

**RIVER LUGG INTERNAL DRAINAGE BOARD**

**MINUTES OF THE MEETING OF THE BOARD**

**Held on Thursday 28th April 2016 at 10.30 a.m. at 7Y Business Centre, Leominster**

**PRESENT:**

**Board Members:**

Mr C Pudge – Chairman  
Mr J Smith – Vice Chairman  
Mrs Z Chilman  
Mrs N Davies  
Major J Hereford  
Mr N Helme  
Mr J Lawrence  
Mr K Mitcheson  
Mr G Sparey  
Cllr B Baker  
Cllr J Hardwick

**HOOPLE LTD OFFICERS IN ATTENDANCE**

Mr G Evans – Responsible Finance Officer (RFO)  
Mr L Harrison – Area Engineer (AE)  
Mrs L Chandler – Minute Taker (LC)  
Ms Adrienne Davies – Business Change Manager (AD)

**APOLOGIES FOR NON-ATTENDANCE**

Apologies received from Board Members Mr M Davies, Mr P McCaull, Cllr R Phillips and Mr D Trumper of Hoople Ltd.

The Chairman asked the Board Members to stand in silence for a minute in remembrance of Mr Cecil Pritchard who passed away in February, and had served as a Board member for 10 years.

**16/001 WELCOME AND INTRODUCTIONS HENRY CATOR, OBE, CHAIRMAN OF ADA**

The Chairman welcomed Henry Cator, Chairman of ADA to the meeting who was invited by the Chairman regarding ADA representation.

Henry explained that ADA is interested and listens to the River Lugg IDB, and that a representative of the River Lugg Board would be very much welcomed. It is fundamental that ADA listen to the public and their views, as it is the locals of the area that know the answers. Henry encouraged all members to engage and get involved with ADA. By joining ADA you

have access to clubs, and the opportunity to meet and hear from other clerks and engineers who face similar challenges.

Henry asked the Board to consider the future ambition of the Board, do you want to grow? The Chairman responded it was more of an ambition to ensure the area being run efficiently.

Henry encouraged Board members to represent the River Lugg IDB at their Board meetings which was very much welcomed.

The Chairman suggested Mr James Hereford, however James thought it was time for a new face as he had done it for 13 years.

The Chairman thanked Henry for attending and would confirm who will represent.

**Action: CP**

#### **16/002 DECLARATIONS OF INTEREST**

Mr C Pudge and Mr J Hereford declared an interest in the Area Engineer (AE) report section named Adoption of Main Rivers.

#### **16/003 CHAIRMAN ANNOUNCEMENTS**

The Chairman advised this would be Greg Evans last meeting as RFO as he was leaving Hoople in May and welcomed Adrienne Davies who will replace the RFO duties.

#### **16/004 MINUTES OF THE MEETING HELD ON 21<sup>ST</sup> JANUARY 2016**

The minutes were approved as an accurate recording of the meeting.

#### **16/005 MATTERS ARISING FROM THE MINUTES**

It was requested that agendas of the meeting were circulated to the board members in advance of the meeting.

**Action: LC**

#### **16/006 REPORT OF THE AREA ENGINEER TO THE BOARD**

##### **Area Engineer Report**

The Area Engineer (AE) reported expenditure to date as at 31<sup>st</sup> March 2016 as £129k, a underspend of approximately £12k. The AE advised the underspend would be usefully spent on maintenance in the coming year.

Work on the Sutton Rhea within the Cemex site and River Lodon between Panks Bridge and Stoke Lacy has been completed. Due to high winds, numerous windblown trees have been removed from watercourses throughout the area. 50 oak whips and 200 blackthorn cuttings have been planted as mitigation for vegetation removed in the course of these works. Further work on the River Lodon at Cowarne Court is progressing.

### **Curl Brook Lateral no.1**

The AE presented pictures to the Board members showing an undersized access culvert bought to his attention by the owner of Lowe Farm. Although the culvert is not in the ownership of the Board, the AE requested permission from the Board to install a new 900mm diameter culvert at an estimated cost of £2750.00, the landowner having offered to make a contribution towards this cost and, therefore, asked approval for £2150.00. The Board members unanimously agreed.

### **Main River – De-maining**

Following the Board's written request that the EA might consider de-maining the Wormbrook/Allensmore and River Frome for adoption by the Board, a meeting took place with representatives to discuss the proposals. In the case of Wormbrook/Allensmore, this will be considered favourably but is not an option so far as the River Frome is concerned. In the latter case, it was suggested that a Public Sector Cooperation Agreement could be drawn up to allow the Board to carry out work on the main river, albeit at its own cost.

Days after this meeting, ADA advised that the EA was actively seeking partners to assist in carrying out additional maintenance financed by extra Government funding granted for this purpose. The Board has offered its services in the hope that money might become available to be spent on the Frome.

### **Bodenham Flood Group**

Thanks were noted from the Bodenham Flood group for the 5 litres of Roundup supplied. A Board member advised it was worth noting that you need to be certified and have consent from the Environment Agency when applying Roundup in or near watercourses.

### **Land Drainage Consent**

No land drainage consent were received during this period.

### **Rainfall Figures**

Supplied courtesy of Richard Corbett and EA.

Following a request from Geoff Sparey the Chairman agreed to write to Richard Corbett inviting him to join the Board.

**Action: CP/LC**

### **Planning Matters**

There were no planning matters that raised any concerns.

### **16/007 ADA Board Representative**

As there were no proposals from the Board, the Chairman proposed Mr James Hereford who accepted, however suggested that another Board member also represents the Board as a stand in and Zita Chilman agreed.

The Chairman advised he would let ADA know.

**Action: CP**

### **16/008 Finance Reports**

The Responsible Finance Officer (RFO) reported the final outturn position as £9,406, resulting in an underspend of £12,787. The main underspend is on maintenance and also on travel costs due to the less need for contract monitoring. The RFO advised he has put in an accrual for special engineer advice relating to a land drainage consent.

The final reserves position was reported at £119,369.

The Board members unanimously approved to the Chairman signing the schedule of bills.

### **Rates Account**

The RFO reported a final position on rate outstanding debt of £5062.00 over 69 accounts. The collection rate is 92% with 45% of outstanding rates less than £10.00. There are a large number of small outstanding debts which relate to the Lower Wye area. The Chairman requested the RFO carries out a cleansing of this list and advised that some are historical queries.

**Action: GE/AD**

### **Internal Audit and Annual Return**

An internal audit was undertaken by South West Audit Partnership. No issues were identified and the auditor has completed the required section of the annual return.

The Chairman, on the request of the RFO signed the annual governance statement and accounting statement.

### **16/009 Adoption of Main Rivers**

Discussed as part of the Area Engineer report.

### **16/010 Risk Register and Health and Safety**

#### **Risk Register**

The RFO explained the vision and objectives of the Board previously agreed are referenced to in the Risk Register and asked the Board to review and comment.

The risk register will become a standing item on future agendas.

Adrienne Davies (AD) explained the score rating 1-4, 1 being a low risk and 4 a high risk, you then multiply the numbers together which gives you the overall score. The key areas to look at are the high numbers.

The Board thanked the RFO for pulling together the risk register and asked that going forward Adrienne Davies and Les review the risks and present a final version at the next meeting.

**Action: AD and LH**

### **Health and Safety Policy**

The Board approved the following actions

1. Appoint in writing the principal designer and principal contractor
2. Undertake a H&S audit of the principal contractor
3. Agree on-going monitoring and assurance arrangements
4. Regular updates provided to the Board

The Board approved the Health and Safety Policy and Risk Register on the basis that it is reviewed again and updated to include the matrix.

### **16/011 UNIDENTIFIED LAND AND ACCOUNT QUERIES**

The Chairman requested that maps of all unidentified land should be presented at the next meeting.

**Action: GE**

### **16/012 – ANY OTHER BUSINESS**

It was agreed to invite Cllr Seb Bowen and Mr Richard Corbett to the inspection on May 5<sup>th</sup> 2016.

**Action: LC**

Cllr B Baker noted that two appointed members have not attended any Board meeting and offered to follow the matter up. The Chairman agreed to write to the Chairman of Herefordshire Council.

**Action: CP**

### **16/013 – DATE OF NEXT MEETING**

21<sup>st</sup> July 2016 at 10.30am



Chairman

*Errolge*

Clerk

*Wendell*