

**MINUTES OF THE AXE BRUE FULL BOARD MEETING HELD AT BRADBURY HOUSE
ON 07 FEB 19**

Attendance:			
Elected Members: Mr J Fear (Chair) Mr B Clapp Mr C Durston Mr A Franks Mr J Frost Mr R Adlam Mrs P Thorne Mr D Tratt Mr M E Wall Mrs W Welland	Appointed Members: Cllr C Burnett Cllr P Costello Cllr J Denbee Cllr A Gilling Cllr A Hamlin Cllr D Hill Cllr W Human Cllr R Keen Cllr T Killen Cllr R McKenzie Cllr J Savage Cllr L Scott	Officers: Mr R Burge Mrs M Hammond Mrs K Kingston Mr I Sturdy	Public:
Apologies:			
Did Not Attend:			
Mr C Ainge Mr N Lukins	Cllr L Corke		

Agenda Item:	Detail:	Action:
1. Attendance and Apologies	1.1. Apologies as per the above Attendance List. 1.2. The Chair advised that Harry Cox, who had been on the Brue Board for many years, had recently passed away.	
2. Items additional to the Agenda	None	
3. Opportunity for members of the public to address the Meeting	None.	
4. Declarations of Interest	4.1. Cllr A Gilling – any Planning matters and all matters relating to Ashfords Solicitors.	
5. Approval of Minutes	5.1. The Minutes of the Full Board Meeting of 02 Nov 18 were accepted unanimously and signed by the Chair as a true and accurate reflection of the Meeting.	

<p>6. Matters Arising & Review of Actions (Clerk)</p>	<p>6.1. There were no Matters Arising from the Minutes.</p> <p>6.2. Action AB/20180624-01 – The Clerk reported this Action as ongoing and was being taken in conjunction with Finance & Works Action AB/20181010-04 (to conduct a review of the Machinery & Plant across both Boards with a view to VfM and Risk).</p> <p>6.3. Action AB/20180624-02 – With no further information forthcoming on any unauthorised development works, the Clerk recommended that this Action be closed. The Clerk took a new Action to re-open negotiations with the owner of Pint Pot Cottage on access arrangements for maintenance works.</p> <p>6.4. Action AB/20180731-01 – Dog Leg Ditch – The Clerk reported that this Action remained ongoing (still awaiting a proposed Meeting date).</p>	<p>Action AB/20180624-01: Ongoing</p> <p>Action AB/20180624-02: Closed</p> <p>New Action: AB20190207-01: Clerk</p> <p>Action AB/20180731-01: Ongoing</p>
<p>7. Governance update (Clerk)</p>	<p>7.1. Members were supplied with 2 x publications; The ADA 'Good Governance Guide' & ADA's 'Introduction to Drainage Boards'.</p> <p><u>ADA Good Governance Workshop</u></p> <p>7.2. The Clerk reported that ADA was arranging a Good Governance Workshop to be held at The Great Western Gables Hotel, Fairfield, Gloucester on 26 Mar 19 @ 1030 until 1500. The Clerk was intending to arrange travel from Highbridge (Departing at 0900/Returning at 1630) and incorporating Axe Brue, Parrett & NSLIDB Members. He commented that the Workshop intended to highlight the following topics:</p> <ul style="list-style-type: none"> • Financial Management • Transparency & Accountability • Insurances, Managing Risks & Hazards • IDB Governance Q&A <p>7.3. He further reported that lunch and refreshments would be provided and requested a show of hands of those Members that would be interested and available to attend. 10 members</p>	

	<p>expressed an interest. The Clerk would issue more details nearer the time.</p> <p><u>IDB Policy Statement</u></p> <p>7.4. The Clerk commented that a Policy Statement was required of the Boards but was not currently in-place. With the forthcoming integration of the NSLIDB into the SDBC, the Clerk has deferred this item until the next meeting.</p> <p><u>NSLIDB Update</u></p> <p>7.5. The Clerk reported that North Somerset Levels IDB had now made a formal request to join the Somerset Drainage Boards Consortium (SDBC) as from 01 Apr 19 whilst retaining their premises in Hewish. Under Option 4 of the Clerk's previous Paper reported to the Board, all Engineering, Finance, Clerking and Environmental support services would be provided by SDBC from the Highbridge Office. A change would be required to the Consortium Agreement to be in-place for signature on 01 Apr 19. The Clerk felt that the Project Plan reflected an achievable programme and recommended that the Axe Brue Board endorse the development of an amended Agreement.</p> <p>7.6. The Clerk further commented that there would be cost savings to both Axe Brue and Parrett Boards from the amended Consortium arrangements:</p> <p>SDBC Cost increase:</p> <ul style="list-style-type: none"> • Loss of Engineer & Development Control Officer Re-Charge costs to NSLIDB • Incorporate costs of NSLIDB North Area Consultant (if required) • Backfilling of additional Assistant/Clerk activities to release spare capacity • Proportion of SDBC Board Admin Recharge Costs reduced <p>Original charges to the Boards</p> <p>Axe Brue IDB - 29, 329 Hectares = 55.0%</p> <p>Parrett IDB - 24, 031 Hectares = 45.0%</p>	
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	<p>Charges to the Boards with the addition of NSLIDB</p> <p>Axe Brue IDB - 29, 329 Hectares = 45.1%</p> <p>Parrett IDB - 24, 031 Hectares = 36.9%</p> <p>The Clerk had 2 recommendations :</p> <ol style="list-style-type: none"> 1. Axe Brue & Parrett Boards to endorse the development of a new Consortium Agreement for NSLIDB to join Consortium as from 01 Apr 19 (To be signed and sealed by Axe Brue, Parrett & NSL Boards on 01 Apr 19) 2. To identify names of 3 x Board Members to make up a Joint Task & Finish Group (3 x Members of each Constituent Board) to oversee the Project Implementation, monitor and report back to the individual Boards on progress or any Risk to implementation <p>7.7. Mr D Tratt asked for the percentage of recharge expected from the NSLIDB Boards. The Clerk reported that the NSLIDB proportion of Recharge Costs of the Consortium would be approximately 18%.</p> <p>7.8. Proposed by Mr R Adlam, seconded by Cllr A Gilling “to endorse the development of a new Consortium agreement for North Somerset to join the Consortium as from 01 April 2019”</p> <p>Unanimous decision</p> <p>Mr J Fear, Mr R Adlam and Cllr J Savage agreed to be the Representatives for the Joint Task & Finish Group.</p>	<p>RESOLUTION 1</p>
<p>8. Health & Safety - Update (Clerk) Accidents and Near Misses</p>	<p>8.1. The Clerk reported that a review of H&S Policy was carried out on 11 Dec 18 resulting in a SSoW Document Issued 11 Dec 18 and an Accident & Near Miss Procedures issued 11 Dec 18.</p> <p>8.2. The Clerk further reported 2 incidents – both classified as ‘Near Misses’ since the last Meeting:</p> <ul style="list-style-type: none"> • On 27/11/19, a Staff member had driven his private vehicle on a flood bank and when 	

	<p>reversing, had slid down the bank during bad weather. As a result, all driving on flood banks had been suspended until a Toolbox Talk had been conducted. Only Board's 4x4 vehicles were currently to be used on Flood Banks until further notice.</p> <ul style="list-style-type: none"> • A Lone Working device (Solo-Protect) was reported as not working correctly. The equipment is being monitored for subsequent faults that may indicate poor quality/performance issues. 	
<p>9. Sub-Committee/Consortium Updates - Joint Policy & Governance Committee (Chair)</p>	<p>9.1. The Chair reported that an Inaugural Meeting of the Joint Policy & Governance sub-committee had been held on 11 Dec 18. Mr T Bradford had been voted as Chair until Nov 19. The following items were discussed :</p> <ul style="list-style-type: none"> • Review of Board Standing Orders (Awaiting NSLIDB Integration) • Review current H&S Policy Documentation • The Committee had recommend that <i>'If agreed by both Boards, the Joint Policy & Governance Sub-Committee Terms of Reference are subsumed into the Somerset Drainage Boards Consortium Terms of Reference and that the Joint Policy & Governance Sub-Committee is disbanded'</i>. <p>Proposed by Mr J Savage, seconded by Mr B Clapp, that, if both Boards agreed, "the Joint Policy & Governance Sub-Committee Terms of Reference are subsumed into the Somerset Drainage Boards Consortium Terms of Reference and that the Joint Policy & Governance Sub-Committee is disbanded".</p> <p>Unanimous decision.</p>	<p>RESOLUTION 2</p>
<p>10. Finance Report – Budget & Rate Setting Review FY 2019/2020</p>	<p>10.1. The new RFO, Mrs M Hammond, reported as follows, starting with the Budgetary Assumptions that:</p> <ul style="list-style-type: none"> • The Consortium is fully staffed as of 1 Apr 19. 	

	<ul style="list-style-type: none"> • Budget does not take into account potential cost savings of NSLIDB integration. • Cost of living salary increase of 2%. • The estimated 'Recharging of Staff costs' had been reduced to realistic expectations. • EA PRECEPT increase by 2%. <p>10.2. To set the penny rate for the year 2019/2020, 4 Options had been put forward to the Finance & Works Committee:</p> <p>1) 22.2% increase in Penny Rate to 8.406 would enable; Delivery of new Project Schemes; Maintain Full SDBC Staffing Levels; Ability to conduct Pro-Active Maintenance activities (i.e. Tree Work, Invasive Weed Control).</p> <p>2) 2.76% increase in Penny Rate to 7.066 Impacts: Staffing capability remains to deliver funded Board Schemes from previous years; Reduced Capacity to progress Organisational Improvement; Option is only possible for one FY; No funding to deliver new Board Schemes in-year. Inability to conduct Pro-Active Maintenance activities</p> <p>3) 4.1% increase in Penny Rate to 7.162 Impacts: Maintain full SDBC Staffing Levels and ability to progress Organisational Improvement; Capability to deliver outstanding Board Schemes from previous years; No funding to deliver new Board Schemes in-year; Inability to conduct Pro-Active Maintenance activities.</p> <p>4) 5.6% increase in penny rate to 7.262 Impacts: Maintain full SDBC Staffing Levels and ability to progress Organisational Improvement; Capacity to deliver outstanding funded Board Schemes from previous years; No funding for new Board Schemes; Ability to conduct Pro-Active Maintenance.</p> <p>The RFO added the following comments:</p>	
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	<ul style="list-style-type: none"> • Budget Assessment was a realistic view of Board Costs. • If Penny Rate is not increased significantly this FY, it will need to be increased in FY2020/2021 to meet the Board's 3-year Capital Works Programme. • Penny Rate rise has remained within 0-2% since 2014/15 despite additional Board activity expectations (supplemented by Board 'Reserves'). • Any potential changes to Staff resource will impact on Parrett Board. <p>10.3. In moving forward, setting of future IDB Rates and Budgets (2020/2021 and beyond) would be conducted for a five-year time horizon (5-Year Budget Forecast) and be undertaken in close liaison with the District Councils in order to have a shared understanding and agreement of Budgets.</p> <p>10.4. Mr R Adlam asked if there were any funds for unforeseen circumstances. The Clerk presented the Risk Register which showed a Risk that covering this specific issue and required Reserves in-place to cover for such event.</p> <p>10.5. Cllr R Mackenzie had spoken with the CEO and Finance Officer of Mendip District Council and he recommended Option 3 be taken (i.e. below 5.4%).</p> <p>10.6. Cllr D Hill proposed Option 3 and that the development of the 5-year forecast should be encouraged.</p> <p>10.7. The Chairman reported that a meeting had recently taken place between the Board's Chairman and Vice-Chair, Officers, Mr D Bamsey and Alison Turner (SDC) and Cllr D Hill which had been very productive.</p> <p>10.8. Cllr T Killen agreed with Cllr D Hill's comments and would also suggest Option 3.</p> <p>10.9. Mr D Tratt commented that low Penny-Rate increases in previous years were as directed by</p>	
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	<p>local government but there was now clearly a need increase the rate in future years.</p> <p>10.10. The Clerk re-iterated that the Penny-Rate had been constrained to 0-2% for the last 4 or 5 years with 'Reserves' being used to supplement the low increase. The increases now proposed was a realism of where the Board's operating costs were today.</p> <p>10.11. Cllr J Savage agreed with all previous comments but added that there must be a compromise. An increase would mean Councils having to make cuts and would support Option 3. Director of Operations, I Sturdy, informed members that with no funds for new schemes the flood risk works may suffer. Less money would result in reduced services.</p> <p>10.12. Cllr D Hill praised the work carried out by the CEO and RFO and stated the Board does not want to be in this position in the future.</p> <p>10.13. Following the recommendation of the Finance & Works Committee held on 17 Jan 19, Mrs P Thorne proposed, and seconded by Mr D Tratt, “that the penny rate is raised by 5.6% to 7.262 for the year 2019/2020”</p> <p>The Chairman asked for a show of hands:</p> <p>9 for, 11 against, - the recommendation by the Finance and Works committee was defeated.</p> <p>10.14. The Chairman asked for a further proposal.</p> <p>Cllr D Hill proposed, seconded by Cllr A Gilling “that the penny rate is raised by 4.1% to 7.162 for the year 2019/2020 and the 5-year Budget Forecasts are developed on an annual basis working with the local councils.</p> <p>16 for, 1 against, 4 abstentions, motion carried.</p> <p>10.15. The Rates Certificate was sealed, signed and dated by the Chairman and the CEO.</p>	<p>RESOLUTION 3</p>
<p>11.Engineering Report (Dir Ops)</p>	<p>11.1. Mr I Sturdy (Director of Operations) asked that members take his Report 'as read' and made the following 2 x Recommendations:</p>	

	<p><u>Recommendation 1.</u> To form a sub-committee to approve the tenders for the Coastal 3-year rhyne maintenance contracts. A Meeting is to be held on 11 March 2019 at 2pm. Mr J Fear, Mr D Tratt, Cllr A Gilling, Mrs W Welland and Cllr R Keene agreed to form that Tenders Committee.</p> <p>11.2. Dir Ops referred to the 3-year programme of works. New work would be carried with funds already raised from previous years but not yet delivered, but more funds (£75000) were needed for the West Rhyne (Recommendation 2). Mr R Adlam asked why there was a discrepancy with the original cost of the Project. Dir Ops explained that, since the original budget had been set, the Project had changed and now needed a large complex structure as safety risks involved resulted in additional items being required. The scheme had now been put out to tender.</p> <p>11.3. Mr R Adlam suggested going to the SRA for funding. Dir Ops advised that the SRA budget for the next year had already been set and a bid would have to be offered in 20/21 which would delay the works and there was no guarantee that the SRA would still exist at that point. He further reiterated the funds for the project had been included in the Budget.</p> <p>11.4. Mrs P Thorne proposed, seconded by R Adlam “that approval be given for £75k of the approved 2019/2020 Budget for completion of the West Rhyne Outfall project” All in favour</p> <p>11.5. A Franks declared an interest in Item 13 on the report. He was very much against moving the existing bank 6m, it would create loss of land and put a great weight onto a peat area. Dir Ops said an alternative would be to haul material from site. Mr R Adlam also declared an interest and agreed the proposed work would be a disaster. Mr A Franks also queried the Brue Plan Dredging –Dir Ops further advised that the Board had withdrawn from the lead on the project due to the potential Financial Risk on the Board of not</p>	<p>RESOLUTION 4</p>
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	delivering the Project but would continue to monitor the situation.	
12.Somerset Rivers Authority Update (Chair)	<p>12.1. The Chairman advised that the next SRA Board Meeting was Fri 1 Mar 19 which would be primarily focussed on SRA Finances and the current DEFRA Consultation Document (Improving our Management of Water in the Environment' – dated Jan 19) detailing:</p> <ul style="list-style-type: none"> • Water Abstraction • Land Drainage Charging Methodology • SRA as PRECEPT Body <p>12.2. The Clerk recommend that the Board establish a Joint Task & Finish Group (3 Members) to review the DEFRA Document on 26 Feb 19 with a return date to DEFRA by 12 Mar 19. The Chairman asked that the members previously voted in for the Task & Finish group regarding NSLIDB deal with this matter at the same time.</p> <p>Mrs W Welland proposed, seconded by Cllr A Gilling “that the same Task and Finish Group deals with the NSLIDB and the DEFRA Consultation Document” All in favour</p> <p>12.3. The Clerk added that he would attach the DEFRA Document to the minutes for members to read through and comment should they wish.</p>	RESOLUTION 5
13. Risk Review (Clerk)	<p>13.1. The Clerk presented the current Risk Register and advised that it would be sent through as an Enclosure with the Minutes. The top 5 risks currently were:</p> <ul style="list-style-type: none"> • Single person succession • Unseen Risks • Use of PPE • Injuries sustained during IDB operations • Loss of office (Business Continuity) 	
14.Date of Next Meeting	<p>14.1. The next scheduled Full Board Meeting was Thu 25 Apr 2019 ' 10.30-12.30 but an Extraordinary Board Meeting would be required to be called on 01 Apr 19 to sign the Consortium Agreement for NSLIDB. The SDBC AGM would be re-scheduled due to the NSLIDB Integration for Wed 13 Mar 2019 @ 10.30-12.30</p>	

	<p>14.2. Mr R Adlam asked for a meetings calendar to be forwarded with the Minutes.</p> <p>14.3. Cllr R Mackenzie wished to commend the members at the SWADA meeting. He found it very informative.</p> <p>14.4. The Chairman thanked all the staff and members for their attendance and closed the meeting at 12.15</p>	
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Annex:

A. Axe Brue Board – Table of Outstanding Actions

CHAIR.....DATE

**ANNEX A TO
AXE BRUE BOARD MINUTES
DATED 07 FEB 19**

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. <i>(Continues)</i>	A Dowden (AB Area Manager)
AB/20180731-01	Members to be advised of the Meeting ref Dog Leg Ditch once known. <i>(Continues)</i>	P Brewin
AB/20190207-01	To re-open negotiations with the owner of Pint Pot Cottage on access arrangements for maintenance works.	Clerk