

Springfield Parish Council Minutes of the Full Council

The Council met at 7pm on Tuesday 16th April 2024 in the Council Chamber, Springfield Parish Centre, St Augustine's Way, Springfield, Chelmsford, Essex, CM1 6GX.

Councillor R Carson chaired the meeting.

Present: Councillors G Brazendale, B Chadwick, A Chong, D Havell, I Fuller, K Hine and S Sullivan.

In attendance: Clerk to the Council.

68. Apologies for Absence

Apologies were received and agreed for Cllrs E Aluko, S Byrne-Laguer, N Dudley, R Lee and J Pioli.

69. Declarations of Interest

There were no declarations of interest, but Cllrs S Sullivan and A Chong advised they were Councillors for Chelmer Village Parish Council as well.

70. Public Question Time

There were no members of public.

71. Bank Reconciliation for End of Year

The Clerk had circulated the bank reconciliation for February 2024 to show the uncleared items still outstanding from April 2023 through to February 2024. An in-depth discussion took place with the Clerk explaining that the Finance Officer had undertaken a deep dive into the reason for the uncleared items and it amounted to only one unpaid hall hire of £ 21.76. All other income and expenditures could be accounted for. The Clerk asked for the amount to be written off as the hall hire was from May 2023. It was agreed to write off the debt and clear all the remaining outstanding items. Proposed by Cllr D Havell, seconded by Cllr A Chong and agreed unanimously.

The Administration and Committee Clerk was thanked by the Council for all her hard work. The Clerk explained that the internal audit and external audit will pick up various issues at the year end. However, she advised that going forward far better procedures had been put in place.

72. CIL Monies

The Clerk had circulated the quotes from Chelmsford Gas Services for the new boiler and two new sets of pumps for the heating system accumulating to a total of £11,682.15 net. The Premises Committee had recommended the contractor and using CIL monies to cover the cost. The Clerk also circulated the 3 quotes for a new glass washer for the centre bar. A discussion took place, and it was agreed to use CIL monies for all expenses and to go with the Adexa quote for the glass washer at a cost of £899 net. It was also agreed that CIL monies were to be used for the new gate that had already been installed and the new alarm system which will be installed later in the year. Proposed by Cllr R Carson, seconded by Cllr S Sullivan and agreed unanimously.

73. Bad Debt

Cllr R Carson spoke about the situation with the previous person who ran the Café and the non-payment of the fees. Cllr R Carson had been emailing the previous owner but to date they had only paid £50 towards the debt. An in-depth discussion took place looking at the three possible options for the Council. These were to keep chasing, write the debt off or take legal action. The Clerk was asked to check what amounts, if any, had already been written off and to check the contract with the party concerned and to confirm the amount owed. It was agreed that a letter would be written to the person in question giving a time limit for payment and advising if payment is not received the Council will take legal action. Proposed by Cllr I Fuller, seconded by Cllr A Chong and agreed unanimously.

74. Updates from Councillors and Matter for Information

1. Cllr S Sullivan advised she had received an email from EALC (Essex Association of Local Councils) regarding re-setting up the Chelmsford Association of Local Councils group. She advised that she had again put herself forward to be part of the group who will be meeting in May.
2. The Clerk advised that the debt with HMRC for the late VAT returns was now all cleared.
3. The Clerk asked if the Council still took up membership with Essex Wildlife Trust. She was advised there was no need to renew this.

There being no further business the meeting was closed at 8.11pm.

Signed.....Date.....