

MINUTES OF THE AXE BRUE EMERGENCY FULL BOARD MEETING HELD AT BRADBURY HOUSE ON 31 JUL 2018

Attendance:			
Elected Members: Mr J Fear (Chairman) Mr B Clapp Mr C Durston Mr A Franks Mr J Frost Mr N Lukins Mrs P Thorne Mr D Tratt Mr M E Wall Mrs W Welland	Appointed Members: Cllr C Burnett Cllr J Denbee Cllr A Gilling Cllr D Hill Cllr W Human Cllr R Keen Cllr J Savage Cllr L Scott	Officers: Mr R Burge Miss C-A Porter Mr I Sturdy	Public: Mr A Bradford Cllr R MacKenzie
Apologies:			
Mr C Ainge	Cllr P Costello Cllr A Hamlin		

Agenda Item:	Detail:	Action:
1. Attendance and Apologies	Apologies as per the above Attendance List.	
2. Governance Update	<p>The Clerk advised:</p> <p>2.1. The Order for reconstitution was signed by the Secretary of State on 4 Jul 18 with the Order becoming 'In-Force' as of 5 Jul 18.</p> <p>2.3. Elected Members were approved by formal appointment of SoS on 12 Jul 18.</p> <p>2.4. Reconstituted Board valid until 01 Nov 19.</p> <p>2.5. The focus of this 'emergency' meeting of the Board was to establish the administration and governance procedures for the reconstituted Board.</p> <p>2.6. The Clerk commented that there was no statutory or legal process to vote in the Chair or Vice-Chair. The Clerk further recommended that, following previous Board practice, he took the initial Chair in order to undertake the voting process for the</p>	

	<p>new Chair. The new Chair would then take the seat for the conduct of the remainder for the Meeting. All Members agreed to this process.</p> <p><u>Call for Nominations of Chair</u></p> <p>2.6. The Clerk requested nominations for the position of Chair.</p> <p>2.7. Mr R Adlam proposed, seconded by Mrs W Welland, 'That Mr Jeff Fear be elected as Chair of the Axe Brue IDB'. No other nominations were received. Being uncontested, the Clerk asked for a show of hands in vote: 18 For. Motion carried.</p> <p>Mr Fear took the Chair, thanking members for their continued support.</p>	<p>RESOLUTION 1</p>
<p>3. Nomination of Vice-Chair</p>	<p>3.1. The Chairman called for nominations for Vice-Chair. Mr B Clapp proposed, seconded by Mrs W Welland, 'that Mr Raymond Adlam be elected as Vice-Chair.</p> <p>3.2. Cllr J Savage proposed, seconded by Cllr C Burnett, 'that Cllr Andrew Gilling be elected Vice-Chair'.</p> <p>3.3. As the initial nomination was opposed, the Board unanimously agreed to conduct a Secret Ballot. Vote: Cllr Gilling was voted-in as Vice-Chair and accepted the position..</p>	<p>RESOLUTION 2</p>
<p>4. Items additional to the Agenda</p>	<p><u>Current Dry Weather Conditions Update</u></p> <p>4.1. Item 1: I Sturdy (IDS) advised the Board that in Jun 18, the area had received 7% of the long term average rainfall. Following a number of requests, EA and IDB were unable to provide additional pumps at this time, however special circumstances may be considered on a case-by-case basis in the future e.g. where legal requirements exist.</p> <p>4.2. IDS reported that the EA had issued a Dry Wetaher Notice to the IDB and recommended that:</p>	

	<p>(1) The Board continue managing key infrastructure in order to provide manageable water levels where possible.</p> <p>(2) The Board endorse the principle of not providing pumps to 'top up' areas unless there are special or legal requirements.</p> <p>(3) The Board subsequently issue a 'Dry Weather Notice' to ratepayers via email, Website and Social Media where possible.</p> <p>4.3. Mr N Lukins proposed, seconded by Cllr L Scott, 'that recommendations for the management and issue of an IDB Dry Weather Notice be approved.' Vote: unanimous</p> <p><u>Bio-Security</u></p> <p>4.4. Mrs W Welland commented that Board members, Officers and contractors should remain mindful of bio-security measures when entering land throughout the district.</p>	RESOLUTION 3
<p>5. Opportunity for members of the public to address the meeting</p>	<p>5.1. Cllr MacKenzie (Mendip DC) expressed concern on the Notice given for the Board Meeting (less than one-day) and that Mendip DC (MDC) had limited representation on the new Board. He commented that it was MDC policy was to appoint Senior and/or Cabinet officials to outside bodies.</p> <p>5.2. The Clerk commented that the Meeting was an 'Emergency Meeting' and at least 7 days Notice had been given to all Local Authorities (specifically an email to the Chief Executive of MDC of 25 Jul 18 refers) that made up the Board. He further advised that the allocation of seats given to a particular Local Authority was determined by the Land Drainage Act 1991 and based upon percentage of Special Levy of each Charging Authority. Since reconstitution and reduction in overall Appointed Members seats on the Board, the number of Seats allocated to MDC had reduced. Whilst unfortunate, this was a matter for MDC and Sedgemoor DC (for shared seats) and not a matter for the Board to discuss.</p>	

6. Declarations of Interest	<p>6.1. Cllr A Gilling – any planning matters and all matters relating to Ashfords Solicitors.</p> <p>6.2. The Clerk advised that a Register of Members’ Interests and a Code of Conduct would be disseminated at the end of the meeting for completion. Any arising Declarations of Interest relating to items on the Agenda should be raised at that particular point in the Meeting.</p>	
7. Approval of Minutes	7.1. The Minutes of the Full Board Meeting of 26 Jun 18 were accepted unanimously and signed by the Chair as a true and accurate reflection of the Meeting.	
8. Matters Arising	<p><u>Dog Legg Ditch</u></p> <p>8.1 Item 9.11 - Dog Leg Ditch: A site meeting was due to be held at the end of Jul 18, however this had not yet occurred. Members to be advised of the Meeting ref Dog Leg Ditch once known</p> <p>8.2 Item 9.12 - Pint Pot Cottage: The Clerk reported no further update as he was still awaiting a meeting date by Mr Sperring.</p>	New Action: AB/20180731-01: P Brewin.
9. Review of Task & Finish Meeting held 28 Jun 18	<p>9.1. The Clerk provided an overview and recommendations arising from the Joint T&F Group meeting held on 28 Jun 18 (Full details at Annex B) and within T&F Group Meeting Minutes.</p> <p><u>Recommendations</u></p> <p>9.1.1. The Board agree to the deletion of the current Axe Brue Catchment Meetings.</p> <p>9.1.2. The Board agree to 4 x Board Meetings per year.</p> <p>9.1.3. The Board agree to the establishment of a dedicated Finance & Works/Tenders Committee Meeting (4x per year).</p>	Enclosure 1 - Joint T&F Group Recommendations

	<p>9.1.4. The Board agree to the establishment of Joint Policy & Governance Committee (1x per year).</p> <p>9.1.5. The Board agree to the principle of an annual IDB Catchment Forum.</p> <p>9.1.6. The Board agree to the development and implementation of a formal 12m programme of Member training.</p> <p>9.1.7. The Board endorse the proposed metrics for Agenda/Papers & Minutes.</p> <p>9.1.8. The Board agree to the common Board Chairmanship Policy.</p> <p>9.1.9. All Members to sign the Code of Conduct or would not be considered eligible to stand as a Board Member.</p> <p>9.1.10. All Members sign the declaration of Register of Members Interests.</p> <p>9.2. Cllr D Hill proposed, seconded by Cllr J Savage ‘that the Axe Brue IDB adopt the full list of recommendations from the Task & Finish Meeting held 28 Jun 18.’ Vote: unanimous</p>	<p>RESOLUTION 4</p>
<p>10.Nomination of Sub-Committee Members</p>	<p>10.1. Sub-committee members were invited for the following sub-committees with Chair & Vice-Chair ex-officio to all committees:</p> <p>10.1.1. Finance & Works (9): Chair & Vice-Chair 3 x Elected Members – Mr D Tratt, Mr M E Wall and Mrs P Thorne. 4 x Appointed Members – Cllr R Keen, Cllr D Hill, Cllr L Scott and Cllr W Human.</p> <p>10.1.2. Policy & Governance (7): Chair & Vice-Chair 2 x Elected Members – Mr A Franks, Mrs P Thorne. 3 x Appointed – Cllr C Burnett, Cllr R Keen and Cllr J Savage.</p>	

	<p>It was further agreed that Deputy members would be written into the sub-committee policy in due course.</p> <p>10.1.3. SRA Board (2): 2 x Board Members - Mr J Fear and Mr R Adlam. Deputy members – Mr A Franks and Cllr A Gilling.</p> <p>10.1.4. SDBC Management (7): Chair & Vice-Chair 5 x members – Cllr D Hill, Cllr R Keen, Cllr J Savage, Mrs P Thorne and Mrs W Welland. Reserves: Mr J Frost and Mr N Lukins.</p> <p>10.1.5. Salaries (4): Chair & Vice-Chair Mrs P Thorne and Mrs W Welland Deputy Mr D Tratt.</p>	
<p>11.Date of Next Meeting</p>	<p>11.1. In accordance with the Calling Notice, the date of the next Board meeting was provisionally set as 18 Oct 18, however this was subject to change due to appointment of a new Finance Officer. The recruitment process was complete and awaiting imminent confirmation of employment. The Clerk will issue the Date of the Meeting as soon as possible to give early notification.</p> <p>11.2. The Clerk further reported that Mr S Gee (current RFO) has agreed with the Board to remain in-post until the first week of Nov 18 in order to provide a formal handover to the incumbent Officer.</p> <p>11.3. A Members’ Tour of district has been requested and the Clerk will review this as part of the new Board Training programme to be initiated as part of Resolution 4 (Para 9.16) .</p>	
<p>AOB</p>	<p>12.1. Members expressed concern at previous long-term non-attendance of some members at Board Meetings. The Clerk advised that all absence was recorded and that the Board is able to enact the LDA Schedule 1 Part III 8 (2) to vacate Office of Elected Members through habitual non-attendance.</p>	

	<p>12.2. The Chair thanked Mr R Adlam for his services and support as Vice Chair.</p> <p>There being no other business the Chair thanked members and officers for their attendance and the meeting was closed at 11.50</p>	
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Annex:

A. Axe Brue Board – Table of Outstanding Actions

Enclosure:

1. Joint T&F Group Recommendations

CHAIRMAN.....DATE

**ANNEX A TO
AXE BRUE BOARD MINUTES
DATED 31 JUL 18**

AXE BRUE BOARD – TABLE OF OUTSTANDING ACTIONS

Action Number:	Action:	Actionee:
AB/20180624-01	to produce a Report to identify annual works and expenditure for consideration at a future meeting.	A Dowden (Upper AB Area Manager)
AB/20180624-02	To seek confirmation of SDC planning consent on the apparent construction works at Pint Pot Cottage and advise the Board accordingly.	SDC Members
AB/20180624-03	To contact the Director of Bristol Water to request an update of the situation and report back to the Board.	Clerk
AB/20180731-01	Members to be advised of the Meeting ref Dog Leg Ditch once known.	P Brewin.