

SPRINGFIELD PARISH COUNCIL  
MINUTES OF THE MEETING HELD ON  
3<sup>RD</sup> JULY 2023 AT 7.15 p.m.  
SPRINGFIELD PARISH CENTRE CM1 6GX

PRESENT

Chairman: Cllr R. Carson  
Vice Chairman: Cllr I. Fuller

Cllrs: G. Brazendale, S. Byrne-Lagrué, B. Chadwick, A. Chong, N. Dudley, R. Lee  
J. Pioli, S. Sullivan

In attendance: Clerk to the Council  
RFO & Deputy Clerk  
1 member of the public

- 26 APOLOGIES FOR ABSENCE – were received and accepted from Cllr D. Havell.
- 27 DECLARATIONS OF INTEREST AND DISPENSATIONS - Cllr S. Byrne-Lagrué, A. Chong, S. Sullivan declared a pecuniary interest by virtue of being members of Village Council of Chelmer, relating to minute 33.

28 CHAIRMAN'S ANNOUNCEMENTS

On the 14<sup>th</sup> July 2023 the library in the parish centre would be 10 years old. The Chairman and Vice Chairman had been invited for the 10 year celebrations. The Chairman confirmed his attendance at the forthcoming event.

The Chairman advised members that an item would be added to the Next Full Council agenda on the 25<sup>th</sup> September 2023, regarding Promoting the Council. Members agreed that a sub-committee of Cllr Byrne-Lagrué, Cllr Chadwick and Cllr Fuller would agree some dates to meet up and advise other members of the Council.

- 29 PUBLIC QUESTION TIME – one member of the public was in attendance regarding minute number 32.

30 MINUTES OF THE COUNCIL MEETING held on 19<sup>th</sup> June 2023

RESOLVED: that the minutes of the meeting held on 19<sup>th</sup> June 2023 be approved and signed as a correct record.

31 MINUTES OF COMMITTEE MEETINGS HELD ON:

- 31.1 Planning & Environment Committee – 22<sup>nd</sup> May 2023  
31.2 Premises Committee 22<sup>nd</sup> May 2023 held on 5<sup>th</sup> June 2023

RESOLVED: that

- (a) the minutes of the meetings be approved as a correct record.
- (b) Information would be fed back to customer in relation to Premises Committee meeting minute number 5 (a);

32 CO-OPTION

Further to minute 16 of the council meeting held on 15<sup>th</sup> May 2023, members to consider application for co-option onto the council.

RESOLVED: that

- (a) Members took a vote and unanimously agreed to Co-opt Emmanuel Aluko onto the council; providing their address was verified to be within three miles of the parish boundary;
- (b) Once verified the Clerk to the Council contacts the candidate regarding completion of necessary paperwork.

Cllr Byrne-Lagruue, Cllr Chong and Cllr Sullivan left the meeting at 7.45 p.m. for the following item of business.

33 CORRESPONDENCE RECEIVED FROM VILLAGE COUNCIL OF CHELMER

Further to minute 14 of the Annual Council meeting held on 15<sup>th</sup> May 2023, members received correspondence from the Chairman of Chelmer Council regarding opening discussions with Springfield Parish Council relating to financial reserves. It was recommended three members be appointed to open discussions prior to the referral to Finance & Policy Committee in November

RESOLVED: that

- (a) Clerk to the Council writes to Village Council of Chelmer to ask for a preliminary proposal to open negotiations;
- (b) Cllrs Carson, Fuller and Lee are appointed as council representatives;
- (c) Following receipt of a preliminary proposal dates will be set to meet representatives of Chelmer Council;
- (d) Clerk to the Council will advise the council representatives of Chelmer councils preliminary proposal;
- (e) Outcomes of the matter be referred to the Finance & Policy committee in November 2023.

Cllr Byrne-Lagruue, Cllr Chong and Cllr Sullivan returned to meeting at 8.05 p.m.

34 COMMUNITY GARDEN PROJECT APPOINTMENT OF NEW VOLUNTEER CO-ORDINATOR

Further to minute 13 of the Premises Committee meeting held on 22<sup>nd</sup> May 2023, where members asked that the item be referred to Full Council. Members were advised that a new Volunteer Co-Ordinator was required. The Previous Co-Ordinators were no longer members of the council.

RESOLVED: that

- (a) Cllr Dudley and Cllr Lee reach out to someone they think may like to volunteer;
- (b) Item is added to the Full Council meeting on 25<sup>th</sup> September 2023 if nothing has been resolved between meetings.

35 FOR INFORMATION

SUPPLIER PAYMENT LIST

22<sup>nd</sup> April 2023 – 31<sup>st</sup> May 2023

**RESOLVED:** that the payment list attached at Appendix A be approved and adopted.

Meeting closed 8.12 p.m.  
Cllr R. Carson  
Chairman

Signed .....

Date .....

**Payments List 22/04/23 -  
31/05/2023**

\*includes VAT at the standard rate

(Appendix A)

| Date       | Name               | Details                                                                                            | Amount £ | VAT |
|------------|--------------------|----------------------------------------------------------------------------------------------------|----------|-----|
| 24/04/2023 | VODAFONE           | DD - Telephone Contract                                                                            | 56.48    | *   |
| 28/04/2023 | SPCANGLI WAVE      | DD - Water Utilities                                                                               | 1123.76  |     |
| 30/04/2023 | HMRC               | BACS - PAYE & NIC APRIL 23                                                                         | 4115.28  |     |
| 30/04/2023 | ESSEX PENSION FUND | BACS - Essex Pension Fund                                                                          | 5491.87  |     |
| 30/04/2023 | PAYFLOW APR 23     | BACS - Payflow April 2023                                                                          | 13728.52 |     |
| 02/05/2023 | PUBLIC WORK LOAN   | Public Work Loan 481578                                                                            | 8162.83  |     |
| 03/05/2023 | PENINSULA          | DD - Employment Services                                                                           | 300.73   | *   |
| 03/05/2023 | FPHASDA            | DD - Allstar Fuel                                                                                  | 112.97   | *   |
| 05/05/2023 | ADECCO             | BACS - Agency Fees                                                                                 | 602.88   | *   |
| 05/05/2023 | ADECCO             | BACS - Agency Fees                                                                                 | 452.16   | *   |
| 05/05/2023 | FPCBC              | BACS - Play in the Park Easter                                                                     | 720.00   |     |
| 05/05/2023 | TM ELECTRICAL      | BACS - Remedial Works /Materials                                                                   | 467.20   |     |
| 05/05/2023 | H&SAO              | BACS - Health & Safety Adviser Online Subscription                                                 | 79.80    |     |
| 05/05/2023 | PROTECTA           | BACS - CSL GPRS G4 World Sim                                                                       | 334.32   | *   |
| 05/05/2023 | PROTECTA           | BACS - Faire Alarm Zone Chart                                                                      | 300.00   | *   |
| 05/05/2023 | EPSTEIN CAFÉ       | BACS - NDORS 24th April 2023                                                                       | 177.50   |     |
| 05/05/2023 | EPSTEIN CAFÉ       | BACS - NDORS 27th April 2023                                                                       | 128.25   |     |
| 05/05/2023 | NYLANDES           | BACS - 5 Year Safety Test                                                                          | 1195.81  | *   |
| 05/05/2023 | AMAZON             | BACS - 10 x 26 Energy Saving Lamp                                                                  | 22.00    | *   |
| 05/05/2023 | AMAZON             | BACS - Desk Chair                                                                                  | 198.99   | *   |
| 05/05/2023 | AMAZON             | BACS - Treasury Tags 127 mm                                                                        | 6.99     | *   |
| 05/05/2023 | AMAZON             | BACS - Stationery                                                                                  | 23.93    | *   |
| 05/05/2023 | AMAZON             | BACS - 5 Point Ethernet Network Switch                                                             | 12.98    | *   |
| 05/05/2023 | AMAZON             | BACS - Treasury Tags 51 mm                                                                         | 5.59     | *   |
| 05/05/2023 | AMAZON             | BACS - Cooking Measuring Jug 4 Cup                                                                 | 7.99     | *   |
| 05/05/2023 | AMAZON             | BACS - Rimmed Plates 12 Pack                                                                       | 22.19    | *   |
| 09/05/2023 | FPNSL              | D/D - Reset of Franking Machine Top Up                                                             | 50.00    |     |
| 10/05/2023 | FPHASDA            | D/D - Allstar Fuel                                                                                 | 82.29    | *   |
| 11/05/2023 | BARCLAYS           | D/D - PDQ Machine Bank Charge                                                                      | 64.40    | *   |
| 15/05/2023 | FORESTCO           | D/D - Monthly Telephone Charges                                                                    | 283.63   | *   |
| 15/05/2023 | UNITEDGA           | D/D - Monthly Electricity Usage Workunit                                                           | 45.07    |     |
| 15/05/2023 | UNITEDGA           | D/D - Monthly Electricity Usage Parish Centre                                                      | 1085.94  | *   |
| 16/05/2023 | SSE                | BACS - Gas Supplies                                                                                | 1218.03  | *   |
| 16/05/2023 | EPSTEIN CAFÉ       | BACS - NDORS Course 10th May 2023                                                                  | 125.40   |     |
| 16/05/2023 | SPCH20             | BACS - April Routine & Monitoring Testing                                                          | 102.60   | *   |
| 16/05/2023 | EXCELPLU           | BACS - Labour Charge / Toilet refit Seals Tighten Toilet Connections/ Supply Install Kitchen Mixer | 270.00   |     |
| 16/05/2023 | ASTUTIUM           | BACS - Domain Renewal                                                                              | 12.00    | *   |
| 16/05/2023 | AMAZON             | BACS - Latte Mug pack of 12 for café                                                               | 29.98    | *   |

|            |                    |                                                                                             |          |   |
|------------|--------------------|---------------------------------------------------------------------------------------------|----------|---|
| 16/05/2023 | AMAZON             | BACS - Work Boots Handyperson                                                               | 79.99    | * |
| 16/05/2023 | AMAZON             | BACS - Forks 24 Piece for café                                                              | 14.99    | * |
| 16/05/2023 | AMAZON             | BACS - Narrow Rimmed Plate 254mm 12                                                         | 37.27    | * |
| 16/05/2023 | AMAZON             | BACS -Knife Set 24 piece for café                                                           | 17.99    | * |
| 16/05/2023 | FPCBC              | BACS - Business Rates                                                                       | 1734.00  |   |
| 16/05/2023 | ADECCO             | BACS - Agency Fees                                                                          | 602.88   | * |
| 16/05/2023 | ADECCO             | BACS - Agency Fees                                                                          | 602.88   | * |
| 16/05/2023 | CJSUPPLI           | BACS - Cleaning Supplies                                                                    | 121.18   | * |
| 16/05/2023 | GRANGEWO           | BACS - Plastic Sacks                                                                        | 129.60   | * |
| 19/05/2023 | OFFICE 36          | C/C - Monthly Email & Broadband Services                                                    | 141.40   |   |
| 19/05/2023 | OFFICE 36          | C/C - Monthly Additional Email                                                              | 4.50     |   |
| 19/05/2023 | MARTINMC           | C/C - Chronicle Paper Weekly                                                                | 13.25    |   |
| 19/05/2023 | INDEEDCO           | C/C - Employment Agency                                                                     | 98.86    |   |
| 19/05/2023 | SOHOCOMM           | C/C - Rubbermaid Tcell Oudh Refill 48ml                                                     | 79.78    | * |
| 19/05/2023 | AMAZON             | C/C - Amazon Prime Subscription                                                             | 8.99     |   |
| 24/05/2023 | FPHASDA            | D/D - Allstar Fuel                                                                          | 82.29    | * |
| 24/05/2023 | VODADPHONE         | D/D - Telephone Contract                                                                    | 56.48    | * |
| 29/05/2023 | ADECCO             | BACS - Agency Fees                                                                          | 452.16   | * |
| 29/05/2023 | ADECCO             | BACS - Agency Fees                                                                          | 452.16   | * |
| 29/05/2023 | SUELEESC           | BACS - Admin Website Amendments                                                             | 40.00    |   |
| 29/05/2023 | FPSLCC             | BACS - Training Day SLCC for Clerk                                                          | 25.00    |   |
| 29/05/2023 | HEELIS&L           | BACS - Internal End of Year Accounts                                                        | 230.00   |   |
| 29/05/2023 | COLES              | BACS - Preparation of Pre-Internal Audit Management Accounts for year ended 31st March 2023 | 1512.00  | * |
| 29/05/2023 | EPSTEIN CAFÉ       | BACS - NDORS Course 18th May 2023                                                           | 170.80   |   |
| 29/05/2023 | SPCPEST            | BACS - Insecticidal Treatment Hall/ Kitchen                                                 | 192.00   | * |
| 29/05/2023 | CJSUPPLI           | BACS - Cleaning Supplies                                                                    | 123.90   | * |
| 29/05/2023 | CJSUPPLI           | BACS - Cleaning Supplies                                                                    | 150.00   | * |
| 29/05/2023 | CJSUPPLI           | Bacs - Cleaning Supplies                                                                    | 23.76    | * |
| 29/05/2023 | CURAIM             | BACS - Air Conditioning Planned Preventative Maintenance                                    | 237.60   | * |
| 29/05/2023 | CURAIM             | BACS - Portable Air Conditioning Units                                                      | 1800.00  | * |
| 29/05/2023 | CJSUPPLI           | BACS - Window Cleaning                                                                      | 87.60    | * |
| 29/05/2023 | GALLAGHE           | BACS - Company Insurance                                                                    | 12346.63 |   |
| 29/05/2023 | KENTCOUN           | BACS - Printer Charges                                                                      | 79.02    | * |
| 30/05/2023 | HMRC               | BACS - Correction to May 2023 Payments                                                      | 0.39     |   |
| 31/05/2023 | PENINSUL           | D/D - Employment Services                                                                   | 300.73   | * |
| 31/05/2023 | HMRC               | BACS - May Deductions                                                                       | 4116.28  |   |
| 31/05/2023 | ESSEX PENSION FUND | BACS - Essex Pension Fund May                                                               | 5491.87  |   |
| 31/05/2023 | Payflow            | BACS - Payflow May 2023                                                                     | 13727.52 |   |

