

MINUTES OF THE NORTH SOMERSET LEVELS FULL BOARD MEETING HELD AT HORSECASTLE, YATTON ON 09 APR 19

| Attendance: | | | |
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| Elected Members: Mr T Bush (Chair) Mr M Britten Mr N Cole Mr B Gray Mr P Kingcott Mr A Mead Mr R Mitchell Mr R Parsons Mr C Pyke Mr R Triggol | Appointed Members: Cllr P Burden Cllr R Cleland Cllr J Iles Cllr T Porter Cllr J Tonkin Mrs M Trump | Officers: Mr R Burge (Clerk) Mrs C-A Morgan Mr A Brinson Mr D Crossman Mr G Oliver | Public: |
| Apologies: | | | |
| Mr R Adams Mr B Letts Mr R Parsons Mr G Plaister Mr C Redding | Cllr S Codling Cllr D Shopland Cllr D Yamanaka | Mr D Alsop Mr S Bunn Mrs M Hammond | |
| Did Not Attend: | | | |
| | Cllr R Garner Cllr D Payne Cllr M Pepperall Mr D Poole Cllr S Stokes Cllr C Webb | | |

| Agenda Item: | Detail: | Action: |
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| 1. Attendance and Apologies | 1.1. Apologies as per the above Attendance List. | |
| 2. Items additional to the Agenda | None | |
| 3. Opportunity for members of the public to address the Meeting | None | |
| 4. Declarations of Interest | None at this time | |
| 5. Approval of Minutes | 5.1. Full Board Minutes 05 Feb 19 section 625 with reference to the 'three Silver Cups' should read "...Dyke-Reeves..." vice "...Dyke-Reeds...". 5.2. With this one amendment, the Minutes of the Full Board Meeting of 05 Feb 19 were accepted unanimously and signed by the Chair as a true and accurate reflection of the Meeting. | |

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| | <p>5.3. The Minutes of the Finance, Policies and General Purposes Committee Meeting of 08 Mar 19 were accepted unanimously and signed by the Chair as a true and accurate reflection of the Meeting.</p> <p>5.4. The Minutes of the Full Board Meeting of 19 Mar 19 were accepted unanimously and signed by the Chair as a true and accurate reflection of the Meeting.</p> | |
| <p>6. Matters Arising</p> | <p><u>Review of Actions</u></p> <p>6.1. Minutes of 05 Feb 19: There were no Actions to review from the Minutes.</p> <p>6.2. Minutes of 08 Mar 19: There were no Actions to review from the Minutes.</p> <p>6.3. Minutes of 19 Mar 19: Page 3 Outstanding Rates: As SDBC were unable to fully access the NSLIDB Ratings Data on DRS at this time, Members agreed a recommendation from the Clerk <i>to raise a specific Agenda Item on 'Unpaid Arrears' at the next meeting.</i></p> | <p>New Action: NSL/20190409-01: Clerk</p> |
| <p>7. Sub Committee Updates</p> | <p><u>Policies and General Purposes Committee to Finance and Works Committee.</u></p> <p>7.1. The Clerk reported that North Somerset Levels IDB had formally joined the Somerset Drainage Boards Consortium (SDBC) as from 01 Apr 19. SDBC provided shared resource across all three Boards for Engineering, Admin, Finance, Clerking and Environmental support services from the Highbridge Office.</p> <p>7.2. He further reported that the change of sub-Committee name to the 'Finance & Works Committee' (F&W) would enable commonality between all Boards. The Clerk provided a draft Terms of Reference.</p> <p>7.3. The Clerk further recommended a revised Meetings Schedule to provide commonality between the Consortium Boards, reducing the number of full Board Meetings to 4 x per year, and aligning the F&W Committee Meetings to feed into those Board Meetings.</p> | |

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| | <p>7.4. Members expressed concern for meeting clashes with North Somerset Council. The Clerk affirmed that Local Authority Meeting Schedules were given due cognisance when arranging all Board Meetings.</p> <p>7.5. Mr M Britten proposed, seconded by Cllr J Tonkin, <i>‘to change the name of the Policies and General Purposes Committee to the Finance and Works Committee, endorse the Terms of Reference as submitted by the Clerk and amend the Meetings Schedule to reflect 4 x Full Board Meetings and 4 x Finance and Works Meetings per year’</i></p> <p>Unanimous decision</p> | <p>RESOLUTION 1</p> |
| <p>8. Governance Update</p> | <p><u>Tour of Inspection</u></p> <p>8.1. A Tour of Inspection was requested by Members to take place during the Summer. An Action was taken by the Engineer (South) <i>to review potential locations for the tour route with assistance from the Rhynes Supervisors.</i></p> <p><u>Members Mileage Allowances</u></p> <p>8.2. The Clerk reported that the Land Drainage Act 1991 allowed for reasonable expenses to be paid to Elected Members in the execution of their duties.</p> <p>8.3. He reported that the Axe Brue and Parrett Boards both paid mileage expenses at 45p per mile to Members, annotated on Meeting Attendance Sheets, and paid directly to Members through the Finance Department.</p> <p>8.4. Mr M Britten proposed, Seconded Mr R Triggol, <i>‘to pay Elected Members travel expenses of 45p per mile in accordance with the Land Drainage Act 1991 from 01 Apr 19.’</i></p> <p>Unanimous decision</p> <p><u>Policy & Procedure Review</u></p> <p>8.5. The Clerk reported that joint policies for Health & Safety, Finance and Scheme of Delegation had been signed by all Board Chairs</p> | <p>New Action: NSL/20190409-02: Engineer</p> <p>RESOLUTION 2</p> |

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| | <p>across the Consortium. This now provided for commonality and clarity in process.</p> <p>8.6. He further reported that the Procurement Policy was the next priority for review followed by a review and uplift of all other policies across the Consortium to enable best-practice and alignment across the Consortium.</p> <p>8.7. The Clerk took an Action <i>to prepare a programme of all policies for review at the next Finance & Works Committee Meeting.</i></p> | <p>New Action: NSL/20190409-03: Clerk</p> |
| 9. Health & Safety Update | <p>9.1. The Clerk stated that 'Health & Safety Update' would be a standing Agenda Item at all future meetings and reported that now the top level H&S Policy had been signed, the underlying H&S Procedures would be introduced to NSLIDB Officers and Members.</p> <p>9.2. The Clerk reported that, with a new Incident Reporting process in-place, all Accidents and Near-Misses across the Consortium would be reported at future Board Meetings in order to provide lessons identified.</p> | |
| 10. Finance Report | <p>10.1. In the absence of the Responsible Finance Officer, the Clerk reported that the Nat West Bank Account was expected to be fully established within 5-working days, at which time funds would be transferred from the HSBC Account.</p> <p>10.2. Despite the delay to establishing the Nat West Account, the Clerk commented that the impact was minimal, with Payroll for the 2 x employed NSLIDB Staff for April being paid as normal by Cheque from the HSBC Account via NSLIDB Board Signatories until the new BACS system was in-place.</p> <p>10.3. He further reported that the SDBC Sage Accounts Package was now running to account for all NSLIDB transactions as from 01 Apr 19, but with all payments and receipts to the HSBC Account.</p> | |
| 11. Engineering Reports | <p>11.1. Mr G Oliver (Engineer) asked that members take the North and South Engineering Reports 'as read' advising that he would ask the North Area Engineer to contact Cllr Tonkin to update him on the Culvert on the Strawberry Line.</p> | |

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| | <p>11.2. The Development Control Report was ‘taken as read’, with Members requesting regular updates on Hinkley Point Connections Project</p> <p>11.3. An Action was taken by the Engineer (South) <i>to provide regular progress status of development sites where the Board were intending to take on rhyne maintenance.</i></p> | <p>New Action: NSL/20190409-04: Engineer</p> |
| <p>12. Rhyne Supervisor’s Report</p> | <p>12.1. Mr D Crossman (Rhyne Supervisor) asked that members take his Report ‘as read’ but expressing specific concern for future issues with Stowey Rhyne.</p> <p>12.2. Mr A Brinson (Rhyne Supervisor) asked that members take his Report ‘as read’ expressing concern with the amount of fly tipping that is occurring within the Board’s district.</p> <p>12.3. Mrs M Trump, Natural England, stated that, if required, she would attend a Meeting with North Somerset Council to assist the Board in raising concerns on fly-tipping.</p> <p>12.4. The Engineer (South) reported that a Landowner had requested compensation resulting from a vet invoice for injury to livestock which he claimed was attributable to rutting of his land during maintenance in 2017. Evidence had been requested including a full vet report, however this has not been forthcoming.</p> <p>12.5. The Clerk took an Action <i>to investigate the Lower Claverham Livestock compensation claim and formally request further evidence from the landowner.</i></p> | <p>New Action: NSL/20190409-05: Clerk</p> |
| <p>13. Risk Review</p> | <p>13.1. The Clerk reported that ‘Risk Management’ would be presented as a standing agenda item at all Meetings. He was now reviewing the NSLIDB Risk Register with the intention of consolidating risks across all three Boards and would provide a full update of the ‘live document’ at the next and all future Full Board Meetings.</p> <p>13.2. He further commented that the Risk Review was a requirement evaluated at Audit and would inform levels of ‘Reserves’ to be carried to cover the realisation of Risks not able to be mitigated and/or insured against.</p> | |

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| <p>14.Date of Next Meeting</p> | <p>14.1. The Clerk would review the Meeting Timetable with the Chairman and advise accordingly of all Meeting Dates with alignment of all Boards across the Consortium.</p> <p>14.2. With the anticipated change of some Appointed Members across all three Consortium Boards following the May 19 elections, an Appointed Member Training session would be developed for the late May timeframe to inform new members of their IDB role prior to the next F&W/Full Board Meetings of Jun 19.</p> <p>14.3. The Chair reported that a 'Thank You' card had been received from the retiring Clerk, Mrs Colbourne, which would be available to view by all Members after the Meeting.</p> <p>14.4. The Chairman thanked all staff and members for their attendance and closed the meeting at 20:08.</p> <p>Post-Meeting Note:</p> <p><i>Following a Meeting between the Chairman & Clerk of 15 Apr 19, the following Meeting Dtaes were agreed:</i></p> <p>04 Jun 19: F&W Committee 1430 – Highbridge</p> <p>11 Jun 19: Full Board Mtg 1430 – Highbridge</p> <p>08 Oct 19: F&W Committee 1430 – Highbridge</p> <p>22 Oct 19: Full Board Mtg (Time/Location TBC)</p> | |
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Annex:

A. North Somerset Levels Board – Table of Outstanding Actions

CHAIR.....DATE

**ANNEX A TO
NORTH SOMERSET LEVELS BOARD MINUTES
DATED 09 APR 19**

NORTH SOMERSET LEVELS BOARD – TABLE OF OUTSTANDING ACTIONS

| Action Number: | Action: | Actionee: |
|------------------|---|----------------------|
| NSL/20190409-01 | To raise a specific Agenda Item on 'Unpaid Arrears' at the next meeting. | Clerk |
| NSL/20190409-02 | To review potential locations for the tour route with assistance from the Rhynes Supervisors. | NSL Engineer (South) |
| NSL/20190409-03 | To prepare a programme of all Policies for review at the next Finance & Works Committee Meeting. | Clerk |
| NSL/20190409-04: | To provide regular progress status of development sites where the Board were intending to take on Rhyne maintenance. | NSL Engineer (South) |
| NSL/20190409-05: | To investigate the Lower Claverham Livestock compensation claim and formally request further evidence from the landowner. | Clerk |