

## **NORTHFIELD MANAGEMENT COMMITTEE**

### **Minutes of the Meeting held on Friday 23 April 2010 commencing at 10:00am at the Pavilion, Hartley.**

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

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

#### **1. Apologies for Absence**

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

#### **2. Declarations of Interest**

Cllr Mrs Brammer; a personal interest in any matter relating to the New Ash Green Village Association. A personal and prejudicial interest in item 6.4 and 6.5 as the contractor is known to Cllr Brammer and had given her name as a referee.

Cllr Mrs Oxtoby a personal interest in any matter relating to the Horse Riding Route. and item 5.3.3.1 Payments.

Cllr A Barnett a personal interest in the name of Barnetts Wood.

#### **3. Minutes of the meeting held on 29 January 2010**

The minutes of the meeting held on 29 January 2010 were signed as a true record.

#### **4. Matters Arising**

No matters arising

#### **5. Financial Report**

5.1 Balances – The balances, as set out in the Agenda of 16 April 2010 were NOTED.

5.2 Financial Statement – The financial statement, dated 15 April 2010 was NOTED.

5.3 Payments - The payments 3.1 to 3.9, with the deletion of 3.6 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 reviewed the effectiveness of the system of internal audit and were satisfied with the actions. Cllr J Gaywood PROPOSED that the review be adopted. SECONDED: Cllr Mrs Brammer and AGREED.

5.5 Financial Risk Assessment – The internal auditor had identified a possible weakness with regard to monies collected for membership and renewals of the Horse Riding Route, as money collected at Ash Green Sports Centre is not deposited immediately. The implementation of a system where reception staff at Ash Green Sports Centre will be asked to telephone Hartley Parish Council as soon as money (cash or cheques) is received and arrangements will be made for its collection. Cllr Mrs Brammer PROPOSED that this procedure be adopted and

included in the financial risk assessment. The administrative check lists will be amended to include this procedure. SECONDED: Cllr Mrs Oxtoby and AGREED.

5.6 Banking Arrangements – The report regarding the banking arrangements and financial investments was NOTED. Cllr Mrs Brammer PROPOSED no change to the current arrangements. SECONDED: Cllr Mrs Oxtoby and AGREED.

5.7 Insurance – Northfield Management Committee is currently insured by both the parish councils of Hartley and Ash-cum-Ridley through Allianz. The amount of the premium paid by each parish council will be sourced. It was AGREED that the renewal for next year would remain with the current insurers.

5.8 Accounts 2009/10 – The Balance Sheet, Income and Expenditure Account and year end working documents were discussed. Cllr Mrs Oxtoby PROPOSED that these statements of account be adopted. SECONDED: Cllr Mrs Brammer and AGREED.

It was NOTED that VAT is recovered annually. It was AGREED that the £500.00 contribution from each parish council was adequate for the year 2010/11.

Section 2 – Annual governance statement – the committee answered ‘Yes’ to questions 1 to 8 (copy attached to these minutes). This section of the Annual Return will require signatures from both chairmen. Cllr Mrs Brammer PROPOSED that the Annual governance statement be APPROVED. SECONDED: Cllr Mrs Oxtoby and AGREED.

5.9 Standing Orders and Financial Regulations – Cllr J Gaywood PROPOSED that the review of the Northfield Standing Orders and Financial Regulations was deferred to the next meeting. SECONDED: Cllr Mrs Brammer and AGREED.

## 6. Land and Site Maintenance

6.1 EDF Draft Lease Agreement – item deferred as no progress to report.

6.2 Access gate adjacent to Milestone School - Duncan MacKinnon, Kent County Council Estates Surveyor has advised that KCC will have to grant a right of way to Northfield Management Committee over the school access road and will also have to grant permission for the dropped kerb. The granting of the easement will incur legal fees which would need to be borne by Northfield Management Committee. Cllr J Gaywood PROPOSED that the committee proceeds with the application on the basis that the legal fees will not be more than £1,000.00 and that Cllr D Brazier, County Councillor is kept informed. SECONDED: Cllr Mrs Oxtoby and AGREED.

6.3 Surface water run off into Church Road – the engineer is working on revising the plans and these plans will come back to the parish councils for their approval. There is currently no date set for the commencement of works and no letter of understanding has been received.

6.4 and 6.5 Items deferred to the end of the meeting to allow Cllr Brammer to leave the meeting due to prejudicial interest.

## 7. Recreational Facilities

7.1 Horse Riding Route – It was NOTED that the ride has re-opened with eleven members renewing their membership. The bramble around the mounting block needs to be cleared and a quote will be sought from Mr Munday in this regard.

7.2 Football pitch – The marking of a football pitch on Northfield was NOTED. A letter will be written to the Junior Football Club to ascertain if it was marked out by them. No request for permission to carry this out had been made to the committee. It was noted that the football fields at Milestone School have not, as yet been reinstated. Cllr Mrs Brammer PROPOSED that subject to the response received from the Junior Football Club, our insurers are advised to establish that the committee has no responsibility for unauthorised use. SECONDED: Cllr A Barnett and AGREED.

## 8. Barnetts Wood and New Shaw House

8.1 Barnetts Wood Notice Board – following consideration of the quotations received, Cllr Mrs Brammer PROPOSED that the quotation from WDS Signs be accepted subject to obtaining a guarantee against the fading of inks used. SECONDED: Cllr Mrs Oxtoby

## 9 Wildlife Survey

9.1 A previous quote had been received for in the amount of £750.00 to conduct a survey. Cllr Mrs Brammer PROPOSED that enquiries are made to establish if the quote received still stands and to progress the survey with an agreed maximum increase of 10% on the original quote should it need to be revised. SECONDED Cllr Mrs Oxtoby and AGREED.

## 10 Health and Safety

10.1 Visual Inspection Sheets – the visual inspection sheets for the period January 2010 – March 2010 will be available from the secretary.

10.2 Quad Bikes – the fence with the boundary of Caling Croft is being dismantled to allow access of quad bikes. The police were informed, but could not attend due to transport problems. Cllr Mrs Brammer PROPOSED that the progression of the repairs to the fencing be delegated to the Clerks, with a maximum spend authorised at £300.00. One section to have the rails replaced and strengthened with thick wire to see if this acts as a deterrent. Separate quotes to replace the rail and wire reinforcement will be requested. SECONDED: Cllr Mrs Oxtoby and AGREED.

10.3 It has been reported that a 4 x 4 and trailer have been driven onto Northfield to transport manure from Thamesview Farm via the gate on the on the boundary between Northfield and the farm to the allotments behind the Black Lion Public House. Permission has not been sought and Cllr Mrs Brammer PROPOSED that a letter be sent to the Chairman of the allotments to establish if they had requested this manure delivery and if so, permission must be granted prior to accessing Northfield. SECONDED: A Barnett and AGREED.

10.4 Cllr Mrs Oxtoby PROPOSED that Mr Munday be requested to quote for works required to clear the bramble and litter from the area of the bench. Authorisation to spend up to £150.00 and the progression delegated to the Clerks. SECONDED: Cllr Mrs Brammer and AGREED.

10.5 Attempts to light a fire under the bench on Northfield had been reported, no substantial damage has been done; the surface of the underside of the seat has bubbled. NOTED.

## 11. Single Payment Scheme

11.1 it was NOTED that the Rural Payment Agency has acknowledged receipt of the SPS Application form.

12. Correspondence and Date of Next Meeting

12.1 The correspondence as set out in the Agenda dated 16 April 2010 was NOTED.

12.2 The date for the next meeting was set for 25 June 2010 in the **Gallery of Ash Green Sports Centre** commencing at 10:00am.

**Deferred items**

6. Land and Site Maintenance

6.4 Planting tender – hedge, copses and avenue – the following issues have been identified regarding the works undertaken.

Hedge adjacent to Milestone School

- spiral shelters have been used instead of the specified tubex shelters.
- 114 plants have been planted instead of the stated 200
- planting in drifts was specified, however, planting appears haphazard.
- plants have been planted at 3 per metre instead of the specified 5 per metre.

Copses

- spiral shelters have been used instead of the specified tubex shelters.

The plants are of good quality.

It was reported that the 30 Whitebeam trees planted in an avenue along the Ash Road boundary have been stolen.

A letter dated 09 April 2010 has been sent requesting the spiral shelters be replaced with the specified tubex shelters, works to be completed by 23 April 2010 and advising that 114 plants were planted in the hedge instead of 200.

Acknowledgement of receipt of the letter was requested. To date neither response nor acknowledgement of receipt has been received.

Cllr Mrs Oxtoby PROPOSED that as no response had been received, quotes would be obtained for the shelters and stakes for placement on the hedge and copses. As the shelters need to be replaced imminently, the progression was delegated to the Clerks. SECONDED: Cllr A Barnett . It was AGREED that Greenacre would not be paid as the contract had not be fulfilled as per the specification and no response had been received to the letter of 09 April 2010.

The theft of the Whitebeam trees will be reported to the police and articles placed in the next parish newsletter.

6.5 Cllr A Barnett PROPOSED that Mr Munday is requested to quote for strimming work to be carried out every 4 – 6 weeks from May to September, approximately four to five cuts to ensure that the copses are defined and do not get lost in the field. Authority to instruct a cut in May was delegated to the Clerks with a limit of £75.00.

**The meeting was closed at 11.58am**

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**Chairman**

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**Date**

