

MINUTES OF THE AXE BRUE FULL BOARD MEETING HELD AT BRADBURY HOUSE ON 14 JUN 19

Attendance:			
Elected Members: Mr J Fear (Chair) Mr R Adlam Mr C Durston Mr A Franks Mr J Frost Mr N Lukins Mrs P Thorne Mr D Tratt Mrs W Welland	Appointed Members: Cllr P Clayton Cllr P Costello Cllr A Hendry Cllr W Human Mr R Keen Cllr A Matthews Cllr C Riches Cllr L Scott	Officers: Mr R Burge Mrs M Hammond Mrs C-A Morgan Mr I Sturdy	Public:
Apologies:			
Mr B Clapp Mr M E Wall	Cllr A Gilling Cllr M Murphy		
Did Not Attend:			
Mr C Ainge	Cllr N Cottle Cllr M Martin Cllr J Woodman		

Agenda Item:	Detail:	Action:
1. Attendance and Apologies	1.1. Apologies as per the above Attendance List.	
2. Items additional to the Agenda	2.1. Mrs W Welland – Impact of new septic tank Regulations on the Board? The Clerk took an Action to prepare a report for the next meeting on how the 2020 septic tank Regulations would impact Board business	New Action: AB/20190614-01: Clerk
3. Opportunity for members of the public to address the Meeting	None.	
4. Declarations of Interest	None at this time.	
5. Approval of Minutes	5.1. The Minutes of the Full Board Meeting of 25 Apr 19 were accepted unanimously and signed by the Chair as a true and accurate reflection of the Meeting.	

<p>6. Matters Arising & Review of Actions</p>	<p>6.1. There were no Matters Arising from the previous Minutes.</p> <p>6.2. Action AB/20180624-01: The Clerk reported this Action as ongoing and was being taken in conjunction with a Strategic Review of Manpower across both Boards.</p> <p>6.3. Action AB/20180731-01: The Clerk reported that this Action remained ongoing (still awaiting a proposed Meeting date regarding Dog-Leg Ditch).</p> <p>6.4. Action AB/20190207-01: The Clerk reported that this Action was complete; A visitor site was conducted on 24 May 19 by the Clerk and Mr A Dowden, Axe Brue Area Consultant.</p> <p>The Clerk precis the issue for the benefit of new Members:</p> <ul style="list-style-type: none"> • Landowner refusing Board access to his land in order for the Board to conduct statutory routine watercourse maintenance (weed-cutting) operations due to: <ul style="list-style-type: none"> • Accusations that subsidence of his bank adjacent to his property is a result of previous Board poor maintenance activities using 'Ditching Buckets' causing undermining the bank adjacent to his property • Damage/rutting to his grassland of his Paddock due to late Board maintenance activities when the land was wet and unable to recover <p>6.5. The Clerk reported the issue having been ongoing since 2016. On-Site Meeting held Fri 24 May 19 to discuss the ongoing concerns with the inability of the Board to access land under Notice and provided the following comments:</p> <ul style="list-style-type: none"> • There is ongoing concerns regarding the potent future flood risk on what is a critical watercourse. • Both parties had agreed that concerns of bank slippage only appertained to the immediate area (Approx. 25m) downstream of the property 	<p>Action AB/20180624-01: Ongoing</p> <p>Action AB/20180731-01: Ongoing</p> <p>Action: AB20190207-01: Closed</p>
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	<ul style="list-style-type: none"> • The owner had no concerns over the status of the banks surrounding his adjacent paddock, only that the vegetation had not been cut (arising from no access being allowed) • The owner had stated that he would accept any proposed bank stabilisation method and does not insist on bank 're-instatement' • All parties had verbally agreed that an acceptable solution be sought that resolved: <ul style="list-style-type: none"> • Bank slippage concerns • Allowed Board access to re-commence critical maintenance activities from his land • Both parties agreed that maintenance activities from the paddock should include the flailing of vegetation on the right bank to stabilise and increase the root growth. • An engineering solution had been identified to stabilise the Viewed Rhyne Bank at a Board cost of circa £3.5k. The Board did not consider this to 'set a precedence' as it is mitigating a potential flood risk issue in the future should further bank destabilisation occur on this critical watercourse. • The Board's maintenance activities be brought forward to Aug/Sep timeframe to reduce damage to the grassland in his paddock <p>6.6. The Clerk recommended to the Board that he formally write to the Owner of Pint Pot Cottage with a summary of the meeting's discussions and verbal agreements made and the proposals of the Board to offer an engineering solution to stabilise the bank, agreement to flailing operations and the bringing forward of annual maintenance that would hopefully allow the resumption of Board's access to conduct the routine maintenance on the Rhyne from his land.</p> <p>6.7. The Board agreed with the Clerk's recommendations and Mr R Adlam proposed, seconded Cllr L Scott that 'the Clerk submits, in writing, the Board's Proposals to the owner of Pint Pot Cottage'. Vote: Unanimous.</p>	<p style="text-align: center;">RESOLUTION 1</p>
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	<p>6.8. Action AB/20190425-01 - To provide the SWAP Report to all Members. The clerk reported this as complete having been sent with the draft minutes.</p> <p>6.9. Action AB/20190425-02 - To review Favourable Conditions Project materials with Mr R Adlam, to ensure compliance with project specifications. Dir Ops reported that all materials had a 25-year specification but a Site visit would be conducted to look at this specific issue.</p>	<p>Action AB/20190425-01: Closed</p> <p>Action AB/20190425-02: Ongoing</p>
<p>7. Governance update</p>	<p>7.1. The Clerk drew attention to the expected article in ADA Summer Gazette for SDBC introduction of NSL.</p> <p>7.2. The clerk also commented that he had recently received notice of the EA's Draft National Flood & Coast Erosion Risk Management (FCERM) Strategy which was out for Consultation, for which the Board's had not been informed. He proposed the establishment of a small Joint T&F Group (2 x members per Board) to provide an IDB response to the Consultation. The Consultation closes on 4 Jul 19.</p> <p>7.3. The T&F Group was agreed to consist of:</p> <ul style="list-style-type: none"> • Mr R Adlam • Cllr L Scott <p>The Clerk reported that he would call the Meeting for the w/c 24 Jun 19 and would send out a copy of the Consultation document to all Members after the Meeting should any individual wish to provide comment to the Clerk prior to the T&F Group for review and potential incorporation into the response.</p> <p><u>Sub-Committee Updates</u></p> <p>7.4. Following the recent Local Authority Elections and change in Board Membership, the Clerk requested a review of sub-committee membership:</p> <p>7.5. <u>Finance & Works Committee</u></p> <p>The Membership of the F&W Committee was agreed as:</p> <p>Elected:</p> <ul style="list-style-type: none"> • Mr J Fear 	

- Mr D Tratt
- Mrs P Thorne
- Mr M E Wall.

Appointed:

- Cllr A Gilling
- Cllr W Human
- Mr R Keen
- Cllr A Matthews
- Cllr L Scott

7.6. SDBC Management Committee

The Membership of the SDBC Management Committee was agreed as:

- Mr J Fear
- Mrs P Thorne
- Mrs W Welland
- Cllr P Clayton
- Cllr A Gilling
- Cllr A Hendry
- Mr R Keen

7.7. SDBC Salaries Committee

The Membership of the SDBC Salaries Committee was agreed as:

- Mr J Fear
- Mrs P Thorne
- Mrs W Welland
- Cllr A Gilling.

7.8. Health & Safety Committee

The Membership of the new Joint H&S Committee was agreed as:

- Mr N Lukins
- Mr R Keen
- Cllr C Riches.

7.9. Environmental Committee

The Membership of the new Joint Environment Committee was agreed as:

- Mr D Tratt
- Cllr P Clayton
- Cllr P Costello.

7.10. Somerset Rivers Authority

	<p>The Clerk proposed that IDB Membership of the SRA Board should be from the Elected Membership only, due to potential Conflict of Interests with the Appointed Members when expected to represent both the interests of the Board and their Local Authorities at SRA Board Meetings. The Board agreed and set the membership as follows:</p> <ul style="list-style-type: none"> • Mr J Fear • Mr R Adlam. • Deputies: Cllr A Gilling and Mr A Franks. <p>7.11. The Clerk reported that the 2019 Election of new Elected members was being conducted in accordance with the Land Drainage Act and Election Regulations and summarised the following:</p> <ul style="list-style-type: none"> • Electoral Districts had been agreed at the last Board Meeting. • A Public Notice of ‘Deposit of Electoral Register’ had been Advertised in Western Daily Press on 28 May 19 and on the Board’s website • The mandatory 14 days for Objections to be lodged had now elapsed and therefore the Register needed now to approve by the Board and advertised as such. <p>Mr R Keen proposed, seconded Mrs W Welland that ‘the Electoral Register of Electors 2019, having received no objections, is approved by the Axe Brue Board.’</p> <p>Unanimous decision.</p>	RESOLUTION 2
<p>8. Health & Safety - Update Accidents and Near Misses</p>	<p>8.1. The Clerk reported that no Incidents or Near-Misses had been reported since the last meeting.</p> <p>8.2. <u>Health & Safety Audit</u></p> <p>The Clerk gave an overview of the Executive Summary:</p> <ul style="list-style-type: none"> • Finding 1.1: Little dedicated H&S resource limiting opportunities to coordinate recording compliance and reporting to management. • 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 	

	<p>to manage all requirements detailed within the H&S Policy.</p> <ul style="list-style-type: none"> • Finding 1.3: Health & Safety Training requirements are not fully defined. • Finding 1.4: Historically there has been little corporate oversight of H&S matters and therefore little reporting has been provided to Senior Management and Boards. <p>8.3. Members duly noted the report and accepted the findings. The Clerk further reported that a new H&S Manager had been recruited on a part-time basis as previously agreed by the Board and was now in-post.</p>	
<p>9. Sub-Committee/Consortium Updates</p>	<p><u>Finance & Works Sub-Committee</u></p> <p>9.1. The Chair reported that:</p> <ul style="list-style-type: none"> • F&W Meeting had been held on 10 Jun 19. • Review of End-of-Year Accounts (SDBC & Axe Brue Accounts). • Review of Annual Governance & Accountability Return. • A recommendation of the SWAP Audit 2018/2019 was to increase threshold for procurements requiring 3 x written quotes. <p>9.2. <u>Review of Procurement Threshold</u></p> <p>The Clerk reported that the Board's Procurement Procedures currently required all Procurements above £251 to obtain written quotations from at least 2 Suppliers. He considered this to be impracticable causing delays and unnecessary effort. The SWAP Audit 2018/2019 Review (Section 4.B) recommended the increase this threshold. With a new 'Business Case' processes now in-place to control spend, the Clerk recommended an uplift in the threshold to £1000.</p> <p>Mr J Frost proposed, seconded by Mr N Lukins ‘that the Axe Brue Full Board endorse an increase to the Procurement threshold for purchases requiring three written quotes from £251 to £1000.’ Unanimous decision</p>	<p>RESOLUTION 3</p>

<p>10.Finance Report</p>	<p><u>10.a. Section 1 Annual Governance Statements 2018/19</u></p> <p>10.1. The Board acknowledged their responsibility for ensuring that there was a sound system of internal control, including arrangements for the preparation of the Accounting Statements and answered 'Yes' to the eight Accounting Statements.</p> <p>10.2. Mrs W Welland proposed, seconded by Mr D Tratt 'that the Axe Brue Full Board approves the eight Accountability Statements within Section 1 of the Annual Governance Statement 2018/19.'</p> <p>Unanimous decision</p> <p><u>10.b. Section 2 Accounting Statements</u></p> <p>10.3. The RFO provided an overview of the Annual Governance and Accountability Return 2018/19 to ensure Member understanding.</p> <p>10.4. She further explained in detail the variances of the current and previous years' Section 2 figures.</p> <p>10.5. Cllr W Human proposed, seconded by Mr R Keen 'that the Axe Brue Full Board approves Section 2 Accounting Statements of the Annual Governance and Accountability Return 2018/19.'</p> <p>Unanimous decision</p> <p><i>11.30 Cllr P Costello left the meeting.</i></p>	<p>RESOLUTION 4</p> <p>RESOLUTION 5</p>
<p>11.Engineering Report</p>	<p>11.1. Mr I Sturdy (Director of Operations) asked that Members take his Report 'as read', reminding Members of the decisions and impacts of the 2019/2020 Annual Budget decisions:</p> <ul style="list-style-type: none"> • No Pro-active Maintenance (Tree & Vegetation works, Repairs and renewals etc.). • No new Board Schemes this Year • Impacts: <ul style="list-style-type: none"> • 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 	

	<ul style="list-style-type: none"> • Inability to conduct pro-active maintenance activities <p>11.2. Dir Ops provided an overview of completed works.</p> <p>11.3. North Drain water levels were discussed as a matter of concern due to forecast inclement weather – Mr A Franks declared an interest.</p> <p>11.4. North Drain Pumping Station, operated by the Environment Agency, provided key infrastructure for the IDB district. Recent repairs and maintenance had been funded by SRA.</p> <p>Dir Ops took an Action to review North Drain water levels and undertake resolution where necessary.</p> <p>11.5. Dir Ops concluded with matters for future consideration:</p> <ul style="list-style-type: none"> •Review of Work Force <ul style="list-style-type: none"> • Future maintenance specification • Summer work programme • Vehicle replacement • Construction Plant and Machinery • Unfunded work <ul style="list-style-type: none"> • Control of invasive species • Ongoing repairs and renewals • Viewing Gate • Funding the 3 year programme <p><i>11.55 Mr R Keen left the meeting.</i></p>	<p>New Action: AB/20190614-02: Dir Ops</p>
<p>12.Somerset Rivers Authority Update</p>	<p>12.1. The Chair advised that:</p> <ul style="list-style-type: none"> • Next SRA Board Meeting was scheduled for 21 Jun 19. • SRA Management Committee was held on 7 Jun 19: <ul style="list-style-type: none"> • SRA Board virtually all new Membership. • RALD – House of Lords Delegated Powers Committee were reviewing all House of Commons Private Members Bills and it is understood that they 	

	believe the Bill may be taking the 'Wrong Approach' and so a delay was to be expected.	
13. Risk Review	<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"> • Single person succession. • Unseen Risk. • Use of PPE. • Injuries sustained during IDB operations. • Loss of Office (Business Continuity) <p>13.2. The Clerk commented that the Risk Register was a live document and was reviewed on a monthly basis at Officer Management Meetings.</p>	
14. Date of Next Meeting	<p>14.1. The next scheduled Board Meetings:</p> <ul style="list-style-type: none"> • Finance & Works: 07 Oct 19, 10.30-12.30 • SDBC Management: 29 Jul 19, 10.30-12.30 <p>14.2. The Chair announced that this would be his last Meeting as Chair. He thanked all Staff and Members for their support. The meeting closed at 12.20.</p>	

Annex:

A. Axe Brue Board – Table of Outstanding Actions

CHAIR.....DATE

**ANNEX A TO
AXE BRUE BOARD MINUTES
DATED 14 JUN 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/20190425-02	To review Favourable Conditions Project materials with Mr R Adlam, to ensure compliance with project specifications.	Dir Ops
AB/20190614-01	To prepare a report for the next meeting on how the 2020 septic tank Regulations would impact Board business	Clerk
AB/20190614-02	To review North Drain water levels and undertake resolution where necessary.	Dir Ops