

NORTHFIELD MANAGEMENT COMMITTEE
Minutes of the Meeting held on Monday 15 June 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 22 January 2020**

Cllr V Sewell PROPOSED that the minutes of the meeting held on 22 January 2020 were approved and will be signed when the committee meets in person. SECONDED: Cllr M Brown and AGREED.

4. **Land and Site Maintenance**

4.1 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 was not carried out before the March RSPB deadline due to bad weather. The facing will be carried out in July and the hedge cut after August 2020.

4.2 Allotment fencing and hedges – members were disappointed that the hedge between Barnetts Wood and the allotments has been cleared out. The new fence has encroached by approximately 6 inches onto Northfield. The Chairman of the New Ash Green Horticultural Association has confirmed that they will be arranging for the planting of 37 hedging whips in the autumn. Cllr Mrs Oxtoby has suggested that we request that these include hawthorn and blackthorn.

4.3 Vandalism to trees in Barnetts Wood. It was NOTED that 17 trees have been cut down and the area cleared. There were chairs and tools and evidence of the use of Nitrous Oxide. This has been reported to the Police and PC Harrison, Anti-social Behaviour Officer visited the site.

4.4 It was NOTED that a branch has dropped from the ancient Ash tree in the boundary north of the ancient woodland and another branch fell from an Ash tree in the woodland boundary adjacent to the Church road entrance. Both branches have been cleared from the pathway/horse riding route and wood stacked.

- 4.5 Quantified Tree Risk Assessment - following discussion it was AGREED that the assessment scheduled for December should not be brought forward.
PROPOSED: Cllr Mrs Brammer SECONDED: Cllr D Graeme.
- 4.6 Rural Payments Agency – it was NOTED that applications have been submitted for the Basic Payment Scheme and the Countryside Stewardship.
- 4.7 Ragwort – it was NOTED that in accordance with the Countryside Stewardship agreement, herbicides may only be used to spot treat or weed-wipe for the control of injurious weeds. There is not much ragwort evident on Northfield at present.
- 4.8 Matters arising from walk around Northfield – it was NOTED that the brambles spreading between New House Shaw and Barnetts Wood have been cut back, keeping the two areas separated. The brambles around the bench and informative sign in Barnetts Wood will be cleared.
The request to fly a drone over Northfield was discussed and as there are electricity cables above ground this could not be permitted. Articles will be placed in both parish councils newsletters.

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 Mrs Brammer SECONDED: Cllr V Sewell and AGREED.

| Chq no | Payee | Particulars | Net | VAT | Gross |
|--------|----------------------------|--|--------|-------|--------|
| 100484 | T D Munday | Visual inspection – January 2020 inv 6 | 80.00 | 0.00 | 80.00 |
| 100485 | Sevenoaks District Council | SDC – dog bin emptying Jan – Mar 2020 inv 2056504 | 171.60 | 34.32 | 205.92 |
| 100486 | T D Munday | Cheque cancelled | | | |
| 100487 | T D Munday | Visual inspection Feb and Mar 2020 inv 12 & 19 | 160.00 | 0.00 | 160.00 |
| 100488 | Anne Oxtoby | Reimbursement for keys cut 4/3/2020 | 81.40 | 16.28 | 97.68 |
| 100489 | T D Munday | Visual inspection Apr 20 inv 27 | 60.00 | 0.00 | 60.00 |
| 100490 | T D Munday | Visual inspection May 2020 inv 37 | 80.00 | 0.00 | 80.00 |
| 100491 | T D Munday | Play area grass cutting x 2 £120.00 Milestone entrance x 1 £30.00 | 150.00 | 0.00 | 150.00 |
| 100492 | NPC Tree Surgery | Emergency call out two branches invoice 080620 | 400.00 | 80.00 | 480.00 |

- 5.4 Review of the Effectiveness of the System of Internal Audit – Cllrs Mrs Oxtoby and M Brown carried out the review via Zoom and recommended no changes were required.

- 5.5 Internal Audit Report – the Internal Auditor's report for 2018/19 was received and NOTED the appointment of Mr Lionel Robbins as internal Auditor for the year 2018/19 was APPROVED. PROPOSED: Cllr Mrs Brammer SECONDED: Cllr d Graeme and AGREED.
- 5.6 Annual Governance Statement – The Annual Governance Statement for 2019/20 was APPROVED and will be signed by the Chairman of both parish councils.
- 5.7 The accounts for the financial year 01 April 2019 to 31 March 2020 were NOTED and the dates selected for the period of exercise of public rights confirmed PROPOSED: Cllr V Sewell SECONDED: Cllr Mrs Brammer and AGREED.
- 5.8 Insurance – it was NOTED that Zurich Insurance has extended the insurance policy by three months due to the COVI-19 pandemic and will now fall due for renewal on 01 September 2020.

6. **Horse Riding Route**

6.1 It was NOTED that the horse riding route has re-opened with 14 members and that new maps had been given out showing the route. Members have said how grateful they are to have this provision and thanked the Committee for reopening the ride.

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 received and the groundsman will secure one entrance site that has been identified.

8. **Date of Next Meeting**

The date of the next meeting of the Northfield Management Committee will be held on 17 August 2020 commencing at 10.00am. Members were requested to have a walk Northfield prior to the meeting.

The meeting closed at 10.50am

.....
Chairman

.....
Date