

## MINUTES OF THE PARRETT INTERNAL DRAINAGE BOARD FULL BOARD MEETING HELD VIA ZOOM ON 26 OCTOBER 21

<b>Attendance:</b>			
<b>Elected Members:</b> Roger Barrington Tony Bradford Phil Betty Anthony Betty Anna Bradford Mike Caswell Barri Bryer Mark Heywood Colin Passmore Clarence Rowe David Vigar James Winslade	<b>Appointed Members:</b> Anthony Betty Alan Bradford Andrew Gilling Julie Pay Kathy Pearce	<b>Officers:</b> Iain Sturdy Carrie-Anne Morgan Phil Brewin Rob Kidson Maggie Hammond Rob King Matthew Wall	<b>Public:</b>
<b>Approved Apologies:</b>			
Lance Dudderidge Roger Coombes	Stuart Kingham David Durdan Liz Levie Janet Keen Rebecca Horsington		
<b>Non-Approved Apologies:</b>			
Will Barnard Clarence Roe Mike Lewis	Ian Dyer		

<b>Agenda Item:</b>	<b>Detail:</b>	<b>Action:</b>
1. Attendance and Apologies	1.1 As per the register  1.2 The Chairman read a letter received from Roger Burge announcing he has left the organisation. Any enquiries to be directed to Iain Sturdy.  1.3 The Chairman welcomed and encouraged healthy debate during the meeting and would ask members to be respectful and mindful to other members and members staff	
2. Items additional to the Agenda	2.1 None.	



	<p><u>Review of Actions</u></p> <p><b>Action P/20191105-2 Clerk to convene a Task &amp; Finish Group Meeting to review Electoral districts:</b> Task and Finish Group – still outstanding – urgent as the Board will go into an election process next year.</p> <p><b>Action P/20200203-01 To provide a short training session on identification of Invasive Weeds be given to Members and Staff at the next meeting:</b> Invasive Weeds Training –as this will be easier at a face to face meeting this action is ongoing.</p> <p><b>Action P/20210416-01 To report to the SDBC Management Committee in six months to advice of any necessary Departmental changes to be implemented:</b> The Action CEO confirmed that this will come out of the review of the plant and staff review, which will be done as soon as possible.</p> <p><b>Action P/20210416-02 To discuss responsibility of fly tipping with ADA and other Organisations to define clarity:</b> No update to report</p> <p><b>Action P/20210621-01 To notify Appointed Members when enforcement issues occur within their wards, to enable accurate discussions at local authority meetings:</b> It has been agreed that this will happen and will be ongoing. Agreed to close this action.</p> <p><b>Action P/20210621-02 To promote public awareness of aquatic and invasive weeds via local and social media.</b> ongoing for new year</p> <p>At this point Clarence Roe joined the meeting</p> <p><b>Action P/20210621-03 To investigate potential flooding issues in North Newton as a consequence of new development:</b> Alan Bradford expressed concerns for local flooding. He would expect SDC to have contacted the IDB for comment. IDS will follow up development control comments.</p> <p>The Chairman referred to an action regarding the reievew of the strategic review. A Task and Finish group needs to be convened. IDS agreed a review is necessary and there should be a staged approach. The Chairman encouraged members to make comments/observations regarding anything in their area which they had concerns about</p>	<p><b>Action P/20191105-02: Ongoing</b></p> <p><b>Action P/20200203-01: Ongoing</b></p> <p><b>Action P/20210416-01: On-going</b></p> <p><b>Action P/20210416-02: On-going</b></p> <p><b>Action P/20210621-01: Closed</b></p> <p><b>Action P/20210621-02: On-going</b></p> <p><b>Action P/20210621-03: On-going</b></p> <p><b>New Action; P/20211026-02 Acting CEO</b></p>
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<p>7. Governance Updates</p>	<p>7.1 IDS shared a screen with members and updated as follows. Currently without CEO, IDS and CAM are acting up as CEO and Clerk to keep everything running smoothly.</p> <p>Vacancies for area supervisor and operations technician.</p> <p>Matt Eldridge (WEW) acting up as operations technician.</p> <p>Rob Kidson back into post as project engineer</p> <p>Temporary officer has been found for Development control team. Working very effectively.</p> <p>Development Control officer post still available.</p> <p>A permanent candidate has been found for the consents officer role.</p> <p>Recruiting for a WEW – ongoing, advertising with a minimum wage</p> <p>Peter Struck left the organisation recently.</p> <p><u>New Model Byelaws</u></p> <p>7.2. The Clerk reported that Defra had published revised model Flood risk and Land Drainage Byelaws for IDBs with the following changes:</p> <ul style="list-style-type: none"> <li>• Byelaw 3: Non-development water discharges to be revised as ‘No person shall for any purpose, <u>including as a result of development...</u>’</li> <li>• Byelaw 10: Linear features along watercourses and fences to read ‘No person without the previous consent of the Board shall erect any building, structure (<u>including a fence</u>), whether temporary or permanent...’.</li> </ul> <p>Members expressed concerns regarding fences already in situ. CAM advised that other boards had agreed that any retrospective fences would not be included</p> <p>The Chairman also raised concerns regarding the erection of fences and felt more flexibility is required. The Clerk read the byelaw in full. The Chairman asked for a letter to be sent to all landowners advising of the revised byelaws.</p> <p>Proposed Colin Passmore, seconded Alan Bradford <b>That the Parrett Board adopt the new Model Byelaws and proceed with a 30-day public consultation as prescribed in the Land Drainage Act 1991.</b> 15 for, 2 against, 0 abstentions</p>	<p><b>RESOLUTION 2</b></p>
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	<p>Consultation to proceed</p> <p>The Clerk reported that following interviews and quotes received for Data Protection Officer services, One West, Bath had been appointed on a three-year term as an SDBC joint contract with Axe Brue, Parrett &amp; North Somerset Levels Boards. One West had served historically as DPO for North Somerset Levels IDB.</p> <p>Sub committees – a member is required for the Environmental committee – Will Barnard had already been appointed</p> <p>IT &amp; Mobile Phone Policy – Members were advised for information that the Policy had been uplifted to achieve continued Cyber Essentials Accreditation. SDBC Management Committee would consider and endorse. Minor changes were required for a more robust Policy e.g.:</p> <ul style="list-style-type: none"> <li>• If users become aware of an actual or suspected compromise of any password, this must be immediately changed. Users may change their own password themselves, or seek assistance as soon as possible.</li> <li>• Remote access to Axe Brue corporate systems from company-provided or personally-owned computers must have a compliant level of security.</li> <li>• Appendix A: Miscellaneous Policies: to satisfy the requirements of Cyber Essentials</li> <li>• Firewalls' passwords are changed to something strong as and when they're supplied to us from our IT provider, and a policy check is in place to ensure this.</li> </ul> <p>At this point the Chairman requested meeting packs/minutes are sent via Royal Mail until things return to normal. The CEO asked to keep this under review.</p>	
8. Finance Report	<p><u>Colin Passmore took the Chair</u></p> <p>Quarterly Reconciliation of Bank Statements</p> <p>The Responsible Finance Officer (RFO), reported that a full bank reconciliation by Officers had been completed to end Aug 21.</p> <p><u>2020/2021 AGAR</u></p>	

The RFO commented that no errors had been identified with the AGAR figures however, one issue of concern was raised:

- A previous year's template had been used for the audit Notice, although the correct dates had been entered.

#### Write Offs

A debt from 2015 is an invoice to Wessex Water for just over £4000 and was raised by Phil Ham. No paperwork has been located to substantiate the claim. RFO would like members permission to write off the debt. James Winslade would like more investigations to be made.

Proposed James Winslade, seconded David Vigar that the debt concerning Wessex Water is written off subject to no further information being available.

Drainage Rate write offs – The Clerk confirmed the total outstanding is £2000. Proposed David Vigar, seconded Colin Passmore “that the debts be written off”

The Chairman advised that the Land Registry is 2 years behind with information being logged.

#### SDBC Accounts

The RFO reported on the SDBC Asset Register with the following points of note:

- Additions of £22,432.26
- Vehicles - £18,402.16 (3 Ex Parrett Vehicles, 1 Ex NSL vehicle, 1 new vehicle)
- Office Equipment - £1,872.78 (New VOIP telephone system)
- Portable Equipment - £2,157.32 (Strimmer and Toughbook)

The Parrett – transferred 3 vehicles to the Consortium at a cost of £1,835.64, the net book value at 31 March.

SDBC - The RFO provided an overview of the accounts and year-end status with the following points of note:

- As at 31 August 2021 surplus of £28,753
- Year-end forecast is a favourable variance of £76,685 mainly due to the following:
- Staff Cost Recharge, Adv £54,645; Recharging mainly SRA, impact of temporary DCO cover
- Salaries & On-costs, Fav £115,860; Due to vacancies DCO, CO, Ops Tech and WEW
- Recruitment, Adv £3,000; DCO, CO and other vacancies, more than budgeted for
- Cleaning, Fav £4,350; cleaning company tendered notice and reduced requirement due to Covid office closure
- Telephone, Fav £2,768; Impact of remote working and new VOIP system
- Photocopier Fav £1,128; Impact of remote working

**RESOLUTION 3**

**RESOLUTION 4**

- Mobile phones, Adv £1,725; 12x handset uplift to comply with Cyber Essentials accreditation
  - Insurance, Fav £4,465; Estimation of budget requirement following review higher than required
  - Operating Leases, Adv £1,914; Cost of new franking machine and replacement printer renewal contract
  - Vehicle Depreciation, Fav £1,447; additional Board vehicle purchased in year
- CP – recruiting costs – people had not seen any advertisements for job vacancies. RFO advised they are all promoted through the usual job pages on line. Members recommended using Facebook job pages.

The RFO provided an overview of the accounts and year-end status with the following points of note:

- There has been a virement which is a change of budget, from non-routine maintenance to routine maintenance of £20,000 in line with financial regulations, approval was sought from chair and vice chair.
- There is a small variance as contracts are higher than budgeted for.
- Repairs and Renewals favourable variance of just over £4000
- Invasive Weeds – only spent £147 estimating spend of £2000 to the end of the year so a favourable variance of £1000
- Padlocks – favourable variance
- Biodiversity Action Plan and the Water Level Management Plan also giving variances
- Schemes – adverse variance of £20,700 which means money is being spent raised in previous years
- Year end forecast a deficit of £1709
- CP reported that tree work needs to be done throughout the year - can funds be made available? RFO advised that if a large amount of funds need to be transferred approval is needed from chair and vice chair.
- With the small deficit forecast, the reserve position shows free reserves of £225k as at 1 April 2022. At April 19 they were only £44k.

	<p>The Clerk gave an update on the rate position. 7 liability orders were taken to court. These have now been passed to bailiffs for collection. The amount outstanding is approximately £13K which is 7.5% of total rate. Last year the total was 15%.</p> <p>Proposed David Vigar seconded James Winslade that the accounts are adopted. Unanimous</p> <p>Tony Bradford took the chair.</p>	<p><b>RESOLUTION 5</b></p>
<p>9. Engineering &amp; Operational Report</p>	<p>The CEO asked that the engineers report is taken as read and asked that the recommendations within the report are approved.</p> <ol style="list-style-type: none"> <li>1. Bearley Brook – proposed Philip Betty, seconded Kathy Pearce “To introduce hand-work for maintenance of 20-30m section of Bearley Brook at Burlingham Farm in preference to considerable spend (ref £20k in schemes budget) for structural bank works” Unanimous</li> <li>2. Mitigation Action Plan Protocols – Oath to Burrowbridge – Proposed James Winslade seconded Colin Passmore “That the Mitigation Action Plan protocols will be scrutinised by the Parrett Water Level Management committee at their next meeting”.unanimous</li> </ol> <p>The engineers report was taken as read with the following updates from Rob King and Matthew Wall</p> <p>RK – The water levels at Dunball are completely shut down. The Sowey is running from Monks Leaze.</p> <p>The plant has been appraised and valued and guidance is now needed from members regarding disposal. CP reported that Rob Wall from smart Agri has put equipment on line and thanked him for his help. Values of machinery not to be disclosed at this point. There is a possibility of an auction with Greenslade Taylor Hunt.</p> <p>The Finance and Works committee to consider valuations and the best way forward. Proposed James Winslade seconded David Vigar that the Finance and Works committee consider the valuations and best way forward for disposal of machinery” Unanimous</p> <p>MSW – Maintenance figures in report are to the end of September and do not include any ongoing works. The Chairman asked if there were any issues regarding the outsourced works. MSW reported that there had been concerns with the availability of drivers for Bernard Perry in Richard Vaux’s area. MSW is confident that the work will be completed on time.</p> <p>The CEO confirmed that there is no longer a risk of plant and machinery costs. Any contractor in a new area will have a few issues but these will settle down after the first</p>	<p><b>RESOLUTION 6</b></p> <p><b>RESOLUTION 7</b></p> <p><b>RESOLUTION 8</b></p>



	<p>year or two. He is encouraged by the way things are going at present. MSW reported that Trevor Newton is doing a very good job with his contracts. The Chairman agreed that all the work is progressing well and has no cause for concern on any of the contracts. MSW reported that on KSD there are 2 weak bridges that the contractor has been using – the cattle grids will be replaced with culverts.</p> <p>CP declared an interest regarding a rhyne being taken into view. Phil Brewin reported that the rhyne Northbrook to Middlebrook had previously been taken out of view in 2013 in association with the Steart project. There is a poor connection which requires approval for the rhyne to be taken back into view. Proposed Anthony Betty seconded Kathy Pearce “that the rhyne be taken into view” 16 for, 0 against, 1 abstention</p> <p>MSW – Tree works at Northmoor and Stockland – James Winslade asked that landowners should be given notice to remove/pollard the trees and ask Natural England for any grants available or recharge the board if necessary. Certain landowners are not maintaining their trees and it is falling to JW and other landowners to deal with them at their own expense. The CEO stated that we need to maintain a distinction between watercourses which are important to the board and the other non-viewed rhynes for riparian owners to maintain themselves. As it is a viewed rhyne it may be considered unfair to pass the burden to the landowner where the rhyne passes through. The Chairman agreed the trees need to be dealt with but the board needs to proceed with caution and in a compliant manner. The CEO stated that if the watercourse is not worth maintaining then take them out of view, if they are worth maintaining then keep them in view and do the works required, however speak to the landowner first and seek out their intentions and act in agreement.</p> <p>Proposed Colin Passmore seconded Alan Bradford that the Board proceed with the removal of trees where necessary in agreement with the landowner” Unanimous</p> <p>The CEO reported that Defra have appointed FWAG to take forward and investigate options for further peat conservation activities across all boards. It is out for consultation and not action at this time.</p>	<p><b>RESOLUTION 9</b></p> <p><b>RESOLUTION 10</b></p>
10. Somerset Rivers Authority	The CEO reported we are now moving towards winter and water injection works. He had attended a workshop to review the Flood Action Plan. The SRA is working collaboratively for future Flood Action Plan. He also stated that the boards should remain friendly, and interested if we are to be effective in future consultations.	
11. Risk Review	Taken as read	
12. Any Other Business	RK – winter pen meeting to be held shortly	

	The Somerset Water Forum meeting will be held on 19 November, David Vigar concerned that IDB has not been included. The CEO confirmed that IDB have been invited. David Vigar wants his email to admin from 19 Oct chased up	<b>New Action; P/20211026-03 Acting CEO</b>
13. Date of Next Meeting	A draft calendar of meetings had been forwarded. The Chairman asked that all board meetings be held on Tuesdays at 14.30. All in favour  The chairman thanked members for their attendance and closed the meeting at 17.05	

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/20210621-02	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
P/20211026-01	To discuss with the SRA the recruitment of a Riparian Responsible Officer at the next technical SRA meeting.	Dir Ops
P/20211026-02	To complete a review of the Strategic Review of Plant Machinery and Manpower.	Acting CEO
P/20211026-03	To reply to David Vigar's email to admin dated 19 Oct 2021	Acting CEO