHEME – QUALITY STANDARD AWARD**

Members considered if Councillor Profiles would be provided for publication on the parish website, to allow submission of the Council's Award application.

RESOLVED: that members would submit a Councillor Profile to the Deputy Clerk before 10th October 2022, to enable a Quality Standard Award submission.

39 **COMMUNITY RESILIENCE**

Members considered appointing two members to meet and discuss in more detail the setting up of a volunteer group.

RESOLVED: that Cllrs: S Byrne-Laguer and R Lee were appointed and would feedback at a future meeting

40 **CODE OF CONDUCT V5**

Members received the revised model Code of Conduct for adoption which had been approved and circulated by the Local Government Association and had been adopted by Chelmsford City Council.

Members were advised that if the Parish adopts the Code as circulated this will enable the Monitoring Officer to assist with any action that falls below the expected standards.

RESOLVED: that members accepted and adopted the Code as circulated

41 **VEHICULAR ACTIVATED SIGNS**

Members considered funding signs and/or investigating further, the licencing process.

RESOLVED: that moveable sign costs be sourced and investigate whether CIL Tax can be used to fund such costs.

42 **20 IS PLENTY CAMPAIGN**

Members were asked to consider if they wish to be part of a '20s Plenty Campaign'

RESOLVED: that members would defer a decision until the next Full Council meeting to be held on 5th December 2022.

43 **SUPPLIER PAYMENT LIST – 1st June 2022 - 31st August 2022**

RESOLVED: that the supplier list attached at appendix A dated 1st June 2022 - 31st August 2022, be approved and noted.

Cllr S. Sullivan
Chairman
Meeting closed 8.10pm

Sig

Date12/12/22.....

PAYMENTS LIST 01.06.2022 - 31.08.2022

* includes VAT at the standard rate

Date	Payee Name	Payment Type and details	Amount	VAT
08/06/2022	ASDA	DD - Diesel	139.25	*
10/06/2022	BARCLAYCARD	DD - PDQ charges	64.40	*
13/06/2022	SIGNSFORYOU	BACS - Signage for Chelmer Village Green	84.84	*
13/06/2022	CBC	BACS - Business rates - July 2022	2208.00	
13/06/2022	EALC	BACS - Affiliation Fees (Annual)	1814.55	
13/06/2022	CJSUPPLIES	BACS - Cleaning supplies	88.07	*
13/06/2022	SECURITY	BACS - Call out and reset of shutter	259.20	*
13/06/2022	A STAR DOORS	BACS - Automatic Door repairs	653.40	*
13/06/2022	PENINSULA	BACS - Employment services	300.73	*
13/06/2022	ERNEST DOE	BACS - Machinery maintenance	59.99	*
13/06/2022	OFFICEIS	BACS - Office supplies	1.38	*
13/06/2022	PHS	BACS - Mat hire	209.14	*
13/06/2022	ESSEX LIFT	BACS - Lift Reburishment	23055.60	*
15/06/2022	FOREST COMMUNICATIONS	DD - Telephone charges - June 2022	264.76	*
20/06/2022	OFFICE365	CCard - Online services	3.80	
20/06/2022	HIGH STREET VOUCHERS	CCard - Competition Prize	25.00	
20/06/2022	OFFICE365	CCard - Online services	123.20	
20/06/2022	AMAZON	CCard - IT equipment	23.84	*
20/06/2022	AMAZON	CCard - H & S Supplies	7.98	*
20/06/2022	CSSS	CCard - H & S Supplies	159.71	*
20/06/2022	MARTINMCOLLS	CCard - Essex Chronicle	9.00	
20/06/2022	PARCELCO	CCard - Postage	10.10	*
20/06/2022	UGP	DD - Electricity supplies	1032.46	*
20/06/2022	UGP	DD - Electricity supplies - Unit	46.49	*
22/06/2022	VODAFONE	DD - Telephone contracts	49.40	*
28/06/2022	WAVE	DD - Water supplies - Unit - Dec 2021 - June 2022	114.11	
29/06/2022	SSE	BACS - Gas supplies May 2022	480.30	*
29/06/2022	CJSUPPLIES	BACS - Cleaning supplies	35.40	*
29/06/2022	CJSUPPLIES	BACS - Cleaning supplies	87.60	*
29/06/2022	CJSUPPLIES	BACS - Cleaning supplies	13.20	*
29/06/2022	CJSUPPLIES	BACS - Cleaning supplies	229.50	*
29/06/2022	QUICK TEST	BACS - H & S supplies	50.00	
29/06/2022	ASDA	DD - Diesel	137.31	*
30/06/2022	SALARIES	Salaries - JUNE 2022	17305.59	
30/06/2022	PENSION	Pension Contributions - JUNE 2022	5521.74	
30/06/2022	HMRC	PAYE & NIC - JUNE 2022	5170.00	
01/07/2022	WAVE	DD - Water charges - Allotments - Dec 2021 - June 2022	78.40	
11/07/2022	UGP	DD - Electricity supplies	969.91	*
11/07/2022	BARCLAYCARD	DD - PDQ charges	64.40	*
13/07/2022	PRISTINE	BACS - Hygiene contract	99.00	*
13/07/2022	ADECCO	BACS - Agency fees	41.47	*
13/07/2022	PENINSULA	BACS - Employment services - arrears Dec 2021	281.06	*
13/07/2022	MG FIRE PROTECT	BACS - H&S supplies	374.40	*
13/07/2022	A C ELECTRICAL	BACS - Electrical works	254.90	
13/07/2022	H2O	BACS - Legionella Tests	102.60	*
13/07/2022	ERNEST DOE	BACS - H&S supplies	25.99	*
13/07/2022	JCMSERVICE	BACS - Grounds maintenance 2 of 4	2088.00	*
13/07/2022	CBC	BACS - Business Rates - August 2022	2208.00	
13/07/2022	PENINSULA	BACS - Employment services	300.73	*
15/07/2022	FOREST COMMUNICATIONS	DD - Telephone charges	267.94	*
15/07/2022	UGP	DD - Electricity supplies - Unit	43.40	*
18/07/2022	SAGE	DD - SAGE A/Cs software	2318.40	*
19/07/2022	OFFICE365	CCard - Online services	141.40	
19/07/2022	OFFICE365	CCard - Online services	3.80	
19/07/2022	ST JOHNS	CCard - Training course	198.00	*
19/07/2022	MARTINMCOLLS	CCard - Essex Chronicle	9.60	
19/07/2022	AMAZON	CCard - Housekeeping supplies	32.34	*
20/07/2022	OFFICEIS	BACS - Office supplies	99.50	*
20/07/2022	ADECCO	BACS - Agency fees	129.60	*
20/07/2022	ASDA	DD - Diesel	120.78	*
21/07/2022	AMAZON	CCard - Maintenance supplies	34.35	*
22/07/2022	VODAFONE	DD - Telephone contract	49.40	*
22/07/2022	NSL	DD - Postage charges	50.00	
27/07/2022	ADECCO	BACS - Agency fees	533.95	*
27/07/2022	CSSS	BACS - Maintenance supplies	110.88	*
27/07/2022	CJSUPPLIES	BACS - Cleaning supplies	40.80	*
27/07/2022	CHELMSFORD GAS SERVICES	BACS - Library repair	305.00	*
27/07/2022	CHELMSFORD GAS SERVICES	BACS - Library call out	114.00	*
27/07/2022	ASDA	DD - Diesel	110.04	*
27/07/2022	BACS - ESSEX PENSION FUND	Pension Contributions - JULY 2022	5521.74	

27/07/2022	BACS - HMRC	PAYE & NIC - JULY 2022	4525.80	
29/07/2022	BACS - SALARIES	Salaries - JULY 2022	17067.13	
01/08/2022	DEBT MANAGEMENT OFFICE	DD - Public Works Loan	11658.00	
03/08/2022	SSE	BACS - Gas supplies	232.71	*
03/08/2022	H2O	BACS - Six monthly Monitoring & testing works	205.20	*
03/08/2022	GLASDON	BACS - Litter Bin	251.08	*
03/08/2022	PEST DEFENCE	BACS - Pest Control	192.00	*
10/08/2022	TRADEUK	BACS - Community Garden supplies	9.00	*
10/08/2022	OFFICEIS	BACS - Office supplies	17.33	*
10/08/2022	ERNEST DOE	BACS - Machinery maintenance	48.38	*
10/08/2022	LAMBERT SMITH HAMPTON	BACS - Licence Fee for Lawn Lane	25.00	
10/08/2022	SUE LEES	BACS - Wordpress Maintenance Fee	40.00	
10/08/2022	CVH	BACS - Play in the Park	150.00	
10/08/2022	SECURITY SHUTTERS LTD	BACS - Shutter - deposit of 50%	1698.00	*
10/08/2022	ADECCO	BACS - Agency fees	129.60	*
10/08/2022	PENINSULA	BACS - Employment services	300.73	*
10/08/2022	CBC	BACS - Dog Bin installation	336.00	*
10/08/2022	CJSUPPLIES	BACS - Cleaning supplies	199.96	*
10/08/2022	ASDA	DD - Diesel	19.99	*
10/08/2022	BARCLAYCARD	DD - PDQ charges	64.40	*
15/08/2022	NATIONWIDE VAN HIRE	BACS - Van hire 16.08.22 - 31.08.22	1275.02	*
15/08/2022	FOREST COMMUNICATIONS	DD - Telephone charges	258.16	*
17/08/2022	GREAT OUTDOORS	BACS - Outdoor Gym Inspection	480.00	*
17/08/2022	TRADEUK	BACS - H&S Supplies	35.00	*
17/08/2022	DOCENDO	BACS - Maintenance Contract (1 of 4)	843.00	*
17/08/2022	DOCENDO	BACS - Maintenance Contract (2 of 4)	843.00	*
17/08/2022	DOCENDO	BACS - IT Services	403.09	*
17/08/2022	DOCENDO	BACS - IT Services	43.09	*
17/08/2022	SIGNSFORYOU	BACS - Plaque for Memorial bench at Beaulieu	44.34	*
17/08/2022	HARRY'S PLUMBING AND HEATING	BACS - H&S Maintenance	560.00	
17/08/2022	ASDA	DD - Diesel	75.00	*
19/08/2022	OFFICE365	CCard - Online Services	141.40	
19/08/2022	OFFICE365	CCard - Online Services	3.80	
19/08/2022	BLACK ARM BANDS	CCard - London Bridge	14.50	
19/08/2022	ANGLING	CCard - Chairman Leaving donation	25.00	
19/08/2022	WORKSAFE	CCard - H&S supplies	85.46	*
19/08/2022	NATIONWIDE VAN HIRE	CCard - Van hire 26.07.22 - 28.07.22	245.78	*
19/08/2022	NATIONWIDE VAN HIRE	CCard - Van hire 28.07.22	125.39	*
19/08/2022	NATIONWIDE VAN HIRE	CCard - Van hire 01.08.22 - 03.08.22	248.78	*
19/08/2022	NATIONWIDE VAN HIRE	CCard - Van hire 02.08.22 - 05.08.22	248.78	*
19/08/2022	BANANAP	CCard - Business Cards	31.90	
19/08/2022	MARTINMCOLLS	CCard - Essex Chronicle	10.04	
19/08/2022	CSSS	CCard - H&S supplies	31.60	*
22/08/2022	UGP	DD - Electricity supplies - Unit	43.04	*
24/08/2022	UK TABLE TENNIS	BACS - Outdoor Table Tennis Tables x 2	3854.40	*
24/08/2022	DOCENDO	BACS - SSL renewal for website	118.80	*
24/08/2022	KENT COUNTY SUPPLIES	BACS - Photocopy charges	104.99	*
24/08/2022	VODAFONE	DD - Telephone contracts	49.40	*
24/08/2022	ASDA	DD - Diesel	50.00	*
30/08/2022	UGP	DD - Electricity supplies	1028.98	*
31/08/2022	CJSUPPLIES	BACS - Cleaning supplies	97.08	*
31/08/2022	CJSUPPLIES	BACS - Cleaning supplies	185.82	*
31/08/2022	HIS&HERS CONTRACTORS	BACS - SPC Building Maintenance	10950.00	
31/08/2022	SALARIES	Salaries - AUG 2022	17893.68	
31/08/2022	ESSEX PENSION FUND	Pension Contributions - AUG 2022	6115.35	
31/08/2022	HMRC	PAYE & NIC - AUG 2022	4853.46	