



Springfield Parish Council

Springfield Parish Centre,
St Augustine's Way
Springfield, Chelmsford, Essex CM1 6GX
Tel: 01245 466313
E-mail: clerk@springfield-pc.gov.uk
www.springfield-pc.gov.uk
Locum Clerk to the Council: John Watson

Minutes of the meeting of Springfield Parish Council held on 16th September 2024 at 7.00 pm in the Council Chamber, Springfield Parish Centre, St Augustine's Way, Springfield, Chelmsford, Essex, CM1 6GX.

Present: Councillors E Aluko, G Brazendale, R. Carson (Chair), B Chadwick, A Chong, D Gavell, I Fuller, R Lee, S Sullivan and J Pioli.
In attendance J Watson (Locum Clerk), M. Kingston (Administration and Committee Clerk)

059/24. Apologies for Absence

Apologies were received and agreed for Cllrs N Dudley, S Byrne-Laguer and K Hine.

060/24. Declarations of Interest

There were no declarations of interest.

061/24. Chairman's Announcements

Cllr R Carson gave communication from the church in regard to some events that they have planned. Every Tuesday evening there is the Wombles who organise litter picking around the local area from 7pm. The Church are holding a Barn Dance and Supper on the 12th of October, tickets cost £5 and anyone who is interested can speak to the church.

There is also the little free pantry next to the carpark and everyone is encouraged to put donations in.

The Bishops School contacted the council to discuss using the field adjacent to the parish centre for their Forest School. Plans are in the very early stages and the school have been advised to contact the City Council as it is them who are in charge of the field.

The new bookings and marketing clerk starts on the 17th of September and the councillors were encouraged to stop in to introduce themselves.

062/24. Minutes

The minutes for the Full Council meeting on the 1st of July 2024 and the extra ordinary Full Council meetings on the 5th and 19th of August 2024 were received and agreed. Cllr R Carson signed and dated.

It was confirmed that the Chelmer Village sign is down and with the handyperson. The Planning and Environment Committee will look into whether the Council is allowed to place the sign on the grass next to the roundabout next to the Parish Centre.

063/24. Public Question Time

There were no members of public present at the meeting. The Administration and Committee Clerk asked the council to consider an email received from a regular hirer in regard to security of the building during their hire as they hold classes for children. After the events of Southport, they wanted some reassurance as to what the centre could do in regard to potentially locking the building during the hire. The council discussed that this could cause a potential fire risk, and it was agreed that this would be discussed in more detail at the next premises meeting. The Administration and Committee Clerk will email the hirer to update them on what has been agreed so far.

064/24. Reports from City and District Councillors

There were no reports or updates to give.

065/24. Minutes of Committee meetings

The minutes were received and noted for the Premises meeting on the 15th July 2024 and the Finance and Policies Committee on the 29th July 2024. It was noted that the church had been contacted for written confirmation that hirers could use the church carpark on busy days, and the possibility of a key to the chains for locking the car park was requested. The centre is waiting on a response.

The Locum Clerk will look into getting an Energy report together for the Councillors as previously discussed to see why the prices have gone up. There were no other comments to make.

066/24. Clerk's Report

The Locum Clerk introduced himself to the Councillors. Interviews for the new Clerk are being held on the 24th October 2024. The Clerk is chasing Barclay's to find out what is happening with the new PDQ machine, and also to organise the signatures for online banking as it had not been completed yet. The handyperson's van is also now insured after a late renewal letter.

067/24. Financial Transactions

The income and expenditure for the month of August 2024 was received and agreed. Proposed by Cllr E Aluko and seconded by Cllr R Carson. Cllr E Aluko asked if the report could include the income and expenditure year to date on each month's report. The Clerk and Administration and Committee Clerk agreed to add it to the report going forward.

068/24. Financial Review

The bank reconciliations for July 2024 and August 2024 were received and agreed. Proposed by R Carson and seconded by B Chadwick. The budget summary and cashflow report were also received and it was decided that a budget report would be completed for each individual committee. The Locum Clerk and Administration and Committee Clerk are meeting to discuss the finance reports and look at ways of making them easier to read and including more specific information.

069/24. Bank Payments

It was agreed that the Locum Clerk and Administration and Committee Clerk would have access to the online banking facility to access the bank statements and input payments for authorisation. Proposed by S Sullivan and seconded by E Aluko.

070/24. Direct Debit for IT Support

The Direct Debit was agreed by the Council and signed by R Carson.

071/24. Transport Strategy for Essex Consultation

The Council discussed the strategy and had no comments to make. The Chair suggested that if anybody had comments, they could email the council.

072/24. Meeting Dates

After discussion, it was agreed that the meeting dates would remain the same as previously agreed, until the new Clerk has started. The budget meetings will be moved to November to allow for more accurate figures.

073/24. Matters for Information

The Administration and Committee Clerk asked for permission to organise a Christmas Party for the residents and regular hirers. She also mentioned the Pantomime Company that used to come in every year and whether this could be organised again for this year. It was agreed that an extra ordinary full council meeting would be arranged to discuss this in more detail and allow the Administration and Committee Clerk to get a report together.

Cllr I Fuller also suggested that the Council looked into organising a Pension Credit event. This will also be looked into further at the Extra Ordinary Full Council Meeting.

074/24. Exclusion of the Press and Public

The Press and Public were excused from the remainder of the meeting in accordance with the Public Bodies (Admission to Meetings) Act 1960 as the matters discussed were confidential.

075/24. Staffing Issues

A discussion was had in regard to the mentioned issues and a decision was agreed.

With no further business to discuss, the meeting was closed at 8.42pm.

3rd October 2024

Signed.....

Date.....