

# 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 14 February 2024

Members Present	26.01.2022	15.06.2022	23.11.2022	25.01.2023	28.06.2023	29.11.2023	14.02.2024
Elissa Swinglehurst <b>Chair</b>	√	√	√	√	√	√	√
Charles Pudge <b>Vice Chair</b>	√	√	√	√	√	√	√
John Cawley JC (Retired 31-10-2023)	√	√	√	-	√		
Zita Chilman ZC	√	√	√	√	A	√	√
Richard Corbett RC	√	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
Cllr Peter Hamblin PH					-	A	√
Cllr Dan Hurcomb DH					-	-	√
Cllr Robert Highfield RH					√	√	A
Roger Phillips RP	A	A	-	A	A	√	√
Cllr John Stone JS	A	√	√	-	-	√	A
Cllr Mark Woodall MW					A	√	√
John Fry JF					A	-	-
Jamie Audsley JA					-	-	A

**In attendance on behalf of JBA Consulting**

<b>Officer:</b>	Craig Benson	Clerk
	Anne-Clare Landolt	Engineer
	David Blake	Finance Officer

**Also in Attendance**

Will Watson	Environmental Advisor
Phil Chandler	Health and Safety Advisor

**Member of the Public**

Graham Moore	Ratepayer
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**Declaration of Interest**

2024.1 None.

**Apologies for Absence**

2024.2 Apologies were received from Thomas Cawley, Toni Fagin, Robert Highfield, John Stone and Jamie Audsley.

**Chair's Announcements**

2023.63 None.

**Public Forum/Question's**

2024.3 The Chair invited Mr Graham Moore to address the Board. Mr Moore thanked members for the opportunity to discuss and raise with them his concern over the proposed removal of a number of weirs in the Eyton area of the district.

2024.4 Minutes of the meeting held on 29 November 2023 were considered. RP proposed, MW seconded and members approved as a true and correct record.

**Matters arising not discussed elsewhere on Agenda**

2024.5 2023.72- It was agreed that a working group would be established to work with Nick Helme to help facilitate the works he would like to carry out on his land. The group would include Anne-Clare (Engineer), Will Watson (Env Advisor), Zita Chilman, C Spicer, Rep from HWT and RLIDB Contractor.

**Complaints/FOI/EIR requests**

2024.6 There had been no formal written complaints but it was noted that a ratepayer had to leave his premises following the recent storms due to flooding of his property.

**CLERK REPORT**

2024.7 Policy –The IDB policies would be reviewed before the next meeting in June. Any changes would be brought to the Board for approval.

**2024.8** Board Membership – The Clerk informed members that there were two elected member vacancies on the Board. It was noted that Mr R Hall of Arrow Mill, Eardisland had expressed an interest in becoming a Board Member.

**2024.9** Archive Material – The Board had a large quantity of archive material stored in the premises of the Vice Chairman. He had requested that the documents should be stored more appropriately. It was agreed to contact Herefordshire Council Archive Dept to see if there were any documents of interest to them.

## FINANCIAL REPORT

**2024.10** Rating Report – FO advised the balance outstanding was £10,175 and that solicitors have been instructed on £8,800 of this debt. **Update – The Courts are fully booked until May 2024, so it is likely that the outstanding debt figure would remain at the year end.**

**2024.11** Proposed Rate Removal – It was proposed by ES and seconded by DH that the amount of £5.26 of drainage rates should be removed. This was approved by the Board.

**2024.12** Internal Audit – The Internal Audit Review meeting minutes, which had been circulated with the papers, was noted by the Board.

**2024.13** Risk Register – FO reviewed the changes that had been made to the document during the year. Discussions followed with regard to changes to the Financial Regulations that would increase the number of quotations required from 2 to 3 and increasing the threshold to go to tender from £20k to £30k. MW noted that there were policies on the website that were now out of date and that careful monitoring of these were required. DH added that there was an opportunity, with regard to Biodiversity, with the Board encouraging landowners to take advantage of the SFI's, which would also help with the Board's targets. FO noted the comments and would make the required changes to the Risk Register and present an updated version to the Board at the June Meeting. Members approved the Draft Register as it stood but with the proviso to include the changes discussed.

**2024.14** Rates & Special Levies for the Year Ending 31 March 2025 – The FO reviewed the current position of the Budget and the forecast year end balances. The budget estimate for the following year was reviewed and discussions followed with regard to the demained watercourses and control structures on them that may become the responsibility of the Board to upkeep. Members noted the potential maintenance and replacement costs of these structures. However, it was agreed that there was currently too much uncertainty to make a decision to increase income now and it was best to wait for further information from the EA. RC proposed that the rate remains at 8.5p, this was seconded by RP and approved by the Board.

**2024.15** Five Year Budget- FO updated members on the current forecast.

**2024.16** Schedule of Payments – A list of payments totalling £86,588.59 were proposed for acceptance by ES, seconded by RP and approved by members.

## ENGINEERS REPORT

**2024.17** Demainment Process – Eng confirmed that the Board may have to seek legal advice with respect to the process that was followed. Eng read out an email from the Environment Agency that stated they do not own any engineered flood assets and that

these are deemed to be owned by the landowner. The EA may undertake maintenance using their permissive powers. DH asked if the Board could request a letter from the EA lawyers to support their position and which we can then provide to our solicitors to assist with their interpretation and advice. The Board are still of the opinion that the EA are the responsible party for those assets.

**2024.18** Wharton Hall – River Lugg – It was agreed that the Board would continue to support the landowner and attempt to establish a PSCA with the EA. ZC suggested it would be useful to have something on the Board’s website, like a template, to help landowners follow the process to work on main river. It was clarified that the board did not think that Mr Helme was requesting financial support for the works when he attended the board meeting in November but rather was asking for the IDBs support in the process.

**2024.19** Planning Issues – Eng advised that the IDB comments on planning applications are not always noted and that it would be useful to be advised when a planning application has been approved where the RLIDB has made comment. It was agreed that the Chair would pass on contact details to the Eng of the most relevant individual within the Council’s planning department.

**2024.20** The Board also supported the EOI for proposed NFM scheme that had been submitted by Landowners in the Eardisland area of the District to the EA NFM project.

**2024.21** Sutton Rhea – PH advised members that HCC would be funding some maintenance works in the area – filling in grips on the flood bank.

**2024.22** Lugg Rhea - PH also informed members of the flooding of a ratepayer’s property that led to them being moved to different accommodation for a period of time. Eng confirmed that sections of the watercourse had not been maintained due to adverse weather conditions. The system was planned to be maintained this year.

**2024.23** DH raised an item concerning surface water run-off from the highways and that there was possible funding available for works to mitigate the impact. DH asked about whether Highways need consent from the IDB for the discharge into the systems and whether they make an ongoing contribution towards maintenance activities where highways drainage impacts the district. Eng would report back.

**2024.24** Drone Surveying. The drone had been purchased and would be added to the Board’s insurance policy. Eng. would complete the appropriate training and certification before use.

## HEALTH, SAFETY AND WELLBEING

**2024.25** There had been no accidents, incidents or near misses reported since the last meeting.

**2024.26** 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.

## ENVIRONMENTAL ADVISER’S REPORT

**2024.27** The Environmental Advisor confirmed that he would be looking at undertaking ecological monitoring as part of the BAP. Also looking at the impact on Biodiversity from the surface water run – off from the A49 into Wellington Brook. Attempt to locate

hotspots throughout the districts where run-off is causing issues. He would liaise with the Eng.

### **Any Other Business**

**2024.28** Hinkley Point Consultation - DH asked when the Hinkley Point consultation on the removal of weirs would be submitted. He has had a lot of concern raised by the parish councils in the area. Eng. confirmed that the closing date was 29 February 2024 and that a draft response had been prepared and would be updated to include the comments from the board meeting and would be sent within the timescales.

**2024.29** River Frome – CP raised issues with regard to the condition of the River Frome and the impact it was having on the highways. The Chair confirmed that this had been raised within HCC and that she would pursue within the Council.

### **Date of Next Meeting**

**2024.30** Wednesday 12 June 2024 – To include District Inspection Venue TBA.

**UPDATE** the above was rescheduled to Wednesday, 26 June 2024

Wednesday 27 November 2024 – Venue TBA

Wednesday 15 January 2025 – Venue TBA

## **1.6 Matters Arising not elsewhere on the Agenda**

## **1.7 Complaints/FOI Requests**