

Springfield Parish Council
Minutes of the Annual Council Meeting
held on 22nd May 2017 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, K Chapman, R Carson, I Fuller, P Hutchinson, Miss S Lagrue,
R Lee, R Smith, J Thompson (*left 8.25pm*)

In Attendance: County Cllr M Mackrory
Cllr J Gili-Ross (EALC)
Ms J Coultan (Springfield Youth Group) (*left 7.55pm*)
Clerk to the Council
Deputy Clerk to the Council

1. ELECTION OF CHAIRMAN

Cllr Ms S Sullivan was nominated by Cllr Hutchinson and seconded by Cllr Smith.
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 LOCAL COUNCIL AWARD SCHEME – FOUNDATION LEVEL

The Chairman welcomed Cllr John Gili-Ross, Executive Chairman of 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 Foundation Level of the Local Council Award Scheme.

Cllr Gili-Ross explained the scheme and its significance and advised that currently there are only 117 local councils out of over 8,000 in the UK who had achieved this level and out of these 16 were in Essex.

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

4 APOLOGIES FOR ABSENCE were received and accepted from Cllrs Gulliver, Lumley and Mrs Spence

5 ELECTION OF VICE CHAIRMAN

Cllr Mrs C Garrett was nominated by Cllr Hutchinson and seconded by Cllr Chapman. There being no further nominations it was

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

6 DECLARATIONS OF INTEREST/ACCEPTANCE AND DISPENSATIONS

Members noted that under Sec. 106 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'.

RESOLVED: that

- a) it is noted that Cllr Miss Lagrue had signed her declaration of acceptance of office as a co-opted member of the parish council
- b) the rest of the information was noted.

7 CHAIRMAN'S ANNOUNCEMENTS

7.1 The Chairman confirmed that she will be attending the City Council Civic Service on Sunday 18th June 2017 at Chelmsford Cathedral and will wear her Chain of Office as the parish council representative

7.2 The Chairman reported that Cllr Lumley had been appointed to Mayor of Chelmsford.

8 PUBLIC QUESTION TIME

8.1 Ms Coultan advised that she represented a youth group that is trying to set up in Springfield. They are a large team of volunteers and have two metropolitan police officers working with them. They have received generous contributions of equipment and are currently seeking funding to cover their running costs.

The group is ready to start operating but unfortunately they do not have a venue. They have carried out consultations with Boswells School as this is the age group they want to attract by providing informal education.

The Chairman advised that she would arrange for the Events & Projects Committee to liaise with them to discuss their needs and see how the parish council can assist them.

8.2 Cty Cllr Mackrory gave his thanks to the parish council in respect of the objections they raised about the proposed children's home in Bouchers Mead as it had allowed two public consultee meetings to take place allowing residents to make their views known; the application had been rejected.

Cty Cllr Mackrory also thanked the parish council's Planning Committee in its support regarding the new schools in Beaulieu to which an objection had been raised due to insufficient parking spaces, etc. It was disappointing to note that despite these concerns the application went through unamended.

9 MINUTES OF THE PARISH COUNCIL MEETING HELD ON 18th April 2017

RESOLVED: that the minutes of the meeting held on 18th April 2017 be approved and signed as a correct record.

10 MINUTES OF THE ANNUAL PARISH ASSEMBLY HELD ON 18th April 2017

RESOLVED: that the minutes of the annual parish assembly held on 18th April 2017 be approved and signed as a correct record.

11 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 Thompson
Association of Chelmsford Parish Councils - Cllr Ms Sullivan
Essex Association of Local Councils - Cllr Ms Sullivan
Larger Local Councils Forum - 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,
- b) Mr Richards is asked to give details of a walk in the area that can be published in the next issue of the Springfield Pump
- c) the rest of the information is noted.

12 ELECTION OF MEMBERS TO THE FOLLOWING COMMITTEES

Members noted that:

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

12.1 **Planning Committee**

RESOLVED: that

- a) Cllrs G Brazendale, R Lee, R Smith, J Thompson and K Chapman be elected to serve on the Planning Committee.
- b) Cllr Brazendale be elected Chairman of the Planning Committee.
- c) Cllr Brazendale to be the Planning Committee representative on the Finance & Policy Committee.

12.2 **Premises Committee**

RESOLVED: that

- a) Cllrs I Fuller, Mrs C Garrett, P Hutchinson, R Lee, D Lumley 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 Finance & Policy Committee representative.

d) Under Standing Order 4(e) relating to the Premises and the Events and Projects Committees; Cllrs Fuller and Garrett to serve as the 'link' representatives with the Events & Projects Committee.

12.3 Events & Projects Committee

RESOLVED: that

- a) Cllrs R Carson, K Chapman, I Fuller, Mrs C Garrett, Miss S Lagrue and Mrs Y Spence be elected to serve on the Events and Projects Committee.
- b) Cllr Mrs Spence be elected Chairman of the Events & Projects Committee.
- c) Cllr Mrs Spence to be the Finance & Policy Committee representative.
- d) Under Standing Orders 4(e) relating to the Premises and the Events and Projects Committees; Cllrs Fuller and Garrett to serve as the 'link' representatives with the Premises Committee.

12.4 Environment and Leisure Committee

RESOLVED: that

- a) Cllrs G Brazendale, R Carson, K Chapman, N Gulliver, R Smith and J Thompson be elected to serve on the Environment & Leisure Committee.
- b) Cllr Gulliver be elected Chairman of the Environment & Leisure Committee.
- c) Cllr Gulliver to be the Finance & Policy Committee representative.

12.5 Finance and Policy Committee

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

RESOLVED: that

- a) Cllrs G Brazendale (Planning), Mrs C Garrett, N Gulliver (Environment & Leisure), P Hutchinson, Mrs Y Spence (Events & Projects) and Ms S Sullivan (Premises) be elected to serve on the Finance and Policy Committee
- b) Cllr P Hutchinson be elected Chairman of the Finance & Policy Committee

12.6 Personnel Sub Committee

RESOLVED: that

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

13 BEAULIEU COMMUNITY TRUST

RESOLVED: that it is noted Cllrs Fuller, Mrs Spence and Ms Sullivan have been elected as trustees to serve a four year term of office with effect from 15th October 2015

14 ANNUAL REPORT WORKING PARTY

RESOLVED: that Cllrs Hutchinson, Mrs Spence, Ms Sullivan and Brazendale be elected to serve on the Annual Report Working Group

15 ELECTION OF REPRESENTATIVES TO THE FOLLOWING ORGANISATIONS/GROUPS

RESOLVED: that the following representatives are appointed:

15.1 **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 Lee, Lumley, Smith and Mrs Spence be appointed as the day to day management committee of the Chelmers Village Hall.

15.2 **Public Transport Representative** - Cllr Thompson

15.3 **Chelmsford Association of Local Councils and Essex Association of Local Councils** - Cllrs Ms Sullivan and Miss Lagrue.

15.4 **Larger Local Councils Forum** – Cllrs Ms Sullivan and Miss Lagrue.

15.5 **Springfield United Charities** – Members noted that Cllrs Mrs Spence and Fuller have been nominated to be the parish council representatives for the charity to serve a four year term of office with effect from May 2015.

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

16 MINUTES OF COMMITTEE MEETINGS

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

16.1 Planning Committee – 24th April 2017

16.2 Planning Committee – 8th May 2017

16.3 Environment & Leisure Committee – 8th May 2017

RESOLVED: that the minutes of the Committee meetings listed above be approved as a correct record.

17 **BEAULIEU COMMUNITY TRUST (BCT)**

RESOLVED: that

a) £300.00 is transferred to the trust to enable the funding of small items.

b) the draft notes of the BCT meeting held on 24th April 2017 are noted

18 **LOCAL COUNCIL POLICE CONFERENCE 2017 (EALC)**

RESOLVED: that Cllr Miss Lagrue attends at a cost of £25.00

19 **BUCKINGHAM PALACE GARDEN PARTY & THE EALC CHAIRMAN SERVICE AWARD**

RESOLVED: that Chairman, Cllr Ms Susan Sullivan is nominated to attend the Buckingham Palace Garden Party.

20 CITY COUNCIL ANNUAL CIVIC SERVICE – Sunday 18th June 2017

Members were reminded that they have been invited to attend the Annual Civic Service at Chelmsford Cathedral.

RESOLVED: that it is noted Cllr Carson will be attending the Civic Service

21 CASUAL VACANCY – SPRINGFIELD NORTH

Members noted that a vacancy still exists within the Springfield North Ward as Mr A. Belyavin had declined to be co-opted onto the parish council.

RESOLVED: that

a) the vacancy is re-advertised.

b) a flyer advertising the co-option is posted to occupied properties in Beaulieu

18 CHEQUE AND PAYMENT LIST – 31st March 2017 – 15th May 2017

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

The meeting closed at 8.40pm

Signed.....
Chairman

Date.....

CHEQUE & PAYMENT LIST - 31st March 2017 - 15th May 2017

Date	Cheque	Payee Name	Amount	Transaction Details
				* includes VAT at the standard rate
20/03/2017	CCard	Amazon	87.82 *	Maintenance supplies
20/03/2017	CCard	Universal bag and packaging	38.80 *	housekeeping supplies
20/03/2017	CCard	Office 365	87.50	web site cloud storage
20/03/2017	CCard	BT Payment Services Ltd	128.28 *	Quarterly broadband charges
22/03/2017	DDebit	Allstar Business Solutions	99.17 *	fuel for van
31/03/2017	112178	Securitas Security Services Ltd	42.00 *	Security lock up of premises
31/03/2017	112179	Anglian Water	28.95	Quarterly Sewerage Charge
31/03/2017	112180	Viking Direct	95.99 *	Office furniture
31/03/2017	112181	DPL Electrical Services Ltd	420.00 *	Building refurbishment works
31/03/2017	112182	BF Ground Maintenance Ltd	650.00 *	Maintenance CVGreen
18/04/2017	112183	Chelmsford City Council	2062.00	Business Rates
18/04/2017	112184	Grenke Leasing Ltd	666.00 *	Quarterly Telephone Lease
18/04/2017	112185	Pristine Environmental Services Ltd	82.50 *	Provision Goods & Services
18/04/2017	112186	PHS Group PLC	179.26 *	Dust mats
18/04/2017	112187	Mary Martin	20.60	Refreshments Annual Parish Assembly
18/04/2017	112188	Edmundsen Electrical Ltd	14.62 *	Maintenance Supplies
18/04/2017	112189	Premier Lifts Ltd	555.90 *	Annual Service Contract
18/04/2017	112190	SLCC	82.80 *	Training seminar
18/04/2017	112191	Geo. Browns Implements (Hlids) Ltd	273.13 *	lawn mower parts
18/04/2017	112192	DPL Electrical Services Ltd	379.20 *	Annual monitoring charge
18/04/2017	112193	Total Gas & Power Ltd	34.29 *	Electricity Usage
	112194	CANCELLED		
18/04/2017	112195	GDG UK Ltd	308.12 *	Household Supplies
18/04/2017	112196	XS Platforms UK Ltd	501.60 *	Annual Retest man safe system
18/04/2017	112197	DOCENDO	2127.00 *	IT Maintenance & replace computer
28/04/2017	112199	Essex County Council	4837.26	Pension Contributions-Apr17
28/04/2017	112198	HM Revenue & Customs	5014.55	PAYE & NIC - Apr17
28/04/2017	Payflow	Payflow - April 2017	16250.59	Payflow-Apr17
11/05/2017	112200	Total Gas & Power Ltd	1427.87 *	Electricity Usage
11/05/2017	112201	Chelmsford City Council	2464.75	Business Rates & Easter Play in the Park
11/05/2017	112202	GDG UK Ltd	599.09 *	housekeeping supplies
11/05/2017	112203	Trade UK	37.44 *	housekeeping supplies
11/05/2017	112204	Brewer & Sons Ltd	24.72 *	Handymen supplies
11/05/2017	112205	Safe & Sound Ltd	17.40 *	spare padlock keys - allotments
11/05/2017	112206	Coffee Craft Ltd	114.00 *	Service call out
11/05/2017	112207	Astutium Ltd	69.00 *	email & DNS hosting
11/05/2017	112208	BF Ground Maintenance Ltd	650.00 *	Maintenance CVGreen
11/05/2017	112209	Industrial Heating Ltd	573.83 *	Plumbing maintenance
11/05/2017	112210	Office IS Ltd	171.09 *	stationery supplies
11/05/2017	112211	EALC	80.00	Cost - foundation level award
11/05/2017	112212	DPL Electrical Services Ltd	282.00 *	six monthly service & maintenance
11/05/2017	112213	Ignite Business Communications Ltd	128.92 *	phone charges & line rental