

Springfield Parish Council
Minutes of the Council Meeting
held on 15th April 2019 at 7pm
in the Council Chamber, Springfield Parish Centre,
St Augustine's Way, CM1 6GX

Present:

Chairman: Cllr Ms S Sullivan

Vice-Chairman: Cllr Mrs C Garrett

Councillors: G Brazendale, R Carson, A. Chong, I Fuller, N Gulliver, P Hutchinson, B Jeapes,
R Lee, D Lumley, Mrs Y Spence

In Attendance: 2 representatives of Bishops School (*left 7.15pm*)
1 member of the public
Clerk to the Council
Deputy Clerk to the Council

86 APOLOGIES FOR ABSENCE were received and accepted from Cllrs Miss S Lagrue, A Potts,
County Cllrs M Mackrory and J Spence.

87 DECLARATIONS OF INTEREST AND DISPENSATIONS

- Cllr Lumley declared a non-pecuniary interest in minute 91.2 - Policy & Finance Committee Meeting, minute 34.1, by virtue of being associated with the afternoon clubs.
- Cllr Mrs Spence declared a non-pecuniary interest in minute 91.7 - Planning Committee Meeting, minute 192.7, by virtue of being the applicant.

88 CHAIRMAN'S ANNOUNCEMENTS

88.1 The Chairman reminded members that this was the last meeting of the municipal year prior to elections taking place on Thursday 2nd May 2019.

88.2 The Chairman reported that the funeral of John Styles had taken place on Tuesday 9th April 2019 and that Cllr Mrs Spence and the Clerk to the Council had attended. John Styles had been a member of the council for fifteen years prior to his resignation in 2013.

89 PUBLIC QUESTION TIME

89.1 The two representatives from the Bishops School advised that following the approval of a planning application to build a hall at the school was consideration was now being given to the opportunities available for hiring the space. The hall would have a kitchen and changing rooms. The demountable would be removed to make way for the new build. The facility is for the sole use of the school during school hours however it will be available to hire after school hours, in the evening, at weekends and during school holidays.

The Chairman advised that the school could consider carrying out a survey and possibly hold a consultation with local residents to seek their views on what they would like to see the hall used for.

Members suggested that a working group could be set up with representatives from the parish council, the school, the church and, possibly, the new school at Beaulieu to discuss in more detail how all the facilities could complement each other as well as consideration being given to any parking issues that may occur. Each organisation could nominate members to the working group.

RESOLVED: the matter be deferred to the next meeting of the parish council for a fuller discussion.

90 MINUTES OF THE PARISH COUNCIL MEETING HELD ON 4th February 2019

RESOLVED: that the minutes of the meeting held on 4th February 2019 be approved and signed as a correct record.

91 MINUTES OF COMMITTEE MEETINGS

Minutes of the following Committee meetings had been circulated to all members of the Council:

91.1 Planning Committee – 11th February 2019

91.2 Finance & Policy Committee – 18th February 2019

A member suggested that the CCTV at the parish centre could also be considered within minute 35.

91.3 Planning Committee – 25th February 2019

91.4 Planning Committee - 11th March 2019

91.5 Planning Committee - 25th March 2019

91.6 Premises Committee - 26th March 2019

91.7 Planning Committee - 8th April 2019

91.8 Environment & Leisure Committee – 8th April 2019

RESOLVED: that

a) the CCTV at the parish centre be included in the list of items under minute 35 (CIL Tax) of the Finance & Policy Committee meeting on 18th February 2019.

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

c) it be noted that the Events & Projects Committee meeting scheduled for 12th February 2019, did not take place as it was inquorate.

92 FINANCIAL RISK ASSESSMENT

Members received a copy of the Review of Effectiveness of Internal Audit as recommended by the Finance & Policy Committee meeting on 18th February 2019, minute 33.1 and it was

RESOLVED: that the review (attached as Appendix 1) be approved and signed by the Chairman to the Council

93 BEAULIEU COMMUNITY TRUST

Members received the minutes of the BCT meetings held on:

- 26th February 2019
- 26th February 2019 (Annual General Meeting)
- 19th March 2019

- 94 **RESOLVED:** that the information was received and noted.
LIBRARY UPDATE

The Chairman reported that she and the Clerk to the Council had attended a meeting on 19th February 2019, with ECC regarding Springfield Parish Library being classed as a 'Tier 3' service in their recent consultation. ECC had acknowledged receipt of the parish council's formal submission but advised that nothing would be decided until June.

The Chairman had advised ECC that the building was owned by the parish council and that the library service had entered into a 99-year lease with the parish council. The parish council is working to keep all the services currently enjoyed in the library and do not want it to be downgraded.

The Clerk advised members that the library services were to hold a presentation on community libraries and were seeking to hold it in the Springfield Library.

RESOLVED: that this information is noted.

- 95 ESSEX MINERAL SITE AWARDS

The Chairman advised that she and Clerk to the Council had attended a presentation event at County Hall for the Essex Mineral Site Awards. The Bulls Lodge quarry were the gold award winners of their section and as the site falls within the Springfield boundary members had been invited to a guided tour of the quarry on 24th April 2019 at 3pm. Any members wishing to attend are to let the Clerk to the Council know by 16th April 2019.

RESOLVED: that this information is noted.

- 96 PARISH REPRESENTATIVES OF GROUPS/ORGANISATIONS

The Chairman reminded members who represent the parish council on outside bodies to submit a written report on the work of their respective organisation during the year for presentation at the Annual Council meeting on Monday 14th May 2019. The reports re to be received at the parish council offices no later than Wednesday 1st May 2019.

Outside organisations:
Springfield United Charities
Passenger Transport
Essex Association of Local Councils and the Larger Council Forums

RESOLVED: that this information is noted.

- 97 CHEQUE AND PAYMENT LIST –29th January - 31st March 2019

RESOLVED: that the cheque and payment list attached at Appendix 2 be approved and adopted

The meeting closed at 7.45pm

Signed..... Date.....
Chairman

Springfield Parish Council
Review of effectiveness of Internal Audit

Expected Standard	Evidence of Achievement	Yes or No	If the answer is 'no', state the action to be taken
Scope of internal audit	Has the Council approved the Heelis & Lodge scope of audit work? Is the Council satisfied with what the internal audit work covers or do you require any additional work?	Yes	
Independence	Are Heelis & Lodge independent from the management of the council?	Yes	
Competence	Is the internal audit work carried out with integrity, objectivity and a good understanding of local council legislation and procedures?	Yes	
Relationships	Are the internal auditors competent in their role?		
	Is the Clerk/RFO consulted on the internal audit plan and the scope of each audit?		
	Is the Clerk/RFO and the internal auditor aware of their responsibilities in relation to internal control? <i>(Refer to your councils risk management policies e.g. risk assessments, Standing Orders and Financial Regulations)</i>	Yes	
	Do councillors understand their responsibilities for financial management? <i>(It is the council as a whole who are responsible for ensuring financial management is adequate and effective and that it has a sound system of internal control for all the activities and services that they undertake and provide, which includes arrangements for the management of risk - Governance and Accountability for Local Councils: A Practitioners' Guide 2017)</i>		
Audit Planning and reporting	Does this audit plan take account of all the risks facing the council?		
	Has this audit plan been approved by the council? (via recommendation from the Finance & Policy Committee)	Yes	
	Have you received an internal audit report following each audit?		

Date of approval by Council: 15/4/19

Reviewed by Council
 February 2019

CHEQUE & PAYMENT LIST - 29th January 2019 - 31st March 2019

Date	Cheque	Payee Name	Amount	Transaction Details
				* includes VAT at the standard rate
10/01/2019	PDQ	PDQ hand set charges	61.76	charge for credit card machine
21/01/2019	CCard	BT Payment Services Ltd	477.64 *	Broadband + line rentals
21/01/2019	Ccard	BT Payment Services Ltd	142.92 *	Broadband
21/01/2019	Ccard	Office 365	123.20	web site cloud storage
21/01/2019	Ccard	Argos	56.26 *	5ft Christmas tree
23/01/2019	Ddebit	Allstar Business Solutions Ltd	78.00 *	fuel for van
30/01/2019	Ddebit	Allstar Business Solutions Ltd	77.55 *	fuel for van
30/01/2019	Ddebit	Public works Loan	12,484.00	loan - library
04/02/2019	ONLINE	Security Shutters	235.20 *	Repairs to kitchen shutter
04/02/2019	ONLINE	Total Gas & Power Ltd	36.15 *	Electricity Supplies
04/02/2019	ONLINE	Geo.Browns Implements (Hldgs) Ltd	48.39 *	Oil Filter
04/02/2019	ONLINE	Trade UK	67.25 *	Maintenance Supplies
04/02/2019	ONLINE	Trade UK	2.19 *	Maintenance Supplies
04/02/2019	ONLINE	Trade UK	21.96 *	Maintenance Supplies
04/02/2019	ONLINE	EDGE IT Systems Ltd	510.00 *	Annual hosted services booking system
04/02/2019	ONLINE	Essex County Council	456.00 *	Tree Inspection
04/02/2019	ONLINE	H2O Nationwide	378.48 *	Water Hygiene & Legionella Testing
04/02/2019	ONLINE	Anglian Water	726.17	water sewerage charges
06/02/2019	Ddebit	Aviva	92.88	van insurance - Feb19
11/02/2019	PDQ	PDQ hand set charges	61.76	charge for credit card machine Jan 2019
13/02/2019	Ddebit	Allstar Business Solutions Ltd	87.50 *	fuel for van
19/02/2019	Ccard	BT Payment Services Ltd	53.67 *	Broadband + line rentals
19/02/2019	Ccard	GHS Ltd	12.14 *	oil hose
19/02/2019	Ccard	Office 365	123.20	web site cloud storage
21/02/2019	ONLINE	Cavendish Laboratories	492.00 *	Microbiological analysis
21/02/2019	ONLINE	Kent County Council	209.20 *	Photocopier charges
21/02/2019	ONLINE	Elite Entrance Systems Ltd	216.00 *	Automatic doors service
21/02/2019	ONLINE	Brewer & Sons Ltd	271.22 *	Maintenance Supplies
21/02/2019	ONLINE	Cool Air Conditioning Ltd	216.00 *	Maintenance Air Conditioning
21/02/2019	ONLINE	Sage (UK) Ltd	2048.40 *	Annual Accounting Fee
21/02/2019	ONLINE	UK Safety Store	97.32 *	signage
21/02/2019	ONLINE	Fosters Schoolwear Ltd	36.30 *	Premises staff clothing
21/02/2019	ONLINE	Furniture at Work Ltd	36.00 *	premises staff locker
21/02/2019	ONLINE	Churches Fire Security Ltd	608.40 *	Fire door inspection
21/02/2019	ONLINE	Office IS Ltd	98.59 *	stationery supplies
21/02/2019	ONLINE	Office IS Ltd	123.29 *	stationery supplies
21/02/2019	ONLINE	Solitaire Plumbing & Heating Ltd	246.00 *	plumbing maintenance
21/02/2019	ONLINE	Chelmsford Safety Supplies Ltd	147.98 *	Handymen supplies
21/02/2019	ONLINE	Chelmsford Safety Supplies Ltd	145.88 *	Handymen supplies
21/02/2019	ONLINE	GDG UK Ltd	176.39 *	Housekeeping supplies
21/02/2019	ONLINE	GDG UK Ltd	2.88 *	Housekeeping supplies
21/02/2019	ONLINE	GDG UK Ltd	238.81 *	Housekeeping supplies
21/02/2019	ONLINE	GDG UK Ltd	53.33 *	Housekeeping supplies
21/02/2019	ONLINE	GDG UK Ltd	19.98 *	Housekeeping supplies
21/02/2019	ONLINE	Total Gas & Power Ltd	1763.16 *	Electricity Supplies
21/02/2019	ONLINE	Total Gas & Power Ltd	69.54 *	Electricity Supplies
21/02/2019	ONLINE	Total Gas & Power Ltd	1936.27 *	Electricity Supplies
21/02/2019	ONLINE	Docendo Ltd	823.20 *	IT Maintenance & upgrade
21/02/2019	ONLINE	Docendo Ltd	843.00 *	IT Maintenance & upgrade
21/02/2019	ONLINE	Forest Communications Ltd	210.94 *	Mobile Phone Rental & charges (Dec '18)
21/02/2019	ONLINE	Forest Communications Ltd	215.20 *	Mobile Phone Rental & charges (Jan '19)
21/02/2019	ONLINE	BF Ground Maintenance Ltd	700.00 *	CVG Ground Maintenance (Dec '18)
21/02/2019	ONLINE	BF Ground Maintenance Ltd	700.00 *	CVG Ground Maintenance (Jan '19)
21/02/2019	ONLINE	Geo.Browns Implements (Hldgs) Ltd	14.28 *	Air Filter
21/02/2019	ONLINE	Essex County Council	354.00 *	Tree survey
21/02/2019	ONLINE	DPL Electrical Services Ltd	168.00 *	Heating maintenance
21/02/2019	ONLINE	DPL Electrical Services Ltd	588.00 *	Boiler maintenance

Date	Cheque	Payee Name	Amount	Transaction Details
* includes VAT at the standard rate				
21/02/2019	ONLINE	DPL Electrical Services Ltd	131.40 *	General Maintenance
21/02/2019	ONLINE	SETON	10.70 *	signage
21/02/2019	ONLINE	SETON	43.54 *	signage
21/02/2019	ONLINE	Maynard Bros Electrical	3543.00	electrical works
27/02/2019	Ddebit	Allstar Business Solutions Ltd	90.78 *	fuel for van
28/02/2019	112677	Essex County Council	5363.86	Pension Contributions-Feb19
28/02/2019	112678	HM Revenue & Customs	5012.91	PAYE & NIC - Feb19
28/02/2019	Payflow	Payflow	16761.53	Payflow - Feb19
08/03/2019	ONLINE	Maynard Bros Electrical	137.00	electrical works
08/03/2019	ONLINE	Maynard Bros Electrical	280.00	electrical works
08/03/2019	ONLINE	BF Ground Maintenance Ltd	700.00 *	CVG ground maintenance (Feb '19)
08/03/2019	ONLINE	Chelmsford Safety Supplies Ltd	107.10 *	Handymen supplies
08/03/2019	ONLINE	Solitaire Plumbing & Heating Ltd	66.00 *	radiator repairs
08/03/2019	ONLINE	Office IS Ltd	159.84 *	stationery supplies
08/03/2019	ONLINE	H2O Nationwide	102.60 *	routine monitoring & testing
08/03/2019	ONLINE	Defibshop	153.00 *	paediatric Pads
29/03/2019	112679	HM Revenue & Customs	5058.11	PAYE & NIC - Mar19
29/03/2019	112680	Essex County Council	5363.85	Pension Contributions-Mar19
29/03/2019	Payflow	Payflow	16931.48	Payflow - Mar19