

NORTHFIELD MANAGEMENT COMMITTEE

Minutes of the Meeting held on Friday 24 April 2009 commencing at 10:00am at the Viewing Gallery of Ash Green Sports Centre.

Present: Cllr J Gaywood (Chairman)
Cllr A Barnett
Cllr Mrs Brammer
Cllr Mrs Oxtoby

In Attendance: Mrs A de Jager
Mrs J Hoad
3 Members of the public

1. Apologies for Absence

Cllr M Brown (holiday), Cllr S Glover (work)

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.

3. Minutes of the meeting held on 13 February 2009.

The minutes of the meeting held on 13 February 2009 were signed as a true record, with the addition of 'Whitebeam' to point 9.5, page 3.

4. Matters Arising

One of the Standard Trees south of the allotments is missing. It could have been stolen or vandalised. It was suggested that an item be placed in the next Parish Newsletters regarding this and request donations to enable replacement of 2-3 year old trees.

5. Financial Report

5.1 Balances – The balances, as set out in the Agenda A/02/09 were NOTED.

5.2 Financial Statement – The financial statement, dated 15 April 2009 were NOTED.

5.3 The payments 3.1 to 3.8 as set out in A/02/09 were AUTHORISED.
PROPOSED Cllr Mrs Brammer SECONDED Cllr A Barnett and UNANIMOUSLY AGREED.

5.4 Review of the system of internal audit . Cllrs M Brown and J Gaywood met on 4 March 2009 to undertake the review. The outcome was discussed and approved.
PROPOSED: Cllr Mrs Oxtoby SECONDED: Cllr Mrs Brammer and UNANIMOUSLY AGREED.

5.5 Financial Risk Assessment – a review of the Financial Risk Assessment approved by the Committee on 23 May 2008. No changes were proposed.
PROPOSED: Cllr Mrs Oxtoby SECONDED: Cllr A Barnett and UNANIMOUSLY AGREED.

5.6 Banking – The report on the banking and financial arrangements of the Northfield Management Committee were discussed and it was RESOLVED that Cllr Mrs Brammer be approved as a signatory to the Northfield Management Committee's accounts along with Cllr J Gaywood and Cllr A Barnett. It was also

recommended that the Northfield Management Committee undertake a review of its banking arrangements.

5.7 Insurance – Fidelity cover for monies held by Northfield Management Committee appears on both Hartley Parish Council and Ash-cum-Ridley Parish Council policies. A response is awaited with regard to how fidelity cover works and will be reported when received.

5.8 Accounts 2008/09 – The requirements for the Audit Commission were discussed. The accounts for the year 1 April 2008 to 31 March 2009 did not raise any items of concern.

It was noted that the Councils would each contribute £500.00 during the financial year 2009/10 and the balance of the funding would be attained from grants. The Committee noted that this could cause cash flow problems, as there was some uncertainty as to when the grants would be received.

It was reported that the Internal Auditor would be undertaking the internal audit at the beginning of May 2009.

PROPOSED by Cllr Mrs Brammer , SECONDED by Cllr Mrs Oxtoby and UNANIMOUSLY AGREED that the accounts for the Northfield Management Committee for the year ending 31 March 2009, including all supporting documentation set out in (1) to (9) below, be approved. The Chairmen will sign the Annual Return.

1. Summary of Receipts and Payments 2008/09
2. Bank Reconciliation as at 31 March 2009
3. Income & Expenditure account 1 April 2008 to 31 March 2009
4. Balance Sheet as at 31 March 2009
5. Year end working document ending 31 March 2009
6. Adjustments for the year ending 31 March 2009 (Creditors)
7. Summary of year end adjustments 31 March 2009
8. Annual Return – Section 1,2,3 and 4 - Accounts for Year 1 April 2008 to 31 March 2009
9. Check for the Annual Return.

The Committee examined Section 2 of the Annual Return relating to the Annual Governance Statement. PROPOSED by Cllr Mrs Brammer, SECONDED by Cllr Mrs Oxtoby and UNANIMOUSLY AGREED that questions 1 – 8 in Section 2 of the Annual Return be answered “Yes”.

5.9 Standing Orders – A draft of the reviewed Standing Orders was presented and the amendments highlighted. Amendments were discussed and a second draft will be brought to the next Northfield Management Committee meeting and then referred to the Parish Councils, without further discussion, for approval. PROPOSED: Cllr J Gaywood SECONDED Cllr Mrs Brammer and UNANIMOUSLY AGREED.

5.10 Financial Regulations – A review of the financial regulations resulted in a PROPOSAL from Cllr Mrs Brammer and SECONDED by Cllr Mrs Oxtoby that the table under **11 Contracts, 11.1(b) and FR 11.1(d)** reflects the current Hartley Parish Council values. RECOMMENDED: That, the Northfield Management Committee’s Financial Regulations, as set out in appendix 1 attached to these minutes, be approved and adopted by the Parish Councils.

5.11 Constitution – The Committee considered a draft, including amendments requested at the meeting of 28 November 2008. It was PROPOSED by Cllr Mrs Brammer and SECONDED by Cllr J Gaywood that the draft constitution, as amended, be referred to the Parish Councils. RECOMMENDED: That Northfield Management Committee's Constitution, as set in appendix 2, attached to these minutes, be approved and adopted by the Parish Councils and that the Parish Councils be advised that the Aims of the Northfield Management Committee would require further review.

6. Land and Site Maintenance

6.1 Access Gate from Milestone School – The Village Association have approved the design. It was noted that the dropped kerb will have to be moved slightly due to school access. Quotes for the relevant work will be requested and planning permission confirmed. The planning enquiries were delegated to the Clerks. PROPOSED Cllr Mrs Oxtoby SECONDED Cllr A Barnett and UNANIMOUSLY AGREED. The decision regarding the species of plants would be decided at the next Northfield Management Committee meeting.

6.2 Surface water runoff into Church Road – Legal advice received reflects limited liability to anyone as the water is a naturally occurring phenomenon.

11:08 the meeting was adjourned to allow comments from a resident. The meeting continued at 11:15. A site meeting would be arranged with Kent Highway Services, New Ash Green Village Association, Hartley Parish Council, Ash-cum-Ridley Parish Council and the residents concerned

6.3 It was NOTED that the quote of £420.00 plus VAT from S Glover for rolling the field has been accepted.

6.4 Notice boards – Cllr Mrs Oxtoby PROPOSED that the notice board be attached to the fence at the Milestone entrance. SECONDED: Cllr Mrs Brammer and UNANIMOUSLY AGREED.

6.5 Ragwort Spray – The decision to delegate to the clerks the following:

- ordering of spray
- payment for labour
- to ensure work is carried out as required.

PROPOSED: Cllr Mrs Brammer. SECONDED: Cllr Mrs Oxtoby and UNANIMOUSLY AGREED.

7. Recreational Facilities

7.1 Horse Riding Route – It was NOTED that the route re-opened on 28 March 2009 and that there were four new riders. It had been noted that the route had not been cut and the footpaths also needed attention..

8. Barnetts Wood and New Shaw House

8.1 The Quantative Tree Risk Assessment – Quotes were awaited on the required works and the Clerk would follow up on these.

8.2 Barnetts Wood Notice board – Specifications are needed to replace the notice board. An approach to the original sign writer will be made.

9. Health and Safety

9.1 Visual Inspection Sheets for the period January – March 2009 were available.

9.2 Bollard at Church Road entrance – The bollard had been damaged and removed and stored by the Village Association. Arrangements are being made to

view the bollard to establish if it still works. If it is still in working order, quotes will be sought to have it fitted in a concrete apron.

9.3 Draft lease for electricity sub-station on Northfield – It was NOTED that there was nothing further to report.

9.4 Legal mechanisms for the draft lease – The quotation for advertisements to be placed in the local papers (KM Group) for 2 weeks was £179.00 including VAT. It was agreed that the advertising be delayed until the lease is nearer completion.

10. Single Payment Scheme

10.1 Single Payment Scheme – The Application Form has been completed and returned on 06 April 2009. Cllr A Barnett requested copies of the form to ensure that it had been completed correctly as new information regarding the completion of these documents had been received.

10.2 The publications listed in A/02/09 were NOTED.

12. Date of Next Meeting

12.1 The date for the next meeting was set for 26 June 2008 at the Pavilion, Hartley commencing at 11:00am.

13. Any Other Business

13.1 Litter – a letter has been received from Farm Holt Residence Society regarding litter on Northfield.

13.2 Football – no reports of use of the marked out area for matches had been received.

13.3 The following items were requested to be put on the next Agenda

- To commission Kent Wildlife Trust to do a survey on Northfield which would cost approximately £300 - £400. A grant for this work could be applied for.
- Car parking facilities

The meeting was closed at 11:49am