

**MINUTES OF THE NORTH SOMERSET LEVELS FULL BOARD MEETING HELD AT HORSECASTLE CHAPEL, YATTON ON 22 OCT 19**

<b>Attendance:</b>			
<b>Elected Members:</b> Mr T Bush (Chair) Mr E Adams Mr M Britten Mr N Cole Mr B Gray Mr P Kingcott Mr B Letts Mr A Mead Mr R Mitchell Mr R Parsons Mr C Pyke Mr C Redding Mr R Triggol	<b>Appointed Members:</b> Cllr S Bridger Mr P Burden Cllr J Cato Cllr C Cherry Cllr M Crosby Cllr D Dash Cllr A Harley Cllr S Hogg Cllr J Tonkin Cllr C Webb Cllr D Yamanaka	<b>Officers:</b> Mr R Burge (Clerk) Mrs C-A Morgan Mrs M Hammond Mr S Bunn Mr G Oliver Mr A Brinson Mr D Alsop Mr D Crossman	<b>Public:</b>
<b>Approved Apologies:</b>			
Mr G Plaister	Cllr C Cronnelly Mr R Garner Cllr C Harris Cllr R Westwood	Mr I Sturdy	
<b>Non-Approved Apologies:</b>			

<b>Agenda Item:</b>	<b>Detail:</b>	<b>Action:</b>
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 Mrs K White, the Boards Administration Assistant had requested an amendment to her working hours, from 25 hrs over 5 days to 22 hours over 4 days (Friday as a non-working day). The Board endorsed the request with no caveats.  New Action NSL/20191022-01: The Clerk took an Action to confirm acceptance of new working hours for the NSLIDB Admin Assistant, effective 1 Nov 19 and provide a new contract for the Chair to sign.	<b>New Action: NSL/20191022-01: Clerk</b>

3. Opportunity for members of the public to address the Meeting	None	
4. Declarations of Interest	Item 11 Dev Control - Mr A Mead: Pecuniary interest (Mead Realisations Ltd)	
5. Approval of Minutes	5.1. The Full Board Minutes of 11 Jun 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/20190409-02 (<b>Eng (South) to review potential locations for the tour route with assistance from the Rhynes Supervisors</b>) A tour of the district was conducted on 31 Jul 19. The Clerk reported this Action as closed.</p> <p>6.2. NSL/20190409-04 (<b>Eng (South) to provide regular progress status of development sites where the Board were intending to take on Rhyme maintenance</b>) The Clerk reported this item was now included as normal working business and reported this Action as closed.</p> <p>6.3. NSL/20190611-01 (<b>The Clerk to raise a specific Agenda Item on ‘St George’s Development’ at the next Meeting</b>) The Clerk reported this item would be discussed as Agenda Item 11 and reported this Action as closed.</p> <p>6.4. NSL/20190611-02 (<b>The Clerk to approach those Appointed Members not present to agree the final position on the F&amp;W Committee</b>) The Clerk reported the F&amp;W Membership as follows, and reported this Action as closed:</p> <p>Elected:</p> <ul style="list-style-type: none"> <li>• Tim Bush</li> <li>• Bernard Gray</li> <li>• Bob Mitchell</li> <li>• Mark Britton</li> </ul> <p>Appointed:</p> <ul style="list-style-type: none"> <li>• Peter Burden</li> <li>• Cllr John Cato</li> </ul>	<p><b>Action: NSL/20190409-02: Closed</b></p> <p><b>Action: NSL/20190409-04: Closed</b></p> <p><b>Action: NSL/20190611-01: Closed</b></p> <p><b>Action: NSL/20190611-02: Closed</b></p>

	<ul style="list-style-type: none"> <li>• Bob Garner</li> <li>• Cllr Ann Harley</li> <li>• Cllr James Tonkin</li> </ul> <p>6.5. NSL/20190611-03 (<b><i>The Clerk to approach those Appointed Members not present to agree the final position on the H&amp;S Committee</i></b>) The Clerk reported this Action as closed (request submitted) but, were still missing one representative on the Committee. The Clerk reported confirmation of the following Members and stated he would approach Mr Peter Harris (new Member in place of Caroline Harris) once confirmed by NSC to request his membership of the Committee.</p> <p>Joint H&amp;S Committee:</p> <ul style="list-style-type: none"> <li>• Cllr C Cherry</li> <li>• Bob Garner</li> <li>• TBC (Peter Harris?)</li> </ul> <p>*once Appointed Membership confirmed by NSL.</p> <p>6.6. NSL/20190611-04 (<b><i>The Clerk to write to Sainsbury’s at Portishead to enforce riparian responsibility for maintenance works to prevent detriment to the area</i></b>) The Clerk reported this matter was completed on 10 Jul 19, and reported this Action as closed.</p> <p>6.7. NSL/20190611-05 (<b><i>The Clerk to assist the Area South Rhyne Supervisor with scheduled routine maintenance works entry where necessary</i></b>) The Clerk reported this item was now considered as normal working business and reported this Action as closed.</p>	<p><b>Action: NSL/20190611-03: Closed</b></p> <p><b>Action: NSL/20190611-04: Closed</b></p> <p><b>Action: NSL/20190611-05: Closed</b></p>
<p>7. Governance Updates</p>	<p><u>Correspondence and Issues Arising</u></p> <p>7.1. The Clerk reported the following correspondence:</p> <ul style="list-style-type: none"> <li>• IDB1 Return Submitted for EOY 2018/2019.</li> <li>• Axe Brue &amp; Parrett Elections in progress</li> <li>• WRF&amp;CC – 2% Increase in IDB PRECEPT for 2010/2021 confirmed.</li> <li>• Stowey Rhyne – Yatton <ul style="list-style-type: none"> <li>• ‘Notice of Entry’ for Rhyne Maintenance</li> </ul> </li> </ul>	

	<ul style="list-style-type: none"> <li>• Receipt of ‘Notice of Removal of Implied Rights’</li> <li>• Subsequent FOI Request completed</li> <li>• The Clerk expected further push-back from the residents of Stowey Rhyme once Maintenance was to commence.</li> </ul> <p>7.2. Policy update: The Clerk reported:</p> <ul style="list-style-type: none"> <li>• Continued to review/develop Board Policy Documents and alignment in common Policies were being sought where possible.</li> <li>• Policies to be agreed at Joint Meetings (SDBC or H&amp;S/Environment Committee) and submitted to each individual Board for signature.</li> <li>• Revised H&amp;S Policy to be discussed at H&amp;S Committee on 20 Nov 19.</li> </ul> <p><u>Chairman’s Allowance</u></p> <p>7.3. Members endorsed a paper presented by the Clerk:</p> <ul style="list-style-type: none"> <li>• Payment of Chairman’s Allowance authorised under LDA Schedule 2 ‘in order to meet the expenses of his Office’ as ‘Specified in the Order’</li> <li>• Currently no Chairman’s Allowance was authorised under the Order.</li> <li>• The F&amp;W Committee had recommended the establishment of a Chairman’s Allowance of £1500 per annum, payable direct to the Chairman.</li> </ul> <p>7.4. Mr P Burden proposed, seconded by Cllr J Tonkin, that <b>“the North Somerset Levels IDB endorse an annual Chairman’s Allowance of £1500 to be paid quarterly direct to Chairman.”</b></p> <p>Vote: unanimous</p> <p>New Action NSL/20191022-02: The Clerk took an Action <b>to formally write to the Minister requesting the Chairman’s Allowance Order.</b></p>	<p><b>RESOLUTION 1</b></p> <p><b>New Action: NSL/20191022-02: Clerk</b></p>
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<p>8. Health &amp; Safety Update</p>	<p>8.1. The Clerk reported that two incidents (Near-Misses) had been reported since the last meeting:</p> <ul style="list-style-type: none"> <li>• Whilst undertaking annual maintenance operations on West Moor, front wheel of a Contractor’s tractor had entered the water of the ditch. Whilst no injuries or damage, the incident may have been worse had the vehicle not been able to stop or the bank steeper/higher. The Clerk emphasised the responsibilities that the board had as a Duty of Care and the need to remain cognisant of Contractor Method Statements and Safe Systems of Work.</li> <li>• Whilst travelling, the NSLIDB Board Vehicle (TOYOTA HILUX) had been hit by an approaching vehicle. No injuries were sustained to either party and a witness to the accident was obtained. Incident Report Form raised correctly. As a lesson-identified from the Incident, a Drivers Pack was to be instigated with daily check lists and Accident Procedures and Report Forms readily available.</li> </ul> <p>8.2. Safe Systems of Work had been updated to include traversing under Over-Head Power Lines following a Near Miss incident in the Parrett area.</p>	
<p>9. Finance Report</p>	<p><u>9. NSLIDB Accounts</u></p> <p>9.1. The RFO provided an overview of the Balance Sheet as forwarded with the Calling Notice &amp; Agenda.</p> <ul style="list-style-type: none"> <li>• Income favourable variances due to consent fees and bank interest receivable.</li> <li>• Expenditure variances due to: <ul style="list-style-type: none"> <li>• Favourable: Salaries – retirement of Clerk.</li> <li>• Favourable: Maintenance – invoices not yet received.</li> <li>• Adverse: SDBC admin charge – not included in budget.</li> <li>• Adverse: Broadband costs.</li> </ul> </li> </ul>	

	<ul style="list-style-type: none"> <li>• Adverse: Professional Fees – Mr D Colbourne invoice received over budget of £3k.</li> <li>• Premises – business rates; challenge has been lodged re: parking spaces – ongoing.</li> </ul> <p>9.2. The clerk reported that, since the integration of NSLIDB into the Consortium, it was identified that Mr Colbourne had no current Contract in-place. The Invoices had taken the Clerk and RFO by surprise and had not been budgeted for. Cllr J Tonkin proposed, seconded by Cllr A Harley, that <b>“A Meeting is held to discuss necessary works to be conducted by Mr D Colbourne to enable formulation of a new contract.”</b></p> <p><b>Unanimous decision</b></p> <p>New Action NSL/20191022-03: The Clerk took an Action <b>to convene a Meeting to discuss Mr D Colbourne and formulate a new contract</b></p> <p><u>Section 1 Annual Governance Statements 2018/19</u></p> <p>9.3. The RFO reported that External Auditors found no issues with the AGAR submitted for 2018/2019 and had signed off the accounts accordingly.</p> <p><u>Investment of Board’s Funds</u></p> <p>9.4. The Clerk and RFO gave a presentation on the investment of Board funds and the Flagstone Platform.</p> <ul style="list-style-type: none"> <li>• Location of Current Investments: <ul style="list-style-type: none"> <li>• NAT WEST Deposit Account</li> <li>• HSBC Money Market Fund</li> <li>• North Somerset Council</li> </ul> </li> <li>• Current Interests Rates and average Income from current Investment: <ul style="list-style-type: none"> <li>• 0.72% based on £760k returning an estimated £5,472 per annum</li> </ul> </li> </ul> <p>9.5. The RFO reported that the paper had been shared with North Somerset Council, who requested</p>	<p><b>RESOLUTION 2</b></p> <p><b>New Action: NSL/20191022-03: Clerk</b></p>
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	<p>an adequate Trading Management Strategy be developed.</p> <p>9.6. Members endorsed a recommendation from the Clerk to consider the establishment of an Account with Flagstone to manage the Board's Reserves, Commuted Sums and Ring-Fenced funds to bring in an increased revenue at less Risk through smarter investment of public-money.</p> <p>9.7. A Joint Task and Finish Group was to be formed to examine the investment proposal and develop a Draft Joint Investment Policy and provide recommendations for the next Full Board Meeting.</p> <p>9.8. Members of the Joint Task and Finish Group:</p> <ul style="list-style-type: none"> <li>• Cllr John Cato</li> <li>• Cllr Ann Harley</li> <li>• Mr B Mitchell</li> </ul> <p>Although not a formal proposition, all Members agreed with the decision in principle and would await the results of the T&amp;F Group.</p> <p><u>Drainage Rates:</u></p> <p>9.9. The RFO reported that £19,001.04 remained outstanding from 138 accounts. Second reminders were due to be issued in the near future.</p> <p>9.10. The Assistant Clerk reported that, in order to attend court on behalf of the Board to prosecute outstanding drainage rates, an Authority Certificate needed to be signed and sealed by the Chair. She recommended that the RFO also be given authority to comply with the Risk Register.</p> <p>9.11. Mr P Burden proposed, seconded Cllr A Harley that <b>“the Board endorses Carrie-Anne Morgan and Margaret Hammond to instigate proceedings for the recovery of arrears of drainage rates and to sign and seal the Certificates out of Meeting.”</b></p> <p><b>Unanimous decision</b></p>	<p><b>RESOLUTION 3</b></p>
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	<p><u>Budget setting 2020/21:</u></p> <p>9.12. The RFO advised that the SDBC budget would be prepared prior to the individual Board Budgets.</p>	
10. Engineering Reports	<p>10.1. The Chair asked that members take the North and South Engineering Reports 'as read'.</p> <p><u>Annual Weed Cutting Contract</u></p> <p>10.2. The Engineer reported that the annual weed cutting contract had an option to renew for a further two years.</p> <p>10.3. Mr C Redding proposed, seconded Mr A Mead that <b>“the Board endorse to extend the annual weed cleaning contract by two years as detailed within the contract with effect April 2020 to March 2022.”</b></p> <p><b>Unanimous decision</b></p> <p>10.4. <u>Hucker’s Bow:</u></p> <ul style="list-style-type: none"> <li>• Works have been completed and the structure is now operational.</li> <li>• £14.5k has been paid to the Environment Agency</li> <li>• The Board would be responsible for operation of the structure.</li> <li>• Ownership of the structure remained with the EA.</li> </ul>	<b>RESOLUTION 4</b>
11. Rhyne Supervisor’s Report	<p>11.1. Mr D Crossman (Rhyne Supervisor) asked that Members take his Report 'as read' with the following update:</p> <ul style="list-style-type: none"> <li>• Wessex Water – IDB consent was required for planting within 9m of a watercourse; the trees could be resited.</li> </ul> <p>11.2. Mr A Brinson (Rhyne Supervisor) asked that Members take his Report 'as read' with the following point of note:</p> <ul style="list-style-type: none"> <li>• Concern was expressed for the lack of access into maize fields, causing difficulties with channel cleaning works.</li> </ul>	



	<p>New Action NSL/20191022-04: the Engineer and Rhyne Supervisor took an Action <b>to create a schedule of watercourses not completed due to maize and report at the next Meeting if necessary.</b></p> <p>11.3. Mr Brinson reported that all watercourses would be at winter penn by 31 Oct 19.</p>	<p><b>New Action: NSL/20191022-04: Engineer</b></p>
<p>12. Development Control</p>	<p><u>The Cut, Portishead</u></p> <p>12.1. Mr S Bunn, Development Control Officer (DCO), reported that the Board had no powers to enforce, however a Meeting was scheduled with NSC week commencing 28 Oct 19.</p> <p><u>St George's, Worle</u></p> <p>12.2. DCO provided an update on the development, this list was not exhaustive (Mr A Mead left the room):</p> <ul style="list-style-type: none"> <li>• Land Drainage Consent (LDC) awarded in 2001 with robust conditions.</li> <li>• Commuted sum, £72k, was paid in 2001.</li> <li>• IDB to take on maintenance of rhyne, ponds and attenuation ponds</li> <li>• Management of site to be agreed with developers and NSC.</li> <li>• IDB remit to maintain watercourses, not act as landowners.</li> <li>• Additional costs now due to increased vegetation.</li> <li>• Verification required from NSC to ensure Bonds had been released to enable LDC sign off of conditions</li> </ul> <p>12.3. Cllr A Harley proposed, seconded Mr P Burden that <b>“IDB seek additional £15k from developer’s consortium to enable expedient resolution for initial and commencement of routine maintenance.”</b></p> <p><b>Unanimous decision</b></p> <p>New Action NSL/20191022-05: the Clerk took an Action <b>to formally request additional funds of £15k from the developer’s consortium to enable</b></p>	<p><b>RESOLUTION 5</b></p> <p><b>New Action: NSL/20191022-05: Clerk</b></p>

	<p><b>initial maintenance works to commence at St George's, Worle.</b></p> <p>Mr A Mead was invited to return to the Meeting and was updated on the outcome of discussions.</p>	
13. Risk Review	<p>13.1. The Clerk provided an overview of the Risk Register, presenting the 'Top 3' Financial Risks facing the Board.</p> <ol style="list-style-type: none"> <li>1. Single Person Knowledge dependency.</li> <li>2. Cut backs in budget.</li> <li>3. Invasive species</li> </ol> <p>13.2. He further reported that the Risk Register was a live document and was 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 <b>04 Feb 20</b>, to be held at the Board's Office, Highbridge.</p> <p>14.2. Future key dates in the short-term were highlighted as:</p> <ul style="list-style-type: none"> <li>• H&amp;S Committee: <b>20 Nov 19</b>, 09.30-11.30</li> <li>• Environment Committee: <b>6 Dec 19</b>, 09.30-11.30</li> <li>• SDBC Management: <b>10 Jan 20</b>, 10.30-12.30</li> <li>• F&amp;W Committee: <b>21 Jan 20</b>, 14.30-16.30</li> </ul> <p>There being no other business, Members and Officers were thanked for their attendance, and the meeting was closed at 21.00.</p>	

Annex:

A. North Somerset Levels Board – Table of Outstanding Actions

CHAIR.....DATE .....

**ANNEX A TO  
NSLIDB BOARD MINUTES  
DATED 22 OCT 19**

**NORTH SOMERSET LEVELS BOARD – TABLE OF OUTSTANDING ACTIONS**

Action Number:	Action:	Actionee:
NSL/20191022-01	To confirm acceptance of new working hours, effective 1 Nov 19 and provide a new contract for the Chair to sign.	Clerk
NSL/20191022-02	To formally write to the Minister requesting the Chairman's Allowance Order.	Clerk
NSL/20191022-03	To convene a Meeting to discuss Mr D Colbourne and formulate a new contract within the delta provided.	Clerk
NSL/20191022-04	To create a schedule of watercourses not completed due to maize and report at the next Meeting if necessary.	Engineer and Rhyne Supervisor
NSL/20191022-05	To formally request additional funds of £15k from the developer's consortium to enable initial maintenance works to commence at St George's, Worle.	Clerk