

## MINUTES OF THE PARRETT FULL BOARD MEETING HELD VIA ZOOM ON 22 JUN 2020

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

Agenda Item:	Detail:	Action:
1. Attendance and Apologies	1.1. Apologies as per the above Attendance List.	
2. Items additional to the Agenda	<p>2.1. <u>Standing Orders</u> Following discussions with ADA and the Chairman, DEFRA approved amendments to the Standing Orders to include additional provisions 28 and 29 at the end, allowing changes to the way our meetings are held up to 7 May 2021.</p> <p><b><i>Mr C Passmore proposed, seconded by Mr D Vigar “that the Parrett IDB endorse the Standing Orders amendment to include additional provisions 28 and 29.”</i></b></p> <p>Vote: Unanimous</p> <p>2.2. Mr C Passmore enquired about tendering out sourced work and in-house maintenance. Dir Ops reported that both matters would be discussed at Item 8 (Engineering &amp; Operational Report).</p> <p>2.3. The Clerk reported that, whilst there was no specific Agenda Item for Public to address the Meeting, the Agenda and invitation to join the Meeting by Zoom had</p>	<b>RESOLUTION 1</b>

	been advertised on the Boards' website, however no members of the public had requested to join the Meeting.	
3. Declarations of Interest	3.1. No declarations were made at this time, however Members were reminded to express declarations of interest as necessary through the Meeting.	
4. Approval of Minutes	4.1. Dir Ops requested one amendment to the previous Minutes at Para10.5 regarding the potential harnessing of the Northmoor Pumps, commenting that the Board were <u>not</u> undertaking any further analysis on this issue.  4.2. With this one amendment, the Full Board Minutes of 03 Feb 20 were accepted unanimously and signed by the Chair as a true and accurate reflection of the Meeting.	
5. Matters Arising	<p><u>Review of Actions</u></p> <p><b>Action P/20191105-2: To convene a Task &amp; Finish Group Meeting to review Electoral districts:</b> The Clerk reported the Strategic Review Task &amp; Finish Group has been delayed due to Covid-19.</p> <p><b>Action P/20191105-5: To convene a Meeting with the Environment Agency to highlight the Pawlett bank erosion:</b> Dir Ops reported that he fully recognised Member concerns and stated this matter has been raised with the EA but currently no IDB funding was available. The Chairman requested efforts continue to arrange a Meeting.</p> <p><b>Action P/20200203-01: To provide a short training session on identification of Invasive Weeds be given to Members and Staff at the next Meeting.</b> The Clerk reported this Action as ongoing as Zoom was not the best platform to host the training session.</p>	<p><b>Action P/20191105-2: Ongoing</b></p> <p><b>Action P/20191105-5: Ongoing</b></p> <p><b>Action P/20200203-01: Ongoing</b></p>
6. Governance Updates	<p>6.1. The Clerk presented the SDBC (joint) Members Code of Conduct, updated to align all Boards' Code of Conduct, which has resulted in no change to the Parrett Code of Conduct.</p> <p><b>Mr W Barnard proposed, seconded by Cllr I Dyer "that the Parrett IDB endorse the (Joint) Members Code of Conduct Version 1.0 dated 22 Jun 20."</b></p> <p>Vote: Unanimous</p>	<b>RESOLUTION 2</b>





	<ul style="list-style-type: none"> <li>• Works Reserve</li> <li>• Non ring-fenced Reserves</li> </ul> <p>7.8. The RFO reported the Boards 'free Reserves' at £62k, which was considered as being insufficient to cover all Risks currently being carried by the Board on the Risk Register. The Strategic Review of Plant, Machinery and Manpower had potential to change the Risks and hence the Reserves needing to cover those Risks.</p>	
<p>8. Operations &amp; Maintenance</p>	<p>8.1. Director of Operations (Dir Ops) asked for the Engineering &amp; Operational Report to be taken as read.</p> <p>Questions and points of note as follows:</p> <p>8.2. In-house Maintenance: Mr C Passmore reported that a full discussion had been held at the recent Finance &amp; Works Committee Meeting. Tenders had been sought and received for all lots. Four contractors had expressed an interest:</p> <p style="padding-left: 40px;">Ken Marsh J Tucker &amp; Son Spratt Plant Hire JD Pope &amp; Son</p> <p>8.3. Mr Passmore further reported that, pending the outcome of the Strategic Review of Plant, Machinery &amp; Manpower, the F&amp;W recommended that the Parrett Full Board endorse approval of awarding the delivery of the 'In-house' Maintenance Contract to Ken Marsh and J Tucker &amp; Son for one year at a total cost of £46,028, which would be, overall, cost-neutral against current budget with compensatory savings being found internally by not recruiting to vacancies and savings on fuel/plant servicing costs.</p> <p><b><i>Mr P Betty proposed, seconded by Cllr S Kingham to award the delivery of the 'In-house' Maintenance Contract to Ken Marsh and J Tucker &amp; Son for one year at a total cost of £46,028</i></b></p> <p>Vote: Unanimous</p> <p>8.4. Saltmoor Pumping Station: Dir Ops provided an overview of the current operating regime in Saltmoor as detailed in the Engineering Report, stating that with 50mm reduction the WLMP would retain ability to fluctuate as necessary.</p>	<p style="text-align: center;">RESOLUTION 7</p>



	<p>the joint mitigations covering both the Oath to Burrowbridge and Sowy/KSD Schemes.</p> <ul style="list-style-type: none"> <li>• There was a Legal obligation to have mitigation in place within the Environment Impact Assessment.</li> <li>• RSPB had submitted an objection, wanting to ensure that all alternative mitigation measures had been considered.</li> <li>• A wider flood plain had been considered (not to hold water in channel) however land owners were not in favour and so this had not been forwarded as a mitigation Option.</li> <li>• Raising flood banks and improving conveyance would not stop all flooding on the flood plain.</li> </ul> <p>8.10. Formation of a Sowy sub-committee to consider LDC application was approved, to consist of Mr T Bradford, Mr W Barnard, Mr P Betty, Mr C Passmore and Mr D Vigar, with Cllr I Dyer as a Reserve Member. A Meeting would be arranged in the near future with summary documents provided by the EA.</p> <p><b>New Action P/20220622-02: Dir Ops took an Action to arrange a Meeting with the Sowy Sub-Committee and EA to consider summary documents and Land Drainage Consent application.</b></p> <p>8.11. Cllr L Perry enquired if the Board were aware of a Landowner in Middlezoy who had raised the level of his property with top soil. The recent rainfall had caused much of the soil to run-off.</p> <p>8.12. Development Control Officer (DCO) reported that there was insufficient technical detail to determine the LDC, and that further detail had been requested. He also affirmed that works would be inspected throughout, to ensure compliance of any awarded LDC.</p> <p>8.13. Mr C Passmore expressed concern for Nettle Moor Drove, Middlezoy, commenting that ditches were in a poor state of repair, with broken culverts, trees needing to be cut back or removed and that a Western Power culvert was at the wrong level. Mr Passmore further requested the F&amp;W Committee be given delegated authority for works and repairs to the culverts with re-directed funds of approx. £30k.</p> <p>8.14. The Chairman commented that, having viewed some of the areas of concern, he was disappointed that the area had got into such poor condition. Mr R King reported that the Board's Contractor was scheduled to</p>	<p><b>New Action: P/20200622-02: Dir Ops</b></p>
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	<p>undertake routine maintenance operations in Nettle Moor Drove at the end of that week and that defects had already been identified which the Contractor would discuss and agree with the Board for rectification under the day-rate process during the operation.</p> <p>8.15. Dir Ops reported the defects had previously been brought to the attention of the Board but lack of funds provided following the bid for the annual budget had negated the ability to deliver the necessary works on the ground. Dir Ops took exception to a comment that the Staff had not provided the necessary oversight and delivery of works.</p> <p>8.16. The Clerk reported that the Board did not have sufficient Reserves to allow additional funding to deliver any necessary priority actions in the Othery, Middlezoy, Westonzoyland (OMW) area unless there was a re-direction/re-allocation of funds from the current budget.</p> <p><b><i>Cllr I Dyer proposed, seconded by Cllr A Bradford that delegated authority be given to the Finance &amp; Works Committee to authorise works in Othery, Middlezoy and Westonzoyland up to £30k if re-direction of funds could be identified</i></b></p> <p>Vote: Unanimous</p>	<p><b>RESOLUTION 9</b></p>
<p>9. Risk Review</p>	<p>9.1. The Clerk had distributed the updated Risk Register Dashboard with the Calling notice and took members through the Top 10 Risks.</p> <p>9.2. The Clerk reported the Board had of £62k 'free' Reserves which was considered completely insufficient at the current time.</p> <p>9.3. In-house Maintenance: The Clerk reported that, with having no Flail Operator and Alan House covering the Expenditor role vacated by Mike Snook's retirement, Tenders for the Parrett In-House Maintenance had been sought for one year with the possibility of extending to three, dependant on the outcome of the Strategic Review.</p> <p>9.4. Mr C Passmore enquired if the Boards' in-house machinery could be sold and the funds transferred to extend the in-house contracts to three years.</p> <p>9.5. The Clerk advised against selling plant and machinery at the current time until resolution of the Strategic Review.</p>	



10. Any Other Business	No other business was reported.	
11. Date of Next Meeting	<ul style="list-style-type: none"> <li>• Full Board: 16 Oct 2020 @1030</li> </ul> <p>There being no other business, the Chairman thanked Members and Officers for their attendance, and the Meeting was closed at 1645.</p>	

Annex:

A. Parrett Board – Table of Outstanding Actions

CHAIR.....DATE .....

**ANNEX A TO  
PARRETT BOARD MINUTES  
DATED 22 JUN 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
P/20220622-01	To discuss Etsome Sluice with the Chairman out of Meeting in response to land owner concerns.	Dir Ops
P/20220622-02	To arrange a Meeting of the Sowy Sub-Committee and EA to consider summary documents and Land Drainage Consent application.	Dir Ops