

SPRINGFIELD PARISH COUNCIL
MINUTES OF THE COUNCIL MEETING HELD
ON 5TH JULY AT 7.30PM, SPRINGFIELD PARISH CENTRE CM1 6GX

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ON 5th JULY 2021 AT 7.30PM, SPRINGFIELD PARISH CENTRE CM1 6GX

PRESENT

Chairman: Cllr Ms S Sullivan

Vice Chairman: Cllr Mrs C Garrett

Cllrs: Miss S Byrne-Laguer, A Chong, D Havell, Mrs M Girling, B Jeapes, Cllr Y Spence and
Mrs R Moore

Absent: Cllr Lee

In attendance: Clerk to the Council and RFO-Deputy Clerk

24 **Apologies for Absence** – were received and accepted by Cllr G Brazendale, Cllr N Gulliver, Cllr R Carson, Cllr I Fuller, Cllr A Potts, County Cllrs J. Spence and M Mackroy

25 **Declarations of Interest and Dispensations** – Cllr Y Spence and Cllr R Moore declared a non-pecuniary interest, as nearby residents in matters relating to point 7 - Community Asset.

26 **Chairman's Announcements**

- The Chairman announced that she will be attending a Zoom meeting with the Clerk on 6th July regarding A12 road resurfacing.
- The Chairman reported that a thankyou card had been received from a retired staff member.
- The Chairman asked members if they would like to be nominated as an area representative to the EALC.

RESOLVED: Councillors agreed to nominate both Cllr Byrne-Laguer and Cllr Girling as area representatives to the EALC.

27 **Public Question Time** – there were none.

28 **Minutes of The Council Meeting** held on 14th June 2021

RESOLVED: that

(a) the names of Cllrs Sullivan and Fuller be added to minute 18:

(b) with the amendments the minutes of the 14th June 2021 meeting were approved and signed as a correct record.

29 **Minutes of Committee Meetings**

29.1 Planning Committee – 4th May 2021

29.2 Planning Committee – 17th May 2021

29.3 Premises Committee – 17th May 2021

It was noted that the Safeguarding Officer details are to be displayed at the Parish Centre

29.4 Environment & Leisure Committee – 1st June 2021

29.5 Planning Committee - 14th June 2021

RESOLVED: that

(a) the accuracy of the Premises Committee meeting minutes be reviewed at the next Committee meeting.

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

30 **Community Asset**

Further to the Finance and Policy Committee meeting on 7th June 2021 (minute 9), members agreed that the Finance and Policy Committee are to oversee the listing a Community Asset and report back to Full Council accordingly.

RESOLVED: The Finance and Policy Committee, review registration of the land at the bronze age site as a Community Asset.

31 **Statutory Consultation A12 to A120 Widening**

Members noted that Highways England have advised that a Statutory Consultation will take place between 22nd June 2021 and 16th August 2021 www.highwaysengland.co.uk/A12 . The Chairman suggested members register for the webinar that will take place on 4th August 2021. The Parish Planning committee will also review the document at their next meeting.

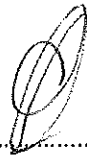
32 **Supplier/Payment List 1st May to 25 June 2021**

- (a) that the supplier payment lists attached at appendix A be approved and noted
- (b) Essex Wildlife logo be added to the Parish website as an expression of support.

Meeting closed at 8.20pm

Cllr S. Sullivan

Signed Chairman



Date 27/9/21

CHEQUE & PAYMENT LIST - 8th April - 25th June 2021

Date	Payment Type	Payee Name	Amount	Transaction Details	
				* includes VAT at the standard rate	
Date	Account	Ref.	Amount	VAT	Details
08-Apr-21	DDebit	ASDA	82.59	*	Diesel
12-Apr-21	DDebit	Barclaycard fees	44.40	*	PDQ (May)
19-Apr-21	Credit Card	OFFICE36	3.80		Online Services
19-Apr-21	Credit Card	GEARBYBE	14.94	*	Cleaning Supplies
19-Apr-21	Credit Card	GHCUKLTD	14.98	*	Health & Safety Supplies
19-Apr-21	Credit Card	MARTIN'S MCCOLLS	15.05		Essex Chronicle
19-Apr-21	Credit Card	TESCO	25.00		Gift Card for Photographic Competition Winner
19-Apr-21	Credit Card	WHSMITH	25.00		Gift Card for Photographic Competition Winner
19-Apr-21	Credit Card	NOTONTHEHIGHSTREET	30.75		Retirement gift for staff member
19-Apr-21	Credit Card	SCREWFIX	47.71	*	Lightbulbs
19-Apr-21	Credit Card	OFFICE36	123.20		Online Services
19-Apr-21	Credit Card	Plug Test	234.00	*	Training course for PAT Testing
19-Apr-21	Credit Card	St Johns Ambulance	276.00	*	First Aid course for staff member
21-Apr-21	DDebit	ASDA	78.85	*	Diesel
30-Apr-21	DDebit	ASDA	97.91	*	Diesel
04-May-21	DDebit	DMO	20203.95		Public Works Loans
05-May-21	Credit Card	OFFICE36	3.80		Online Services
06-May-21	Credit Card	OFFICE36	123.20		Online Services
08-May-21	Credit Card	AMAZON	4.99	*	Replacement Break Glass for Fire Alarms
08-May-21	Credit Card	MARTIN'S MCCOLLS	8.60		Essex Chronicle
08-May-21	Credit Card	AMAZON	34.96	*	Social Distancing floor stickers - Foot flow direction
08-May-21	Credit Card	GOVUK	35.00		Small Claims Court fee
08-May-21	Credit Card	AMAZON	48.97	*	Social Distancing floor stickers
10-May-21	BACS	Chelmsford Safety Supplies	4.20	*	Health & Safety Supplies
10-May-21	DDebit	Barclaycard fees	47.72	*	PDQ (May)
10-May-21	BACS	OfficelS	50.98	*	Office Supplies
10-May-21	BACS	EALC	60.00	*	Youth Engagement Conference
10-May-21	BACS	GDG UK	121.56	*	Cleaning Supplies
10-May-21	BACS	Elite	180.00	*	Call out for faulty door
10-May-21	BACS	Peninsula	281.06	*	Employment Services (April)
10-May-21	BACS	Chelmsford City Council	2088.00		Business Rates (April) £2208.75
10-May-21	BACS	JCM Services	2088.00	*	Grounds Maintenance (1st Quarter)
10-May-21	BACS	Chelmsford City Council	2208.75		Business Rates (May) £2208.00
10-May-21	BACS	HMRC	4271.08		Tax & NI (April) Previously recorded
10-May-21	BACS	Essex Pension Fund	5421.86		Pension (April) Previously recorded
10-May-21	BACS	Bluesky	14254.80	*	Supply and Installation of Air Conditioning for Parish Hall
11-May-21	Credit Card	ZOOMVIDE	287.76	*	Subscription fee (Annual)
12-May-21	DDebit	ASDA	91.25	*	Diesel
13-May-21	Credit Card	First Aid 4 Less	69.60	*	First Aid supplies
17-May-21	Credit Card	O2	10.00	*	Mobile Top-up
20-May-21	Credit Card	MARTIN'S MCCOLLS	10.75		Essex Chronicle
20-May-21	Credit Card	Amazon	19.58	*	PAT Testing log book and appliance register
23-May-21	Credit Card	Amazon	23.88	*	Anti theft Padlock
24-May-21	BACS	Astutium	12.00	*	Website Hosting (Annual Fee)
24-May-21	BACS	Total Gas	64.27	*	Electricity Handyman Unit (April)
24-May-21	BACS	Elite Industrial Supplies	82.14	*	Clothing for Green Working Group
24-May-21	BACS	GDG UK	101.28	*	Cleaning Supplies
24-May-21	BACS	H2O Nationwide	102.60	*	Legionella Tests (April)
24-May-21	BACS	Kent CC photocopy	125.94	*	Photocopy charges (Feb-Apr)
24-May-21	BACS	Chelmsford Safety Supplies	131.16	*	Health & Safety Supplies
24-May-21	BACS	OfficelS	131.53	*	Office Supplies
24-May-21	BACS	WaterLogic	180.00	*	Water Fountain Maintenance Fee (Annual)
24-May-21	BACS	Tyre Tech	229.00	*	Tyres for EK14 SVX
24-May-21	BACS	Forest Communications	236.93	*	Telephone charges (April)
24-May-21	BACS	Chelmsford Safety Supplies	258.78	*	Health & Safety Supplies
24-May-21	BACS	Bluesky	360.00	*	Air Conditioning Maintenance Fee (Annual)
24-May-21	BACS	Protect and Detect Systems	379.20	*	Service & Maintenance (Annual)
24-May-21	BACS	Total Gas	809.80		Electricity Parish Centre (April)
24-May-21	BACS	Chelmsford City Council	2208.00		Business Rates (June)
26-May-21	DDebit	ASDA	99.60	*	Diesel

28-May-21	Credit Card	WHSMITH	15.00	10 Years service award for staff member
28-May-21	Credit Card	ICELAND	32.43	Retirement refreshments for staff member
31-May-21	BACS	Salaries	16957.54	Salaries - May
01-Jun-21	Credit Card	Dales Hire and Sales	200.00	Deposit for Floor Scrubber & Polisher
02-Jun-21	DDebit	ASDA	20.00 *	Diesel
02-Jun-21	Credit Card	A-PLAN	30.00	Admin fee for change in Van Insurance
02-Jun-21	Credit Card	BT	463.68 *	Telephone charges (April - July 2021)
10-Jun-21	DDebit	Barclaycard fees	64.40 *	PDQ (June)
11-Jun-21	BACS	Office!S	26.50 *	Office Supplies
11-Jun-21	BACS	Barbara Larken	37.75 *	Retirement refreshments for staff member
11-Jun-21	BACS	Ernest Doe	56.00 *	Health & Safety Supplies
11-Jun-21	BACS	Ernest Doe	76.19 *	Health & Safety Supplies
11-Jun-21	BACS	H2O Nationwide	102.60 *	Legionella Tests (Nov 2020)
11-Jun-21	BACS	Sue Lees	120.00	Website Maintenance fee (Annual)
11-Jun-21	BACS	Docendo Online	124.73 *	IT backup (April - June 21) & Annual Secure Certificate
11-Jun-21	BACS	Heelis&Lodge	210.00	External Audit (Annual)
11-Jun-21	BACS	Kaiser Kraft	214.92 *	Outdoor Cleaning Trolley
11-Jun-21	BACS	PHS	234.00 *	Floor mats for Parish Centre
11-Jun-21	BACS	GDG UK	258.97 *	Cleaning supplies
11-Jun-21	BACS	Peninsula	281.06 *	Employment Services (May)
11-Jun-21	BACS	Came & Co	444.57 *	Insurance for Parish Centre(Annual)
11-Jun-21	BACS	Cavendish Laboratories	492.00 *	Microbiological analysis of various samples (6 MONTHLY)
11-Jun-21	BACS	Docendo Online	843.00 *	IT support (1st of 4 Installments)
11-Jun-21	BACS	Mrs M Martin	936.67	One off salary payment for staff member helping out
11-Jun-21	BACS	All Numbers Accounting	1254.00 *	Preparation of pre-internal audit
11-Jun-21	BACS	Total Gas	1889.23 *	Gas Parish Centre (Feb - May)
11-Jun-21	BACS	Tyre Tech	1997.60 *	Gear Box and Clutch for EK14 SVX
11-Jun-21	BACS	HMRC	4557.29	Tax & NI (May)
11-Jun-21	BACS	Essex Pension Fund	5944.86	Pension (May)
25-Jun-21	BACS	Total Gas	38.25 *	Electricity Handyman Unit (May)
25-Jun-21	BACS	Essex Wildlife Trust	40.00	Affiliation Fees (Annual)
25-Jun-21	BACS	Police and Crime Commissio	42.60	Contribution toward Special Constables
25-Jun-21	BACS	CJ Supplies	87.60 *	Window cleaning
25-Jun-21	BACS	Quick Test	90.00 *	PAT Test Calibration
25-Jun-21	BACS	Frama Mail	100.00	Franking machine replenishment
25-Jun-21	BACS	Chelmsford Safety Supplies	102.17 *	Health & Safety Supplies
25-Jun-21	BACS	Forest Communications	233.41 *	Telephone charges (June)
25-Jun-21	BACS	Came & Co	319.20 *	Cyber security
25-Jun-21	BACS	Chelmsford City Council	465.00	Play in the Park and Inflatable day
25-Jun-21	BACS	Anglian Water	499.84 *	Water charges (May)
25-Jun-21	BACS	Essex Air Ambulance	500.00	Donation
25-Jun-21	BACS	Total Gas	863.59 *	Electricity Parish Centre (May)
25-Jun-21	BACS	EALC & NALC	1801.83	Affiliation Fees (Annual)
25-Jun-21	BACS	Chelmsford City Council	2208.00	Business Rates (July)
25-Jun-21	BACS	HMRC	4950.28	Tax & NI (June)
25-Jun-21	BACS	Essex Pension Fund	6718.56	Pension (June)
25-Jun-21	BACS	Beaulieu Community Trust	15000.00	Grant