

**MINUTES OF THE PARRETT FULL BOARD MEETING HELD AT BRADBURY HOUSE
ON 14 JUN 19**

Attendance:			
Elected Members: Mr T Bradford (Chair) Mr R Barrington Mr P Betty Mr B Bryer Mr B Rowe Mr D Vigar	Appointed Members: Cllr A Bradford Cllr D Durdan Cllr I Dyer Cllr J Keen Cllr S Kingham Cllr L Perry Cllr M Stanton	Officers: Mr R Burge Mrs M Hammond Mrs C-A Morgan Mr I Sturdy	Public:
Apologies:			
Mr W Barnard Mr R Coombes Mr M Heywood Ms R Horsington Mr C Passmore Mr J Winslade	Cllr A Betty Cllr M Caswell Cllr Li Gibson Cllr A Gilling Cllr J Pay Cllr K Pearce		
Did Not Attend:			

Agenda Item:	Detail:	Action:
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 J Keen – Communities & Well Being. 4.2. Cllr A Bradford, Cllr S Kingham, Cllr L Perry and Cllr M Stanton – Planning. 4.3. Cllr D Durdan – Landowner (Haymoor & Currymoor).	

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.	
6. Matters Arising & Review of Actions	<p>6.1. There were no Matters Arising from the previous Minutes that would not be discussed during this Agenda.</p> <p>6.2. Action AB/20190425-01 – Clerk to provide the SWAP Report to all Members. The Clerk reported this Action as complete having been sent with draft Minutes.</p>	Action AB/20190425-01: Closed
7. Governance update	<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 reported correspondence received since the last Meeting – for Members information only:</p> <ul style="list-style-type: none"> • Formal Complaint received regarding raised banks and subsiding Culvert on Hurst Drove, Compton Dundon. Resolution was being taken via Officer/Local Board Member Action • Request from EA to review what powers IDB have to enforce removal of unpermitted earth bund at Isle Brewers (Between River Isle and Fivehead River). This was awaiting a response from Ashfords – the Boards’ Legal Service Provider. <p>7.3. 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 proposed to consist of:</p> <ul style="list-style-type: none"> • Mr T Bradford • Mr P Betty <p>Cllr D Durdan proposed, Cllr S Kingham seconded ‘that the Parrett IDB appoints Mr T Bradford and Mr P Betty to a Task & Finish Group with delegated authority to respond on behalf of the Board.’ Unanimous decision</p>	RESOLUTION 1

	<p><u>Sub-Committee Update</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 and Works Committee</u> Cllr S Kingham proposed, seconded Mr D Vigar that ‘the Parrett IDB aligns the Finance & Works Committee Terms of Reference with the Axe Brue and North Somerset Levels IDB to reflect Membership numbers of 4 x Elected and 5 x Appointed Members to the Unanimous decision</p> <p>7.5. The Membership of the F&W Committee was agreed as: Elected</p> <ul style="list-style-type: none"> • Mr T Bradford, • Mr P Betty • Mr C Passmore • Mr J Winslade. <p>Appointed</p> <ul style="list-style-type: none"> • Cllr I Dyer • Cllr M Caswell • Cllr S Kingham • Cllr J Pay • 1 x to be agreed outside of the Meeting <p>7.6. <u>SDBC Management Committee</u></p> <p>The Membership of the SDBC Management Committee was agreed as:</p> <ul style="list-style-type: none"> • Mr T Bradford • Mr B Bryer • Mr P Betty • Mr R Coombes • Cllr I Dyer • Cllr A Gilling • Cllr A Hendry • Mr R Keen. <p>7.7. <u>SDBC Salaries Committee</u></p> <p>The Membership of the SDBC Salaries Committee was agreed as:</p>	<p>RESOLUTION 2</p>
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- Mr T Bradford
- Ms Rebecca Horsington
- Cllr I Dyer
- Cllr M Caswell (Deputy).

7.8. Health & Safety Committee

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

- Mr P Betty
- Cllr A Bradford
- Cllr D Durdan.

7.9. Environmental Committee

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

- Mr T Bradford
- Cllr I Dyer
- Cllr L Gibson.

7.10. Somerset Rivers Authority

The Clerk recommended 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.

Mr D Vigar, seconded Mr R Barrington that
‘appointment of Members to the Somerset Rivers Authority is Elected Members only to eliminate any conflict of interest at SRA Board Meetings.’

Unanimous decision

The Board agreed and set the membership as follows:

- Mr T Bradford
- Deputies: Rebecca Horsington

Proposed Cllr J Keen, seconded Cllr D Durdan that
‘the CEO and Chair be awarded delegated authority to appoint two Elected Members as

RESOLUTION 3

	<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 & Parrett 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 to increase this threshold. With a new 'Business Case' process now in-place to control spend, the Clerk recommended an uplift in the threshold to £1000.</p> <p>Cllr S Kingham proposed, seconded by Mr D Vigar 'that the Parrett Full Board endorse an increase to the Procurement threshold for purchases requiring three written quotes from £251 to £1000.' Unanimous decision</p>	<p>RESOLUTION 6</p>

11.3. He further reported on the preparation for 2019/20 maintenance works:

- This is the final year of the current 3-year channel cleaning contracts
- New area manager had been appointed.
- Board plant being prepared and repaired.
- Early weed cuts being considered in hard to feed areas.
- Pre Start meetings being arranged with Contractors.
- Notices being published in local media

11.4. Dir Ops reported on matters for future consideration:

Review of Work Force

- Future maintenance specification
- Summer work programme
- Vehicle replacement
- Construction Plant and Machinery
- Weed cutting contracts from 2020 onwards

Unfunded work

- Control of invasive species
- Ongoing repairs and renewals
- Viewing Gate

Funding the 3 year programme

11.5. Oath to Burrowbridge Dredging

- Successful consultation on Environmental Scoping and Project Proposals. Thanks to those who came to support the events.
- Habitats Regulations Assessment nearing completion and potential mitigating actions being identified
- Endorsement of these principals required by the IDB.
- Tender documents to be issued to contractors next week with return on 15th July.

11.6. Dir Ops requested that a sub-Committee be established with delegated authority to approve the Mitigation and Award of tenders as well as respond to consultation concerns.

11.7. Cllr I Dyer proposed, seconded Mr B Rowe **‘to establish a Dedicated Oath to Burrowbridge Sub-Committee with delegated authority to approve proposed Environmental Mitigation through Water**

	<p>Level Management and Award of Tender.’ Unanimous decision</p> <p>The Membership of the Oath to Burrowbridge Committee was agreed as:</p> <ul style="list-style-type: none"> • Mr T Bradford • Mr R Barrington • Mr P Betty • Mr B Bryer • Mr R Coombes • Cllr S Kingham • Cllr L Perry 	RESOLUTION 9
12. Somerset Rivers Authority Update	<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"> • LEP Funding not reaching Delivery • Single person succession. • Unseen Risk. • Use of PPE. • Injuries sustained during IDB operations <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. Additional Item	<p>14.1. Pawlett Hams Maintenance Dir Ops requested a variance to the in-view system at Pawlett Hams, which will increase maintenance by approx. 130m of additional watercourse.</p>	

	<p>14.2. Cllr I Dyer proposed, Mr B Byer seconded that 'the Parrett Board's Programme of Works in Pawlett Hams is varied by approx. 130m with retraction of a short section of New Close Rhyne, addition of Balloon Hanger Rhyne and extension to New House Rhyne and Brickyard.' Unanimous decision</p>	<p>RESOLUTION 10</p>
<p>15. Date of Next Meeting</p>	<p>15.1. 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>15.2. The Chair thanked all Staff and Members for their attendance. The meeting closed at 16.30.</p>	

Annex:

A. Parrett Board – Table of Outstanding Actions

CHAIR.....DATE

**ANNEX A TO
PARRETT BOARD MINUTES
DATED 14 JUN 19**

PARRETT BOARD – TABLE OF OUTSTANDING ACTIONS

Action Number:	Action:	Actionee: