

MINUTES OF THE PARRETT FINANCE AND WORKS SUB COMMITTEE MEETING HELD VIA ZOOM ON 18 January 2022

| Attendance: | | | |
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| Elected Members: Mr C Passmore (C) Mr T Bradford Mr P Betty | Appointed Members: Cllr M Caswell Cllr S Kingham Cllr J Pay | Officers: Mrs M Hammond Mr I Sturdy Mr M Wall Mr R King Mr P Brewin Mr R Kidson Mrs K Kingston | Public: |
| Apologies: | | | |
| | Cllr A Betty | | |
| Non-Attendance: | | | |
| Mr J Winslade | 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. Mr T Bradford requested a discussion on attendance of meetings | |
| 3. Declarations of Interest | 3.1. Mr C Passmore , Mr T Bradford and Mr P Betty– use of Board Contractors for private contracts. | |
| 4. Approval of Minutes | 4.1. The Minutes of the Finance & Works Sub-Committee Meeting of 14 June 21 were approved as a true and accurate record of the Meeting held. Proposed: Tony Bradford, seconded: Philip Betty “that the minutes are signed as a true and correct record of the meeting held”. All in favour | Resolution 1 |
| 5. Matters Arising | <u>Review of Actions</u> Action P/20191007/2: To prepare a formal letter, to be reviewed by Ashfords Solicitors, | |

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.

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| | <p>of further justification of the Boards' claim to Somerset County Council regarding the collapsed Culvert at Admiral's Table: The Clerk reported that a copy of a De-Trunking Order of 1977 had been received indicating that Admiral's Table may be a Highways Authority Asset. This would be provided as evidence to enable reclaim of the full funds owed. He reported this Action remained ongoing.</p> <p>Action P/20210514-01: To liaise with Mr T Bradford and Mr C Passmore out of Meeting to ascertain problems and specific issues of concern on the Rivers Parrett and Tone</p> <p>T Bradford praised the presentation given at the recent River Summit meeting which highlighted the Environment Agency maintenance issues resulting in major flooding. I Sturdy reported that there is a consultation from the EA regarding the Flood Risk Main policy. The EA will be recruiting for specialists to work out how to deal with lowland drainage. T Bradford was concerned that there had been no meetings with the EA and the IDB over the last 2 years. The Chairman said that the new Somerset Unitary Authority may be able to bring EA, Councils and IDB together for discussion.</p> <p>Rob Kidson (Project Engineer) reported that the dredging on the Rivers Tone and Parrett is currently taking place.</p> <p>Cllr S Kingham referred to page 4 item 6.10 regarding money outstanding, has it decreased at all? Iain Sturdy had no details at present. Action will be taken as soon as possible.</p> <p>The Chairman – item 9.2 Phosphate levels – no progress as yet, data is being collected. Iain Sturdy commented that the Board's influence is limited. Philip Betty asked if the waste from sewerage treatment works would be producing more phosphates. Matthew Wall stated that Wessex Water are carrying out monitoring currently. Iain Sturdy added that there is a lot of discussion around the phosphate problem at the moment.</p> | <p>Action P/20191007/2: Ongoing</p> <p>Action P/20210514-01: Ongoing</p> |
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| <p>6. Finance Report</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 of December 2021.</p> <p>The RFO referred to the fiancé report and highlighted the report as follows:</p> <p>Surplus at year end of £98,823 is made up of -</p> <p>admin underspend of £1,723</p> <p>maintenance repairs/renewals underspend £28000</p> <p>environmental underspend £15000</p> <p>schemes budget overspend £21,100,</p> <p>SRA total has no variance.</p> <p>income from sale of plant and machinery £</p> <p>Without the sale of the assets the surplus would have been just over £21,000.</p> <p>The RFO has no concerns with budget at this time.</p> <p>Stuart Kingham asked if there were any costs for IT update. The IT costs are included within the Consorrium budget and do not form part of the Parrett budget. The PCs within the Consortium have now been updated.</p> <p>Tony Bradford queried if the budget for the tree and vegetation work was sufficient. Matthew Wall stated that the budget had not been increased and the tree work is being carried out on an hourly rate basis whilst the routine maintenance was taking place. Tony Bradford also queried the budget for the invasive weed control. Phil Brewin had concerns regarding the contractors rather than the budget. Philip Betty commented that machinery should be washed down between visits. Phil Brewin informed the board that a new spraying system had been put in place. It was agreed that Phil would bring a proposal to the board after a discussion with landowners.</p> <p>Parrett Draft Budget</p> <p>Proposed; Stuart Kingham, seconded: Tony Bradford that the proposed budget is submitted to the full board for approval. All in favour</p> <p>Cllr Julie Pay asked whether the above figures would be repeated at the full board meeting. Iain Sturdy confirmed that as this committee had been through the report line by line the it would be proposed that the full board approve the budget.</p> | |
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| | <p>The RFO confirmed that the report would be circulated to all members before the full board meeting.</p> <p>The Chairman thanked the RFO for all her hard work and taking members through the report.</p> | |
| <p>7. Engineering & Maintenance</p> | <p><u>Annual In-Year Maintenance & Engineering Project update</u></p> <p>Matthew Wall reported that all the routine maintenance was going well and that tree works would be starting very soon, depending on ground conditions.</p> <p>Spratt Plant Hire will cease trading at the end of this financial year, Matthew proposes to re-tender for the work in the spring, that would have been carried out by them. Mainly the West Sedgemoor, Butleigh and Upper Cary areas. The re-tendering will follow the board's procurement process.</p> <p>Operations – Rob King updated the members as ???? Sluice has Health & Safety issues</p> <p>Spill kit training is being carried out next week Kingsdown maintenance will be at the end of January</p> <p>Perrymoor Bank – being inspected after reports of leaks</p> <p>All the plant and machinery has now been sold IDS reported that the schemes are as per the sheet attached.</p> <p>Rob Kidson reported that the dredging is a very efficient mobilisation of machinery, working every day and due to finish on 27 January. A different vessel is being used this time, the Baldr which has been developed with river work in mind. A video has been produced. Tony Bradford suggested that a report should be put in the ADA Gazette as this coming winter 2022/23 will be the last time the dredging is</p> | |

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| | <p>carried out and it must be promoted for another 5 years. Rob Kidson was asked to prepare a presentation to take to the next SRA meeting to bid for further funding for the next 5 years.</p> <p>ACTION ??</p> <p>Phil Brewin asked for a paragraph to be included in the report regarding the invasive species issue. Any future bid for funding needs to consider allocation for a project manager and also now as we are at the end of the 5 year permit for the environmental impact more work may need to be carried out to extend the permit.</p> | |
| 8. Risk Review | <p>Taken as read with the following points to note</p> <ol style="list-style-type: none"> 1. Single knowledge – still very high 2. Extended absence – very high and needs work 3. Red/White diesel – higher than before 4. Machinery – now sold <p>This is the current position</p> | |
| 9. Any Other Business | None | |
| 10.Date of Next Meeting | <p>10.1. 1 February 2022 Full Board</p> <p>10.2. There being no other business, Members and Officers were thanked for their attendance, and the meeting was closed at 16.10.</p> | |

Annex:

A. Parrett F&W Meeting – Table of Outstanding Actions

CHAIRMAN.....DATE

**ANNEX A TO
PARRETT F&W COMMITTEE MINUTES
DATED**

PARRETT F&W MEETING – TABLE OF OUTSTANDING ACTIONS

| Action Number: | Action: | Actionee: |
|----------------|---|-----------|
| P/20191007-02 | To prepare a formal letter, to be reviewed by Ashfords Solicitors, of further justification of the Boards' claim to Somerset County Council regarding the collapsed Culvert at Admiral's Table. | Clerk |
| P/20210514-01 | To liaise with Mr T Bradford and Mr C Passmore out of Meeting to ascertain problems and specific issues of concern on the Rivers Parrett and Tone. | Dir Ops |