

## MINUTES OF THE NORTH SOMERSET LEVELS FULL BOARD MEETING HELD VIA ZOOM ON 23 JUN 20

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

<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. Standing Orders: Following discussions with ADA and the Chairman, DEFRA approved amendments to the Standing Orders to include additional provisions 28 and 29 at the end, allowing changes to the way our meetings are held up to 7 May 2021.  2.2. Members endorsed the Standing Orders amendment which were signed by the Chairman.	

	2.3. The Clerk reported that the Agenda and invitation to the Meeting had been advertised on the Boards' website, however no members of the public had requested to join the Meeting.	
3. Declarations of Interest	3.1. No declarations were made at this time, however Members were reminded to express declarations of interest as necessary through the Meeting.	
4. Approval of Minutes	4.1. The Full Board Minutes of 03 Feb 20 were accepted unanimously and signed by the Chair as a true and accurate reflection of the Meeting.	
5. Matters Arising	<p><u>Review of Actions</u></p> <p>6.1. <b>NSL/20200204-01: The Clerk took an Action to hold Officer and Member discussions in the formation of a Board Policy to standardize channel cleaning access and traversing of maize fields.</b> The Clerk reported that, following agreement with the Chairman, this Meeting would be extended to include with the Axe Brue and Parrett Boards to formulate a Joint Policy.</p> <p>6.2. <b>NSL/20200204-02: To formulate a Register of Structures with a priority schedule for works and defects.</b> Dir Ops reported an updated table is included in the Engineering Report and that a Risk-based Asset Register is to follow in due course. This Action was closed.</p> <p>6.3. <b>NSL/20200204-03: To investigate Director and Officers Insurance Liability and report back to the Board.</b> Dir Fin reported the Board insurance included Director &amp; Officer liability at a satisfactory level of cover. This Action was closed.</p>	<p><b>Action:</b> <b>NSL/20200204-01: On-going</b></p> <p><b>Action:</b> <b>NSL/20200204-02: Closed</b></p> <p><b>Action:</b> <b>NSL/20200204-03: Closed</b></p>
6. Governance Updates	<p><u>Members Code of Conduct</u></p> <p>6.1. The Clerk presented the SDBC (Joint) Members Code of Conduct, updated to align all Boards' Code of Conduct, which has resulted in no change to the North Somerset Levels (NSL) Code of Conduct.</p> <p><u>Procurement Policy</u></p> <p>6.2. The Clerk presented the SDBC Procurement Policy, updated to align all Boards' Policy.</p> <ul style="list-style-type: none"> <li>Concern was expressed for Item 10.3 (<i>the Boards will, where appropriate, limit awards to contractors where that award would result in the contractor holding more than 50% of the Boards' expenditure in that category</i>) due to the limited number of Contractors operating within the Board's area. Dir Ops reported the Policy clearly stated the</li> </ul>	

	<p>paragraph included '<i>Where appropriate</i>' to allow flexibility in these instances.</p> <p><u>Enforcement Policy</u></p> <p>6.3. The Clerk presented the SDBC Enforcement Policy, updated to align all Boards' Policy.</p> <p><b>Cllr J Tonkin proposed, seconded by Mrs D Yamanaka that North Somerset Levels IDB endorse the (Joint) Members Code of Conduct Version 1.0 dated 22 Jun 20, Procurement Policy Version 1.0 dated 22 Jun 20 and Enforcement Policy Version 1.0 dated 22 Jun 20.</b></p> <p>Vote: Unanimous</p>	<p><b>RESOLUTION 1</b></p>
<p>7. Finance Report</p>	<p>7.1. Director of Finance, as the Responsible Finance Office (RFO), confirmed that the quarterly accounts reconciliation was continuing, however, due to Covid-19 restrictions, they had not yet been signed by a Board Member.</p> <p><u>End of Year Report 2019/2020</u></p> <p>7.2. SDBC Accounts: The RFO, provided an overview of the End of Year Report with the following points of note:</p> <ul style="list-style-type: none"> <li>• Year-End SDBC surplus had been divided between Axe Brue, Parrett and North Somerset Levels in accordance with the Consortium Agreement share to enable a zero balance; NSL 18%.</li> <li>• SDBC Expenditure variance was primarily due to vacancies in SDBC Staffing.</li> <li>• I&amp;E Report and Notes to Accounts were accepted 'as read'.</li> </ul> <p>7.3. NSLIDB Accounts: The RFO provided an overview of the Balance Sheet with the following point of note:</p> <ul style="list-style-type: none"> <li>• I&amp;E Report: surplus £20k.</li> <li>• Income favourable variance due to commuted sums and SDBC income.</li> <li>• Expenditure favourable variance due to less maintenance, Board schemes and property costs.</li> <li>• I&amp;E Report and Notes to Accounts were accepted 'as read'.</li> </ul> <p>7.4. Internal Audit has been completed by South West Audit Partnership (SWAP) who had provided substantial assurance all controls were in place and working.</p> <p>Members endorsed the annual accounts as submitted.</p> <p>7.5. <u>Section 1 Annual Governance Statements 2019/20</u></p>	



- The Board had chosen neither to maintain this in-view watercourse due to its complexities nor to request appointed Contractor to use alternative equipment.
- Dir Ops reported that the Board has enjoyed the benefits of the work, however the works remained outside the scope of Board works.
- The Finance & Works Committee recommended ***‘not to pay the invoice for un-approved maintenance works.’***
- Mr B Garner recommended that the Board thank the landowner and provide an ex-gracia payment and for the Board to follow the Procurement Procedures in the future.
- Cllr J Cato agreed in principal however highlighted the conflict of interest, and expressed concern that the EA were not undertaking their duties.
- The Clerk reported the watercourse was not Board responsibility and there was no audit trail for the pre-agreement for invoice. The Clerk felt uncomfortable with the Board paying a Board Member for undertaking non-Board work and without pre-authorisation or contract in-place and strongly advised the Board not pay the invoice.

***Mr B Garner proposed, seconded by Mr P Burden, that NSLIDB makes a one-off ex-gracia payment of £120 for three annual watercourse cleaning operations and expresses the gratitude of the Board for the work undertaken.***

Vote: 16 For, 1 Against, 0 Abstain

8.5. Mr B Garner expressed concern that the Board's Development Control process was not taking the Board's interest firmly in hand. Mr S Bunn, Development control Officer (DCO) reported that Curo at Yatton were in discussion with the Board and have made changes to the layout around the attenuation pond.

8.6. Cllr J Cato expressed concern for North Somerset Council's (NSC) proposed re-wilding programme. DCO reported that NSC were planning re-wilding across the full extent of the Board's District, with some designs on NSC's own watercourses. He confirmed that a Land Drainage Consent (LDC) was yet to be submitted.

8.7. Cllr J Cato requested an updated to Weston Airfield. DCO reported that he had been met on-site to discuss pipes and culverts, and Persimmon were to address strategic infrastructure relating to Conditions.

#### RESOLUTION 4

	<p>8.8. GMO requested consideration to taking two additional lengths of watercourse into view with the following points of note:</p> <p><u>Cooks Rhyne, Yatton</u> Consideration to taking 31m of watercourse into view:</p> <ul style="list-style-type: none"> <li>• Provide protection for: <ul style="list-style-type: none"> <li>○ 122 x dwellings</li> <li>○ 3 x retail sites</li> <li>○ 6 x hectares of agricultural land</li> </ul> </li> <li>• Additional £20 annual cost to the Board's maintenance budget</li> <li>• Beneficial for continuity of conveyance through district.</li> </ul> <p><u>Tickenham Moor</u> Consideration to taking 630m of watercourse into view:</p> <ul style="list-style-type: none"> <li>• Provides protection for: <ul style="list-style-type: none"> <li>○ 1 x listed building</li> <li>○ 6 x dwellings</li> <li>○ 29 hectares Flood Zone 3</li> <li>○ 1 x SSSI</li> <li>○ 30 hectares Flood Zone 2</li> <li>○ 35 hectares of agricultural land</li> </ul> </li> <li>• Additional £200 annual cost to maintenance budget</li> <li>• Introduce Board watercourse into EA drain</li> </ul> <p><b><i>Mr P Burden proposed, seconded by Cllr J Tonkin to endorse the recommendation to take 31m of Cooks Rhyne, Yatton and 630m of Tickenham Moor into the Board's in-view system and for both lengths to be maintained annually.'</i></b></p> <p>Vote: Unanimous</p>	<b>RESOLUTION 5</b>
<p>9. Risk Review</p>	<p>9.1. The Clerk had distributed the updated Risk Register Dashboard with the Calling notice and took members through the Top 10 Risks.</p> <p>9.2. The Clerk reported the Board had £188k 'free' Reserves which he considered to be a relatively comfortable position at present in relation to the current Risks being carried.</p> <p>9.3. Mr C Redding expressed concern for succession of Rhyne Supervisors. The Clerk reported that the SDBC Management Committee had approved the appointment of two Water Environment Worker Apprentices who were currently receiving training through the SDBC. He also</p>	

	<p>reported that the Strategic Review would be discussed at a Task &amp; Finish Group Meeting in due course.</p> <p>Resilience of the NSLIDB Rhyne Supervisors (and also the Axe Brue and Parrett Expenditors) was a recognised concern and was hoped that the WEW apprentices would support the future resilience of these posts and was firmly part of the overall Strategic Review of Manpower Review.</p>	
10. Any Other Business	15.1. The Clerk introduced Cllr Bridget Petty, who had been Appointed by NSC to replace Cllr C Harris on the Board.	
11. Date of Next Meeting	<p>16.1. The date of the next Full Board meeting was reported as</p> <ul style="list-style-type: none"> <li>• Full Board – 9 Oct 20</li> </ul> <p>There being no other business the Meeting was closed at 1610.</p>	

Annex:

A. North Somerset Levels Board – Table of Outstanding Actions

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

**ANNEX A TO  
NSLIDB BOARD MINUTES  
DATED 23 JUN 2020**

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

Action Number:	Action:	Actionee:
NSL/20200204-01	To hold Officer and Member discussions in the formation of a Board Policy to standardize channel cleaning access and traversing of maize fields	Clerk