

Trent Valley Internal Drainage Board

Minutes of the first Meeting of the Board held on Tuesday, 3rd April 2012, at The Showground, Winthorpe.

Elected Members

- * Messrs R.N.J.S. Price (Chairman)
W.J. Staunton (Vice-Chairman)
- * A. Arden
- * T.H. Farr
- * A. Howick
- * R.J. Jackson
- * D. Loates
- * J. Miller
- * R.R. Oates
- * S. Richardson
- * J. Strawson
- * R. Warburton (Vice-Chairman)

Nominated Members

- Bassetlaw DC
Messrs J. Bowler
I. Davies
- * Cllr J.B. Rickells
- Newark and Sherwood DC
- * Messrs D. Payne
I. Walker
- * B. Wells
- * Mrs S. Michael
- Rushcliffe DC
Messrs J. Cranswick
R. Hetherington
- * N.C. Lawrence
- Cllr P. Smith
- Gedling/Melton BCs
Mr P. Key
- West Lindsey and North Kesteven DCs
Vacancy

* Present

- * Messrs A. McGill (Chief Executive)
- * D.J. Sisson (Engineer)
- * R.P. Mitchell (Director of Operations)
- * M.S. Everett (Operations Manager)
- * P. Baines (Rating and Administration Officer)
- * Miss J. Hignett (Nottinghamshire Wildlife Trust)
- * In attendance

1. APPOINTMENT OF CHAIRMAN PRO TEM

The Chief Executive was appointed Chairman pro tem and reported that email confirmation had been received from DEFRA that the Trent Valley Internal Drainage Board (TVIDB) had been duly constituted and the meeting could proceed.

2. ELECTION OF CHAIRMAN

Mr T.H. Farr proposed Mr R.N.J.S. Price as Chairman of the new Board and this was seconded by Mr N.C. Lawrence and unanimously agreed by all present.

RESOLVED

That Mr R.N.J.S. Price be elected Chairman of the Board for the ensuing year.

The Chairman thanked the Board for his appointment and asked for nominations for the two posts of Vice-Chairman.

3. ELECTION OF VICE-CHAIRMEN

Mr S. Richardson proposed Mr R. Warburton and Mr J.B. Rickells seconded the nomination.

Mr R. Warburton proposed Mr W.J. Staunton and this was seconded by Mrs S. Michael. Both nominations were agreed by the Board.

RESOLVED

That Messrs W. Staunton and R. Warburton be elected Vice-Chairmen of the Board for the ensuing year.

4. APOLOGIES

Apologies for absence were received from Messrs I. Walker, W.J. Staunton, J. Miller, J. Strawson, P. Key, R.J. Jackson and Mrs. J. Bradley. It was noted that Ms. J. Hignett was attending in Mrs J. Bradley's place.

The Chairman congratulated Mr T.H. Farr on his appointment as Chairman of the Trent Regional Flood and Coastal Committee.

The Chairman introduced the members to Mr P. Baines who had taken up his appointment at the Newark office.

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5. NOTIFICATION OF ITEMS OF ANY OTHER BUSINESS

It was noted that a corporate logo and a name for the consortium would be discussed under any other business.

6. BOARD MINUTES

Five sets of Minutes were presented for approval.

Mr N.C. Lawrence pointed out that on the Fairham Brook Minutes three delegate names should read Councillor and not Mr - Councillor P. Smith and Councillor M. Mayles. It was also noted that on the Laneham Minutes Mr J. Rickells should read Councillor J. Rickells.

RESOLVED

- (a) That the minutes of the meeting of the Kingston Brook Internal Drainage Board held on 9th December 2011 be confirmed as a correct record.
- (b) That the minutes of the meeting of the Laneham Internal Drainage Board held on 27th January 2012 be confirmed as a correct record.
- (c) That the minutes of the meeting of the Fairham Brook Internal Drainage Board held on 1st February 2012 be confirmed as a correct record.

- (d) That the minutes of the meeting of the Newark Area Internal Drainage Board held on 9th February 2012 be confirmed as a correct record.
- (e) To confirm the minutes of the meeting of the Trent Valley Internal Drainage Board Working Group held on 19th March 2012 be confirmed as a correct record.

7. MATTERS ARISING

7:1 Minute 2012.17 (Laneham IDB)

The Chief Executive stated that it was worth noting that Lindsey Marsh Drainage Board staff did check their pumps at least twice daily by use of their telemetry system and they did have access to Control Star.

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7:2 Minute 2012.20 (Laneham IDB)

It was noted that the problem with Viking Pumps had not been resolved and that the Engineer would follow this up with Mr A. Hoyland. The Director of Operations and Operations Manager had been to site and looked at the issue.

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7:3 Minute 2012.31 (Laneham IDB)

Mr R.R. Oates stated that the Newark Board went back as far as 1682 the details of which were at County Archives.

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7:4 Minute 8b (Newark Area IDB)

Mr D. Payne said that he had noticed the pipes had been removed. The Chief Executive stated that he had visited and it had been agreed that the pipes would be removed. It had been stressed to the land owner that he had to apply for consent to culvert the watercourse and the pipe would be extremely large and therefore costly.

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7:5 Minute 133 (2.3) (Newark Area IDB)

It was noted that Mr T.B. Stapleton had been appointed Pumping Attendant. It was also noted that Mr P. Harding was retiring as solicitor to the Board and a vote of thanks was recorded for his considerable assistance over the years.

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7:6 Minute 247 (Kingston Brook IDB)

Mr R. Hetherington stated that work on the western side of the watercourse had been passed to the TVIDB to complete and that the Kingston Hall Dam required urgent

attention (there had been a dispute over ownership but it was agreed that the owner was Belper Estate).

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8. MEETING DATES

RESOLVED

- (a) That Board meetings be held at The Sir Stuart Goodwin Pavillion, The Showground, Winthorpe, on the following dates:

Thursday, 24th May 2012 at 9.00 a.m.

Thursday, 20th September 2012 at 10.30 a.m.

Thursday, 13th December 2012 at 10.30 a.m.

- (b) That a Tour of the South Notts District be held after the May Board meeting, incorporating a demonstration of the Energreen machine.
- (c) That Committee meetings be held as and when necessary.

9. COMMITTEES

The Chief Executive presented Terms of Reference for the Standards Committee and the Finance and Plant Committee which had been agreed by the Working Group.

RESOLVED

- (a) That the attached Terms of Reference for the Standards Committee and the Finance and Plant Committee be adopted by the Board.
- (b) That Messrs R. Hetherington, A. Howick, R.J. Jackson, J. Strawson, R.R. Oates, B. Wells and Cllr J.B. Rickells be appointed to the Standards Committee.
- (c) That the Chairman, the Vice-Chairmen, Messrs J. Cranswick, J. Miller, D. Payne, S. Richardson and Mrs S. Michael be appointed to the Finance and Plant Committee.

10. DELEGATED AUTHORITY

The Chief Executive presented a Schedule of Delegated Authority which had been agreed by the Working Group. It was agreed to increase the amount for cheques and BACS payments to £50,000.

RESOLVED

That the attached amended Schedule of Delegated Authority be adopted by the Board.

11. FINANCE

The Director of Finance presented the attached report.

Mr P. Baines reported that the demand notes for the Newark Area had been printed and that electronic information relating to Laneham was currently being processed for the production of rate demands. It was hoped that information for Kingston Brook and Fairham Brook would be available shortly.

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12. OPERATIONS

The Director of Operations gave a general overview of the Operational aspects of the TVIDB. Various items were discussed including the maintenance regime in force, the consideration of adding an Energreen machine to the inventory and the impact that drought was having on the area and the possible actions open to the Board to mitigate the effects.

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13. ENGINEERING

The Engineer to the Board gave an overview of all aspects of the engineering and environmental considerations. The following three sites were mentioned in detail; Crown Estates near Bingham, the growth area in the Southern part of Newark and the proposed new development at RAF Newton.

It was agreed that Clifton, a site at East Leake and the pit site at Cotgrave required ongoing attention and further investigation by the Board.

Other matters covered in brief were the Beckingham Pumping station and the River Smite modelling. The harmonisation of the office IT systems and the enhancing of the GIS and telemetry systems. Particular environmental matters highlighted were, the impact of the introduction of the fish and eel passage legislation and the excellent work undertaken jointly with the Nottinghamshire Wildlife Trust to produce a leaflet on invasive species; a vote of thanks was given to the Miss J Hignett who attended the meeting to represent the Trust.

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14. DRAFT POLICY DOCUMENTS

The following documents were presented for consideration:

- Planning and Byelaw Policy
- Advice Note 1: Buildings, Structures, Planting and Fencing
- Advice Note 2: Culverts and Bridges
- Advice Note 3: Environmental Considerations
- Advice Note 4: Stability of Garden Fences Close to Board Maintained Watercourses
- Advice Note 5: Service Crossings
- Advice Note 6: Surface Water
- Emergency Procedures
- Matters to be Reserved to the Board

RESOLVED

That members forward any comments to the Chief Executive prior to the next Board meeting when the above documents would be presented for approval.

15. POLICIES FOR APPROVAL

The Chief Executive presented the following Policies which had been considered and approved by the Working Group.

Standing Orders
Members' Code of Conduct
Register of Members' Interests
Mission and Policy Statement
Finance Regulations
Anti-Fraud and Corruption
Whistle Blowing
Code of Conduct for Employees
Complaints Procedure
Byelaws
Dress Code Policy
Pension Policy

Mr D. Payne suggested that on page 2 of the Members Code of Conduct the word 'respect' should be removed and replaced with 'due courtesy or appropriate fashion'. It was proposed by Mr D. Payne and seconded by Mr R. Hetherington that the policies be adopted subject to this amendment. The Board unanimously agreed.

RESOLVED

That the attached Policies be adopted by the Board.

16. STAFFING

The Chief Executive referred to the Association of Drainage Authorities (ADA) Salaries and Wages and Conditions of Employment which was available at the meeting. He enquired whether the Board wished to adopt this for the staff of the Trent Valley Internal Drainage Board.

RESOLVED

That the the ADA Salaries and Wages and Conditions of Employment be adopted with the exception of the current Travelling Rates.

17. HEALTH AND SAFETY

The Chief Executive presented the Health and Safety Policy Statement which formed part of the Health and Safety Manual which was available for members to view at the meeting.

RESOLVED

That the former Newark Area IDB Health and Safety Policy be adopted by the Board and that the attached Health and Safety Policy Statement be adopted by the Board.

18. CORPORATE LOGO

The Chief Executive presented examples of corporate logos and asked whether the Board wished to consider a logo for the new Trent Valley Internal Drainage Board.

RESOLVED

That a logo for the new Board be discussed further at the May meeting.

19. CONSORTIUM NAME

Members were asked to forward to the Chief Executive ideas for a name for the Consortium which would be considered by the three Boards later in the year.

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CHAIRMAN