

NORTHFIELD MANAGEMENT COMMITTEE

Minutes of the Meeting held on Friday 13th April 2007 in the Pavilion, Manor Field, Hartley

Present: Cllr A Barnett
Cllr. M Brown
Cllr. Mrs C Clark
Cllr. J Gaywood (Chairman)
Cllr. S Glover
Cllr. Mrs M Solman

In Attendance: Mrs J Redman
Mrs J Hoad
6 members of the Public

1. Apologies for Absence

None.

2. Declarations of Interest

Cllrs. Brown and Mrs Clark a personal interest in any matter relating to the New Ash Green Village Association. Cllr. Mrs Solman a personal interest in item 7 Recreational Facilities – Horse Riding Route. Cllr. Glover a prejudicial interest in items 5.3 Payments, 6.1 Cutting of Silage/Hay 2007, 6.2 Heavy roll of the meadow With the agreement of members, items 6.1 and 6.2 would be taken at the end of the meeting.

3 Minutes of the meeting held on 2nd March 2007

The minutes of the meeting held on 2nd March 2007 were signed as a true record.

4. Matters Arising (Not on the Agenda)

None.

5. Finance

5.1 Balances – The balances, as set out in Agenda A/04/07, were NOTED.

5.2 Financial Statement – The financial statement, as set out in Agenda A/04/07, was NOTED.

5.3 The payments 3.1 – 3.6, as set out in Agenda A/04/07, were AUTHORISED. PROPOSED Cllr. Brown, SECONDED Cllr. Gaywood and UNANIMOUSLY AGREED.

The Committee UNANIMOUSLY AGREED to the payment of the following account: Messrs H F & J H Glover for the sum of £400 plus VAT for the heavy rolling on Northfield, (invoice no 1008).

The Secretary was requested to write to Independent Woodland Management and remind him that he had not submitted some outstanding invoices for work completed in the 2006/07 financial year.

5.4 Accounts 2006/07 – The Accounts for the year 2006/07, as set out in Appendix 1 attached to these minutes were APPROVED. PROPOSED Cllr. Brown, SECONDED Cllr. Barnett FOR 5 AGAINST 0 ABSTENSIONS 1.

The Treasurer drew members' attention to the requirements for the Annual Return which should be returned to the Audit Commission by 30th July 2007. Section 4 of the Annual Return related to the internal audit report. The Committee's internal auditor would be undertaking an internal audit of the Committee's accounts on 30th April and 1st May 2007. The Committee was advised that it was

required to complete and approve Section 2 of the Annual Return, which set out a number of assurances relating to the preparation of the statement of accounts and the Committee's internal controls.

The Treasurer reported on a new requirement introduced under the Accounts and Audit (Amendment) (England) Regulations 2006, which required the Committee to undertake a review of the effectiveness of its systems of internal control. The Committee considered a guidance paper issued by the Audit Commission in April 2007 entitled, "The review of the effectiveness of the system of internal audit" and noted that the review and consideration of the findings should be undertaken in advance of the Committee's review of the Statement of Assurance, (i.e. Section 2 of the Annual Return). The Committee noted it would be unlikely that it could comply with this timetable for the financial year 2006/07 and that the external auditor should be informed that the Committee would be taking action to undertake the review as soon as possible. Members considered this new requirement and it was AGREED that the two co Chairman of the Northfield Management Committee, together with the Treasurer and Secretary, should meet to discuss how this new requirement could be taken forward and report back to the Committee.

The Committee examined each assurance contained in The Annual Governance Statement, (Section 2), and UNANIMOUSLY APPROVED its completion, as set out below:

	Agreed – Yes or No*
1. We have approved the statement of accounts which has been prepared in accordance with the requirements of the Accounts and Audit Regulations and proper practices	Yes
2. We have maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness	Yes
3. We have taken all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and codes of practice which could have a significant financial effect on the ability of the committee to conduct its business or on its finances	Yes
4. We have provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	Yes
5. We have carried out an assessment of the risks facing the committee and taken appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	Yes
6. We have maintained throughout the year an adequate and effective system of internal audit of the committee's accounting records and control systems and carried out a review of its effectiveness.	No
7. We have taken appropriate action on all matters raised in reports from internal and external audit.	Yes
8. We have considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year end, have a financial impact on the committee and, where appropriate have included them in the statement of accounts.	Yes

5.5 Financial Risk Assessment – The Committee examined the Financial Risk Assessment approved by the Northfield Management Committee on 17th June 2005 and agreed that it should be updated to incorporate the handling of cash by staff of the Ash Green Sports Centre in respect of the issue of licences for the horse riding route. The treasurer agreed to amend the document accordingly and to report on the matter at the next meeting. Furthermore the Committee AGREED to undertake a review of its Standing Orders and Financial Regulations at the next Northfield Management Committee meeting.

6. Land and Site Maintenance

6.1 Cutting of Silage/Hay 2007 – It had been AGREED that this item be discussed at the

end of the meeting.

6.2 Heavy Roll of the Meadow 2007 – It had been AGREED that this item be discussed at the end of the meeting.

6.3 Footpath barrier leading into Stocks Field – The Secretary reported that under the Northfield Management Committee's Financial Regulations, only one verbal quotation was required for the work. A quotation had been sought from TD Munday but had not yet been received. The Secretary would remind him to submit his quotation in time for the next meeting.

7. Recreational Facilities – Horse Riding Route

7.1 Horse Riding Route Advisory Committee - The notes of the Horse Riding Route Advisory Committee meetings held on 5th and 26th March 2007 were RECEIVED.

7.2 Report of the 'Open Weekend' held on 17th and 18th March 2007 – Cllr. Mrs Solman reported that the weekend had been a success, resulting in 18 people signing up to the new ride.

7.3 Recent criminal damage to the horse riding route posts and the subsequent delay to the opening of the ride – Cllr. Mrs Solman reported that there appeared to be a concerted effort by a group of individuals to sabotage the horse riding route. Nearly all the marker posts had been removed from the ground, making it necessary for all the holes to be back filled, for reasons of health and safety. All the notices concerning the opening date of the ride had been removed, as well as some of the warning notices. The police had been informed and were taking the matter seriously. Some of the notices had been torn up and posted through the letter box at the New Ash Green Village Association office. The police have sent these away to test for finger prints. Members were of the opinion that the ride should not be prevented from going ahead and agreed on the following course of action:-

- That the route would be marked with a new mown bridle path adjacent to the existing walkers' paths around the perimeter and marked on the ground by yellow lines on the corners.
- Warning signs would be marked on the ground where walkers crossed the route and signs would be erected at all entrances to warn other users of the horse riding route.
- Those already signed up to horse riding route would be notified of the new opening date and arrangements.
- The parish councils insurers to be informed of these new changes.
- Consideration to be given at a later date for the re-instatement of the posts.

PROPOSED Cllr. Mrs Solman, SECONDED Cllr. BROWN and UNANIMOUSLY AGREED.

7.4 Letter of objection to the horse riding route on Northfield – The correspondence objecting to the ride was NOTED. The Secretary would write to the correspondent answering the points raised in the letter. A further letter had been received from a local horse rider who had signed up to use the off-road ride. She had requested that the Committee gave consideration to providing a further entry/exit point for the ride at the Milestone School entrance. The Committee had discussed this matter before and it had been agreed that as the ride was initially operational for a trial period of six months and that the Capital building works to Milestone School would not be finished until 2008, it would not be feasible to consider any additional access points at the present time. The Secretary was asked to convey this to the correspondent.

7.5 Proposed Fun Run on Northfield – It was NOTED that the Secretary had written to the organisers of the proposed fun run confirming the Committee's approval for the event to take place in late May/early June.

8. Boundaries

8.1 Boundary between Courtfield and Northfield – It was NOTED that a detailed revised specification would be sent to the two landowners for consideration, along with particulars concerning the shared costs. The matter had been delayed due to concerns raised over the

condition of the sleeper and how this should be dealt with.

8.2 Western boundary fence – It was NOTED that TD Munday had been asked to repair the sections of the damaged fence along this boundary at a cost of **£107.00**. A detailed specification for future consideration of post and rail fencing along the whole of this boundary will be drawn up.

8.3 Hedge along the Ash Road Boundary – It was NOTED that the Highways Authority had been asked to re-consider topping the hedge.

9. Barnetts Wood and New House Shaw

9.1 Log Barrier New House Shaw – It was NOTED that a site meeting had been held between the owner of Cavan and representatives from the Northfield Management Committee to resolve the problem of the positioning of the log barrier. The meeting had agreed the positioning of the barrier, however since its erection it has suffered from vandalism resulting in several of the posts being removed as well as giving rise to concerns over its stability and safety. It was AGREED that TD Munday would be asked to re-instate the posts by cementing them in and making the barrier as safe as possible.

9.2 Quantitative Risk Assessment on New House Shaw – It was NOTED that the Secretary had written to the contactor, Andy Ball Tree Specialists accepting his quotation.

9.3 Cutting of the grass in Barnetts Wood – It was NOTED that Independent Woodland Management had confirmed that each flail mow cut of Barnetts Wood would amount to **£326.00**.

9.4 Proposal by the New Ash Green Village Association to create a BMX track in New House Shaw – It was NOTED that a letter had been written to the New Ash Green Village Association outlining the Committee's reasons why they felt the location to be totally inappropriate.

9.5 To consider planting more trees on Northfield – It was NOTED that information would be sought from the Forestry Commission.

10. Health and Safety

10.1 Visual Inspection Sheets – The visual inspection sheet for February 2007 was available for members to view and was NOTED. Cllr. Glover said that there appeared to be quite a lot of rubbish accumulating on the field by the Milestone School boundary. Some of it could be wind blown but it also could be connected to the current building works. The Secretary was requested to write to the school to point this out.

10.2 EDF Energy – Meeting between the Co-Chairmen of the Northfield Management Committee and the Chairman of the New Ash Green Village Association – A meeting was held on 12th April 2007 between the two Co-Chairman of the Northfield Management Committee, the Secretary, the Treasurer, the Village Association Chairman and the Village Association's Solicitor to discuss the legal opinion from NALC concerning the acquisition by EDF Energy of the freehold title of a plot of land measuring 4m x 4m on Northfield in order to site its substation. It had been AGREED that the parish councils grant a sub lease to EDF Energy, with the New Ash Green Village Association remaining as Head Landlord. The Village Association's Solicitor would draft a sub lease for approval by the parish councils, the parish councils arrange for the land to be valued through the District Valuer's office and once this had been done the parish councils would need to advertise their intentions in the local press for a two week period. The Village Association's Solicitor would also write to EDF's Solicitors to make sure that they were happy to progress with a sub lease. PROPOSED Cllr. Brown, SECONDED Cllr. Gaywood and UNANIMOUSLY AGREED.

10.3 Fire Raisers in New House Shaw – The Secretary said that there had been reports of fire raisers in New House Shaw during the Easter holidays. The police had been informed and patrols had been stepped up by the local Warden and PCSO's.

11. Single Payment and Environmental Stewardship Scheme

11.1 Single payment scheme – Cllr. Barnett reported that he had been in contact with an

officer at DEFRA who was sorting out the problem of clarifying the exact amount, namely 25.67 hectares, that could be claimed for under the scheme. This was important to ascertain for future payments.

11.2 Single payment scheme 2006 payment – It was NOTED that the Northfield Management Committee had now received their payment for 2006 totalling **£469.42**. Cllr. Barnett said that this amount was likely to be supplemented by around £80.00 once the correct total hectorage had been agreed.

12. Correspondence and date of next meeting

12.1 – 12.3 NOTED.

12.4 Provision of a Wind Power Generator on Northfield – The correspondence from a resident of Hartley was NOTED. The Secretary was requested to write to the correspondent thanking him for his suggestion to place a Wind Power Generator on Northfield. She was also asked to point out the reasons why the Committee felt that it was not an appropriate environment for such a structure.

12.5 The date of the next meeting was set for **Friday 18th May 2007 at Ash Green Sports Centre commencing at 10.00am.**

13. Any other business

None.

At this point Cllr. Glover left the meeting and the following

6.1 Cutting of the Silage/Hay 2007 – The Secretary reported that only one quotation had been received, that from Messrs. HF and JH Glover for **£500**. It was UNANIMOUSLY AGREED that this quotation be accepted.

6.2 Heavy Roll of the Meadow – It was reported that this work had now been completed at a cost of **£400**.

Meeting closed at 12.10pm

Northfield
Income and Expenditure Account
01/04/2006

<i>(Last) Year Ended</i> <i>31st March 2006</i>		<i>(Current) Year Ended</i> <i>31st March 2007</i>
	<u>Income</u>	
24.13	General costs	24.75
392.66	Interest on Investment	395.03
6,000.00	Contributions from PC's	4,000.00
-	General works	198.96
-	Donations/grants	469.42
£ 6,416.79		£ 5,088.16
	<u>Expenditure</u>	
744.00	General Costs	666.00
4,867.66	Maintenance	3,957.50
960.24	General Works	1,245.99
50.00	Donations/Grants	-
-	Prov for Dbtful Debts	-
£ 6,621.90		£ 5,869.49
	<u>General Fund</u>	
9,937.54	Balance at 1st April 2006	9,732.43
6,416.79	ADD Total Income	5,088.16
16,354.33		14,820.59
6,621.90	DEDUCT Total expenditure	5,869.49
9,732.43		8,951.10
-	Transfer to/from Reserves	-
£ 9,732.43	Balance at 31st March 2007	£ 8,951.10

**Northfield
BALANCE SHEET
31/03/2007**

(Last) Year Ended 31st March 2006 £	LONG TERM ASSETS	(Current) Year Ended 31st March 2007 £
	Investments	-
	Long Term Debtors	-
	 CURRENT ASSETS	
	Stocks and stores	-
	Work in progress	-
	Debtors (Net of provision for doubtful debts)	-
	Payments in advance	-
728.68	VAT Recoverable	693.03
	Temporary lendings (investments)	-
19,918.79	Cash in hand	18,794.07
20,647.47	TOTAL ASSETS	19,487.10
	 CURRENT LIABILITIES	
915.04	Creditors	536.00
	Temporary borrowing	-
<u>19,732.43</u>	NET ASSETS	<u>18,951.10</u>
	 Represented by:	
9,732.43	General fund balance	8,951.10
	Reserves:	
	Capital	-
10,000.00	Earmarked	10,000.00
	External	-
	Adjustments	-
<u>9,732.43</u>		<u>18,951.10</u>

The above statement represents fairly the financial position of the authority as at 31/03/2007 and reflects its income and expenditure during the year

Approved by the Committee on 13th April 2007

Signed
Responsible Financial Officer

Signed
Chairman