

MINUTES OF THE PARRETT FULL BOARD MEETING HELD AT BRADBURY HOUSE ON 02 NOVEMBER 2018

Attendance:			
Elected Members: Mr T Bradford Mr R Barrington Mr P Betty Mr B Bryer Mr M Heywood Miss R Horsington Mr C Passmore Mr B Rowe Mr D Vigar Mr J Winslade	Appointed Members: Cllr D Alder Cllr A Bradford Cllr M Caswell Cllr I Dyer Cllr A Fraser MBE Cllr A Gilling Cllr A Moore	Officers: Mr R Burge Mrs K Kingston Mr I Sturdy	Public:
Apologies:			
Mr W Barnard Mr R Coombes	Cllr A Bown Cllr D Durdan Cllr J Keen Cllr S Kingham Cllr N Weeks	Mrs C-A Porter	
Did not attend:			
	Cllr D Hill		

Agenda Item:	Detail:	Action:
1. Attendance and Apologies	Apologies as per the above Attendance List.	
2. Items additional to the Agenda	None	
3. Opportunity for members of the public to address the meeting	None	
4. Declarations of Interest	Cllr A Gilling – Any planning matters and all matters relating to Ashfords Solicitors. Cllr A Bradford – any planning issues for Sedgemoor District Council	
5. Approval of Minutes	The minutes of the Full Board Meeting of 31 July 2018 were accepted unanimously and signed by the Chair as a true and accurate reflection of the Meeting.	

<p>6. Matters Arising</p>	<p>6.1. Clerks Review of Actions –</p> <p>Action P/20180627-01, for Dir Ops to consider mitigation of the Oath to Burrowbridge and report at a future meeting to be discussed at Agenda Item 11.</p> <p>Action P/20180731-01, for Dir Ops to proceed with the recommendations for Dry Weather Management and Notice was reported complete by the Clerk, with the Notice having been disseminated by email to all board Members and posted on the SDBC Website.</p>	<p>Action P20180627-01: Closed</p> <p>Action P20180731-01: Closed</p>
<p>7. Governance Update</p>	<p>7.1.The Clerk reported that, since reconstitution, the Board no longer had Environmental Specialist support on the Board Membership. He recommended that Environmental Specialist support was formally brought to the Board through Co-Opted Membership. He clarified that this Co-Opted Member would not have voting rights but have visibility of Board Schemes and an ability to guide Board decisions at an early stage. This Co-Opted position on the Board would complement the advice provided by the Boards’ own Ecologist, Philip Brewin.</p> <p>7.2.Cllr Ian Dyer proposed, seconded by David Vigar, “That an environmental specialist is co-opted to the Board for specialist advice, but with no voting rights”. All in favour.</p> <p>7.3. The Clerk reported that North Somerset Levels IDB (NSLIDB) had approached the Consortium in light of the impending retirement of the NSLIDB Clerk in Mar 19, requesting potential options in mitigation.</p> <p>7.4.The Clerk commented that there were only six members of staff at NSLIDB and two of those (Engineer and Development Control) were currently being provided by SDBC under a formal agreement. Following discussions and Meetings with NSLIDB, the Clerk had prepared a Draft Paper</p>	<p>RESOLUTION 1</p>

	<p>and summarised the four potential Options as follows:</p> <ul style="list-style-type: none"> a. SDBC to provide an RFO capability 1 day per week as an extension of the current Agreement. b. SDBC to provide a Clerking capability 3 days per week as an extension of the current Agreement. c. NSLIDB to join SDBC with all Board activities being managed at Bradbury House. d. NSLIDB to join SDBC with all Board activities being managed at Bradbury House but retaining the Cider House in order to provide a 'satellite office' for operational land-management and engineering business due to having taken out a 3 year lease on the real estate. <p>7.5. The Clerk commented that, although identified as Options within the Paper, he strongly felt that the first 2 Options were not viable but retained for visibility. The Clerk requested that, if the Board agreed with the current intent and summary of Options, the Board agree to allow the SDBC Management Committee to review and endorse the Full Paper prior to submission to NSLIDB.</p> <p>7.6. Cllr Michael Caswell proposed, seconded by Cllr Adrian Moore, “That the Options Paper prepared by the Clerk for NSLIDB be taken to the SDBC Management Committee meeting to review and endorse for issue”. All in favour</p>	RESOLUTION 2
<p>8. Health & Safety Update</p>	<p><i>Roger Barrington joined the meeting.</i></p> <p><u>Audit Plan</u></p> <p>8.1. The Clerk reported that, following the EOY South West Audit Partnership (SWAP) Audit Report, he had held a Meeting with SWAP to develop an Audit Plan to the EOY 31 Mar 19. The Plan was to focus on the Drainage Rating System</p>	

	<p>(DRS) between now and 31 Dec 18, and then on the Health & Safety Policy until Year End in order to provide additional independent assurance to the Board.</p> <p><u>Accidents and Near Misses</u></p> <p>8.2. The Clerk reported 2 x minor Accidents since Apr 18:</p> <ul style="list-style-type: none"> a. Expenditor damaged ribs whilst overreaching a railing. b. Expenditor twisted knee on rough ground. <p>One minor incident had been reported of a Trainee Technician having suffered a mild case of heat stroke during the hot weather.</p> <p>8.3. The Clerk further reported 2 x Near Misses:</p> <ul style="list-style-type: none"> a. Bad grip on a headwall of a structure. b. Step broken on North Road Tilting Weir creating a trip hazard. <p>8.4. All Incidents were being investigated in order to identify any lessons-learnt</p>	
<p>9. Sub-Committee/Consortium Updates</p>	<p><u>Somerset Drainage Board Consortium Management Committee</u></p> <p>9.1. As Chair of the Consortium Management Committee, the Chair reported that the Meeting had been held on 30 Aug 18 and that the Annual General Meeting was expected to be held before the end of Mar 19.</p> <p>9.2. He commented that the RFO had reported an expected deficit of SDBC finances at EOY 2018/19 due to reduced income variance from that expected during budget-setting in 2017 due to lack of recharge costs (currently gapped Senior Engineer and Project Engineer) and additional unexpected recruiting costs for the CEO/Clerk and RFO.</p>	

	<p>9.3. Cllr Fraser reported that, at the recent Regional Flood & Coastal Committee, the EA had requested that the IDB increase their EA PRECEPT for FY2019/2020 by 2% and that the Chair had agreed to this request on behalf of the IDB. The Chair clarified that all other Local Lead Flood Authorities had also agreed to the 2% increase for a 3 year period. The Clerk took an Action through the RFO, to report the impact of a 2% increase to the EA PRECEPT on Board's Finances for the forthcoming budget-setting period and report at the next Board Meeting.</p> <p><u>Finance & Works Committee</u></p> <p>9.4. Mr Passmore, as Chair of the F&W Committee, reported that the last Meeting of the Committee had taken place on 10 Oct 18.</p> <p>9.5. The headlines of note arising from that Meeting were as follows:</p> <ul style="list-style-type: none"> a. He had been re-elected as Chair. Cllr Stuart Kingham had been elected as Vice-Chair. b. The Clerk had reported closing-out the Actions arising from the End-Of-Year SWAP Audit Report 2018/19. c. An Audit Plan had been agreed for SWAP to provide assurance to the Board on Drainage Rating System (DRS) and Health & Safety by EOFY 2018/19. d. Financial Report: Parrett Accounts to EOY were expected to come in 'on-budget'. e. As a 'heads-up', he re-iterated that the SDBC Accounts were expected to exceed the approved Budget by around £65k due to an inability to recruit against Engineering vacancies and subsequent over-estimate of Recharge Costs from External Organisations, in conjunction with additional 	<p>New Action: 20181102-01: Clerk</p>
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	<p>costs incurred with recruiting to the CEO/Clerk and RFO positions. He expected these variations would be passed on to both Boards at EOY.</p> <p>f. Improved Financial processes were being worked-up to ensure greater visibility and monitoring of Budget in order to inform earlier decision making and direction.</p> <p>g. The Clerk had taken an Action to conduct a full review of all Machinery & Plant across both Boards with a view to providing options of 'Value-for-Money' and Risk and will report back findings to the Board, through the F&W Committee in due course.</p>	
<p>10. Somerset Rivers Authority Update</p>	<p>10.1 The Chair reported that the last SRA Board Meeting was held on 7 Sep 18. The SRA Technical Group was currently working on a budget for a programme of works for the next financial year. A vote would be taken to approve the intended programme at the next SRA Board Meeting.</p>	
<p>11. Engineering Report</p>	<p>11.1. Dir Ops, Iain Sturdy, referred to the report previously circulated and asked members to consider the two recommendations contained within:</p> <p>Beer Wall Sluices</p> <p>11.2. He recommended that a sub-Committee was established and asked for volunteers. Mark Heywood, Barrie Bryer, David Vigar, Ian Dyer, Tony Bradford and Philip Betty agreed to form a sub-committee to work with officers to advise the EA regarding the operation of Beer Wall Sluices and consideration of raising the low section of the adjacent bank.</p> <p>Replacement of Board Vehicles</p> <p>11.3. Dir Ops requested approval to prepare a Paper to consider options to replace the Toyota Hilux and Mitsubishi. Members agreed in the short-term to continue the maintenance of the vehicles.</p>	

	<p>All were in favour and agreed that this Paper should feed into the wider Action by the Clerk in reviewing all Machinery and Plant across both Boards.</p> <p>11.4. Dir Ops referred Members to the Engineering Report regarding the SRA programme of works. He explained the process to agree the 5 year programme of works and referred to the current projects as per the Engineering Report. A 5 year environmental protocol has been agreed with the EA for maintenance dredging of the River Parrett. A contract strategy has been developed and tenders were due back on 5 Nov 18. It had been made clear within the Contract Tender that there was no guarantee of any work being awarded.</p> <p>11.5. Oath to Burrowbridge: Dir Ops commented that the consequences of the dredging between Oath to Burrowbridge needed to be properly understood, including the environmental impacts and any adverse impacts arising elsewhere as a result of the works. A Paper was being prepared to SRA Board for endorsement.</p> <p>11.6. Mr Passmore referred to the Report and felt the Schemes should be carried out by the in-house work force where possible, rather than Contractors. Dir Ops agreed that the smaller items of work should be able to be dealt with by the in-house team.</p> <p>11.7. David Vigar commented on the road closure at Nythe Road. The plan was to close the road so that two pieces of work, one led by SCC and the other by the IDB, could be carried out at the same time. Unfortunately, the IDB Project Manager had been absent due to sickness resulting in some disruption to the work plan. The work would be carried out as soon possible.</p> <p>11.8. The Chair asked for his thanks to be conveyed to the Expenditors for their exceptional work during the dry spell with the handling of the water levels.</p>	
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12. Risk Management	<p>12.1. The Clerk circulated a new Risk Register and explained the Risk Management process. The Register, which had been completely reviewed and reformatted, was now a live working document and valuable management tool.</p> <p>12.2. The Board acknowledged the ease and clarity of the new format and the Clerk stated that the Risk Register would be used to inform both the Works & Finance Committee and Full Boards, as well as the Consortium, of the status of all Risks being carried at each Meeting.</p>	
13. Date of Next Meeting	13.1. The next Full Board Meeting was scheduled for 31 Jan 19.	
14. Any Other Business	<p>14.1. The Clerk reported that at the last Board meeting, Cllr Nick Weeks had been nominated as the Deputy SRA Board Member but he was also the Deputy for Cllr Ric Pallister on the SRA. The Clerk, therefore asked that the Board appoint a replacement. The Chair asked for nominations and Rebecca Horsington was voted unanimously as Deputy SRA Board Member.</p> <p>14.2. A new SRA Scrutiny Panel Board Member was also requested due to the departure of Julian Taylor as a Member of the Parrett Board. David Vigar volunteered and was voted unanimously as the new SRA Scrutiny Panel Member.</p> <p>14.3. The Chair invited the retiring RFO, Mr Stephen Gee, to join the meeting and thanked him for his services over the last 9 years. Margaret Hammond, the new RFO was introduced to members and was warmly welcomed to the Consortium.</p> <p>14.4. Rebecca Horsington and James Winslade stated they were not available for Meetings held on Thursdays.</p> <p>14.5. With no further business, the Chair thanked members for their attendance and closed the meeting at 4.05 pm</p>	

Annex:

A. Parrett Board – Table of Outstanding Actions

CHAIR.....DATE

**ANNEX A TO
PARRETT BOARD MINUTES
DATED 2 NOV 18**

PARRETT BOARD – TABLE OF OUTSTANDING ACTIONS

Action Number:	Action:	Actionee:
20181102-01	To report the impact of a 2% increase to the EA PRECEPT on Board's Finances for the forthcoming budget-setting period and report at the next Board Meeting.	Clerk