

NORTHFIELD MANAGEMENT COMMITTEE
Minutes of the Meeting held on Monday 26 February 2018 at 10.30am at Ash Green Sports Centre preceded by a walk around Northfield at 9.30am.

Present: Cllr Mrs Oxtoby
Cllr Mrs Brammer
Cllr R Burchell
Cllr S Glover

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

1. **Apologies for Absence**

Apologies were received from Cllr D Graeme and Cllr M Brown

2. **Declarations of Interest**

Cllr S Glover declared an interest in item 6.3 as he has provided a quotation for the work.

3. **Minutes of the Meeting of 13 December 2017**

Cllr R Burchell PROPOSED that the minutes of the meeting of 13 December 2017 were signed as a true record. SECONDED: Cllr Mrs Oxtoby 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 Brammer SECONDED: Cllr Mrs Oxtoby and AGREED.

Chq no	Payee	Particulars	Net	VAT	Gross
100422	T D Munday	Visual inspection December 2017 Inv 100	60.00	0.00	0.00
		Visual inspection January 2018 inv 7	80.00	0.00	140.00
100423	Sevenoaks District Council	Dog bin emptying Oct – Dec 2017 inv 145975	80.60	16.12	96.72
100424	NPC Tree Surgery	Supply and install Jacksons metal kissing gate with post and rail infill inv 190218	751.00	150.20	901.20
100425	Glasdon	2 dog bins	362.84	72.56	435.40

4.4 Review of the effectiveness of the system of internal audit. Cllrs Mrs Oxtoby and Mrs Brammer will carry out the review for the year 2017/18.

- 4.5 Budget 2018/19 – it was NOTED that Hartley Parish Council and Ash-cum-Ridley Parish Council have approved their budgets and the annual contributions for 2018/19 and the contributions for 2018/19 will be £10 from each parish council. The budget for the Northfield Management Committee for 2018/19 was RECEIVED and NOTED.
- 4.6 Statement of Internal Control – The review of the Statement of Internal Control was carried out for 2017/18 without amendment. PROPOSED: Cllr A Oxtoby SECONDED: Cllr S Glover and AGREED.
- 4.7 Risk Management review – The review was carried out without amendment. PROPOSED: Cllr Mrs Oxtoby SECONDED: Cllr R Burchell and AGREED.
- 4.8 Insurance – it was NOTED that the committee is in the second year of a three year agreement which will end on 31 May 2019.
- 4.9 Banking arrangements and Financial Investments – the report regarding the banking arrangements was RECEIVED and NOTED.
- 4.10 Financial Regulations – the review was carried out without amendment. PROPOSED Cllr Mrs Oxtoby SECONDED: Cllr S Glover and AGREED.

5. **General Data Protection Regulation.**

Enquiries are being made to establish if the Data Protection Officers for the Parish Councils will cover the Northfield Management Committee, specifically for data related to the members of the Horse Riding Route.

6. **Land and Site Maintenance**

- 6.1 Pedestrian Entrance at Ash Road – the gate has been installed and was inspected during the walk around Northfield preceding the meeting. It was noted that the bollards have not been installed yet.
- 6.2 Quantified Tree Risk assessment – it was NOTED that the tree work will be carried out as soon as ground conditions improve. The contractor will be asked to leave the wood in piles and not to chip it.
- 6.3 Ragwort – this item was deferred to the end of the meeting to allow Cllr S Glover to participate in the remainder of the meeting.
- 6.4 Dog Bins – it was NOTED that Mr Munday will install dog waste bins at the Ash Road entrance and the entrance adjacent to Milestone School.
- 6.5 Walk around Northfield:
 - Portions of the hedge around Barnetts Wood need to be trimmed. Cllr Mrs Oxtoby PROPOSED that Mr S Glover should carry out this work. SECONDED: Cllr Mrs Brammer FOR: 1 AGAINST: 1 NO VOTE: 1
 - New House Shaw – the Secretary will contact the contractor carrying out the work in New House Shaw and request that he moves the felled tree on the boundary and reinstates the fence and removes another branch overhanging the horse riding route. Cllr Mrs Brammer PROPOSED that providing the cost does not exceed £300.00, the Secretary may accept the quotation for this work to be carried out. SECONDED: Cllr Mrs Oxtoby and AGREED. The contractor will also be asked if he is able to provide two to three tree stumps to act as mounting blocks outside the Church Road gate.
 - The Chestnut pailing fence on Church Road needs to have a few new posts and the fence reinstated. Mr Munday will be asked to carry out this work and to install a post in the middle of the path from the neighbouring property and to take a photograph once completed.
 - Caling Croft entrance – there is a rail missing from the post and rail fence and Mr Munday will be asked to replace this.
 - Hedge at Farm Holt/Caling Croft – the length of the hedge needs to be topped. A quote will be sought.

6.6 Information signs – quotes will be obtained for an information sign with the following images and text:

Image – Horse rider	Text – Horses
Dog	Dogs run free in this area
Children playing	Children
Adult & child walking	Walkers

7. **Health and Safety**

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

Item: 6.3 Ragwort The quotations received for the treatment of the field, excluding woodlands and wildflower meadow were considered and Cllr Mrs Oxtoby PROPOSED that the quotation from Weed Management was accepted in the amount of £1,169.00 per application for the years 2018 and 2019.

8. **Date of Next Meeting**

The next meeting of the Northfield Management Committee will be held on **Monday 14 May 2018 at 10.30am**, at Hartley Library, Ash Road, Hartley.

The meeting closed at 11.26am

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Chairman

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Date