

## MINUTES OF THE NORTH SOMERSET LEVELS INTERNAL DRAINAGE BOARD FULL BOARD MEETING HELD VIA ZOOM ON 02 FEB 21

<b>Attendance:</b>			
<b>Elected Members:</b> Mr T Bush (Chairman) Mr M Britten Mr P Kingcott Mr B Mitchell Mr C Pyke	<b>Appointed Members:</b> Mr P Burden Cllr J Cato Cllr C Cronnelly Mr D Dash Mr B Garner Mr P Harris Cllr S Hogg Cllr J Tonkin Cllr R Westwood Mrs D Yamanaka	<b>Officers:</b> Mr R Burge (Clerk) Mr D Alsop P Brewin Mr S Bunn Mr D Crossman Mrs M Hammond Mr I Sturdy Mr P Struck Mr M S Wall	<b>Public:</b>
<b>Approved Apologies:</b>			
Mr N Cole Mr B Gray Mr B Parsons Mr C Redding	Cllr S Bridger Cllr M Crosby	Mrs C-A Morgan Mr A Brinson	
<b>Non-Approved Apologies:</b>			
Mr E Adams Mr B Letts Mr A Mead Mr G Plaister Mr R Triggol	Cllr A Harley Cllr B Petty 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. The Clerk requested two additional Items to be discussed under AOB: <ul style="list-style-type: none"> <li>• Approval to continue the annual Contract for Data Management support to the NSLIDB.</li> <li>• Review the way forward with respect to the Clerk's Board Paper of 19 Nov 21 on the Cider House, Hewish.</li> </ul>	

3. Declarations of Interest	3.1. None.	
4. Opportunity for Members of the Public to address the Meeting	4.1. None.	
5. Approval of Minutes	<p>5.1. The following Full Board Minutes of:</p> <ul style="list-style-type: none"> <li>• 19 Oct 20</li> <li>• 03 Nov 20</li> </ul> <p>were all accepted unanimously and signed by the Chair as a true and accurate reflection of the Meetings.</p>	
6. Matters Arising	<p><u>Review of Actions</u></p> <p><b>Action NSL/20201019-01: Clerk to re-issue the Register of members Interests to Members for return within 28 days:</b> The Clerk reported that there were still a small number of members who had not yet returned their submissions but this was primarily due to incorrect address details or email addresses held by the Office. The Action remained ongoing.</p> <p><b>Action NSL/20201103-01: Dir Ops to provide a Report of estimated re-instatement works at Stowey Rhyne, Yatton, for the next Board Meeting:</b> Mr Oliver reported that, due to ground conditions at the time of the Rhyne Maintenance at Stowey Road on 21 Oct 20, re-instatement works were unable to be completed. Following discussions with the residents at the time of the works on-site with the Chairman of the Board, it was agreed, as briefed at the Board Meeting of 03 Nov 20, to investigate the costs of re-instating an aggregate track across the rear of the properties. 3 x Tenders had been sought for the works to lay-down a 68m aggregate track and the cheapest quote coming in at approximately £2,300. Mr Oliver confirmed that a formal letter of agreement to the works commencing had now been received by the Board from all residents of Stowey Road who had properties adjacent to that specific access to the Rhyne. <b>Cllr Tonkin Proposed, Seconded by Mr Bob Mitchell, to award the Contract for the re-instatement works at Stowey Rhyne at a cost of £2,300.</b></p>	<p><b>Action NSL/20201019-01: Ongoing</b></p> <p><b>Action P/20191105-05: Closed</b></p> <p><b>RESOLUTION 1</b></p>
7. Health & Safety	7.1. The Clerk reported no Accidents or Near Misses since the last Meetings of the Board	

	<p>7.2. The Clerk reported that the Health &amp; Safety sub-Committee (Joint Board), membership of which was represented by:</p> <ul style="list-style-type: none"> <li>• Mr Peter Harris</li> <li>• Mr Bob Garner</li> <li>• Mr Bob Mitchell</li> </ul> <p>was due to have met on 11 Dec 20 but was postponed due to an emergent clash with the SRA Board Meeting. He reported the meeting as being re-scheduled for Fri 28 Feb at 10:30, which was included on the revised Annual Meetings Calendar sent to all Board Members.</p>	
<p>8. Governance Updates</p>	<p><u>NSLIDB Elections</u></p> <p>8.1. The Clerk reminded Members that the NSLIDB elections for the Elected Membership were due this year. For the benefit of those Members not familiar with the process, he commented that the process was defined clearly within the Land Drainage Act and the Land Drainage Election Regulations. The process was very regimented with specific timescales attached to the process. As such, he was preparing a timeline that would be presented to the Board at the next Meeting and would take Members through the process and identify their obligations as a Board within that process. The new Board would stand-up on 01 Nov 2021 and therefore the date of the autumn Board Meeting had been delayed to take account of this milestone as detailed within the latest Annual Calendar of Meeting Dates issued to all Board Members.</p> <p>8.2. The Chairman commented that he expected a number of current Elected members not to sit for re-election and raised concern in the ability to attract new and younger members on to the Board.</p> <p><u>Members Code of Conduct:</u></p> <p>8.3. The Clerk raised continuing concern over the lack of confirmation or apologies of attendance at Meetings by Board Members.</p> <p>8.4. The Clerk fully appreciated the pull-on Members time but it was essential to understand prior to the Meeting if there would be sufficient attendance to ensure validity of the Meeting - especially where strict legislative milestones were involved such as Rate-Setting and Annual Audit Returns. He stated that all routine Meetings were defined within the Annual Meetings Calendar and, in addition, Calling Notices were issued in hard-copy to Members with limited or no internet capability and by email along with a Meeting Invite and direct Zoom Link to</p>	

	<p>all others Members. The Chairman believed there was very little opportunity for Members to miss a Meeting through lack of knowledge and therefore urged that Members respond to the Calling Notices to confirm or decline the Meeting in advance.</p> <p><u>Strategic Review of Plant, Machinery and Manpower:</u></p> <p>8.5. The Clerk reported that implementation of the agreements within the Strategic Review was proceeding well, with the priority focussed on Staff Consultations for those impacted by the Review.</p>	
<p>9. Engineering &amp; Operational Report</p>	<p><u>In-Year Maintenance:</u></p> <p>9.1. Mr G Oliver asked the Members to take the Engineering &amp; Operations Report 'as-read' but highlighted a few specific changes and updates since the Report was issued.</p> <p>9.2. Annual maintenance (weed cutting) was reported as 98% complete, with shortfalls predominantly due to ground conditions and/or access issues. Winter maintenance (i.e., de-silting and repairs &amp; renewals type work not deemed Major Project Schemes) had commenced and using roll-over funding but was dependent upon weather conditions to complete.</p> <p><u>FY21/22 Annual Maintenance Contracts:</u></p> <p>9.3. The Chairman asked if Mr Triggol be offered the Contract to continue to undertake the 'Triggol Inlet' works. Dir Ops commented that Contracts could only be awarded under the Boards Procurement Policy &amp; Procedures and if the Contractor was on the Board's Approved Supplier List (ASL) and therefore could meet the standards expected of the Board for such works.</p> <p><u>Programme of Works:</u></p> <p>9.4. As per Report.</p>	
<p>10. Finance Report</p>	<p>10.1. Director of Finance, as the Responsible Finance Office (RFO), confirmed that the quarterly accounts reconciliation was complete up to Dec 20, and had been checked and counter-signed by the designated Board Member, Mr Bob Mitchell.</p> <p>10.2. The RFO commented that, as a recommendation of the Board's Auditors, she wished to inform the Board that as there had been no changes to the Disposal Register but an addition to the Asset Register of an Aqua-Plus Package at a cost of £965.65.</p> <p><u>End of Year Report 2020/2021</u></p> <p>10.3. Dir Fin reported on the Budget Forecast to end of Year Mar 2021. She reported an end of year <b>forecast</b> of</p>	

	<p>a <b>deficit of £45k</b> which she commented that Board Members should be expected as the deficit was a result of funds having been raised in previous years for Project Schemes delivered this FY (hence the deficit being funded from the 'ring-fenced' works Reserves).</p> <p><u>Proposed Budget for FY2021/2022</u></p> <p>10.4. Dir Fin reported that there was an increase in the 'Consortium Admin Recharge' for next FY as endorsed by the SDBC Management Committee due to the impact of the Strategic Review but this would be offset by savings made within the Boards expenditure due to the direct costs resulting in the movement of Staff into the SDBC as a shared resource.</p> <p>10.5. Dir Fin reported that a response from the Insurance Company was still awaited regarding the insurance cover for Sampson's Sluice. Mr Kingcott commented that the proposed footpath across the Sluice would likely eliminate all traffic and therefore reduce the likelihood of damage but Mr Oliver reminded Members that access across Sampson's Sluice for Board maintenance by heavy Contractor Plant &amp; Machinery was still expected.</p> <p><u>Setting of the FY2021/2022 Budget.</u></p> <p>10.6. The FY2021/2022 Proposed Budget as presented results in a penny-rate increase of <b>1.36%</b> to a new Penny Rate of <b>8.996</b> pence-in-the-pound.</p> <p>10.7. Cllr John Cato Proposed, Seconded by Mr Peter Burden, that <b>'the Penny Rate for FY2021/2022 is increased by 1.36% to 8.996 pence-in-the-pound, to be signed and sealed by the Chairman and the Clerk outside of the Meeting'</b>.</p>	<p><b>RESOLUTION 2</b></p>
<p>11. Risk Review</p>	<p>11.1. The Clerk had distributed the updated Risk Register with the Calling notice and provided an overview of the Top Risks as they stood at the Meeting. He commented that these Risks would be expected to reduce as the mitigations came into effect with the implantation of the Strategic Review.</p>	
<p>12. Any Other Business</p>	<p>12.1. The Clerk raised the issue of Data Management support services to the Board by Mr David Colbourne and requested a Resolution from the Board to continue with the Contract at a reduced rate as agreed by the F&amp;W Committee and Full Board at last year's Contract</p>	

	<p>Review. The Budget previously agreed supported these costs.</p> <p>12.2. Mr Bob Mitchell Proposed, Seconded by Mr Peter Harris, that <b>the Board continue the Contract with David Colbourne for FY2021/2022 for the delivery of Data Management Services in continuation with the current Contract as agreed last year.</b></p> <p>12.3. The Clerk raised the issue of the continuation of the lease with Cider House that formed the content of his Board paper submitted to the Board at the Oct 20 Meeting without final resolution.</p> <p>12.4. Mr Peter Burden raised concerns that this was a relatively large annual expenditure (circa £19k) to the Board and, in view of the Board now having been operating via the SDBC Board's main Highbridge Office since Apr 2019, and with the Hewish Office having been shut for 10 months due to the COVID situation, was finding it difficult to justify continuation of the lease but acknowledged the full implications of relinquishing the use of the property may not be clear.</p> <p>12.5. Mr Bob Mitchell Proposed, Seconded by Mr Peter Harris, <b>that the Board establish a small Task &amp; Finish Group to review the Clerk's Paper and report to the Board at the April Meeting its conclusions regarding the continuation of the Cider House lease.</b></p> <p>12.6. The Clerk <b>to establish a Task &amp; Finish (T&amp;F) Group Meeting to discuss the Cider House lease.</b></p> <p>12.7. It was agreed that the T&amp;F Group Members would consist of:</p> <ul style="list-style-type: none"> <li>• Mr Tim Bush</li> <li>• Mr Peter Burden</li> <li>• Mr Bob Mitchell</li> <li>• Cllr James Tonkin</li> <li>• Cllr John Cato</li> <li>• Mr Colin Pyke</li> </ul>	<p><b>RESOLUTION 3</b></p> <p><b>RESOLUTION 4</b></p> <p><b>New Action: NSL/20210203-01: Clerk</b></p>
<p>13. Date of Next Meeting</p>	<p>13.1. The Clerk encouraged Members to attend the SDBC AGM which was scheduled for 12 Mar 21 as the Meeting is open to Members across all three Boards of the Consortium and would be discussing the new Draft Watercourse Management Policy as well as other interesting joint-Board topics for which he would very</p>	

	<p>much welcome a range of Member’s comments and views.</p> <ul style="list-style-type: none"> <li>• SDBC AM – Fri 12 Mar 21 @ 10:30</li> <li>• Full Board – Mon 19 Apr 21 @ 14:30</li> </ul> <p>There being no other business, the Chairman thanked Members and Officers for their attendance, and the Meeting was closed.</p>	
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Annex:

A. NSLIDB Board – Table of Outstanding Actions

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

**ANNEX A TO  
NSLIDB BOARD MINUTES  
DATED 02 FEB 2021**

**NSLIDB BOARD – TABLE OF OUTSTANDING ACTIONS**

Action Number:	Action:	Actionee:
NSL/20201019-01	To re-issue the Register of Members Interests to Members for return within 28 days.	Clerk
NSL/20210203-01	To establish a Task & Finish (T&F) Group Meeting to discuss the Cider House lease.	Clerk