

## MINUTES OF THE PARRETT FULL BOARD MEETING HELD AT BRADBURY HOUSE ON 07 FEB 19

<b>Attendance:</b>			
<b>Elected Members:</b> Mr T Bradford Mr R Barrington Mr P Betty Mr B Bryer Mr M Heywood Mr C Passmore Mr B Rowe Mr D Vigar	<b>Appointed Members:</b> Cllr D Alder Cllr A Bradford Cllr A Bown Cllr I Dyer Cllr A Gilling Cllr D Hill Cllr J Keen Cllr A Moore Ms D Gowler NE	<b>Officers:</b> Mr R Burge Mrs M Hammond Mrs K Kingston Mr I Sturdy	<b>Public:</b>
<b>Apologies:</b>			
Mr W Barnard Ms R Horsington	Cllr A Fraser MBE		
<b>Did Not Attend:</b>			
Mr R Coombes Mr J Winslade	Cllr M Caswell Cllr D Durdan Cllr S Kingham Cllr N Weeks		

The Chairman welcomed members to the meeting and asked for a minutes' silence in remembrance of John Bartlett, a previous Board Chairman who had recently passed away.

<b>Agenda Item:</b>	<b>Detail:</b>	<b>Action:</b>
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	4.1. Cllr A Gilling – any planning matters and all matters relating to Ashfords Solicitors. Cllr J Keen – planning matters, Homes in Somerset	
5. Approval of Minutes – Full Board Meeting of 02 Nov 18 (Enclosure 1)	5.1. The Minutes of the Full Board Meeting of 02 November 2018 were accepted unanimously and signed by the Chair as a true and accurate reflection of the Meeting.	
6. Matters Arising	6.1. <u>Beer Wall update:</u> (Dir Ops) Mr I Sturdy (IDS) reported that the EA were operating in	

<p>Review of Actions (Clerk)</p>	<p>accordance with the Board's request. A temporary bund would be in place by Mar 19. A permanent structure would become part of the Sowy Scheme.</p> <p>6.2. <u>Members unavailability for Thursday meetings</u>: The Clerk had addressed the matter for Appointed Members unavailability for Tuesday's but had not previously been made aware of Elected Members problems with Thursday Meetings. He would recognise this in future. If members were regularly absent without good cause, under the guidelines of the Land Drainage Act, they may be removed from the Board.</p> <p>6.3. <b>Action P20181102-01</b>: The Clerk advised that the 2% increase to EA precept equated to £4,309 . Action closed.</p>	<p><b>Action P20181102-01: Closed</b></p>
<p>7. Governance update (Clerk)</p>	<p>7.1. Members were supplied with 2 x publications; The ADA 'Good Governance Guide' &amp; 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 till 1500. The Clerk was intending to arrange travel from Highbridge (Departing at 0900/Returning at 1630) and incorporating Axe Brue, Parrett &amp; NSLIDB Members. He commented that the Workshop intended to highlight the following topics:</p> <ul style="list-style-type: none"> <li>• Financial Management</li> <li>• Transparency &amp; Accountability</li> <li>• Insurances, Managing Risks &amp; Hazards</li> <li>• IDB Governance Q&amp;A</li> </ul> <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 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 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 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"> <li>• Loss of Engineer &amp; Development Control Officer Re-Charge costs to NSLIDB</li> <li>• Incorporate costs of NSLIDB North Area Consultant (if required)</li> <li>• Backfilling of additional Assistant/Clerk activities to release spare capacity</li> <li>• Proportion of SDBC Board Admin Recharge Costs reduced</li> </ul> <p><b>Original charges to the Boards</b></p> <p>Axe Brue IDB - 29, 329 Hectares = 55.0%</p> <p>Parrett IDB - 24, 031 Hectares = 45.0%</p> <p><b>Charges to the Boards with the addition of NSLIDB</b></p> <p>Axe Brue IDB - 29, 329 Hectares = 45.1%</p>	
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	<p>Parrett IDB - 24, 031 Hectares = 36.9%</p> <p>The Clerk had 2 recommendations :</p> <ol style="list-style-type: none"> <li>1. <b>Axe Brue &amp; 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 &amp; NSL Boards on 01 Apr 19)</b></li> <li>2. <b>To identify names of 3 x Board Members to make up a Joint Task &amp; 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</b></li> </ol> <p>Mr B Bryer proposed, seconded by Mr D Vigar <b>“to endorse the development of a new Consortium agreement for North Somerset to join the Consortium as from 01 April 2019”</b></p> <p><b>Unanimous decision</b></p> <p>7.7. Mr T Bradford, Cllr I Dyer and Mr M Heywood agreed to be the representatives for the Joint Task &amp; Finish Group.</p>	<p><b>RESOLUTION 1</b></p>
<p>8. Health &amp; Safety - Update (Clerk) Accidents and Near Misses</p>	<p>8.1. The Clerk reported that a review of H&amp;S Policy was carried out on 11 Dec 18 resulting in a SSoW Document Issued 11 Dec 18 and an Accident &amp; 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"> <li>• On 27/11/19, a Staff member had driven his private vehicle on a flood bank and when 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 4x4 vehicles were currently to be used until further notice.</li> <li>• A Lone Working device (Solo-Protect) was reported as not working correctly. The equipment is being monitored for subsequent</li> </ul>	

	faults that may indicate poor quality/performance issues.	
9. Sub-Committee/Consortium Updates - Joint Policy & Governance Committee (Chair)	<p>9.1. The Chair reported that an Inaugural Meeting of the Joint Policy &amp; 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"> <li>• Review of Board Standing Orders (Awaiting NSLIDB Integration).</li> <li>• Review current H&amp;S Policy Documentation.</li> <li>• The Committee had recommend that <i>'If agreed by both Boards, the Joint Policy &amp; Governance Sub-Committee Terms of Reference are subsumed into the Somerset Drainage Boards Consortium Terms of Reference and that the Joint Policy &amp; Governance Sub-Committee is disbanded'</i>.</li> </ul> <p>Proposed by Cllr I Dyer, seconded by Cllr A Moore that, if both Boards agreed, <b>"the Joint Policy &amp; Governance Sub-Committee Terms of Reference are subsumed into the Somerset Drainage Boards Consortium Terms of Reference and that the Joint Policy &amp; Governance Sub-Committee is disbanded"</b>.</p> <p><b>Unanimous decision</b></p>	RESOLUTION 2
10. Finance Report – Budget & Rate Setting Review FY 2019/2020	<p>10.1. The new, RFO Mrs M Hammond, presented a slide of the Reserves held over the last 3 years – the estimate as of Apr 19 were reported as; specific reserves £30k; Commuted sums £436k; Works Reserves £238k; Machinery Reserves £174k.</p> <p>The assumptions made for the Budget were that the:</p> <ul style="list-style-type: none"> <li>• Consortium was fully staffed as of 01 Apr 19.</li> <li>• Budget does not take into account potential savings of NSLIDB integration.</li> <li>• Cost of living salary increase of 2%.</li> <li>• The estimated 'Recharging of Staff costs' had been reduced to realistic expectations.</li> </ul>	

	<ul style="list-style-type: none"> <li>• EA PRECEPT increase by 2%.</li> </ul> <p>10.2. To set the penny rate for the year 2019/2020, 4 Options were put forward to the Parrett Finance &amp; Works Sub Committee:</p> <p><b>1) Penny Rate Increase of 12.97% of the penny rate to 7.404</b></p> <p>Attributable to:</p> <ul style="list-style-type: none"> <li>• Increase in Consortium Costs of £80k from 2018/19</li> <li>• Delivery of Board Schemes by funds raised in previous years (savings of £120k from current FY and previous carried-forward balances (Works Reserve))</li> <li>• Raising of <b>£100k Reserves</b> to cover current Risks held</li> </ul> <p><b>2) Penny Rate Increase of 1.94% to the penny rate to 6.681</b></p> <p>Attributable to:</p> <ul style="list-style-type: none"> <li>• Increase in Consortium Costs of £80k from 2018/19</li> <li>• Failure to realise original estimated Staff (Management) Recharge Costs</li> <li>• Line-by-line review of Consortium Costs conducted (not roll-over)</li> <li>• Delivery of Board Schemes by funds raised in previous years (savings of £120k from current FY and previous carried-forward balances (Works Reserve))</li> </ul> <p><b>3) Penny Rate Increase of 7.46% to the penny rate to 7.042</b></p> <p>Attributable to:</p> <ul style="list-style-type: none"> <li>• Increase in Consortium Costs of £80k from 2018/19</li> <li>• Delivery of Board Schemes by funds raised in previous years (savings of £120k from</li> </ul>	
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	<p>current FY and previous carried-forward balances (Works Reserve))</p> <ul style="list-style-type: none"> <li>• Raising of <b>£50k Reserves</b> to cover current Risks held</li> </ul> <p><b>4) Penny Rate Increase of 5% to the penny rate to 6.881</b></p> <p>Attributable to:</p> <ul style="list-style-type: none"> <li>• Increase in Consortium Costs of £80k from 2018/19</li> <li>• Delivery of Board Schemes by funds raised in previous years (savings of £120k from current FY and previous carried-forward balances (Works Reserve))</li> <li>• Raise <b>£27,750 for Reserves</b> to cover current Risks held</li> </ul> <p>10.3. The RFO added the following comments :</p> <ul style="list-style-type: none"> <li>• Budget Assessment was a realistic view of Board Costs.</li> <li>• If Penny Rate was not increased significantly this FY, it would need to be increased in FY2020/2021 to meet the Board's 3-year Capital Works Programme.</li> <li>• Penny Rate rise had remained within 0-2% since 2014/15 despite additional Board activity expectations (supplemented by Board 'Reserves').</li> <li>• Setting of future Parrett IDB Rates and Budgets (2020/2021 and beyond) to be conducted for a five-year time horizon and be undertaken in close liaison with the District Councils in order to have a shared understanding and agreement of Budgets.</li> </ul> <p>10.4. Mr C Passmore thanked the RFO for her Report and, as a result of the Parrett Finance &amp; Works Committee, would recommend that the Board accepted Option 3, an increase of 7.46% to a penny rate of 7.042.</p> <p>10.5. Mr M Heywood asked for an explanation of the Reserves needed to cover the Risks involved.</p>	
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	<p>The Clerk explained that preparatory works on O2BB had already been carried out by the Boards for which LEP funding had already been claimed (circa £135k). If the project (Oath to Burrowbridge) was not fully delivered, then funds already allocated to the Parrett Board may be reclaimed by the LEP (Risk No.1 on the Parrett Risk Register). Secondly, the Risk of HSE Penalties incurred if staff or public were injured during IDB operations could be a maximum of £200k if any culpability was found.</p> <p>10.6. Cllr J Keen referred to the LEP Risk and asked if the project was not completed due to circumstances beyond the Board's control, if evidence could be produced, would LEP release recover the funds? The Clerk commented that LEP Funds had already been released on the works completed thus far but if the Project failed to deliver, then this money could be reclaimed by the LEP with no guarantee of mitigation. The Clerk further reported the other Top 5 Risks were critical machinery breakdown (£180k) and costs incurred in the event of a major structure failure (£100k).</p> <p>10.7. Mr C Passmore proposed, no seconder “<b>that the Penny Rate is Increased by 7.46% to the rate of 7.042”</b></p> <p>5 for, 9 against, 0 abstentions, motion defeated</p> <p>10.8. Cllr I Dyer proposed, seconded by Cllr D Alder “<b>that the Penny Rate is increased by 5% to the rate of 6.881”</b></p> <p>13 for, 0 against, 3 abstentions, motion carried</p> <p>10.9. Cllr D Hill thanked the CEO and the RFO for their very clear reports.</p>	<b>RESOLUTION 3</b>
11.Engineering Report (Dir Ops)	The Chairman took the Report 'as read'. Dir Ops added that the entire works planned for FY2019/20 was fully funded 'carried forward' schemes.	
12.Somerset Rivers Authority Update (Chair)	12.1. The Chairman advised that the next SRA Board Meeting was scheduled for Fri 1 Mar 19 which would primarily discuss SRA Finance and the DEFRA Consultation Document (Improving	



	<p>our Management of Water in the Environment’ – dated Jan 19) detailing:</p> <ul style="list-style-type: none"> <li>• Water Abstraction</li> <li>• Land Drainage Charging Methodology</li> <li>• SRA as PRECEPT Body</li> </ul> <p>12.2 It was recommended to establishment a Joint Task &amp; Finish Group (3 Members) to review the DEFRA Document on 26 Feb 19 with the return required to DEFRA by 12 Mar 19. The Chairman asked that the members previously voted in for the Task and Finish group regarding NSLIDB deal with this matter at the same time.</p> <p>Cllr D Hill proposed seconded by MR C Passmore <b>“that the same Task and Finish Group deals with the NSLIDB and the DEFRA Consultation Document” All in favour</b></p> <p>11.3. The Clerk added that he would attach the DEFRA document to the Minutes for members to read through and comment should they wish.</p>	<b>RESOLUTION 4</b>
<p>13. Risk Review (Clerk)</p>	<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"> <li>• LEP Funding</li> <li>• Single person succession</li> <li>• Unknown, unforeseen Risks</li> <li>• Use of PPE</li> <li>• Injuries sustained during IDB operations</li> </ul>	
<p>14. AOB</p>	<p>14.1. Cllr A Bown expressed disappointment by the very late cancellation of the full Board Meeting previously scheduled for 31 Jan 19. The Clerk openly apologised but reported that the meeting was unfortunately cancelled due to the issue of non-quorate attendance at the Consortium Management Committee which directly fed into the full Board’s Budgeting process. The Clerk commented that he had immediately and personally contacted every Member of both Boards to ensure every Member was made aware of the late cancellation.</p>	

	<p>14.2. As part of an ongoing discussion surrounding non-receipt of Calling Notices, all future Emails from the Board's Offices would be sent with a 'Read Receipt'. Should Members not reply by the requested date to any Calling Notice and not having received a 'Read Receipt' acknowledgment, Officers would contact the Member direct.</p> <p>14.3. All Board Members were asked to provide their preferred email addresses to the Clerk if not already held.</p>	
15.Date of Next Meeting	<p>15.1. The next scheduled Full Board Meeting was Thu 25 Apr 2019 ' 14.30-16.30 but an Extraordinary Board Meeting would be required to be called on 01 Apr 19 to sign the Consortium Agreement for NSLIDB.</p> <p>15.2. The SDBC AGM would be re-scheduled due to the NSLIDB Integration for Wed 13 Mar 2019 @ 10.30-12.30.</p> <p>15.3. The Chairman thanked staff and members for their attendance and closed the meeting at 15.40pm</p>	

Annex:

A. Parrett Board – Table of Outstanding Actions

CHAIR.....DATE .....

**ANNEX A TO  
PARRETT BOARD MINUTES  
DATED 07 FEB 19**

**PARRETT BOARD – TABLE OF OUTSTANDING ACTIONS**

Action Number:	Action:	Actionee: