

MINUTES OF THE NORTH SOMERSET LEVELS FULL BOARD MEETING HELD AT BRADBURY HOUSE, HIGHBRIDGE ON 11 JUN 19

Attendance:			
Elected Members: Mr T Bush (Chair) Mr B Gray Mr A Mead Mr R Mitchell Mr C Pyke Mr C Redding Mr R Triggol	Appointed Members: Cllr S Bridger Mr P Burden Cllr J Cato Cllr M Crosby Mr R Garner Cllr A Harley Cllr C Harris Cllr S Hogg Cllr J Tonkin Cllr R Westwood	Officers: Mr R Burge (Clerk) Mrs C-A Morgan Mrs M Hammond Mr I Sturdy Mr S Bunn Mr A Brinson Mr D Alsop Mr D Crossman	Public:
Apologies:			
Mr N Cole Mr B Letts Mr R Parsons	Cllr C Cherry Cllr C Cronnelly Mr D Dash Cllr C Webb Cllr D Yamanaka		
Did Not Attend:			
Mr E Adams Mr M Britten Mr P Kingcott Mr G Plaister			

Agenda Item:	Detail:	Action:
1. Attendance and Apologies	1.1. Apologies as per the above Attendance List.	
2. Items additional to the Agenda	2.1. The Clerk reported that Mr A Mead had requested an update on the maintenance at St George's development but, due to his absence at the start of the Meeting, it was decided to postpone this item until the next Meeting. The Clerk took an Action to raise a specific Agenda Item on an update of the 'St George's Development' at the next meeting.	New Action: NSL/20190611-01: Clerk
3. Opportunity for members of the public to	None	

address the Meeting		
4. Declarations of Interest	None at this time	
5. Approval of Minutes	5.1. The Full Board Minutes 09 Apr 19 were accepted unanimously and signed by the Chair as a true and accurate reflection of the Meeting.	
6. Matters Arising	<p><u>Review of Actions</u></p> <p>6.1. NSL/20190409-01 (<i>The Clerk to raise a specific Agenda Item on 'Unpaid Arrears' at the next meeting</i>) The Clerk reported that this was included at Agenda Item 10 – Finance Report.</p> <p>6.2. NSL/20190409-02 (<i>Eng (South) to review potential locations for the tour route with assistance from the Rhynes Supervisors</i>) The Clerk reported this Action as 'On-going'</p> <p>6.3. NSL/20190409-03 (<i>The Clerk to prepare a programme of all Policies for review at the next Finance & Works Committee Meeting</i>) The Clerk reported this Action as complete, presenting a Status Table of all Board Policy Documents commenting that this would be reviewed by Joint SDBC Management Committee with an aim of developing Joint Policies where possible.</p> <p>6.4. NSL/20190409-04 (<i>Eng (South) to provide regular progress status of development sites where the Board were intending to take on Rhyme maintenance</i>) The Clerk reported this item as 'On-going'.</p> <p>6.5. NSL/20190409-05 (<i>The Clerk to investigate the Lower Claverham Livestock compensation claim and formally request further evidence from the landowner</i>) The Clerk reported that the Landowner had been informed that if he had a claim of compensation against the Board, the process to follow was in accordance with the Complaints Procedure where the issue can be formally documented and prosecuted through due process, bringing the claim to the Board to deliberation.</p>	<p>Action: NSL/20190409-01: Closed</p> <p>Action: NSL/20190409-02: On-going</p> <p>Action: NSL/20190409-03: Closed</p> <p>Action: NSL/20190409-04: On-going</p> <p>Action: NSL/20190409-05: Closed</p>

<p>7. Sub Committee Updates</p>	<p><u>Finance and Works Committee</u></p> <p>7.1. The Clerk reported that the Finance & Works (F&W) Meeting of 4 Jun 19 had been cancelled due to not being Quorate following the Local Authority Elections and change in Board Membership.</p> <p>7.2. The Membership of the F&W Committee was reviewed and new Membership agreed:</p> <p>Elected:</p> <ul style="list-style-type: none"> • Tim Bush • Bernard Gray • Bob Mitchell • Mark Britton <p>Appointed:</p> <ul style="list-style-type: none"> • Peter Burden • Bob Garner • Cllr Ann Harley • Cllr James Tonkin <p>Due to not being able to agree a final Appointed Member, the Clerk took an Action to approach those Appointed Members not present to agree the final position on the F&W Committee.</p> <p><u>SDBC Management Committee</u></p> <p>7.3. Agreement was made on the Membership of the SDBC Management Committee:</p> <ul style="list-style-type: none"> • Mr Tim Bush • Mr Peter Burden • Mr Bernard Gray <p><u>SDBC Salaries Committee</u></p> <p>7.4. Agreement was made on the Membership of the SDBC Salaries Committee:</p> <ul style="list-style-type: none"> • Mr Tim Bush • Mr Peter Burden. <p><u>Health & Safety Committee</u></p> <p>7.5. Agreement was made on the Membership of the new Joint H&S Committee:</p>	<p>New Action: NSL/20190611-02: Clerk</p>
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	<ul style="list-style-type: none"> • Cllr C Harris • Bob Garner <p>Due to not being able to agree a final Appointed Member, the Clerk took an Action to approach those Appointed Members not present to agree the final position on the H&S Committee.</p> <p><u>Environmental Committee</u></p> <p>7.6. Agreement was made on the Membership of the new Joint Environmental Committee:</p> <ul style="list-style-type: none"> • Mr Peter Burden • Cllr Steve Bridger • Cllr Richard Westwood. 	<p>New Action: NSL/20190611-03: Clerk</p>
<p>8. Governance Update</p>	<p>8.1. The Clerk reported that the NAT WEST Account was now fully up-and-running, confirming that:</p> <ul style="list-style-type: none"> • All outstanding 'Essential Criteria' for transition under the SDBC had now met • The HSBC Account would be kept extant until the end-of-year (in order to process any Ratings Payments) • The RFO would present proposals for 'investment' of the Boards' Reserves at next Board Meeting. <p>8.2. Mr P Burden proposed, Seconded by Cllr J Tonkin, 'to transfer £470,000 Working Capital to NSLIDB Nat West account.' Unanimous decision</p> <p><u>Members Training</u></p> <p>8.3. The Clerk reported that training had been conducted for the new Appointed Membership in Highbridge on 6 Jun 19, at which 10 out of 15 Appointed Members new to IDB business attended. Very positive feedback had been received.</p> <p><u>Tour of Inspection</u></p> <p>8.4. The Clerk recommended that the Tour of Inspection was conducted on Wed 31 Jul 19, with a proposed 1000 start. The Clerk would put together</p>	<p>RESOLUTION 1</p>

	<p>a programme for the day, working with the Engineers and Rhyne Supervisors (at Action NSL/20190409-02 to define the potential locations) and inform Board Members of the confirmed schedule by mid-July.</p>	
<p>9. Health & Safety Update</p>	<p>9.1. The Clerk reported that no incidents or Near-Misses had been reported since the last meeting.</p> <p>9.2. He further reported that the H&S Audit conducted by SWAP in Apr 19 had identified a lack of dedicated H&S Resource, some issues over lower-level procedures and compliance, lack of a Staff H&S Training Matrix and Corporate (Board) Oversight.</p> <p>9.3. As a consequence of the Audit, the Clerk reported the successful recruitment of part-time Health & Safety Manager (now In-Post) and the establishment of Joint Health & Safety Committee.</p>	
<p>10. Finance Report</p>	<p><u>10. NSLIDB Accounts</u></p> <p>10.1. The RFO provided an overview of the Balance Sheet as forwarded with the Calling Notice & Agenda.</p> <ul style="list-style-type: none"> • Net Assets: £972,173 • Commuted sums and ring fenced reserves: £438,681 • I&E Report: income £596,000, expenditure: £511,075 and a surplus of £85,000. • I&E Report and Notes to Accounts were accepted as read. <p><u>10.a. Section 1 Annual Governance Statements 2018/19</u></p> <p>10.2. The RFO took the Board through the Annual Governance & Accountability Return Section 3. The Board acknowledged their responsibility for ensuring that there was a sound system of internal control, including arrangements for the preparation of the Accounting Statements and answered 'Yes' to</p>	

the eight Accounting Statements that formed Section 1 (Annual Governance Statement)

10.c Section 2 Accounting Statements

10.3. The RFO presented the Section 2 Accounting Statements, taking the Board step-by-step through the figures.

10.4. Cllr J Tonkin proposed, Seconded Mr C Redding **‘to approve the Section 1 Accountability Statements and Section 2 Accounting Statements of the Annual Governance Statement 2018/19.’**

Unanimous decision

The Board witnessed the Clerk, Chair and RFO signing the AGAR Sections 1 and 2 as necessary.

Unpaid Arrears

10.5. The Assistant Clerk provided an overview of 12 outstanding accounts with details where possible:

Account ID	Balance Due	Detail
0122	6.78	Land sold 2014. No details of previous land owner.
0179	6.56	Land sold 2018. Arrears 2015-2018 no details of previous owner.
0222	172.89	Land transferred 2018. Arrears 2007-2018 no details of previous owner.
0308	56.26	Land transferred 2018. Arrears 2010-2018 no details of previous owner.
0332	158.33	land transferred 2018. Arrears 2014-2018 no details of previous owner.
0346	65.45	Land sold 2016. Arrears 2016. No details of previous owner.
0380	40.68	land transferred 2016. Arrears 2015-2016 No details of previous owner.
0574	139.44	land transferred to special levy 2016. Arrears 2014-2016 no details of previous owner.
0645	298.03	Land transferred 2018. Arrears 2012-2018 no details of previous owner.
0674	3.41	land transferred to special levy 2012. Arrears 2012. no details of previous owner.
0694	62.81	Land sold 2015. Arrears2014-2018 no details of previous owner.
0761	311.40	land transferred 2018. Arrears 2017-2018. no details of previous owner.
	1,322.04	

10.6. Mr C Redding proposed, Seconded by Mr A Mead **‘to write off outstanding Drainage Rate arrears, as detailed, to a total value of £1322.04.’**

RESOLUTION 2

RESOLUTION 3

	<p>Unanimous decision</p> <p>10.7. The Assistant Clerk reported that 30% of current year rates had already been received to-date.</p>	
11. Engineering Reports	<p>11.1. In the absence of the Engineer (South), the Chair asked that members take the North and South Engineering Reports 'as read'. There were no comments.</p> <p>11.2. The Development Control Report was 'taken as read'.</p>	
12. Rhyne Supervisor's Report	<p>12.1. Mr D Crossman (Rhyne Supervisor) asked that members take his Report 'as read'.</p> <p>12.2. Mr A Brinson (Rhyne Supervisor) asked that members take his Report 'as read'.</p> <p>12.3. With regards to Development & Control, Sainsbury's Portishead: It was reported that land in this area has not been maintained, thereby causing detriment to the area. It was agreed that the landowner should be written to.</p> <p>The Clerk took an Action to write to Sainsbury's at Portishead to emphasise the riparian responsibility for maintenance works to prevent detriment to the area.</p> <p>12.4. Mr Brinson reported that, although Keeching had begun as scheduled, some landowners were not permit entry.</p> <p>The Clerk took an Action to assist the Area South Rhyne Supervisor with scheduled routine maintenance works entry where necessary.</p> <p>12.5. Mr Brinson also reported, for information purposes, that John Tucker & Son's 3-year maintenance contract was due to expire, with a 2-year option available.</p> <p>Cllr C Harris declared an interest as a Director of S E Harris Tree Services Ltd, a supplier to the Board.</p>	<p>New Action: NSL/20190611-04: Clerk</p> <p>New Action: NSL/20190611-05: Clerk</p>

13. Risk Review	<p>13.1. The Clerk provided an overview of the Risk Register, presenting the 'Top 5' Financial Risks facing the Board.</p> <ol style="list-style-type: none"> 1. Single Person Knowledge dependency. 2. Unforeseen overspend. 3. Staff do not wear, or are not trained in the use of appropriate PPE or tools. 4. Staff or public injured during conduct of IDB operations. 5. Staff injury whilst using machinery or tools. <p>13.2. He further reported that the Risk Register was a live document and is regularly reviewed on a monthly basis at Officer Management Meetings.</p>	
14. Date of Next Meeting	<p>14.1. The date of the next Full Board meeting was reported as 22 Oct 19, to be held at Horsecastle Chapel, Yatton at 19.00.</p> <p>14.2. Future key dates in the short-term were highlighted as:</p> <ul style="list-style-type: none"> • SDBC Management: 29 Jul 19, 10.30-12.30 • F&W Committee: 8 Oct 19, 14.30-16.30 <p>14.3. The Clerk also commented that an inaugural H&S and Environment Committees would be scheduled in due course prior to the full Board Meeting in Oct.</p> <p>There being no other business, Members and Officers were thanked for their attendance, and the meeting was closed at 15.50.</p>	

Annex:

A. North Somerset Levels Board – Table of Outstanding Actions

CHAIR.....DATE

**ANNEX A TO
NORTH SOMERSET LEVELS BOARD
MINUTES
DATED 11 JUN 19**

NORTH SOMERSET LEVELS BOARD – TABLE OF OUTSTANDING ACTIONS

Action Number:	Action:	Actionee:
NSL/20190409-02	To review potential locations for the tour route with assistance from the Rhynes Supervisors.	NSL Engineer (South)
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/20190611-01	To raise a specific Agenda Item on 'St George's Development' at the next meeting.	Clerk
NSL/20190611-02	To approach those Appointed Members not present to agree the final Membership position on the F&W Committee.	Clerk
NSL/20190611-03	To approach those Appointed Members not present to agree the final Membership position on the H&S Committee.	Clerk
NSL/20190611-04	To write to Sainsbury's at Portishead to enforce riparian responsibility for maintenance works to prevent detriment to the area.	Clerk
NSL/20190611-05	To assist the Area South Rhyne Supervisor with scheduled routine maintenance works entry where necessary.	Clerk