

**MINUTES OF THE AXE BRUE FULL BOARD MEETING HELD AT BRADBURY HOUSE  
ON 25 APR 19**

<b>Attendance:</b>			
<b>Elected Members:</b> Mr J Fear (Chair) Mr R Adlam 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	<b>Appointed Members:</b> Cllr C Burnett Cllr P Costello Cllr A Gilling Cllr A Hamlin Cllr D Hill Cllr W Human Cllr R Keen Cllr R MacKenzie Cllr J Savage	<b>Officers:</b> Mr R Burge Mrs M Hammond Mrs C-A Morgan Mr I Sturdy	<b>Public:</b>
<b>Apologies:</b>			
Mr C Ainge			
<b>Did Not Attend:</b>			
	Cllr L Corke Cllr J Denbee Cllr T Killen Cllr L Scott		

<b>Agenda Item:</b>	<b>Detail:</b>	<b>Action:</b>
1. Attendance and Apologies	1.1. 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.	
5. Approval of Minutes	5.1. The Minutes of the Full Board Meeting of Feb 19 were accepted unanimously and signed by the Chair as a true and accurate reflection of the Meeting.	
6. Matters Arising & Review of Actions	6.1. There were no Matters Arising from the previous Minutes.  6.2. <b>Action AB/20180624-01</b> – Report on annual works and expenditure - The Clerk reported this Action as ongoing and was being taken in	<b>Action AB/20180624-01: Ongoing</b>

	<p>conjunction with a Strategic Review of Manpower across both Boards.</p> <p>6.3. <b>Action AB/20180731-01</b> – Dog Leg Ditch – The Clerk reported that this Action remained ongoing (still awaiting a proposed Meeting date).</p> <p>6.4. <b>Action AB/20190207-01</b> – Pint Pot Cottage – The Clerk reported that this Action remained ongoing (awaiting contact from land owner).</p>	<p><b>Action AB/20180731-01: Ongoing</b></p> <p><b>Action: AB20190207-01: Ongoing</b></p>
<p>7. Governance update</p>	<p><u>Local Authority Elections (Appointed Members)</u></p> <p>7.1. The Clerk commented that Local Authority Elections were due to take place on 2 May 19.</p> <p>7.2. He further reported that a New Appointed Board Member Training Day (Joint Axe Brue, Parrett &amp; North Somerset Levels) was being scheduled during the last week in May (Date TBC) prior to the following Finance &amp; Works/Full Board Meetings for End-of-Year Accounts in mid-Jun.</p> <p><u>Axe Brue &amp; Parrett Board Elections</u></p> <p>7.3. The Clerk reported that Elections would be held this year for new Boards of the Axe Brue &amp; Parrett Elected Membership, to be effective as from 01 Nov 19. He presented the electoral process stressing that this only related to Elected Board Members.</p> <p>7.4. The Clerk reported that:</p> <ul style="list-style-type: none"> <li>• Currently Elected Members were elected across 3 x Board Districts (Coastal, Axe &amp; Brue)</li> <li>• The Clerk’s Paper submitted with the Calling Notice discussed potential transition to 12 x Board Districts (Paper reflects the background and rationale).</li> </ul> <p>The Clerk emphasised that in order to provide clearer responsibilities (single Board Member per district), clarity of Local Board Member for Staff and public/landowners, and to ensure local knowledge across the entire Catchment, he strongly recommended that the Board move to 12</p>	

	<p>Board Districts, more closely aligning with the Parrett Board.</p> <p>7.5. Cllr J Savage proposed, seconded by Mr N Lukins, <b>“to endorse the establishment of Twelve (12) Electoral Board Districts for the 2019 Election in order to generate the Electoral Register”</b></p> <p>7.6. An Amendment to the Resolution was proposed by Mr M E Wall, seconded by Mr D Tratt, <b>“to create six (6) Electoral Board Districts for the 2019 Election in order to generate the Electoral Register”</b></p> <p>7.7. Vote – For the Amendment: For 5; Against 14; Abstain 1.</p> <p><b>Vote – Original Resolution: For 15; Against 3; Abstain 2; Motion Carried:</b></p> <p><b>To the establishment of Twelve (12) Electoral Board Districts for the 2019 Election in order to generate the Electoral Register”</b></p>	<p><b>RESOLUTION 1</b></p>
<p>8. Health &amp; Safety - Update Accidents and Near Misses</p>	<p>8.1. The Clerk reported 2 x Incidents, both classified as ‘Near Misses’, since the last Meeting:</p> <ul style="list-style-type: none"> <li>• New Solo Protect Device issued in response to IRF 02/19. When fully charged and unplugged the device went into alarm initiating Solo Protect Alert. Could not reset or switch off. The equipment is being monitored for subsequent faults that may indicate poor quality/performance issues.</li> <li>• Call from Solo Protect – Expenditor’s Device initiating ‘Man Down’ alarm. The Device had been left in vehicle (when stationary – designed to go into alarm).</li> </ul> <p>8.2. As a result of the Near-Misses’ reported, the Lone Working Procedure was to be reinforced and a dedicated Tool Box Talk to be conducted at the forthcoming Staff Team Meeting.</p> <p><u>Draft Health &amp; Safety Audit</u></p> <p>8.3. The Clerk reported the results of the recent H&amp;S Audit conducted by SWAP as part of the Audit Plan agreed at the 02 Nov 18 Meeting. The Draft Audit Report was received too late to be issued with the Calling Notice.</p>	

	<p>8.4. The Clerk gave an overview of the Executive Summary:</p> <p>Finding 1.1: Little dedicated H&amp;S resource limiting opportunities to coordinate recording compliance and reporting to management.</p> <p>Finding 1.2: The Boards are unable to demonstrate compliance as a result of records not being in place due to legacy arrangements. Procedures are not in place to manage all requirements detailed within the H&amp;S Policy.</p> <p>Finding 1.3: Health &amp; Safety Training requirements are not fully defined.</p> <p>Finding 1.4: Historically there has been little corporate oversight of H&amp;S matters and therefore little reporting has been provided to Senior Management and Boards.</p> <p>8.5. The Clerk commented that the Report highlights previously raised concerns on H&amp;S compliance (Risk Register Refers).</p> <p>8.6. He further reported that, cognisant of the issues raised by Audit, the Boards were currently recruiting for a Part-Time H&amp;S Manager and that a Contract for external H&amp;S Business Service Support had been established.</p> <p>8.7. Members endorsed the recommendation to establish a Joint Health &amp; Safety Committee (Axe Brue/Parrett/NSLIDB) to meet annually to review and discuss current Health &amp; Safety Status and report to the Board.</p> <p>8.8. Nominations for three (3) Members from the Axe Brue IDB to sit on the Health &amp; Safety Sub-Committee would be requested at the next Board Meeting in Jun 19..</p> <p><b>New Action AB/20190425-01: The Clerk took an Action to provide the SWAP Report to all Members as an Enclosure to the Minutes.</b></p>	<p><b>New Action: AB/20190425-01 Clerk</b></p>
<p>9. Sub-Committee/Consortium Updates</p>	<p><u>Consortium Management Committee</u></p> <p>9.1. The Chair reported:</p> <ul style="list-style-type: none"> <li>• The last SDBC Management Committee had been held on 13 Mar 19.</li> </ul>	

- The Committee had reviewed the Consortium Agreement post-AGM for submission to full Board.

- The Committee had endorsed the recommendations of the Clerk's Paper on recruitment of a Part-Time Health & Safety Manager and HR/Employment Law/H&S Business Services Contract:

The Clerk further commented that recruitment for Parrett Area Manager and the new SDBC Health & Safety Manager was currently in progress and that Interviews for both positions were scheduled to be held week commencing 29 Apr 19.

#### Task & Finish Group

9.2. The Chair reported:

- The last T&F Group Meeting had been held on 01 Apr 19 (#2 of 3).

- The T&F Group continued to monitor the integration of NSLIDNB Into the Consortium.

- The Clerk commented that the first NSLIDB Board Meeting under SDBC had been successfully held 9 on Apr 19.

- All transition arrangements were successfully in-place with the exception that the NSLIDB Nat West Account had not yet been fully established (NSLIDB Finances still running under HSBC Account). The Clerk commented that, whilst this element of essential criteria had not been met, there was very little Risk as all NSLIDB Transactions were being accounted for on SAGE at SDBC, and it was only the physical payment of invoices that was causing any current inconvenience. The RFO reported that an she had submitted an official letter of complaint to NatWest due to the delays in establishing the NSLIDB NatWest Account and that she was currently awaiting response.

	<p><u>Finance &amp; Works Sub-Committee</u></p> <p>9.3. The Chair reported that:</p> <ul style="list-style-type: none"> <li>• The last F&amp;W Meeting was held on 02 Apr 19.</li> <li>• The CEO's Review of Plant &amp; Machinery was being conducted in conjunction with Strategic Review of Manpower (results to be reported through SDBC Management Committee in Jul 19).</li> <li>• Top Financial Risk of leading the Brue Plan was being mitigated by SRA having agreed not to use LEP funding to fund Project but dedicated SRA Local Funding.</li> </ul>	
<p>10.Finance Report</p>	<p><u>Appointment of Internal Auditor</u></p> <p>10.1. The RFO reported that:</p> <ul style="list-style-type: none"> <li>• The previous contract for Internal Auditor had finished on 31 Mar 19.</li> <li>• There was no current audit plan for 2019/20.</li> <li>• 3 x Written quotes have been received for Internal Audit capability in accordance with the Board's Procurement Policy and Procedures and presented the quotations received.</li> <li>• Cllr D Hill declared a non-pecuniary interest relating to SWAP.</li> </ul> <p>10.2. Cllr J Savage Proposed, seconded by Cllr R Keen, <b>"that the Axe Brue IDB appoint South West Audit Partnership (SWAP) as Internal Auditors for the next three years"</b>.</p> <p>Vote: For 19; Against 0; Abstain 1. Motion Carried.</p> <p><u>End of Year Update</u></p> <p>10.3. The RFO reported:</p> <ul style="list-style-type: none"> <li>• The SDBC accounts had been finalised.</li> <li>• There was a Budgeted Deficit of £20,000 at the start of FY2018/2019.</li> </ul>	<p><b>RESOLUTION 2</b></p>

	<ul style="list-style-type: none"> <li>• The Actual Deficit at year-end was £84,757.</li> <li>• Variance -<b>£64,757</b>.</li> <li>• SDBC reserve after £20k deficit removed was £8,094. This Reserve was then shared across both Boards to reduce the overall actual SDBC deficit.</li> <li>• Axe Brue share of deficit would be £31,142</li> <li>• Focus was now on Board's End-of-Year accounts and AGAR completion</li> </ul> <p>10.4. Members accepted the Finance Report.</p>	
11.Engineering Report	<p>11.1. Mr I Sturdy (Director of Operations) asked that Members take his Report 'as read' and provided the following updates:</p> <p>Water Levels and Maintenance:</p> <ul style="list-style-type: none"> <li>• All areas were now at summer penn except Queens Sedgemoor which has been delayed at the request of local land owners.</li> <li>• All viewed rhyne vegetation maintenance was finished.</li> <li>• Our own workforce was now pulling bank slips and will then move onto maintaining feed channels.</li> </ul> <p>Projects &amp; Improvements:</p> <ul style="list-style-type: none"> <li>• <b>Church Road East Brent</b> – Reported complete. The Board had successfully applied for and received £75k Grant in Aid from the EA.</li> <li>• <b>Biddisham Drainage Improvements</b> – Would shortly return to site to install an additional culvert which would extend the benefits of the scheme all the way back to A38.</li> <li>• <b>Mearway (Westhay)</b> - Work had started to install a spillway that would reduce flooding to the highway and property.</li> </ul>	

	<ul style="list-style-type: none"> <li>• <b>West Rhyne Outfall</b> – The Contract had been awarded and the Board was planning to commence work in November after the Diamond Farm Camp Site had closed for the winter.</li> <li>• <b>Tootle Bridge (Barton St David)</b> – Pre feasibility studies were underway.</li> </ul> <p>11.2. Brue Desilt (SRA): Further discussion with SRA partners had improved matters as follows:</p> <ul style="list-style-type: none"> <li>• Project development costs were now resourced from local funding rather than LEP. This avoided the risk of financial claw back should the project fail to be delivered.</li> <li>• SRA partners had agreed to jointly promote the project although would prefer IDB to lead.</li> <li>• A suitable Project Manager had been sourced and was available should the Board agree to recommence promotion of this work.</li> </ul> <p>11.3. Mr D Tratt proposed, seconded by Mr N Lukins <b>“To recommence development and lead the Brue Desilt between Westhay and North Drain Pumping Station with funding from the Somerset Rivers Authority.”</b></p> <p>Vote: For 19; Against 0; Abstain 1. Motion Carried.</p>	<b>RESOLUTION 3</b>
12.Somerset Rivers Authority Update	12.1. The Chair advised that: <ul style="list-style-type: none"> <li>• DEFRA Consultation Response on behalf of Boards (SRA as Precepting Body and RMA) had been developed and submitted by Joint T&amp;F Group.</li> <li>• The RALD Bill was currently going through House of Lords.</li> <li>• The last SRA Board Meeting had been held 01 Mar 19 and post-Meeting discussions had been held with SRA Chair and Board Members resulting in the LEP Variation Request previously briefed.</li> </ul>	



	<p>12.2. Cllr R McKenzie stated that he was disappointed with the SRA Scrutiny Panel in respect of speed of discussion process once matters had been expressed.</p> <p>12.3. He further stated that, in his opinion, targeted matters should be dealt with by experienced speakers.</p> <p>12.4. He concluded by stating that, in general, he considered the SRA Scrutiny Committee to have been a good experience.</p>	
<p>13. Risk Review</p>	<p>13.1. The Clerk presented the current Risk Register and advised that the top 5 risks currently were:</p> <ul style="list-style-type: none"> <li>• Single person succession.</li> <li>• Unseen Risk.</li> <li>• Use of PPE.</li> <li>• Injuries sustained during IDB operations.</li> <li>• Loss of Office (Business Continuity)</li> </ul> <p><u>Environmental Risk</u></p> <p>13.2. The Clerk reported that there was a risk of Environmental non-compliance resulting in direct-cost, financial implication and reputational loss.</p> <p>13.3. The Clerk recommended the consideration of establishing an Environmental Committee to meet annually to review and discuss current Environmental issues and Environmental Risk and report to the Board.</p> <p>13.4. Members agreed to establishing a Joint Environmental Committee with North Somerset Levels and the Parrett Board and identify Members at the Jun 19 meeting.</p> <p>13.5. Mr R Adlam expressed concern for the quality of products used for Favourable Conditions Projects.</p>	

	Dir Ops took an Action <b>to review Favourable Conditions Project materials with Mr R Adlam, to ensure compliance with project specifications.</b>	<b>New Action:</b> <b>AB/20190425-02</b> <b>Dir Ops</b>
14. Presentation by Royal SMALS (Suction Dredging Company)	<p>14.1. Mr Frits van den Boogaard provided an overview of Royal SMALS with the following points of note (this list is not exhaustive):</p> <p>USP's Hydraulic Dredging:</p> <ul style="list-style-type: none"> <li>• <b>Minimal habitat disturbance:</b> <ul style="list-style-type: none"> <li>• No need to drain the lagoon</li> <li>• Dredging operations executed by 1 stationary machine</li> <li>• Pipeline transport → no barges</li> <li>• Continuous and efficient operation; no hidden costs</li> </ul> </li> <li>• <b>Eco friendly</b> <ul style="list-style-type: none"> <li>• Gentle cutter head manouevring; rev speed compliant to swing speed;</li> <li>• Minimal turbidity;</li> <li>• No harm to aquatic life</li> </ul> </li> <li>• <b>Road Transportable</b> <ul style="list-style-type: none"> <li>• Small scale and light weighted</li> <li>• Also useable in the Alps</li> <li>• No off-shore transportation</li> </ul> </li> <li>• <b>Accurate and precise</b> <ul style="list-style-type: none"> <li>• Not necessary to get the boats out of the harbour</li> <li>• Also deep dredging of hydrodams</li> <li>• Several specialisms (harbours, bags, hydrodams)</li> <li>• Innovation on separation of the sediments</li> </ul> </li> </ul> <p>Conclusion:</p> <ul style="list-style-type: none"> <li>• High ecological performance</li> <li>• Strong CO2 reduction</li> <li>• Easy to install</li> <li>• No harm or disturbance for community &amp; nature /ecology</li> <li>• Electric equipment</li> <li>• Separating sediments</li> <li>• Projects with bags; bio degradable flocculent</li> <li>• New fuels available</li> </ul>	

	14.2. The Chair thanked Mr van den Boogaard for the insightful presentation and for his time in attending the Meeting.	
15.Date of Next Meeting	15.1. The next scheduled Board Meetings: <ul style="list-style-type: none"> <li>• Finance &amp; Works: 10 Jun 19, 10.30-12.30</li> <li>• Full Board: 14 Jun 19, 10.30-12.30</li> </ul> 15.2. The Chair thanked all the staff and members for their attendance and closed the meeting at 12.42.	

Annex:

A. Axe Brue Board – Table of Outstanding Actions

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

**ANNEX A TO  
AXE BRUE BOARD MINUTES  
DATED 25 APR 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.	A Dowden (AB Area Manager)
AB/20180731-01	Members to be advised of the Meeting ref Dog Leg Ditch once known.	P Brewin
AB/20190207-01	To re-open negotiations with the owner of Pint Pot Cottage on access arrangements for maintenance works.	Clerk
AB/20190425-01	To provide the SWAP Report to all Members.	Clerk
AB/20190425-02	To review Favourable Conditions Project materials with Mr R Adlam, to ensure compliance with project specifications.	Dir Ops