

MINUTES OF THE PARRETT INTERNAL DRAINAGE BOARD FULL BOARD MEETING HELD VIA ZOOM ON 16 APRIL 21

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

| 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. There were no member of the Public present. | |
| 5. Approval of Minutes | 5.1. The Full Board Minutes of 01 Feb 2021 were accepted unanimously and signed by the Chair as a true and accurate reflection of the Meeting. | |

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| <p>6. Matters Arising</p> | <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/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. He reported that an Invasive Weeds information sheet had been included with the Annual Demand to all Rate Payers.</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 Options were being investigated for all three Boards and hoped that this would be presented at the Board Meeting in June 21.</p> <p>Action P/20210201-01: Dir Ops to liaise with the EA regarding the status of the Saltmoor Pumping Station and adjacent drains. Dir ops reported that better maintenance was required and that he and Mr J Winslade would meet with the EA on site and report back at the next Meeting.</p> | <p>Action P/20191105-02: Ongoing</p> <p>Action P/20200203-01: Ongoing</p> <p>Action P/20201016-01: Ongoing</p> <p>Action P/20210201-01: Ongoing</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), met 26 Feb 21 to discuss:</p> <ul style="list-style-type: none"> • Draft Policy review underway following endorsement of the Strategic Review of Plant, Machinery & Manpower. • H&S training for Staff and Members – ADA had produced generic 15 min on-line presentations which would be available prior to full Board Meetings from Jun 21. • Internal audit process to be conducted by Board Members. The first Internal Audit process was underway for COSHH and Health & Well-Being of Staff. <p>The next H&S sub-Committee Meeting was reported as 07 May 21.</p> | |

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| <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 Staff arrangements progressing to new roles:</p> <ul style="list-style-type: none"> • All Expenditors had successfully transferred to employment under the Axe Brue Board (as lead Board to the Consortium) as Area Supervisors with Line Management from Mr R King, Operations Manager. • Mr M Wall had taken on the role of Contracts Manager, as a single point of contact for maintenance Contracts across all three Boards. • Mr A Dowden had moved to an Operations Consultant position in support of all three Boards but his initial priority is the transfer of knowledge and training of Operations Staff in the management of the Upper Brue area. • Unfortunately, Mr S Bunn, Development Control Officer had resigned to become Flood Risk Manager at North Somerset Council. He would be replaced by Mr R Kidson, currently Project Engineer focussed on SRA projects. • Appreciation was expressed to Mr Bunn, with well wishes for his future. • Mr Kidson was welcomed to the new role. <p>8.2. <u>Plant & Machinery</u> F&W Committee to discuss timing and process for disposal of Plant & Machinery.</p> <p><u>Members Code of Conduct:</u></p> <p>8.3. The Clerk reported he was awaiting the final returns from Cllr A Bradford and Cllr I Dyer.</p> <p>8.4. The Clerk further reported that Local Authorities would be reviewing Appointed Membership in the near future, and that Cllrs L Perry and L Gibson would be standing down. Sub-Committee Membership to be reviewed at the next Meeting.</p> <p>8.5. The Chairman stated he was sad to see Simon Bunn leave, as a valued member of Staff and wished him well for the future. The Clerk took an Action to report to the SDBC Management Committee in six months to advice of any further necessary Departmental changes to be implemented.</p> | <p>New Action: P/20210416-01: Clerk</p> |
| <p>9. Finance Report</p> | <p>9.1. Director of Finance, as the Responsible Finance Office (RFO), advised there was nothing to report and that the Year End process was underway.</p> <p>9.2. <u>SDBC Year-End accounts</u> Estimated Year-End SDBC surplus to be divided between Axe Brue, Parrett and North Somerset Levels in accordance with the Consortium Agreement share to enable a zero balance; estimated Axe Brue £22k, however this could not be</p> | |

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| | <p>confirmed until the end-of-year accounts were concluded.</p> <p>9.3. <u>Outstanding Rates</u> The Deputy Clerk provided an overview:</p> <ul style="list-style-type: none"> • Outstanding Rates from last year were £6,291 (3.6% of total Rates). Of that, 7x accounts totalling £1,475 were subject to Liability Orders through the courts and recoup through Bailiffs. All outstanding debt had been carried forward into the current year's demands. • The Board reviewed the level at which the Board should seek Liability Orders (must be considered a justifiable expense of 'collection' by Para 55 (6) of LDA 1991) and considered the current process of all debts of £25 and above. <p>9.4. Following discussion Cllr M Caswell proposed, Cllr A Betty seconded 'that the Parrett IDB endorse to seek Liability Orders of all debts of £25 and above in accordance with Para 55 (6) of the Land Drainage Act 1991.'</p> <p>All were in favour with none against the motion.</p> | <p>RESOLUTION 1</p> |
| <p>10. Engineering & Operational Report</p> | <p><u>In-Year Maintenance:</u></p> <p>10.1. Dir Op requested an F&W Meeting to consider and award Parrett Maintenance Contracts once the Tenders have been received and assessed.</p> <p>Mr T Bradford asked for future Tenders to be invited in time to enable consideration at the April F&W Meeting.</p> <p>10.2. 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>10.3. Following discussion Mr Vigar proposed, Mr Winslade seconded that 'a Water Level Management Sub-committee is formed to work with Officers on the Oath to Burrowbridge and KSD/Sowy Environmental Mitigation Action Plan and other strategic Water Level Management issues.'</p> <p>All were in favour with none against the motion.</p> <p>10.4. It was agreed that the Water Level Management sub-Committee would consist of:</p> <ul style="list-style-type: none"> • Mr W Barnard (to be confirmed) • Mr T Bradford • Cllr A Betty • Mr B Bryer • Mr M Heywood • Mr J Winslade • Mr D Vigar | <p>RESOLUTION 2</p> |

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| | <p><u>Fly Tipping:</u></p> <p>10.5. Following a question from Mr Vigar regarding the responsibilities for removal of fly tipping, Dir Ops commented that the Riparian Owner was ultimately responsible for removal of such arisings. The Board would remove any fly-tipping from the watercourse to ensure an unhindered conveyance, although it becomes the responsibility of the Riparian Owner to keep the banks clear.</p> <p>The Clerk took an Action to discuss responsibility of fly tipping with ADA and other Organisations to define clarity.</p> <p>10.6. Mr C Passmore commented that work completed at Othery/Middlezoy/Westonzoyland was well done and considered this presented good value for money.</p> <p><u>Programme of Works:</u></p> <p>10.7. As per Report.</p> | <p>New Action: P/20210416-02: Clerk</p> |
| 11. Environment Committee | <p>11.1. The Clerk reported the sub-Committee met in Apr 21 and discussed the following:</p> <ul style="list-style-type: none"> • Invasive Non-native Species (INNS) – concern for abundance of plants, being tracked to combat the spread. • Badger Licence requirements had been agreed. • The new Environment Bill would potentially increase Biodiversity and enhancement requirement on the Board. This matter is reportable annually to DEFRA via an IDB1 Form. • The Boards' Bio-Security Policy highlights the need to clean machines and have good communication between contractors and landowners. | |
| 12. Somerset Rivers Authority | <p>12.1. The Clerk commented the next scheduled Meeting was 21 Jul 21.</p> <p>12.2. He further reported the EA were to commence Sowy enhancement and that Dir Ops was actively involved with seeking mitigation on the schedule of structures.</p> | |
| 13. Risk Review | <p>13.1. 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 which had reduced with implementation of the Strategic Review.</p> <p>13.2. Risk 49 - Red/White diesel: The Clerk reported this new risk as a result of current Government discussion.</p> | |

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| | <p>IDB's historically used red diesel as IDB maintenance works had been considered agricultural.</p> <p>ADA had represented IDBs for endorsement to use red diesel in the future, however it is likely that white diesel will be enforced as of Apr 2022. He further reported that this would have a potential adverse impact on maintenance costs.</p> <p>The Clerk recommended that Board Reserves were reviewed in-line with the Risk Review at the Jun 21 full Board Meeting.</p> | |
| 14. Any Other Business | <p>14.1. Following a question raised by Mr C Passmore regarding development at Minehead, DCO commented that he had met with the Developer to revise drawings, however these had not been re-submitted. The IDB remained as a non-Statutory Consultee on Planning applications.</p> <p>14.2. Mr Vigar reported that Elvers had been reintroduced thought the district, which received favourable responses from Members.</p> | |
| 15. Date of Next Meeting | <p>15.1. The Clerk reported forthcoming Meetings as.</p> <ul style="list-style-type: none"> • H&S (joint) Committee – 07 May 21 @ 1030 • F&W Committee – 14 Jun 21 @ 1430 • Full Board – 21 Jun 21 @ 1430 <p>There being no other business, the Chairman thanked Members and Officers for their attendance, and the Meeting was closed</p> | |

Annex:

A. Parrett Board – Table of Outstanding Actions

CHAIR.....DATE

**ANNEX A TO
PARRETT BOARD MINUTES
DATED 16 APR 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 |
| P/20210416-01 | To report to the SDBC Management Committee in six months to advice of any necessary Departmental changes to be implemented. | Clerk |
| P/20210416-02 | To discuss responsibility of fly tipping with ADA and other Organisations to define clarity. | Clerk |