

NORTHFIELD MANAGEMENT COMMITTEE

Minutes of the Meeting held on Wednesday 09 June 2021 at 10.00am at Hartley Village Hall, Ash Road, Hartley

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

2. Declarations of Interest

None

3. Minutes of the Meeting of 26 October 2020

Cllr V Sewell PROPOSED that the minutes of the meeting held on 26 April 2021 are approved and signed. SECONDED: Cllr D Graeme and AGREED.

4. Finance

4.1 The balances were received and NOTED.

4.2 The financial statement for the year ended 31 March 2021 was NOTED.

4.3 The following payments were authorised for payment, PROPOSED: Cllr Mrs Oxtoby, SECONDED: Cllr V Sewell and AGREED.

Cheque Number	Payee	Particulars	Net	VAT	Gross
100520	T D Munday	Visual inspection April inv 11 Grass cutting play area April inv 42 Cutting grass strip of land adjacent to Milestone School April inv 42	80.00 140.00 35.00	0.00	255.00
100521	Mrs A Oxtoby	Reimbursement re HRR padlock	5.00	0.00	5.00
100522	Mr L Robbins	Internal Audit y/e 31/03/21 inv 2021/52	60.00	0.00	60.00
100523	T D Munday	Visual inspection May 2021	80.00		80.00
100524	Glasdon	2 benches inv S1816703	1003.28	200.66	1203.94

4.4 Internal Audit Report.

2019/20 – The 2019/20 report was circulated to members on 2 July 2021 but not formally considered. This was NOTED by the committee.

2020/21 – the Internal Auditor's report was considered and it was NOTED that the Committee had only met 4 times last year instead of the 6 times mandated by the constitution. Cllr Mrs Oxtoby PROPOSED that the reason for the reduced number of meetings during the 2020/21 year was due to COVID-19. SECONDED: Cllr V Sewell and AGREED.

- 4.5 Annual Governance Statement - The Annual Governance Statement for 2020/21 was completed and APPROVED. PROPOSED: Cllr Mrs Brammer and SECONDED: Cllr D Graeme and AGREED
- 4.6 Accounts 2020/21 - The accounts for the financial year 01 April 2020 to 31 March 2021 were NOTED and the dates selected for the period of exercise of public rights was CONFIRMED from 14 June 2021 to 23 July 2021.
- 4.7 Standing Orders – The review of the Standing was carried out.
- Item 1.1 Cllr D Graeme PROPOSED that Item 1.1 Time and Frequency of meetings of the Committee is amended to read ' Meetings of the Committee shall be held at least annually, and as required, on dated and times fixed by the Committee' SECONDED: Cllr Mrs Brammer and AGREED.
- Item 1.2 Cllr V Sewell PROPOSED that the sentence, 'Smoking is not permitted at any meeting of the Committee' is removed. SECONDED: Cllr Mrs Oxtoby and AGREED.
- Item 1.5.2 Cllr Mrs Brammer PROPOSED that 'shall not exceed (6) minutes unless directed by the chairman of the meeting' is replaced with, ' shall be at the discretion of the Chairman.'
- Item 1.5.3 Cllr Mrs Oxtoby PROPOSED that the length of time is increased from 2 to 3 minutes.
- Item 1.5.5 to correct the numbering so that item 1.5.5 replaces the number 1.5.6.

5. Land and Site Maintenance

- 5.1 It was NOTED that due to a remapping of Northfield, amended applications for the Basic Payment Scheme and Countryside Mid-tier Stewardship have been submitted to the Rural Payments Agency.
- 5.2 It was NOTED that the benches have arrived and will be installed by Mr Munday.
- 5.3 Wildflower meadow – A resident of New Ash Green has successfully established areas of wildflowers around the village and is willing to advise the Committee or be more involved in the improvement of the wildflower area on Northfield. It was AGREED that a site meeting will be arranged. Cllr Mrs Brammer PROPOSED that the Chairmen and Clerks are authorised to make any expenditure in this regard, should it be required before the next meeting. SECONDED: Cllr V Sewell and AGREED.
- 5.4 It was NOTED that a letter has been sent to Hartley House regarding the trees identified in the Tree Risk Assessment and that no response has been received. A further letter will be sent.
- 5.5 The Woodland Trust is offering free saplings to commemorate the Queen's Platinum Jubilee next year. The Committee AGREED that no application would be made in this regard.
- 5.6 Signage – 8 A4 landscape 'Northfield Open Space,' signs will be ordered for the entrances to Northfield. Enquiries will be made regarding the cost of 2 interpretative panels for the Milestone and Church Road entrances to Northfield.

6. Horse Riding

It was NOTED that the horse-riding route will be advertised in the next Parish Council newsletters and letters sent to stables in the area.

7. Health and Safety

No report.

8. Date of Next Meeting

The next meeting of the Northfield Management Committee will be confirmed.

The meeting closed at 10.53am

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Chairman

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Date