

NORTHFIELD MANAGEMENT COMMITTEE

Minutes of the Meeting held on Monday 25 January 2021 at 10.00am

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

Present: Cllr Mrs Oxtoby
Cllr M Brown
Cllr S Glover
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 Mrs Brammer.

2. Declarations of Interest

None

3. Minutes of the Meeting of 26 October 2020

Cllr Mrs Oxtoby PROPOSED that the minutes of the meeting held on 26 October 2020 with a correction to the name of the Committee in the COVID-19 statement were approved and will be signed when the committee meets in person. SECONDED: Cllr M Brown and AGREED.

4. Finance

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 M Brown, SECONDED: Cllr S Graeme and AGREED.

Cheque Number	Payee	Particulars	Net	VAT	Gross
100506	T D Munday	Inv 8 & 19 grass cutting & visual inspection Jun 2020 inv 2058479	170.00	-	170.00
100507	J B Westwood	Inv 3429 grass cutting	340.00	68.00	408.00
100508	T D Munday	Inv 96 visual inspection	80.00		80.00
100509	Hartley PC	Reimburse- RBS annual subscription	180.00		180.00
100510	T D Munday	Inv 100 Visual Inspection	60.00		60.00
100511	SDC	Dog bin emptying Oct-Dec Inv 2062797	171.60	31.32	205.92

- 4.4 Review of the Effectiveness of the System of Internal Audit – Cllrs Mrs Oxtoby and V Sewell will undertake the review at the end of February.
- 4.5 Budget – It was NOTED that Hartley Parish Council and Ash-cum-Ridley Parish Council have approved their budgets and the annual contributions for 2021/22 from each Parish Council will be £10.00.
- 4.6 Statement of Internal Control – the review of the Statement of Internal Control was reviewed without amendment. PROPOSED Cllr V Sewell SECONDED: Cllr Mrs Oxtoby and AGREED.
- 4.7 Risk Management Review – The Northfield Management Committee’s Risk Management Strategy was reviewed and approved without amendment. PROPOSED: Cllr D Graeme SECONDED: Cllr S Glover and AGREED.
- 4.8 The report on the banking arrangements and financial investments arrangements for the Northfield Management Committee were NOTED.
- 4.9 Financial Regulations - The Financial Regulations were reviewed and approved without amendment. PROPOSED: Cllr M Brown SECONDED: Cllr D Graeme and AGREED.

5. Land and Site Maintenance

- 5.1 Quantified Tree Risk Assessment - It was NOTED that the tree risk assessment will be carried out during the first week in February and will be requested to look specifically at trees in the boundary between Northfield and Court Field.
- 5.2 Grass cutting – Cllr M Brown PROPOSED that the quotation received from Mr Munday for the cutting of the play area and the strip of land adjacent to Milestone School is accepted in accordance with Financial Regulation 9.1 h. SECONDED: Cllr Mrs Oxtoby and AGREED.
- 5.3 Rural Payments Agency – it was NOTED that the Basic Payments Scheme remittance in the amount of £4,619.81 and the Countryside Stewardship Mid-Tier remittance in the amount of £1,852.86 have been received.
- 5.4 Matters arising from walk around Northfield
- Access to the pedestrian gate between Northfield and Court Field on footpath SD302 is hampered by a large pool of water. Users have been stepping over some broken fencing. This will be reported to Public Rights of Way.
 - It was suggested that better signage is made available for people, showing entrances, gates and footpaths. Enquires will be made for the next meeting.
 - It was NOTED that the planting of hedge plants along the new allotment fence on the Barnetts Wood boundary has not been carried out by the New Ash Green Horticultural Society. A reminder will be sent for this to be carried out as soon as possible.
 - Wild Flower Meadow – Cllr Mrs Oxtoby PROPOSED that this area is harrowed to encourage more growth at a cost of approximately £250.00 and that field will be rolled in early March. SECONDED: Cllr M Brown and AGREED.

6. Health and Safety

- 6.1 The visual inspection sheets were not available for inspection, but the Secretary has received verbal reports from the groundsman.
- 6.2 It was NOTED that the chain on the Church Road gate was cut and vehicles accessed the neighbouring field and removed haybales. A concrete block has been temporarily

positioned across the entrance. Cllr V Sewell PROPOSED that a new security chain is purchased and welded onto the gate post. SECONDED: Cllr M Brown and AGREED.

7. Date of Next Meeting

The next meeting of the Northfield Management Committee will be held on 14 April 2021 commencing at 10.00am.

The meeting closed at 10.46am

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Chairman

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Date