

MINUTES OF THE NORTH SOMERSET LEVELS INTERNAL DRAINAGE BOARD FULL BOARD MEETING HELD ON 13 APRIL 2022

Attendance:			
Elected Members: Mr T Bush (C) Mr E Adams Mr N Cole Mr J Harris Mr P Kingcott Mr B Letts Mr O Matthews Mr A Mead Mr R Mitchell Mr R Parsons	Appointed Members: Mr P Burden Cllr J Cato Mr D Dash Cllr C Gibbons Cllr J Tonkin Mr C Webb Cllr R Westwood Mrs D Yamanaka	Officers: Iain Sturdy Maggie Hammond Matthew Wall Rob King David Crossman Anthony Dowden Phil Brewin	Public: Liz Parsons
Approved Apologies:			
Mr C Pyke Mr C Redding	Cllr M Crosby Cllr R Garner Mr P Harris Cllr K Haverson Cllr S Hearne Cllr S Hogg	Dan Alsop Giles Oliver	
Non-Approved Apologies:			
Mr G Plaister	Cllr A Harley		

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. No items additional to the agenda were notified	
3. Declarations of Interest	3.1 Cllr J Tonkin is involved with the Tutshill Sluice cycle way.	
4. Opportunity for Members of the Public to address the Meeting	No members of the public wished to speak	
5. Approval of Minutes	5.1. Cllr J Cato asked for the word other to be inserted at the top of page four in relation to the work carried out by contractors. Mr R Westwood commented that two members were listed as Councillors who are not, being Peter Burden and Peter Harris. It was also noted that	

	<p>Deborah Yamanaka is a parish councillor and for clarity that the title Cllr be removed.</p> <p>Proposed by Mr J Harris, Seconded by Mr J Tonkin ‘to approve the minutes of the meeting held on 02 Feb 2022’</p> <p>Vote : unanimous</p>	RESOLUTION 1
6. Matters Arising	<p>6.1. Anthony Dowden gave an update on the issue at St Georges. It has come to light that a letter has been written about another ‘build over’ and in a planning application it was noted that the person in question must not cover over a watercourse/culvert. The land drainage consent issued by the Board also instructed that the watercourse must not be covered over. We are unable to find out who owns the land on the other side. We believe that NSC are going to take action to maintain this land.</p> <p>6.2 Anthony would still like to arrange a site visit when Giles Oliver is back. Simon Bunn from NSC would like to attend this site visit. A sub-committee was set up to investigate this matter being Deborah Yamanaka, Peter Burden and Cllr Richard Westwood. A site visit will be arranged when Giles Oliver is back from leave.</p> <p>6.3. Action 20220202-1 to investigate Mill Leaze Rhyne is covered in the engineering report.</p>	<p>Action: 20220202-2 ongoing</p> <p>Action: 20220202-1 Closed</p>
7. Health & Safety	<p>7.1 The Acting CEO reported that there were no new incidents for NSLIDB</p> <p>7.2 There was one incident across the consortium which was a dog bite. A contractor was travelling to his machine and suffered a serious dog bite. This is taken seriously and a crime number has been obtained. The investigation is in progress.</p>	
8. Governance & Staff Update	<p>8.1. Peter Burden updated the Board following a meeting of the Chairs and Vice Chairs in the previous week where staffing issues were discussed. He read out the following bullet points that had been agreed;</p> <ul style="list-style-type: none"> • Iain Sturdy to be asked to continue as Interim CEO and Clerk to the end of August 2022 • Iain Sturdy to confirm with Maggie Hammond that she is happy to continue helping with deputy clerking duties until assistance can be brought in. • Iain Sturdy to consult with the SDBC Management Committee or other suitable appointed sub-committee to agree permanent future management structures 	

	<ul style="list-style-type: none"> • Advertise vacant management team posts nationally as well as on the IDB website • Iain Sturdy to work with Management Committee or suitable sub-committee to prepare options for the remainder of the staff structure in consultation with members of staff and for those to be agreed and put in place as soon as possible. <p>8.2 The Chairman took the opportunity to thank the Vice Chairman for his support that he has given. His expertise was valued by the Chairman in these issues and he has been a good support to the Chairman.</p> <p>8.3 The Chairman also said how well the remaining staff have acted so we are able to carry out our duties. He also thanked Iain and Maggie especially for their hard work in the difficult circumstances over the last few months.</p> <p>8.4 The Acting CEO reminded Board Members of the Code of Conduct. If Board Members had any worries they should ask either Iain, Maggie or the Chairman.</p> <p>8.5 The Acting CEO reassured the Board Members that the Review had not been forgotten. The review would look at resilience and places where we are 'one brick thick' and we would be getting on with the review before a new CEO/Clerk is recruited.</p> <p>8.6 John Harris agreed with Iain but said that we should not gold plate everything and that we should be able to 'dance lightly' and not become over resilient.</p> <p>8.7 Iain confirmed that the posts we need are for people who do things and we need to invest in 'feet on the ground'.</p>	
9. Finance Report	<p>8.1. Maggie Hammond, Dir. Fin confirmed all banks have been reconciled up to 28 Feb 2022</p> <p>8.2. Maggie spoke about the procurement of Internal Auditors and how difficult it has been in this round to obtain tenders due to the lack of qualified auditors.</p> <p>Maggie confirmed that TIAA would test the processes and procedures of the Consortium and that the budget should be sufficient across all three boards.</p> <p>Proposed by Mr P Burden, Seconded by Mr R Mitchell 'to appoint TIAA as Internal Auditors for the Board until 31 March 2025'</p> <p>Vote : unanimous</p>	RESOLUTION 2

	<p>8.3. Dir. Fin gave an update on the drainage rates reporting the year end balance of £5,669.34. There are 13 accounts with a total credit balance of £447.10 and 41 accounts with a total debit balance of £6,116.44. The top five accounts were shared with the Board and shows that they account for £4,404.53 of the outstanding balance at 31 March 2022.</p> <p>8.4. Dir. Fin also informed the Board that the Drainage Rate demands would be posted this week and if any Board Members were approached by rate payers who were struggling to pay to ask them to call the office. Payment plans can be agreed and it was better to get the money in over a few months than get nothing and could avoid court costs being added to the balance owed.</p>	
<p>10. Engineering & Operational Report</p>	<p>10.1 The Chairman introduced Matthew Wall, Contracts Manager to the Board.</p> <p>Due to the commercially sensitive nature of the tenders the Board moved to closed session to discuss the details and agree the award</p> <p>Proposed by Cllr John Cato, Seconded by Mr P Kingcott ‘to award the contract for three years to Mr J Tucker as shown on the confidential paper’</p> <p>Vote : For 17 Against 1 Absentions 0</p> <p>10.2 Iain pointed out that Giles had gone to great lengths in his section of the Engineering report to document the considerable amount of work that has been undertaken, especially under winter maintenance and he hoped the members would be pleased with the progress made.</p> <p>10.3 Rob King, Operations Manager introduced himself to the Board and provided an update to the report. The team has been very busy on the ground with maintenance issues. Points to note were</p> <p>The pump at Sampson’s Sluice will be undergoing its annual maintenance.</p> <p>Matt Eldridge has passed his written exam and now has his practical exam to complete to become a Water Environmental Worker (WEW).</p> <p>Upgrading to the flooring on a few of the structures has now been completed for safety reasons.</p>	<p>RESOLUTION 3</p>

	<p>10.2 Anthony Brinson provided an update on Sampson's Sluice. The electric supply to Sampson's Sluice needs to be renewed due to the work 52 posts that were installed in the track between Sampson's Sluice and Tutts Hill Sluice. These were placed very close to the existing cable and may have caused some damage. This has been classed as a near miss by North Somerset Council who were in charge of the job. The cable is to be replaced and will go in the middle of the cycleway, away from the fence.</p> <p>10.3 Matthew Wall raised the issue of the ongoing fuel price increases. We want to be fair to contractors and work with them when we have these kind of events. There was a request for three Board Members from the Finance and Works committee to join the other Boards to discuss this issue.</p> <p>John Harris Bob Mitchell James Tonkin</p> <p>10.4 Bob Mitchell asked about the Banwell Bypass. Phil Brewin was able to confirm that Board Officers had been involved in a series of meetings and a critical stage in the consultation process regarding the conclusions of impact assessments for the scheme was coming up shortly. The scheme will be submitted for planning approval in the summer.</p>	
11 Environmental Report	<p>11.1. Phil Brewin presented a paper on strategic environmental challenges and opportunities facing IDBs. The paper included an update on new legislation and developing national and local policies regarding climate change and biodiversity. It also highlighted developments in agricultural payments and the types of actions the Board might wish to include in a reworking of the Board's Biodiversity Action Plan and Water Level Management Plan.</p> <p>11.2 The Board produced a Biodiversity Action Plan and Water Level Management Plan some time ago and they are now in need of review and updating. This is something that needs to be picked up to show that we are complying with the Environment Act, which requires public bodies to report on their biodiversity work.</p> <p>11.3 Katherine Gibbons asked whether there is more we can do proactively to engage with young people and schools about the work of the Board and the importance of the environments associated with our waterways and attend schools and talk with them. Phil was sure we could do that and that there is a little bit of that</p>	

	<p>happening already. At a national level ADA has been producing resources that are available to schools.</p> <p>11.4 John Cato asked/invited the Board to set its own measurable standards/objectives in regard to climate change and biodiversity and then report periodically to the Full Board on these measures. Phil said that ADA are working nationally on metrics. Iain is keen that we do not lose sight of the bigger picture. As a group of boards we are not actively engaging enough with our partners who have their own strategies which are very focussed on a sustainable balance between what is done and the opportunities for the Environment, However, food security and energy security could be really big issues going forward and these must not be forgotten.</p> <p>11.5 John Harris - it is difficult for us as individual board members to put something forward here and now. What we need is Phil, who is the expert and Iain (with his access to RFCC and SRA) to put their heads together and make recommendations on where the Board needs to be going. It was suggested the best place to discuss and develop these items would be the consortium Environment Committee.</p>	<p>Action NSL20220413-1</p>
<p>12. Risk Review</p>	<p>12.1 The Acting CEO talked about two specific risks on the risk register; staffing, which had been discussed earlier in the meeting and fuel costs.</p> <p>12.2 The fuel costs could have an impact on ability of the Board to undertake its work. Again this was discussed earlier in the meeting and would be discussed further by those three Board members who volunteered to join the other boards in a new sub committee.</p>	
<p>13. Correspondence</p>	<p>13.1 ADA had written to the Board about ambassador training on 28th April 2022. It is a free event and any member wishing to become an ambassador for the board please talk with Iain.</p> <p>13.2 We have received guidance from ADA in relation to red/white diesel and the HMRC update. This has been discussed already.</p> <p>13.3 There is a summit on 12th May 2022 entitled Keeping Our Rivers Flowing. This is the second summit. Four places have been reserved for the Boards. If anyone is interested in attending please let Iain know.</p> <p>13.4 The ADA newstream. This is a monthly e-mail with news about flood risk, drainage and the drainage board world and associated environmental matters. If you do not get this e-mail and want it please let Iain know</p>	

14. Any Other Business	<p>11.1. The RFO requested that the next Finance and Works meeting to be held on 15th June to be a one item agenda to discuss the accounts. The Full Board meeting is one week later and this approach eliminates any duplication of items within a short space of time.</p> <p>11.2 Tim Bush asked that after two fallow years that a tour of inspection happen this year, sometime in July 22. Cllr R Westwood asked if the back end of Portbury Docks be included in this tour.</p>	Action NSL20220413-2
15.Date of Next Meeting	<p>Finance and Works committee – 15 June 2022</p> <p>Full Board 22 June 2022</p>	
	Meeting closed at 16.05	

Annex:

A. NSLIDB Board – Table of Outstanding Actions

CHAIR.....DATE

NSLIDB BOARD – TABLE OF OUTSTANDING ACTIONS

Action Number:	Action:	Actionee:
NSL/20220202-2	To set up a Sub-Group to investigate unconsented watercourse	Anthony Dowden
NSL20220413-1	To discuss at the Consortium Environment Committee set its own measurable standards/objectives in regard to climate change and biodiversity	Acting CEO/Phil Brewin
NSL20220413-2	Organise a tour of inspection for 2022	Acting CEO