

NORTHFIELD MANAGEMENT COMMITTEE
Minutes of the Meeting held on Wednesday 22 January 2020 at 10.30am at Ash Green Sports Centre, Ash Road, New ash Green.

Present: Cllr M Brown
Cllr S Glover
Cllr Mrs Oxtoby
Cllr V Sewell

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

1. **Apologies for Absence**

Apologies were received from Cllrs Mrs Brammer and D Graeme.

2. **Declarations of Interest**

None

3. **Minutes of the Meeting of 09 October 2019**

Cllr Mrs Oxtoby PROPOSED that the minutes of the meeting of 09 October 2019 were signed as a true record. SECONDED: Cllr V Sewell and AGREED.

4. **Land and Site Maintenance**

4.1 Hedge Cutting – It was NOTED that the quotation of £320 plus VAT to face the Ash Road side of the hedge and to top and face the hedge between Northfield and New Ash Green has been agreed with the current contractor and falls within the 10% increase margin agreed at the meeting of 09 October 2019.

4.2 Countryside Stewardship - It was NOTED that the application for the Mid-Tier Stewardship has been successful and we entered into a five year agreement from 01/01/2020 to 31/01/2024 with a yearly total of £1,852.86, the total agreement value is £9,264.30.

4.3 Matters arising from walk around Northfield – it was NOTED that plants have been planted on the Northfield side of the boundary with the allotments without permission. Cllr V Sewell PROPOSED that a letter is sent to the New Ash Green Horticultural Society and a copy to the New Ash Green Village Association stating that permission should have been sought and any future planting should not be carried out without consultation with the Committee. These plants will have to be incorporated in our maintenance regime in accordance with our requirements.

Brambles – it was NOTED that the brambles spreading between New House Shaw and Barnetts Wood need to be cut back to keep the two areas separated. Cllr M Brown PROPOSED that Mr Glover carryout the cut at a cost of £45 per hour and report back to the committee. SECONDED: Cllr V Sewell FOR:3 AGAINST: 0 NO VOTE: 1

5. **Financial Report**

5.1 The balances were received and NOTED.

- 5.2 The financial statement was NOTED.
- 5.3 The following payments were authorised for payment PROPOSED:
Cllr M Brown SECONDED: Cllr Mrs Oxtoby and AGREED.

Chq no	Payee	Particulars	Net	VAT	Gross
100477	Hartley Parish Council	Bollard Service – reimbursement to cost paid to Marshalls	154.00	0.00	154.00
100478	T D Munday	Cut hedge on path leading to school entrance inv 74	40.00	0.00	
		Grass Cutting in play area – September 2019 inv 73	106.00	0.00	146.00
100479	J B Westwood	Grounds maintenance 3 cuts inv 3436	495.00	99.00	594.00
100480	Rialtas Business Solutions	Data backup service – annual subscription inv SM21032	125.00	25.00	150.00
100481	T D Munday	Visual inspection Nov 19 inv 94	60.00	0.00	
		Visual inspection Oct 19 inv 90	80.00	0.00	140.00
100482	Sevenoaks District Council	Dog bin emptying Oct – Dec inv 158486	171.60	34.32	97.70
100483	T D Munday	Visual inspection Dec 19 inv 99	60.00	0.00	60.00

- 5.4 Review of the Effectiveness of the System of Internal Audit – Cllrs Mrs Oxtoby and M Brown will carry out the review at a date to be agreed.
- 5.5 It was NOTED that Hartley Parish Council and Ash-cum-Ridley Parish Council have approved their budgets and the annual contribution for 2020/21 from each parish council will be £10.00. The approved budget for the Northfield Management Committee was RECEIVED and NOTED.
- 5.6 Statement of Internal Control – the review was carried out and Cllr Mrs Oxtoby PROPOSED no changes were required. SECONDED: Cllr V Sewell and AGREED.
- 5.7 Risk Management Review – the review was carried out and Cllr Mrs Oxtoby PROPOSED that no changes were required. SECONDED: Cllr M Brown and AGREED.
- 5.8 Insurance – quotations will be sought for the next meeting,
- 5.9 Banking Arrangements – the report on the banking arrangements was RECEIVED and it was AGREED that no amendments were required.
- 5.10 Financial Regulations – The Financial Regulations were reviewed without amendment PROPOSED: Cllr M Brown SECONDED: Cllr S Glover and AGREED.

6. **Horse Riding Route**

6.1 Review of Horse Riding Application Pack – the review was carried out and a new regulation will be introduced stating that horses must be ridden or led by hand. PROPOSED: Cllr Mrs Oxtoby SECONDED: Cllr S Glover and AGREED.

6.2 A local tree surgeon will be asked to install different sizes of tree stumps to act as mounting blocks at the Church Road entrance. Once installed they will be covered with wire mesh to prevent slipping.

6.3 It was AGREED that the Horse Riding Route will re-open on 01 April 2020 dependent on the weather.

7. **Health and Safety**

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

8. **Date of Next Meeting**

The date of the next meeting of the Northfield Management Committee will be held at Hartley Library on 06 April 2020 commencing at 10.30am, preceded by a walk around Northfield at 9.30am.

The meeting closed at 11.26am

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Chairman

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Date