

NORTHFIELD MANAGEMENT COMMITTEE

Minutes of the Meeting held on Monday 27 March 2023 at 10am in the Viewing Gallery of Ash Green Sports Centre, Ash Road, New Ash Green.

Present: Cllr Mrs Oxtoby
Cllr Mrs Brammer
Cllr L Glander
Cllr V Sewell

In Attendance: Mrs A de Jager – Secretary

1. Apologies for Absence

Apologies were received from Cllr M Brown and Cllr S Glover.

2. Declarations of Interest

None

3. Minutes of the Meeting of 01 June 2022

Cllr Mrs Brammer PROPOSED that the minutes of the meeting held on 28 September 2022 are approved and signed. SECONDED: Cllr L Glander and AGREED.

4. Finance

- 4.1 The balances were received and NOTED.
4.2 The detail report setting out the financial position as at 21 March 2023 was received and NOTED.
4.3 The following payments were authorised for payment, PROPOSED: Cllr Mrs Oxtoby
SECONDED: Cllr Mrs Brammer and AGREED.

Cheque Number	Payee	Particulars	Net	VAT	Gross
100565	T D Munday	Visual inspection August inv 23	80.00	0.00	80.00
100566	T D Munday	Visual inspection September inv 31 Grass cutting play area Sep inv 100 Grass cut Milestone School Sep inv100	80.00 180.00 55.00	0.00 0.00 0.00	315.00
100567	Ash-cum-Ridley Parish Council	Reimburse seed from Emorsgate Seeds inv 202857	332.00	0.00	332.00
100568	Sevenoaks District Council	Empty dog bins Apr-Jun inv 2077578 Empty dog bins Jul- Sep inv 2077583	171.60 171.60	34.32 34.32	411.84

100569	Miller Land Management	Woodlands Plan inv 1526	1600.00	320.00	1920.00
100570	T D Munday	Visual inspection Oct inv 38 Grass cutting play area inv 3 Grass cut Milestone School inv 3	80.00 180.00 55.00	0.00 0.00 0.00	315.00
100571	J B Westwood	2no grass cuts	390.00	0.00	390.00
100572	T D Munday	Visual Inspection Dec 22 inv 46 Visual Inspection Jan 23 inv 49	80.00 80.00	0.00 0.00	160.00
100573	Guardtop Ltd	Hedge cutting inv 7571	672.00	134.40	806.40
100574	Sevenoaks District Council	Empty dog bins Oct – Dec inv 2079194	171.60	34.32	205.92
100575	T D Munday	Visual inspection Feb inv 55	80.00	0.00	80.00

- 4.4 Review of the Effectiveness of the System of Internal Audit – the review was carried out without amendment with the exception of the dates. PROPOSED: Cllr Mrs Brammer SECONDED: Cllr V Sewell and AGREED.
- 4.5 Budget 2023/24 – it was NOTED that Hartley Parish Council and Ash-cum-Ridley Parish Council have approved their budgets and the annual contributions for 2023/24 from each Parish Council will be £10.00.
The budget for the Northfield Management Committee for 2023/24 was RECEIVED and NOTED.
- 4.6 Statement of Internal Control – The review of the Statement of Internal Control was carried out without amendment. PROPOSED: Cllr V Sewell SECONDED: Cllr Mrs Brammer and AGREED.
- 4.7 Risk Management Review – the review was carried out without amendment. PROPOSED: Cllr Mrs Brammer SECONDED: Cllr L Glander and AGREED.
- 4.8 Banking Arrangements – the report on the banking arrangements was RECEIVED and NOTED. It was NOTED that the signature arrangements would be revisited following the elections in May 2023.
- 4.9 Financial Regulations – the review of the Financial Regulations were carried out. Cllr Mrs Oxtoby PROPOSED that the value under 9.1 d. is increased from £500 to £900 for one written quotation and £501 is increased to £901. SECONDED: Cllr L Glander and AGREED.

5. Land and Site Maintenance

- 5.1 Wildflower Meadow – It was NOTED that the agreed extension to the wild flower meadow has been seeded.
- 5.2 Hedge cutting – it was NOTED that all hedges have been faced and the bases trimmed to remove brambles and blackthorn shoots. The hedge at the allotments has been cut. The hedge between the Play Area and Caling Croft has not been topped as the ground conditions were not good.

- 5.3 Woodlands Plan – Mr Miller has produced a schedule and work programme for Barnetts Wood and New House Shaw. The schedule will be sent to two tree surgeons for their opinion and costs. The schedule allows for the coppicing of the whole of New House Shaw to be done at once. Notice of the future coppicing of New House Shaw will be put in the Bulletin and Newsletters. Hadlow College and Wye will be contacted to see if they have students that may be interested in assisting with the proposed works.
- 5.4 Quantified Tree Risk Assessment – it was AGREED that the quotation from Lushland in the amount of £625.00 is accepted to carry out the QTRA.
- 5.5 Hay Cutting Contract – the quotes received for the hay cutting contract were considered and Cllr Mrs Oxtoby PROPOSED that the contract for 2023 – 2025 is awarded to J Howie SECONDED: Cllr Mrs Brammer and AGREED. It was AGREED that the land can be harrowed.
- 5.6 It was NOTED that the fence between Northfield and Caling Croft play area has had rails removed and the fence at Milestone Academy also need to be repaired.
- 5.7 Rural Payments Agency – it was NOTED that the deadline for the submission of the Basic Payment application is 15 May 2023.
- 5.8 Interpretative Panels – no progress has been made on the panels.
- 5.9 Matters raised by members -
- The separation strip between Barnetts Wood and New House Shaw needs to be cut.
 - The fence between New House Shaw and Courtfield needs to be repaired.
 - Fly-tipping of two camps and a television - Cllr Mrs Brammer PROPOSED that the acceptance of a quote up to £1,000 is delegated to the Clerks in consultation with the Chairmen. SECONDED: Cllr L Glander and AGREED.
- 5.10 Trees – to request, that if it is not dangerous, for dead Ash trees in the neighbouring property to be felled above the holes. Following a request from the tree surgeon to confirm his quote from last year, Cllr Mrs Oxtoby PROPOSED that should the price increase, up to £200, the decision to accept the quote should be delegated to the Clerk. SECONDED: Cllr Mrs Brammer and AGREED.
- 5.11 It was NOTED that a site visit has been arranged with KCC on 29 March 2022 to discuss the possible introduction of a small woodland,

6. Horse Riding Route

- 6.1 The review of the application pack for the horse riding route was carried out. Cllr Mrs Oxtoby PROPOSED that the ride continues with one entrance on Church Road. SECONDED: Cllr Mrs Brammer and AGREED.
- 6.2 Cllr Mrs Oxtoby PROPOSED that two new Squires padlocks and additional keys and tags are purchased instead of changing the barrel on the existing lock. SECONDED: Cllr L Glander and AGREED.
- 6.3 The Clerk, in consultation with Cllr Mrs Oxtoby will confirm the date to re-open the horse riding route.

7. Health and Safety

- 7.1 Sevenoaks District Council have been invited to provide a quote for the removal of the camp in Barnetts Wood.

8. Date of Next Meeting

The date of the next meeting was set for 15 May 2023 at 10am at Hartley Parish Council.

The meeting closed at 12.16pm

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Chairman

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Date