

Springfield Parish Council
Minutes of the Council Meeting
held on 10th December 2018 at 7.30pm
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 (*arrived 7.50pm*), A. Chong, I Fuller, N Gulliver,
P Hutchinson, Miss S Lagrue, R Lee, A Potts, and Mrs Y Spence

Absent: Cllr B Jeapes

In Attendance: County Cllr M Mackrory (*arrived 7.59pm*)
Cllr J Gili-Ross (EALC)
Clerk to the Council
Deputy Clerk to the Council
2 Members of the Public

58 LOCAL COUNCIL AWARD SCHEME - QUALITY LEVEL

The Chairman welcomed Cllr John Gili-Ross, Executive Vice-chairman and Chairman of the Local Services Fund at the Essex Association of Local Councils.

Cllr Gili-Ross thanked members for the invitation to the meeting to present the certificate to the parish council in recognition of reaching the Quality Level of the Local Council Award Scheme.

He explained the scheme and its significance and advised that to receive this recognition was a great achievement.

Cllr Gili-Ross presented the certificate to the Chairman who thanked him on behalf of Springfield Parish Council.

59 APOLOGIES FOR ABSENCE were received and accepted from County Cllr J Spence and Cllr D Lumley

60 DECLARATIONS OF INTEREST AND DISPENSATIONS – there were none.

61 CHAIRMAN'S ANNOUNCEMENTS & CASUAL VACANCY

61.1 The Chairman welcomed Cllr Potts as a co-opted member to the parish council

61.2 The parish council had donated a Christmas tree to Barnes Farm Infant School who had requested a donation from the parish council.

61.3 The Chairman, along with Cllrs Mrs Garrett and Hutchinson, are reviewing the nuisance youth issues in the parish. They have been invited to attend a meeting at Chelmsford City

Council and provide impact statements. She asked members to contact them with items they wished to have included in the impact statements before next Thursday.

- 61.4 The chairman reported that Cllr Chapman had resigned as she had moved out of the area. As there is less than six months to run before the next elections are held members agreed no co-option to take place and that the vacancy be filled at May 2019 elections.

62 PUBLIC QUESTION TIME

The members of the public in attendance were volunteers in the library and requested that they be allowed to speak when that agenda item was discussed. (*Minute 68 below*)

63 MINUTES OF THE PARISH COUNCIL MEETING HELD ON 1st October 2018

RESOLVED: that the minutes of the meeting held on 1st October 2018 be approved and signed as a correct record.

64 MINUTES OF COMMITTEE MEETINGS

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

64.1 Premises Committee - 25th September 2018

64.2 Events & Projects Committee - 2nd October 2018

64.3 Planning Committee - 8th October 2018

64.4 Planning Committee - 22nd October 2018

Regarding minute 106 about the footpath closures along Chelmer Village Green due to the replacement of pipework and it was agreed that the clerk would contact Anglian Water.

64.5 Planning Committee - 5th November 2018

64.6 Environment & Leisure Committee - 5th November 2018

64.7 Finance & Policy Committee - 12th November 2018

Cllr Hutchinson reported that the provision of online banking had now been completed

64.8 Planning Committee - 19th November 2018

64.9 Premises Committee - 27th November 2018

64.10 Planning Committee - 3rd December 2018

Cllr Miss Lagrue asked if there was any way that public comments to planning applications could be made available to parish councils prior to the applications being discussed at the planning meeting.

Cllr Gulliver replied that due to GDPR this would not be possible as the individuals making the comments must remain anonymous.

64.11 Events & Projects Committee - 4th December 2018

Cllr Mrs Spence requested volunteer council members to come along and assist at the pantomime.

RESOLVED: that

a) the Clerk to the Council contact Anglian Water concerning the sewage works across Chelmer Village Green.

b) members attend the pantomime to assist with setting up, etc.

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

65 COMMITTEE VACANCY

RESOLVED: that Cllr Potts fills the vacancy on the following committees:

- Planning Committee
- Environment & Leisure Committee

66 PARISH COUNCIL PRECEPT 2019/2020

Cllr Hutchinson proposed that the precept requirement in the sum £383,146.00 as recommended by the Finance & Policy Committee be submitted to Chelmsford City Council for 2019/2020 financial year; Cllr Miss Lagrue seconded the proposal. All members agreed.

RESOLVED: that

- (a) Springfield Parish Council's Precept requirement in the sum of £383,146.00 and attached at Appendix 1 be submitted to Chelmsford City Council for 2019/2020 financial year.
- (b) Cllrs Ms Sullivan (Chairman) and Mrs Garrett (Vice-Chairman) signed the precept request.

67 BEAULIEU COMMUNITY TRUST

67.1 Members received the minutes of the BCT meetings held on:

- 28th September 2018
- 30th October 2018
- 27th November 2018

The chairman reported that

- the Beaulieu Community Centre was now open.
- currently there is a vacancy for a resident trustee.
- Staff appointed to date were a caretaker and two booking clerks who job share.
- The Trust is looking to employ a Premises Manager.
- There are still some issues with parking restrictions which the Trust are working to rectify.

RESOLVED: that the information was received and noted.

67.2 Members received a copy of the Notice of Assignment concerning the Lease of the Community Centre, Beaulieu Neighbourhood Centre to be signed by the Chairman of the Council.

RESOLVED: that the Notice of Assignment to Natal Estates Ltd, Jersey, be signed by the Chairman of the Council

68 ESSEX LIBRARIES

Further to the Essex County Council Launch of the consultation on "The Future Library Services", members noted that Springfield Library had been classified as a Tier 3 library ("A service where no library is needed in order to have a comprehensive and efficient network, but where ECC wishes to support the provisions of library services run by a community organisation or other partners with ECC support").

Members of the public in attendance raised concerns as the information had been based on 2016 figures and did not allow for the population growth since then or the anticipated future growth. Currently there are 25 volunteers who man the library; all are community based. They advised that the perception of the public was that any proposed closures would not affect Springfield Library. They commented that the opening times could be a possible issue and ECC should be looking to expand the availability of the library to the public.

County Cllr Mackrory advised that the parish council needs to establish precisely what the library services are looking for to move the library from category tier 3 to category tier 2.

RESOLVED: that

- a) the parish council sets up a working party consisting of Cllrs Ms Sullivan, Lee, Potts, Gulliver and Miss Lagrue.
- b) library volunteers and local County Councillors be invited to attend a meeting with the working group to discuss the public consultation in the new year.
- c) the working party put forward to ECC the concerns of the parish council and its residents at the 5th February consultation day to be held at Springfield Library.

69 FIRE AND RESCUE SURVEY

Members received a copy of the Fire and Rescue Plan Survey received from the Police, Fire and Crime Commissioner.

RESOLVED: that

- a) members complete and submit their comments to the Clerk to the Council as soon as possible.
- b) Cllrs Ms Sullivan and Miss Lagrue collate the responses and forward them to the Police, Fire and Crime Commissioner before the closing date, Tuesday 15th January 2019.

70 SCHEDULE OF MEETINGS - 2019/2020

Members received the draft schedule of meetings for 2019/2020 and noted that council elections are taking place on Thursday 2nd May 2019. The Annual Council Meeting will be required to take place within 14 days of this date.

RESOLVED: that

- a) the Annual Parish Council meeting scheduled for Monday 13th May 2019 be moved to Tuesday 14th May 2019 and will take place in the Council Chamber at the Springfield Parish Centre.
- b) the revised schedule of meetings for the next municipal year 2019-2020 attached at Appendix 2 be agreed and accepted

71 ANNUAL REPORT - 2018/2019

Members noted that at the Annual Council Meeting Cllrs Hutchinson, Brazendale, Ms Sullivan and Mrs Spence were appointed to form a working party to discuss the Report content with delegated powers.

RESOLVED: that

- (a) Preparation of the Annual Report 2018/2019 will commence in the new year.
- (b) The initial meeting of the working party will take place in January and precede a committee meeting.
- (c) Community Ad are appointed to print and distribute the Annual Report 2018/2019.
- (d) The rest of the information is noted.

72 CHEQUE AND PAYMENT LIST – 25th September 2018 - 3rd December 2018

RESOLVED: that the cheque and payment list attached at Appendix 3 be approved and adopted

73 FOR INFORMATION

Members noted that thankyou cards had been received from 2nd Chelmer Village Brownies for the donation of £100.00 to replace equipment following the fire at their meeting place.

The meeting closed at 8.50pm

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

SPRINGFIELD PARISH COUNCIL
PRECEPT REQUIREMENT 2019 / 2020

2018/19 (current year)	COMMITTEE	2019/20 (next year)
£25,088	Environment & Leisure	£ 27,594
£37,594	Premises	£ 32,409
£233,259	Policy & Finance	£ 234,225
£3,100	Events & Projects	£ 3,450
£70,150	Public Works Loans (x3)	£70,468
£ 369,191	SUB TOTAL	368,146
£15,000	Beaulieu Community Centre	£15,000
£384,191 Tax base 7450.54 Band D £51.56	TOTAL	£383,146 Tax base 7612.75 Band D £50.32

SPRINGFIELD PARISH COUNCIL				
SCHEDULE OF MEETINGS - 1 MAY 2019 - 31 MAY 2020				
ALL MEETINGS ARE OPEN TO MEMBERS OF THE PUBLIC				
AND ARE HELD (unless specified otherwise)				
AT SPRINGFIELD PARISH CENTRE, ST AUGUSTINE'S WAY, NORTH SPRINGFIELD, CM1 6GX				
Tel: 01245 466313 - email: clerk@springfieldpc.org.uk				
MONTH	DAY	DATE	TIME	COMMITTEE
2019				
MAY	TUESDAY	7	6.45pm	PLANNING
	TUESDAY	13	7.00pm	CVH TRUSTEES
	TUESDAY	13	7.30pm	ANNUAL COUNCIL MEETING
	MONDAY	20	6.45pm	PLANNING
	TUESDAY	28	7.00pm	PREMISES
JUNE	MONDAY	3	6.45pm	PLANNING
	MONDAY	3	7.30pm	ENVIRONMENT & LEISURE
	MONDAY	10	7.00pm	FINANCE & POLICY
	MONDAY	17	6.45pm	PLANNING
	MONDAY	17	7.30pm	FULL COUNCIL - YEAR END A/C
JULY	MONDAY	1	6.45pm	PLANNING
	TUESDAY	2	7.00pm	EVENTS & PROJECTS
	MONDAY	8	7.00pm	CVH TRUSTEES
	MONDAY	8	7.30pm	FULL COUNCIL
	MONDAY	15	6.45pm	PLANNING
	TUESDAY	23	7.00pm	PREMISES
	MONDAY	29	6.45pm	PLANNING
AUGUST	MONDAY	12	6.45pm	PLANNING
	TUESDAY	27	6.45pm	PLANNING
	WEDNESDAY	28	7.00pm	EVENTS & PROJECTS
SEPTEMBER	MONDAY	2	7.00pm	FINANCE & POLICY
	MONDAY	9	6.45pm	PLANNING
	MONDAY	9	7.30pm	ENVIRONMENT & LEISURE (budget)
	MONDAY	23	6.45pm	PLANNING
	TUESDAY	24	7.00pm	PREMISES (budget)
	MONDAY	30	7.00pm	CVH TRUSTEES
	MONDAY	30	7.30pm	FULL COUNCIL
OCTOBER	TUESDAY	1	7.00pm	EVENTS & PROJECTS
	MONDAY	7	6.45pm	PLANNING
	MONDAY	21	6.45pm	PLANNING
NOVEMBER	MONDAY	4	6.45pm	PLANNING
	MONDAY	4	7.30pm	ENVIRONMENT & LEISURE
	MONDAY	11	7.00pm	FINANCE & POLICY (budget)
	MONDAY	18	6.45pm	PLANNING
	TUESDAY	26	7.00pm	PREMISES
DECEMBER	MONDAY	2	6.45pm	PLANNING
	TUESDAY	3	7.00pm	EVENTS & PROJECTS
	MONDAY	9	7.00pm	CVH TRUSTEES
	MONDAY	9	7.30pm	FULL COUNCIL
	MONDAY	16	6.45pm	PLANNING

SPRINGFIELD PARISH COUNCIL				
SCHEDULE OF MEETINGS - 1 MAY 2019 - 31 MAY 2020				
ALL MEETINGS ARE OPEN TO MEMBERS OF THE PUBLIC				
AND ARE HELD (unless specified otherwise)				
AT SPRINGFIELD PARISH CENTRE, ST AUGUSTINE'S WAY, NORTH SPRINGFIELD, CM1 6GX				
Tel: 01245 466313 - email: clerk@springfieldpc.org.uk				
MONTH	DAY	DATE	TIME	COMMITTEE
2020				
JANUARY	MONDAY	13	6.45pm	PLANNING
	TUESDAY	21	7.00pm	PREMISES
	MONDAY	27	6.45pm	PLANNING
	MONDAY	27	7.30pm	ENVIRONMENT & LEISURE
FEBRUARY	MONDAY	4	7.00pm	CVH TRUSTEES
	MONDAY	4	7.30pm	FULL COUNCIL
	MONDAY	10	6.45pm	PLANNING
	TUESDAY	11	7.00pm	EVENTS & PROJECTS
	MONDAY	17	7.00pm	FINANCE & POLICY
	MONDAY	24	6.45pm	PLANNING
MARCH	MONDAY	9	6.45pm	PLANNING
	MONDAY	23	6.45pm	PLANNING
	TUESDAY	24	7.00pm	PREMISES
APRIL	MONDAY	6	6.45pm	PLANNING
	MONDAY	6	7.30pm	ENVIRONMENT & LEISURE
	TUESDAY	7	7.00pm	EVENTS & PROJECTS
	TUESDAY	14	7.00pm	FULL COUNCIL
				(to be held at Springfield Parish Centre)
	TUESDAY	14	8.00pm	ANNUAL PARISH ASSEMBLY
				(to be held at Springfield Parish Centre)
	MONDAY	20	6.45pm	PLANNING
MAY	TUESDAY	5	6.45pm	PLANNING
	MONDAY	11	7.00pm	CVH TRUSTEES
	MONDAY	11	7.30pm	ANNUAL COUNCIL MEETING
	MONDAY	18	6.45pm	PLANNING
	TUESDAY	26	7.00pm	PREMISES
Bank Holidays				
6th May 2019	May Day			
27th May 2019	Spring Bank Holiday			
26th August 2019	August Bank Holiday			
25th December 2019	Xmas Day			
26th December 2019	Boxing Day			
1st January 2020	New Years Day			
10th April 2020	Good Friday			
13th April 2020	Easter Monday			
4th May 2020	May Day			
25th May 2020	Spring Bank Holiday			
SERVER /COMMITTEE/COUNCILMEETINGSINFO/cttee info				

CHEQUE & PAYMENT LIST -25th September - 3rd December 2018

Date	Cheque	Payee Name	Amount	Transaction Details
* includes VAT at the standard rate				
30/07/2018	Ddebit	Public Works Loan	12,602.00	loan - parish centre
06/08/2018	Ddebit	Aviva	91.32	Van Ins - August 2018
10/08/2018	PDQ	PDQ hand set charges	58.88	charge for credit card machine
15/08/2018	Ddebit	Allstar Business Solutions Ltd	90.01 *	fuel for van
20/08/2018	C/Card	Buyspares	106.37 *	replacement parts for fridge
20/08/2018	C/Card	Office 365	123.20	web site cloud storage
20/08/2018	C/Card	JJMartin (catering appliance superstore)	223.41 *	Ice Machine & Teaspoons
29/08/2018	Ddebit	Allstar Business Solutions Ltd	83.01 *	fuel for van
05/09/2018	Ddebit	Aviva	91.28	Van ins - September 2018
10/09/2018	PDQ	PDQ hand set charges	61.76	charge for credit card machine
19/09/2018	CCard	Office 365	123.20	web site cloud storage
19/09/2018	Ccard	The Works	5.00 *	ClIr leaving Gift
19/09/2018	CCard	Sainsburys	24.10 *	staff leaving gifts
19/09/2018	CCard	Amazon	5.50 *	ClIr leaving Gift
19/09/2018	CCard	Robins & Day	608.98 *	Van service
19/09/2018	CCard	DVLA	140.00	Vehicle tax
30/09/2018	112614	Kirsty Roberts	201.66	Shortfall-Sep18
01/10/2018	112615	Solitaire Plumbing & Heating Ltd	204.00 *	Faulty Heating & Repair - Investigations
01/10/2018	112616	GDG UK Ltd	38.88 *	Housekeeping Supplies
01/10/2018	112617	Chelmsford City Council	2124.00	Business Rates
01/10/2018	DDebit	Allstar Business Solutions Ltd	80.61 *	fuel for van
02/10/2018	CCard	BT Payment Services Ltd	251.52 *	Broadband + line rental
02/10/2018	c/Card	Parcel Monkey	13.42 *	courier fee
03/10/2018	Ddebit	Allstar Business Solutions Ltd	100.76 *	fuel for van
03/10/2018	DDebit	Allstar Business Solutions Ltd	87.86 *	fuel for van
04/10/2018	C/Card	Aviva	92.88	Van Ins - October 2018
10/10/2018	PDQ	PDQ hand set charges	61.76	charge for credit card machine
19/10/2018	DDebit	Office 365	123.20	web site cloud storage
19/10/2018	CCard	Nisbets plc	71.06 *	bar supplies
19/10/2018	CCard	BT Payment Services Ltd	138.84 *	Broadband + line rental
19/10/2018	CCard	Nisbets plc	28.48 *	bar supplies
19/10/2018	CCard	Allstar Business Solutions Ltd	98.05 *	fuel for van
31/10/2018	112618	Essex County Council	5459.54	Pension Contributions-Oct18
31/10/2018	112619	HM Revenue & customs	5122.71	PAYE & NIC - Oct18
31/10/2018	Payflow	Payflow	17404.24	Payflow - Oct18
29/10/2018	112620	CANCELLED		
29/10/2018	112621	Solitaire Plumbing & Heating Ltd	150.00 *	Repair leak to toilet
29/10/2018	112622	NALC	60.00 *	LCA Scheme Registration
29/10/2018	112623	Grenke Leasing Ltd	666.00 *	telephone leasing
29/10/2018	112624	Viking Direct	93.58 *	Kettle x2
29/10/2018	112625	Forest Communications Ltd	445.32 *	Mobile Phone Rentals
29/10/2018	112626	Office IS Ltd	353.06 *	stationery
29/10/2018	112627	SLCC	15.00	Networking Event
29/10/2018	112628	Edge IT Systems	524.40 *	Online booking system contract - 5year
29/10/2018	112629	Maynard Bros Electrical	3070.00	Remedial electrical works
29/10/2018	112630	GDG UK Ltd	363.53 *	Housekeeping Supplies
29/10/2018	112631	Chelmsford City Council	2124.00	Business Rates
29/10/2018	112632	First Aid 4 Less	133.50 *	first aid supplies
29/10/2018	112633	JG Gard & Sons Ltd	94.92 *	oak fencing post
29/10/2018	112634	Total Gas & Power Ltd	1754.11 *	Electricity charges
29/10/2018	112635	PKF Littlejohn LLP	1560.00 *	External audit
29/10/2018	112636	BF Ground Maintenance Ltd	700.00 *	CVG ground maintenance
29/10/2018	112637	Trade UK	2.79 *	tubular mortice latch
31/10/2018	DDebit	Allstar Business Solutions Ltd	85.00 *	fuel for van
01/11/2018	112638	CANCELLED		
01/11/2018	112639	HM Revenue & customs	2792.68	VAT Period - 1/11/18 - 30/9/18
01/11/2018	Ddebit	Public Works Loan	22754.97	loan - parish centre

Date	Cheque	Payee Name	Amount	Transaction Details
				* includes VAT at the standard rate
06/11/2018	C/Card	Aviva	92.88	Van ins - November 2018
07/11/2018	Ddebit	Allstar Business Solutions Ltd	89.00	* fuel for van
12/11/2018	112640	SCREWFIX	67.25	* maintenance supplies
12/11/2018	112641	EALC	25.00	Conference attendance
12/11/2018	112642	Total Gas & Power Ltd	2016.19	* Electricity charges
12/11/2018	112643	Contra Vision Supplies Ltd	43.18	* maintenance supplies
12/11/2018	112644	SETON	68.69	* safety signage
12/11/2018	112645	Forest Communications Ltd	219.05	* Mobile Phone Rentals
12/11/2018	112646	Pristine Environmental Services Ltd	82.50	* Provision goods & services
12/11/2018	112647	Mrs P Ackrell	59.80	* Community Garden Supplies
12/11/2018	112648	GDG UK Ltd	173.43	* Housekeeping Supplies
12/11/2018	112649	Geo. Browns Implements (Hldgs) Ltd	11.68	* Handymen supplies
12/11/2018	112650	Viking Direct	222.36	* replacement chairs
12/11/2018	112651	BF Grounds maintenance	700.00	* CVG ground maintenance
16/11/2018	ONLINE	Chelmsford City Council	2124.00	Business Rates
30/11/2018	112652	Essex County Council	5401.15	Pension Contributions-Nov18
30/11/2018	112653	HM Revenue & customs	4949.11	PAYE & NIC - Nov18
30/11/2018	Payflow	Payflow	16498.58	Payflow - Nov18
30/11/2018	112654	CANCELLED		
27/11/2018	112655	TMA Chartered Surveyors	420.00	* Structural survey
27/11/2018	112656	Cool Air conditioning Ltd	156.00	* Maintenance to fridge
27/11/2018	112657	Heelis & Lodge	200.00	Interim internal audit
27/11/2018	112658	Docendo Ltd	1500.60	* IT maintenance & upgrade
27/11/2018	112659	Kent County Council	172.90	* photocopier charges
27/11/2018	112660	GDG UK Ltd	286.43	* Housekeeping Supplies
27/11/2018	112661	Solitaire Plumbing & Heating Ltd	240.00	* Heating system repairs
27/11/2018	112662	Trade UK	62.39	* handymen supplies
27/11/2018	112663	Chelmsford Safety Supplies Ltd	127.80	* Handymen supplies
27/11/2018	112664	Hipwell Bookbinders	65.00	Binding council minutes
27/11/2018	112665	JG Gard & Sons Ltd	82.56	* Handymen supplies
28/11/2018	Ddebit	Allstar Business Solutions Ltd	88.05	* fuel for van