

**MINUTES OF THE AXE BRUE FULL BOARD MEETING HELD AT BRADBURY HOUSE,
HIGHBRIDGE ON 05 NOV 19**

Attendance:			
Elected Members: Mr R Adlam (Chair) Mr B Clapp Mr C Durston Mr J Fear Mr A Franks Mr N Lukins Mr R Stitch Mrs P Thorne Mr D Tratt Mr M Wall Mr M Watts Mrs W Welland	Appointed Members: Cllr P Costello Cllr A Gilling Cllr W Human Mr R Keen Cllr A Matthews Cllr M Murphy Cllr C Riches Cllr L Scott	Officers: Mr R Burge (Clerk) Mrs C-A Morgan Mrs M Hammond Mr I Sturdy	Public:
Approved Apologies:			
	Cllr P Clayton Cllr A Hendry		
Non-Approved Apologies:			
	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. 1.2. Approved apologies: <ul style="list-style-type: none"> • Cllr Clayton – adoption panel • Cllr Hendry – Hospital appointment 	
2. Voting of Chairman	2.1. The Clerk expressed gratitude to Mr Fear from himself and Staff for the support and guidance provided during his tenure. 2.2. The Clerk requested nominations for Chair. Mr A Franks proposed, seconded Mr B Clapp, that ‘Mr R Adlam be appointed Chair for the ensuing three years’. 2.3. Cllr A Matthews proposed, seconded by Cllr W Human that ‘Cllr A Gilling be appointed Chair for the ensuing three years’. There were no other nominations.	

	<p>2.4. A secret ballot was conducted, after which the Clerk announced Mr Adlam to be Chair of the Axe Brue Board as from Nov 2019 to Oct 2022.</p> <p>Mr Adlam took the Chair, thanking Mr Fear and Members for their support.</p> <p>2.5. The Chair stated that Cllr Gilling was the current Vice-Chair and requested any other nominations for this position. No nominations were received. Cllr Gilling stated he was willing to remain Vice-Chair and was duly appointed.</p>	RESOLUTION 1
3. Items additional to the Agenda	3.1. None	
4. Members of the public	4.1. None	
5. Declarations of Interest	5.1. The Clerk reported that the 'Register of Member's Interests' and 'Code of Conduct' forms had been provided with the Calling Notice and should be returned by 15 Nov 19.	
6. Approval of Minutes	5.1. The Full Board Minutes of 14 Jun 19 were accepted unanimously and signed by the Chair as a true and accurate reflection of the Meeting.	
7. Matters Arising	<p><u>Review of Actions</u></p> <p>7.1. There were no Matters Arising from the previous Minutes.</p> <p>7.2. AB/20180624-01: (Clerk to produce a Report to identify annual works and expenditure for consideration at a future meeting.) The Clerk reported this Action as ongoing and was being taken in conjunction with a Strategic Review of Manpower across all Boards.</p> <p>7.3. AB/20180731-01: (Members to be advised of the Meeting ref Dog Leg Ditch once known.) The Clerk reported this Action as on-going and would be discussed out of Meeting. Members requested that any solution would require negotiation with Board approval.</p> <p>7.4. AB/20190425-02: (Dir Ops to review Favourable Conditions Project materials with Mr R Adlam, to ensure compliance with project specifications.) Dir Ops reported a Meeting was to</p>	<p>Action: AB/20180624-01: On-going</p> <p>Action: AB/20180731-01: On-going</p> <p>Action: AB/20190425-02: On-going</p>

	<p>be arranged with Mr Adlam, and reported this Action as on-going.</p> <p>7.5. AB/20190614-01: (Clerk to prepare a report for the next meeting on how the 2020 septic tank Regulations would impact Board business) The Clerk reported this Action as closed and provided an overview of the Regulations:</p> <ul style="list-style-type: none"> • Septic Tank Regulations are generally outside the scope of Board business • Officers and Members to be cognisant of the new rules in effect • All to be made aware that reports of suspected pollution should be reported to the EA • Development Control Officer to be cognisant of new regulations in-force when evaluating Planning Consents <p>7.6. AB/20190614-02: (Dir Ops to review North Drain water levels and undertake resolution where necessary.) Dir Ops reported that due to the inclement weather at the time, no further action was required and reported this Action as closed.</p>	<p>Action: AB/20190614-01: Closed</p> <p>Action: AB/20190614-02: Closed</p>
<p>8. Governance Updates</p>	<p><u>Correspondence and Issues Arising</u></p> <p>8.1. The Clerk reported the following correspondence:</p> <p>ADA - Review of IDB Board Membership & Governance</p> <p>The clerk reported on a recent Survey received from Defra with the aims to:</p> <ul style="list-style-type: none"> • Identify and assess how LAs can support greater IDB accountability via their role in appointing IDB Board Members • Understand the factors which influence IDB Governance (understand how some Boards have wide and diverse membership and active engagement by Members) <p>The Clerk stated that the Report would be issued with Minutes and results discussed at future Board Meeting</p>	

	<p>8.2. Review of Board Districts/Elected Members: The Clerk reported results of the Election of Members:</p> <ul style="list-style-type: none"> • Huntspill: contested seat, won by Mr N Lukins. • Queens Sedgemoor to Godney: contested seat, won by Mr M Watts. • Blackford to Godney: Mr A Franks appointed by Section 17. • Wells to Nyland: no nomination received. <p>8.3. Proposed Cllr A Gilling, seconded Mr D Tratt that ‘Mr M Wall to be appointed as the Elected Member to represent Wells to Nyland’.</p> <p>Majority decision; 0 against, 1 abstain.</p> <p>Mr Wall accepted the Wells to Nyland Elected Member seat.</p> <p><u>Sub-Committee Membership Review</u></p> <p>8.4. The Clerk gave a presentation on current Board and sub-Committee membership, highlighting the Chair sits on all Sub-Committees.</p> <p>8.4. Members agreed that Mr Adlam replace Mr Fear on all Committees except the SDBC Management Committee.</p>	<p>RESOLUTION 2</p>
<p>9. Health & Safety Update</p>	<p>9.1. The Clerk reported that seven Incidents (Near-Misses) had been reported since the last meeting:</p> <ul style="list-style-type: none"> • Slasher (hand tool) broke when in use. Cutting-end fell to floor. No damage to personnel. The Clerk advised that a Tool Register was to be implemented in-line with Risk Assessments and Safe Systems of Work. • Having traversed beneath High Voltage Overhead Power Lines in the Slew during tracking operations, the Overhead Power Lines had fallen narrowly missing the Machine by some 30m. The Clerk reported that Full Review of RA/MS and SSoW had been 	

	<p>conducted. Formal Toolbox Talk had been held with all Machine Operators/Area Managers and machines were shortly to be fitted with height limiters to ensure arms do not encroach within the safety clearances when operating below OHPLs.</p> <ul style="list-style-type: none">• Whilst undertaking annual maintenance operations (Flailing of Bank in preparation for weed-cutting) on West Moor, front wheel of the tractor driven by Adam Lock (Employee of Contractor Bernard Perry) went into the water of the ditch. Whilst no injuries or damage, the incident may have been worse had the vehicle not been able to stop or the bank steeper/higher. The Clerk reported that the Driver was advised to take regular breaks, get out of the cab and walk around periodically. This incident highlighted the requirement for the Board to be cognisant of Contractors RAMS and that they still retained a Duty of Care.• Whilst travelling in the NSLIDB Board Vehicle (TOYOTA HILUX), NSLIDB Rhyne Supervisor, Anthony Brinson, was hit by an approaching vehicle on a sharp bend. No injuries sustained to either party and witness obtained. 3rd Party admitted liability. As a result of the Incident, the Clerk advised that a Driver Pack had been instigated following identification that drivers held no Accident Reporting Process or documentation• Metal Book Support fell from shelf above head height, narrowly missing Staff Member. Could have caused injury. The Clerk reported that a review of storage over-head height will be conducted.• Insect stings to two field workers could have resulted in allergic reaction. The Clerk reported that a review of medical precautions had been undertaken.	
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	<ul style="list-style-type: none"> • Low Voltage (240v) cable strike by Board Contractors (channel cable/duct) whilst conducting Rhyne maintenance (Flailing ops). (Power Cable crossing to weather station). No injuries or damage. It had become evident that Highways England (H.E) LV Cables were not identified on Board Maps and Marker posts were obscured due to overgrown vegetation. The Clerk reported that Highways England (H.E.) were informed immediately and site made safe. H.E to provide locations of all cables to Board to enable Maps to be updated with cable locations. All Board Workforce and Contractors informed of the Incident and to pay extra diligence when working near H.E equipment. 	
<p>10. Sub-Committee/ Consortium Updates</p>	<p><u>Finance & Works Committee</u></p> <p>10.1. Mr Fear, F&W Chair, provided an overview of the Meeting:</p> <ul style="list-style-type: none"> • Last Meeting held on 07 Oct 19. • Review of Board’s current financial position and End-of-Year Forecast (Agenda Item 11). • Presentation on ‘Investment of Board’s Funds’ – recommended that the Paper be presented to full Board (Enclosure 5 of Calling Notice – discuss further at Agenda Item 11). • Quarterly Reconciliation of Bank Accounts complete. <p>10.2. Members endorsed a recommendation from the F&W Committee for the F&W Committee to discuss its retention and report at the next scheduled Full Board Meeting.</p> <p>New Action AB/20191105-1: The Clerk took an Action to convene an F&W Meeting to discuss retention of the Committee to report back to the Full Board.</p>	<p>New Action: AB/20191105-01: Clerk</p>

11. Finance Report

Axe Brue Accounts

11.1. The RFO provided an overview of the Balance Sheet as forwarded with the Calling Notice & Agenda.

The report was taken as read.

Section 1 Annual Governance Statements 2018/19

11.2. The RFO reported that External Auditors found no issues with the AGAR submitted for 2018/2019 and had signed off the accounts accordingly.

Investment of Board's Funds

11.3. The Clerk and RFO gave a presentation on the investment of Board funds and the Flagstone Platform.

- Location of Current Investments:
 - NAT WEST Deposit Account
- Current Interests Rates and average Income from current Investment:
 - 0.2% based on £930k returning an estimated £1,860 per annum

11.4. Members endorsed a recommendation from the Clerk to consider the establishment of an Account with Flagstone to manage the Board's Reserves, Commuted Sums and Ring-Fenced funds to bring in an increased revenue at less Risk through smarter investment of public-money.

11.5. A Joint Task and Finish Group was to be formed to examine the investment proposal and develop a Draft Joint Investment Policy and provide recommendations for the next Full Board Meeting.

11.6. Members of the Joint Task and Finish Group:

- Cllr Mike Murphy
- Cllr Will Human
- Mr D Tratt

Although not a formal proposition, all Members agreed with the decision in principle and would

	<p>await the results of the T&F Group at the next Meeting.</p> <p><u>Drainage Rates:</u></p> <p>11.7. The RFO reported that £9,065.48 remained outstanding from 207 x accounts. Second reminders were due to be issued in the near future.</p> <p>11.8. The Assistant Clerk reported that, in order to attend court on behalf of the Board to prosecute outstanding drainage rates, an Authority Certificate needed to be signed and sealed by the Chair. She recommended that the RFO also be given authority to comply with the Risk Register.</p> <p>11.9. Mr J Fear proposed, seconded Mr A Franks that ‘the Board endorses Carrie-Anne Morgan and Margaret Hammond to instigate proceedings for the recovery of arrears of drainage rates and to sign and seal the Certificates out of Meeting’.</p> <p>Unanimous decision</p> <p><u>Budget setting 2020/21:</u></p> <p>11.10. The RFO advised that the SDBC budget would be prepared prior to the individual Board Budgets.</p>	<p>RESOLUTION 3</p>
<p>12. Operations & Maintenance</p>	<p>12.1. Dir Ops asked that members take the Engineering Reports ‘as read’.</p> <p><u>Annual Weed Cutting Contract</u></p> <p>12.2. Dir Ops reported that 67% annual weed cutting contract had been completed with 27% on-going and 6% yet to begin.</p> <p>12.3. Mr B Clapp proposed, seconded by Mr R Keen that ‘Officers proceed with the removal and disposal of the existing diesel tank (gravity) and the purchase/installation of new 24V pump/bunded diesel tank up to a total estimated cost £2,700’.</p> <p>Unanimous decision</p>	<p>RESOLUTION 4</p>

	<p><u>De-silting of Viewed Rhynes</u></p> <p>12.4. Approx. 9km (total length) of in-view watercourses had been identified for desilting. The work would be conducted using conventional methods with re-instatement works.</p> <p><u>Enforcement Investigation</u></p> <p>12.5. Grange Paddocks, Mark:</p> <ul style="list-style-type: none"> • Work undertaken was contrary to Byelaws • Concern for restriction of ability to conduct channel cleaning works • Possible increase to flood risk • Stability of structure and bank <p>12.6. Cllr W Human congratulated the Board on keeping the current Board schemes within budget. However, Members are aware of the risk to the programme of works due to available funds.</p> <p>12.7. Pint Pot Cottage: agreement received from landowner to undertake maintenance works, however water voles had been located, and therefore works were postponed until the spring.</p> <p><u>Knowle Moor Boards</u></p> <p>12.8. The Board endorsed ‘reallocation of £20k raised for improvements at Knowle Moor Boards to other priority works’:</p> <ul style="list-style-type: none"> • Health and Safety works at New Cut Sluice (UB51) • Goose Lane Boards (C03, Chilton Polden) • Improvements to two damaged inlets off the Sheppey (UB22 and UB23) <p>Unanimous decision</p>	
13. Engineering	<p><u>Brue Desilting</u></p> <p>13.1. Dir Ops provided an update to the Engineering Report:</p> <ul style="list-style-type: none"> • IDB had lead for the project • Partner organisations were being invited to promote programme, effects and benefits 	

	<ul style="list-style-type: none"> • Invasive species management was required. No funds available in current year budget. • Board Ecologist was working with partner organisations to undertake district side survey of invasive species. 	
14. Development Control	<p>14.1. Dir Ops reported that the Register of Planning Applications would be provided for Full Board Meetings to enable Members to consult with Officers.</p> <p>14.2. Cllr A Gilling expressed gratitude to Mr S Bunn, Development Control Officer, for his contribution with Developers.</p> <p>14.3. Board charges for pre-application advice to Developers was noted and encouraged by Members as a positive step for the Board.</p>	
15. Environment	<p>15.1. The Clerk provided an overview of the Environment Committee:</p> <ul style="list-style-type: none"> • Joint Environmental Committee established. • Inaugural Meeting to be held 6 Dec 19 <ul style="list-style-type: none"> • Members identified. • TOR to be developed and endorsed at next full Board Meeting. • Standing Agenda Item at future Meetings. 	
16. Somerset Rivers Authority Update	<p>16.1. Last Meeting held on 27 Sep 19</p> <ul style="list-style-type: none"> • In 2015, SRA had allocated £500k of its Heart of the South West LEP funding towards delivering dredging on the River Brue. • Project was being led by the Axe-Brue IDB. Progress had been difficult, in part due to the environmentally sensitive nature of the area of works. • In March 2019 it was proposed that Local Partner funding should be used to remove the risk associated with LEP funding – approach confirmed at the Jun 19 Board. £225k of SRA funding now allocated for project development. 	

	<ul style="list-style-type: none"> • Next SRA Board Meeting to be held on 13 Dec 19 	
17. Risk Review	<p>17.1. The Clerk provided an overview of the Risk Register, highlighting the 'Top 3' Risks facing the Board.</p> <ol style="list-style-type: none"> 1. Single Person Knowledge dependency. 2. Cut backs in budget. 3. Invasive species <p>17.2. He further reported that the Risk Register was a live document and was regularly reviewed on a monthly basis at Officer Management Meetings.</p>	
18. Date of Next Meeting	<p>18.1. The date of the next Full Board meeting was reported as 03 Feb 20.</p> <p>18.2. Future key dates in the short-term were highlighted as:</p> <ul style="list-style-type: none"> • H&S Committee: 20 Nov 19, 09.30-11.30 • Environment Committee: 6 Dec 19, 09.30-11.30 • SDBC Management: 10 Jan 20, 10.30-12.30 • F&W Committee: 20 Jan 20, 14.30-16.30 	
19. Any Other Business	<p>19.1. Newsletter: Members requested a link to Byelaws be included.</p> <p>19.2. South Drain: It was reported that land was not draining and asked for consideration to lower the level. New Action AB/20191105-2: The Axe Brue Area Manager took an Action to review South Drain levels with the Environment Agency and request alteration of levels if necessary.</p> <p>There being no other business, Members and Officers were thanked for their attendance, and the meeting was closed at 12.45.</p>	<p>New Action: AB/20191105-02: Area Manager</p>

Annex:

A. Axe Brue Board – Table of Outstanding Actions

CHAIR.....DATE

**ANNEX A TO
AXE BRUE BOARD MINUTES
DATED 05 NOV 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.	Clerk
AB/20180731-01	Members to be advised of the Meeting ref Dog Leg Ditch once known.	Clerk
AB/20190425-02	To review Favourable Conditions Project materials with Mr R Adlam, to ensure compliance with project specifications.	Dir Ops
AB/20191105-1	To convene an F&W Meeting to discuss retention of the Committee to report back to the Full Board.	Clerk
AB/20191105-2	To review South Drain levels with the Environment Agency and request alteration of levels if necessary.	Area Manager