

MINUTES OF THE PARRETT INTERNAL DRAINAGE BOARD FULL BOARD MEETING HELD VIA ZOOM ON 01 FEB 21

| Attendance: | | | |
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| Elected Members: Mr A Bradford (Chair) Mr W Barnard Mr R Barrington Mr P Betty Mr B Brier Mr M Heywood Mr C Passmore Mr C Rowe Mr D Vigar Mr J Winslade | Appointed Members: Cllr A Betty Cllr A Bradford Cllr M Caswell Cllr A Gilling Cllr J Keen Cllr K Pearce Cllr M Lewis | Officers: Mr R Burge (Clerk) Mr P Brewin Mr S Bunn Mrs M Hammond Mr R King Mr I Sturdy Mr P Struck | Public: Mr R Edwards |
| Approved Apologies: | | | |
| | Cllr D Durdan Cllr J Pay | Mrs C-A Morgan | |
| Non-Approved Apologies: | | | |
| Mr R Coombes Mrs R Horsington | Cllr I Dyer Cllr L Gibson Cllr S Kingham 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. None | |
| 3. Declarations of Interest | 3.1. None. | |
| 4. Opportunity for Members of the Public to address the Meeting | 4.1. The Clerk and Chairman welcomed Mr R Edwards as a recent new employee of the Environment Agency to the Meeting, commenting that he was attending as a Member of the Public in order to familiarise himself with the workings of the IDB. 4.2. There were no addresses by the Public made. | |

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| 5. Approval of Minutes | <p>5.1. The following Full Board Minutes of:</p> <ul style="list-style-type: none"> • 16 Oct 20 • 02 Nov 20 <p>were all accepted unanimously and signed by the Chair as a true and accurate reflection of the Meetings.</p> | |
| 6. Matters Arising | <p><u>Review of Actions</u></p> <p>Action P/20191105-02: Clerk to convene a Task & Finish Group Meeting to review Electoral districts: The Clerk commented that this Action remained ongoing but would need to be completed in good time by the end of 2021 in preparation for the Board Elections of 2022.</p> <p>Action P/20191105-05: Dir Ops to convene a Meeting with the Environment Agency to highlight the Pawlett bank erosion. Dir Ops reported that he considered this Action to be overtaken by events with the problems clearly identified within the recent Bridgwater Tidal Barrier discussions. Mr Barnard who raised the initial concerns was comfortable that this specific action could be closed.</p> <p>Action P/20200203-01: Clerk to provide a short training session on identification of Invasive Weeds be given to Members and Staff at the next Meeting. The Clerk commented that this Action remained ongoing due to the continuation of remote Meetings. In view of the fact that there was no apparent short-term easement of the restrictions of holding Board Meetings in-person, the Clerk agreed to discuss the potential for a remote training and education session to be conducted by the Ecology Officer at the next Meeting in April 21.</p> <p>Action P/20201016-01: Clerk to prepare options for an independent Data Protection Officer for Board consideration at the next scheduled full Board Meeting. The Clerk reported that he was not yet in a position to offer Options and hoped that this would be presented at the Board Meeting in April 21.</p> <p>Action P/20201016-02: Clerk to formally write to all Members expressing concern for non-attendance at Board Meetings and the need to respond to Calling Notices and Action P/20201016-03: Clerk to include an Agenda Item for the next scheduled Full Board Meeting for Members non-attendance at Board Meetings. The Clerk reported that both of these items would be discussed at Agenda Item 8 (Governance Update) and therefore both Actions were closed.</p> | <p>Action P/20191105-02: Ongoing</p> <p>Action P/20191105-05: Closed</p> <p>Action P/20200203-01: Ongoing</p> <p>Action P/20201016-01: Ongoing</p> <p>Action P/20201016-02: Closed</p> <p>Action P/20201016-03: Closed</p> |

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| | <p>Action P/20201016-04: Clerk to include endorsement of the PSCA as an Agenda Item for the next scheduled Full Board Meeting. The Clerk reported that the Public Sector Cooperation Agreement (PSCA) between the IDB and EA had been due for review and revision in Jan 2021 and that it had been signed by the Chairman out of Committee.</p> | <p>Action P/20201016-04: Closed</p> |
| <p>7. Health & Safety</p> | <p>7.1. The Clerk reported no Accidents or Near Misses since the last Meetings of the Board</p> <p>7.2. The Clerk reported that the Health & Safety sub-Committee (Joint Board), membership of which was represented by:</p> <ul style="list-style-type: none"> • Mr Philip Betty • Cllr Alan Bradford • Cllr David Durdan <p>was due to have met on 11 Dec 20 but was postponed due to an emergent clash with the SRA Board Meeting. He reported the meeting as being re-scheduled for Fri 28 Feb at 10:30, which was included on the revised Annual Meetings Calendar sent to all Board Members.</p> | |
| <p>8. Governance Updates</p> | <p><u>Strategic Review of Plant, Machinery and Manpower:</u></p> <p>8.1. The Clerk reported that implementation of the agreements within the Strategic Review was proceeding well, with the priority focussed on Staff Consultations of those impacted by the Review.</p> <p>8.2. He reminded Members that the Parrett Plant & Machinery had not been used this FY having had all the previous In-House Maintenance tendered to external Contract and that this would be reported within the Engineering and Operational Report.</p> <p><u>Data Protection Officer</u></p> <p>8.3. As per the Action, the Clerk reported this issue was still being investigated and would be reported at the next Board meeting in April.</p> <p><u>Members Code of Conduct:</u></p> <p>8.4. The Clerk raised continuing concern over the lack of confirmation or apologies of attendance at Meetings by Board Members. There had been previous occurrences of Board Meetings requiring to be cancelled on the day of the meeting due to the Meeting not being Quorate.</p> <p>8.5. The Clerk fully appreciated the pull on Members time but it was essential to understand prior to the Meeting if there would be sufficient attendance to ensure validity of the Meeting - especially where strict legislative</p> | |

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| | <p>milestones are involved such as Rate-Setting and Annual Audit Returns. He stated that all routine Meetings were defined within the Annual Meetings Calendar and, in addition, Calling Notices were issued in hard-copy to Members with limited or no internet capability and by email along with a Meeting Invite and direct Zoom Link to all others Staff. The Chairman believed there was very little opportunity for Members to miss a Meeting through lack of knowledge and therefore urged that Members respond to the Calling Notices to confirm or decline the Meeting in advance.</p> | |
| <p>9. Engineering & Operational Report</p> | <p><u>In-Year Maintenance:</u></p> <p>9.1. Dir Ops requested that the Engineering & Operations Paper be taken 'as-read' unless there were any questions arising from the Report which included an update on the current in-year maintenance.</p> <p>9.2. Dir Ops commented that the current In-Year maintenance was complete with the exception of some areas constrained by access due to ground conditions or crops. The In-House works had been contracted out and, despite a few 'teething problems' as was expected, they had been conducted on-time and to the standards expected within the Contracts.</p> <p><u>FY21/22 Annual Maintenance Contracts:</u></p> <p>9.3. Following a discussion, Phil Betty Proposed, Seconded by James Winslade, that the existing Contracts for the previous In-House maintenance works and the OMWZ maintenance Contract were extended to a 3-year term.</p> <p>All were in favour with none against the motion.</p> <p>9.4. Following a question from Mr Will Barnard regarding the risk of the Parrett Maintenance Dredging not going ahead, Dir Ops commented that there was still 2-year window of funding left in the SRA programme in which to deliver the works.</p> <p>9.5. Mr James Winslade raised a concern regarding Saltmoor and the EA's lack of completion of clearance of the main drains to the Pumping Station. Dir Ops took an Action to liaise with the EA regarding the status of the Saltmoor Pumping Station and adjacent drains.</p> <p>9.6. Mr Clarence Rowe raised concerns surrounding stretches of the Viewed Rhyne Network in his area that had not been cleaned for 2-3 years. Dir Ops requested that this issue be taken out of Meeting to understand the potential locations and investigate if there was an issue.</p> <p>9.7. Mr Roger Barrington raised concern over potential increased water in Curry Moor as a result of the O2BB Dredge and M5 to Northmoor WID. Members welcomed that the works had been undertaken in view of the recent</p> | <p>RESOLUTION 1</p> <p>New Action: P/20210201-01: Dir Ops</p> |

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| | <p>rainfall and considered the works conducted under the SRA were beneficial to both the Tone and Parrett. With the dredging works complete, it was acknowledged that the rivers were now conveying more water and therefore would be able to evacuate the water quicker in the event of heavy rainfall.</p> <p>9.8. The Parrett Area Manager, Rob King, reported that he had received a good response to the letters of Expressions of Interest' for the next FY maintenance works and, despite outsourcing the in-house maintenance this FY, Bernard Perry had successfully removed a tree from a blocked Rhyne within 24 hours as part of the Board's Call-Out Contract, demonstrating the success of such arrangements.</p> <p><u>Programme of Works:</u></p> <p>9.9. As per Report.</p> | |
| <p>10. Finance Report</p> | <p>10.1. Director of Finance, as the Responsible Finance Office (RFO), confirmed that the quarterly accounts reconciliation was complete up to Dec 20, and required final checking and counter-signature by the designated Board Member, Cllr Stuart Kingham in due course.</p> <p>10.2. The RFO commented that, as a recommendation of the Board's Auditors, she wished to inform the Board that as there had been no changes to the Assets and Disposals.</p> <p><u>End of Year Report 2020/2021</u></p> <p>10.3. Dir Fin reported on the Budget Forecast to end of Year Mar 2021. She reported an end of year forecast of a deficit of £34k which she commented that Board Members should be expected as the deficit was a result of funds having been raised in previous years for Project Schemes delivered this FY (hence the deficit being funded from the 'ring-fenced' works Reserves).</p> <p>10.4. She further reported that the forecast end-of-year 'Free-Reserve' (non-ring-fenced) position would be just over £127k (up from £65k at the end of FY20/21) and that this was the Reserve position <u>prior</u> to the sale of any Plant & Machinery which would further be recouped into the Free-Reserves in order to enhance the coverage of Risk.</p> <p><u>Proposed Budget for FY2021/2022</u></p> <p>10.5. Dir Fin reported that there was an increase in the 'Consortium Admin Recharge' for next FY as endorsed by the SDBC Management Committee due to the impact of the Strategic Review but this would be offset by</p> | |

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| | <p>savings made within the Boards expenditure due to the direct costs resulting in the movement of Staff into the SDBC as a shared resource.</p> <p>10.6. Dir Fin urged caution in that the Project Scheme Budget may increase next year (FY2022/2023) and therefore had potential to warrant an increase in income to the Board but this was normal business as part of the Engineering Programme of Works development.</p> <p><u>Setting of the FY2021/2022 Budget.</u></p> <p>10.7. The FY2021/2022 Proposed Budget as presented results in a penny-rate increase of 1.81% to a new Penny Rate of 7.502 pence-in-the-pound.</p> <p>10.8. Colin Passmore Proposed, Seconded by James Winslade, that ‘the Penny Rate for FY2021/2022 is increased by 1.81% to 7.502 pence-in-the-pound, to be signed and sealed by the Chairman and the Clerk outside of the Meeting’.</p> <p>10.9. The Chairman and Members thanked Dir Fin for her hard work and presentation of the Report.</p> | RESOLUTION 2 |
| 11. Somerset Rivers Authority | 11.1. The Clerk commented that the last SRA Board Meeting was held on 11 Dec 20 and the next scheduled Meeting was 05 Mar 21. | |
| 12. Risk Review | 12.1. The Clerk had distributed the updated Risk Register with the Calling notice and provided an overview of the Top Risks as they stood at the Meeting. He commented that these Risks would be expected to reduce as the mitigations came into effect with the implantation of the Strategic Review. | |
| 13. Any Other Business | <p>13.1. The Members discussed the issues surrounding watercourse margins under the proposed Environmental Land Management Scheme (ELMS) and the Chairman commented that the SDBC AGM in March was planning to have a presentation from ADA and the Lincolnshire Branch on the issues in the east of the country regarding environmental margins and mutual benefits of IDB access for watercourse maintenance.</p> <p>13.2. Following a question raised by Cllr Anthony Betty on behalf of the Parish Council on actions taken in the event of litter removed from watercourses, Dir Ops commented that, if the Boards contractors removed hazardous waste (e.g. large amounts of glass, plastics,</p> | |

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| | domestic appliances etc) the Area Manager was to be advised who would then inform the Riparian Owner. | |
| 14. Date of Next Meeting | <p>16.1. The Clerk encouraged Members to attend the SDBC AGM which was scheduled for 12 Mar 21 as the Meeting was open to Members across all three Boards of the Consortium and would be discussing the new Draft Watercourse Management Policy as well as other interesting joint-Board topics for which he would very much welcome a range of Member's comments and views.</p> <ul style="list-style-type: none"> • SDBC AM – Fri 12 Mar 21 @ 1030 • Full Board – Fri 16 Apr 21 @ 1430 <p>There being no other business, the Chairman thanked Members and Officers for their attendance, and the Meeting was closed</p> <p>.</p> | |

Annex:

A. Parrett Board – Table of Outstanding Actions

CHAIR.....DATE

**ANNEX A TO
PARRETT BOARD MINUTES
DATED 01 FEB 2021**

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/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/20201016-01 | To prepare options for an independent Data Protection Officer for Board consideration at the next scheduled full Board Meeting. | Clerk |
| P/20210201-01 | To liaise with the EA regarding the status of the Saltmoor Pumping Station and adjacent drains. | Dir Ops |