

North Somerset Levels Internal Drainage Board
Minutes of Board Meeting
2nd October 2018

Present Messrs, B Gray(Chairman), W M Britten, T Bush, N Cole, P Kingcott, R Mitchell, R Parsons, C Pyke, C Redding, and Council Representatives, J Iles, D Payne, M Pepperall, D Yamanaka, J Tonkin and M Trump.

Also in attendance Engineering Services Providers G Oliver, North Area Rhynes Supervisor (DC), Rhynes Supervisor (AB), Clerk and Administrative Assistant.

586. Presentation by the Chairmen of the Axe/Brue and Parrett IDBs

The Chairmen of the Axe/Brue and Parrett IDBs provided an outline of how the consortium works and how becoming a part of the consortium affects both boards, including how they maintain their autonomy as individual boards with shared administrative and management staff. They then answered questions from the members present. The Board thanked them both and they then left the meeting. Discussion about the presentation, the possible provision of the Clerk & RFO services to take place at a future Board Meeting.

587. Apologies and Declaration of Members Interests

Apologies for absence were received from R Adams, G Plaister and Councillors P Burden R Cleland, C Codling, R Garner, D Poole, D Shopland, C Webb plus Engineers D Alsop and S Bunn (SB),
Register not signed by and apologies not received from B Letts, A Mead, R Triggol, T Porter, and S Stokes.

588. Opportunity for Public Participation

There were no members of the public in attendance.

589. Minutes of Last Meeting and Matters Arising

Copies of the minutes of the meeting held on 14th August 2018 (*Appendix 1*) had been distributed to all members and were taken as read. It was proposed by MB, seconded by CP and agreed by the Board that the minutes were a correct record, after which they were duly signed by the Chair.

Matters arising: Page 3 minute 580. The finance policies and general purposed committee minute 208 regarding the meeting on the 29th August with the CEO and the two Chairmen of the consortium. The Clerk advised the board that due to illness P Burden stood in for the chair at the meeting to represent the Board. The Clerk and Chair will be having a further meeting with the Somerset Drainage Boards Consortium CEO on 19th October.

590. Finance Policies and General Purposes Committee

The FP&GPC had been held less than a week previously, so minutes were not yet available. The Clerk read out notes on what was discussed.

Insurance: Quotes had been received from Zurich and Towergate. Zurich quote had increased by £1300 on last year but was still the lower. Increased costs were attributed by Zurich to additional office equipment and furniture, and additional staff cover. Having been authorised by the Board to deal with this matter the Committee decided to renew with Zurich. During deliberations the committee had discussed levels of cover at Sampson's Sluice and it was decided that further investigations and discussions with insurers should take place before the next renewal.

Professional Indemnity Insurance quotes were requested from both insurers but only Towergate quoted for this at £1550.00.

The Board then briefly discussed professional indemnity cover. Queries raised regarding necessity for this and possible duplication of cover. Chair and Clerk to investigate more fully and report to the FP&CPC.



GDPR: As ADA model documents now unlikely to be ready before the New Year the Board decided against waiting any longer. A GDPR compliant Data Protection policy and Privacy Notice to be prepared and presented to the Board as soon as possible. Decision regarding the appointment of an external Data Protection Officer or DPO services also required. As instructed, the Clerk had investigated engagement of an external DPO. North Somerset Council, who provide DPO services to other public authorities, quoted £750.00 per annum to include a remote information governance advice and guidance service offering unlimited access to the information governance team. Previous quote received from an independent provider was £50 per hour or part hour.

It was decided that an additional Board Meeting should take place after the 19th October so that staffing /consortium issues and GDPR could both be covered.

591. Rhyne Supervisors' Reports

Copies of the Rhynes Supervisors' reports (*Appendix 2*) had been distributed to all members and were taken as read.

North Area (David Crossman)

DC presented his report to the Board. In addition to what was covered in the report DC requested that a meeting be set up between the Engineer and the EA to discuss the EA keetching strategy and its likely impacts. It was agreed that the FP&GPC would approve the granting of winter maintenance quotation awards provided costs fall within budget.

The pollution reported on Williams Rhyne had not been investigated fully by the EA; NSLIDB administrator to continue to chase the EA for resolution.

Natural England have been contacted regarding fallen trees in Black Ditch in the Gordano Valley which are preventing maintenance, admin assistant to continue to chase NE for a response.

South Area (Anthony Brinson)

AB presented his report to the Board. In addition to what was covered in the report the Rhynes Supervisor added that close monitoring of the pollutant levels resulting from the Wessex Water incident would continue. Approaching winter pen, the EA had advised a staged release of water in line with information supplied by Wessex Water and the Engineer.

There has been a significant rise in the volumes of Floating Pennywort, some rhynes have been affected more than previous which is probably due to the warmer weather and lack of flow in the system.

Mechanical removal has taken place and the worst areas will be sprayed well in advance of keetching next year, the EA will need to tackle the issue in the River Banwell.

The report listed planned winter maintenance, but in addition to this approximately 1500m of de-silting is proposed which is entire length of Redcroft Rhyne. The contractor has encountered difficulty with the maintenance this year, caused by lack of water and volume of silt.

Two more winter maintenance jobs were also discussed; the requirement for a new access culvert on Heathgate Rhyne and bank repairs to Tower Lane. Quotations will be written and sent out and site visits will be organised with local two board members to review the works proposed.

Cllr M Pepperall enquired about the maintenance on Walford Avenue. The engineer responded that there is currently a disagreement on a key point in the wording of a letter between both parties the developer and the Board. If this can be resolved and the previously agreed additional sum is paid to the Board then the extra work could commence to get the rhynes in a state suitable to allow the enactment of the original commuted sum. The engineer will reiterate the Boards position to the developer to try to achieve a resolution. The engineer stated that if agreement can be reached before the winter, major vegetation and tree work could be carried out within the environmental time constraints.

592. Engineers' Reports

Copies of the Engineers' reports (*Appendix 3*) had been distributed to all members and were taken as read.

South Area Engineer's Report

Further to the report:



Winter Maintenance – The compiling of South Area Winter maintenance jobs have been delayed due to staff sickness and other major operational incidents which have occurred. It is hoped that quotations be brought to the Board meeting in December.

Huckers Bow – The engineer will attend a progress meeting with the EA and contractor on Thursday. The main works are progressing on site including groundworks and piling. The discharge from Kewstoke catchment has been minimal due to the prolonged dry weather.

Safe Access to Dolmoor Lane and Brandeer Rhyne & Littlewall Rhyne - (raised at last Board Meeting). The engineer arranged a site visit with two board members to look at the practicality of using a new landowner access route as an alternative to an existing access route which is no longer suitable. The new route allowed for safe access and would not require the Board to construct two new culverts in order to provide safe access.

On the basis of the outcome from the site visit and a previous request to the Board the engineer now requested a contribution by the Board of £3500 plus some contribution towards stoning up of two gateways on the new route. It was proposed by CR, seconded by DP and agreed by the Board that a contribution of £3500 be made to secure the use of these structures already constructed by the landowner and the Board provide improvement to two gateways on the route using a contractor engaged by the Board.

Wessex Water - The Engineer summarised the Wick St Lawrence pollution incident which occurred from 19th August and referred the Board to the action plan detailed in his report. EA require monitoring of the rhyne system, samples continue to be taken by Wessex. The Engineer has requested silt samples to be tested and expressed concerns for future IDB maintenance, as possibly polluted silt could end up removed and spread onto land. At the moment the state of the pollutants in the silt are to be established. Landowners are being encouraged to deal directly with Wessex regarding any compensation. TB noted that the Board may need to seek compensation for additional work entailed and the Engineer responded that due to nutrients in the sewerage is likely to result in a heavier weed growth in the rhynes. Wessex would also have to be responsible for a substantial cost for movement and tipping of silt should it be required. The Engineer stated that the EA are receiving regular results from Wessex Water. By holding water in the rhyne system under the instructions of the EA rather than instantly flushing the system the Board mitigated a major EA incident.

The Rhynes Supervisor reported that Wessex Water have taken a sample of the pipe away for analysis and they say it was not the condition of the pipe, but the ground conditions that caused it. There was some discussion that sewer main markers had been removed which would increase the risk to the Board's contractor of a damaged main. Although it was a burst main that caused this incident the Engineer replied that any lessons learnt need to be taken from this incident.

Weston to Clevedon Cycleway - The NSC Project Manager, who was unable to come and make a presentation at the previous Board Meeting, had supplied the Engineer with a handout for circulation to the Board regarding the Cycleway. The Engineer requested that Board members review the notes and feedback any comments they may have. The NSC Project Manager had informed the Engineer that a full planning application would be submitted shortly. As stated in the document NSC have committed to providing certain measures to ensure public safety and maintain operational access for the Board to carry out both routine and major maintenance on Sampson's Sluice which is a critical flood risk water level management structure.

North Area Engineers Report

GO presented to the Board in the absence of DA. Further to the Report:

Land Yeo (EA Main river) - A date has been fixed for the 18th November at 10am, invitations have gone out to all Board Members, the EA and various other interested parties. Board members are encouraged to come along.

The Cut, Portishead – Letters have been written to the developer and the council outlining the need for the essential work, the council will take on this area as Public Open Space

Railway Culverts Maintenance dates for the North Area are programmed for early November in conjunction with Network Rail. In addition Innes Thompson from ADA is planning a trip on 27th



November with a senior director from the EA and a senior drainage engineer from Network Rail. The focus will be the collaboration between NSLIDB and Network Rail on the railway culverts.

Stowells Concrete – Meeting planned for the 3rd October with Stowells to go through issues.

Yatton – Hallam Development a correction to the date of the planning application was highlighted by JI from 2018 to 2015.

Nailsea Housing West of Engine Lane – MT asked for details of the revised drainage proposals (The Chair of Board declared an interest) GO was unable to respond in the absence of the Development Control Officer, SB. The chair responded that it was a revision to accommodate the storm water discharge.

Development Control Report

Further to the report:

Lists of Planning and Land Drainage Consent applications were circulated at the meeting (*Appendix 4*)

Hinkley Point Connections Project - SB has had attended a recent meeting and documents are now coming forward from the planning authorities for approval.

Portishead, The Cut – As above

Land Yeo – GO reported that an action from a previous Board Meeting was that Nick Brain (Senior Solicitor from North Somerset Council) should be contacted regarding the upcoming meeting, he has been contacted and has delegated to John Flannigan (Flood Risk officer for North Somerset Council)

593. Review of Financial Regulations

The Financial Regulations (*Appendix 5*) had been distributed to all members and were taken as read. It was proposed by TB, Seconded by MB and the Board agreed the re-approval of the Financial Regulations as presented.

594. Administrative Matters

The Clerk advised that the ADA Governance Pack is due on 1st November and that this will be reported upon at the December Board Meeting.

The External Audit Report & Certificate had been received and was presented at the meeting. An unqualified opinion had been given with no matters to bring to the attention of the Board.

The FP&GPC had agreed a direct debit mandate to be signed by the Clerk and Chair and forwarded to North Somerset Council for the payment of business rates on the First Floor Offices. The offices are still being treated by the Valuation Office as two properties although various documents have been forwarded to the VO. Depending on what decision is made an appeal may be made. Staff reviews and Engineering Services review to take place before next Board meeting.

595. Treasurers Report and List of Payments

The Treasurers Report (*Appendix 6*) and List of Payments (*Appendix 7*) had been distributed to all members and were taken as read. It was proposed by MB, seconded by MP and the board agreed that the payments list should be signed as a correct record. The Investments List (*Appendix 8*) was circulated at the meeting.

596. Any Other Business

No other business was discussed.

597. Confidential Business

No confidential business was discussed.

Meeting Closed 21:00

Next Meeting of FP&GPC 20th November

Next Board Meeting TBC 11th December

Qc Burt