

## **NORTHFIELD MANAGEMENT COMMITTEE**

### **Minutes of the Meeting held on Monday 10<sup>th</sup> March 2025 at 10.00am at Hartley Library, Ash Road, Hartley Kent DA3 8EL**

Present: Cllr S Fishenden  
Cllr L Glander  
Cllr M Manley  
Cllr A Oxtoby – Chairman  
Cllr V Sewell

In Attendance: H Boden - Treasurer

#### **1. Apologies for Absence**

Apologies for absence had been received from Mrs A de Jager (Secretary) and Cllr I Macleod.

#### **2. Declarations of Interest**

There were no declarations of interest.

#### **3. Minutes of the Meeting of 13<sup>th</sup> January 2025**

Cllr A Oxtoby PROPOSED that the minutes of the meeting held on 13<sup>th</sup> January 2025 are approved and signed. SECONDED: Cllr L Glander and AGREED.

#### **4. Finance**

4.1 Bank balances – the balances were RECEIVED and NOTED.

4.2 Financial Statement - the Council detail report setting out the financial position of the Northfield Management Committee as at 4<sup>th</sup> March 2025 was NOTED

4.3 Payments - the following payments were authorised for payment. PROPOSED: Cllr A Oxtoby SECONDED: Cllr M Manley and AGREED.

<b>Chq no</b>	<b>Payee</b>	<b>Particulars</b>	<b>Net</b>	<b>VAT</b>	<b>Gross</b>
100640	Elite Arborists	Fell & stack 2 no cherry trees inv 3688	470.00	94.00	564.00
100641	Graham's Gardens	Visual inspection w/c 06/11- 27/11 inv 178	120.00	0.00	120.00
100642	VOID	Cheque voided	0.00	0.00	0.00
100643	VOID	Cheque voided	0.00	0.00	0.00
100644	VOID	Cheque voided	0.00	0.00	0.00

100645	Graham's Gardens	Visual inspection w/c 02/12/24 – 30/12/24 inv 180	150.00	0.00	150.00
100646	William Johnstone	Supply & installation repairs to damaged stock fencing Barnett's Wood. Inv 1393	261.58	0.00	261.58
100647	NPC Tree Surgery	Emergency call out to remove fallen tree. Inv 2713	150.00	30.00	180.00
100648	J B Westwood	Grass cutting x 2	390.00	0.00	390.00
100649	Guardtop Ltd	Hedge cutting & trimming inv 7692	1215.00	243.00	1458.00
100650	Graham's Gardens	Visual inspection w/c 13/01/25 – 03/02/25 inv 180	120.00	0.00	120.00
100651	Lushland Ltd	Tree inspection inv IN1172/02-25	325.00	0.00	325.00

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 2025/26 – it was NOTED that Hartley and Ash-cum-Ridley Parish Councils have approved their budgets and the annual contribution from each Parish for 2025/26 will be £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 S Fishenden and AGREED.

4.7 Risk Management Review – the review was carried out without amendment. PROPOSED: Cllr A Oxtoby SECONDED: Cllr S Fishenden and AGREED.

4.8 Banking Arrangements – the report on the banking arrangements was RECEIVED and NOTED.

4.9 Financial Regulations – this item was deferred to the next meeting, as the Treasurer reported that new Model Financial Regulations have been issued by NALC.

4.10 Joint Management Committee – this item was deferred to the next meeting, as no further information has been received.

4.11 Bank Accounts – this item was deferred to the next meeting, as there was no update.

## 5. Land and Site Maintenance

5.1 it was NOTED that an additional inspection has been carried out to determine the safety of Ash trees in Barnetts Wood, at a cost of £325.00, authorised by the Chairmen.

5.2 it was NOTED that the inspection report regarding the above, was emailed to members and three quotations for the required works were received. Due to the urgency of the required works, the Chairmen authorised the acceptance of a quotation received from Sevenoaks Tree Care, for the sum of £575.00 + VAT.

5.3 the Committee considered the specification for the grass cutting contract for Northfield.

Cllr A Oxtoby PROPOSED that the specification for the grass cutting contract for Northfield be approved. SECONDED: Cllr S Fishenden and AGREED.

## 6. Horse Riding Route

6.1 the review of the application pack for the Horse Riding Route was undertaken. It was NOTED that there was an anomaly with regard to the sections of the application referring to the key deposit, which was stated as £25 in the notes attached to the application and £20 on the application form.

Cllr A Oxtoby PROPOSED that the application pack be amended to show the correct fee throughout. SECONDED: Cllr L Glander and AGREED.

6.2 Cllr A Oxtoby suggested that the Horse Riding Route be re-opened on Saturday 5<sup>th</sup> April 2025 depending on ground conditions.

## 7. Health & Safety

7.1 the Committee reviewed the Risk Assessment for Northfield and was satisfied that the appropriate precautions had been considered.

Cllr A Oxtoby PROPOSED that the Risk Assessment for Northfield be APPROVED. SECONDED: Cllr S Fishenden and AGREED.

7.2 Visual Inspections – no items to report.

## 8. Date of Next Meeting

The date of the next meeting was set for Wednesday 16<sup>th</sup> April 2025 at Ash Green Sports Centre at 11.00. preceded by a walk at 10am.

The meeting closed at 10.35am

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Chairman

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Date