

**MINUTES OF THE EXTRAORDINARY SDBC MANAGEMENT COMMITTEE HELD VIA ZOOM  
ON 09 JUL 2021**

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

<b>Agenda Item:</b>	<b>Detail:</b>	<b>Action:</b>
1. Attendance and Apologies	1.1. Attendance & Apologies as per the above.	
2. Declarations of Interest	2.1. Cllr A Gilling declared a specific interest in any and all matters relating to Ashford Solicitors.  2.2. Members were requested to submit declarations as necessary throughout the Meeting Agenda Items.	
3. Approval of Minutes	3.1. The Minutes of the SDBC Management Committee Meetings held as follows were accepted as a true and accurate reflection of the Meetings held: <ul style="list-style-type: none"> <li>• 12 Mar 21</li> <li>• 29 Jun 21</li> </ul>	
4. Matters Arising	4.1. <i>12 Mar 21 Item 6.3 Lowland Peat Taskforce:</i> Mr T Bush reported that there would be no additional Member attending from NSLIDB other than himself as there was no other peat farming expertise available.	

	<p>4.2. 29 Jun 21 Item 2.5 Actions: Cllr Gilling stated that it would be vital for all Members to adhere to the content of the letter regarding acceptable behaviour and Meeting etiquette as determined by the Code of Conduct and the Nolan Principles and that aggressive and abusive behaviour would not be tolerated in any circumstance in or out of Meetings when on Board business.</p> <p><u>Review of Actions:</u></p> <p><b>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:</b> The Clerk reported this Action remained ongoing for continuing discussion with NSLIDB contractors. Action remains extant.</p> <p><b>Action SDBC/20210312-01 on all Members to email concerns/comments to the CEO regarding the draft Watercourse Management Policy to enable a full discussion at a future SDBC Management Meeting:</b> The Clerk reported that one comment had been received, to be discussed at Agenda Item 6. Action Closed</p> <p><b>Action SDBC/20210312-02 on all Members to email concerns/comments to the CEO regarding the draft Complaint Policy Document to enable endorsement out-of-Meeting:</b> The Clerk reported that no comments received and the Policy had therefore been signed out of Meeting. Action Closed</p> <p><b>Action SDBC/20210312-03 on the Clerk to call a SDBC Management Committee Task &amp; Finish Group consisting of two Members from each constituent Board to influence representation of the Lowland Peat Taskforce:</b> The Clerk reported a Meeting was held on 23 Apr 21 and therefore the Action Closed.</p> <p><b>Action SDBC/20210629-01 on Dir Ops, Deputy Clerk and SDBC Chair to write a letter to the CEO &amp; clerk to reassure him that he has 100% support from Chairs &amp; Vice-Chairs of all Boards and the SDBC Management Committee for the manner in which he is to move the Boards forward, and that</b></p>	<p><b>Action SDBC/20190729-02: On-going</b></p> <p><b>Action: SDBC/20210312-01: Closed</b></p> <p><b>Action: SDBC/20210312-02: Closed</b></p> <p><b>Action: SDBC/20210312-03: Closed</b></p> <p><b>Action: SDBC/20210629-01: Closed</b></p>
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	<p><b>it is understood how valuable he and the Staff are to Members:</b> The Clerk reported he had received the letter and considered this Action Closed.</p> <p><b>Action SDBC/20210629-01 on Dir Ops, Deputy Clerk and SDBC Chair to write a letter to all Board Members to draw their attention to acceptable behaviour and Meeting etiquette as determined by the Code of Conduct and the Nolan Principles and that aggressive and abusive behaviour will not be tolerated in any circumstance in or out of Meetings when on Board business:</b> The Deputy Clerk reported the letter had been disseminated to all Board Members. Action Closed</p> <p><b>Action SDBC/20210629-03 on Dir Ops, Deputy Clerk and SDBC Chair to instruct NSLIDB Contractors who have not completed their Approved Supplier questionnaire to attend Bradbury House for assistance with completing the questionnaire to enable new contracts to be awarded in accordance with implementation of the Strategic Review:</b> The Clerk reported that Contractors would be instructed to attend the office within the next week. This Action remains extant.</p>	<p><b>Action: SDBC/20210629-02: Closed</b></p> <p><b>Action: SDBC/20210629-03: On-going</b></p>
<p>5. SDBC Organisational Overview</p>	<p><u>Staff Structure:</u></p> <p>5.1. The Clerk provided a presentation of the organisational overview with the following points of note:</p> <ul style="list-style-type: none"> <li>• Recruitment process was on-going for Consent Officer (Development Control Department) as agreed by the Strategic Review.</li> <li>• A Project Engineer position remained gapped, previously Mr R Kidson, with succession planned for Mr G Hellier (Eng. Tech) when degree concluded.</li> <li>• 2 x Engineer Apprentice positions were currently gapped as part of the succession planning process.</li> <li>• 2 x Service Contractors (being transferred from NSLIDB to the SDBC) still submit their Approved Supplier Questionnaires</li> </ul>	

	<ul style="list-style-type: none"> <li>• Development Control – NSL Admin Assistant was currently undertaking approx. 20% Dev Con activity on behalf of NSL work-flow.</li> <li>• SDBC Priority focus was on Land Drainage Consents however remained cognisant that support to the wider LA planning process was necessary with IDB remaining as a non-statutory consultee.</li> <li>• Standard planning responses would include standing advice.</li> <li>• Standing Advice document is available on the SDBC/Boards’ website.</li> <li>• Meeting to be held 17 Sep 21 to review lessons of the Strategic Review.</li> </ul> <p><u>Strategic Review Recommendations Update:</u></p> <p>5.2. The Clerk provide an overview of recommendations with the following points of note:</p> <ul style="list-style-type: none"> <li>• Parrett IDB had agreed to review options for disposal of Plant &amp; Machinery.</li> <li>• Development Control Application review was underway.</li> <li>• Axe Brue IDB had opted to retain the Plant &amp; Machinery for six-months to enable consolidation and confidence in all outsourced contracts.</li> <li>• The Deputy Clerk was conducting a review of all storage yards and requirements following full implementation of the Strategic Review</li> </ul>	
<p>6. Review of Joint Policy Documents</p>	<p><u>Draft Policy Statement:</u></p> <p>6.1. The Clerk reported the Draft ‘Policy Statement’ was based on an ADA model document.</p> <p>Following a question regarding reservoirs that may be created if ELMS is introduced, Mr P Betty declared an interest.</p> <p>The Clerk stated that the Boards’ Policy Statement was based on how the Boards currently operate, not taking into consideration future events. He recommended that the Policy is reviewed annually.</p> <p>Mr T Bush proposed, Mrs W Welland seconded, that <b>‘the SDBC Board Policy Statement be signed out-of-Meeting.’</b></p> <p>Vote: All agreed</p>	<p><b>RESOLUTION 1</b></p>

	<p><u>Draft Bullying &amp; Harassment Policy:</u></p> <p>6.2. The Clerk provided an overview of the draft document.</p> <p>Cllr D Durdan proposed, Mr P Betty seconded, that <b>‘the SDBC Bullying &amp; Harassment Policy be signed out-of-Meeting.’</b></p> <p>Vote: All agreed</p> <p><u>Draft IT &amp; Mobile Phone Policy:</u></p> <p>6.3. The Clerk provided an overview of the draft document.</p> <p>Mr R Keen proposed, Cllr D Durdan seconded, that <b>‘the SDBC IT &amp; Mobile Phone Policy be signed out-of-Meeting.’</b></p> <p>Vote: All agreed</p> <p><u>Draft Risk Management Policy:</u></p> <p>6.4. The Clerk provided an overview of the draft document.</p> <p>Mr J Fear proposed, Cllr A Gilling seconded, that <b>‘the SDBC Risk Management Policy be signed out-of-Meeting.’</b></p> <p>Vote: All agreed</p> <p><u>Draft Watercourse Management Policy:</u></p> <p>6.5. The Clerk reported that a Joint Watercourse Management Policy would provide both clarity and commonality in the way in which watercourses are managed across all Boards of the Consortium.</p> <p>Concerns raised included:</p> <ul style="list-style-type: none"> <li>• Whether the Policy would be used retrospectively to enforce the removal of unconsented fencing/planting etc. The Clerk commented that the document was not</li> </ul>	<p><b>RESOLUTION 2</b></p> <p><b>RESOLUTION 3</b></p> <p><b>RESOLUTION 4</b></p>
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	<p>intended to retrospectively enforce removal of unconsented works but provide guidance on all future activity.</p> <ul style="list-style-type: none"> <li>• Fencing: Temporary fencing for stock control should not be a matter of concern as this was clearly and specifically covered within the Document.</li> <li>• Board Byelaws regulate and control <u>all</u> Ordinary watercourses in the Board districts whether they be deemed 'Viewed Rhynes' or not.</li> <li>• Land Drainage Consent Applications allow the Board visibility to maintain conveyance of all watercourses in the Board districts.</li> <li>• The Policy can be updated as necessary and should be reviewed no longer than every three years.</li> </ul> <p>Cllr D Durdan proposed, Mrs P Thorne seconded, that <b>'the SDBC Watercourse Management Policy is reviewed on a triennial basis and be signed out-of-Meeting.'</b></p> <p>Vote: All agreed</p>	<p><b>RESOLUTION 5</b></p>
<p>7. AOB</p>	<p><u>Financial Update:</u></p> <p>7.1. Dir Fin reported no updates from the full Board Meetings.</p> <p>No questions were presented to Dir Fin.</p> <p><u>SDBC 4-Wheel Drive Vehicles:</u></p> <p>7.2. The Clerk provided an overview of the Board Paper reporting that since the implementation of the agreed recommendations of the Strategic Review of Plant, Machinery &amp; Manpower in Apr 2021, and the SDBC was operating under a fully shared resource model of seven Staff for operational Water Level Management delivery across all three Boards of the Consortium.</p> <p>Mr B Bryer proposed, Cllr A Gilling seconded that <b>'The SDBC Management Committee endorse the purchase of a replacement (Automatic) 4WD Board Vehicle to the value of £14,995 for use by the Area Supervisors as deemed by the Strategic Review of Plant, Machinery &amp; Manpower, and that the Toyota HILUX 2 (WF11 ZPX) is re-</b></p>	



	<p><u>Office Opening:</u></p> <p>7.4. The Clerk was given discretion for re-opening the office in accordance with Government guidance.</p> <p>The Chairman agreed that the Zoom remote meeting platform would be used in support of future meetings but should not be used as an excuse for Members to leave a Meeting when convenient.</p> <p>7.5. Cllr Gilling expressed concern for unitary discussions within Local Authorities. The Clerk stated that any impact of local authority discussions can only be considered when the decision and full details of changes had been released.</p>	
8. DONM	<p>7.1. The DONM was identified as an Extraordinary Meeting to be held on 17 Sep 21 for Strategic Review of Plant, Machinery and Manpower review of Lessons-Learnt (1030 – 1230).</p> <p>7.2. The Chair thanked all for their attendance and closed the meeting at 1205.</p>	

Annex:

A. SDBC – Table of Outstanding Actions

CHAIRMAN.....DATE .....



**ANNEX A TO  
SDBC MANAGEMENT COMMITTEE MINUTES  
DATED 09 JUL 21**

**SDBC – 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/20210629-03	To instruct NSLIDB Contractors who have not completed their Approved Supplier questionnaire to attend Bradbury House for assistance with completing the questionnaire to enable new contracts to be awarded in accordance with implementation of the Strategic Review.	Dir Ops/Deputy Clerk/SDBC Chair
SDBC/20210709-01	To prepare a letter to all MP's, ADA, Defra and the appropriate Minister to highlight the issues facing the Somerset Drainage Boards if Boards were not able to continue the use of red diesel for annual maintenance purposes.	Clerk/ Dir Ops/Deputy Clerk/