

**Minutes of the Parrett Board Meeting held at Bradbury House, 33-34 Market Street, Highbridge on Tuesday 20 June 2017 at 2.15 pm.**  
**Chairman: Mr P Maltby**

	<b>Action</b>
<p>1 <b>Attendance &amp; Apologies for Absence:</b> as per register appended. The Chairman welcomed Melanie Wellman, Solicitor Sedgemoor District Council (SDC) to the meeting.</p>	
<p>2 <b>Items Additional to the Agenda:</b> None</p>	
<p>3 <b>Declarations of interest:</b> Cllr A Gilling for any matters concerning planning and Ashfords Solicitors.                      The Chairman awarded dispensation to all elected members to participate in Item 9a tender awards.                      Members were asked to declare matters of interest as necessary as the meeting progressed.</p>	
<p>4 <b>Opportunity for members of the public to address the Board meeting:</b> No public present.</p>	
<p>5 <b>IDB Governance:</b> (appended Enc 1) Mrs M Wellman, Solicitor, Monitoring Officer and Company Secretary, SDC addressed members on good governance in decision making, highlighting Board member's Code of Conduct (CoC) and Register of Member's Interests (RMI) , as well as legislative requirements regarding declaration of interest and the implications of non-declaration in-line with transparency and public perception. Concern was expressed that Board members may be open to criticism and challenge under current practices.                      ADA has produced new model documents that are similar to local authority registers, although the provision is still available for the Chairman to decide the level of participation/voting rights of members.                      The model documents are silent on sanctions for non-compliance, however some IDB's have created sanctions; the Axe Brue may consider to adopt a process for investigation of complaints of breach, removal from a committee, request an apology, requesting appointing council to consider whether the member should continue to represent it, publicising findings.                      In answer to a question Mrs Wellman advised that Standing Orders give dispensation power to the Chairman which is absolute.                      It was agreed that should the documents be adopted, the Assistant Clerk would assist with completion of the member's interest forms, where necessary, and provide plans of land holdings within the Board area for full disclosure.                      Councillor appointed members would not be required to complete the forms as these are duly signed and published by their own regulatory authority.                      Completed Register of Member's Interests would be published on the Board's website.</p>	
<p><b>Proposed T Bradford, Seconded Cllr I Dyer 'that the Parrett IDB adopt the ADA model Code of Conduct and Register of Member's Interests and give future consideration to sanctions for non-compliance of the documents.' Vote: unanimous RESOLUTION 1</b>                      Mrs Wellman stated that she would be willing to provide future training for member's if required.                      Mrs Wellman was thanked for attending and providing an informative presentation.</p>	<b>RES 1</b>
<p>6 <b>Proxy Voting:</b> the Parrett Policy Finance and Governance Chairman advised that the committee recommends the Parrett Drainage Board adopt a policy of no proxy voting for the election of Chairman and Officials to the Board and that said elections are by show of hands only by members in the room on the day.  <b>Proposed C Passmore, Seconded D Spicer 'that the Parrett Drainage Board adopts a policy of no proxy voting for the election of Chairman and Officials to the Board and that election of Chairman and Officials to the Board is by show of hands by members in the room on the day.' Vote: unanimous RESOLUTION 2</b></p>	<b>RES 2</b>
<p>The Parrett Policy Finance and Governance Chairman advised that the some members of the committee expressed concern as to the legitimacy of the November 2015 election of Chairman and requested ratification.  <b>Proposed C Passmore, Seconded Cllr N Weeks 'that the Parrett Drainage Board ratifies the November 2015 election of Chairman.' Vote: unanimous RESOLUTION 3</b>                      C Passmore stated that (in his opinion) the legal advice may be incorrect and therefore the election of Chairman is not legal.                      It was agreed that it has been resolved that proxy voting would not be permitted in future for the election of Chairman and that the Board should move on.                      The next election of the Board will be held in 2018.</p>	<b>RES 3</b>
<p>7 <b>Governance Review Report:</b> (appended Enc 2) T Bradford advised that he recently met with N Gupta Wessex Area Manager, Environment Agency (EA) and D Jenkins Chair, Wessex Regional Flood and Coastal Committee (WRFCC) where discussion included the National Audit Report and IDB Board membership sizes. The Boards are being scrutinized nationally and it is</p>	

strongly recommended that we become a more efficient, professional body; membership should be reduced to 21-25 per Board or consideration given to amalgamation. A draft report has been produced by the Clerk, to focus principally on Board membership size and attendance. Concerns have been expressed by Defra regarding IDB practices as well as conflicts of interest and codes of conduct.

A timetable of events has been requested to be presented at the WRFCC July meeting. WRFCC and ADA will assist with facilitation of change, if required. Parrett PFG members have reviewed the report and recommend the formation of a joint Task and Finish Group (T&F) with the Axe Brue of five members from each Board to negotiate actions for the governance review. T Bradford recommended D Jenkins be invited to independently Chair T&F meetings.

**Proposed Cllr I Dyer, Seconded Cllr A Gilling ‘that the Parrett IDB forms a Task and Finish Group with the Axe Brue IDB of five members from each Board to review and consider the governance review prepared by the Clerk. Parrett IDB membership to consist of Chairman, Vice Chairman, Policy Finance & Governance Chairman and two appointed members’ Vote: unanimous RESOLUTION 4**

RES 4

Confirmed membership of T&F: P Maltby, T Bradford, C Passmore. Appointed members who have expressed an interest in committee membership: Cllr A Fraser, Cllr I Dyer and Cllr, B Maitland-Walker.

**Proposed Cllr M Caswell, Seconded B Rowe ‘that the Parrett IDB elects named appointed members Cllr I Dyer and Cllr B Maitland-Walker to the Task & Finish Group to enable greater representation of local authorities.’ Vote: unanimous RESOLUTION 5**

RES 5

Reserves to be elected R Horsington and appointed Cllr N Weeks – all agreed. **Remit of the Task & Finish Group:** The purpose of the T&F is to consider all options for the Boards’ reorganisation and/or reconstitution including amalgamation or any other proposals that may come to the attention of the Boards. The joint committee will have five members from each Board comprising the Board Chair, vice Chair, Policy Finance & Governance Chair and two appointed members, with one elected and one appointed member as deputies.

**8 Finance Reports: 8a:** For information only: Approved Policy, Finance & Governance Committee minutes 13 April 2017 (additional meeting) and Draft minutes 06 June 2017 (appended Enc 3).

**Annual Return 2017 Section 1:** (appended Enc 6) Members gave consideration to the first eight statements on Section 1 Annual Governance Statement 2016/17 as recommended by the Policy, Finance & Governance Sub Committee (PFG).

**Proposed C Passmore, Seconded Cllr I Dyer ‘that the Parrett IDB answer YES to the first eight statements on Section 1 of the Annual Governance Statement 2016/17.’ Vote: unanimous RESOLUTION 6**

RES 6

The report was duly signed by the Chairman and Responsible Finance Officer (RFO). **Internal Audit:** 2016 – no matters of note. 2017 report will be discussed at the next PFG meeting.

SMG

**External Audit:** minor points made by the external auditors that have no bearing on the contents of audit return: 1. period of public inspection for accounts was one day too short and, 2. Order of approval of Sections 1 and 2, that despite sequential order in the minutes, the record was not clear that Section 1 was dealt with prior to Section 2. Members accepted the reports – all agreed.

**8b/c Annual Account to year end 31 March 2017 and SDBC annual accounts to year end 31 March 2017:** (appended Enc 4 & 5) the Policy, Finance & Governance Committee has discussed the year accounts in detail and recommends the Full Board adopts both accordingly. Members reviewed the accounts appended and upheld the recommendation.

**Proposed C Passmore, Seconded D Spicer ‘that the Parrett Drainage Board adopts the Parrett annual accounts and Somerset Drainage Board Consortium annual accounts for year ending 31 March 2017.’ Vote: unanimous RESOLUTION 7**

RES 7

**8d Annual Return 2017 Section 2:** (appended Enc 6) the Policy, Finance & Governance Committee has discussed the Accounting statements for 2016/17 and expressed concern for the reserves report which highlights funds allocated to schemes and other works which has not yet been spent, approx. £350k. Defra guidance is to hold reserves of 25%-50% expenditure; historically the Board held 1 years’ expenditure. The Board should hold reserves that adequately meet liability for the Board.

**Proposed Cllr I Dyer, Seconded Cllr M Caswell ‘that the Parrett Drainage Board approves Section 2 Accounting Statement 2016/17 of the Annual Return.’ Vote: unanimous RESOLUTION 8**

RES 8

**9 Engineering Report:** The report was duly signed by the Chairman, Clerk and RFO.

**9a Maintenance Works:** (appended Enc 7) New three year works contract tenders had been received and appropriate tender opening procedure followed. Officer recommendation was to award contracts to the lowest tender where possible, allowing new contractors to receive works to enable experience of Board practices.

**Proposed R Bradford, Seconded D Spicer ‘that the Parrett Drainage Board award three year works contracts for 2017-2019 as follows: Bernard G Perry Ltd Lot No. RW01 Currymoor, RW07 Langport, Isle and Parrett, RW08 Langport Yeo John Tucker & Son Ltd Lot No. RW02 KSM & CV Lots 1 & 2 and RW12 Cannington & Wembdon R Peppard & Sons Lot No. RW09 OMW Trevor P Newton Lot No. RW03 KSM & CV Lots 3 & 7 RW04 KSM & CV Lots 4 & 5 RW05 KSM & CV Lot 6 RW06 KMS & CV Lot 8 and RW18 Allermoor Ken Marsh Plant Hire & Groundworks Lot No. RW12 Stanmoor & Southlake Spratt Plant Hire Lot No. RW10 West Sedgemoor & Wick moor’** Vote: unanimous

**RESOLUTION 9**

RES 9

The maintenance report was taken as read.

**9b Improvement Works:** (appended Enc 8) the report was taken as read. Updates were provided accordingly:

**2.2 Pawlett Hams:** Tenders for boring of the pipe have been received and appropriate tender opening procedure followed. Tenders received range from £105,016 to £463,925; weighted at 70% cost, 15% method statement and 15% programme of works. I Sturdy (IDS) recommendation was to award to the lowest tender for pipe works with civils works to be undertaken by the Board. The pipeline will permit temporary connection; approval has been received from Natural England for the works to proceed.

Estimated costs: pipe £150k, civils £50k including ancillary works total estimate for project £250k-£270k. Income received to date approx. £130k providing a shortfall of approx. £130k. Up to £210k available favourable conditions grant is held by the Board and may be used to do this work and provide better water level management to Pawlett Hams SSSI as it delivers the same outcomes as favourable conditions i.e. better water level management. Detailed funding discussions with the EA indicate they are supportive of this approach.

If the work is unable to be competed for several weeks, discussion was held on the possibility of supplying water by bowser.

It was agreed that IDS would seek approval via email, from the tender sub-committee in accordance with the delegated authority to discuss project details, design and risk and award tenders as appropriate, once detailed information is available. Tender sub-committee: T Bradford, Cllr I Dyer, D Spicer, W Barnard, B Rowe and C Passmore. Deputy - P Maltby.

**3.3 Sowy Enhancement Scheme:** T Bradford declared a personal and pecuniary interest. SRA Management held a special meeting to discuss the relationship between the promotion of the Sowy scheme and further dredging on the River Parrett.

The outcome of the meeting was positive, with an agreed form of words to be taken to the SRA Full Board. The SRA Scrutiny Committee approves of the scheme.

A full discussion was held with the Parrett Board being supportive of further pioneer dredging of the River Parrett and a Sowy Enhancement Scheme.

**Henley & Etsome Sluice:** a meeting was held with Board members and EA representatives to discuss preferred options of infrastructure replacements. As an action from the meeting the Board will undertake survey and design investigations to enable a Public Sector Cooperation Agreement scheme to progress.

**9c Development Control:** (appended Enc 9) report taken as read.

**10 Northmoor WLMP Report:** J Taylor and D Spicer declared a personal interest and did not participate in the voting procedure. (appended Enc 10) P Brewin (PAB) advised that the Board currently has ten Water Level Management Plans (WLMP). Infrastructure improvements enable a better working system. A request has been made to the Board for an extension of the water level trials and update to the Northmoor WLMP target levels. Members were assured that officers will contact all landowners and consult in due course.

**Proposed T Bradford, Seconded M Winslade MBE ‘that the Parrett Drainage Board permits Pyman Bell Holdings Ltd to extend the trial implementation of the Northmoor WLMP and to increase the winter target level for the Middlemoor RWLA to enable Pyman Bell to comply with he conditions of their HLS management agreement and to implement and monitor summer water levels for Park Brook controlled by the IDB operated tilting weir at Elson’s Clyse and note the investigations and monitoring that will be undertaken during the trials and review update and adopt new target water levels for Northmoor on completion of the trials in 2018.’** Vote: unanimous

**RESOLUTION 10**

RES 10

**11 SDBC Management Committee membership:** The meeting agreed that the Policy, Finance

and Governance Chair should sit on the SDBC Management Committee. The SDBC constitution states that membership shall be 7 Axe Brue and 6 Parrett members. Current Parrett members: P Maltby, T Bradford, R Coombes, B Rowe, M Winslade MBE and J Taylor.

**It was agreed** that the Clerk would write to all members for expressions of interest in the committee, to seek a volunteer vacancy to allow the PFG Chair to sit on the committee.

**12 Somerset Rivers Authority update: Deputising for SRA Board Members.** Current IDB deputy representatives on the SRA Board are D Spicer and C Passmore. However replacement deputies have been sought that do not have land conflicts within the vicinity of discussion. It was felt reasonable that any member of the IDB to enable flexibility, could act as deputy for the SRA Board if required.

**NWS**

**Proposed Cllr J Swayne, Seconded P Betty ‘that the Parrett Drainage Board appoints the Parrett Chairman and Vice Chairman to represent the Parrett Board on the SRA and any Board member can replace the Chair and vice Chair when they are absent or unable to attend or participate for any reason.’ Vote: unanimous RESOLUTION 11**

**RES 11**

**Progress update – Leadership of work stream W1B** (appended Item 12) members discussed the actions and current work status of work stream W1b.

**Proposed Cllr I Dyer, Seconded Cllr B Maitland-Walker ‘that if the work stream is upheld the Parrett Drainage Board accepts responsibility to manage SRA Flood Action Plan Work Stream W1b as submitted in the paper dated 20 June 2017.’ Vote: unanimous RESOLUTION 12**

**RES 12**

**IDS**

**Scrutiny Panel Update:** The panel is adequately staffed to represent all people within Somerset and to scrutinize the processes of the SRA.

**13 Special Correspondence and meetings:** NWS advised that he attended a meeting with Sedgemoor District Council appointed members to provide an overview of the IDB.

**Flood Ex 2017:** T Bradford and the Clerk attended the event which included informative seminars, presentations and display stands. The event provided good networking opportunities.

**14 Minutes of the Full Board Meeting held on 07 February 2017:** (appended enc 11) An amendment to the minutes had been received from some members, however upon reviewing the verbal transcript it was found that the amendment would not have produced an accurate record of the meeting held, therefore the Clerk had not amended the minutes. It was agreed to uphold the Clerk’s decision and not amend the minutes.

Having been previously circulated the Chairman signed the minutes as a true and correct record of the meeting held.

**14a** For information only: Draft minutes of the Works Committee held on 28 February 2017 (appended Enc 12).

**15 Matters Arising:** None

**16 Date of Next Board Meetings:**

- Works Committee: 12 September 2017
- Policy, Finance and Governance: 26 September 2017
- Full Board: 14 November 2017
- Annual Tour – date and venue to be confirmed

There being no other business the Chairman thanked members and officers for attending and closed the meeting at 17.08hrs

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CHAIRMAN

.....  
DATE

**PARRETT INTERNAL DRAINAGE BOARD**  
**FULL BOARD MEETING**  
**DATE & TIME: TUESDAY 20 JUNE 2017, 14.15 HRS,**  
**VENUE: BRADBURY HOUSE, 33-34 MARKET STREET, HIGHBRIDGE**

BOARD MEMBERS	MILEAGE Please enter return mileage	PRESENT	APOLOGIES
Richard Archer RSPB			✓
William Barnard	5	ⓐ	
Roger Barrington			
Matthew Bere			
Philip Betty	28	P Betty	
Ann Bown Cllr (SDC)		A Bown	
Tony Bradford	14	T Bradford	
Barrie Bryer			✓
Michael Caswell Cllr (SDC)		M Caswell	
Rachel Caswell Cllr (SDC)			
Roger Coombes		R Coombes	
David Durdan Cllr (TDBC)		D Durdan	
Chris Day			
Ian Dyer Cllr (SDC)		I Dyer	
Anne Fraser MBE Cllr (SDC)			✓
Andy Fewings			
Andrew Gilling Cllr (SDC)	10	A Gilling	Miss Lee Coste
Jessica Healey (SDC)			✓
Mark Heywood			✓
Rebecca Horsington		✓	
Peter House			
John Irish			
Stuart Kingham Cllr (SDC)			
John Lang (SDC)			✓
Mike Lewis Cllr (SSDC)		M. B. Lewis	
John Lock			
Brenda Maitland-Walker Cllr (WSC)		B Maitland-Walker	
Peter Mallby		P Mallby	
Adrian Moore Cllr (SDC)			✓
Chris Morgan Cllr (WSC)			
Stephen Parker (NE)			
Colin Passmore	26	C. Passmore	
Liz Perry Cllr (SDC)			
Brian Rowe	14	B Rowe	
David Spicer (SDC)	24	D Spicer	
Trevor Stanbury		T Stanbury	
Phil Stone Cllr (TDBC)			
John Swayne (SDC)	24	J Swayne	
Julian Taylor (SDC)	24	J Taylor	
Geoffrey Theed			
David Vigar	28	D. Vigar	
Nick Weeks Cllr (SSDC)		✓	✓
James Winslade			✓
Mervyn Winslade MBE		M. C. Winslade	
Malcolm Young	12	M. Young	