

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

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

Agenda Item:	Detail:	Action:
1. Attendance and Apologies	1.1. Apologies as per the above Attendance List.	
2. Items additional to the Agenda	2.1. The North Area Engineer requested one additional Item to be discussed under AOB: <ul style="list-style-type: none"> Road Closures at North Somerset 	
3. Declarations of Interest	3.1. None.	
4. Opportunity for Members of the	4.1. None.	

Public to address the Meeting		
5. Approval of Minutes	5.1. The Full Board Minutes of 02 Feb 21 were accepted unanimously and signed by the Chair as a true and accurate reflection of the Meeting.	
6. Matters Arising	<p><u>Review of Actions</u></p> <p>Action NSL/20201019-01: Clerk to re-issue the Register of members Interests to Members for return within 28 days: The Clerk reported that there were still a small number of members who had not yet returned. The Action remained ongoing.</p> <p>Action NSL/20210202-01: Clerk to establish a Task & Finish (T&F) Group Meeting to discuss the Cider House lease: The Clerk reported that a Meeting had been held on 30 Mar 21 with no clear conclusions. With the T&F Group due to meet again in the near future, it was agreed the T&F Group would formulate recommendations for consideration at the next Board Meeting.</p>	<p>Action NSL/20201019-01: Ongoing</p> <p>Action NSL/20210202-01: Ongoing</p>
7. Health & Safety	<p>7.1. The Clerk reported that the Health & Safety sub-Committee (Joint Board) had met on 26 Feb 21 to discuss:</p> <ul style="list-style-type: none"> • Draft H&S Policy review underway following endorsement of the Strategic Review of Plant, Machinery & Manpower. • H&S training for Staff and Members – ADA had produced generic 15 mins on-line H&S presentations for Board Members which would be available for full Board Meetings from Jun 21. • Internal audit process to be conducted by Sub Committee Members. The first Internal Audits of COSHH and Health & Well-Being of Staff were underway. <p>7.2. The next H&S sub-Committee Meeting was reported as 07 May 21.</p>	
8. Governance Updates	<p><u>Strategic Review of Plant, Machinery and Manpower:</u></p> <p>8.1. The Clerk reported that implementation of the agreements within the Strategic Review was proceeding well, with Staff arrangements progressing to new roles:</p> <ul style="list-style-type: none"> • Mr A Brinson had successfully transferred following the Transfer of Undertakings (Protection of Employment (TUPE) process under employment of the Axe Brue Board (as lead Board of the Consortium) as an Area Supervisor 	

	<p>with Line Management from Mr R King, the new SDBC Operations Manager.</p> <ul style="list-style-type: none"> • Mr M Wall had taken on the role of Contracts Manager as a single point of contact for Annual Maintenance Contractors across all three Boards. • Unfortunately Mr S Bunn, Development Control Officer, had resigned to become Flood Risk Manager at North Somerset Council. He would be replaced by Mr R Kidson, currently SDBC Project Engineer focussed on SRA projects. • Appreciation was expressed to Mr Bunn, with well wishes for his future. • Mr Kidson was welcomed to the DCO role. • Mr G Oliver would now provide solely Project Engineer delivery for the SDBC, but predominantly focussed on NSLIDB and assisted by Mr D Alsop who would now be contracted by the SDBC under the recent Strategic Review of Plant, Machinery and Manpower agreements. <p><u>NSLIDB Elections</u></p> <p>8.2. The Clerk provided an overview of the Election timetable and the process as defined clearly within the Land Drainage Act and the Land Drainage Election Regulations to identify the Board's obligations within that process.</p> <p>8.3. The Clerk further reported that the Local Authority would be reviewing Appointed Membership in the near future and sub-Committee membership would need to be discussed at the next Meeting.</p>	
<p>9. Finance Report</p>	<p>9.1. Director of Finance, as the Responsible Finance Officer (RFO), advised there was nothing new to report at this time since the last Meeting in Feb 21 and that the Year End process was underway.</p> <p>9.2. <u>SDBC Year-End accounts</u>: Estimated Year-End SDBC surplus to be divided between Axe Brue, Parrett and North Somerset Levels in accordance with the Consortium Agreement share to enable a zero balance; estimated as £10k, however this could not be confirmed until the accounts were concluded.</p> <p>9.3. <u>Outstanding Rates</u> The Deputy Clerk provided an overview:</p> <ul style="list-style-type: none"> • Outstanding Rates from last year were £1,636 (1.8% of total Rates). Of that, 2 x accounts totalling £390 were subject to Liability Orders through the courts and recoup through Bailiffs. 	

	<p>All outstanding debt had been carried forward into the current year's demands.</p> <ul style="list-style-type: none"> The Board reviewed the level at which the Board should seek Liability Orders (must be considered a justifiable expense of 'collection' by Para 55 (6) of LDA 1991) and endorsed the current process of all debts of £25 and above. 	
<p>10. Engineering & Operational Report</p>	<p><u>In-Year Maintenance:</u></p> <p>10.1. Mr G Oliver asked the Members to take the Engineering & Operations Report 'as-read' but highlighted a few specific changes and updates since the Report was issued.</p> <p>10.2. Crossman's Hatch: bore holes were complete however results have not yet been received.</p> <p>10.3. The Chairman commented that Mr Crossman wished to express his thanks to Cllr Tonkin and Cllr Bridges for their assistance in the district.</p> <p>10.4. <u>Kewstoke, Sand Road Outfall Channel</u> following discussion Cllr Cronnelly proposed and Mr C Pyke seconded that 'the Board arrange a one-off handwork clearance of a 50m length of unmaintained watercourse at Kewstoke Sand Road Outfall Channel to enable an accurate cost and complexity of any future commitment by the Board to be assessed and considered.'</p> <p>All were in favour with none against the motion.</p> <p><u>Programme of Works:</u></p> <p>10.5. As per Report with a comprehensive update at the next Meeting.</p>	<p>RESOLUTION 1</p>
<p>11. Environment Committee</p>	<p>11.1. The Clerk reported that the Environment sub-Committee met in Apr 21 and discussed the following:</p> <ul style="list-style-type: none"> Invasive Non-Native Species (INNS) – concern for abundance of plants, being tracked to combat the spread. Badger Licence requirements had been agreed Environment Bill would increase Biodiversity and enhancement. This matter is reportable annually to DEFRA via an IDB1 form. <p>11.2. The next Meeting was reported as 03 Sep 21.</p> <p>11.3. Membership of the Committee was confirmed as:</p> <ul style="list-style-type: none"> Mr P Burden Cllr R Westwood Cllr S Hogg 	

12. Risk Review	<p><u>Risk Register</u></p> <p>12.1. 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 which had reduced since implementation of the Strategic Review recommendations.</p> <p><u>Red Diesel</u></p> <p>12.2. Risk 49 – Use of Red/White Diesel: The Clerk reported this new risk as a result of recent Government discussion. IDB's historically used red diesel as IDB maintenance works had been considered by them as being agricultural works and had not been challenged.</p> <p>ADA had represented IDBs for endorsement to use red diesel in the future. However it was likely that white diesel for IDB Operations would be enforced as of Apr 2022. He further reported that this would have a potential adverse impact on maintenance costs.</p> <p>12.3. The Clerk recommended that Board Reserves were reviewed in-line with the Risk Review at the Jun 21 full Board Meeting.</p>	
13. Any Other Business	<p>13.1. Mr Alsop, North Area Engineer, raised the issue of a road closure:</p> <ul style="list-style-type: none"> • Intention to limit heavy vehicles on small roads with exemptions. • IDB may want to request dispensation for its activities at the Public consultation. <p>13.2. Cllr Cronnelly stated the he believed the proposal had been withdrawn from Public Consultation at this time but took an Action to investigate the current status of Quiet Lane Road Closures in the North Area and their potential restrictions on IDB works.</p>	<p>New Action: NSL/20210419-01 – Cllr Cronnelly</p>
14. Date of Next Meeting	<p>14.1. The Clerk reported forthcoming Meetings as.</p> <ul style="list-style-type: none"> • H&S (joint) Committee – 07 May 21 @ 1030 • F&W Committee – 15 Jun 21 @ 1430 • Full Board – 22 Jun 21 @ 1430 <p>14.2. There being no other business, the Chairman thanked Members and Officers for their attendance, and the Meeting was closed</p>	

Annex:

A. NSLIDB Board – Table of Outstanding Actions

CHAIR.....DATE

**ANNEX A TO
NSLIDB BOARD MINUTES
DATED 19 APR 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/20210202-01	To establish a Task & Finish (T&F) Group Meeting to discuss the Cider House lease.	Clerk
NSL/20210419-01	To investigate the current status of potential Quiet Lane Road Closures in the North Area and their potential restrictions on IDB works.	ClIr Cronnelly