

MINUTES OF THE SDBC MANAGEMENT COMMITTEE HELD VIA ZOOM ON 10 JUL 2020

Attendance:			
Elected Members: Mr P Betty Mr T Bradford (Chair) Mr B Bryer Mr T Bush Mr J Fear Mrs P Thorne Mrs W Welland	Appointed Members Mr P Burden Cllr P Clayton Cllr D Durdan Cllr A Hendry Mr R Keen	Officers: Mr R Burge Mrs M Hammond Mrs C-A Morgan	Public:
Apologies:			
Mr R Coombes	Cllr A Gilling	Mr I Sturdy	
Non-Attendance:			
Mr B Gray	Cllr I Dyer		

Agenda Item:	Detail:	Action:
1. Review of SDBC Management Committee Membership	<p>1.1. The Clerk reminded Members of the following SDBC Consortium Agreement restrictions for which Membership would be discussed at the next round of Board Meetings:</p> <p><i>Section 2.3: Members shall retire after serving 4 years but shall be eligible to be re-appointed;</i></p> <p><i>Section 2.2: Chairman of the Management Committee and Consortium shall hold office for two years...may stand for re-election.</i></p> <p>1.2. Mr Bradford asked if it would be sensible to review membership after 3 years to align with Board elections. The Clerk recommended remaining with the current SDBC Agreement wording as the Appointed Membership elections did not align and would induce further complexity.</p> <p>1.3. Membership would each be discussed at Full Board Meeting in October.</p>	Clerk

2. Attendance and Apologies	2.1. Attendance & Apologies as per the above.	
3. Declarations of Interest	2.1. There were no specified Declarations of Interest raised.	
4. Approval of Minutes	3.1. The Minutes of the SDBC Management Committee held on 13 Jan 20 were accepted as a true and accurate reflection of the Meeting.	
5. Matters Arising	<p>4.1. Mr T Bush enquired why one of the Water Environment Worker apprentices did not hold a driving licence. The Clerk reported that one WEW had a full driving licence the other was awaiting his driving test. The Clerk acknowledged the critical importance of being able to drive in order to undertake the role of Expenditor and that this criteria was within the Probationary Clauses of his Contract terms. His driving test had unfortunately been delayed due to Covid-19 and a new target date had been identified as 31 Jan 21. A Driving Licence was not a firm criteria for an 'Apprentice' due to potential age of any incumbent but was an expected qualification to exit the probationary period which would allow termination of employment if not achieved.</p> <p>4.2. Review of Actions:</p> <p>Action SDBC/20190729-02 on the Clerk to invite NSLIDB Contractors to complete Pre-Qualification Questionnaires for admittance to the Board's Approved Supplier List: The Clerk reported that questionnaires would be issued in due course and therefore this Action remained ongoing.</p>	<p>Action SDBC/20190729-02: On-going</p>
6. Staffing Update	<p>6.1. The Clerk reported that the Health & Safety Co-ordinator role had been filled from Jan 2020 by Mrs N Johnson who had already provided excellent support in development of Risk Assessment/Method Statements, PAT Testing, management of staff PPE and training and education through Toolbox Talks. Approaching the end of her 6 moth Probationary Period, the Clerk recommended Mrs Johnson as suitable for continued employment.</p> <p><i>Cllr D Durdan proposed, seconded by Mrs P Thorne that SDBC endorses the recommendation to continue the employment of Mrs N Johnson as H&S Co-ordinator as a permanent part time role.</i></p> <p>Vote: unanimous</p>	<p>RESOLUTION 1</p>

	<p>6.2. Parrett Staff Update: The Clerk reported that, following resignation of the Plant Operator in Jan 20 and retirement of an Expenditor Jun 20, the current Parrett in-house maintenance was being awarded to Ken Marsh and John Tucker & Son on a one year basis to allow the Strategic Review of Plant & Machinery & Manpower to run- its course.</p> <p>6.3. The Clerk further reported that the Strategic review had been issued to all Members of the T&F Group, however the Meeting had been curtailed by Covid-19. He recommended the Board Chairs agree to the T&F Group taking place, to recommend endorsement of the Review by the individual Boards.</p> <p>6.4. Mr Bush expressed concern for a Zoom Meeting as he felt this was non-inclusive and would be difficult to conduct such an important Meeting.</p> <p>New Action SDBC/20200710-01 on the Clerk to investigate securing a venue to enable face to face Meeting of the Strategic Review T&F Group.</p>	<p>New Action SDBC/20200710-01: Clerk</p>
<p>7. Review of Joint Policy Documents</p>	<p>7.1. The Clerk presented an overview of eight top-level Joint Policies that have a common format and provide best practice of each Board. Officers were working well to align all Board Policies, however, due to the infrequency of SDBC Management Committee Meetings, the progress had been limited. The Clerk recommended out-of-Committee development for endorsement by main Boards.</p> <p><i>Cllr D Durdan proposed, seconded by Mr T Bush that the SDBC Management Committee endorse the recommendation to seek development and approval of Board Policies out-of-Committee for subsequent approval and authorisation by each main Board.</i></p> <p>Vote: Unanimous</p> <p>7.2. Boards Technical Policies: the Clerk reported that there were many Technical Policies that, whilst not being considered ‘top-level’, were equally, if not</p>	<p>RESOLUTION 2</p>

	<p>more important and critical to the operations of the Boards. Examples were:</p> <ul style="list-style-type: none"> • Culverting Policy • Fencing Policy • Contributions towards Culverts • Compensation • Watercourse maintenance standards • Channel cleaning access <p>7.3. The Clerk raised a NSLIDB Action that was equally applicable to all Boards and tabled for discussion; Traversing of Maize Fields</p> <ul style="list-style-type: none"> • Access inhibited due to planting for maximum productivity • Late harvesting • Run-off weakened due to loose soil • Damage to plant & machinery attempting to re-trace steps • No access around perimeter <p>7.4. The Clerk commented that the Land Drainage Act 1991 clearly stated the Board's powers to deliver flood risk activities, and that Landowners had the capability to claim compensation for 'injury' where evidenced. However if no margin had been provided the Clerk did not consider this would be an adequate justification for any claim against the Board.</p> <p>7.5. Mr T Bush stated that, from time to time, NSL IDB maintenance had not been undertaken due to maize growth late in the year and bad weather inhibiting contractor access to a critical watercourse.</p> <p>7.6. Mr P Betty requested Landowners to be encouraged to leave an access strip for maintenance operations.</p> <p>7.7. Mr T Bradford reported that a County Stewardship Scheme provided payments for Landowners for wild corridors. He also recommended contacting other IDBs for their views and update Byelaws to include the requirement to provide maintenance strips. He further stated that compensation claims may be greater than the cost of a returning contractor.</p>	
--	--	--

	<p>7.8. Mr B Bryer stated that it would be imperative for the Landowner to know the Board Policy prior to the growing season to enable their management decisions.</p> <p>New Action SDBC/20200710-02 on the Clerk to investigate with other IDBs the traversing of crops to undertake Maintenance to enable future discussion and generation of Policy.</p> <p>7.9. The Clerk reported that Policy arrangement is important and will be the focus of future Meetings.</p>	<p>New Action SDBC/20200710-02: Clerk</p>
8. AOB	<p>8.1. Mr P Betty reported that the ADA Gazette had some interesting articles, in particular Partnership Funding and recommended Member reading.</p> <p>8.2. Mr T Bush enquired about enforcement of rates. The Assistant Clerk reported that NSLIDB recovery of outstanding rates had been successful and the new Bailiffs were working well. A full report would be provide at the Main Board Meetings.</p> <p>8.3. Mr J Fear volunteered use of a barn for any Meetings if required. The Chair thanked Mr Fear for his generous offer.</p>	
9. DONM	<p>8.1. The DONM to be confirmed.</p> <p>8.2. The Chair thanked all for their attendance and closed the meeting at 1120.</p>	

Annex:

A. SDBC – Table of Outstanding Actions

CHAIRMAN.....DATE

**ANNEX A TO
SDBC MANAGEMENT COMMITTEE MINUTES
DATED 10 JUL 20**

SDBC MANAGEMENT COMMITTEE – TABLE OF OUTSTANDING ACTIONS

Action Number:	Action:	Actionee:
SDBC/20190729-02	To invite NSLIDB Contractors to complete Pre-Qualification Questionnaires for admittance to the Boards Approved Supplier List.	Clerk
SDBC/20200710-01	To investigate securing a venue to enable face-to-face Meeting of the Strategic Review T&F Group.	Clerk
SDBC/20200710-02	To investigate with other IDBs the traversing of crops to undertake Maintenance to enable future discussion and generation of Policy.	Clerk