

NORTHFIELD MANAGEMENT COMMITTEE

Minutes of the Meeting held on Monday 21 February 2022 at 2pm at Hartley Library, Ash Road, Hartley

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

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

1. Apologies for Absence

Apologies were received from Cllr S Glover and Cllr V Sewell.

2. Declarations of Interest

None

3. Minutes of the Meeting of 27 September 2021

Cllr Mrs Brammer PROPOSED that the minutes of the meeting held on 09 June 2021 are approved and signed. SECONDED: Cllr M Brown and AGREED.

4. Finance

- 4.1 The balances were received and NOTED.
4.2 The detail report setting out the financial position as at 21 February 2022 was received and NOTED.
4.3 The following payments were authorised for payment, PROPOSED: Cllr M Brown
SECONDED: Cllr D Graeme and AGREED.

Cheque Number	Payee	Particulars	Net	VAT	Gross
100534	T D Munday	Grass cutting inv 64 Fix Benches inv 65	175.00 210.00	0.00 0.00	385.00
100535	Hartley Parish Council	Inv 54 paid by HPC in error Visual Inspection	171.60	34.32	205.92
100536	Sevenoaks District Council	Dog bin emptying Jul – Sep inv 2069042	550.00	110.00	660.00
100537	T D Munday	Grass cutting play area inv 70 Grass cutting M/stone path inv70	140.00 35.00	0.00 0.00	

		Cut and face hedge at M/stone inv 71	60.00	0.00	235.00
100538	T D Munday	Visual inspection inv 61 (returned unpaid) replaced with cheque 100544	0.00	0.00	0.00
100539	Metrosigns 2000	Purchase of 8 no signs inv MS/19408	280.75	46.79	233.96
100540	Hartley Parish Council	Re-imburse postage for returning 8 no signs (reimbursed by Metro signs by reduction in inve MS/19408	13.14	0.00	13.14
100541	Hartley Village hall	Hire of hall 09/06/21	9.00	0.00	9.00
100542	J B Westwood	2 no grass cuts	350.00	0.00	350.00
100543	Rialtas Business Solutions LTD	Annual Subscription re Data backup service inv SM24669	180.00	36.00	216.00
100544	TD Munday	Visual inspection October 2021 inv 61	80.00	0.00	0.00
		Visual inspection November 2021 inv 68	80.00	0.00	160.00
100545	Emorsgate Seeds	Cornfield mixture & special general purpose meadow mixture	258.00	0.00	258.00
100546	T D Munday	Visual inspection December 2021 inv 73	60.00	0.00	
		Visual inspection January 2022 inv 76	80.00	0.00	140.00

4.4 Review of the effectiveness of the System of Internal Audit – It was AGREED that Cllr M Brown and Cllr D Graeme will carry out the review.

4.5 Budget – It was NOTED that Hartley Parish Council and Ash-cum-Ridley Parish Council have approved their budgets and the annual contribution s for 2022/23 for each Parish Council will be £10.00. The budget for the Northfield Management Committee for 2022/23 as set out in Appendix 3 was RECEIVED and NOTED.

4.6 Review of the Statement of Internal Control - Cllr M Brown PROPOSED that the Statement of Internal Control for the financial year 2021/22 is APPROVED without amendment. SECONDED: Cllr D Graeme and AGREED.

- 4.7 Risk Management Review – Cllr Mrs Brammer PROPOSED that the Northfield Management Committee’s Risk Management Strategy is APPROVED without amendment. SECONDED: Cllr Mrs Oxtoby and AGREED.
- 4.8 Banking arrangements – the report on the banking arrangements and financial investments arrangements of the Northfield Management Committee were RECEIVED and NOTED.
- 4.9 Financial Regulations – The review of the Financial Regulations was carried out and Cllr Mrs Brammer PROPOSED that no amendments were required. SECONDED: Cllr D Graeme and AGREED.

5. Land and Site Maintenance

- 5.1 Rural Payments Agency – It was NOTED that the remittances have been received for the Countryside Mid-tier Stewardship and the Basic Payment Scheme.
- 5.2 Wildflower Meadow – delivery is expected for some of the seed that are in stock and we are waiting for confirmation that the balance of the seeds are available. Cllr M Brown PROPOSED that the scarifying and spread of seeds should be delegated to Cllr S Glover and Mr J Ash and authorise a spend up to £500.00. SECONDED: Cllr Mrs Brammer and AGREED.
- 5.3 Kent County Council – Cllr Mrs Oxtoby PROPOSED that the Northfield Management Committee registers an interest in providing some land in the area adjacent to Ash Road near the boundary with Milestone Academy. SECONDED: Cllr Mrs Brammer and AGREED.
- 5.4 Woodlands Plan – Cllr Mrs Oxtoby PROPOSED that the proposal received from Miller Land Management, which includes:
- registering the land with the Rural Payments Agency (if this has not already been done)
 - submitting an application for the woodland management plan grant
 - preparing the woodland management plan, using the approved Forestry Commission template
 - liaison with the Forestry Commission to ensure approval of the plan including any felling approvals required.
- The fee would be £1600.00 plus VAT. The grant would be £1000.00 and this would leave a balance of £920.00 including VAT is accepted. SECONDED: Cllr M Brown and AGREED.
- 5.5. Quantified Tree Risk Assessment – it was AGREED that the final inspection of the three year agreement should take place in May 2022 and the contractor will be advised accordingly.
- 5.6 Grass Cutting – Cllr M Brown PROPOSED that the quote received from Mr Westwood in the amount of £195.00 per cut, to be carried out on demand is accepted with the provision for an increase should he be able to carry out a graduated cut of the edges of the public right of way that goes through Barnetts Wood, which will be brought to the next meeting. SECONDED: Cllr Mrs Oxtoby and AGREED. Cllr Mrs Brammer PROPOSED that the verbal quote received from Mr Munday in the amount of £90 per cut for the play area and £55 per cut for the strip of land from the Milestone Academy entrance to the Northfield Entrance is accepted. SECONDED: Cllr M Brown and AGREED.
- 5.7 Matters raised by members. Two of the signs have been up on the Ash Road entrances. Cllr Glover has applied for three apple and three pear trees. Should we be successful it was suggested that they could be planted in a row, along the boundary of the play area and the field.

6. Horse Riding Route

It was AGREED that the Horse Riding Route will re-open on 01 April 2022, subject to ground conditions. The yellow tag keys will be used for 2022.

7. Health and Safety

No report.

8. Date of Next Meeting

The next meeting of the Northfield Management Committee will be held on 23 May 2022 at 2pm at Ash Green Sports Centre.

The meeting closed at 2.47pm

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Chairman

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Date