

NORTHFIELD MANAGEMENT COMMITTEE
Minutes of the Meeting held on Monday 14 May 2018 at 10.30am at Hartley Library, preceded by a walk around Northfield at 9.30am.

Present: Cllr Mrs Oxtoby
 Cllr M Brown
 Cllr D Graeme

In Attendance: Mrs A de Jager – Secretary
 Mrs H Boden - Treasurer

1. Apologies for Absence

Apologies were received from Cllr R Brammer and Cllr S Glover

2. Declarations of Interest

None.

3. Minutes of the Meeting of 26 February 2018

Cllr Mrs Oxtoby PROPOSED that the minutes of the meeting of 26 February 2018 2017 were signed as a true record. SECONDED: Cllr D Graeme and AGREED.

4. Financial Report

4.1 The balances were received and NOTED.

4.2 The financial statement was NOTED.

4.3 The following payments were authorised for payment PROPOSED:
 Cllr Mrs Oxtoby SECONDED: Cllr M Brown and AGREED.

Chq no	Payee	Particulars	Net	VAT	Gross
100426	T D Munday	Visual inspection February 2018 Inv 13	80.00	0.00	80.00
100427	NPC Tree Surgery	Carry out works in respect of tree survey 261017 inv 130318	450.00	90.00	540.00
100428	Sevenoaks District Council	Dog bin emptying Jan-Mar inv 147291	80.60	16.12	96.72
100429	T D Munday	Repair fence at Caling Croft inv 20	25.00	0.00	0.00
		Visual inspection Mar inv 19	60.00	0.00	0.00
		Fix 2no dog bins Ash Rd & Milestone School inv 23	50.00	0.00	0.00
		Visual inspection Apr inv 32	80.00	0.00	215.00
100430	HF & JH Glover	Siting & removal of concrete blocks at Northfield boundary inv 15/18	150.00	30.00	180.00
100431	NPC Tree Surgery	Supply & install 3 Jacksons metal bollards inv 160418	439.00	87.80	526.80

100432	Zurich Insurance	Annual premium inv 703639132	297.05	0.00	297.05
100433	Lionel Robbins	Independent Internal Audit inv 2018/28	50.00	0.00	50.00

- 4.4 a. It was NOTED that we are in the third year of a three year agreement with Zurich Insurance.
b. It was NOTED that the annual insurance premium for the year commencing 1 June 2018 is £297.05.
- 4.5 Financial Regulations – The review of the Financial Regulations was carried out and Cllr Mrs Oxtoby PROPOSED that item 1.68 Contracts 2) b is amended as follows:

Up to a value of £300 £500	1 oral written quotation
£301 £501 and up to £3,000	2 written quotations

- SECONDED: Cllr M Brown and AGREED.
- 4.6 Standing Orders – Cllr Mrs Oxtoby PROPOSED that this item is deferred to the next meeting when the Parish Councils will have adopted their revised Standing Orders.
SECONDED: Cllr Mr Brown and AGREED.
- 4.7 Review of the Effectiveness of the System of Internal Audit – The review was carried by Cllrs Mrs Brammer and Mrs Oxtoby on 7 March 2018 and found to be adequate.
PROPOSED: Cllr Mrs Oxtoby SECONDED: Cllr M Brown and AGREED.
- 4.8 Annual Governance Statement – Section 1 – the Statement of Accounts signed by the internal auditor was Approved and signed by both Chairmen and the Treasurer.
PROPOSED: Cllr Mrs Oxtoby SECONDED: Cllr D Graeme and AGREED.
Section 2 – the Annual Governance Statement for the year 2018 was AGREED and Cllr D Graeme PROPOSED that it is signed by the Chairmen and Treasurer SECONDED: Cllr M Brown and AGREED.
- 4.9 Accounts 2017/18 - members went through the year end documents and the dates selected for the period of exercise of public rights was confirmed. Cllr Mrs Oxtoby PROPOSED that these be RECEIVED and NOTED SECONDED: Cllr D Graeme and AGREED.
- 4.10 The report from the Internal Auditor for the year 2017/18 was RECEIVED and NOTED.

5. **General Data Protection Regulation.**

The Data Protection Officer for the Parish Councils has confirmed that the Northfield Management Committee, specifically for data related to the members of the Horse Riding Route will be covered by Ash-Cum-Ridley Parish Council.

6. **Land and Site Maintenance**

- 6.1 Pedestrian Entrance at Ash Road – it was AGREED that the bollards will be left as installed.
- 6.2 Quantified Tree Risk assessment – it was NOTED that the tree work has been carried out.
- 6.3 Ragwort – the field was not sprayed for Ragwort as scheduled on 9 May 2018 and the contractor has been contacted to arrange a new date.
- 6.4 Dog Bins – it was NOTED that two dog waste bins have been installed at the Ash Road entrance and the entrance adjacent to Milestone School.
- 6.5 Natural England - It was NOTED that the Environmental stewardship claim form has been submitted.
- 6.6 Rural Payment Agency – It was NOTED that the Basic Payments Scheme claim has been submitted.
- 6.7 Hay Cutting – it was NOTED that we are currently in year two of a three year agreement.

6.8 Boundary Hedges – Quotations will be sought for the facing of boundary hedged in the autumn.

6.9 Matters arising from the walk on Northfield. – no matters arising

7. **Horse Riding Route**

7.1 It was NOTED that the Horse Riding Route has re-opened with 12 members. This will be publicised in the Hartley Newsletter and placed on the facebook page. Mrs Oxtoby will put a flyer up at Eaglesfield.

7.2 To comply with the General Data Protection Regulations, consent forms have been drawn up and all members have completed them.

8. **Health and Safety**

8.1 The visual inspection sheets were available for members to view.

8.2 Quotations for the information signs are yet to be sought. Cllr Mrs Oxtoby PROPOSED that this information will be sent to members via email and the decision delegated to the Chairmen. SECONDED: Cllr D Graeme and AGREED.

9. **Date of Next Meeting**

The next meeting of the Northfield Management Committee will be held on **Monday 03 September 2018 at 10.30am**, at Ash Green Sports Centre, Ash Road, New Ash Green.

The meeting closed at 11.33am

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Chairman

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Date