

NORTHFIELD MANAGEMENT COMMITTEE
Minutes of the Meeting held on Monday 28 January 2019 at 11.00am at
Hartley Library, Ash Road, Hartley, preceded by a walk around Northfield at
9.30am.

Present: Cllr Mrs Oxtoby
 Cllr S Glover
 Cllr D Graeme

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

1. **Apologies for Absence**

Apologies were received from Cllrs M Brown and Mrs Brammer

2. **Declarations of Interest**

Cllr S Glover declared a financial interest in item 5.2.

3. **Minutes of the Meeting of 03 September 2018**

Cllr Mrs Oxtoby PROPOSED that the minutes of the meeting of 03 September 2018 were signed as a true record. SECONDED: Cllr S Glover 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 Oxtoby SECONDED: Cllr S Glover and AGREED.

Chq no	Payee	Particulars	Net	VAT	Gross
100442	T D Munday	Visual Inspection September inv 83	80.00 100.00		180.00
		Grass cutting play area Sep inv 32			
100443	Sevenoaks District Council	Dog bin emptying Jul -Sep inv 150603	166.40	33.28	199.68
100444	T D Munday	Grass cutting – play area Oct inv 39	100.00	0.00	100.00
100445	Guardtop	Hedge cutting – inv 7212	995.00	199.00	1194.00
100446	T D Munday	Visual inspection Oct inv 93	80.00		80.00
100447	J B Westwood	Grass cutting x 2 inv 3427	328.00	65.60	393.60

100448	T D Munday	Visual inspection Nov inv 98	60.00	0.00	60.00
100449	Sevenoaks District Council	Dog bin emptying Oct – Dec 18 inv 152253	166.40	33.28	199.68
100450	T D Munday	Visual inspection Dec inv 2	60.00		60.00

4.4 Standing Orders – The review of the Standing Orders was carried out and Cllr Mrs Oxtoby PROPOSED that the amendments shown in red are made. SECONDED: Cllr D Graeme and AGREED. This will be taken back to Hartley Parish Council for APPROVAL.

4.5 Effectiveness of the system of internal audit. It was AGREED that Cllrs D Graeme and V Sewell will carry out the review.

4.6 Budget 2019/20 – It was NOTED that the budget for 2019/20 has been approved by the Parish Councils and that the annual contribution for 2019/20 will be £10 from each Parish Council.

4.7 Statement of Internal Control – Cllr S Glover PROPOSED that the Statement of Internal Control is APPROVED. SECONDED: Cllr D Graeme and AGREED. The Statement will be signed by both Chairmen.

4.8 Risk Management Review – The review was completed without amendment. PROPOSED: Cllr Mrs Oxtoby SECONDED: Cllr S Glover and AGREED.

4.9 Insurance – it was NOTED that the Northfield Management Committee is in a long term agreement which will expire on 31 May 2020.

4.10 Banking Arrangements and Financial Investments – the report was NOTED with an amendment to the date on the Barclays Business Base Rate Tracker Account to 28 January 2019.

4.11 Financial Regulations – the review was completed without amendment. PROPOSED: Cllr S Glover SECONDED: Cllr D Graeme and AGREED.

4.12 Cllr Mrs Oxtoby PROPOSED that 10 dormouse boxes and 20 tubes are purchased to enable a dormouse survey to be carried out in Barnettts Wood. SECONDED: Cllr D Graeme and AGREED.

5. **Land and Site Maintenance**

5.1 Boundary Hedges – It was NOTED that the hedge cutting has been completed and that going forward a cycle for the cutting will be put in place.

5.2 A depression has been reported and inspected. Cllr S Glover confirmed that this was the location of a Dene hole that has been filled in the past. It was AGREED that the depression should be filled at a cost of between £200 and £300 and monitored. As Cllr S Glover will carry out the work, the authority for this work to be completed is made under 9e. of the Northfield Management Committee's Financial Regulations.

5.3 Ragwort – it was NOTED that the field was not sprayed for Ragwort due to weather conditions. It is scheduled to be sprayed in May 2019. However, members felt that this could be too late in the growing season.

The Secretary will contact the contractor and clarify the date and inspection prior to spraying in consultation with Mr Glover.

5.4 Village Green – it was NOTED that the New Ash Green Village Association have no objection to the Northfield Management Committee applying for Village Green status for Northfield. Cllr Mrs Oxtoby PROPOSED that the application is submitted. SECONDED: Cllr S Glover and AGREED.

5.5 Matters arising from the walk on Northfield. – Mr Munday will be requested to install a bollard, thereby closing a pedestrian entrance to Northfield that has been made from Ship Cottage. There is no mounting block on the road side of the gate at the Church Road entrance and a tree surgeon will be approached to supply three stumps of varying sizes to be installed.

6. **Horse Riding Route**

6.1 The annual review of the Horse Riding Route application pack was carried out, noting the addition of General Data Protection Regulations consent to hold contact information of members. Cllr Mrs Oxtoby PROPOSED that the following amendments were made on page 2:

- 1 passport sized photograph is required
- Membership card is replaced with 'tag'

Page 3:

- The removal of item 3.

SECONDED: Cllr D Graeme and AGREED. It was NOTED that an Excel Spreadsheet for key deposit details is being maintained.

6.2 Cllr Mrs Oxtoby PROPOSED that the horse riding route is re-opened in the first week of April 2019, dependant on the weather. SECONDED: Cllr S Glover and AGREED.

7. **Health and Safety**

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

8. **Date of Next Meeting**

The next meeting of the Northfield Management Committee will be held on **Monday 29 April 2019 at 10.30am**, at Ash Green Sports Centre Viewing Gallery.

The meeting closed at 12.11am

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Chairman

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Date