

## **NORTHFIELD MANAGEMENT COMMITTEE**

### **Minutes of the Meeting held on Friday 22 July 2011 commencing at 10:00am at Ash Green Sports Centre, New Ash Green**

Present: Cllr M Brown (Chairman)  
Cllr Mrs Oxtoby  
Cllr Mrs Brammer  
Cllr R Burchell

In Attendance: Mrs A de Jager  
Mrs J Hoad  
2 Members of the Public

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

Cllr S Glover (work), Cllr Mrs Fernley, Mr A Barnett

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

Cllr M Brown and Cllr Mrs Brammer a personal interest in any matter relating to the New Ash Green Village Association.

#### **3. Minutes of the meetings held on 08 June 2011**

The minutes of the meetings held on 08 June 2011 were signed as a true record.

#### **4. Co-option of Members.**

Cllr Mrs Brammer PROPOSED that Mrs Carole Trowbridge is co-opted onto the Committee as per point 13 of the Constitution, subject to her agreement. SECONDED: Cllr M Brown and AGREED.

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

5.1 The balances were received and NOTED. Bank Statements were available for members to view.

5.2 The Financial Statement as at 15 July 2011 was NOTED.

5.3 The payments set out in Appendix B 3.1 to 3.7 were authorised for payment.

PROPOSED: Cllr Mrs Oxtoby and SECONDED: Cllr M Brown. It was AGREED that Mrs Hoad be authorised to make payments to Mr Hawkins as per his quotation and to Mr Munday in respect of the August weekly inspections and to trim the copses.

5.4 The receipt of £671.50 from the Rural Payments Agency for the Environmental Stewardship Scheme was NOTED.

5.5 Internal Audit Report – the report was discussed and the following agreed.

1. Standing Orders and Financial Regulations – to be reviewed in 2012
2. Risk Management/Insurance – NOTED, no further action required
3. Budgetary control – to be reviewed in 2012 (internal controls)
4. Bookkeeping – it was AGREED that the current arrangements for the back up procedure would remain.
5. Payments – a schedule of payments will be implemented and form part of the minutes.
6. Income – review of the Horse Riding Route rules and conditions will be carried out and brought to the next meeting. The procedure for depositing funds received will remain unchanged. AGREED
7. Bank Reconciliation – the committee were satisfied with the current system.

8. Annual Statement of Internal Control – to include a document which lists the documents that have been reviewed by the Committee.

**6. Land and Site Maintenance**

- 6.1 Milestone School Access – The quotations received via tender for the installation of new fencing, kissing gate and field gate with bollard at the Milestone School entrance were considered. Cllr Mrs Oxtoby PROPOSED that the Committee accepts the quotation from J Hooper & Sons SECONDED: Cllr Mrs Brammer. FOR: 3 AGAINST: 0 ABSTENTIONS: 1. The funds for this project would come from the earmarked reserves.
- 6.2 The removal of Ragwort was NOTED, it was reported that there was less Ragwort than last year with very little evident in the meadow.
- 6.3 It was NOTED that the Bramble around the newly planted hedge adjacent to Milestone School has been sprayed
- 6.4 Hay Cutting – report at next meeting.
- 6.5 South Eastern Power Networks, formerly EDF – it was NOTED that the sub-lease has been completed.

**7. Barnetts Wood and New House Shaw**

- 7.1 The Quantified Tree Risk Assessment report was considered and Cllr M Brown PROPOSED that an invitation to quote for the required works be sent out, using the report from the assessment as a basis for the quotation and including a separate charge for chipping , which would be used at the entrances during periods of bad weather. SECONDED: Cllr Mrs Brammer and AGREED.

**8. Health and Safety**

- 8.1 Football – a report had been received that a football pitch had been marked out on the informal playing area of Northfield and that goal sockets were exposed. It was found that the football pitch had not been recently marked out. Of the four sockets, three were exposed and the fourth covered by a square metal cover. Following a discussion regarding health and safety and the provision for young people in the area to enjoy informal ball games, Cllr Mrs Brammer PROPOSED that the sockets had been installed without permission, that they are removed and the holes filled. SECONDED: Cllr Mrs Oxtoby FOR: 3 AGAINST: 1 ABSTENTIONS: 0. The Junior Football Club will be advised accordingly. The use of portable goals that do not require fixing in the ground is permissible.
- 8.2 Visual Inspection Sheets – the visual inspection sheets for the period April to June 2011 were available for members at the meeting.

**9. Correspondence and Date of Next Meeting**

- 9.1 The next meeting of the Northfield Management Committee will be held on **Monday 03 October 2011 at 4.00pm at Hartley Library, Ash Road, Hartley.**

**The meeting was closed at 11.15am**

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**Chairman**

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**Date**