

RIVER LUGG INTERNAL DRAINAGE BOARD

MINUTES OF THE MEETING OF THE BOARD

Held on Thursday 21st July 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
Mr N Helme
Mr J Lawrence
Mr K Mitcheson
Mr G Sparey
Lord J Cawley
Cllr J Hardwick
Cllr P Mc Caull
Cllr F Norman
Cllr B Baker
Mr R Corbett
Mr S Dale

HOOPLE LTD OFFICERS IN ATTENDANCE

Mrs Audrey Harris – Responsible Finance Officer (RFO)
Ms Adrienne Davies – Clerk to the Board (CB)
Mr L Harrison – Area Engineer
Mrs L Chandler – Minute Taker (LC)

APOLOGIES FOR NON-ATTENDANCE

Apologies received from Board Members Mr M Davies, Mr J Hereford, Mr J Makin, Mrs N Davies, Cllr R Phillips, and Mr D Trumper of Hoople Ltd.

16/015 WELCOME AND INTRODUCTIONS

The Chairman welcomed Audrey Harris to the meeting as the new Responsible Finance Officer.

The Chairman also welcomed Mr S Dale and Mr R Corbett. It was proposed by Lord J Cawley and seconded by Mr J Smith to co-opt Mr S Dale and Mr R Corbett as Board Members.

16/016 DECLARATIONS OF INTEREST

The Chairman declared an interest as a landowner and occupier of Bishops Frome and Castle Frome on which drainage rates are levied. The Chairman also declared an interest in land upstream of Wellington village adjacent to the Board's area whose management may affect the works of the Board.

The Chairman requested that Board Members who owned land likely to be affected by Board operations to declare an interest and requested Hoople send out Declaration of Interest forms to all Board Members for completion.

Action: LC

16/017 CHAIRMAN ANNOUNCEMENTS

The Chairman thanked Les Harrison, the Area Engineer for organising a very successful inspection in May.

The Chairman advised he had written to Herefordshire Council with regard to the poor attendance of some of the nominated Council Members and the response received was that it was being reviewed. The Chairman requested Hoople check the Board's Code of Conduct for any reference to Board Members attendance.

Action: LC

16/018 MINUTES OF THE MEETING HELD ON 28th APRIL 2016

It was noted that Cllr F Noman had sent apologies to the meeting which was not included in the minutes. Subject to the amendment the minutes were approved as an accurate recording of the meeting.

Action: LC

16/019 MATTERS ARISING FROM THE MINUTES

The Chairman advised that demaining would be raised in the report of the Area Engineer.

16/020 REPORT OF THE AREA ENGINEER TO THE BOARD

The Area Engineer reported that they had managed to complete the annual spraying programme before the onset of the unsettled weather. He advised that this was thanks to the perseverance of the two operatives concerned who are both fully committed to the work undertaken on behalf of the Board.

Members were advised that the common reed is becoming more of a problem in many Board controlled watercourses but it is hoped that continued applications of Roundup will control it in due course.

Further maintenance work was carried out on the River Lodon and the newly adopted section from Frome confluence to Stoke Lacy is now almost complete; all landowners have expressed satisfaction with the work undertaken. Management of bank-side vegetation has also been carried out on Brierley Ditch and photographs of the work were shown. Expenditure as of the 30th June was £32k.

Other Matters

Aston Brook

The Area Engineer explained to the Board that an access culvert on Aston Brook installed in 1965, was too narrow and required replacement because the headwalls had now collapsed and it was too dangerous to use. In view of the poor design of the original culvert, the landowner is proposing to install a new 900mm x 6m culvert and is seeking contribution from the Board. The Area Engineer advised that a 2m extension to abut the existing culvert would be adequate and Members agreed to contribute half the cost of the pipe, at an estimated price of £100.00.

Public Sector Co-operation Agreement

A meeting with the Environment Agency (EA) took place on the 19 July to discuss formalisation of the proposed Public Sector Co-operation Agreement (PSCA). This is principally to enable the Board to remove blockages from the River Frome and could be extended to allow similar work to be undertaken on any main river within the Board's area. Payment for the work will be on a basic cost recovery basis. The EA is prepared to draw up an agreement, subject to the Board and its contractor meeting the Environmental and Health and ~~Safety standard~~[Safety standard](#) conditions. If the conditions are [metmet](#), it could be operative with effect from 1st September. The Area Engineer advised that as part of the agreement the Health and Safety policy would need to be in place, and the Clerk to the Board confirmed a meeting is scheduled with the new Health and Safety consultant in mid-August.

A resolution of the Board was required and this was proposed by Cllr P McCaull and seconded by Mrs Z Chilman. All Board members were in favour.

Wormbrook /Allensmore De-maining

The Area Engineer has received approval from Herefordshire Council and Natural England advising they do not object to the proposed de-maining of these watercourses. The Area Engineer has passed correspondence to the EA, which will allow the formal de-maining procedures to commence.

Rainfall figures

Supplied courtesy of Richard Corbett for Shobdon and and EA for Leominster.

Land Drainage Consents

An application for bank stabilisation works on the Little Lugg at Tumpy Lakes was approved and subsequently the work was completed.

Planning Matters

The following applications were noted;

PR2016-0020 – P160959/F - Land to the East of the Rambles Shelwick, Hereford. HR1 3AL

PR2016-0021 – P160601/F - Land at Watling Meadow, Canon Pyon, Herefordshire. HR4 8NZ

PR2016-0021/22 – P160548/O - Land off Paradise Green, Marden, Herefordshire

16/021 Finance Reports

Audrey Harris, the Responsible Finance Officer (RFO) reported the rates position as at 30th June as £48,952. The RFO also advised that since the reminder letters were sent out on 8th July a further £7,652 has been received.

The RFO advised that she envisaged there is nothing to suggest they would not deliver a balanced budget.

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

16/022 Final Audit of Accounts and Action Plan

The Clerk, Adrienne Davies, presented the final audit of accounts and an action plan which outlined planned actions against each recommendation..

- RecommendationsThe Financial Regulations – reviewed and updated and included in the papers for approval today.
- Health and Safety Policy – The Clerk advised Hoople have changed their Health and Safety advisor and is meeting a new consultant in mid August to review the guidance and ensure appropriate cover is in place. The Health and Safety policy will then come back to the Board for final approval.
- Training on the DRS System has been scheduled in the diary.

16/023 Risk Register

The Clerk presented the revised risk register to the Board which included the scoring of the risks.

16/024 Health and Safety

As previously mentioned the role of the Health and Safety Officer for Hoople is changing and the Clerk is meeting with the new consultant to finalise arrangements

16/025 Policies for approval

The following list of policies were reviewed and updated by the Clerk for the Board to approve.

Policy Statement

The Clerk advised this policy was not updated to include the Lower Wye. It was noted that the reference to Coastal Defence should be removed.

Vision and Objectives

The Board approved.

Financial Regulations

The Clerk requested clarity on agreement of write offs. A discussion took place and it was agreed not take recovery action against anything less than £10.00. The debt would be written off after six years.

Schedule of Matters

In relation to a question received regarding a FOI policy, the Clerk responded this policy is being looked at. It was agreed to add the reserves policy into the financial regulations.

Division of Responsibilities

Cllr B Baker suggested we added information on what the RLIDB is responsible for. The Area Engineer responsibilities were missing and should be included. The Clerk confirmed she would be added , subjected to this addition this was approved

Members Code of Conduct

The Board approved subject to it being personalised to say the RLIDB.

Whistleblowing

The Board approved.

Anti-Fraud and Corruption

The Board approved.

Data Protection

The Board approved.

It was agreed to review the policies every three years following board elections and copies of policies should be made available on the website.

16/026 Insurance

The Clerk advised the current level of insurance covers the age range of 16 – 75 and from the information currently held on file, it has become apparent it doesn't cover all of the Board members. To increase the age range on the policy would incur additional charges.

The Board asked if the policy needed to state an age range and if so to state up to the age of 90 and requested the Clerk search for alternative companies and compare prices.

Action: AD

16/027 UNIDENTIFIED LAND AND MAPS

The GIS team have produced some maps and the Area Engineer is working through them, The Area Engineer advised he had uncovered lots of owners and have also found that some areas need to be removed.

The Chairman asked RFO to find out from ADA what the situation is with regard to the rating of common land.

It was proposed by Lord J Cawley that the three areas had been identified as either not being within the Boards area or had been identified as not being agricultural land and therefore should be deleted – this was seconded by Cllr P McCaull

016/028 Any Other Business

ADA Meetings

The Chairman asked Mrs Z Chilman to discuss and agree with Mr J Hereford who would attend the ADA meetings.

The next date of the Association of Drainage Authorities Conference - Thursday 17 November 2016 was noted.

16/029 Date of Next Meeting

The date of the next meeting will take place on Thursday 20th October 2016. LC advised that she would circulate the dates for 2017 and the meetings will be the third Thursday of the month, in January, April and October.

Action: LC

Chairman



Clerk

