

Springfield Parish Council
Minutes of the Annual Council Meeting
held on 14th May 2019 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, Ms S Byrne-Lagrué, A Chong, I Fuller, N Gulliver, D Havell,
B Jeapes, R Lee, Ms R Moore, A Potts (*arrived 7.45pm*)

In Attendance: Clerk to the Council
Deputy Clerk to the Council
County Cllr M Mackrory

The chairman welcomed Cllrs Havell and Ms Moore onto the council.
All members had completed their Declaration of Acceptance of Office.

1. ELECTION OF CHAIRMAN

Cllr Ms S Sullivan was nominated by Cllr Mrs Garrett and seconded by Cllr Chong.
There being no further nominations it was

RESOLVED: that Cllr Ms Sullivan be elected Chairman for the ensuing Municipal Year

2. DECLARATION OF ACCEPTANCE OF OFFICE

Cllr Ms Sullivan duly read and signed her Acceptance of Office as Chairman.

3 APOLOGIES FOR ABSENCE were received and accepted from Cllrs Carson, Mrs Spence and
County Cllr J Spence

4 ELECTION OF VICE CHAIRMAN

Cllr Mrs C Garrett was nominated by Cllr Ms Sullivan and seconded by Cllr Ms Byrne-Lagrué.
There being no further nominations it was

RESOLVED: that Cllr Mrs Garrett be elected Vice Chairman for the ensuing Municipal Year

5 DECLARATIONS OF INTEREST AND DISPENSATIONS

Members received dispensation forms to complete and return and were reminded to
submit their completed declaration of interest form.

RESOLVED: that there were no declarations of Interest or Dispensations

6 CHAIRMAN'S ANNOUNCEMENTS

Members were reminded and noted that under S106 of the Local Government Finance Act
1992, any councillor 'who is in council tax arrears for at least three months is prohibited

from voting on the setting of a precept or any recommendation, resolution or other decision which might affect the calculation of the precept’.

7 PUBLIC QUESTION TIME

County Cllr Mackrory asked if the council had received a response to the consultation regarding the Springfield library.

The Chairman replied that they had been asked to wait until June for a response. A drop in event is being held on 15th May 2019, in the Springfield Library; interested residents and parish councils had been invited.

8 MINUTES OF THE PARISH COUNCIL MEETING HELD ON 15th April 2019

RESOLVED: that the minutes of the meeting held on 15th April 2019 be approved and signed as a correct record.

9 MINUTES OF THE ANNUAL PARISH ASSEMBLY HELD ON 15th April 2019

RESOLVED: that the minutes of the annual parish assembly held on 15th April 2019 be approved and signed as a correct record.

10 REPORTS FROM PARISH REPRESENTATIVES ON THE WORK OF GROUPS /ORGANISATIONS DURING THE YEAR

Members received reports on the following:

- Springfield United Charities – Cllr Mrs Spence
- Passenger Transport – Cllr Jeapes.
Cllr Jeapes highlighted the public consultation about Park & Ride
- Essex Association of Local Councils - Cllr Ms Sullivan
- National Association of Local Councils - Cllr Ms Sullivan
- Public Rights of Way – Mr R Richards (volunteer)

RESOLVED: that

a) thanks are expressed to Mr Richards for undertaking the role of Public Rights of Way Officer on behalf of the council during the year and he is to be invited to a future Environment & Leisure Committee meeting as well.

b) the rest of the information is noted.

11 CO-OPTION

Members noted that following the elections on 2nd May 2019 one seat in North Springfield remains vacant. This will be filled by co-option in due course.

RESOLVED: that this information is noted.

12 MINUTES OF COMMITTEE MEETINGS

Copies of minutes of the following Committee meetings had been circulated to all members of the Council.

12.1 Events & Projects Committee – 10th April 2019

Members discussed minute 28 following the recommendation of the committee that it be dissolved, and its responsibilities distributed.

12.2 Planning Committee – 23rd April 2019

RESOLVED: that

- a) the Events & Projects Committee be dissolved,
- b) responsibility for the community garden be passed to the Premises Committee,
- c) the pantomime and future events be the responsibility of the Environment & Leisure Committee,
- d) the council's standing orders be amended to reflect the above changes,
- e) the distribution of the Events & Projects Committee budget be referred to the Finance & Policy committee,
- f) the minutes of the Committee meetings listed above be approved as a correct record.

12.3 Planning Committee – 7th May 2019 - Members noted that this meeting was cancelled due to the elections which took place on 2nd May 2019

RESOLVED: that this information is noted.

13 GENERAL POWER OF COMPETENCE (GPC)

Members noted that at the full council meeting on 13th July 2015, minute 8, it was resolved that the council adopt the General Power of Competence. The Clerk to the Council confirmed that the parish council continues to fulfil the criteria to be eligible to use the GPC. After discussion a vote was taken on whether the council should adopt to use the GPC. It was unanimously

RESOLVED: that Springfield Parish Council adopt the General Power of Competence for the next four-year period.

14 ELECTION OF MEMBERS TO THE FOLLOWING COMMITTEES

Members noted that:

- Each Committee would vote on the appointment of their Chairman,
- When a member is unable to attend a committee meeting a substitution should be appointed and advised to the Clerk to the Council

RESOLVED: that this information is noted.

14.1 Planning Committee (five members)

RESOLVED: that

- a) Cllrs G Brazendale, Ms S Byrne-Laguerre D Havell, B Jeapes, and A Potts be elected to serve on the Planning Committee.
- b) Cllr Brazendale be elected Chairman of the Planning Committee.
- c) Cllr Ms Byrne-Laguerre to be the Planning Committee representative on the Finance & Policy Committee.

14.2 Premises Committee (six members)

RESOLVED: that

- a) Cllrs R Carson, A Chong, I Fuller, R Lee, Ms R Moore and Ms S Sullivan be elected to serve on the Premises Committee.

- b) Cllr Ms Sullivan be elected Chairman of the Premises Committee.
- c) Cllr Ms Sullivan to be the Premises Committee representative on the Finance & Policy Committee.

14.3 **Events & Projects Committee**

Members noted that further to minute 12.1 above this committee had been dissolved.

RESOLVED: that no election to committee was required.

14.4 **Environment and Leisure Committee** (six members)

RESOLVED: that

- a) Cllrs G Brazendale, Mrs C Garrett, N Gulliver, D Havell, B Jeapes and Ms R Moore be elected to serve on the Environment & Leisure Committee.
- b) Cllr Mrs Garrett be elected Chairman of the Environment & Leisure Committee.
- c) Cllr Mrs Garrett to be the Environment & Leisure Committee representative on the Finance & Policy Committee.

14.5 **Finance and Policy Committee** (six members)

(to include one member from Planning, Premises and Environment & Leisure Committees – the Chairman of the Council is automatically a member of the Committee).

RESOLVED: that

- a) Cllrs Ms Byrne-Lagru (Planning), Mrs C Garrett (Environment & Leisure), N Gulliver, R Lee, Mrs Y Spence and Ms S Sullivan (Premises) be elected to serve on the Finance and Policy Committee
- b) Cllr Mrs Spence be elected Chairman of the Finance & Policy Committee

14.6 **Personnel Sub Committee**

RESOLVED: that

- a) Cllrs Mrs C Garrett, Ms Byrne-Lagru and Mrs Y Spence serve on the Personnel Sub Committee
- b) Cllr Mrs Y Spence be elected Chairman of the Personnel Sub Committee

15 **ELECTION OF MEMBERS TO WORKING GROUPS**

15.1 **Beaulieu Community Trust**

RESOLVED: that it is noted Cllrs Fuller, Mrs Spence and Ms Sullivan had been elected as trustees to serve a four-year term of office which concludes in October 2019.

15.2 **Annual Report Working Party**

RESOLVED: that Cllrs Brazendale, Lee, Ms Moore and Ms Sullivan be elected to serve on the Annual Report Working Party.

16 **ELECTION OF REPRESENTATIVES TO THE FOLLOWING ORGANISATIONS/GROUPS**

RESOLVED: that the following representatives are appointed:

16.1 **Chelmers Village Hall Management**

It was noted that all members of the council were trustees to the charity whilst the parish council is managing the facility.

Cllrs Chong, Lee, Jeapes and Mrs Spence be appointed as the day to day management committee of the Chelmers Village Hall.

16.2 **Public Transport Representative** - Cllr Jeapes

16.3 **Association of Chelmsford District Parish Council's and Essex Association of Local Councils**
- Cllrs Ms Sullivan and Ms Byrne-Lagrué.

16.4 **National Association of Local Councils** – Cllrs Ms Sullivan and Ms Byrne-Lagrué.

16.5 **Springfield United Charities** – Following the local elections on 2nd May 2019 and the present term of office concludes on 18th May 2019, Members agreed to defer nominating parish council representatives to the charity to enable the city council to advise of their representatives. The appointment was deferred until the next parish council meeting.

16.6 **Public Rights of Way Officer**– Members agreed that Mr Russell Richards (volunteer resident) continue to act as Public Rights of Way Officer for Chelmer Village/Beaulieu Park and to cover North Springfield.

17 **BEAULIEU COMMUNITY TRUST (BCT)**

RESOLVED: that the draft minutes of the BCT meeting held on 30th April 2019 are noted.

18 **BISHOPS SCHOOL**

Members discussed the formation of a working party with the Bishop's School and the Beaulieu Community Centre and it was

RESOLVED: that

- a) Cllrs Fuller, Mrs Garrett and Ms Byrne-Lagrué be nominated as the parish council representatives to the working party,
- b) the Beaulieu School is also invited to send representatives.

19 **CHEQUE AND PAYMENT LISTS**

19.1 31st March 2019

RESOLVED: that the cheque and payment list attached at Appendix 1 be approved and adopted

19.2 1st April 2019 – 7th May 2019

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

The meeting closed at 8.24pm

Signed.....
Chairman

Date.....

CHEQUE & PAYMENT LIST - 31st March 2019

Date	Cheque	Payee Name	Amount	Transaction Details
				* includes VAT at the standard rate
06/03/2019	Ddebit	Aviva	£92.88	Van insurance Mar19
11/03/2019	PDQ	PDQ hand set charges	£61.76	charge for credit card machine - Mar19
13/03/2019	DDebit	Allstar Business Solutions Ltd	£106.14 *	fuel for van
19/03/2019	Ccard	DVLA	£252.50	Vehicle Tax - Handyman's van
19/03/2019	Ccard	Office 365	£123.20	web site cloud storage
19/03/2019	Ccard	Harvester	£50.00	Gift vouchers
20/03/2019	Ddebit	Allstar Business Solutions Ltd	£81.01 *	fuel for van
28/03/2019	online	SM Plumbing	£100.00	Plumbing works
28/03/2019	online	SP Youth Grp	£100.00	Contribution to equipment
28/03/2019	online	SLCC	£326.00	Annual Subscription
28/03/2019	online	Springfield Afternoon Club	£310.00	Grant given
28/03/2019	online	Elite Entrance Systems Ltd	£180.00 *	call out charge - electronic doors
28/03/2019	online	Elite Entrance Systems Ltd	£1,170.00 *	Repairs to electronic doors
28/03/2019	online	Defib Store	£1,336.80 *	purchase defibrillator
28/03/2019	online	GDG UK Ltd	£65.58 *	housekeeping supplies
28/03/2019	online	GDG UK Ltd	£43.20 *	housekeeping supplies
28/03/2019	online	GDG UK Ltd	£155.52 *	housekeeping supplies
28/03/2019	online	GDG UK Ltd	£21.60 *	housekeeping supplies
28/03/2019	online	GDG UK Ltd	£38.88 *	housekeeping supplies
28/03/2019	online	GDG UK Ltd	£87.60 *	window cleaning
28/03/2019	online	Chelmsford City Council	£894.40	6 mth hire waste bins
28/03/2019	online	Anglian Water Business (National) Ltd	£107.39	Sewerage Charge
28/03/2019	online	Docendo Ltd	£280.80 *	Improvements telephone system
28/03/2019	online	Trade UK	£3.49 *	maintenance supplies
28/03/2019	online	Ernest Doe & Sons	£9.40 *	maintenance supplies
28/03/2019	online	Total Gas & Power Ltd	£1,696.76 *	Electricity Supplies
28/03/2019	online	Total Gas & Power Ltd	£50.45 *	Electricity Supplies
28/03/2019	online	Total Gas & Power Ltd	£3,866.18 *	Gas supplies
28/03/2019	online	Office IS Ltd	£44.57 *	stationery
28/03/2019	online	BF Ground Maintenance Ltd	£700.00 *	CVG ground maintenance (Mar19)
28/03/2019	online	H2O Nationwide	£102.60 *	Monitoring/Testing water supplies
28/03/2019	online	St John Ambulance	£162.00 *	staff first aid training
28/03/2019	online	GDG UK Ltd	£292.68 *	housekeepng supplies
31/03/2019	online	Office IS Ltd	£96.32 *	stationery
31/03/2019	online	DPL Electrical Services Ltd	£324.00 *	Maintenance boiler system
31/03/2019	online	DPL Electrical Services Ltd	£628.80 *	Recommision BMS System
31/03/2019	online	Trade UK	£33.01 *	maintenance supplies
31/03/2019	online	Securitas Security Services Ltd	£55.80 *	Alarm response

CHEQUE & PAYMENT LIST - 1st April - 7th May 2019

Date	Cheque	Payee Name	Amount	Transaction Details
* includes VAT at the standard rate				
18/04/2019	112681	HM Revenue & Customs	1673.16	VAT payment 01/01/2019-31/03/2019
23/04/2019	Online	Pristine Environmental Services Ltd	82.50 *	washroom services
23/04/2019	Online	Chelmsford City Council	180.00	licence fee
23/04/2019	Online	SLCC	25.00	membership fee
23/04/2019	Online	George Browns Ltd	35.12 *	machinery maintenance
23/04/2019	Online	Docendo Ltd	850.80 *	Wi Fi upgrade
23/04/2019	Online	Chelmsford City Council	2884.96	waste bin collection charges
23/04/2019	Online	Chelmsford City Council	2169.75	Business Rates
23/04/2019	Online	Docendo Ltd	843.00 *	IT maintenance
23/04/2019	Online	Total Gas & Power	39.96 *	Electricity supplies
23/04/2019	Online	Total Gas & Power	1880.07 *	Electricity supplies
23/04/2019	Online	Office IS Ltd	15.48 *	Stationery
23/04/2019	Online	Office IS Ltd	18.07 *	Stationery
23/04/2019	Online	Premier Lifts Ltd	567.02 *	Annual service payment 2019/20
23/04/2019	Online	Astutium Ltd	5.99 *	domain renewal 2019/20
23/04/2019	Online	OBCL Ltd	498.02 *	window blinds
23/04/2019	Online	PHS Group	216.40 *	provision goods & services
30/04/2019	112682	HM Revenue & Customs	5163.96	PAYE & NIC - April 2019
30/04/2019	112683	Chelmsford City Council	5757.27	Pension Contributions-April 2019
30/04/2019	Payflow	Payflow	17090.59	Payflow - April 2019
07/05/2019	Online	Forest Communications Ltd	224.33 *	Mobile Phone Rental & Charges
07/05/2019	Online	Forest Communications Ltd	320.57 *	Mobile Phone Rental & Charges
07/05/2019	Online	H2O Nationwide Ltd	102.60 *	Routine Monitoring & Testing
07/05/2019	Online	Chelmsford City Council	2173.00	Business Rates
07/05/2019	Online	GDG UK Ltd	165.97 *	Housekeeping Supplies
07/05/2019	Online	Office IS Ltd	84.21 *	Stationery
07/05/2019	Online	Peninsula	281.06 *	HR Provision
07/05/2019	Online	Heaven Sent Café	90.00	Buffet 15 April 2019
07/05/2019	Online	Protect & Detect	267.60 *	Investigation Intruder alarm fault
07/05/2019	Online	Chelmers Village Hall	150.00	hall hire - Play in the Park
07/05/2019	Online	Chaplins Panto	240.00 *	Deposit Panto booking