

North Kent Marshes Internal Drainage Board Meeting Minutes

01 June 2020, MS Teams virtual meeting 10:00-12:00

1 Welcome and introductions

2 Apologies

*J Nottage
Cllr L Croxton – GBC*

All remaining members present.

3 Items of interest declaration

Members reminded to submit forms if not actioned already.

4 Health and Safety – COVID Update

PH explained that there is limited disruption to business currently, other than a delay in the installation of piezometers which is referenced in the Activity Report.

5 Minutes of the last meeting and matters arising January 2020

Outstanding actions to be chased up by PH to include:

- *Photos of completed works at Lower Hope Point and drone footage from EA.*
- *Liaise with Lower Medway IDB regarding setting up a PSCA.*

Minutes ratified, to be left for signing by GE.

6 Environment Agency update

MS confirmed that the EA have provisionally agreed that the unspent Precept from 19/20 can be rolled over to 20/21, EA to confirm pending meeting to agree work programme which will be shared with the Board. Will also confirm if there are plans to charge at 20/21 Precept and whether there is a works programme in place for this.

MS advised that the Higham Culvert is to be cleared.

7 Governance

- Updated Standing Orders to be ratified (paragraph 28 at Appendix 2, page 9).

Governance documents requiring Annual Review

Governance documents marked with an asterisk * can be reviewed on the Medway Council website at:

https://www.medway.gov.uk/info/200150/planning_guidance/663/north_kent_marshes_internal_drainage_board

All other documents are included as a separate appendix as part of the agenda pack. Please note there have been no changes to the documents since prior approval and no reason to update the documents. This exercise is in place to ensure that Governance documents are regularly reviewed by the Board and are up to date.

- Board Members Roles and Responsibilities
- Members Code of Conduct
- Health and Safety Policy document*
- Statement of Internal Control
- Scheme of Delegation*
- Financial Risk Assessment
- Risk Management Strategy including Risk Register

New Governance documents to be reviewed (sent with papers)

- Gifts and Hospitality Policy
- Antifraud and Corruption Policy
- Whistleblowing Policy
- Anti-bribery Policy

Insurance

- Insurance update – Members to note that the Board has renewed insurance with Marsh Commercial via Jelf Insurance Brokers Ltd.

*Members noted the changes to the Standing Orders to allow for virtual meetings. **Action: PH to get GE to sign and then update website.***

PH advised Members to review existing and new governance documents that require sign off. PH explained that there had been no changes to existing documents other than the Standing Orders and suggested to members to read through and confirm via email if there are any comments/suggestions.

CB advised that the new documents refer to Chief Executive and asked how this sits with us. PH confirmed that the documents were model documents provided by ADA and would be updated to replace this wording with 'Clerk and Engineer'.

Action: Members to email PH to confirm review of documents

8 Elections

The North Kent Marshes IDB membership is made up of Elected Members who are elected by the drainage rate payers in the Board's area and local authority members who are appointed by Medway Council and Gravesham Borough Council.

Elected members are those members of an Internal Drainage Board who represent the occupiers of land that pay drainage rates to an IDB. Elected members are organised into electoral districts if appropriate within the Internal Drainage District. However, within the North Kent Marshes IDB area, the Board agreed that Elected Members could represent all of the marshes

The Land Drainage Act 1991 requires that Internal Drainage Board Elected Members are appointed for a three-year period. The last election was held in 2017 meaning that an election is due in 2020. Regulations state Election advert has to be published between 7th and 15th September. ADA are due to provide additional guidance regarding the election process. Further updates will be provided in due course.

PH advised Members of the forthcoming election requirement and process. This will be advertised on the website and landowners requested to come forward for re-election. Landowners were encouraged to remain on the Board but if needed to stand down, to recommend a replacement. All members currently happy to sit on the Board.

9 Activity Report

Report included at Appendix 3, page 16 outlining any consented works, consultations, planned inspections and maintenance proposed across the Board's District.

AB asked if piezometers were required as measurements could be taken directly by staff/landowners. PH advised that the piezometers would provide discrete measurement and save on time and resource. AB has offered to take measurements in the area.

DL asked how long measurement would be taken for given that there can be such seasonal variation throughout a selection of time. PH has recommended 18 months but there is opportunity to increase this.

GE spoke of drainage problems at Merryboys Road.

DA confirmed an objection for Land South of View Road.

10 Finance updates

End of year Accounts report Appendix 4, page 20.

Members to agree in principle the end of year accounts and note the outcome of the Internal Audit.

JN asked about the reduction in Precept payments. PH explained this was due to EA not charging in previous years creating a backlog. JN asked about the LDC income and noted that none was budgeted for 20/21. PH noted and advised there is no target for income and LDC applications are sporadic. JN asked for confirmation re double levy payment from GBC, PH confirmed that this was late payment from 18/19 and is not obvious as the accruals process is not quite in place yet.

JW proposed acceptance of EOY accounts and Internal Audit report, JN seconded.

11 Forward Look

Visit to canal basin TBC

Visit to Allhallows Sluice TBC

ADA Conference 2020 will be held online.

*In addition – a meeting to be set up with all willing members to look at locations for water level monitoring – possibly at RSPB which will provide a large enough space for a socially distant meeting. **Action:** PH to arrange with JN.*

Next Board Meeting – January 2021 TBC – PH to set up

- *Budget setting, review, and approval.*
- *Setting of Rates and Levies for 2020/21*
- *Update on maintenance works for 2020/21*
- *Update on WLMP*
- *Update on Allhallows Sluice*

12 AOB

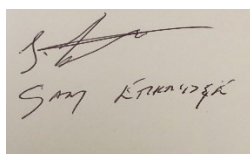
AB advised that he will soon be installing land scrapes.

Signed (Clerk):



Date: 11/01/2021

Signed (Chairman):



Date: 11/01/2021