



RIVER LUGG INTERNAL DRAINAGE BOARD

MINUTES OF THE BOARD MEETING HELD ON 18 October 2018 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 James Makin
Mr Kenneth Mitcheson
Cllr Bruce Baker
Cllr Sebastian Bowen
Cllr John Hardwick
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; Mr Richard Corbett.

18/023 DECLARATION OF INTERESTS

There were no declarations of interest.

18/024 CHAIRMAN'S ANNOUNCEMENTS

The Chairman asked Members to stand for one minute in remembrance of Board member, Mr Geoff Sparey who passed away in August.

18/025 CONFIRM THE MINUTES OF THE MEETING HELD 19TH JULY 2018

Members approved the minutes of the meeting held on 19th July 2018.

Cllr Sebastian Bowen raised the question of the failure of some of the appointed Herefordshire Council members to attend meetings, the Chairman agreed and said that he would raise the matter with the Chairman of the Council.

Action: Chairman

18/026 MATTERS ARISING FROM THE MINUTES

Watercourse at Auberrow

Dick Makin advised that he was seeking quotations for carrying out the required re-sectioning works.

Reconstitution of Board

The Clerk informed members that the Board was formally reconstituted on 31 August 2018 and it will now comprise of 10 elected members and 11 appointed members. An advertisement is currently in place until 1st November for anyone to object if they feel the process was not conducted in a fair manner.

The Clerk advised the Board that following the reconstitution of the Board, the election that had been due to take place in 2018 would now take place in 2019.

The Clerk advised the Board the Standing Orders have since been updated in-line with the reconstitution, advising the only change necessary was to the quorum.

Following a discussion, it was agreed that the word "formal" should be added to paragraph 4a.

Cllr Sebastian Bowen proposed the changes and James Hereford seconded the changes. All Board members were in favour and subject to the amendment the Standing Orders were approved.

Policies

The Clerk advised that all policies are to be renewed every three years, in line with the elections and therefore due to be reviewed and reapproved in January 2019. As the next election will now take place in 2019, the Clerk proposed that the Board approve to agree to extend the approval of all the policies until January 2020.

The Board members agreed to extend the approval of policies for a further 12 months, until January 2020.

Byelaws

The Clerk reported that ADA had not updated their current Byelaws and therefore the further update of the RLIDB Byelaws would remain on hold.

18/027 REPORT OF THE AREA ENGINEER/ENGINEER TO THE BOARD INCLUDING RAIN FALL DATA

The Area Engineer explained that work had been concentrated solely on mowing bank-side vegetation during the period. The weather was favourable throughout and excellent progress had been made in completing a total of 74% of the programmed work up to the end of September.

Expenditure to 30 September: £95,359.41

Wellington Brook

The Area Engineer reported at the last meeting, that Herefordshire Wildlife Trust had advised the police of an alleged contravention of the Wildlife and Countryside Act by the Board when carrying out maintenance work on Wellington Brook. It was reported that no evidence had been presented and it was unlikely that any action would be taken.

Planning matters

The following planning matters were noted:

- Land at Lodge Farm and Highway Farm Monkton Farm Ocle Pychard Herefordshire.
- Haywood Industrial Estate, Wellington. Herefordshire. Land adjacent to Graveyard, Wellington. Herefordshire
- Land adjoining Fairleigh Shelwick Green. Hereford
- Apple Tree Cottage Shelwick. Hereford
- Moseley Farm Pembridge. Leominster. Herefordshire

Land Drainage Consent

No Land Drainage Consent applications were received during the period but the expired SW discharge consent from the proposed Barons Cross development had been renewed and was now valid for a further 12 months.

Rainfall Figures

The rainfall figures were appended for information. The Area Engineer thanked Richard Corbett and the Environment Agency.

18/028 FINANCE REPORTS

Finance Covering Report

The Responsible Finance Officer (RFO) reported there were no financial concerns. The current debt position stands at under £12k, which is split over 211 accounts.

External Audit and Annual Return

The RFO confirmed the external audit has been published on the RLIDB website. The audit was carried out by PKF Littlejohn LLP.

Annual Report

The RFO requested approval of the 2017/2018 financial accounts. All board members were in favour.

Schedule of Bills

The Board unanimously agreed to the Chairman signing the schedule of bills.

18/029 NEW WEBSITE

The Clerk demonstrated to members the new RLIDB website, which has been developed by Hoople.

The Clerk will circulate a link to the test page for all members to review and feedback any comments by the end of November in readiness for a go live date during December.

Stephen Dale asked the Clerk whether the new website will offer rate payers the opportunity to make payments. The Clerk advised the website does not currently support online payments however, it is something that can be looked into in the future.

18/030 RISK MANAGEMENT

The Board reviewed the risk register and the Clerk to the Board advised there had been no substantial changes since the last meeting.

18/031 HEALTH AND SAFETY

H&S reports since last meeting

The Clerk advised the H&S reports and risk assessments have been included for information.

Notes of H&S meeting 3rd Oct

The Clerk reported that no issues or concerns were raised at that meeting.

Updated H&S statement

The Clerk reported the Health and Safety statement of intent was reviewed at the H&S meetings and the only change is that the review of the contractors area would take place annually and not every six-months as previously stated.

Provision of specialist H&S advice

The Clerk advised that the current H&S advice and support the RLIDB receive was not included in the current contract and the officer who has provided the service is retiring at the end of the month.

The gentleman intends to set up an independent consultancy service and has given a quotation to provide this support and further quotes are currently being sought for the provision of the role of Health and Safety Advisor to the Board. Experience in the provision of Health and Safety (H&S) within the relevant fields, i.e. construction, Mechanical and Electrical installations, work on or adjacent to watercourses and ideally hold a NEBOSH National General Certificate in Health and Safety.

The Board nominated the RLIDB H&S representative, Nick Helme to review the quotes and make a decision on the successful applicant.

18/032 ANY OTHER BUSINESS

A further discussion took place regarding the new website and the ability to pay bills via other means e.g. online should be recognised as a possible cost saving exercise for the future. The option to pay by direct debit should also be considered, this is currently not possible due to the type of bank account the River Lugg IDB has.

The Clerk agreed to map out the process of payment and cost of sending out bills.

ADA Branch Meeting – 15 November 2018

The next meeting will take place on the 15 November.

Charles Pudge and Major James Hereford will attend the ADA conference on the 14 November.

Major James Hereford attended an ADA meeting on 16th October and the minutes of the meeting were tabled.

DATE OF NEXT MEETING

17th January 2019 at 10.30am - 7Y Business Centre, Leominster, HR6 0NX