

NORTHFIELD MANAGEMENT COMMITTEE

Minutes of the Meeting held on Friday 18 November 2011 commencing at 10.00am at Ash Green Sports Centre, New Ash Green

Present: Cllr M Brown (Chairman)
Cllr Mrs Oxtoby
Cllr R Burchell
Cllr S Glover
Mr A Barnett

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

1. **Apologies for Absence**
Cllr Mrs Brammer and Mrs Fernley (work)
2. **Declarations of Interest**
Cllr Mrs Oxtoby a personal interest in any matter relating to the Horse Riding Route as a member.
3. **Minutes of the meeting held on**
The minutes of the meeting held on 03 October 2011 were signed as a true record.
4. **Financial Report**
 - 4.1 The balances were received and NOTED. Bank Statements were available for members to view.
 - 4.2 The Financial Statement as at 10 November 2011 was NOTED.
 - 4.3 The following payments AUTHORISED. PROPOSED: Cllr M Brown
SEONDED: Cllr Mrs Oxtoby and AGREED.

Chq no	Payee	Particulars	Net	VAT	Gross
100284	T D Munday	Weekly visual inspection during October 2011. (Invoice number 61)	80.00	-	80.00
100284	T D Munday	(a) Pick up remains of chairs caused by fire. (b) Dig up 4 no goal post sockets. (c) Dig up new trees at entrance to school for new entrance to Northfield. (Invoice number 62)	50.00	-	50.00

100285	Audit Commission	Audit fee 2010/11 (Invoice number 4039006)	135.00	27.00	162.00
100286	NPC Tree Surgery	Carry out treework in accordance with arboricultural survey	875.00	-	875.00
100287	Hooper & Sons Ltd	Works to form a new entrance to Northfield at the Milestone School, including new dropped kerb, crossover, concrete hardstanding, gates, fencing and bollards. 6,623.00 E/o concrete for kissing gate apron 100.00 Less 5% retention <u>336.15</u> (Invoice number HS1127)	6,386.85	1,277.37	7,664.22

4.4 Review of the Internal Audit Report for the year ended 31 March 2011.

a) Horse Riding Route - the committee went through the items recommended by the internal auditor:

- There are inconsistencies in the descriptions of the insurance requirements in the Application Pack – It was AGREED that amendments will be made to ensure that the rules and conditions are consistent, insurance will be referred to as Public Liability Insurance.
- Recording of the expiry date of the insurance policy or Gold Card – It was AGREED that this will be included in the application/renewal form.
- Minimum level of public liability insurance should be stated on the application form – Following discussion the Committee AGREED that this was not necessary.
- Restrict payment to cheque only – The Committee AGREED that this was not necessary as the total sums involved are very small and that there is an adequate checking system in place.

Annual Statement of Internal Control

The Clerk to Hartley Parish Council will adapt the template provided by the internal auditor and bring it back to the next meeting.

4.5 Review of the system of internal audit – a date will be arranged for the two Chairmen to carry out a review and report back to the Committee.

4.6 Internal Audit – the appointment of an internal auditor for the Northfield Management Committee was deferred to the next meeting to allow time for further quotations from invited auditors.

5. **Land and Site Maintenance**

5.1 Milestone School Access – it was NOTED that the installation of the fence, gate and hard standing has been completed.

5.2 The Land Management Advice regarding Wildflower Grassland was NOTED. Cllr Mrs Oxtoby PROPOSED that 1kg of wildflower and grass seed to cover 250m² is purchases at a cost of £49.00 SECONDED: Cllr M Brown and AGREED. A quotation will be sought from Mr Munday to spread the seed and to spray two weeks prior to planting in March/April 2012.

5.3 It was NOTED that 75 hedging plants have been applied for through the Kent Free Trees Scheme, some of which will be used to strengthen the hedge at the entrance adjacent to Milestone School

5.4 Cllr Mrs Oxtoby PROPOSED that 10 stakes and ties at a cost of £1.60 each be purchased for the Lime and Oak trees in the copses. SECONDED: Cllr M Brown with the additional authorisation of expenditure up to £100 for Mr Munday to plant the hedging plants (item 5.3) and install the stakes and ties. AGREED.

5.5 Reduction of hedge at southern boundary - The quotation received for mechanical cutting of the hedge was considered and it was AGREED that the hedge should be cut manually and Mr Munday requested to carry it out as soon as possible.

6. **Soil Association**

6.1 It was NOTED that the 2011 inspection by the Soil Association has been carried out and the report received. Retrospective permission for the planting of non organic wild trees will be applied for on the response form. The crop total will be requested from the contractor.

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

7.1 It was NOTED that the tree works identified in the Quantative Tree Risk Assessment have been carried out and that the contractor had identified a further nine trees that required felling. It was AGREED that the contractor will be asked to mark the trees and quote for the subsequent works. Mr Munday will be requested to spread the wood chips at the entrances to Northfield.

7.2 Formative pruning in Barnetts Wood. Mr A Barnett will prepare the details for the specification of the required works to the segment of Barnetts Wood adjacent to New House Shaw.

8. **Recreational Facilities**

Horse Riding Route – it was NOTED that the horse riding route was closed on 7 November 2011 and will re-open in Spring.

9. **Health and Safety.**

The visual inspection sheets for the period June to October 2011 were available for members to view.

10. **Date of Next Meeting**

The next meeting of the Northfield Management Committee will be held on **Wednesday 14 December 2011 at 10.00am at Hartley Library, Ash Road, Hartley**

The meeting closed at 11.17am

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Chairman

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Date