



RIVER LUGG INTERNAL DRAINAGE BOARD

MINUTES OF THE BOARD MEETING HELD VIRTUALLY ON 15 OCTOBER 2020 AT 10.30AM VIA MICROSOFT TEAMS

Board Members:

Mr Charles Pudge – Chairman
Cllr Elissa Swinglehurst – Vice Chairman
Mr Kenneth Mitcheson
Cllr Christy Bolderson
Cllr David Summers
Major James Hereford
Lord Cawley
Cllr Roger Phillips

HOOPLE LTD OFFICERS IN ATTENDANCE

Ms Adrienne Davies – Clerk to the Board (AD)
Ms Audrey Clements – Responsible Finance Officer (AC)
Mr Les Harrison – Engineer (LH)
Ms Kerry Lawrence – Minutes (KL)

The Chair welcomed Lyn Langford, and Cllr Marsh attending on behalf of Cllr Fagan to the meeting.

APOLOGIES FOR NON-ATTENDANCE

Apologies were received from Mr Malcolm Davies, Mr Richard Corbett, Ms Zita Chilman, Mrs Noorissa Davies, Mr James Makin, Cllr Paul Andrews, Cllr John Hardwick, Cllr Toni Fagan, Cllr John Stone, Cllr Sebastian Bowen, Cllr John Harrington and Cllr Peter Jinman.

The meeting was confirmed quorate in accordance with the RLIDB standing orders of 75% members present.

20/023 DECLARATION OF INTERESTS

There were no declarations of interest.

20/024 CHAIRMANS ANNOUNCEMENTS

The Chairman proposed to change the order of the agenda so that item 11e, management services contract be discussed at the end of the meeting, when Hoople have left the meeting. All members agreed.

20/025 CONFIRM THE MINUTES OF THE MEETING HELD ON 16 JULY 2020

In reference to the Attenuation Pond at Barons Cross, the Engineer advised there were 400 dwellings as part of the development. Subject to this amendment, the minutes of the meeting held on the 16th July 2020 were agreed as an accurate record of the meeting.

20/026 UPDATE ON MATTERS ARISING FROM MINUTES OF LAST MEETING, IF NOT AN AGENDA ITEM

The Clerk advised following a request at the previous meeting, changes made to the risk register had been highlighted to clearly show any updates that have been made.

Board noted the remaining actions as complete.

20/027 ENGINEER'S REPORT

Report of the Engineer to the Board

The Engineer explained that work had been concentrated mainly on mowing bank-side vegetation during the period. The weather was favourable throughout and excellent progress had been made in completing a total of 129.758km of the programmed work up to the end of September.

The Engineer detailed additional works carried out on Wellington Brook to remove a large gravel shoal restricting the discharge of flood-water from the A49 road bridge. Maintenance of overgrown vegetation on Curl Brook Lateral No.1 and removal of large fallen willow trees restricting the waterways on the Little Lugg at Eau Withington and River Lodon at Fillings Bridge.

Expenditure to 30 September £86,619.35

Wellington Brook

The Engineer explained that maintenance had taken place on Wellington Brook earlier in the year, however, there was a section of the watercourse downstream of the ford that was difficult to access due to properties adjacent to each side of the watercourse. As a consequence, the owners of the properties were proposing that they should employ a contractor to carry out some limited maintenance themselves and the Engineer had agreed to contribute 1/3rd of the estimated cost in the sum of £110.00. Members agreed that this was reasonable in view of the fact that the Board had a commitment to maintain the watercourse throughout its length.

Illegal Activities

Wyatt Lane

The Engineer reported that work was being carried out adjacent to the Board controlled Little Lugg, which requires the Board's consent. The new land owner was advised and agreed that the work would be curtailed pending further discussions and approval. However, it is understood that the land has since been resold.

Pontrilas Sawmills

The Engineer reported that the illegally tipped waste had been removed.

Environmental Works

The Engineer reported that an owl nesting box has been purchased to be erected adjacent to Curl Brook Lateral No.1 as part of environmental improvement work.

Attenuation Pond at Barons Cross

Following the discussion at the last meeting, the Engineer has informed the developer's agent of the Board's decision to provisionally approve the adoption of the attenuation pond for maintenance purposes but final approval would be dependent upon the terms and conditions applied.

Land Drainage Consents

The Engineer advised the Board of two land drainage applications for Monkton Farm, Ocle Pychard in relation to Little Lugg (Kymin section). Further information is awaited for the first application in order for consent to be determined. The Second application for an extraction structure alongside the watercourse in order to extract water from the Little Lugg to the applicant's irrigation pond for winter use. The Environment Agency has granted consent and the Engineer is satisfied that access to the brook will not be compromised to enable maintenance and has thus now been approved.

Rainfall data

The rainfall figures were appended for information. The Engineer thanked Richard Corbett for providing these figures.

Planning Consultations

The following planning consultations were noted:-

- PR2020-009 – Land South West of Orchard Close Dilwyn
- PR2020-010 – Field Farm Moreton Eye, Leominster
- PR2020-011 – Residential Development At Barons Cross, Cholstrey Road, Leominster
- PR2020-012 – Valley View Ranch and Equestrian Centre Ullingswick Hereford
- PR2020-013 – Thinghill Grange Cross Keys
- PR2020-014 – Land adjacent to Venmore Cottage, Dilwyn
- PR2020-015 – Stonelea Cottage, Eardisland, Leominster
- PR2020-016 – Claston Farm A438 From Upper Dormington Road To River Frome, Dormington
- PR2020-017 – Shobdon and Hangar Poultry Units, Shobdon
- PR2020-018 – Land to the South of Field Farm Crossbrook Lane, Moreton Eye
- PR2020-019 – The Townsend, Townsend Farm, Stretton Grandison, Ledbury
- PR2020-020 – Land at Wellington House, Wellington

Cllr Phillips noted that the Environment Agency were conducting a survey at Eardisland following flooding of 28 dwellings in February, and similar in October, which includes reference to Southall Brook becoming the main river when it reaches a certain level.

20/028 FINANCE REPORTS

Covering Report

The RFO reported a forecast deficit position of £252 against a budgeted deficit of £15k. The reduction in operational costs has led to a positive forecast variance of £15k.

The RFO discussed the outstanding debt and understood covid to have impacted the position. First reminders have been issued and expected to see an improvement in the next quarter.

Board members would like to monitor the level of debt and agreed a more detailed breakdown be provided for the next meeting with a focus on the larger debts.

Action: AC

External audit report

The RFO appended the external audit report carried out by PKF Littlejohn. The auditors found no issues with the Annual Governance and Accountability return, the only comment was to ensure the return was published within the required timeframe, however it was acknowledged that the deadline had been extended due to the pandemic.

Schedule of Bills

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

20/029 RISK MANAGEMENT

Risk Register

The Board acknowledged the updated risk register with changes highlighted.

20/030 HEALTH AND SAFETY

Minutes H&S minutes 30th Sept 20

The minutes of the H&S meeting was appended for information.

All actions were noted as complete.

Monthly H&S reports (April – Sept)

H&S reports for April – September and a site audit were appended for information.

H&S Policy Statement of Intent

The only addition to the H&S policy was a space for the subcontractor to sign to confirm acceptance of the responsibilities assigned to them. The Board unanimously approved the policy and for Cllr Bowen, the designated H&S officer to sign the H&S Policy Statement of intent.

Action: AD to arrange final signatures

ADA H&S survey 2018

The Board acknowledged the ADA H&S survey carried out in 2018 and its recommendations.

The Clerk reported that the only recommendation that the RLIDB did not already undertake was for the IDB to consult with its neighbouring IDBs in regards to H&S and would be discussed further at the next ADA branch meeting.

20/031 POLICIES

Compliments and complaints procedure

The Clerk reported the compliments and complaints policy has been updated to include referring to the anti-fraud policy and financial regulations where a complaint may involve any financial transactions.

Anti-fraud policy / financial regs

The RFO confirmed changes would be made to the anti-fraud policy and financial regulations in light of the SWAP report and would be presented to the next Board meeting.

Action: AC

20/032 ANY OTHER BUSINESS

Update from ADA Board meeting Oct 20

No update available.

ADA Marches Branch meeting (24th November 2020)

The Clerk stated that the next EA & ADA Marches branch meeting is to take place on 24th November and members were welcome to attend. Cllr Elissa Swinglehurst and Cllr David Summers requested to be included on the invite.

Action: AD to extend the invite

ADA conference (11th November 2020)

The Clerk reminded members of the ADA conference and AGM being held virtually on the 11th November.

Charles Pudge, Cllr Elissa Swinglehurst and Cllr David Summers requested a place be booked.

Action: AD/KL

Lincolnshire County Council – Riparian Landownership Survey

The Clerk outlined that a letter had been received from Lincolnshire County Council regarding a survey they are conducting to seek a greater understanding of riparian responsibilities and are contacting a number of IDBs asking for participation. There was no further information available however it was understood the Board could withdraw from the study if required.

Members felt it would be beneficial to the Board and the council to be part of the survey to enhance understanding of the riparian rights and responsibilities for ratepayers.

Action: AD to sign up to the survey.

Management services – 1st April 2021

Item to be discussed at the end of the meeting without Hoople officers being present.

The Chair closed the meeting to the public and thanked them for their attendance.

DATE OF NEXT MEETING

The date of the next meeting was confirmed for 21 January 2021 at 10.30am.