

SPRINGFIELD PARISH COUNCIL
MINUTES OF THE COUNCIL MEETING HELD
ON 6th DECEMBER 2021 AT 7.30PM, SPRINGFIELD PARISH CENTRE CM1 6GX

PRESENT

Chairman: Cllr Ms S Sullivan

Vice Chairman: Cllr Mrs C Garrett

Cllrs: G Brazendale, S Byrne-Lagruie, R Carson, A Chong, D Havell, B Jeapes, R Lee, R Moore, I Fuller, Y Spence, M Girling, A Potts.

County Cllrs J Spence

In attendance: Clerk and RFO-Deputy Clerk

44 **Apologies for Absence** – were received and accepted from Cllr: N Gulliver

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

46 **Chairman's Announcements**

- The Chairman announced that an acknowledgement from Buckingham Palace had been received, whereby the Queen had thanked SPC for the thoughtful message of sympathy, sent on the death of The Duke of Edinburgh.
- The Chairman announced that a thank you had been received from the families of the late John Revill for donations received.
- The Chairman announced that the funeral for the late Norman Heath, a former parish councillor was attended today by the Clerk and Cllr Moore.

47 **Essex Community Dementia Support Service**

Members received a presentation from Mark Neville and Melanie Williams and were asked to consider becoming a Dementia Friendly Community (DFC).

RESOLVED: Members will consider, at the next Council meeting, the possibility of SPC becoming a DFC and if agreed a working group will be formed.

48 **Public Question Time** –County Cllr J Spence advised members that:

- he is aware of recent Travellers incursions in the area.
- that J19 closures on the A12 are causing disruption to commuters, final dates for completion are not known.
- the Army and Navy consultation has concluded a hamburger junction is the best option. Members agreed that they would like Cllr Spence to organise a parish briefing, if possible, about the project.
- Essex Police are completing surveillance and have made arrests in conjunction with drug dealing at Chelmer Village Green.

49 **Minutes of The Council Meeting** held on 27th September 2021

RESOLVED: that the minutes of 27th September 2021, meeting were approved and signed as a correct record.

50 **Minutes of Committee Meetings**

- 50.1 Planning Committee 20th September 2021
- 50.2 Premises 20th September 2021
- 50.3 Planning 4th October 2021
- 50.4 Planning 18th October 2021
- 50.5 Planning 1st November 2021
- 50.6 Environment & Leisure 1st November 2021
- 50.7 Finance & Policy 8th November 2021
- 50.8 Planning 15th November 2021

RESOLVED: that (a) minute 36 of the Premises meeting held on 20th September 2021, be referred back to the Committee as the hedge plants were not suitable for the suggested location outside the Boleyn Room

(b) the minutes of the above meetings were agreed as correct.

51 **CCTV Cameras – Chelmer Village Green**

Members received a report and debated whether cameras are required at Chelmer Village Green.

RESOLVED: that CCTV will not be installed at Chelmer Village Green.

52 **FINANCIAL MATTERS**

52.1 **Pantomime – Dick Whittington 30th December 2021**

RESOLVED: Members agreed that a Pantomime will not be hosted in future years, due to the loss in revenue.

52.2 **Parish Council Precept 2022/2023**

Members considered the precept sum of four hundred and thirty thousand four hundred and eighty-three pounds (430,483).

When put to the vote thirteen in favour and one against.

RESOLVED: Members agreed the recommendations of the Finance & Policy Committee for the submission of the precept request to Chelmsford City Council in the sum of £430,483.

52.3 **Precept to Charging Authority**

RESOLVED: Members approved the Chairman and Vice Chairman of the Council be authorised to sign the precept application form in the sum of £430,483.

53 **Queens Platinum Jubilee – June 2022**

Members received costings for purchasing a Commemorative Plaque.

RESOLVED: a Commemorative Plaque will be purchased for location at the raised bed in the parish centre community garden, at a cost of £121.20 to mark the event.

54 **Community Governance Review – Chelmsford City Council Consultation**

Members received a copy of the formal response sent to CCC from SPC.

RESOLVED: Members will await further consultation from CCC

55 **Draft schedule of meetings 2022-2023**

Members received proposed dates and requested that E&L meetings in October 2022 be brought forward if possible.

RESOLVED: Members agreed, with the possible amendment of the Environment & Leisure committee meeting in Autumn 2022, the schedule of meetings be approved and accepted.

56 **Annual Report**

RESOLVED: that the Annual Report working group will comprise of Cllrs G Brazendale, R Lee, Mrs R Moore and Ms S Sullivan with a remit to discuss the content of the report under delegated powers and Community Ad Web Ltd will print and distribute the 2021/22 report once completed.

57 **Correspondence**

Members considered whether they wish to receive paper copies or email correspondence for council meetings.

RESOLVED: Members will advise the Clerk which option they prefer.

58 **Transport Representative**

RESOLVED: the verbal update given by Cllr Jeapes on his attendance at a meeting held on 18th November be noted.

59 **Supplier Payment List**

RESOLVED: that the supplier list attached at appendix A dated 22nd September 2021 – 25th November 2021 and (Partial) 21st June 2021 – 1st September 2021, be approved and noted.

Meeting closed at 8.50pm

Cllr S. Sullivan

Signed Chairman



Date

28/2/22

PAYMENTS LIST 02/09/2021 - 25/11/2021

* includes VAT at the standard rate

Date	Payee Name	Payment type and details	Amount	VAT
08/09/2021	GARDS	BACS - Gards	5.00	*
08/09/2021	PENINSULA	BACS - Employment Services	281.06	*
08/09/2021	JCMSERVICES	BACS - Grounds Maintenance 3 of 4	2088.00	*
08/09/2021	DOE	BACS - Maintenance supplies	20.76	*
08/09/2021	OFFICEIS	BACS - Office supplies	34.14	*
08/09/2021	OFFICEIS	BACS - Office supplies	573.60	*
08/09/2021	OFFICEIS	BACS - Office supplies	18.61	*
08/09/2021	MR BROWN	BACS - Refund for Hall Hire	58.39	*
15/09/2021	PHSWA	BACS - Mat Hire	246.19	*
15/09/2021	H2O	BACS - Legionella Tests	102.60	*
15/09/2021	PKF	BACS - AGAR (March 21)	1560.00	*
15/09/2021	CJSUPPLIES	BACS - Cleaning supplies	131.93	*
15/09/2021	JHARVEY	BACS - Refund of deposit	10.00	
15/09/2021	FOREST COMMUNICATIONS	BACS - Telephone Charges (Aug 21)	264.04	*
15/09/2021	TOTALGAS	BACS - Gas supplies	492.89	*
15/09/2021	MRS RAM	BACS - Refund of Room hire	72.00	*
17/09/2021	CBC	BACS - Play in the Park	4825.00	
17/09/2021	UNITEDGAS	BACS - Electricity supplies	830.35	*
17/09/2021	GREAT OUTDOORS	BACS - Outdoor Gym inspection	540.00	*
17/09/2021	CBC	BACS - Bin collection (Oct 21 - Mar 22)	958.10	
20/09/2021	OFFICE365	CCard - Online Services	3.80	*
20/09/2021	OFFICE365	CCard - Online Services	123.20	*
20/09/2021	DVLA	CCard - Vehicle Tax	277.50	*
20/09/2021	BT	CCard - Telephone charges (Aug - Oct 2021)	456.48	*
20/09/2021	AMAZON	CCard - H & S Supplies	4.99	*
20/09/2021	AMAZON	CCard - H & S Supplies	8.95	*
20/09/2021	FIRST4AID	CCard - First Aid supplies	31.02	*
20/09/2021	EBAY	CCard - Cleaning Supplies	36.20	*
20/09/2021	CBC	CCard - Premises Licence	23.00	*
20/09/2021	AMAZON	CCard - H & S Supplies	19.54	*
20/09/2021	AMAZON	CCard - H & S Supplies	12.64	*
20/09/2021	GUMTREE	CCard - Advertisement for Cafe	11.99	*
20/09/2021	AMAZON	CCard - H & S Supplies	13.39	*
20/09/2021	ST JOHH AMBULANCE	CCard - First Aid course	276.00	*
21/09/2021	BOATENG	BACS - Covid Refund Gate of Heaven	175.18	
21/09/2021	MRS GOPAL	BACS - Covid refund Tamil S	146.54	
21/09/2021	TAI-CHI-SOC	BACS - Covid refund Taoist Tai Chi Soc	56.19	
22/09/2021	ASDA	DD - Diesel	99.30	*
24/09/2021	BARCLAYCARD	DD - PDQ charges	64.40	*
30/09/2021	PROTECT AND DETECT	BACS - Call out charge	108.00	*
30/09/2021	CBC	BACS - Business Rates (Oct 2021)	2208.00	
30/09/2021	UNITEDGAS	BACS - Electricity supplies	161.05	*
30/09/2021	POLICE AND CRIME COMMISS	BACS - Special Constables Contribution	23.10	
30/09/2021	CJSUPPLIES	BACS - Window cleaning (Aug 2021)	87.60	*
30/09/2021	SECURITAS	BACS - Security services	570.42	*
30/09/2021	ELITE	BACS - Service contract (2 of 2)	246.00	*
30/09/2021	HEIGHTSAFTY	BACS - H & S Compliance testing	450.00	*
30/09/2021	RAINHAM SHUTTERS	BACS - Service for shutters	480.00	*
30/09/2021	CJSUPPLIES	BACS - Cleaning supplies	200.04	*
30/09/2021	HMRC	BACS - PAYE & NIC (Sept 2021)	4650.71	
30/09/2021	ESSEX PENSION FUND	BACS - Pension Contributions (Sept 2021)	5877.43	
30/09/2021	SALARIES	BACS - Salaries (Sept 2021)	16950.99	

30/09/2021	MR GILROY	BACS - Refund to Hirer	158.21	
30/09/2021	HMRC	BACS - VAT Payment	2809.25	
06/10/2021	ASDA	DD - Diesel	100.55	*
11/10/2021	BARCLAYCARD	DD - PDQ charges	44.40	*
11/10/2021	BARCLAYCARD	DD - PDQ charges	20.00	*
13/10/2021	PULMONARY	BACS - Covid refund to hirer	19.10	
13/10/2021	FOSTERSS	BACS - Staff Uniform	15.00	*
13/10/2021	FOSTERSS	BACS - Staff Uniform	30.99	*
13/10/2021	PRISTINE	BACS - Hygiene Contract - Parish Council	82.50	*
13/10/2021	CJSUPPLIES	BACS - Cleaning materials	9.72	*
13/10/2021	CJSUPPLIES	BACS - Cleaning materials	18.48	*
13/10/2021	CBC	BACS - Business Rates (Nov)	2208.00	
13/10/2021	JAYALEKS	BACS - Refund to Hirer	35.40	
13/10/2021	ACELECTRICAL	BACS - Electrical works - Floodlights & Toilet alarms	944.17	
13/10/2021	LEASECAR	BACS - Refund to hirer	93.32	
13/10/2021	ASDA	DD - Diesel	100.47	*
18/10/2021	SAGE	BACS - Sage Payroll	572.40	*
19/10/2021	MARTIN MCCOLLS	CCard - Essex Chronicle	8.60	
19/10/2021	AMAZON	CCard - H & S Supplies	22.95	*
19/10/2021	AMAZON	CCard - H & S Supplies	12.98	*
19/10/2021	AMAZON	CCard - Maintenance supplies	27.88	*
19/10/2021	FIRST4AID	CCard - H & S Supplies	8.94	*
19/10/2021	NISBETS	CCard - Cafe Supplies	176.17	*
19/10/2021	A-PLAN	CCard - Van Insurance	699.80	*
19/10/2021	OFFICE365	CCard - Online Services	123.20	
19/10/2021	OFFICE365	CCard - Online Services	3.80	
19/10/2021	HM LAND REGISTRY	CCard - Title number request	6.00	*
19/10/2021	AMAZON	CCard - Maintenance Supplies	30.00	*
19/10/2021	CHAPLINS	CCard - Panto deposit	240.00	*
19/10/2021	SLCC	CCard - Training course	144.00	*
20/10/2021	CJSUPPLIES	BACS - Cleaning supplies	254.87	*
20/10/2021	CJSUPPLIES	BACS - Cleaning supplies	32.40	*
20/10/2021	PENINSULA	BACS - Employment Services	281.06	*
20/10/2021	FOREST COMMUNICATIONS	BACS - Telephone charges (Sept 2021)	245.57	*
20/10/2021	OFFICEIS	BACS - Office supplies	127.56	*
20/10/2021	H2O	BACS - Legionella Tests	102.60	*
20/10/2021	SUE LEES	BACS - Wordpress Maintenance Fee (Sept 2021)	40.00	
20/10/2021	SUE LEES	BACS - Annual Website software	390.00	
20/10/2021	ANGLIAN WATER	BACS - Water charges	442.88	
27/10/2021	ASDA	DD - Diesel	84.69	*
29/10/2021	HMRC	BACS - PAYE & NIC (Oct 2021)	4740.84	
29/10/2021	ESSEX PENSION FUND	BACS - Pension Contributions (Oct 2021)	5913.53	
29/10/2021	SALARIES	BACS - Salaries (Oct 2021)	16843.02	
29/10/2021	UNITEDGAS	BACS - Electricity supplies	964.99	*
29/10/2021	UNITEDGAS	BACS - Gas supplies	427.64	*
29/10/2021	UNITEDGAS	BACS - Electricity supplies	82.86	*
29/10/2021	HEELIS&LODGE	BACS - Audit visit	210.00	
29/10/2021	CJSUPPLIES	BACS - Cleaning materials	139.76	*
29/10/2021	SMPLUMBING	BACS - Plumbing repairs	195.00	
29/10/2021	COLES	BACS - Accountants visit	150.00	*
29/10/2021	OFFICEIS	BACS - Office supplies	28.57	*
29/10/2021	PENINSULA	BACS - Employment Services	281.06	*
29/10/2021	CSSS	BACS - Cleaning materials	99.79	*
29/10/2021	EDGE	BACS - AdvantEDGE bookings	568.80	*
29/10/2021	PROTECT AND DETECT	BACS - Fire & Alarm Service (6 monthly)	298.22	*
01/11/2021	DMO	DD - Public Works Loans	19693.75	
10/11/2021	DOE	BACS - Maintenance supplies	51.98	*

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10/11/2021	CJSUPPLIES	BACS - Cleaning supplies	57.36	*
10/11/2021	H2O	BACS - Water clean/chlorination	390.00	*
10/11/2021	NSL	BACS - Postage costs	100.00	
12/11/2021	BYRNEDON	BACS - Refund to hirer	10.00	
17/11/2021	GLASDON UK	BACS - Maintenance supplies	167.76	*
17/11/2021	WICKSTEED	BACS - Inspection of play equipment	144.00	*
17/11/2021	CBC	BACS - Business rates (Dec 2021)	2208.00	
17/11/2021	JCMSERVIES	BACS - Grounds Maintenance 4 of 4	2088.00	*
17/11/2021	B&Q	BACS - Pressure washer	69.00	*
17/11/2021	TRADEUK	BACS - Maintenance supplies	50.96	*
17/11/2021	FOREST COMMUNICATIONS	BACS - Telephone charges (Oct 2021)	232.97	*
19/11/2021	AMAZON	CCard - H&S clothing	31.99	*
19/11/2021	AMAZON	CCard - CVH Fire door log	34.99	*
19/11/2021	FIRST AID 4 LESS	CCard - First Aid supplies	98.10	*
19/11/2021	AMAZON	CCard - Wall Clock	16.58	*
19/11/2021	NISBETS	CCard - Flask for hirers	36.58	*
19/11/2021	MARTINMC	CCard - Essex Chronicle	15.05	*
19/11/2021	AO	CCard - Dishwasher	354.00	*
19/11/2021	DOORTECH	CCard - Door Guard	56.34	*
19/11/2021	OFFICE365	CCard - Online Services	123.20	*
19/11/2021	OFFICE365	CCard - Online Services	3.80	*
24/11/2021	KENT CC	BACS - Photocopy charges	91.20	*
24/11/2021	CCC	BACS - Replacement Dog Bin	336.00	*
24/11/2021	DOCENDO	BACS - Online Daily Backup	28.73	*
24/11/2021	DOCENDO	BACS - Maintenance Contract & Antivirus	843.00	*

PAYMENTS LIST 21/06/2021 - 01/09/2021 (Partial)

* includes VAT at the standard rate

Date	Payee Name	Payment type and details	Amount	VAT
21/06/2021	OFFICE365	CCard - Online Services	123.20	
21/06/2021	OFFICE365	CCard - Online Services	3.80	
23/06/2021	ASDA	DD - Diesel	103.31	*
09/06/2021	ASDA	DD - Diesel	115.22	*
18/08/2021	ASDA	DD - Diesel	140.81	*
10/08/2021	BARCLAYCARD	DD - PDQ charges	64.40	*
31/08/2021	SALARIES	BACS - Salaries (August 2021)	16994.36	
01/09/2021	ASDA	DD - Diesel	111.26	*

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