

## NORTHFIELD MANAGEMENT COMMITTEE

### Minutes of the Meeting held on Tuesday 16 January 2024 at 1.45pm at the New Ash Green Village Association Meeting Room, Centre Road, New Ash Green.

Present: Cllr S Fishenden – Chairman  
Cllr L Glander  
Cllr I MacLeod  
Cllr A Oxtoby  
Cllr V Sewell

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

#### 1. Apologies for Absence

Cllr R Brammer sent her apologies.

#### 2. Declarations of Interest

None.

#### 3. Minutes of the Meeting of 10 October 2023

Cllr L Glander PROPOSED that the minutes of the meeting held on 10 October 2023 are approved and signed. SECONDED: Cllr A Oxtoby and AGREED.

#### 4. Finance

4.1 Bank balances – the balances were RECEIVED and NOTED.

4.2 Financial Statement - The detail report setting out the financial position of the Northfield Management Committee as at 10 January 2024 were NOTED

4.3 The following payments were authorised for payment, PROPOSED: Cllr S Fishenden SECONDED: Cllr L Glander and AGREED.

Chq no	Payee	Particulars	Net	VAT	Gross
100596	T D Munday	Visual inspection Sept inv 31	80.00	0.00	80.00
100597	Sevenoaks District Council	Removal of fly tip on Northfield inv 2083137	350.00	70.00	420.00
100598	T D Munday	Grass cutting play area August inv 24	180.00	0.00	0.00
		Grass cutting strip of land adjacent to Milestone School August inv 24	55.00	0.00	235.00
100599	Sevenoaks District Council	Quarterly dog bin charge Jul – Sept 2023 inv 2085006	171.60	34.32	205.92

100600	Metro signs 2000	2 no composite sign panels inv MS/21045	138.10	27.62	165.72
100601	T D Munday	Chq no 10059 issued for £80 in error £155 owed re grass cutting in play area and strip of land adjacent to Milestone School July inv 20	155.00	0.0	155.00
100602	T D Munday	Grass cutting play area Sept inv 35	180.00	0.00	0.00
		Grass cutting strip of land adjacent to Milestone School Sept inv 35	55.00	0.00	235.00
100603	WJ Property Services	New fence posts and kissing gate (CHQ VOIDED – INCORRECT PAYEE NAME)	0.00	0.00	0.00
100604	T D Munday	Grass cutting play area Oct inv 38	180.00	0.00	0.00
		Grass cutting strip of land adjacent to Milestone School Oct inv 38	55.00	0.00	235.00
100605	Glasdon UK Ltd	Spares re bench inv SI874903	115.01	23.00	138.01
100606	Sevenoaks District Council (Already paid chq no 100599)	Quarterly dog bin charge Jul – Sept 2023 inv 2085006	171.60	34.32	205.92
100607	W Johnstone (WJ Property Services)	New fence post and kissing gate	435.60	0.00	435.60
100608	T D Munday	CHQ VOIDED	0.00	0.00	0.00
100609	T D Munday	Visual inspection Nov inv 14	80.00	0.00	0.00
		Visual inspection Oct inv 8	80.00	0.00	160.00
100610	Sevenoaks District Council	Quarterly dog bin charge Oct – Dec inv 2086679	171.60	34.32	205.92

4.4 Review of the Effectiveness of the System of Internal Audit – The review was carried out and Cllr A Oxtoby PROPOSED that relevant dates are amended to the current Financial Year. SECONDED: Cllr S Fishenden and AGREED.

4.5 Budget 2024/25 – it was NOTED that Hartley and Ash-cum-Ridley Parish Councils have approved their budgets and the annual contribution from each Parish for 2024/25 is £2,000.00.

- 4.6 Statement of Internal Control – the review and approval of the Statement of Internal Control was carried out without amendment. PROPOSED: Cllr A Oxtoby  
SECONDED: Cllr V Sewell and AGREED.
- 4.7 Risk Management Review – the review was carried out without amendment.  
PROPOSED: Cllr A Oxtoby SECONDED: Cllr V Sewell and AGREED.
- 4.8 Banking Arrangements – this item has been deferred to the next meeting due to the set up of the joint committee.
- 4.9 Financial Regulations – this item has been deferred to the next meeting due to the set up of the joint committee.
- 4.10 Bank Accounts  
Bank signatories – the bank mandates have not been amended by the Bank. The Treasurer will chase the bank.  
Account Restrictions – the letter received from Barclays Bank was NOTED.
- 4.11 Joint Management Committee – the comment from Hartley Paish Council’s internal auditor regarding the change in 2015 for managing joint committees was NOTED. The Kent Association of Local Councils (KALC) has offered some advice on this topic and recommended that legal advice is sought. KALC will be asked to approach the National Association of Local Councils (NALC) to obtain legal advice. Charitable Trusts were mentioned but will not be progressed until the advice from NALC is received.

## **5. Land and Site Maintenance**

- 5.1 Rural Payments Agency – it was NOTED that the Basic Payment Scheme claim has been reduced from £4,562.18 to £2,965.42 with the progressive reduction total being £1,596.76.
- 5.2 Kent Plan Trees – it was NOTED that Kent Plan Trees, in partnership with Kent County Council have planted 2,500 trees with assistance from corporate work days, the New Ash Green Woodlands Group and residents
- 5.3 Woodlands Plan – it was NOTED that the contractor will arrange for the sale of the wood arising from the coppicing of New House Shaw.
- 5.4 Interpretative Panels – consideration was given to quotations received for the purchase and installation of two interpretative panels to be located at the Church Road and Farm Holt entrances. Cllr A Oxtoby PROPOSED that the quote from Made by Land Mark in the amount of £2,354.00 plus VAT SECONDED: Cllr S Fishenden and AGREED.
- 5.5 Matters raised by members – None. An article will be placed in the Parish newsletters regarding the planting of the new trees. Nina from Kent Plan Trees will provide photographs.

## **6. Horse Riding Route**

- 6.1 Mounting Blocks – Nick Connell will be chased, if he is unable to carry out the work a request will be made for him to supply the logs and another contractor to install them.
- 6.2 The review of the Horse Riding Route Application Pack was carried out without amendment. PROPOSED: Cllr A Oxtoby SECONDED: Cllr V Sewell and AGREED.
- 6.3 It was AGREED that the Horse Riding Route would re-open for the season on Saturday 30 March 2024 subject to ground inspection.

**7. Health and Safety**

- 7.1 Risk assessment for Northfield – The review of the risk assessment was carried out with the removal of the following from the final paragraph under appropriate precautions: . Action required from the committee is to define a kite flying area clearly marked by posts and notices. Points of access to have notices posted. A height restriction to be nominated after consultation with Seeboard who should indicate a safe working clearance. Each contractor to be supplied with this information. PROPOSED: Cllr S Fishenden SECONDED: Cllr L Glander and AGREED.
- 7.2 The review of the Visual Inspection Sheet was carried out and a quotation to carry out this work will be sought.

**8. Date of Next Meeting**

The date of the next meeting will be set once a response has been received from NALC and will be held at Hartley Library.

The meeting closed at 2.07pm

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Chairman

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Date