

1. Governance

1.1 Declaration of Interest

Board Members are advised to declare a pecuniary or non-pecuniary interest on any item in the Agenda.

1.2 Apologies for Absence

1.3 Chair's Announcements

1.4 Public Forum

1.5 Minutes of the meeting held on 26 June 2024

Members Present	15.06.2022	23.11.2022	25.01.2023	28.06.2023	29.11.2023	14.02.2024	26.06.2024
Elissa Swinglehurst Chair	√	√	√	√	√	√	√
Charles Pudge Vice Chair	√	√	√	√	√	√	√
John Cawley JC (Retired 31-10-2023)	√	√	-	√			
Zita Chilman ZC	√	√	√	A	√	√	√
Richard Corbett RC	A	-	√	A	√	√	A
Malcolm Davies MD	√	√	√	√	A	√	√
Noorissa Davies ND	√	A	A	√	A	√	A
Nic Eynon NE	√	√	A	√	-	√	-
James Hereford Jhe (Retired 31/10/2023)	√	√	√	A			
James Makin JM	√	-	√	A	√	√	√
Thomas Cawley TC					√	A	√
Vacancy							
Vacancy							
Cllr Graham Biggs GB				-	-	-	-
Cllr Toni Fagan TF				√	A	A	A
Cllr Peter Hamblin PH				-	A	√	-
Cllr Dan Hurcomb DH				-	-	√	√
Cllr Robert Highfield RH				√	√	A	A
Roger Phillips RP	A	-	A	A	√	√	-
Cllr John Stone JS	√	√	-	-	√	A	A
Cllr Mark Woodall MW				A	√	√	-
John Fry JF Wye & Usk Foundation				A	-	-	-
Jamie Audsley JA				-	-	A	A
Jenny Bashford JB Wye & Usk Foundation							√

In attendance on behalf of JBA Consulting

Officer:	Craig Benson	Clerk
	Anne-Clare Landolt	Engineer
	David Blake	Finance Officer

Also in Attendance

Phil Chandler	Health and Safety Advisor
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Member of the Public

None.

Declaration of Interest

2024.31 None.

Apologies for Absence

2024.32 Apologies were received from Will Watson, Jamie Audsley, Toni Fagin, Robert Highfield, John Stone, Richard Corbett and Noorissa Davies.

Chair's Announcements

2024.33 None.

Public Forum/Question's

2024.34 There were no members of the public present.

Minutes of meeting held on 14 February 2024

2024.35 Minutes of the meeting held on 14 February 2024 were considered. CP proposed, ZC seconded, and members approved as a true and correct record.

Matters arising not discussed elsewhere on Agenda

2024.36 2024.29- The Chair agreed to have another chat with HCC Highways with regard to the condition of the River Frome and the impact this was having on the highways. CP confirmed that he had sent another email to the Engineering Dept of the HCC.

Complaints/FOI/EIR requests

2024.37 There had been no complaints received since the last meeting but it was noted that a new batch of FOI requests had been submitted to other IDBs and it was anticipated that this Board would receive the same request for information.

CLERK REPORT

- 2024.38** Policy – Clerk informed members that there were two policies that required Board approval namely Financial Regulations and General Health and Safety Policy Statement. Clerk highlighted the changes made to the documents. CP proposed that the policies be accepted, this was seconded by MD and approved by the Board.
- 2024.39** Legislation – The Board noted the progress of the IDB Ratings Statutory Instrument.
- 2024.40** Environment Agency – PSCA – Clerk advised that despite involvement from ADA, the local EA team do not wish to sign a new PSCA with the Board. Members agreed that this was disappointing.
- 2024.41** Hydraulic Model – Clerk confirmed that the tender documents are being reviewed and would be issued in the summer.
- 2024.42** EA/ADA Marches Branch Liaison meeting – This would take place on 19 November 2024 at Worcestershire Cricket Club, New Road, Worcester, WR2 4QQ. Members wishing to attend should let the Clerk know.
- 2024.43** ADA – Storm Recovery and Asset Improvement Funding – Clerk confirmed that a bid had been made to recover the costs incurred in removing the car that become stranded in Wellington Brook. The Eng. was preparing to make a submission for the second tranche of funding that covered Asset Improvement. Eng. informed members that she was looking to carry out works on 9.8km of the River Lugg and as a PSCA was not an option had identified landowners who were prepared to undertake the works. Funding bid included costs for an ecologist to survey watercourse before hand and an Ecological Clerk of Works to ensure the activities meet with the permits. The timescales for applying for the permits and undertaking the works before 31 March 2025 will be very tight. Included with the bid are inspections, operation, cleaning and repair of some of the assets that the EA transferred to the IDB. The Eng. will also be making a similar bid on the River Arrow and will determine if a bid could be submitted for works on the Frome and Lodon catchments. Chair confirmed that it was good to position the Board as the accountable body overseeing the works but it was absolutely necessary to ensure that the works comply with environmental permits. Eng. added that the Board may have to use different contractors due to the timescales.

FINANCIAL REPORT

- 2024.44** Rating Report – FO advised the balance outstanding was £8,689.95 and that solicitors have been instructed on £8,800 of this debt. There were 9 ratepayers, and we are awaiting confirmation from the Court of a date for the hearing.
- 2024.45** Internal Audit – The Internal Audit had been completed and the Board had received a very good report, which had been circulated to members and was noted by the Board. The Auditor had recommended, whilst the Chair currently approves all payments via email, she should be approving payments on the online banking platform. It was agreed that the Chair would be added to the process.

- 2024.46** Risk Register – FO reviewed the changes that had been made to the document following the last meeting of the Board. ES proposed that the Risk Register was approved, this was seconded by CP and approved by the Board.
- 2024.47** Annual Governance & Accountability Return – Section 1 Annual Governance Statement – The FO reviewed the document and invited comments from members. ES proposed that the statement was accepted by the Board, this was seconded by MD and approved by members.
- 2024.48** Accounts for the Year Ending 31 March 2025 – FO took members through the Board's accounts and highlighted those significant differences between the two years. The Board's reserves had increased over the period. JM proposed that the accounts as presented should be accepted, this was seconded by CP and approved by the Board.
- 2024.49** Budget comparison – This was noted by the Board.
- 2024.50** Annual Governance & Accountability Return – Section 2 Financial Statements - JM proposed that the statement was accepted by the Board, this was seconded by MD and approved by members.
- 2024.51** Five Year Budget - FO updated members on the current forecast.
- 2024.52** Schedule of Payments – A list of payments totalling £48,052.77 were proposed for acceptance by ES, seconded by CP and approved by members.

ENGINEERS REPORT

- 2024.53** Storm Recovery Work – Eng. raised the issue of procuring the works, as due to the timescales, it was unlikely that more than one quote would be obtained. It was agreed by the Board to follow the financial regulations were in extra ordinary conditions, such as this, the Board can agree to seek one quote.
- 2024.54** Watercourse Maintenance - Spraying – Eng confirmed that Natural England have only given the Board assent to control weed growth in their district by means of spraying for one year only. The reason behind their stance was as a direct link to the poor condition of the River Wye and they would like to control the input of impurities. The Board will therefore have to find an alternative method of weed control for the 2025/26 maintenance season. **DH arrived.** It was agreed that the Board would consider all options at the next meeting.
- 2024.55** Wharton Hall – River Lugg – Engineer and ecologist met with landowner. Actions for the IDB in terms of environmental monitoring were agreed and other ways that the IDB could assist with this project. A draft paper had been prepared which was circulated with the meeting papers. This included a suggested role / involvement of the IDB. Chair noted that the current situation of no maintenance was untenable, so this collaborative working was a positive way forward. It was agreed that the Board would promote the works but there must be accurate information provided to landowners. Eng. confirmed that one size does not fit all situations. Board acknowledged the potential reputational risk to the IDB if any works were to breach permissions. Chair suggested that the Board offer Ecology and Engineering support for the works and applying for permissions. DH added the Board need to be wary of not setting a precedent with all the additional monitoring as this may end up with the EA / NE insisting that all landowners have to get the same high level of environmental input when

they want to do river works which would then serve to make it even more restrictive for riparian owners.

HEALTH, SAFETY AND WELLBEING

2024.56 There had been no accidents, incidents or near misses reported since the last meeting.

2024.57 Health and Safety Reports - The H&S advisor informed members that due to the weather conditions that there had been no site observation undertaken since the last meeting.

2024.58 Contractor – The H&S advisor informed the Board that he had encountered a few issues with the Maintenance Contractor, very difficult to arrange site meetings, lack of response to emails, supply of information, notification of where they are working. Clerk informed members that at the pre-start meeting the Contractor was very positive and gave all those present assurances that they would meet the requests of the Engineer, Environment Advisor and Health & Safety Advisor. DH requested copy of maintenance contract and Board agreed for Eng. to seek legal advice with regard to the issues the Board are facing.

ENVIRONMENTAL ADVISER'S REPORT

2024.59 The Environmental Advisor's report, that was circulated with the papers, was noted.

Any Other Business

2024.60 Highways Drain at Kingsland - DH asked if the IDB were aware of the issues, the Chair confirmed that she was on the Steering Group and represented both the RLIDB and HCC.

2024.61 Board Archives – CP confirmed that some of the Board records that he held had been taken by Herefordshire Archives. He added that he had found some old deeds and had passed them on to a solicitor to see if the Board had any liability pertaining to land ownership in the district.


Date of Next Meeting

2024.62 Wednesday 27 November 2024 – Venue TBA
Wednesday 15 January 2025 – Venue TBA

It is the intention to hold the District Inspection in September. This will be a joint visit with members from the ADA Marches Branch. Venue TBA.

1.6 Matters Arising not elsewhere on the Agenda

1.7 Complaints/FOI Requests

 27/11/24