



RIVER LUGG INTERNAL DRAINAGE BOARD

MINUTES OF THE BOARD MEETING HELD ON 17 January 2019 AT 10.30AM AT THE 7Y BUSINESS CENTRE, LEOMINSTER

PRESENT:

Board Members:

Mr Charles Pudge – Chairman
Mr John Smith – Vice Chairman
Lord Cawley
Ms Zita Chilman
Mr Stephen Dale
Mr Malcolm Davies
Mrs Noorissa Davies
Mr Nick Helme
Major James Hereford
Mr Kenneth Mitcheson
Mr Richard Corbett
Cllr Bruce Baker
Cllr Sebastian Bowen
Cllr Felicity Norman

HOOPLE LTD OFFICERS IN ATTENDANCE

Ms Audrey Clements – Responsible Finance Officer (RFO)
Ms Adrienne Davies – Clerk to the Board (CB)
Mr Les Harrison – Area Engineer (AE)
Mrs Liz Chandler – Deputy Clerk to the Board (LC)

APOLOGIES FOR NON-ATTENDANCE

Apologies were noted from Board Members; Cllr John Hardwick and Cllr Roger Phillips.

18/033 DECLARATION OF INTERESTS

There were no declarations of interest.

18/034 CHAIRMAN'S ANNOUNCEMENTS

There were no announcements from the Chairman.

18/035 CONFIRM THE MINUTES OF THE MEETING HELD 18TH OCTOBER 2018

It was noted that the minutes were titled 19 October 2018 however the meeting was on the 18 October 2018. Subject to the amendment the members approved the minutes of the meeting held on 18 October 2018.

18/036 MATTERS ARISING FROM THE MINUTES

Land Drainage Consents

The Area Engineer advised that no Land Drainage Consent application had been submitted for the proposed development at Lodge Farm, Ocle Pychard, although it was due for consideration by the Planning Committee shortly. It was agreed that the Clerk would contact the case officer seeking confirmation that Land Drainage Consent was required prior to consideration by the Planning Committee. Cllrs Bruce Baker and Felicity Norman also agreed to raise the matter at a proposed site meeting.

Action: AD

Board reconstitution including Standing Orders for signature

The Clerk informed the Board that following the request at the last Board meeting the Standing Orders have been updated. The Chairman agreed to sign the Standing Orders.

Website

The Clerk informed the Board that the new website is now live.

Appointed Board Member Attendance

The Chairman confirmed he had written to the Chairman of Herefordshire Council and advised the matter would be addressed following the elections in May.

Telephone Enquiry Line

The Clerk to the Board advised the Board that it was improving and the number of calls coming in are being monitored on a weekly basis and will bring a report to the next meeting.

Action: AD

Payment Process / Costs

The Clerk advised that now the new website was live the next step is to look at adding the ability to make online payments. However, with the current systems used DRS and xero, which are separate, this currently makes online/BACS payments difficult.

The Clerk also advised the current bank does not accept BACS payments, however, it could be possible to get a third party software.

It was agreed to do further investigations with other internal drainage boards to see what systems they use and to explore in more detail a method to enable online payments / BACS payments/

Action: AD

Byelaws

The Clerk informed the Board that following a conversation with ADA, Byelaws would be removed from future agendas until the updated version is available from ADA.

The Board agreed to add a note to the rates letter for 2019/20 advising ratepayers that a copy of the Byelaws is available on the website. Once the Byelaws have been updated following guidance from ADA, that the Board would investigate costs for producing a copy of the byelaws that could be circulated to all ratepayers.

Action: AD

The Chairman confirmed that a newsletter should accompany the annual rate demands.

Action: Chairman/AD/LH

18/037 REPORT OF THE AREA ENGINEER/ENGINEER TO THE BOARD INCLUDING RAIN FALL DATA

The Area Engineer explained that the annual mowing programme was completed at the end of October with 148km being completed. Work had been concentrated on cutting back bank side vegetation, blockage clearance, willow pollarding and alder coppicing on Little Lugg and Sutton Rhea. Photographic examples of the work carried out were shown.

Expenditure to 31 December: £123,291.16

The AE advised that following completion of some of the work at Sutton Marsh, a dispute had arisen regarding provision of a new stock-proof fence alongside the watercourse. After consideration Members determined that the request was unreasonable and the Board could not finance the cost of a new fence since there was not one in situ prior to commencement of the maintenance work.

The Clerk will advise the landowner, accordingly.

Action: AD

Cheaton Brook

The Area Engineer advised that following completion of restoring this watercourse to good order, the landowner and the adjoining riparian owner had requested that further work is carried out upstream. Members were all in favour of the proposal to increase the scheduled length from its current limit to the boundary of the Board's district, an additional 1.08 km, which will enable further work to be undertaken.

Annual Maintenance Programme 2019-20

Members unanimously approved the proposed maintenance programme for 2019-20.

Members were advised that, regrettably, the Ecological Advisor had decided to relinquish his role and would be standing down at the end of this financial year. Members were requested to advise the AE if they were able to recommend a suitable replacement.

Environmental Screening and Ecological Impact Assessment

The AE sought approval of the document, which sets out the protocol for environmental screening, associated risks and mitigation in relation to the annual maintenance programme. The Board members thanked the Area Engineer for the document, which they found very useful. The document will be made available on the website.

Action: AD/LC

River Lugg IDB Flood Prevention and Biodiversity Enhancement Works

The Area Engineer sought approval of the document which summarised the work of the Board to achieve its biodiversity targets. The Board members approved the document and it will be made available on the website.

Action: AD/LC

Land Drainage Consents

A land drainage application has been received for a small development at Shelwick, which has been passed to the Board's consultant hydrologist for checking of the SW run-off proposals.

Rainfall Figures

The Area Engineer thanked Richard Corbett and the Environment Agency for submitted the latest data.

Planning Matters

The following planning matters were noted;

- P183600/F - PR2018-010 – Haywood Industrial Complete
- P184432/PIP – PR2018-011 – Land at Bull Orchard Shelwick, Hereford

18/038 FINANCE REPORTS

Finance Covering Report

The Responsible Finance Officer (RFO) reported there were no financial concerns. The current collection rates are on track and second reminders have been sent out to rate the payers. The current debt position stands at £8k, which is split over 213 accounts.

Schedule of bills

Subject to the agreed changes the Board unanimously agreed to the Chairman signing the schedule of bills.

18/039 Budget and Penny Rate

The Responsible Finance Officer outlined to the Board various options for consideration whilst setting the penny rate for the Lower Wye and Lugg. After consideration of the options Cllr Sebastian Bowen proposed the Board set the rate for the Lugg at 9.50p and 5.5p for the Lower Wye, which was seconded by Mr Malcolm Davies.

All Board members were in favour.

18/040 RISK MANAGEMENT

The Board reviewed the risk register and it was agreed to add a risk regarding the resignation of the Ecological Advisor.

It was also agreed that risk RLIDB015 likelihood is reduced from 3 to 2. The Clerk of the Board agreed to add in future the risk rating key to the risk register for information.

Action: AD

18/041 HEALTH AND SAFETY

H&S reports since last meeting

The Clerk advised the H&S reports and risk assessments have been included for information. The Clerk reported there had been one accident recorded in the month of November.

The Clerk to the Board advised that the annual maintenance ground works contract runs until 31 July 2020. The contract allows the Board to extend for further 2x 12 months periods and proposed that the Board takes up the option to extend the current contract by maximum period allowed two years. The Board were all in favour to open negotiations to extend the contract for a further two year period (until March 2022).

Action: AD

18/042 ADA BRANCH MEETING

Notes of the ADA Branch Meeting

The minutes of the ADA Branch meeting on 15 November 2018 were noted for information.

Precept and Foreign Water Contributions Letter

At the EA meeting it was proposed to apply a 2% increase in the precept and foreign water contributions. This was not agreed at the meeting as IDB's stated they needed more information. Following the meeting a letter had been received that explained the increase, which resulted in no impact on the River Lugg Board. Subsequently the Chair of the Board had agreed to the 2% increase in respect of the RLIDB's element.

Good governance IDB Members Workshop – 26 March 2019

The Clerk to the Board informed the Board members that ADA are running a workshop on good governance for all board members, advising places can be booked either online or via the Clerk and Deputy Clerk to the Board.

Action: All to contact the Clerk or Deputy Clerk if they would like to attend

18/043 CORRESPONDENCE

ADA Communications with IDB Members

In line with GDPR requirements, ADA has requested RLIDB Board members complete the ADA communications form to indicate how they wish to continue to receive updates from ADA.

Publication of Internal Drainage District Boundaries

The Clerk advised the Board that ADA are seeking permission for an electronic copy of IDB boundaries that can be shared with other relevant organisations such as the EA and asked if the Board were happy the electronic information could be shared. All Board members were in favour.

18/044 ANY OTHER BUSINESS

Mr Stephen Dale requested further information regarding what services are provided to the Board within the management service from Hoople.

Action: AD

The annual inspection date was set for 30 May 2019.

DATE OF NEXT MEETING

18 April 2019 at 10.30am - 7Y Business Centre, Leominster, HR6 0NX