

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

Attendance:			
Elected Members: Mr T Bradford (Chair) Mr W Barnard Mr R Barrington Mr P Betty Mr B Bryer Mr M Heywood Ms R Horsington Mr C Passmore Mr C Rowe Mr D Vigar Mr J Winslade	Appointed Members: Cllr A Betty Cllr A Bradford Cllr M Caswell Cllr L Gibson Cllr J Keen Cllr J Pay Cllr K Pearce Cllr M Stanton	Officers: Mr R Burge (Clerk) Mrs C-A Morgan Mrs M Hammond Mr I Sturdy	Public:
Approved Apologies:			
Mr R Coombes	Cllr D Durdan Cllr A Gilling Cllr S Kingham Cllr L Perry		
Non-Approved Apologies:			
	Cllr I Dyer		

Agenda Item:	Detail:	Action:
1. Attendance and Apologies	<p>1.1. Apologies as per the above Attendance List.</p> <p>1.2. Approved apologies:</p> <ul style="list-style-type: none"> • Mr Coombes – work commitments • Cllr Durdan – confusion over Meeting date • Cllr Gilling – SDC Planning Meeting • Cllr Kingham – work commitments • Cllr Perry – car breakdown <p>1.3. Non-Approved apologies:</p> <ul style="list-style-type: none"> • Cllr Dyer – no response to Calling Notice 	
2. Voting of Chairman	<p>2.1. The Clerk invited nominations for Chair.</p> <p>Mr C Passmore proposed, seconded Mr R Barrington, that ‘Mr T Bradford be appointed Chair for the ensuing three years’.</p> <p>There were no other nominations.</p>	

	<p>Cllr J Keen Proposed, seconded Cllr M Caswell that ‘the Parrett Board increase the Chair’s allowance to £1500 to align with Axe Brue and NSLIDB.’</p> <p>Unanimous decision</p>	RESOLUTION 3
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>7.1. <i>Item 7.10. Somerset Rivers Authority:</i> The Clerk reported SRA Membership agreed out-of-committee:</p> <p>Members:</p> <ul style="list-style-type: none"> • Mr T Bradford • Ms R Horsington <p>Deputies:</p> <ul style="list-style-type: none"> • Mr M Heywood • Mr C Passmore <p>7.2. <i>Item 11.5 Oath to Burrowbridge Dredging:</i> Dir Ops reported:</p> <ul style="list-style-type: none"> • Full update in Engineers Report (Item 13) • Project is legally compliant with regulations. • Environmental Impact Scope & Assessment completed. • Agreed mitigation plan in place which includes mitigations agreed with partner organisations. <p>There were no other Matters Arising from the previous Minutes and no outstanding Actions.</p>	
8. Governance Updates	<p><u>Correspondence and Issues Arising</u></p> <p>8.1. The Clerk reported the following correspondence:</p>	

ADA - Review of IDB Board Membership & Governance

The Clerk commented on a recent Survey received from Defra with the aims to:

- 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)

The Clerk stated that the Report would be issued with Minutes and the results/recommendations to be discussed at a future Board Meeting

8.2. Review of Board Districts/Elected Members:

The Clerk reported results of the Election of Members:

- Langport West: no nomination received.
- Aller Moor: no nomination received.
- West Sedgemoor: no nomination received.

8.3. Proposed Cllr M Stanton, seconded Mr W Barnard that **'The Elected Members appointed to the Board under Section 17 be appointed as follows: Mr M Heywood to represent Aller Moor, Mr B Bryer to represent Langport West and Ms R Horsington to represent West Sedgemoor.**

Unanimous decision.

All Members accepted the respective seats.

New Action P/20191105-2: The Clerk took an Action **to convene a Task & Finish Group Meeting to review Electoral districts.**

T&F Group Members:

- Mr T Bradford
- Mr B Bryer
- Mr D Vigar
- Mr P Betty
- Mr M Heywood

RESOLUTION 4

**New Action:
P/20191105-02:
Clerk**

	<p><u>Sub-Committee Membership Review</u></p> <p>8.4. The Clerk gave a presentation on current Board and sub-Committee membership.</p> <p>8.5. He reported the F&W Committee required one Appointed Member. By unanimous decision, Cllr A Betty was appointed to the F&W Committee.</p> <p>8.6. The Clerk reported that Mr Rob King, Parrett Area Manager, had resigned his position to return to the Royal Marines.</p> <p>8.7. He further reported that a contract amendment had been extended to Mr A Dowden, Axe Brue Area Consultant, as an interim post until the Strategic Review of Manpower concluded.</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 RAMS and SSoW had been conducted. Formal Toolbox Talks 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. • 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 had been 	

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.
- 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.

	The Chair congratulated all Staff for uplifting standards.	
10. Sub-Committee/ Consortium Updates	<p><u>Finance & Works Committee</u></p> <p>10.1. Mr Passmore, 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. The F&W Chair expressed concern for the level of Board reserves, requesting consideration for future budgets.</p> <p>10.3. Concern was expressed for Maintenance Contractors’ access across watercourses.</p> <p>10.4. Dir Ops reported that channel cleaning contracts were due for re-tender in 2020. It was agreed the new channel cleaning tenders would include access routes and timings of works.</p> <p>New Action P/20191105-3: Dir Ops took an Action to ensure channel cleaning tenders include access details and scheduled time of works.</p>	New Action: P/20191105-03: Dir Ops
11. Finance Report	<p><u>Axe Brue Accounts</u></p> <p>11.1. The RFO provided an overview of the Balance Sheet as forwarded with the Calling Notice & Agenda.</p> <p>The report was taken as read.</p> <p>10.2. F&W Committee Chair suggested staggering the Parrett channel cleaning tenders across 3-years to make them more competitive.</p>	

10.3. Admiral's Table: SCC legal team were considering the claim from the Board for emergent works undertaken. Watching-Brief.

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 £643k returning an estimated £1,286 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 Caswell
- Cllr Li Gibson
- Mr David Vigar

Although not a formal proposition, all Members agreed with the decision in principle and would await the results of the T&F Group at the next Meeting.

	<p>New Action P/20191105-4: Finance Director took an Action to seek information on 90 day investments and report at the next Meeting.</p> <p><u>Drainage Rates:</u></p> <p>11.7. The RFO reported that £17,081.02 remained outstanding from 167 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 D Vigar proposed, seconded Mr W Barnard 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>New Action: P/20191105-04: Fin Dir</p> <p>RESOLUTION 5</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 44% annual weed cutting contract had been completed with 43% on-going and 13% yet to begin.</p> <p><u>Oath to Burrowbridge Dredging</u></p> <p>12.3. In addition to the Report, Dir Ops reported:</p> <ul style="list-style-type: none"> • Increased capacity by 20%, 4m³ per second. • Target capacity was 21.5m³. 	

	<ul style="list-style-type: none"> • Works completed on right bank with reinstatement of design profile to right bank. • On-going works to left bank. <p>12.4. Staffing:</p> <ul style="list-style-type: none"> • Mr N Lockyer is on extended sick leave, with duties being covered by colleagues. • Future consideration required to succession planning under the Strategic Review of Manpower. <p><u>Watery Lane, Langport</u></p> <p>12.5. The Board endorsed a recommendation to take a section of watercourse into view to reduce flood risk to nearby properties.</p> <p>Proposed Mr J Winslade, seconded Mr P Betty that ‘the watercourse at Watery Lane, Huish Episcopi is taken into view to improve flood risk to the local area.’</p> <p>Unanimous decision</p>	<p>RESOLUTION 6</p>
<p>13. Engineering</p>	<p><u>Re-allocation of approved budget</u></p> <p>13.1. The Board endorsed the recommendation to reallocate project funds from Cannington Brook to allow additional works at Fordgate and funds from Old Mead culvert, Currymoor to Beer Drove.</p> <p>Proposed Cllr M Caswell, seconded Cllr A Bradford that ‘Ring fenced funding of £5,000 to be re-allocated from viewing gate at Cannington Brook, which is no longer required, to allow additional works in Fordgate, in conjunction with inlet/road culvert, current budget £5,000. Also ring fenced funding of £5,000 to be reallocated from Old Mead culvert, Currymoor which is no longer required to allow replacement penstock at Beer Drove.’</p> <p>Unanimous decision</p> <p><u>Bridgwater Tidal Barrier</u></p>	<p>RESOLUTION 7</p>

	<p>13.2. Members expressed disappointment that the EA had decided to continue with their proposal to win material from the creation of nearby borrow-pits, rather than the use of cutter suction dredging to provide the material necessary to construct the secondary flood banks around local settlements.</p> <p>Proposed Mr R Barrington, seconded Mr W Barnard that ‘the Board continue to press the Environment Agency to further investigate the use of cutter suction dredging to provide the material necessary to construct the secondary flood banks by way of responding to the TWAO consultation.</p> <p>Unanimous decision</p> <p>13.3. Concern was expressed for bank erosion at Pawlett Hams, to which the EA are conducting a watching brief.</p> <p>New Action P/20191105-5: Director Ops took an Action to convene a Meeting with the Environment Agency to highlight the Pawlett bank erosion.</p>	<p>RESOLUTION 8</p> <p>New Action: P/20191105-05: Dir Ops</p>
<p>14. Development Control</p>	<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>15. Environment</p>	<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. • Mr W Barnard requested to join the Committee. 	

<p>16. Somerset Rivers Authority Update</p>	<p>16.1. Last Meeting held on 27 Sep 19</p> <ul style="list-style-type: none"> • Reported on Oath to Burrow Bridge Dredge (See Engineering Report) • Sowy/KSD • Agreed to the removal of Dunball Smoothing works from Phase 1 • Agreed to commissioning the delivery of the Environmental Mitigation Package • Endorsed £150k to develop Dunball Smoothing Engineering Design Solution • Next SRA Board Meeting to be held on 13 Dec 19 <p>16.2. Mr D Vigar reported the SRA Scrutiny Meeting provided only one weeks' notice of the Meeting.</p> <p>16.3. He further reported that the Meeting over-ran, with only half the agenda being discussed. He expressed disappointment with the Committee.</p>	
<p>17. Risk Review</p>	<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>	
<p>18. Date of Next Meeting</p>	<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 	

	There being no other business, Members and Officers were thanked for their attendance, and the meeting was closed at 17.07.	
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Annex:

A. Parrett Board – Table of Outstanding Actions

CHAIR.....DATE

**ANNEX A TO
PARRETT BOARD MINUTES
DATED 05 NOV 19**

PARRETT BOARD – TABLE OF OUTSTANDING ACTIONS

Action Number:	Action:	Actionee:
P/20191105-1	To confirm the appointment with Cllr Kingham out of Meeting.	Clerk
P/20191105-2	To convene a Task & Finish Group Meeting to review Electoral districts.	Clerk
P/20191105-3	To ensure channel cleaning tenders include access details and scheduled time of works.	Dir Ops
P/20191105-4	To seek information on 90 day investments and report at the next Meeting.	Finance Director
P/20191105-5	To convene a Meeting with the Environment Agency to highlight the Pawlett bank erosion.	Dir Ops