

**MINUTES OF THE NORTH SOMERSET LEVELS INTERNAL DRAINAGE BOARD FULL BOARD MEETING HELD ON 09 FEBRUARY AT 14.30 IN KINGSTON SEYMOUR VILLAGE HALL**

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

<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 No items additional to the agenda were notified	
3. Declarations of Interest	3.1 A declaration of interest was made by C Redding during discussions relating to the Hewish office.	
4. Opportunity for Members of the Public to address the Meeting	4.1 No members of the public wished to speak	
5. Approval of Minutes	5.1.The Minutes of the NSLIDB Full Board Meeting held 16 November 2022 had been provided to the Board in advance and were taken as read.  <b>Proposed: M Pepperall Second: P Burden</b>  <b>Vote : The minutes of the meeting held on 16 November 2022 were approved unanimously</b>	<b>RESOLUTION 1</b>

<p>6. Matters Arising</p>	<p>6.1 Due to the meeting of the F&amp;W Committee on 15<sup>th</sup> June 2022 not being quorate, the Chair requested the approval of committee members present for him to now sign the minutes. The committee members present agreed and the minutes were signed.</p> <p>6.2 P Brewin included a thorough report with the papers, building on what was discussed by the environment committee.</p> <p>6.3 I Sturdy advised that the risk register will need to be reviewed before the RFO can investigate what the level of reserves should be.</p> <p>6.4 There was discussion regarding permissive rights of access at Sampsons Sluice. I Sturdy confirmed that the Board is engaged with Ashfords Solicitors and North Somerset Council and this is ongoing.</p> <p>6.5 The action for P Brewin to Spend more time in the NSL area over the summer to check processes, make sure we have the right specifications for watercourses and report back to the Board was carried forward.</p> <p>6.6 Proposed SDBC staff restructure - I Sturdy made available a print out of the slides for any members who require one.</p> <p>6.7 M Hammond listed the various investments held by the Board and offered assurance regarding their financial safety. Although returns on some of these investments are good, not all accounts are optimal. M Hammond advised that a consortium wide investment group could help to plan investment policy helping to achieve best outcomes for returns, security and environmental impact.</p> <p>6.8 D Alsop updated the Board regarding the penning device at Claverham Drove to improve water levels; designs have been completed prices to be sought no further to report to the Board at this stage.</p> <p>6.9 I Sturdy updated the Board that the report due from ADA on managing peat resource is with DEFRA and so not yet available.</p> <p>6.10 The Chair reminded the Board that they are short by one member. The Chair suggested that a letter could be sent to George Attwell to invite him to be co-opted onto the Board.</p>	<p><b>Action:</b> <b>NSL20220413 - 1</b> <b>Ongoing</b></p> <p><b>Action:</b> <b>NSL20220622 - 1</b> <b>Ongoing</b></p> <p><b>Action:</b> <b>NSL20220622 - 2</b> <b>Ongoing</b></p> <p><b>Action:</b> <b>NSL20220622 - 3</b> <b>Ongoing</b></p> <p><b>Action:</b> <b>NSL20221116 - 1</b> <b>Completed</b></p> <p><b>Action:</b> <b>NSL20221116 - 2</b> <b>Completed</b></p> <p><b>Action:</b> <b>NSL20221116 - 3</b> <b>Ongoing</b></p> <p><b>Action:</b> <b>NSL20221116 - 4</b> <b>Ongoing</b></p> <p><b>Action:</b> <b>NSL20230209 - 1</b></p>
<p>7. Health &amp; Safety</p>	<p>7.1 The Health and Safety Report was taken as read. In addition I Sturdy reported on a recent H&amp;S incident involving one of the contractors, who experienced a near</p>	

	<p>miss when a fragment of fencing was picked up by the flail and thrown at the windscreen of the machinery with the potential to cause harm. The incident was in close proximity to the motorway. As a result all flailing of this nature is suspended and an investigation is being carried out. C Redding offered to advise on possible safety improvements given his experience in this type of work.</p> <p>7.2 I Sturdy recommended that the cross-board Health and Safety Committee be formalised with a standing Chairman for 3 years.</p> <p><b>Proposed: P Burden Second: J Tonkin</b></p> <p><b>Vote : Health and Safety Committee to have a standing Chairman for 3 years.</b></p>	<p><b>RESOLUTION 2</b></p>
<p>8. Governance &amp; Staff</p>	<p>8.1 I Sturdy advised that elections will be taking place later in the year. Completion of the register of interests will need to be completed ready for this, and the cooperation of the Board with this process was requested. (Post meeting note - this is incorrect. Elections are due 2024/25)</p> <p>8.2 The staff update included the news that Virginie Martin has been in the role of Development Control Engineer for 6 months, has settled in well and is doing a good job.</p> <p>8.3 The operations team will be complete within the next few days having appointed three new Deputy Area Supervisors providing a degree of resilience.</p> <p>8.4 Three posts have been advertised internally amongst consortium staff and it is hoped that these vacancies will be filled soon.</p> <p>8.5 There may be the possibility of arranging the secondment of Engineering Staff through ADA member contacts but this will need investigating.</p> <p>8.6 Calendar of meeting update: Consortium AGM date change from Tuesday 7<sup>th</sup> March to Tuesday 14<sup>th</sup> March – Evening meeting Venue TBC. All Board Members are invited.</p> <p>8.7 SDBC Management committee has been moved to December to allow preparation for buget setting.</p>	
<p>9. Finance Report (RFO)</p>	<p>9.1 The Financial Report and Proposed Budget (enclosure 4) had been sent out in advance of the meeting and was taken as read.</p> <p>9.2 M Hammond advised the board that the bank</p>	

	<p>accounts had be reconciled up to the end of January.</p> <p>9.3 The End of Year Financial Report has been reviewed by the finance and works committee. M Hammond summarised this, detailing a surplus of £143,000. The year end forecast shows a deficit of nearly £119,000. Because the Board has spent funds raised in previous years, an additional report was circulated at the meeting depicting the figures with the funds from previous years (rows 57-59) released funds from earmarked reserves and from works reserves £151,000. The year end estimate therefore shows a surplus of just over £40,000 in the forecast.</p> <p>9.4 M Hammond presented the proposed budget with summary. This has been reviewed by the finance and works committee. A penny rate increase of 10.93% will be required meaning a new penny rate of 10.138 up from 9.139.</p> <p>9.5 On request from R Mitchell, M Hammond advised the reserves amounts; Free reserves £335,000, Works reserves £121,000. M Hammond also confirmed that the proposed rating figures have been shared with North Somerset Council who had no further questions.</p> <p><b>Proposed: P Burden Second: J Tonkin</b></p> <p><b>Vote : The Proposed Budget and the new penny rate of 10.138p were approved unanimously</b></p> <p>9.6 M Hammond informed the Board that outstanding drainage rates as of 08/02/2023 stood at £6334.53; with 15 accounts in credit amounting to £1282.07, 720 accounts are paid up, 53 accounts have balances owing together totalling £7616.60. One single account is owing £3159.84, rates had been suspended due to an ongoing maintenance issue which has now been resolved, a rate reminder has been issued.</p>	<p><b>RESOLUTION 3</b></p>
<p>10. Engineering &amp; Operational Report</p>	<p>10.1 The Engineering and Operational Report had been sent out in advance of the meeting and was taken as read.</p> <p><i>In addition to the report:</i></p> <p>10.2 M Wall reported that fuel payment agreement is working, feedback from the contractor is that he is happy with this.</p> <p>10.3 C Redding asked about pennywort situation and whether additional keetching is required. P Brewin advised that this is an area of concern which is being closely monitored it requires an adaptable approach with the aim of iradicating this invasive species.</p>	

	<p>10.4 J Tonkin raised concerns regarding Youngwood Lane, Netherton Grange development drainage works following complaints from local residents. D Alsop responded that he and D Crossman have viewed the works and will consult with V Martin. J Tonkin requested that he be included in correspondence relating to this and West End Lane.</p> <p>10.5 I Sturdy advised it has been agreed that schedule 3 of the Flood and Water Management Act 2010 will be implemented, meaning that responsibility for considering, approving, inspecting during construction and adoption of SUDS will be the lead local flood authority.</p> <p>10.6 G Oliver advised the Board of additional operational improvement works required at Bourton Town Rhyne Tilting Weir to fix a leak. Also Meerwall Tilting Weir requires a major repair and has a leak under the concrete structure.</p> <p>10.7 D Alsop advised that the new Tilting Weir unit for Crossmans Hatch has been delivered and is in storage in a safe storage compound at Yatton.</p> <p>10.8 D Alsop advised that work is progressing on the gauge board refurbishment despite complications with levelling. A commercial levelling firm is being appointed to check all the existing gauges and install some new ones in the north area.</p> <p>10.9 G Oliver advised that NSC electrical contractors will be on site on the 10<sup>th</sup> February to complete the new supply cable works at Sampsons Sluice. Also the Boards energy suppliers will be on site to disconnect the old electric meter from the Tutshill Sluice location and fit a new meter in the Sampsons Sluice Kiosk.</p> <p>10.10 G Oliver and D Crossman raised concerns regarding Milleaze outfall tidal flap valve issue and silt build up restricting the flow channel on the tidal side the the EA outfall the EA have been slow to respond. The other issue previously raised with the EA was their headwall and culvert which conveys water from Milleaze Rhyne draining Kingston Seymour which requires inspection/CCTV investigation for possible partial collapse. T Bush and I Sturdy have raised this when last meeting with the EA and delays ultimately come back to funding. The requirement for these repairs will continue to be raised with the EA.</p> <p>10.11 G Oliver reported that he has spoken to the Enforcement Officer at NSC regarding breach of</p>	<p><b>Action:</b> <b>NSL20230209 - 2</b></p>
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	<p>planning at Willow Close and re-sent a further copy of the NSLIDB's letter to them. This will be taken up again with the case officer.</p> <p>10.12 D Crossman provided an update on current operations he's been dealing with including; a bank slip on Wemberham Lane, a flooding issue on Streamcross where the rhyme is badly silted and flooded fields around Backwell Close, where a bridge blockage and bushes in the rhyme are impeding the flow. Contractors are being appointed where needed.</p> <p>10.13 A Brinsom noted that in addition to the two leaks mentioned earlier at Bourton Town Rhyme TW and Meerwall TW, a replacement structure may be required at Northfield Rhyme disk valves. Currently the level is being held with temporary trench sheets. The landowner had expressed concerns over the temporary solution. G Oliver observed that a replacement structure had not been budgeted for but it may be possible to carry out a competent repair.</p>	
11.0 Environmental Report	<p>11.1 The Environmental Report had been sent out in advance of the meeting and was taken as read. In addition to the Environmental Report, P Brewin sought resolution from the Board on behalf of the committee as follows:</p> <p>11.2 Joint Environment Committee change as per committee recommendation. <b>Proposed: P Burden Second: R Westwood</b></p> <p><b>Vote: To make the Joint Environment Committee a standing committee and that the Chair be elected for a three-year term, approved unanimously.</b> <i>Note: P Burden was elected as chair by the committee but this is subject to the electoral cycle.</i></p> <p>11.3 DEFRA IDB form requires us to evidence that the IDB are meeting their environmental commitments.</p> <p>11.4 Policy Statement amendment required as per committee recommendation. <b>Proposed: P Burden Second: J Harris</b></p> <p><b>Vote: That the Boards update their Policy Statement to cover changes in legislation and to better reflect the Boards' commitment to environmental protection and nature recovery, approved unanimously.</b></p> <p>11.5 N Cole raised a question about the Board's possible</p>	<p><b>RESOLUTION 4</b></p> <p><b>RESOLUTION 5</b></p>

	influence in helping to foster greater cooperation between local farmers especially with regard to ELMS applications. I Sturdy cited the example of Moor Associations working together for the common good. DEFRA are aware of the need for this type of collaboration.	
12.0 Any Other Business	<p>12.1 D Crossman recommended that a consortium wide leaflet to describe the function of an internal Drainage Board. I Sturdy acknowledged the benefit of this and agreed this could be done.</p> <p>12.2 T Bush requested that a sub-committee be formed to discuss the future of the Hewish office and what office provision is required for the Board in North Somerset. P Burden suggested that the previously formed committee could reconvene and that a status report was required from the Director. He advised that any decisions on this subject would be better made prior to the changes in council appointees and that it would be beneficial to have the views of the current Board clearly set out by the next Board meeting. Current arrangements were discussed and I Sturdy made it clear that this was a decision to be made by the Board based on all available information supplied by the consortium. The chair assured the area supervisors that they would be involved in the decision making process. I Sturdy agreed to get the sub-committee together as soon possible.</p>	<b>Action: NSL20230209 - 3</b>
14.Date of Next Meeting	Full Board Wednesday 19 April 2023	
	Meeting closed at 16.55	

Annex:

A. NSLIDB Board – Table of Outstanding Actions

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

## NSLIDB BOARD – TABLE OF OUTSTANDING ACTIONS

Action Number:	Action:	Actionee:
<b>NSL20220413 - 1</b>	To discuss at the Consortium Environment Committee set its own measurable standards/objectives in regard to climate change and biodiversity 09/02/2023 P Brewin included a thorough report with the papers, building on what was discussed by the environment committee.	I Sturdy/Phil Brewin
<b>NSL20220622 - 1</b>	Investigate what the level of reserves should be and report back in November. 09/02/2023 I Sturdy advised that the risk register will need to be reviewed before the RFO can investigate what the level of reserves should be.	I Sturdy
<b>NSL20220622 - 2</b>	Solicitors will need to be made aware of implications if the structure at Sampsons Sluice were to be relocated. 09/02/2023 I Sturdy confirmed that the Board is engaged with Ashfords Solicitors and North Somerset Council and this is ongoing.	I Sturdy
<b>NSL20220622 - 3</b>	Spend more time in the NSL area over the summer to check processes, make sure we have the right specifications for watercourses and report back to the Board at the next meeting	P Brewin
<b>NSL20221116 - 2</b>	The safety of invested funds and interest rates - this topic will be raised with the RFO for review 09/02/2023 M Hammond advised that a consortium wide investment group could help to plan investment policy helping to achieve best outcomes for returns, security and environmental impact	M Hammond
<b>NSL20221116 - 3</b>	Proposal for new sluice to improve water levels on Claverham Drove to be presented to the Board in February 2023 meeting. 09/02/2023 D Alsop updated the Board regarding the penning device at Claverham Drove to improve water levels; designs have been completed prices to be sought no further to report to the Board at this stage	D Alsop
<b>NSL20221116 - 4</b>	I Sturdy agreed to make available a copy of a report due from ADA on managing peat resource once available.	I Sturdy
<b>NSL20230209 - 1</b>	Letter to be sent to George Attwell to invite him to be co-opted onto the Board.	I Sturdy
<b>NSL20230209 - 2</b>	Regarding Youngwood Lane, Netherton Grange. J Tonkin requested that he be included in correspondence relating to this and West End Lane.	V Martin/D Alsop
<b>NSL20230209 - 3</b>	Formation or reconvening of Hewish Office Sub-committee.	I Sturdy



