

**North Somerset Levels Internal Drainage Board**  
**Minutes of Board Meeting**  
**11<sup>th</sup> December 2018**

Present       Messrs: B Gray, R Adams, W M Britten, T Bush, N Cole, P Kingcott, B Letts, R Mitchell, R Parsons, G Plaister, C Pyke, C Redding and Council Representatives: P Burden, R Garner, J Iles, D Payne, D Poole, D Shopland, J Tonkin.  
Also in attendance: The Clerk and Administrative Assistant, Engineer G Oliver, Development Control Officer S Bunn and Rhynes Supervisor A Brinson.  
*IT Consultant in attendance only to run IT for Agenda Item 12*

**A.G.M.**

603.    Welcome and Apologies for Absence

Apologies for absence were received from: A Mead, R Triggol, Council representatives R Cleland, S Codling, M Pepperall, T Porter, and M Trump, C Webb and D Yamanaka.    Also from Rhynes Supervisor D Crossman.

604.    Election of Chair and Vice Chair

AGM Election of Chair and Vice Chair had not been included in the agenda, the Clerk apologised for this omission and it was agreed by a show of hands that the Election of Chair and Vice Chair would be included in the meeting. B Gray, having announced that he wished to stand down as Chairman, M Britten proposed, P Burden seconded and the meeting unanimously agreed T Bush be elected as Chairman. (T Bush had already advised the meeting that he would be unavailable for Board duties for the whole of January.) At this point in the meeting the outgoing Chairman handed over to T Bush. The new Chairman asked the Board to show their appreciation and those present applauded B Gray for the remarkable job he has done, over many years, as Chairman of this North Somerset Levels IDB and of the previous North Somerset IDB.

M Britten proposed, J Iles seconded and the meeting unanimously agreed P Burden be elected as Vice Chairman.

605.    Election of Finance, Policies and General Purposes Committee

B Gray proposed, R Parsons seconded and the meeting unanimously agreed that J Tonkin be elected to the Finance, Policies and General Purposes Committee.

M Britten proposed, R Mitchell seconded and the Board agreed unanimously that the new and past Chairmen be re-elected to each committee to maintain expertise and all other members be elected as detailed below and in minutes 606 to 608.

**Members of the Finance, Policies & General Purposes Committee**

Mr T Bush (Chairman)  
Councillor P Burden (Vice Chairman)  
Mr W M Britten  
Councillor R Cleland  
Councillor R Garner  
Mr B W Gray  
Mr R Mitchell  
Councillor D Payne  
Mr C Pyke  
Councillor J Tonkin



606. Election of Engineering Services Review Working Party  
**Members of the Engineering Services Review Working Party**  
Mr T Bush (Chairman)  
Councillor P Burden (Vice Chairman)  
Mr W M Britten  
Mr R Mitchell  
Mr B Gray

607. Election of Staff Review Sub-committee  
**Members of the Staff Review Sub-committee**  
Mr T Bush (Chairman)  
Councillor P Burden (Vice Chairman)  
Mr W M Britten  
Councillor R Garner  
Mr B Gray  
Councillor D Payne

608. Election of Developments Sub-committee  
**Members of the Developments Sub-committee**  
Mr T Bush (Chairman)  
Councillor P Burden (Vice Chairman)  
Mr B Gray  
Councillor T Porter  
Mr R Mitchell  
Mr G Plaister  
Councillor D Shopland

### **BOARD MEETING**

Item 12 'Staffing/Consortium Update' was delayed until after the Engineers Reports so that any staff members other than the Clerk could leave the meeting at that point.

609. Opportunity for Public Participation and Declaration of Members Interests  
There were no members of the public present. C Redding declared an interest regarding premises at The Grange Business Park.
610. Minutes of last Board meetings  
Copies of the minutes had been distributed beforehand and were taken as read. Committee members J Iles proposed, D Payne seconded and other committee members present agreed the minutes for 2<sup>nd</sup> October (*Appendix 1*) and 23<sup>rd</sup> October (*Appendix 2*) as correct and they were signed by the Chairman.
611. Matters Arising from Minutes  
Matters arising from the 23<sup>rd</sup> October Minutes: Minute 599 - The Clerk advised the Board that GDPR Data Protection Training took place on Friday 7<sup>th</sup> December and was well attended. However, the Clerk wished to stress that ALL Board members should attend training both elected members and council representatives. Reminders will be sent out in the New Year and a second course arranged.
612. Recommendations of FP&GPC meetings on 26 Sept and 20 Nov 2018  
Copies of the minutes had been distributed beforehand and were taken as read. The minutes from 26<sup>th</sup> September (*Appendix 3*) had been approved at the FP&GPC on 20<sup>th</sup> November.  
Committee members D Payne proposed, C Pyke seconded and other committee members present agreed the minutes for 20<sup>th</sup> November (*Appendix 4*) as a correct record and they were signed by the Chairman.



Minute 222: (See Minute 617 below)

Minute 224: Kenn Street BM0049-013. Several committee members have visited the site but there are concerns about necessity of the work that has been planned. The Engineer will consult with the Rhynes Supervisor to establish the justification for the planned works. All other tenders were approved by the FP&GPC.

613. Staffing / Consortium - Update  
(See Minute 617 below)

614. Draft Operational Budgets – Proposed 2019-2020 Budgets and 5-Year Forward Programme  
Copies of the 2018-19 North Budget Summary with Proposed 2019/20 Budget, 2018-19 South Budget Summary with Proposed 2019-20 Budget, 2018-19 Combined Budget Summary with Proposed 2019/20 Budget (*Appendices 5a, b&c*) North Area Engineer's 5 Year Capital Programme, South Area Engineer's 5 Year Capital Programme, 5-Year Forward Programme of Proposed Capital and Maintenance Expenditure (*Appendix 5d, e & f*) had been distributed beforehand and were taken as read. GO and the Clerk gave a brief explanation of the budgets including the future improvements fund. P Burden proposed, M Britten seconded and the meeting agreed the recommendation of the FP&GPC that the budgets as presented be approved. The meeting further agreed the FP&GPC recommendation that the 5 Year forward programme be accepted, proposed P Burden, seconded R Garner.

615. Rhynes Supervisors' Reports  
South Area

Copies of the Rhynes Supervisor's Report (*Appendix 6*) had been distributed beforehand and were taken as read. Further to the report the Rhynes supervisor confirmed that the South Area has gone to winter pen with the exception of a few areas where animals are still out. The SSSI remains unaffected by the previous pollution incident at Churchill Rhyne/Sandmead Rhyne. Board Members were asked to be vigilant regarding fly-tipping in all vulnerable areas. The Rhynes supervisor suggested the Board approach North Somerset Council to suggest a barrier system fitted at the bottom of Moor Lane, Hutton to prevent access for fly-tippers in and around the Cross Rhyne and North and South Superponds area. The engineer confirmed that there is a possible risk to the drainage network in the area from debris ending up in the rhynes and watercourses.

North Area

The Engineer gave a brief overview in the North Area Rhynes Supervisor's absence. GO has been in regular contact with A Crossman who is standing in for D Crossman. Winter pen is set in the north area network.

616. Engineers' Reports

Copies of the Engineers' reports had been distributed beforehand and were taken as read (*Appendices 7a, b & c*)

Further to the reports:

**South Area**

The Engineer is due to issue tenders for the south area winter maintenance. The engineer will attempt to get tenders returned in time for either the January finance committee or the February board meeting. The meeting with ADA, EA and Network Rail (NR) to look at the joint work between the NSLIDB and NR on vegetation clearance of railway culverts was very positive. It represents the first example of co-operation of this kind nationally and has been identified by ADA as a good example of collaboration between the organisations. During the visit the drainage engineer of Network Rail agreed the importance of such work and committed to providing ongoing resources where and when required. A meeting will be arranged in January/February with NR operational staff to look at further sites in the south of the

NSLIDB area and programme works accordingly, the works will be repeated annually to maintain a good standard of conveyance in the future.

### **North Area**

In DA's absence GO & SB presented his report.

Winter maintenance tenders were approved by the FP&GPC and the Engineers are in a position to award those tenders with the exception of the work near Kenn Street Kenn because of the concerns regarding fencing, and Warrens Caravan Park, Colehouse lane south of Clevedon until the potential pollution issue is resolved with EA. The other contracts will be awarded and work will commence in the New Year 2019.

Land Yeo: A briefing note from the EA regarding the Land Yeo was included with the report. GO reported back that the site meeting had been positive, attended by a number of different organisations and that DA would be producing an updated report on the outcomes of the meeting. There was no direct move from the EA regarding funding, but other options across a broader sector of organisations and sources would be looked at. We are looking collectively and collaboratively at how we can go forward with this work, we need to be mindful of the EA limited funds. SB: following the site meeting DA was proposing to get a small working party together of interested parties to look at the practicalities of obtaining funding such as National Lottery Funding and Heritage Funding; North Somerset Council may be looking to put some time into the project.

D Shopland requested permission to divulge information from the papers regarding the Land Yeo to the Town Council, it was agreed that this was public information so sharing was permitted.

The Cut: After a brief synopsis of the history PB requested that this be made a regular item on the Board's agenda due to the past problems encountered and the imminent end to the developer's involvement in the site.

Paige's Outlet: DA is finalising Paige's Outlet contract documents and it is due to go out in the near future. The Board have awarded the contract to de-silt down to the outlet previously, although work on this had been previously delayed due to bad weather, the contract can be re-enacted to tie in with DA's work on the outlet.

Bloor Phase 2 Development: Still waiting to have discussions with developers about the LDC application, particularly the specifications of some of the footpaths to make sure they are robust enough to use for maintenance vehicle access.

Housing North of Youngwood Lane – JT clarified that the scheme has not been refused, it went to appeal for non-determination.

Land North of Nailsea - Recent suggestion for an urban extension and a request came in from NSC to consult on whether an EIA be undertaken. The Engineers were of the opinion that an EIA should be undertaken.

Titan Ladders Site: DS brought to the attention of the engineers the intention to discharge surface water into a ditch behind the site. SB responded that he believes the plan is to use permeable paving to remove hydrocarbons before it leaves the site.

### **Development Control**

The planning Register and LDC Report were circulated at the meeting (*Appendix 7d*) There were no further comments from the Development Control Officer regarding his report.



617. Staffing / Consortium – Update

Powerpoint presentation by the Clerk (*Appendix 8a*) on the SDBC Offer of Services paper to NSLIDB:- This had been looked into and considered in depth by the FP&GPC. The Clerk's notes regarding cover/recruitment had been distributed and were taken as read. (*Appendix 8b*)

Of the 4 options put forward by SDBC options 1 and 2 had been discounted. Options 3 and 4 both involved NSLIDB signing up to the Consortium Agreement. A meeting with the SDBC CEO and Assistant Clerk had taken place and Option 4 was recommended by the FP&GPC. (*see FP&GPC Minute 222*).

Option 4 : under this, NSLIDB becomes a constituent Board within the SDBC Agreement with full support services provided through Bradbury House, Highbridge, but with this Board retaining the ground floor offices at Hewish as an 'Operational Hub' staffed by the Engineers, Rhynes Supervisors and Admin Assistant. The Board would benefit from the following:- Services : Clerk, Admin, RFO, Engineering, Development & Control, Environmental; plus access to specialist external H&S advice and legal support service. Other : resilience in the workforce from pool of resources; 24hr out of hours contact; commonality and coherence with other IDBs in mandatory policies and processes.

The Board would remain autonomous, making its own decisions, setting its own budgets and work programmes, its own drainage rate and special levy. It would still have its own accounts and its own dedicated Rhynes Supervisors. By joining the consortium it would be buying in management as a shared service with the other two IDBs who are already in the consortium. This option estimated at annual additional cost of £7,500.

Option 3 : as option 4, but close the Hewish office completely and move to Highbridge at an estimated annual net saving of £16,800. This option was decided against by the FP&GPC as it was felt important to retain a presence in North Somerset with existing staff working from there; also savings not immediately achievable due to current commitments regarding the lease.

Members of the FP&GPC reported further on the FP&GPC decision stating that the issue of resilience was seen as being of particular importance, and mentioning that NSLIDB would have representation on the joint committees of the SDBC.

SDBC aware NSLIDB used different IT system(s) to theirs and, all offers being subject to agreement that the rating, finance and admin would be transferred to the SDBC system(s), they would need to look into that with our IT consultant to see how quickly it could be done and how. SDBC CEO seemed confident that this could be done by 1<sup>st</sup> April. They would draw up an implementation plan if formally requested to do so by NSLIDB. Their CEO expected this would be available by first or second week in January.

After PB formally moved that the NSLIDB IT consultant (present only to run the IT for this presentation) be asked to comment on the feasibility of actioning transfer between IT systems ready for the 1<sup>st</sup> April, he gave opinion that it might not be as straightforward as SDBC hoped, but felt it was achievable; extra costs may be created in the transfer of data; the transfer of the rating is possible, but not as simple as pressing a button.

After discussion in which all aspects were considered, it was proposed by P Burden and seconded by J Tonkin that this Board agree in principle to go with Option 4, and that a formal request be put to the CEO of the SDBC to come up with an implementation plan for Option 4 to be adopted as of 1<sup>st</sup> April. This was approved by the meeting with one abstention, all others in favour.

618. Treasurer's report and list of payments

Copies of the Treasurer's report (*Appendix 9a*), Investments Report (*Appendix 9b*) and List of Payments (*Appendix 10*) had been distributed beforehand and were taken as read. It was proposed by M Britten seconded by R Parsons and the board agreed that the payments list should be signed as a correct record. The Investments report was circulated at the meeting.

619. Administrative matters to include :

Correspondence List: The Correspondence List to be circulated at a later date.

ADA Publication Good Governance for IDBs – the office is awaiting copies from ADA which will be circulated once received. ADA are organising training days for governance, the nearest one to here is in Gloucester 26<sup>th</sup> March. The Clerk advised that all IDB members new and old should attend. Members were invited to contact the office to arrange attendance.

GDPR: The DPO Report (*Appendix 11a*), updated Privacy Notice (*Appendix 11b*) and REVISED Data Protection Policy (*Appendix 11c*) had been circulated and were taken as read. P Burden proposed, James Tonkin seconded and the Board approved the updated Data Protection Policy and Privacy Notice.

M Britten proposed, B Mitchell seconded and the meeting agreed that the Data Retention and Destruction Policy be amended to reflect that Agendas not be kept beyond the date of the Board meeting to which they relate.

620. Any Other Business

No other business was discussed

621. Date of next meeting

Meeting Schedule for 2019 was circulated at the meeting. (*Appendix 12*)

ADA Member Communications form was circulated at the meeting (*Appendix 13*)

The next meeting (as agreed on the night) 22nd January Special Board Meeting. *NB: Not included on the schedule.* FP&GPC to meet the week before the special meeting to go through the proposals for joining the consortium – provisionally 15<sup>th</sup> January.

622. Confidential Business

No confidential business was discussed

Meeting Closed at 9:30pm