

MINUTES OF THE PARRETT INTERNAL DRAINAGE BOARD FULL BOARD MEETING HELD VIA ZOOM ON 1 FEBRUARY 2022

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

| Agenda Item: | Detail: | Action: |
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| 1. Attendance and Apologies | Iain Sturdy (Acting Clerk/CEO) reminded members that the meeting is recorded on Zoom 1.1 As per the register | |
| 2. Items additional to the Agenda | 2.1 None. | |
| 3. Declarations of Interest | 3.1 The Chairman and Philip Betty – use of board contractors privately 3.2 Stuart Kingham and Anthony Betty – planning committee | |
| 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 | Agreed | |

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| <p>6. Matters Arising</p> | <p><u>Review of Actions</u></p> <p>6.1 Page 2 item 6 – Maggie Hammond (RFO) asked that as there were no finance updates at present that the Finance and Works meeting of Tuesday 22 March is cancelled. Proposed: Anthony Betty, seconded: Philip Betty “that the Finance and Works sub committee meeting of 22 March 2022 is cancelled “ Unanimous</p> <p>6.2 Page 3 Invasive weeds – the Chairman commented that a site meeting regarding the invasive weeds issue should be held as soon as possible. Phil Brewin to arrange a date and invite members to attend. Possibly in the Westonzoyland area.</p> <p>6.3 Page 10 actions :</p> <p>Task & Finish Group Meeting – ongoing</p> <p>Training session on invasive weeds – ongoing</p> <p>6.4 Departmental changes – A review is to be undertaken but officers are not in a position to carry this out – ongoing. This will be carried out when senior staff are appointed, as Review2</p> <p>6.5 Fly tipping – Rob King reported that this had quietened down. A licence has been approved to carry waste using A House’s yard. Currently the IDB will remove waste from the rhyne and arrange for local council to collect.</p> <p>6.6 Potential flooding in North Newton – has been resolved by the Highways Agency – closed</p> <p>6.7 SRA recruitment of Riparian Responsible Officer – The clerk suggested that this would be a shared resource. The Chairman said more information is needed and the rules and regulations need to be simplified. An SRA technical group is arranged for discussion next Wednesday.</p> <p>6.8 Review of the Strategic Review (Review2) – Will be conducted when senior posts are permanently recruited</p> <p>6.9 David Vigar email response – now satisfactorily dealt with - closed</p> | <p>RESOLUTION 1</p> <p>New Action : P20220201-01</p> <p>Action 20191105-2</p> <p>Action 20200203-01</p> <p>Action 20210416-01</p> <p>Action 20210416-02</p> <p>Action 20210621-03</p> <p>Closed</p> <p>Action 20211026-01</p> <p>Action 20211026-02</p> <p>Action 20211026-03</p> <p>Closed</p> |
| <p>7. Governance Updates</p> | <p>7.1 Staffing – The Acting Clerk/CEO reported that George Hellier has left the board to work for JBA Consultants. The staffing issue needs to be looked at urgently as a number of vacancies have arisen. Officers are dealing with essential work but beginning to struggle with the less important things. He will be having a discussion with Naomi Johnson, H&S Co-ordinator, regarding job advertisements, perhaps using the Dillington website which is used by the local authorities for recruitment</p> | |

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| | <p>7.2 The Chairman added the staff are under extreme pressure but the day to day work will not be affected. Staff are working extremely hard and patience is requested.</p> <p>7.3 Philip Betty asked why staff are leaving, is there an underlying reason? The Chairman commented that he was not able to reply at this present time.</p> | |
| <p>8. Sub Committee Membership review</p> | <p>8.1 The Acting Clerk/CEO advised that all the sub committees were fully populated. Philip Betty asked to be removed from the Finance and Works committee and the SDBC Management committee. The Acting Clerk/CEO will write to all members seeking interest.</p> <p>8.2 The Chairman would like to cut out sub committees altogether as they take up so much time. Extra time could be allowed at full meetings to take time for decision making.</p> <p>Philip Betty suggested a time limit on people speaking.</p> <p>Rebeca Horsington agreed with the Chairman as often items are discussed twice, she also agreed with Philip Betty regarding a time limit on people speaking</p> <p>The Chairman suggested following the style of the ADA meeting agendas and have times on our agendas for each item.</p> <p>Stuart Kingham said it would be useful to combine meetings to ensure they are quorate.</p> <p>The Chairman asked for a proposal. Proposed: Stuart Kingham, seconded: Philip Betty “that a review is carried out regarding the format of meetings and committee structure”. Unanimous</p> | <p>New Action: 20220201-02</p> <p>RESOLUTION 2 New Action 20220201-03</p> |
| <p>9. Finance Report</p> | <p>9.1 Quarterly Reconciliation of Bank Statements – the RFO reported that bank statements have all been reconciled to the end of December 2021 and countersigned by Stuart Kingham</p> <p>9.2 EOY Financial Report & Proposed Budget FY2022/2023 (Enclosure 2) – discussed at the recent Finance and Works committee meeting on 18 January where the report was gone through line by line.</p> <p>Anthony Betty queried the depreciation line regarding the plant & Machinery which had recently been sold. The RFO advised that there were still a number of small items held.</p> <p>9.3 Setting of the FY2022/2023 Drainage Rate - The proposal is to raise the penny rate by 5.62% to 7.923p in the pound. Proposed: Stuart Kingham, seconded: Roger Barrington “that the penny rate for 2022/2023 is</p> | |

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| | <p>increased by 5.62% to 7.923 pence in the pound and to be signed and sealed by the Chairman and the Clerk” Unanimous</p> <p>9.4 Outstanding Drainage Rates – The RFO reported that the latest figures from the DRS rating system are as follows:</p> <p>The total amount outstanding = £6179.99 which is made up of Accounts with credit balances = £1290.53, Accounts with debit balances = £7470.52. The total in October 2021 was £10,375.46</p> | <p>RESOLUTION 3</p> |
| <p>10. Engineering & Operational Report</p> | <p>10.1 The Acting Clerk/CEO asked that the engineers report is taken as read with the following updates :</p> <p>In-Year Annual Maintenance Update – Matthew Wall reported that the tree works in Stolford are now complete. Tree work is being carried out on West Sedgemoor and Kingsbury Episcopi, and in Northmoor where ground conditions have improved.</p> <p>The routine maintenance work is going well.</p> <p>Spratt Plant Hire will cease trading at the end of March 2022, all their maintenance work is complete but there is still some engineering work to be finalised. Areas RS03, 06 and 10 to be re-tendered.</p> <p>FY22/23 Annual Maintenance Contracts – North Somerset levels and Coastal Catchment are out to tender at present</p> <p>10.2 Programme of Works’ Status (Board Engineering Schemes)- As follows</p> <p>Rob King reported that there is an Environment Agency issue at Little Arch which he is dealing with.</p> <p>Spill kit training has been carried out with all of the work force</p> <p>The repairs at Chinese Puzzle structure have been completed,</p> <p>J Tucker & Son are carrying out the maintenance work on Kingsdown for the owner.</p> <p>Philip Betty asked about the work on the 3 culverts at Othery, Middlezoy and Westonzoyland. The Acting Clerk/CEO replied that some of the work had already been completed but they had not been looked at recently and the work will be done. Philip Betty, Rob Kidson and Rob King to inspect the area.</p> | |
| <p>11. Somerset Rivers Authority</p> | <p>11.1 The Acting Clerk/CEO reported that the SRA work programme and budget has been approved.</p> <p>There are some problems identifying partners with capacity to deliver work.</p> | |

The flood action plan is to be reviewed and the IDBs will be invited to participate fully in this review.

11.2 Rob Kidson reported on the water injection dredging on the Parrett. The work commenced on 6 January 2022 and was carried out 7 days a week for 12 hours a day and ended on 27 January 2022. A different vessel was used this time which was designed with River Parrett work in mind and allowed a larger amount of silt to be removed from further up the bank. A survey has been carried out and the report will be available shortly. There is 1 year of this contract left.

The Chairman reminded members that at the Finance and Works meeting it was mentioned that the dredging needs to continue and a further request for funds should be put forward to the SRA as soon as possible. The Environment Agency operations team had visited the site and commented on the willow growth. Arrangements are being made for works to be carried out.

Rebecca Horsington lives by the Parrett where the work was carried out and stated that the work had been carried out very well with no disruption by very pleasant staff.

Rob Kidson has been asked to prepare a presentation for the ADA Gazette to promote the Parrett Water Injection Dredging works.

11.3 David Vigar thanked the Chairman for trying to get an extension to the allowed working time on the Sowy Project being carried out by the EA but there is no flexibility from Natural England. The EA is unable to finish the work at the moment but will be back in the summer months.

11.4 Anthony Betty added that officers are needed at the SRA scrutiny panel for reassurance and detail. Members at the scrutiny panel were disappointed with comments regarding minor watercourses and private land that had been made by a board member for the Axe Brue. The comments were embarrassing and he felt that if officers had been present these comments could have been corrected. The Acting Clerk/CEO thanked the members for speaking up. The Board will take enforcement action where necessary around minor work issues but this is not SRA business. David Vigar commented that a letter to riparian owners should be included with the council tax bill.

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| 12. Risk Review | 12.1 Taken as read. The Acting Clerk/CEO highlighted the main risk is still the staffing issue which is top priority when circumstances allow. | |
| 13. Any Other Business | <p>13.1 The RFO reported that she had contacted 3 Internal Audit companies to carry out the internal audit for the boards. The current auditor SWAP is not tendering this time due to staff shortages. Alternative tenderers will be supplied at the next meeting.</p> <p>13.2 David Vigar expressed concerns that the new Somerset Unitary Authority seats would drop from 250/260 to 110 when the elections take place in May 2022 to take office in Apr 2023. The Chairman advised this would not affect the number of IDB appointed members. The Acting Clerk/CEO advised that if the local authorities are struggling to find members, appointed members to the board do not necessarily have to be councillors. They can appoint someone who they think is a worthy candidate.</p> <p>13.3 Stuart Kingham – requested advice regarding highways gulleys that drain off to a field ditch through pipe – who is responsible for the pipe? The Acting Clerk/CEO advised that in principle the Highways Authority have a right to discharge surface water into a ditch. But they have a responsibility to ensure that the ditch as the capacity take it. If they require a pipe for this purpose it should be on their asset register. Rob Kidson agreed that the Highways Act does provide for a discharge to any watercourse to get water off the road. The site in question is in Burtle, Rob Kidson will arrange a site visit.</p> | New Action: 20220201-04 |
| 14. Date of Next Meeting | <p>14.1 Tuesday 12 April 2022 Full Board 2.30pm</p> <p>The Chairman thanked all members for attendance and is hopeful that the next meeting will be in person. Members will be given the option and encouraged to attend in person.</p> <p>Meeting closed at 15.55</p> | |

Annex:

A. Parrett Board – Table of Outstanding Actions

CHAIR.....DATE

**ANNEX A TO
PARRETT BOARD MINUTES
DATED**

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. | PAB |
| P/20210416-01 | To report to the SDBC Management Committee in six months to advise 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/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/20220201-01 | Invasive weeds site meeting at Westonzoyland | Ecologist |
| P/20220201-02 | The write to all members seeking interest in filling a vacancy in both F&W Committee and SDBC Management Committee. | Acting Clerk |
| P/20220201-03 | A review is carried out regarding the format of meetings and committee structure | Acting CEO |
| P/20220201-04 | Arrange a site visit to Burtle | Rob Kidson |