

NORTHFIELD MANAGEMENT COMMITTEE

Minutes of the Meeting held on Monday 26 October 2020 at 10.00am

Due to the COVID-19 social distancing restrictions, the meeting of the Planning Committee was held virtually via Zoom, in accordance with the Coronavirus Act 2020, clause 78(2).

Present: Cllr Mrs Oxtoby
Cllr M Brown
Cllr Mrs Brammer
Cllr D Graeme
Cllr V Sewell

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

1. Apologies for Absence

Apologies were received from Cllr S Glover.

2. Declarations of Interest

None

3. Minutes of the Meeting of 15 June 2020

Cllr Mrs Brammer PROPOSED that the minutes of the meeting held on 15 June 2020 were approved and will be signed when the committee meets in person. SECONDED: Cllr D Graeme and AGREED.

4. Finance

- 4.1 The balances were received and it was NOTED that the land stewardship grant has not been received. The Committee is in a healthy financial position.
- 4.2 The financial statement was NOTED.
- 4.3 The following payments were authorised for payment, PROPOSED: Cllr V Sewell, SECONDED: Cllr Mrs Brammer and AGREED.

Cheque Number	Payee	Particulars	Net	VAT	Gross
100494	Sevenoaks District	Dog Bin emptying Apr-Jun 2020 inv 2058479	171.60	34.32	205.92
100495	Guardtop Ltd	Hedge trimming inv 7338	240.00	48.00	288.00
100496	T D Munday	Inv 47 visual inspection	80.00		
		Inv 48 hedge cut Milestone	45.00		
		Inv 97 Grasscutting Play Area June 2020	120.00		
		Inv 97 Grasscutting			

		Milestone strip	30.00		
		Inv 98 hedge cut Milestone	40.00		315.00
100497	Mr L Robbins	Internal Audit inv 2020/44	50.00		50.00
100498	T D Munday	Inv 60 Visual Inspection July	80.00		80.00
100499	Zurich Insurance	Annual premium 1/9/20-31/8/21	313.56		313.56
100500	T D Munday	Inv 4 Grasscutting July	120.00		
		Inv 4 Crasscutting Milestone	30.00		150.00
100501	T D Munday	Inv 78 Visual insp-Sept	80.00		
		Inv 9 Grasscutting Play area	60.00		
		Inv 9 Grasscutting Milestone	30.00		
		Inv 10 clear brambles from seat	120.00		290.00
100502	Sevenoaks District Council	dog bin emptying Jun-Sep inv 2061135	171.60	34.32	205.92
100503	HF & JH Glover	Topping Barnetts Wood/Ancient Woodland margin inv 07/20	175.00	35.00	210.00
100504	T D Munday	Inv 15 Grasscutting Play area	120.00		
		Inv 15 Grasscutting Milestone	30.00		150.00
100505	T D Munday	Inv 68 Visual inspection August	80.00		80.00

- 4.4 Budget 2021/22 – The Treasurer took members through the draft budget and it was agreed to increase the budget for grasscutting to £5.000 and this amount would be taken from General Reserves. Cllr M Brown PROPOSED that the 2020/21 contributions from the Parish Councils remains at £10.00. SECONDED: Cllr Mrs Oxtoby and AGREED. Cllr Mrs Brammer PROPOSED that the budget was AGREED SECONDED: Cllr V Sewell and AGREED.
- 4.5 Insurance – it was confirmed that the three year agreement from Zurich Insurance has been accepted at a cost of £313.56 per annum. The policy renewed on 01 September 2020.
- 4.6 Appointment of Internal Auditor – Cllr Mrs Brammer PROPOSED that Mr Lionel Robbins is appointed as Internal Auditor for the year 2020/21. SECONDED: Cllr Mrs Oxtoby and AGREED.

5. Land and Site Maintenance

- 5.1 Hedge Cutting – It was NOTED that the facing of the Ash Road side of the hedge and the top and facing of the hedge between Northfield and Caling Croft has been carried out.
- 5.2 Quantified Tree Risk Assessment - It was NOTED that the next tree risk assessment will be carried out in December 2020.
- 5.3 Grasscutting – the review of the grass cutting was carried out and it was agreed to move the dates of the first two cuts to April and June and leave the September cut unchanged.
- 5.4 Matters arising from walk around Northfield – it was NOTED that the hedge/low branches at the rear of the north end of Barnetts Wood need to be cut back before re-opening the ride in spring.

6. Horse Riding Route

- 6.1 It was NOTED that the horse riding route will be closed on Monday 02 November 2020.

7. Health and Safety

- 7.1 The visual inspection sheets were not available for inspection, but the Secretary has received verbal reports from the groundsman and there are no reports.
- 7.2 Motorbikes - reports of motorbikes on Northfield have been reported to the Police, but there is no evidence of where they are entering the field.

8. Date of Next Meeting

The next meeting of the Northfield Management Committee will be held on 25 January 2021 commencing at 10.00am.

The meeting closed at 11.05am

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Chairman

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Date