

**MINUTES OF THE PARRETT FULL BOARD MEETING HELD AT BRADBURY HOUSE  
ON 25 APR 2019**

<b>Attendance:</b>			
<b>Elected Members:</b> Mr T Bradford (C) Mr P Betty Mr B Bryer Mr R Coombes Mr M Heywood Ms R Horsington Mr C Passmore Mr D Vigar Mr J Winslade	<b>Appointed Members:</b> Cllr D Alder Cllr A Bown Cllr A Bradford Cllr M Caswell Cllr D Durdan Cllr A Fraser MBE Cllr A Gilling Cllr D Hill Cllr J Keen Cllr S Kingham	<b>Officers:</b> Mr R Burge Mrs M Hammond Mrs C-A Morgan Mr I Sturdy	<b>Public:</b>
<b>Apologies:</b>			
Mr W Barnard Mr R Barrington Mr B Rowe			
<b>Non-Attendance:</b>			
	Cllr I Dyer Cllr A Moore Cllr N Weeks		

<b>Agenda Item:</b>	<b>Detail:</b>	<b>Action:</b>
1. Attendance and Apologies	1.1. Apologies as per the above Attendance List.  1.2. The Chair welcomed Mr J Rowland, Mr J Buttivant and Mr F van den Boogaard.	
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.  4.2. Cllr D Hill – non-pecuniary interest in South West Audit Partnership.	
5. Approval of Minutes	5.1. The Minutes of the Full Board Meeting of 01 Apr 19 were accepted unanimously and signed by	

	the Chair as a true and accurate reflection of the Meeting.	
6. Matters Arising	6.1. Review of Actions: none outstanding.	
7. Presentation by Royal SMALS (Suction Dredging Company)	<p>7.1. 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>	

	<p>7.2. The Chair thanked Mr van den Boogaard for the insightful presentation and for his time in attending the Meeting.</p>	
<p>8. Governance Update</p>	<p>8.1. The Clerk commented that Local Authority Elections were due to take place on 2 May 19.</p> <p>8.2. 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>8.3. 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 and presented the electoral process, emphasising that this only concerned Elected Members.</p> <p>8.4. Proposed by Cllr M Caswell, seconded by Mr D Vigar <b>“to retain eleven (11) Electoral Districts for the 2019 Election in order to generate the Electoral Register”</b></p> <p>Unanimous Decision.</p> <p>8.5. Cllr A Bown thanked the Board for their support during her term of office, stating that she would be standing down at the forthcoming Local Elections.</p> <p>8.6. She further requested the Board to give future due consideration of the position of Vice-Chair of the Board to ensure that any incumbent is both capable and available to provide the fullest support to Board Meetings.</p> <p>8.7. The Chair stated that, in light of the forthcoming Local Elections, all Appointed Members were thanked for their attendance and input into Board matters and preemptively wished</p>	<p><b>RESOLUTION 1</b></p>

	<p>well for the future for those Members not re-elected.</p>	
<p>9. Health &amp; Safety Update</p>	<p>9.1. 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>9.2. 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>9.3. 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>9.4. 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</p>	

	<p>therefore little reporting has been provided to Senior Management and Boards.</p> <p>9.5. The Clerk rcommented that the Report highlighted previously raised concerns on H&amp;S compliance (Risk Register Refers).</p> <p>9.6. 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>9.7. 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>9.8. Nominations for three (3) Members from the Parrett IDB to sit on the Health &amp; Safety Sub-Committee would be requested at the next Board Meeting in Jun 19..</p> <p>New Action AB/20190425-01: The Clerk took an Action <b>to provide the SWAP Report to all Members as an Enclosure to the Minutes.</b></p>	<p><b>New Action: P/20190425-01 Clerk</b></p>
<p>10.Sub-Committee / Consortium Updates</p>	<p><u>Consortium Management Committee</u></p> <p>10.1. The Chair reported:</p> <ul style="list-style-type: none"> <li>• The last SDBC Management Committee had been held on 13 Mar 19.</li> <li>• The Committee had reviewed the Consortium Agreement, post-AGM, for submission to full Board.</li> <li>• The Commiittee hasd endorsed the recommendations of the Clerk’s Paper on recruitment of a Part-Time Health &amp; Safety Manager and HR/Employment Law/H&amp;S Business Services Contract:</li> </ul> <p>The Clerk further commented that recruitment for Parrett Area Manager and the new SDBC Health &amp; Safety Manager was currently in progress and that Interviews for both positions were scheduled to be held week commencing 29 Apr 19.</p>	

Task & Finish Group

10.2. 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 on 9 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.

Finance & Works Sub-Committee

10.3. The Chair reported that:

- The last F&W Meeting was held on 02 Apr 19.
- The CEO's Review of Plant & Machinery was being conducted in conjunction with Strategic Review of Manpower (results to be reported through SDBC Management Committee in Jul 19).

Top Financial Risk remained as the inability to deliver the O2BB Project and the risk of requiring to hand-back LEP funding already released to the Board as lead of the Project.

<p>11. Finance Report</p>	<p><u>Appointment of Internal Auditor</u></p> <p>11.1. 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 had been received for Internal Audit capability in accordance with the Board's Procurement Policy and Procedures and presented the quotations received.</li> </ul> <p>Cllr D Hill declared a non-pecuniary interest relating to SWAP.</p> <p>11.2. Cllr D Durdan proposed, seconded by Cllr J Keen <b>“that the Parrett IDB appoint South West Audit Partnership (SWAP) as Internal Auditors for the next three years”</b>.</p> <p>Vote: For 15; Against 0; Abstain 1. Motion Carried.</p> <p><u>End of Year Update</u></p> <p>11.3. 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> <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>• Parrett share of deficit = £25,521</li> </ul> <p>11.4. Members accepted the Finance Report.</p>	<p><b>RESOLUTION 2</b></p>
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<p>12. Engineering Report</p>	<p><u>Oath to Burrowbridge Dredge - Screening &amp; Scoping Report</u></p> <p>12.1. The Dir of Ops reported:</p> <p><b>Public Sector Co-operation Agreement</b></p> <ul style="list-style-type: none"> <li>The Oath to Burrowbridge works would be carried out by the Parrett Internal Drainage Board under powers delegated by the Environment Agency through a Public Sector Cooperation Agreement (PSCA). Although the works were considered to be permitted development, the Parrett Internal Drainage Board also had to satisfy the formal process of examining the project in detail in accordance with the Environmental Impact Assessment (Land Drainage Improvement Works) Regulations 1999 (as amended).</li> </ul> <p><b>12.2. Environmental Impact Assessment (EIA)</b></p> <ul style="list-style-type: none"> <li>This was an impartial and systematic process that ensured that the environmental effects of a proposed development were fully considered and taken into account before it proceeded. The findings of an <b>EIA</b> are reported in a document called an <b>Environmental Statement (ES)</b> which had to meet certain legal standards, which broadly set the main headings, topics to be considered, organisations that needed to be consulted, stages of the project, timescales, and types of effects and mitigation that needed to be taken into account.</li> </ul> <p><b>12.3. Consultation</b></p> <ul style="list-style-type: none"> <li>The formal consultation process takes 30 days (this was a legal requirement), this then meant that, on the 1 Jun 19, the comments received from all parties / public would then be collated and any outstanding issues dealt with via discussions and meetings and possibly modifications to the proposals etc during Jun 19.</li> </ul>	
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	<ul style="list-style-type: none"> <li>• Once this process had been completed, the Formal <i>Environmental Statement</i> would be issued on 1 Jul 19, again with a statutory 30 day period for consultation. Once this 30 day period was complete, and no objections remained, then on 31 Jul 19 the PIDB could proceed with works.</li> </ul> <p>12.4. Cllr J Keen proposed, seconded by Cllr S Kingham <b>“that the Parrett IDB produces an Environmental Impact Assessment for the Oath to Burrowbridge Pioneer Dredging Project.”</b></p> <p>Unanimous decision</p>	<b>RESOLUTION 3</b>
	<p>16.15 Cllr M Caswell left the meeting.</p> <p>16.25 Mr J Winslade and Ms R Horsington left the meeting.</p>	
13. Somerset Rivers Authority Update (SRA)	<p>13.1. The Chair advised that:</p> <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>	
14. Risk Review	<p>14.1. 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> </ul>	

	<ul style="list-style-type: none"> <li>• Injuries sustained during IDB operations.</li> <li>• Loss of Office (Business Continuity)</li> </ul> <p><u>Environmental Risk</u></p> <p>14.2. The Clerk reported that there was a risk of Environmental non-compliance resulting in direct-cost, financial implication and reputational loss.</p> <p>14.3. 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>14.4. Members agreed to establishing a Joint Environmental Committee with North Somerset Levels and the Axe Brue Board and identify Members at the Jun 19 meeting.</p>	
15.Date of Next Meeting	<p>15.1. The Clerk informed the date of the next Meeting:</p> <ul style="list-style-type: none"> <li>• Finance &amp; Works: 10 Jun 19, 14.30-16.30</li> <li>• Full Board: 14 Jun 19, 14.30-16.30</li> </ul> <p>15.2. The Chair thanked all the staff and members for their attendance and closed the meeting at 16.35.</p>	

Annex:

A. Board – Table of Outstanding Actions

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

**ANNEX A TO  
PARRETT FULL BOARD MINUTES  
DATED 25 APR 19**

**PARRETT BOARD – TABLE OF OUTSTANDING ACTIONS**

Action Number:	Action:	Actionee:
P/20190425-01	To provide the SWAP Report to all Members as an Enclosure to the Minutes.	Clerk