

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

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

Agenda Item:	Detail:	Action:
1. Attendance and Apologies	<p>1.1. The Clerk welcomed new Members; Cllr Lance Duddridge and Cllr Liz Leavy as replacements for Cllr Liz Perry and Cllr Li Gibson who had stepped down from the Board.</p> <p>1.2. Apologies as per the above Attendance List.</p>	
2. Items additional to the Agenda	<p><u>Approval of Amendment to Board Standing Orders:</u></p> <p>2.1. The Clerk provided an overview of three minor amendments recommended by DEFRA to uplift the Standing Orders to allow for the continuation of remote Meetings where necessary.</p> <p>2.2. Cllr S Kingham proposed, seconded by Cllr D Durdan, <i>'To approve the Amendment to Parrett Board Standing Orders – V1.2.'</i></p>	RESOLUTION 1

Each Board is a statutory public body with responsibilities for flood protection, land drainage and the environment.
All are members of the Association of Drainage Authorities.

	<p>Vote: All Agreed.</p> <p>2.3. Mr P Betty asked whether the June's Finance & Works Committee was necessary. The Clerk commented that this was expected to be discussed at Item 14: Any Other Business.</p>	
3. Declarations of Interest	3.1. None at this time. Members were requested to submit specific declarations as necessary throughout the Meeting Agenda Items.	
4. Opportunity for Members of the Public to address the Meeting	4.1. There were no members of the Public present at the Meeting.	
5. Approval of Minutes	5.1. The Full Board Minutes of 16 Apr 21 were accepted unanimously and signed by the Chair as a true and accurate reflection of the Meeting.	
6. Matters Arising	<p>6.1. Following a question from Cllr Pearce, Mr P Betty and Cllr A Bradford regarding invasive weeds training, the Clerk stated that Action P/20200203-01 required an in-person Meeting and that Invasive Weeds would be discussed at Item 11 under 'Environment Committee Report'.</p> <p>6.2. Following a previous report of fly tipping, the Clerk would provide an update under 'Review of Actions'.</p> <p>6.3. Director of Operations (Dir Ops) reported a Meeting of the Water Level Management Committee would be held week commencing 25 Jun 21. Mr Barnard declared a personal interest in this matter.</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 prior to commencement of the Board Elections process in Apr 22.</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 recommended a training session at the Oct 21 Meeting.</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</p>	<p>Action P/20191105-02: Ongoing</p> <p>Action P/20200203-01: Ongoing</p>

	<p>Meeting. The Clerk reported that Options were being investigated for all three Boards and hoped that this would be presented at the SDBC Meeting in June 21. As this was now being taken as a Tri-Board Action at SDBC Management Committee, he recommended that this Action be closed.</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 a Meeting had been held with the EA and the immediate issue had been sorted, however a further discussion with the EA was required.</p> <p>Action P/20210416-01: Clerk to report to the SDBC Management Committee in six months to advise of any necessary Departmental changes to be implemented. The Clerk reported that any necessary changes or lessons-learnt from the Strategic Review would be presented to an Extraordinary SDBC Management Committee on Fri 17 Sep 21.</p> <p>Action P/20210416-02: Clerk to discuss responsibility of fly tipping with ADA and other Organisations to define clarity. The Clerk reported he was awaiting a response from ADA for this matter to be included in the Water Level Management Policy, and that he would discuss the matter further with the ADA T&E Committee.</p>	<p>Action P/2021016-01: Closed</p> <p>Action P/20210201-01: Closed</p> <p>Action P/20210416-01: On-going</p> <p>Action P/20210416-02: On-going</p>
<p>7. Health & Safety</p>	<p>7.1. The Clerk reported that the latest H&S (Joint Board) sub-Committee Meeting was held on 07 May 21 with the following points of note:</p> <ul style="list-style-type: none"> • Parrett Committee Membership: Mr P Betty, Cllrs A Bradford and D Durdan. • H&S training for Staff and Members – ADA had produced a number of generic 15-min on-line presentations which would be delivered at the full Board Meetings from Oct 21. • Internal Audit process. The first Internal Audit process for COSHH had been conducted by Board Members with some minor recommendations to process having been identified. • Health & Well-Being of Staff Audit to be conducted in due course. • Mr Betty resigned from the H&S Committee due to other commitments. He was thanked for his time and efforts with the Committee. • Mr W Barnard volunteered for the vacancy. With no other candidates, Mr Barnard was appointed. <p>7.2. Parrett H&S Committee membership was confirmed as:</p> <ul style="list-style-type: none"> • Mr W Barnard 	

	<ul style="list-style-type: none"> • Cllr A Bradford • Cllr D Durdan <p>7.3. The next H&S sub-Committee Meeting was reported as being held on 03 Dec 21.</p>	
<p>8. Governance Updates</p>	<p><u>Correspondence:</u></p> <p>8.1. The Clerk presented an overview of correspondence received with the following points of note:</p> <ul style="list-style-type: none"> • Somerset Rivers Authority (SRA) were actively recruiting for a Riparian Responsible Officer to work with all Partner Organisations. He stated that although the Boards interface regularly with landowners, there remained a gap in general public understanding of Board business and the Byelaws. • ADA and Defra were formulating new model Byelaws. • The three Boards of the SDBC were actively involved with a National Lowland Peat Taskforce. • ADA and CLA River Summit; Dir Ops reported that he was presenting a short overview of the River Parrett post-2014 dredging works as an example of the benefits of good river conveyance, and using the River Brue as an example of concerns. • The ADA Conference and AGM would be conducted remotely on 10 Nov 21. • ADA would be producing 'Remote Meeting Guidance' in due course to complement the uplift of Standing Orders. <p><u>Board Membership:</u></p> <p>8.2. The Clerk reported that, following the Local Authority Elections, Appointed Member representation had been changed, and welcomed the following appointments:</p> <ul style="list-style-type: none"> • Outgoing: Cllrs L Gibson and L Perry • New: Cllrs L Duddridge and L Leavey. <p>8.3. The Clerk reported vacancies on two sub-committees following the Local Authority Elections. The following candidates volunteered unopposed:</p> <ul style="list-style-type: none"> • Environment Committee: Mr W Barnard • Investment T&F Group: Cllr L Duddridge 	

<p>9. Finance Report</p>	<p><u>Quarterly Reconciliation of Bank Statements</u></p> <p>9.1. Dir Fin, as the Responsible Finance Officer (RFO), reported that a full bank reconciliation by Officers had been completed. However, due to the ongoing Covid-19 situation, the Board Member internal reconciliation had been delayed.</p> <p><u>End of Year Accounts 2020/2021</u></p> <p>9.2. SDBC Accounts: Mrs M Hammond, RFO, provided an overview of the End of Year Report with the following points of note:</p> <ul style="list-style-type: none"> • Year-End SDBC surplus had been divided between Axe Brue, Parrett and North Somerset Levels in accordance with the Consortium Agreement share to enable a zero balance; Parrett £23k. • Expenditure variance was primarily due to vacancies in SDBC Staffing. • I&E Report and Notes to Accounts were accepted 'as read'. <p><u>Parrett IDB Accounts:</u></p> <p>9.3. The RFO provided an overview of the Balance Sheet with the following point of note:</p> <ul style="list-style-type: none"> • I&E Report: surplus £23k. • Income variance due to rechargeable works, SRA work and SDBC income. • Expenditure variance due to out-sourced maintenance, reduced plant & machinery costs, reduced overheads and Board schemes with funds raised in previous years. • I&E Report and Notes to Accounts were accepted 'as read'. <p><u>Section 1 Annual Governance Statements 2020/21:</u></p> <p>9.4. The Board acknowledged their responsibility for ensuring that there was a sound system of internal controls in-place, including arrangements for the preparation of the Accounting Statements and answered 'Yes' to the eight Accounting Statements at Section 1 of the AGAR.</p> <p>Cllr A Betty proposed, Cllr S Kingham seconded that 'the Parrett Full Board at its Meeting held on 21 Jun 21, endorse approval of the eight Accountability Statements within Section 1 of the Annual Governance Statement 2020/21.'</p> <p>Vote: Unanimous</p> <p><u>Section 2 Accounting Statements:</u></p> <p>9.5. The RFO provided an overview of the Annual Governance and Accountability Return 2020/21 to ensure Member understanding.</p>	<p style="text-align: center;">RESOLUTION 2</p>
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	<p>Cllr S Kingham proposed, Cllr D Durdan seconded that ‘the Parrett Full Board at its Meeting on 21 Jun 21, endorse approval of Section 2 of the Annual Governance Statement 2020/21.’</p> <p>Vote: Unanimous</p> <p><u>Board Reserves:</u></p> <p>9.6. The RFO provided an overview of Board Reserves in each section:</p> <ul style="list-style-type: none"> • Commuted Sums • Works Reserve • Non-ring-fenced Reserves • Specific Reserves <p>The RFO suggested that the Free Reserve of £204k would not be sufficient to cover all risks on the Risk Register however, the sale of Plant & Machinery as agreed by the Strategic Review, would potentially raise additional funds to Free Reserves and reduce Risk to a sustainable level.</p> <p>9.7. The Deputy Clerk provided an overview of outstanding Rates:</p> <ul style="list-style-type: none"> • £55, 296 currently outstanding; 31.2% of total Drainage Rate demands. • £907 from previous year currently being enforced by Bailiffs (included in total outstanding Drainage Rates). 	<p>RESOLUTION 3</p>
<p>10. Engineering & Operational Report</p>	<p><u>In-Year Maintenance:</u></p> <p>10.1. 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>10.2. Contracts Manager, Mr M Wall, reported that three compliant tenders had been received for two Maintenance areas, with Spratt Plant Hire providing best value money.</p> <p>Members accepted the recommendation to award two Maintenance Contracts to Spratt Plant Hire.</p> <p>All agreed.</p> <p>The Contracts Manager confirmed that all maintenance, previously conducted in-house, was now out-sourced for all three Boards.</p> <p><u>Sowy scheme:</u></p> <p>10.3. Dir Ops provided an update of progress, stating that:</p> <ul style="list-style-type: none"> • Structures had been surveyed as part of Phase 1 works to determine outfall water levels. • Oath to Burrowbridge Environmental Mitigation Plan – IDB and EA working to identify a baseline 	

	<p>for future water levels to ensure prevention of detrimental impact of dredging work.</p> <ul style="list-style-type: none"> • FWAG had been invited to discuss Test & Trial operations of managing flood water, results of which will assist to develop the new proposed Environmental Land Management Scheme (ELMS). <p>10.4. Following a question from Cllr Betty, Dir Ops took an Action to notify Appointed Members when Enforcement issues arose within their wards, to enable accurate discussions at Local Authority meetings.</p>	<p>New Action: P/20210621-01: Dir Ops</p>
<p>11. Environment Committee</p>	<p>11.1. Parrett Membership of the Joint Environment Committee:</p> <ul style="list-style-type: none"> • Mr T Bradford • Cllr I Dyer • Mr W Barnard <p>11.2. 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. • IDB working with EA to develop and deliver an effective control programme for high-risk species such as Floating Pennywort, Parrots Feather and Water Primrose. • Badger Licence requirements and process had been agreed. • The new Environment Bill would potentially increase Biodiversity requirements on the Board. This matter was reportable annually to DEFRA via the IDB1 Form. • The Boards' Bio-Security Policy highlighted the need to clean machines and have good communication between contractors and landowners. <p>11.3. Following concern expressed by Cllr A Bradford for an increase of Ragwort through the district being noxious to animals, the Ecologist reported that Ragwort was controlled where possible, with cutting.</p> <p>11.4. Following a question from Mr P Betty regarding spread of INNS, the Ecologist stated that all animals and birds had a potential to spread INNS, however people tend to be the main instigators.</p>	

	The Ecologist took an Action to promote public awareness of aquatic and invasive weeds via local and social media.	New Action: P/20210621-02: Ecologist
12. Somerset Rivers Authority	<p>12.1. The next Meeting of the SRA Board was reported as 23 Jul 21. An update on progress would be provided at the next scheduled Meeting.</p> <p>12.2. The Chairman reported that workshops to prioritise the 20-yr Flood Action Plan would take place in the near future.</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 10 Risks as they stood at the Meeting which been updated following implementation of the Strategic Review.</p> <p>13.2. Board Machinery; The Board expressed confidence in capability of contractors for all out-sourced maintenance work. It was agreed the F&W Committee would discuss options for disposal of Plant & Machinery.</p> <p>Cllr S Kingham proposed, Cllr M Caswell seconded that ‘the Finance & Works sub-Committee discuss options for disposal with authority to negotiate sales.’</p> <p>Vote: All agreed</p> <p>13.3. Red & White Diesel: The Clerk reported there would be a watching brief on developments of Government discussion on the continued use of Red Diesel for IDB Operations.</p> <p>13.4. The Clerk commented that the full Risk Register would be available to all Board Members upon request.</p>	RESOLUTION 4
14. Any Other Business	<p>14.1. Following concern raised by Mr P Betty for low attendance at the spring F&W sub-Committee Meetings, the Clerk reported that a discussion with the F&W Chairman resulted in a preference for the minimum number of meetings possible.</p> <p>Mr P Betty proposed, Cllr S Kingham seconded ‘that the Parrett Board negate the Oct F&W Meeting by including matters in the full Board Meeting to be held 15 Oct 21 and reviewing the process at the end of that Meeting.’</p> <p>Vote: All agreed</p>	RESOLUTION 5

	<p>14.2. Cllr A Bradford expressed concern for affordable homes being built in North Newton and potential flooding in the centre of the village.</p> <p>Dir Ops took an Action to investigate potential flooding issues in North Newton as a consequence of new development.</p>	<p>New Action: P/20210621-03</p>
<p>15. Date of Next Meeting</p>	<p>15.1. Future Meetings were reported as:</p> <ul style="list-style-type: none"> • F&W – 04 Oct 21 @ 1030 cancelled due to Resolution 5 above • Full Board – 15 Oct 21 @ 1030 <p>15.2. The Chairman thanked new Members for their attendance and contributions to the Meeting.</p> <p>There being no other business, the Chairman thanked Members and Officers for their attendance, and the Meeting was closed at 1605.</p> <p>.</p>	

Annex:

A. Parrett Board – Table of Outstanding Actions

CHAIR.....DATE

**ANNEX A TO
PARRETT BOARD MINUTES
DATED 21 JUN 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/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
P/20210621-01	To notify Appointed Members when enforcement issues occur are within their wards, to enable accurate discussions at local authority meetings.	Dir Ops
P/20210621-02	To promote public awareness of aquatic and invasive weeds via local and social media.	Ecologist
P/20210621-03	To investigate potential flooding issues in North Newton as a consequence of new development.	Dir Ops