

NORTHFIELD MANAGEMENT COMMITTEE

Minutes of the Meeting held on Friday 23rd May commencing at 10.00am in the Pavilion, Manor Field, Hartley

Present: Cllr. Mrs Brammer (Chairman)
Cllr. A Barnett
Cllr. S Glover
Cllr. Mrs A Oxtoby

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

1. Apologies for Absence

Cllrs. Brown and Gaywood. Their apologies and reasons for absence were accepted.

In the absence of both Chairmen, Cllr. Mrs Brammer was unanimously elected Chairman for the meeting.

2. Declarations of Interest

Cllr. Mrs Brammer a personal interest in any matter relating to the New Ash Green Village Association. Cllr. Mrs Oxtoby a personal interest in any matter relating to the Horse Riding Route. Cllr. Barnett a personal interest under the Financial Report item 3.3 payments.

3. Minutes of the meeting held on 28th March 2008

The minutes of the meeting held on 28th March 2008 were signed as a true record.

4. Matters Arising

None.

5. Financial Report

5.1 Balances – The balances, as set out in Agenda A/05/08 were NOTED.

5.2 Financial Statement – The financial statement, as at 15th May 2008 was NOTED.

5.3 The payments listed 3.1 – 3.3 were duly authorised. PROPOSED Cllr. Mrs Oxtoby, SECONDED Cllr. Glover and UNANIMOUSLY AGREED.

5.4 Accounts 2007/08 – The Accounts for the financial year 1st April 2007 to 31st March 2008 were APPROVED. PROPOSED Cllr. Barnett, SECONDED Cllr. Mrs Brammer and UNANIMOUSLY AGREED.

The Committee noted the details relating to the accounts as set out in the financial report as follows:-

The Committee has received notice from the Audit Commission that the Annual Return for the financial year ending 31st March 2008 should be returned by 2nd June 2008 with the following documentation;

(1) a fully completed annual return. This should be formally approved by the committee no later than 31st July 2008;

(2) financial year-end bank reconciliation showing how the cash balance in the accounts has been arrived at;

(3) an explanation of any significant variances in the statement of accounts. A significant variance is where this years figure differs from the previous year by more than 15% in section 1 of the annual return lines 3,4,5,6,9 and 10.

Notice of appointment of the date for the exercise of electors' rights was displayed in the two parishes on 11th April 2008. The dates between which any person may apply to inspect the accounts commenced on 1st May 2008 and ends on 30th May 2008.

Section 4 of the Annual Return relates to the internal audit report to be completed by the Committee's internal auditor. The Committee's internal auditor undertook an internal audit of the Committee's accounts on 14th May 2008. The internal auditor has informed the Treasurer that he will be suggesting that, in future, the receipt number is recorded on the application form when dealing with the Horse Riding Route monies.

The Committee were asked to complete and approve Section 2 of the Annual Return, entitled Annual Governance Statement, which set out a number of assurances relating to the preparation of the statement of accounts and the Committee's internal controls. Questions 1-9 were duly completed by the Committee. A copy of Section 2 is attached to these minutes. PROPOSED Cllr. Mrs Oxtoby, SECONDED Cllr. Glover and UNANIMOUSLY AGREED.

5.5 Financial Risk Assessment – The Committee reviewed the Financial Risk Assessment, as approved on 18th May 2007. In line with the recommendation from the internal auditor, the Treasurer would insert some appropriate wording to be included on page 6 under Cash Handling at Ash Green Sports Centre to reflect that the receipt number would be recorded on all future Horse Riding Route application forms. With that addition, it was PROPOSED by Cllr. Glover, SECONDED by Cllr. Mrs Brammer and UNANIMOUSLY AGREED that the Financial Risk Assessment be approved.

5.6 Grants – The Treasurer reported that at the last meeting of the Northfield Management Committee it was agreed that the Committee would undertake a review of its claims through the single payment scheme and a list had been circulated for Members attention. The Treasurer also reported that she and the Secretary would meet to put more detail into the figures.

5.7 Lockable Telescopic Bollard – The Secretary reported that, in order to get the heavy duty specification that was required, there would be an increase of **£39.76** to that already approved in the minutes of the meeting held on 25th January 2008. It was AGREED that a cheque for **£324.87** would be drawn and sent with the order to the supplier, Barriers Direct.

6. Land and Site Maintenance

6.1 Surface water run-off from Northfield – It was NOTED that the Secretary had ascertained that the officer who was dealing with the matter had now left Kent Highway Services. She also reported that the Committee had received confirmation that the matter would be assigned to a new officer once he or she had been appointed.

6.2 Cutting of the field for hay 2008 – It was agreed that this item be taken at the end of the meeting.

6.3 Wildflowers on Northfield – It was NOTED that Cllr. Barnett had contacted the Head Teacher of the New Ash Green Primary School and although they had expressed an interest in taking part in the project, it was discovered that it would no longer be feasible, due to the fact that there would be no provision for the plants to be tended during the summer holidays.

6.4 Hedge Cutting – Cllr. Glover was of the opinion that all of the hedges on Northfield were in general need of attention and suggested that the work should be carried out as a phased operation. It was suggested that a survey was done of the hedging on Northfield using a map to determine;

- a) What hedges the Northfield Management Committee were responsible for
- b) To prioritise the work

It was PROPOSED by Cllr. Mrs Oxtoby, SECONDED by Cllr. Mrs Brammer and UNANIMOUSLY AGREED that the survey was carried out by Cllrs. Barnett and Mrs Oxtoby in time for the next meeting.

6.5 Ragwort Spray – It was AGREED that an adequate supply was purchased. It was PROPOSED by Cllr. Mrs Oxtoby, SECONDED by Cllr. Barnett and UNANIMOUSLY AGREED that authorisation was given to TD Munday to apply the ragwort spray treatment as and when he deemed it to be necessary.

6.6 Enhancement and Management of Grasslands Workshop – Cllr. Barnett had expressed a wish to attend this workshop run by the Weald Meadows Initiative to be held on 12th June 2008. Cllr. Mrs Oxtoby also expressed a wish to attend. It was PROPOSED by Cllr. Mrs Brammer, SECONDED by Cllr. Glover and UNANIMOUSLY AGREED that authorisation be given to Cllrs. Barnett and Mrs Oxtoby to attend the workshop at a cost of **£35** per delegate.

7. Recreational Facilities

7.1 Horse Riding Route – Cllr. Mrs Oxtoby reported that the ride opened at Easter and then had to close again several times until the weather conditions settled. It had now been open for about three weeks. The track had been cut again, although the Contractor would be returning to re-define an area through New House Shaw.

7.2 Junior Football Pitch – It was reported that the Secretary, together with the Treasurer would try and arrange a meeting, as soon as was practicable, with the aim of resolving the constitutional issues arising from this matter.

8. Boundaries

8.1 Boundary fence between Courtfield, Cavan and Northfield – It was reported that this work had now been satisfactorily completed.

8.2 South Ash boundary hedge – It was hoped that this work was in the process of being done.

9. Barnetts Wood

9.1 Quantative Tree Risk Assessment on New House Shaw – The Secretary and Treasurer reported that they would be liaising to review and draw up a new contract to go out to tender. This was as a result of the original Contractor who did not fullfill the original contract.

9.2 Maintenance Programme for Barnetts Wood – The work undertaken by Independent Woodland Management had now been completed. Cllr. Barnett reported that he was very pleased with the results.

9.3 Grass Cutting in Barnetts Wood – It was PROPOSED by Cllr. Barnett, SECONDED by Cllr. Mrs Oxtoby and UNANIMOUSLY AGREED that Independent Woodland Management undertake two grass cuts in the woodland, one to take place in July and the other in September. It was understood that the price per cut would be in the region of **£250**.

10. Health and Safety

10.1 Visual Inspection Sheets – The visual inspection sheets for March and April 2008 were NOTED.

10.2 Bollard to be placed outside the entrance gate to Church Road – This matter had been dealt with under item 5.7.

10.3 EDF Energy – It was NOTED that there was nothing further to report since the last meeting held on 28th March 2008.

10.4 Wayleave – It was NOTED that a cheque had been received from EDF Energy for the wayleave totalling **£26.10p** had been received.

11. Single Payment, Environmental Stewardship Scheme and Soil Association

11.1 Single Payment Scheme – It was NOTED that the application form had now been completed.

11.2 Environmental Stewardship Scheme – It was NOTED that new field numbers had been confirmed, as had the correct hectorage.

11.3 Soil Association – It was NOTED that the fee for the Soil Association had been renewed for a further year. The form had been completed for Organic Status and sent to the Soil Association. It had since been confirmed that the Management Committee's application for Organic Entry Level Stewardship (OELS) had been successful.

12. Correspondence and Date of Next Meeting

12.1 RAMSAK Rag No 96 May 2008 was NOTED. The date of the next meeting was set for **Friday 25th July commencing at 10.00am in the Viewing Gallery of Ash Green Sports Centre.**

13. Any other business

13.1 Woodchips – Cllr. Barnett reported that arrangements would be made for woodchips to be placed at various entrances around Northfield during the summer. These would not cost the Management Committee anything and they would left in piles for the Contractor to spread as and when required.

Cllr. Glover left the meeting at 11.00am. The following item, deferred from earlier in the meeting was then discussed.

6.2 Cutting of the field for hay 2008 – It was PROPOSED by Cllr. Mrs Brammer, SECONDED by Cllr. Mrs Oxtoby and UNANIMOUSLY AGREED that the contract to cut the field for hay was varied to include the provision for a heavy roll annually which would be undertaken at an appropriate time and when suitable weather conditions prevailed.

Meeting closed at 11.05 am