

SPRINGFIELD PARISH COUNCIL
MINUTES OF THE COUNCIL MEETING HELD
ON 28th FEBRUARY 2022 AT 7.30PM, SPRINGFIELD PARISH CENTRE CM1 6GX

PRESENT

Chairman: Cllr Ms S Sullivan

Vice Chairman: Cllr Mrs C Garrett

Cllrs: G Brazendale, R Carson, A Chong, I Fuller, M Girling, D Havell, R Lee, R Moore.
County Cllr M Mackrory

In attendance: Clerk and RFO-Deputy Clerk

60 **Apologies for Absence** – were received and accepted from Cllrs: S Byrne-Lagruue, N Gulliver, B Jeapes, A Potts, Y Spence; and County Cllr J Spence.

61 **Declarations of Interest and Dispensations** – there were none.

62 **Chairman's Announcements**

The Chairman announced that she had attended a dedication ceremony at Springfield Green. 24 English oak trees were planted in memory of lives affected by the Covid-19 pandemic. The avenue known as Springfield Oaks, symbolises the 24 wards of Chelmsford.

63 **Public Question Time**

A resident expressed concerns of parking issues at Inkerpole Place leading into Golding Thoroughfare and Dukes Park industrial roads in general. Cars were blocking driveways and causing blind spots. He has contacted County Cllr J Spence and requested from members what other approach could be made. The Chairman understood and recognised the issues discussed and acknowledged that County Cllr J Spence has been made fully aware.

County Cllr M Mackrory advised the resident that the next steps would be to:

- (a) Get supportive evidence from other residents
- (b) Contact South Essex Parking Partnership (SEPP). SEPP have the power to introduce parking restrictions.

County Cllr M Mackrory advised that he wholeheartedly supported the Locality Funding, however he could not financially support the project as his grant funding is fully committed.

64 **Minutes of The Council Meeting** held on 6th December 2021

RESOLVED: that the minutes of 6th December 2021, meeting were approved and signed as a correct record.

65 **Minutes of Committee Meetings**

- 65.1 Planning 29th November 2021
- 65.2 Premises 29th November 2021
- 65.3 Planning 13th December 2021
- 65.4 Planning 10th January 2022
- 65.5 Planning 24th January 2022
- 65.6 Premises 24th January 2022
- 65.7 Planning 7th February 2022

- 65.8 Environment and Leisure 7th February 2022
65.9 Finance and Policy 14th February 2022

RESOLVED that:

- (a) clarification was given to D Havell that a report had been made about the footpath between St Augustine's way and Bonnington Chase.
- (b) reference to F & P meeting held on 14th February (minute 50) the Review Effectiveness of Internal Audit attached as at Appendix B, members approved and signed.
- (c) the minutes of the above meetings were agreed as correct.

66 EALC

Members considered and agreed for the Parish Council to seek re-accreditation for The Local Council Award Scheme.

RESOLVED: that the re-accreditation of the Quality Award be achieved

67 ESSEX COMMUNITY DEMENTIA SUPPORT SERVICE

RESOLVED that:

- (a) Members considered and agreed the Parish Council work towards becoming a DFC
- (b) a working group be formed of Cllrs: S Byrne-Lagrué, R Lee, R Moore

68 LOCALITY FUND

Members considered and agreed to appoint members to co-ordinate the Garden Project.

RESOLVED: that Cllrs: M Girling, R Moore and A Potts be appointed

69 LIBRARY

Members noted that the ECC's (draft) Four Year Library Plan is now closed and no comments had been reported to the Clerk.

RESOLVED: that the information was noted

70 COMPLAINT

Members noted that a complaint against a member had been submitted and disposed of, following advice from the monitoring officer.

RESOLVED: that the information was noted

71 LICENSES

Members considered and agreed not to renew Zoom Licence and Conference email.

RESOLVED: that the Zoom Licence and Conference email will be withdrawn on 10.05.22

72 SUPPLIER PAYMENT LIST –

RESOLVED: that the supplier payment list attached as at Appendix A, dated 26th November 2021 – 31st January 2022, be approved and noted

73 **EXCLUSION OF PRESS & PUBLIC**

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 withdraw.

74 **COMPLAINT AGAINST THE COUNCIL**

Members received a report

RESOLVED: that no further investigation was required and the complaint be disposed of and the complainant informed.

Meeting closed at 8.50pm

Cllr S. Sullivan

Signed Chairman

Date 9/5/22

PAYMENTS LIST 26/11/2021 - 31/01/22

* includes VAT at the standard rate

Date	Payee Name	Payment Type and details	Amount	VAT
24/11/2021	ASDA	DD - Diesel	107.44	*
30/11/2021	ASDA	DD - Diesel	113.72	*
30/11/2021	HMRC	PAYE & NIC - Nov 2021	4980.25	
30/11/2021	ESSEX PENSION FUND	Pension Contributions - Nov 2021	5900.63	
30/11/2021	SALARIES	Salaries - Nov 2021	17654.54	
01/12/2021	JO JINGLES	BACS - Refund to Hirer	26.81	*
01/12/2021	PROTECT AND DETECT	BACS - Door code change/callout	161.40	*
01/12/2021	SM PLUMBING	BACS - Repairs to Vistors toilet	300.99	
01/12/2021	CI SUPPLIES	BACS - Cleaning supplies	383.74	*
01/12/2021	SPRINGERS Amateur	BACS - Refund to hirer	1436.30	*
08/12/2021	TRADEUK	BACS - Maintenance supplies	10.00	*
08/12/2021	FOSTERS STORES	BACS - Staff uniform	48.00	*
08/12/2021	ASDA	DD - Diesel	115.97	*
08/12/2021	TRADEUK	BACS - Maintenance supplies	120.17	*
08/12/2021	CHAPLINS	BACS - Pantomime	1008.00	*
10/12/2021	BARCLAYCARD	DD - PDQ Charges	64.40	*
13/12/2021	UNITED GAS & POWER	BACS - Electricity supplies - Unit - Oct 2021	87.84	*
13/12/2021	UNITED GAS & POWER	BACS - Gas Supplies - Oct 2021	638.12	*
13/12/2021	UNITED GAS & POWER	BACS - Electricity supplies - Oct 2021	1084.20	*
14/12/2021	SUCCEED	BACS - Refund to hirer	43.97	*
20/12/2021	OFFICE365	CCard - Online Services	3.80	
20/12/2021	MARTIN MCCOLL	CCard - Essex Chronicle	11.25	*
20/12/2021	AMAZON	CCard - H & S Supplies	11.98	*
20/12/2021	AMAZON	CCard - Display rack	17.00	*
20/12/2021	AMAZON	CCard - Cleaning supplies	19.99	*
20/12/2021	AMAZON	CCard - H & S Supplies	28.21	*
20/12/2021	OFFICE365	CCard - Online Services	123.20	
20/12/2021	BT	CCard - BT	456.48	*
20/12/2021	3D STORAGE SYSTEMS	CCard - Lockers (Grant funded)	625.46	*
22/12/2021	ASDA	DD - Diesel	117.12	*
29/12/2021	CHELMER VILLAGE	BACS - Hall hire	22.80	
29/12/2021	CSSS	BACS - H & S Supplies	68.75	*
29/12/2021	SAVILLS	BACS - Allotment Rent	78.00	
29/12/2021	CJSUPPLIES	BACS - Cleaning supplies	79.54	*
29/12/2021	OFFICEIS	BACS - Office supplies	84.72	*
29/12/2021	M FROST	BACS - Energy Certificate	95.00	
29/12/2021	CJSUPPLIES	BACS - Cleaning supplies	97.74	*
29/12/2021	A C ELECTRICAL	BACS - Disco hire	120.00	
29/12/2021	SUE LEES	BACS - Website Maintenance Fee	120.00	
29/12/2021	STRAKER TECH UK	BACS - Annual Test and Inspection of Lighting	180.00	*
29/12/2021	A C ELECTRICAL	BACS - Lighting for Springfield Room	204.75	
29/12/2021	CJSUPPLIES	BACS - Cleaning supplies	205.95	*
29/12/2021	FOREST COMMUNICATIONS	BACS - Telephone Charges	239.39	*
29/12/2021	ADECCO	BACS - Agency fees	244.94	*
29/12/2021	PHS GROUP	BACS - Mat Hire	246.19	*
29/12/2021	ST JOHNS AMBULANCE	BACS - First Aid course	288.00	*
29/12/2021	ADECCO	BACS - Agency Fees	295.98	*
29/12/2021	STRAKER TECH UK	BACS - Remedial work for Lighting	357.60	*
29/12/2021	CAVENDISH LABORATORIES	BACS - Legionella testing	492.00	*
29/12/2021	CBC	BACS - Business Rates - Jan 2022	2208.00	
29/12/2021	HMRC	PAYE & NIC - Dec 2021	4891.17	
29/12/2021	ESSEX PENSION FUND	Pension Contributions - Dec 2021	5955.81	
31/12/2021	SALARIES	Salaries - Dec 2021	17461.46	
05/01/2022	ANGLIAN WATER	DD - Water supplies	18.00	*
05/01/2022	BRITISH WHEEL OF YOGA	BACS - Refund to hirer	53.18	*
05/01/2022	ASDA	DD - Diesel	120.04	*
05/01/2022	PENINSULA	BACS - Employment Services	281.06	*
10/01/2022	BARCLAYCARD	DD - PDQ Charges	64.40	*
11/01/2022	SPRINGERS Amateur	BACS - Refund to Hirer	27.00	*

12/01/2022	ERNEST DOE	BACS - Machinery maintenance	7.21	*
12/01/2022	ADECCO	BACS - Agency Fees	81.65	*
12/01/2022	PRISTINE	BACS - Hygiene Contract	99.00	*
12/01/2022	ANGLIAN WATER	BACS - Water supplies	108.85	
12/01/2022	ERNEST DOE	BACS - Machinery maintenance	113.13	*
12/01/2022	SLCC	BACS - SLCC Membership	351.00	
14/01/2022	UNITED GAS & POWER	DD - Electricity supplies - Nov 2021	1173.95	*
14/01/2022	UNITED GAS & POWER	DD - Electricity supplies - Dec 2021	1218.72	*
14/01/2022	HMRC	BACS - VAT Payment - Oct 21 - Dec 21	1143.86	
19/01/2022	OFFICE365	CCard - Online Services	3.80	
19/01/2022	ZRTRADER	CCard - H & S Supplies	8.61	*
19/01/2022	MARTIN MCCOLL	CCard - Essex Chronicle	9.00	*
19/01/2022	FIRST4AID	CCard - Signage	15.84	*
19/01/2022	CJSUPPLIES	BACS - Cleaning Supplies	48.61	*
19/01/2022	LAMPSHOP	CCard - H & S Supplies	54.63	*
19/01/2022	OFFICE365	CCard - Online Services	123.20	
19/01/2022	ST JOHNS AMBULANCE	CCard - First Aid course	288.00	*
19/01/2022	JK SYSTEM	BACS - Test & Certify Lifeline systems	1278.00	*
24/01/2022	UNITED GAS & POWER	DD - Electricity - Unit - Dec 2021	110.08	*
24/01/2022	UNITED GAS & POWER	DD - Electricity - Unit - Nov 2021	183.62	*
26/01/2022	SETON	BACS - H & S Supplies	95.92	*
26/01/2022	CSSS	BACS - H & S Supplies	96.00	*
26/01/2022	ASDA	DD - Diesel	112.56	*
26/01/2022	CBC	BACS - Premises Licence	295.00	
26/01/2022	ADECCO	BACS - Agency Fees	418.45	*
26/01/2022	A C ELECTRICAL	BACS - Speaker for PA System	418.87	
26/01/2022	EQUIP4WORK	BACS - Conference chairs (grant funded)	446.40	*
26/01/2022	H2O	BACS - Legionella Tests	486.00	*
31/01/2022	HMRC	PAYE & NIC - Jan 2022	4828.05	
31/01/2022	ESSEX PENSION FUND	Pension Contributions - Jan 2022	6000.95	
31/01/2022	SALARIES	Salaries - Jan 2022	17342.25	

F+P - minute '50'
14/21/2022

Springfield Parish Council
Review of effectiveness of Internal Audit

Expected Standard	Evidence of Achievement	Yes or No	If the answer is 'no', state the action to be taken
Scope of internal audit	Has the Council approved the Heelis & Lodge scope of audit work? Is the Council satisfied with what the internal audit work covers or do you require any additional work?	Yes	
Independence	Are Heelis & Lodge independent from the management of the council?	Yes	
Competence	Is the internal audit work carried out with integrity, objectivity and a good understanding of local council legislation and procedures?	Yes	
Relationships	Are the internal auditors competent in their role?		
	Is the Clerk/RFO consulted on the internal audit plan and the scope of each audit?	Yes	
	Is the Clerk/RFO and the internal auditor aware of their responsibilities in relation to internal control? (Refer to your council's risk management policies e.g. risk assessments, Standing Orders and Financial Regulations) Do councillors understand their responsibilities for financial management? (It is the council as a whole who are responsible for ensuring financial management is adequate and effective and that it has a sound system of internal control for all the activities and services that they undertake and provide, which includes arrangements for the management of risk.- Governance and Accountability for Local Councils: A Practitioners' Guide 2017)	Yes	
Audit Planning and reporting	Does this audit plan take account of all the risks facing the council?		
	Has this audit plan been approved by the council? (via recommendation from the Finance & Policy Committee) Have you received an internal audit report following each audit?	Yes	

Date of approval by Council: 28.02.2022 Full Council



Reviewed by Council
February 2022

