Springfield Parish Council
Minutes of the Council Meeting
held on 11th December 2017 at 7.30pm
in the Council Chamber, Parish Centre, St Augustine's Way.

Present:

Chairman: Cllr Ms S Sullivan

Vice Chairman: Cllr Mrs C Garrett

Councillors: G Brazendale, I Fuller, P Hutchinson, B Jeapes, Miss S Lagrue, R Lee and Mrs Y Spence

In Attendance: Clerk to the Council
Deputy Clerk to the Council

60 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllrs R Carson, K Chapman, N Gulliver, D Lumley, J Thompson and County Cllrs M Mackrory and J Spence

61 DECLARATIONS OF INTEREST AND DISPENSATIONS – there were none

62 CHAIRMAN'S ANNOUNCEMENTS

The Chairman reported that she had attended the meeting on 12th October 2017 of the Larger Council Forum. Information concerning the increase in fly tipping and gypsy and traveller incursions in the area were the main topics discussed.

63 PUBLIC QUESTION TIME – there were none present

64 MINUTES OF THE PARISH COUNCIL MEETING held on 2nd October 2017

RESOLVED: that the minutes of the Parish Council meeting held on 2nd October 2017 be approved and signed as a correct record.

65 MINUTES OF COMMITTEE MEETINGS

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

65.1 Premises Committee – 26th September 2017
65.2 Events & Projects Committee – 3rd October 2017
Cllr Mrs Spence reported that she and Cllrs Carson, Chapman and Mrs Garrett had volunteered to attend the Pantomime on 29th December 2017 to set up, monitor and clear away afterwards and asked for more volunteers to help at the event.

65.3 Planning Committee – 9th October 2017
65.4 Planning Committee – 23rd October 2017
65.5 Planning Committee – 6th November 2017
65.6 Environment & Leisure Committee – 6th November 2017
65.7 Finance & Policy Committee – 13th November 2017

Cllr Hutchinson referred to minute 28.3 and sought confirmation from members that Council agreed to the sum invested with Scottish Widows being transferred to a deposit account with CCLA.

RESOLVED: that the sum currently invested with Scottish Widows is transferred to a deposit account with CCLA.

65.8 Planning Committee – 20th November 2017
65.9 Premises Committee – 28th November 2017
65.10 Planning Committee – 4th December 2017

RESOLVED: that with the above resolution being noted the minutes of the Committee meetings be approved as a correct record.

66 ISSUING OF MINUTES

RESOLVED: that
a) the draft minutes of all committee meetings are emailed to members by the Committee Clerk when she posts them onto the parish council website.
b) hard copies of all minutes are distributed with the full council agenda

67 PARISH COUNCIL PRECEPT 2018/2019

Following the recommendation of the Finance & Policy Committee and the subsequent statement from the public work loan board Cllr Hutchinson proposed that the precept requirement in the sum £384,191 giving a Band D requirement of £51.56, be submitted to Chelmsford City Council for 2018/20198 financial year. All members agreed.

RESOLVED: that the Springfield Parish Council's Precept requirement in the sum of £384,191 and attached at Appendix 1 be submitted to Chelmsford City Council for 2018/2019 financial year.

68 UPGRADING OF IT COMMUNICATIONS AND TELEPHONE

Further to the Finance & Policy Committee meeting on 13th November 2017 (minute 30) the Clerk to the Council reported that the IT contractor had suggested that a more thorough upgrade of the wiring system would be beneficial as a temporary solution would not resolve the problem of the current slow internet connections. Customers are complaining that the WiFi keeps dropping out preventing them from carrying out their presentations/classes.

RESOLVED: that
a) Quotes are obtained from relevant cabling/communication providers to upgrade the wiring and communication system throughout the parish centre.
b) the current IT contractor be asked to assist in drawing up a specification of the works required.
c) if possible grants are requested to cover the cost.
d) Cllrs Lee, Hutchinson and Miss Lagrue are delegated to progress the upgrading of cabling and communication systems.

69 EVENTS & PROJECTS COMMITTEE

RESOLVED: that Cllr Jeapes is co-opted onto the Events & Projects Committee following the resignation of Cllr Miss Lagrue.

70 SCHEDULE OF MEETINGS – 2018/2019

Members received the draft schedule of meetings and it was

REVOLVED: that the schedule of meetings for the next municipal year 2018-2019 attached as Appendix 2 be approved.

71 BEAULIEU COMMUNITY TRUST

71.1 Members received the notes of the BCT meetings held on:

- 19th October 2017
- 21st November 2017

71.2 The Chairman reported that
a) two new church and one new resident trustees had been appointed which resulted in all positions on the Trust being filled.
b) the Premises and Facilities Manager and/or Handyman in charge will be invited to attend the site visit on Tuesday 19th December 2017, and give their input regarding the new build.
c) the launch of the new build is scheduled for 1st April 2018.

RESOLVED: that
a) the notes are approved.
b) the rest of the information is noted.

72 ESSEX COUNTY COUNCIL AND ESSEX ASSOCIATION OF LOCAL COUNCILS ANNUAL JOINT CONFERENCE AND THE EALC 72nd AGM – Tuesday 19th September 2017

Cllr Miss Lagrue reported that
a) Cllr John Gili-Ross had been appointed Executive Chairman of the EALC
b) a presentation was given on the conservation of trees and that more housing estates are now including tree planting schemes.

RESOLVED: that this information is noted.

73 PARKING AND HIGHWAYS LIAISON BRIEFING

Cllr Miss Lagrue reported that:
a) a local initiative is to encourage parents to park in a car park local to their child's school and walk the rest of the way. This would reduce the congestion outside schools in the morning and when picking up. The children involved are given a token and the winner gets a prize. So far four schools are taking part.
b) another initiative that is working well is the Highway Rangers. Local repair and maintenance work is reported to them which go on a schedule for the rangers to deal with.

RESOLVED: that this information is noted.

74 ANNUAL REPORT

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 content with delegated powers.

RESOLVED: that

(a) Preparation of the Annual Report 2017/2018 will commence in the new year.
(b) Community Ad are appointed to print and distribute the Annual Report 2017/18.
(c) The rest of the information is noted.

75 CHEQUE AND PAYMENT LIST –26th September 2017 – 4th December 2017

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

76 FOR INFORMATION

Members noted that a thank you card had been received from the Springfield Youth Group for the support the parish council has given them.

77 CASUAL VACANCY – CHELMER VILLAGE & BEAULIEU PARK – CO-OPTION

RESOLVED: that it be noted that:
a) no election to fill the vacancy had been requested and, therefore, members could fill the vacancy through co-option.
b) two residents had expressed an interest in the co-option but neither could attend the meeting due to other commitments.

78 EXCLUSION OF PRESS & PUBLIC

RESOLVED: that in accordance with the Admission to Meetings Act 1960 members of the public and press be excluded from the following item of business

79 ELECTION OF CO-OPTED MEMBER

RESOLVED: that
a) due to the non-attendance of the applicant's members were unable to reach a decision for co-option at this time.
b) the applicants are invited to attend the next meeting of Springfield Parish Council on Monday 5th February 2018

The meeting closed at 8.38pm.

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

APPENDIX 1

SPRINGFIELD PARISH COUNCIL

PRECEPT REQUIREMENT 2018 / 19

2017/18 (current year)	COMMITTEE	2018/19 (next year)
£24,539	Environment & Leisure	£25,088
£39,301	Premises	£37,594
£226,461	Policy & Finance	£233,259
£3,000	Events & Projects	£3,100
£73,500	Public Works Loans (x3)	£70,150
£366,801	SUB TOTAL	£ 369,191
£20,000	Beaulieu Community Centre	£15,000
£386,801 **= £52.62**	**7350.54 Tax Base 7450.74** **Band D £ 51.56**	**£384,191**

SPRINGFIELD PARISH COUNCIL

SCHEDULE OF MEETINGS - 1 MAY 2018 - 31 MAY 2019

ALL MEETINGS ARE OPEN TO MEMBERS OF THE PUBLIC AND ARE HELD 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
2018				
MAY	TUESDAY	8	6.45pm	PLANNING
	MONDAY	21	6.45pm	PLANNING
	MONDAY	21	7.45pm	**ANNUAL COUNCIL MEETING**
	TUESDAY	29	7.00pm	PREMISES
JUNE	MONDAY	4	6.45pm	PLANNING
	MONDAY	4	7.30pm	ENVIRONMENT & LEISURE
	MONDAY	11	7.00pm	FINANCE & POLICY
	MONDAY	18	6.45pm	PLANNING
	MONDAY	18	7.30pm	**FULL COUNCIL - YEAR END A/C**
JULY	MONDAY	2	6.45pm	PLANNING
	TUESDAY	3	7.00pm	EVENTS & PROJECTS
	MONDAY	16	6.45pm	PLANNING
	MONDAY	23	7.30pm	**FULL COUNCIL**
	TUESDAY	24	7.00pm	PREMISES
	MONDAY	30	6.45pm	PLANNING
AUGUST	MONDAY	13	6.45pm	PLANNING
	TUESDAY	28	6.45pm	PLANNING
	WEDNESDAY	29	7.00pm	EVENTS & PROJECTS
SEPTEMBER	MONDAY	3	7.00pm	FINANCE & POLICY
	MONDAY	10	6.45pm	PLANNING
	MONDAY	10	7.30pm	ENVIRONMENT & LEISURE (budget)
	MONDAY	24	6.45pm	PLANNING
	TUESDAY	25	7.00pm	PREMISES (budget)
OCTOBER	MONDAY	1	7.30pm	**FULL COUNCIL**
	TUESDAY	2	7.00pm	EVENTS & PROJECTS
	MONDAY	8	6.45pm	PLANNING
	MONDAY	22	6.45pm	PLANNING
NOVEMBER	MONDAY	5	6.45pm	PLANNING
	MONDAY	5	7.30pm	ENVIRONMENT & LEISURE
	MONDAY	12	7.00pm	FINANCE & POLICY (budget)
	MONDAY	19	6.45pm	PLANNING
	TUESDAY	27	7.00pm	PREMISES
DECEMBER	MONDAY	3	6.45pm	PLANNING
	TUESDAY	4	7.00pm	EVENTS & PROJECTS
	MONDAY	10	7.30pm	**FULL COUNCIL**
	MONDAY	17	6.45pm	PLANNING

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Tel: 01245 466313 - email: clerk@springfieldpc.org.uk

MONTH	DAY	DATE	TIME	COMMITTEE
2019				
JANUARY	MONDAY	14	6.45pm	PLANNING
	TUESDAY	22	7.00pm	PREMISES
	MONDAY	28	6.45pm	PLANNING
	MONDAY	28	7.30pm	ENVIRONMENT & LEISURE
FEBRUARY	MONDAY	4	7.30pm	**FULL COUNCIL**
	MONDAY	11	6.45pm	PLANNING
	TUESDAY	12	7.00pm	EVENTS & PROJECTS
	MONDAY	18	7.00pm	FINANCE & POLICY
	MONDAY	25	6.45pm	PLANNING
MARCH	MONDAY	11	6.45pm	PLANNING
	MONDAY	25	6.45pm	PLANNING
	TUESDAY	26	7.00pm	PREMISES
APRIL	MONDAY	8	6.45pm	PLANNING
	MONDAY	8	7.30pm	ENVIRONMENT & LEISURE
	TUESDAY	9	7.00pm	EVENTS & PROJECTS
	MONDAY	15	7.00pm	**FULL COUNCIL**
	MONDAY	15	8.00pm	**ANNUAL PARISH ASSEMBLY**
	TUESDAY	23	6.45pm	PLANNING
MAY	TUESDAY	7	6.45pm	PLANNING
	MONDAY	13	7.30pm	**ANNUAL COUNCIL MEETING**
	MONDAY	20	6.45pm	PLANNING
	TUESDAY	28	7.00pm	PREMISES
Bank Holidays				
7th May 2018	May Day			
28th May 2018	Whitsun			
27th August 2018	Summer			
25th December 2018	Xmas Day			
26th December 2018	Boxing Day			
1st January 2019	New Years Day			
19th April 2019	Good Friday			
22nd April 2019	Easter Monday			
6th May 2019	May Day			
27th May 2019	Whitsun			
		SERVER /COMMITTEE/COUNCILMEETINGSINFO/cttee info		

CHEQUE & PAYMENT LIST - 26th September 2017 - 4th December 2017

Date	Cheque	Payee Name	Amount		Transaction Details * includes VAT at the standard rate
09/08/2017	DDebit	Allstar Business Solutions	76.12	*	Fuel for van
10/08/2017	PDQ	PDQ handset charges	53.21	*	charge for credit card machine
21/08/2017	Ccard	EBAY	20.49	*	Housekeeping supplies
21/08/2017	Ccard	EBAY	1.49		Safety signs
21/08/2017	Ccard	EBAY	6.65		Adhesive tape
21/08/2017	Ccard	EBAY	179.98		Fire door retainers
21/08/2017	Ccard	Robins & Day Chelmsford	45.00		Van MOT
21/08/2017	Ccard	BT payment services Ltd	228.96	*	Telephone charges
21/08/2017	Ccard	Office 365	105.00		web site cloud storage
23/08/2017	DDebit	Allstar Business Solutions	93.97	*	Fuel for Van
06/09/2017	Ddebit	Allstar Business Solutions	77.01	*	fuel for van
11/09/2017	PDQ	PDQ handset charges	53.39	*	charge for credit card machine
13/09/2017	Ddebit	Allstar Business Solutions	79.01	*	Fuel for van
19/09/2017	Ccard	Robex Industrial Products Ltd	123.47	*	Floor Cleaner
19/09/2017	Ccard	DVLA	242.50		Vehicle tax for van
19/09/2017	Ccard	Office 365	105.00		web site cloud storage
19/09/2017	CCard BT	BT payment services Ltd	131.04	*	Telephone charges
19/09/2017	Ddebit	Allstar Business Solutions	78.00	*	fuel for van
29/09/2017	112314	Essex County Council	4918.72		Pension Contributions-Sep17
29/09/2017	112315	HM Revenue & Customs	4854.55		PAYE & NIC - Sep17
29/09/2017	Payflow	Payflow	16477.37		Payflow-Sep17
02/10/2017	112326	Grenke Leasing Ltd	666.00	*	telephone leasing oct - dec 2017
02/10/2017	112327	Trade UK Ltd	35.00	*	supplies for community garden
02/10/2017	112328	Chelmsford City Council	2884.64		Business Rates
02/10/2017	112329	Ignite Business Communications Ltd	11.67	*	telephone call charges
02/10/2017	112330	Securitas Security Services Ltd	551.41	*	Annual service charge
02/10/2017	112331	Glory of Freedom Ministries	44.14	*	part refund of hall hire
04/10/2017	Ccard	Aviva Insurance Ltd	91.32		mthly payment of van insurance
10/10/2017	PDQ	PDQ handset charges	53.24	*	charge for credit card machine
11/10/2017	Ddebit	Allstar Business Solutions	78.60	*	Fuel for Van
27/10/2017	112332	HM Revenue & Customs	8764.91		VAT Payment 01/07/17-30/09/17
23/10/2017	112333	Total Gas & Power Ltd	2995.84	*	electricity usage
23/10/2017	112334	Heelis & Lodge	195.00		Interim Internal Audit
23/10/2017	112335	GDG UK LTd	611.52	*	Housekeeping consumables
23/10/2017	112336	Mrs Nazri Khan	40.00		Larger Local Council Forum
23/10/2017	112337	Chelmsford City Council	2062.00		Business Rates
23/10/2017	112338	Ignite Business Communications Ltd	13.57	*	telephone call charges
23/10/2017	112339	Forest Communications Ltd	131.66	*	mobile phone charges
23/10/2017	112340	Office IS Ltd	10.20	*	stationery supplies
23/10/2017	112341	Pristine Environmental Services Ltd	82.50	*	Provision goods & services
23/10/2017	112342	Cool Air Conditioning Ltd	282.00	*	Servicing of air conditioning system
23/10/2017	112343	BF Ground Maintenance Ltd	650.00	*	Maintenance CV Green
23/10/2017	112344	Trade UK Ltd	63.03	*	Handymen supplies
31/10/2017	112345	HM Revenue & Customs	4767.94		PAYE & NIC - Oct17
31/10/2017	112346	Essex County Council	4845.16		Pension Contributions-Oct17
31/10/2017	112347	Mrs D Moyce	45.00		salary payment
31/10/2017	Payflow	Payflow	16093.81		Payflow-Oct17
13/11/2017	112348	Edmundsen Electrical Ltd	117.30	*	Housekeeping consumables
13/11/2017	112349	Forest Communications Ltd	136.63	*	moblie phone charges
13/11/2017	112350	Office IS Ltd	39.53	*	stationery supplies
13/11/2017	112351	Total Gas & Power Ltd	3087.57	*	electricity usage
13/11/2017	112352	Fast signs Chelmsford Ltd	54.00	*	safety stickers for basketball posts
13/11/2017	112353	Chelmsford City Council	2062.00		Business Rates
13/11/2017	112354	Chelmsford Safety Supplies Ltd	84.00	*	Handymen clothing supplies
13/11/2017	112355	BF Ground Maintenance Ltd	650.00	*	Maintenance CV Green
13/11/2017	112356	ACAS	245.00		Course attendance
13/11/2017	112357	DPL Electrical Services Ltd	374.56	*	Servicing intruder and fire alarms
13/11/2017	112358	Utilitywise Corporate Division	354.00	*	display energy certificate
13/11/2017	112359	Office IS Ltd	197.21	*	stationery supplies
30/11/2017	112360	Essex County Council	4827.92		Pension Contributions-Nov17
30/11/2017	112361	HM Revenue & Customs	4733.95		PAYE & NIC - Nov17
30/11/2017	Payflow	Payflow	15821.55		Payflow-Nov17