

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

Present Messrs, W M Britten, T Bush, N Cole, P Kingcott, R Mitchell, C Pyke, R Triggol and Council Representatives P Burden, D Payne, D Poole, D Shopland, S Codling T Porter and C Webb.

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

Before the start of the meeting, the Chairman being absent due to illness and the Vice Chairman not being present, those members present chose M Britten to be Chairman of this meeting.

571. Presentation on Weston to Clevedon Cycleway Project by D Fish of NSC

The scheduled presentation could not take place as apologies were received from D Fish. Unable to present to the Board in his place, GO agreed to circulate information by post to Board members.

572. Apologies for Absence

Apologies for absence were received from B Gray (Chairman), R Adams, B Letts, A Mead, R Parsons, G Plaister, M Trump, Councillors R Garner, J Iles, M Pepperall, J Tonkin, D Yamanaka, and from South Area Rhynes Supervisor A Brinson.

573. Declaration of Members Interests

No interests were declared.

574. Opportunity for Public Participation

There were no members of the public in attendance.

575. Minutes of Last Meeting

Copies of the minutes of the meeting held on 26<sup>th</sup> June 2018 (*Appendix 1*) had been distributed to all members and were taken as read. Chairman's pre-meeting announcement amended to read "... saddened to announce the death of former Board Member Mr F Parsons." With this amendment, it was proposed by DP, seconded by PB that the minutes be approved as a correct record and they were then duly signed by the acting Chairman, M Britten.

576. Matters Arising

Minute 559 The DCO advised that letters had not yet been written reference Land Yeo/Badger Damage due to the necessary collection of photographic evidence. A preliminary site visit is planned for September.

Regarding 'The Cut, Portishead' SB advised that revision of the NSLIDB Enforcement Policy and the adoption of Enforcement Procedures is required prior to initiating correspondence regarding enforcement action in this area. This was covered later in the meeting. PB insisted that a letter should still be sent to the NSC Leader of the Council at an earlier stage to draw concerns to their attention regarding the developer.

577. Rhynes Supervisors' Reports

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

**South Area (Anthony Brinson)**

In AB's absence GO presented this report to the Board.

**North Area (David Crossman)**

DC presented his report to the Board. DC's concerns regarding the late start to keetching by the EA had been brought up by GO at a recent meeting with the EA.



DC requested that a section of Rhyne at Backwell Common be brought into view by the Board, maps were circulated to identify this (*Appendix 3*). Following some discussion PB proposed, CP seconded and the meeting agreed that the section of Rhyne be brought into view.

578. Engineers' Reports

Copies of the Engineers' reports (*Appendix 4*) had been distributed to all members and were taken as read.

South Area Engineer's Report

Further to the report

**Huckers Bow** During the early site excavation works one unexploded Ordnance was dealt with by Contractor working for the client EA.

**Safe and Sustainable Access for Board Works off Dolemoor lane on Brandeer Rhyne and Littlewall Rhynes** GO action to arrange site meeting to look at issue and possible contribution for Board's use of recently constructed culverts

**Kewstoke Catchment** Re water levels. The Engineer reported that there is no record as far back as 2003 of over-pumping from River Banwell into the catchment and this is not the responsibility of the Board. EA are aware that current low flows status of the River Banwell, which could lead to lower oxygen levels and concerns over possible fish kills should the dry weather continue. Landowners have the ability to negotiate direct with EA over individual abstraction agreements should they wish.

North Area Engineer's Report

Further to the report :

**Portishead The Cut** PB asked that NSC is kept aware of any discussions with Developer. PB explained that there is a commuted sum in place for additional cost of hauling away material associated with the S106 agreement. SB explained that the intention is to move hedge/scrub back to enable access and the route is the landowner's responsibility to maintain.

**Smart Systems** Additional comments from SB : at meeting with Smart Systems they explained that they had purchased additional land for expansion and this would enable them to meet Board requirements. DC would be meeting to discuss the fencing issue.

**Bloor** LDC application in and is still being assessed and approved.

**National Grid** Hinkley Connections Project : a project kick-off meeting arranged for Thursday 16<sup>th</sup> August 2018.

Development Control Report

Further to the report:

**Weston Airfield** There was a meeting of risk management authorities and a letter to the developer would be written explaining the collective concerns.

The LDC & Planning lists were circulated at the meeting (*Appendix 5*)

579. Enforcement Policy and Procedures

Copies of the proposed Enforcement Policy document (*Appendix 6*) and the current Enforcement Policy (*Appendix 7*) had been distributed to all members and were taken as read.

SB explained the need for the document and that it was based on other IDBs policies.

DS proposed that the 15 days specified in 9.2 and 9.3 be changed to 30 days.

On a show of hands the meeting decided against the proposal (11 for, 1 against). TP then proposed, PB seconded and the meeting approved that 9.2 and 9.3 remain unchanged.

After further discussion TB proposed, PB seconded and the meeting agreed that the document as presented be approved and adopted by the Board.

580. Recommendations of the Finance, Policies and General Purposes Committee

Copies of the minutes of the FP&GPC meeting held on 18<sup>th</sup> July 2018 (*Appendix 8*) had been distributed to all members and were taken as read. CP proposed, TB seconded and the Committee members present voted in favour that the minutes be approved as a correct record; they were then duly signed by the acting Chairman.

Minute 208 : Clerk replacement - including possible outsourcing of aspect of the Clerk's duties; plus matters of temporary cover for key staff, both administrative and operational. Clerk had contacted employment agencies and other IDBs and organisations regarding these issues. A meeting has been arranged between the CEO and the two Chairs of SDBC and the Clerk and Chair of NSLIDB on 29<sup>th</sup> August 2018 for preliminary discussion on these topics.

Minute 209 The meeting noted the FP&GPC approval of the requested budget rollovers of £3,900 Admin and £3,300 Computer Replacement & Software.

581. Review of Financial Regulations

Copies of the current NSLIDB Financial Regulations (*Appendix 9*) had been distributed to all members and were taken as read. Clerk concerned that she appeared to have sent out the wrong paper. Proposed by PB, seconded by DP and agreed by the meeting that this therefore be reviewed at the next FP&GPC meeting.

582. Administrative Matters

Copies of the Draft Insurance Review Paper (*Appendix 10*), In-house Internal Audit Reports (*Appendix 11*), Draft Performance Review/Effectiveness of Internal Audit paper (*Appendix 12*) and Draft Risk Assessment of Board Activities (*Appendix 13*) had been distributed to all members and were taken as read. Correspondence List distributed at the meeting. (*Appendix 14*)

a) Correspondence : Further to the list -

- The EA notice 'Advice to IDBs and Landowners' (*Appendix 15*) regarding low water levels due to prolonged dry weather and high temperatures was circulated at the meeting and the Clerk confirmed that this would be posted on the website.
- The Clerk reported on and read from the ADA document 'Representing Drainage Water Level & Flood Risk Management Good Governance Guide'.
- Clerk reported the agenda for the ADA Conference to be held in London on 14 November. Any members wishing to attend should contact the office.

b) Insurance Review: Current insurers plus brokers had been approached. No costings yet received. Current insurers meeting with Clerk, Chairman and Engineer 21<sup>st</sup> August. Clerk instructed to additionally enquire about items on list of 'Not Covered' - legal expenses & uninsured loss recovery, and professional indemnity cover. FP&GPC authorised to deal with this matter on the Board's behalf before renewal date - proposed TP, seconded CW, approved none against.

c) In-house Internal Audit Reports. The findings and all comments were noted, and the reports approved by the meeting - proposed SC, seconded CW.

d) Performance Review/Effectiveness of Internal Audit paper agreed as distributed - proposed TB, seconded CW, none against. No change of internal auditor to be sought for the year 2018/2019.

e) Risk Assessment paper was approved as updated – proposed DS, seconded PB, none against.

f) GDPR update – ADA model documents now expected early September. NSC offer training and subscription services to public authorities including IDBs; costings may be less than quoted by private provider; Clerk to investigate further.

g) Election :-

- Approval of Register of Electors : The register was available at the Board's office and copy available for viewing at this meeting. DS proposed, PB seconded and the meeting agreed that the Register of Electors be approved.

- Dates of Nomination Meeting and Poll : The meeting agreed that the nomination meeting would be held at the Board's office at 2pm on Tuesday 25<sup>th</sup> September and that the poll, if required, would be held on Tuesday 30<sup>th</sup> October. Proposed RM, seconded TB, none against.

583. Treasurer's Report and List of Payments

Copies of the Treasurer's Report (*Appendix 16*) and the List of Payments (*Appendix 17*) had been distributed to all members and were taken as read. The Clerk advised the meeting of an overstatement of interest earned in the previous report, which had now been corrected, and reported on the increase on the original keetching budget – fuel charge due to increase in fuel costs, plus actual CPI. It was proposed by NC, seconded by TB and the Board found in favour that the List of Payments be signed as a correct record. The acting Chairman duly signed the document.

Clerk requested that £450 be rolled over from previous year budget for staff training which took place just after year end. Proposed CP, seconded MB and agreed by the meeting.

584. Any Other Business

None.

585. Confidential Business

No confidential business was discussed.

Meeting Closed 21:30

Next Board Meeting October 2<sup>nd</sup> 2018, Hangstones Pavilion, Yatton.

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