

**MINUTES OF THE PARRETT FULL BOARD MEETING HELD AT BRADBURY HOUSE,
HIGHBRIDGE ON 03 FEB 2020**

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

| Agenda Item: | Detail: | Action: |
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| 1. Attendance and Apologies | 1.1. Apologies as per the above Attendance List. | |
| 2. Items additional to the Agenda | 2.1. Noth Curry Water Levels – Mr R Barrington (to be taken under AOB) | |
| 3. Members of the public | 3.1. None | |
| 4. Declarations of Interest | 4.1. Cllr M Casswell – Item 14 (Bridgwater Barrier) | |
| 5. Approval of Minutes | 5.1. The Full Board Minutes of 5 Nov 19 were accepted unanimously and signed by the Chair as a true and accurate reflection of the Meeting. | |
| 6. Matters Arising | Review of Actions: Action P/20191105-1: To confirm the appointment with Cllr Kingham out of Meeting. The Clerk reported this Action as complete, with Cllr Kingham now confirmed as Vice-Chair. | Action P/20191105-01: Complete |

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| | <p>Action P/20191105-2 : To convene a Task & Finish Group Meeting to review Electoral districts – The Clerk reported this Action as ongoing.</p> <p>Action P/20191105-3: To ensure channel cleaning tenders include access details and scheduled time of works: The Clerk reported this Action as complete.</p> <p>Action P/20191105-4: To seek information on 90 day investments and report at the next Meeting: Dir Fin reported that 90 or 95 day investment accounts are available, but with reduced returns due to the investment times involved. These Accounts would be taken into account at the forthcoming Task & Finish Group to discuss Investment of Board Funds.</p> <p>Action P/20191105-5: To convene a Meeting with the Environment Agency to highlight the Pawlett Bank erosion – Dir Ops reported this Action as ongoing</p> | <p>Action P/20191105-02: Ongoing</p> <p>Action P/20191105-03: Complete</p> <p>Action P/20191105-04: Complete</p> <p>Action P/20191105-05: Ongoing</p> |
| <p>7. Governance Updates</p> | <p><u>Bridgwater Tidal Barrier</u></p> <p>7.1. The Clerk reported that the Board had received notification of a Transport & Works Act Order (TWAO) Consultation for the construction of new Bridgwater Tidal Barrier (Twin Vertical Lift Gates) which included the reinforcement of existing, and construction of new, Flood Defence Embankments and Fish and Eel Passage Improvements</p> <p>7.2. He commented that works had potential impact on the navigation of the River Parrett and so a TWAO was required and was also subject to an Environmental Impact Assessment. The Parrett Board were required to respond to the TWAO. Deadline for Objections or Representations were to be made to Defra by 13 Feb 20</p> <p>7.3. Mr B Bryer Proposed, Seconded by Mr W Barnard, that a small Task & Finish group to be convened on Tue 11 Feb 2020 to discuss the TWAO, with delegated authority to submit a response on behalf of the Board.</p> <p>Vote: Unanimous.</p> <p>7.4. The T&F Group was agreed as follows:</p> <ul style="list-style-type: none"> • Mr T Bradford • Mr W Barnard • Cllr I Dyer • Mr M Heywood • Mr C Passmore • Cllr Li Gibson | <p>RESOLUTION 1</p> |

7.5. The Clerk reminded Members of the Sub-Committee Membership:

SDBC Management Committee:

- Mr T BRADFORD
- Mr B BRYER
- Mr P BETTY
- Mr R COOMBES
- Cllr I DYER
- Cllr D DURDAN

Finance & Works Committee

- Mr C PASSMORE
- Mr T BRADFORD
- Mr P BETTY
- Mr J WINSLADE
- Cllr A BETTY
- Cllr I DYER
- Cllr CASWELL
- Cllr S KINGHAM
- Cllr J PAY

Health & Safety Committee

- Mr P BETTY
- Cllr A BRADFORD
- Cllr D DURDAN

Environment Committee

- Mr T BRADFORD
- Cllr I DYER
- Cllr L GIBSON

Salaries Committee

- Mr T BRADFORD
- Ms R HORSINGTON
- Cllr I DYER
- (Mike CASWELL – Deputy)

SRA Board

- Mr T BRADFORD
- Ms R HORSINGTON
- (Mr C PASSMORE – Deputy)
- (Mr M HEYWOOD – Deputy)

SRA Scrutiny Panel

- Mr D VIGAR

7.6. The Clerk gave an update on the Staff situation – Expenditor Nick Lockyer was on long-term sick leave,

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| | <p>Expenditor Mike Snook would be retiring in Apr 20 and machine Operator Mark Hill had resigned and would leave the organisation on 17 Feb 2020</p> <p>7.7. The Clerk reported that the Strategic Review of Plant, Machinery and Manpower was considering the following :</p> <ul style="list-style-type: none"> • Best Value for Money (VfM) of Plant & Machinery taking into account Risk • Commonality across all Boards where possible in the delivery of Maintenance • Maximise best use of Shared Consortium Resource • Better Resilience of Workforce/Succession Planning <p>7.8. He further reported that the review was currently at 52 pages, and recommended that the Board appoints 4 x Members for a Joint Board T&F Group to sit on, or before, Tue 10 Mar 20 to review the initial Draft Paper to receive comments and understand if a joint agreement was possible prior to submission to full Boards on 17/21 Apr 20. The T&F Group was agreed as:</p> <ul style="list-style-type: none"> • Mr C Passmore • Mr T Bradford • Mr W Barnard • Cllr M Caswell • Mr P Betty (Deputy) • Mr M Heywood (Deputy) • Mr J Winslade (Deputy) | |
| <p>8. Health & Safety Update</p> | <p>8.1. The Clerk highlighted 2 Incidents and Near Misses since the last Meeting:</p> <ul style="list-style-type: none"> • Whilst flailing in Dunster Area, a stone had ejected from the flail of the Parrett Board's Tractor & Flail unit, striking a parked vehicle in the Golf Club Car Park, witnessed by its owner. Insurance company informed. Interim Parrett Area Manager (A Dowden) identified that Flail guards were not fitted/immobilised. Whilst this was 'in-house' machinery and workforce, the Clerk emphasised the responsibilities that the board had as a Duty of Care for works being conducted by its own Contractors and the need to remain cognisant of Contractor Method Statements and Safe Systems of Work. • Whilst undertaking Flailing Operations in Dunster, the interim Parrett Area Manager, A Dowden, identified that the Parrett Board's Tractor & Flail | |

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| | <p>Unit had undertaken flailing operations beneath OHPLs without having the necessary Height Limiter equipment fitted and hence contrary to SSoW 20 – Working Beneath or Within 10M of Overhead Power Lines (OHPLs). The Clerk again emphasised the responsibilities that the Board had as a Duty of Care and the need to remain cognisant of Contractor Method Statements and Safe Systems of Work.</p> <ul style="list-style-type: none"> • A Wooden Walkway accessing Parrett Board’s West Moor WLM Structure had given way underfoot due to rot. No injuries sustained but could have resulted in more severe consequences. The Clerk reported the Structure Walkway had been isolated (no access) and a temporary repair implemented on 29 Nov 19. The Clerk commented that the lesson arising from this incident was that the Board need to ensure that all structures were being routinely inspected for condition and defects. <p>8.2. The Clerk gave an update on the recent H&S Sub Committee:</p> <ul style="list-style-type: none"> • Inaugural Joint H&S Committee held on 20 Nov 19 • Membership: 3 x Members of each Board iaw Draft TOR (for approval) • The Board’s has a number of shortfalls with compliance against H&S Legislation (SWAP Audit and Avensure Audit) <ul style="list-style-type: none"> ○ Little resource - Recruitment of part-time H&S Coordinator ○ Establishment of, and ownership/oversight by, H&S Committee Specific Board Member training on H&S Legislation and Responsibilities <p>8.3. The Clerk recommended that the Joint H&S Committee TOR submitted with Calling Notice are approved by the Board</p> <p>Cllr A Bradford Proposed, Seconded by Cllr I Dyer, that the Joint H&S Committee TOR submitted with Calling Notice are approved by the Board</p> <p>Vote: Unanimous.</p> | <p>RESOLUTION 2</p> |
| <p>9. Finance Report</p> | <p>9.1. Director Finance (Dir Fin) reported the Bank reconciliation as follows: As at 4th February 2020:</p> <ul style="list-style-type: none"> • Current account = £11,527 | |

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| | <ul style="list-style-type: none"> • Deposit account = £1,085,606 • Interest accrued = £1,706 (to 31/12/19) <p>9.2. Dir Fin presented the Reserve status which included Commuted Sums, Specific Reserves and non Ring-Fenced Reserves.</p> <p>9.3. Dir Fin reported that the Draft Budget whad been scrutinised by Finance & Works Committee on 20 Jan 2020, resulting in the following:</p> <ul style="list-style-type: none"> • Admin increase of £6.7k re insurance • Repairs and Renewals increase of £37k • Telemetry net increase of £7.7k • New Environmental budgets £15k • Schemes budget £5.4k <p>9.4. The resulting Budget fior FY 2019/20 was for an increase of 7.09% on the Penny Rate giving new Penny Rate of £7.369. Dir Fin and the Clerk emphasised that the Penny Rate increase was expected to increase the following Year (FY 2021/2022) due to limiting the Project Schemes bid for for this Financial Year</p> <p>9.5. Mr C Passmore Proposed, Seconded by Mr J Winslade, that the Penny Rate is increased by 7.09% to 7.369 pence in the pound.</p> <p>Vote: 12 for, 0 against, 8 abstentions, motion carried.</p> <p>9.6. Dir Fin further commented on the outstanding Drainage Rares to-date:</p> <table border="0" style="margin-left: 40px;"> <tr> <td>• Court Summons x 22 (28.01.20)</td> <td style="text-align: right;">£5,642.63</td> </tr> <tr> <td>• Summons o/s (31 Jan 20)</td> <td style="text-align: right;">£4,577.09</td> </tr> <tr> <td>• Total rate o/s (31 Jan 20)</td> <td style="text-align: right;">£9,351.54</td> </tr> </table> <p>9.7. The Clerk reported that new bailiffs had been assigned to assist with the collection of debts and delivery of Liability Orders so would provide a watching-brief on results over the next few months.</p> | • Court Summons x 22 (28.01.20) | £5,642.63 | • Summons o/s (31 Jan 20) | £4,577.09 | • Total rate o/s (31 Jan 20) | £9,351.54 | RESOLUTION 3 |
| • Court Summons x 22 (28.01.20) | £5,642.63 | | | | | | | |
| • Summons o/s (31 Jan 20) | £4,577.09 | | | | | | | |
| • Total rate o/s (31 Jan 20) | £9,351.54 | | | | | | | |
| <p>10. Operations & Maintenance</p> <p>11. Engineering Report</p> <p>12. Development Control</p> | <p>10.1. The Director of Operations (Dir Ops), Iain Sturdy, asked for the following Agenbda Items 10, 11 and 12 to to be considered as one item and for it to be taken as read that members had read through the respective Reports.</p> <p>10.2 Dir Ops asked members to refer to the Recommendation Item 4, Epsom Sluice. He commented</p> | | | | | | | |

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| | <p>that the EA had determined that they would have no further involvement or upkeep of Epsom Sluice. It was requested the Epsom Sluice Working Group meet again to discuss the matter and potential implications in more detail. Mr W Barnard requested to attend the meeting.</p> <p>10.3. The Chair thanked the Board and Consortium Staff for their extremely hard work that was carried out following the Oath to Burrowbridge dredge work in filling and placing of sandbags to protect the bank during the bad influx of weather.</p> <p>10.4. Mr R Barrington reported a problem with flooding on Currymoor and requested the water to be evacuated much let go much earlier. The pumps in Currymoor cannot be used when the river was high, yet the Northmoor pumps were connected up but not in use yet he suggested the Northmoor resident pumps could be used to He suggested that these could be harnessed to help with the problem in Currymoor.</p> <p>10.5. Dir Ops commented that the EA had previously investigated the matter and the Board was undertaking further analysis.</p> <p>10.6. Mr J Winslade reported that Wessex Water had a burst main at the time of the high water on Currymoor which added to the quantity of water on the moor. He asked whether this would be something that Wessex Water could be charged for? He also asked if the EA were able to review the trigger points for pumping in this area. The Chairman suggested that this was something that could be discussed with the EA at the EA/IDB Strategic Meeting.</p> | |
| 13. Environment | <p>13.1. The Clerk reported as follows:</p> <ul style="list-style-type: none"> • Inaugural Joint Environment Committee had been held on 6 Dec 19 • Membership consisted of 3 x Members of each Board in accordance with the Draft TOR (for approval) <p>13.2. The Clerk further reported having had detailed discussions on:</p> <ul style="list-style-type: none"> • Legislative Framework and Environmental DUTIES of the Board. | |

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| | <ul style="list-style-type: none"> • Bio-Security and control of Invasive Non-Native Species • Agreed to prepare an 'Annual Environment Report'. The first report to be presented to the Boards in Jan 2021. • Reviewed Draft IDB Biosecurity Policy (for adoption by Boards) <p>13.3. Cllr S Kingham Proposed, Seconded by Mr W Barnard, that the Joint Environmental Committee TOR and Joint Biosecurity Policy submitted with the Calling Notice are approved by the Board</p> <p>Vote: Unanimous</p> | RESOLUTION 4 |
| 14. Somerset Rivers Authority Update | <p>14.1. The Chair reported as follows:</p> <ul style="list-style-type: none"> • Last Meeting held on 10 Jan 20 • At Jun 19, SRA Board agreed that Local Partner funding should be used to remove the risk associated with LEP funding of the Brue Dredging. £225k of SRA funding now allocated for project development. Axe Brue Board to lead on the Project • Project Manager appointed to develop Project Scope • Appointment of Project Manager to manage Project to completion • Next SRA Meeting – 6 Mar 20 <p>14.2. The chair commented that Mr P Maltby, the previous Board Chairman, had requested to be able to speak at the meeting regarding the recent Aoth to Burrowbridge dredge.</p> <p>14.3. It was highlighted that no main river work was included in the proposed SRA Scheme of Works. A meeting was required to discuss the matter with the SRA, EA and IDBs. SRA was still in operation with funded works for another year. Mr J Winslade asked if the dredge on the stretch to the Motorway had been cancelled and the funding diverted elsewhere? Dir Ops commented that a 150 metre trial of the Water Injection Dredging method had being undertaken and EA and NE officers were invited to attend. The Dredging Operator was confident that the material could be removed.</p> <p>The Scrutiny Panel members had been invited to visit the site and the Chairman was very impressed with the system used and the minimal environmental impact caused by the works.</p> | |

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| 15. Risk Review | 15.1. The Clerk had distributed the updated Risk Register Dashboard with the Calling notice and took members though the Top 10 Risks. | |
| 16. Any Other Business | <p>16.1. Mr D Vigar asked if the EA had stopped weedcutting in his area as it had not been carried out this year. The Chair asked to bring this to the EA/IDB Strategic Meeting.</p> <p>16.2. Mr B Bryer asked for a laminated sheet showing the invasive weeds to look out for. The Clerk took an Action to provide a short training session on identification of Invasive Weeds be given to Members and Staff at the next Meeting.</p> | New Action P/20200203-01: Clerk |
| 17. Date of Next Meeting | <ul style="list-style-type: none"> • F & W: 23 Mar 2020 @ 1430 • SDBC AGM: 13 Mar @ 1030 • Full Board: 17 Apr 2020 @1430 | |

Annex:

A. Parrett Board – Table of Outstanding Actions

CHAIR.....DATE

**ANNEX A TO
PARRETT BOARD MINUTES
DATED 03 FEB 2020**

PARRETT BOARD – TABLE OF OUTSTANDING ACTIONS

| Action Number: | Action: | Actionee: |
|----------------|--|-----------|
| P/20191105-2 | To convene a Task & Finish Group Meeting to review Electoral districts. | Clerk |
| P/20191105-5 | To convene a Meeting with the Environment Agency to highlight the Pawlett bank erosion. | Dir Ops |
| P/20200203-01: | To provide a short training session on identification of Invasive Weeds be given to Members and Staff at the next Meeting. | Clerk |