

MINUTES OF THE PARRETT INTERNAL DRAINAGE BOARD FULL BOARD MEETING HELD AT THE CANALSIDE BRIDGWATER ON 21 JUNE 2022

| Attendance: | | | |
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| Elected Members: Will Barnard Roger Barrington Tony Bradford Phil Betty Barrie Bryer Mark Heywood Rebecca Horsington David Vigar Colin Passmore James Winslade | Appointed Members: Alan Bradford Mike Caswell Dave Durdan Andrew Gilling Janet Keen Stuart Kingham Hilary Bruce Mike Lewis | Officers: Iain Sturdy Phil Brewin Maggie Hammond Rob King Matthew Wall Nicky Cornish Nick Stevens | Public: |
| Approved Apologies: | | | |
| Roger Coombes Clarence Rowe | Anthony Betty Liz Leavey Julie Pay Lance Duddridge | | |
| Non-Approved Apologies: | | | |
| | Ian Dyer | | |

| Agenda Item: | Detail: | Action: |
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| 1. Attendance and Apologies | 1.1 As per the register | |
| 2. Items additional to the Agenda | 2.1 IDS requested to give an update on Admirals Table to be discussed under item 10. 2.2 The Chair asked to give a brief update on correspondence sent to the Board. | |
| 3. Declarations of Interest | As per the Register of Members Interests | |
| 4. Opportunity for Members of the Public to address the Meeting | There were no members of the Public present at the meeting. | |
| 5. Approval of Minutes | The minutes of the 12 April 2022 meeting were approved and signed as an accurate copy. | |

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>6. Matters Arising</p> | <p><u>Review of Actions</u></p> <p>6.1. To convene a Task & Finish Group to review Electoral districts. This will be actioned after the elections in November</p> <p>6.2. To provide a short training session on the identification of Invasive Weeds. To be given to Members and Staff at the next meeting.</p> <p>6.3. To report to the SDBC Management Committee in six months to advise of any necessary departmental changes to be implemented.</p> <p>6.4. To promote public awareness of aquatic and invasive weeds via local and social media</p> <p>6.5. To discuss with the SRA the recruitment of a Riparian Responsible Officer at the next technical SRA meeting.</p> <p>6.6. To complete a review of the Strategic Review of Plant Machinery and Manpower.</p> <p>6.7. To form a committee to discuss ongoing fuel prices.</p> | <p>20191105-02 Ongoing</p> <p>20200203-01 Closed</p> <p>20210416-01 Carried Forward</p> <p>20210621-02 Ongoing</p> <p>20211026-01 Ongoing</p> <p>20211026-02 Ongoing</p> <p>20220412-01 Closed</p> |
| <p>7. Health & Safety</p> | <p>7.1 IDS commented on the updated H&S policy and terms of reference. The policy had a thorough review last year and will be reviewed again this year. The only amendment has been to include a section for infectious diseases. The frequency of meetings to be amended from biannually to twice a year and in addition the requirement to review any change to H&S legislation and potential impact on board policy and processes. There is a small change in regards to the budget, the wording “receive and consider” was amended to “receive and agree”.</p> <p>Proposed Cllrs Stuart Kingham and seconded by Roger Barrington “to agree to the proposed changes to the Health and Safety Policy”</p> <p>Vote: unanimous</p> <p>7.2 Colin Passmore queried the use of Avensure asking if it was really what the Board wanted. IDS replied that they provide a good service at the moment providing the Board with Health & Safety, Training, and employment contract advice and they have been helping with returning to work process following Covid 19 home working.</p> | <p>Resolution 1</p> |

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| <p>8. Governance Update.</p> | <p>8.1 IDS informed Members he had asked Nick Stevens to help with this years membership elections and proceeded to talk Members through the process of elections. Phil Betty queried who votes in the election and NS said the people who vote are those on the electoral role. The qualification to stand are; those who own or occupy land and have paid their drainage rate or ratepayers can nominate a person to be a member on their behalf. The process is set out in the Land Drainage Act, and the Land Drainage Elcection of Drainage Boards Regulations. Hilary Bruce, a new member asked how many Members are elected through this process. TB said there were 12 elected Members 13 appointed Members from the Special Levy paying District Councils. IDS said he will arrange an induction for her and all new members once the election is concluded in November.</p> <p>8.2 Tony Bradford said Natural England used to be invited to the meetings, IDS advised bodies can seek election, be appointed or Co-opted and he felt it would be helpful if Natural England were to be on the Board once again. Proposed Cllr Stuart Kingham and seconded by David Vigar “to approve the Electoral Register”</p> <p>Vote: Unanimous</p> <p>8.3 Tony Bradford gave Members an update on the ADA River Summit which was held at Stoneleigh and which he said was quite useful. There were a number of speakers including those from EA and Defra. The future of Flood Risk Maintenance funding and the new Environmental Land Management Scheme were discussed in detail.</p> <p>8.4 IDS told Members he went to the Flood and Coast Conference and the Somerset Water Forum. He pointed out they are all going in the same direction towards maintaining key water courses to get the best out of flood risk and the challenge at all three of the above conferences was climate change.</p> <p>8.5 IDS told Members the IDB should be working together with other bodies and need to be seen to be flexible. Tony Bradford said none of the people giving presentations at the conferences were landowners and the ratepayers need to have their interests looked after. Phil Betty asked whether</p> | <p>20220621 – Arrange a new Member induction</p> <p>Resolution 2</p> |
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| | <p>the bodies at the top could be encouraged to look at ground level.</p> <p>8.6 Barrie Bryer said the climate is changing worldwide and all the ideas from other bodies will be no good if we got short of food. Janet Keen said in action plans she has not seen any invitations to the IDB to contribute it's expertise and should the IDB be a bit more forceable in passing on their knowledge. IDS said that the point of bringing this to the Boards attention is that concern about climate change is leading many to reconsider the approach to flood risk in areas like Somerset and we need to be able to represent the Board, its rate payers and the public effectively.</p> <p>8.7 IDS gave an update on business risk and said that staff retention and capacity are at the top of the risk register. The CEO/Clerk post has been advertised nationally. The other jobs are being advertised on Dillington Website (who advertise public body vacancies in Somerset) also Somerset Jobs, LG Jobs and Indeed. So far there have been 15 expressions of interest.</p> | |
| <p>9. Finance Report</p> | <p>9.1 Maggie Hammond, Dir Fin gave an update saying the bank reconciliations have been completed and countersigned by a Board Member.</p> <p>9.2 End of Year (2021/2022) Consortium Financial Report – had been discussed at the Finance & Works committee on 14 June with the recommendation to accept the figures. Proposed: Mike Caswell, seconded: Colin Passmore “that the figures in the Consortium Financial Report are accepted” All in favour</p> <p>9.3 End of Year (2021/2022) Parrett Financial Report was also discussed at the Finance & Works committee and accepted. MH pointed out the one off figure of £78k being profit from the sale of fixed assets.</p> <p>9.4 Will Barnard queried the reserves and MH said the Board's 'free reserves' had increased to £363k. MH is due to undertake a piece of work across the whole Consortium to determine what level of reserves are required. But the risk register will need to be reviewed first.</p> | <p>Resolution 3</p> |

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| | <p>9.5 Proposed by Colin Passmore and seconded by Cllr Stuart Kingham “to approve the Parrett accounts for the year 21/22”</p> <p>Vote: Unanimous</p> <p>9.4 MH gave an update on the Auditors (TIAA) report saying they had given substantial assurance and that everything is working well. The Boards have good systems in place with accurate accounting and record keeping. TIAA did however note policies should be kept up to date and the Aged Debtors report was not suitable. Maggie will ensure that policies will be updated and a better report for aged debtors report will be available. MH took Members through the AGAR paper.</p> <p>9.5 Proposed by Colin Passmore and seconded by Cllr Mike Caswell “to answer the questions within the AGAR as complete sections”</p> <p>Vote: Unanimous</p> <p>9.6 Proposed by Colin Passmore and seconded by Cllr Stuart Kingham “ to answer Yes to all Section 1”</p> <p>Vote: 17 in favour and 1 abstention</p> <p>9.7 Proposed by Cllr Alan Bradford and seconded by Will Barnard “to approve the AGAR Section 2”</p> <p>Vote: Unanimous</p> <p>9.8 MH requested to have four Officers positions to be financial signatories and the Chair (Rather than named individuals). Those Officers being the CEO, Dir Fin, Dir Ops and Contracts Manager.</p> <p>Proposed by James Winslade and seconded by Dave Durdan “to add the CEO/Clerk, Dir Ops, Dir Fin, Contracts Manager and Chair as signatories.</p> <p>Vote: unanimous</p> <p>9.5 MH gave an update on the drainage rates stating that over 70% of the drainage rates have been collected so far.</p> <p>9.10 Colin Passmore congratulated MH for keeping on top of the finances.</p> | <p>Resolution 4</p> <p>Resolution 5</p> <p>Resolution 6</p> <p>Resolution 7</p> <p>Resolution 8</p> |
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| <p>10 Engineering & Operational Report</p> | <p><u>Operational & Engineering Report</u></p> <p>The report was taken as read, with the following updates</p> <p>10.1 Rob King, Area Manager informed the Board there is now telemetry at Little Arch, and at North Newton repairs will go ahead this week.</p> <p>10.2 MSW gave an update saying a sub committee had been formed to discuss the ongoing fuel price increases. It was agreed to amend year 1 contracts to allow Contactors an inflation rate from year 1.</p> <p>Proposed by Roger Barrington and seconded by Cllr Janet Keen “to accept all recommended new clauses”</p> <p>Vote: Unanimous</p> <p>Cllr Mike Caswell left the meeting at 16.01</p> <p>Closed Session</p> <p>COMMERCIALY SENSITIVE</p> <p>Open Session</p> | <p>Resolution 9</p> |
| <p>11 Environment Report</p> | <p>Tony Bradford asked for the report to be taken as read.</p> <p>11.1 Phil Brewin, Ecologist ran through his Environment Report. David Vigar asked about Hemlock Dropwort. PAB said it was highly toxic especially to cattle and although it is not impossible to manage, the Board needs to make sure not to overdo maintenance as putting the roots onto the bank leaves them exposed.. Phil Betty questioned how long dropwort is toxic for. PAB responded to say when the plant dries out it causes problems if livestock eat it. Roger Barrington asked where the weeds come from and PAB said they are native to UK.</p> <p>11.2. James Winslade asked PAB’s opinion on the trees in the River Parrett. IDS advised that the EA are proposing to remove the saplings and self sown trees this winter. Tony Bradford suggested getting this issue sorted through the SRA if that was not possible.</p> <p>Cllr Alan Bradford and Cllr Stuart Kingham left the meeting @ 16:33.</p> | |

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| 12 Somerset Rivers Update | <p>12.1. Tony Bradford told Members at the next SRA Workshop meeting they would be voting in a new Chair.</p> <p>12.2 Tony Bradford said he would arrange a meeting between the SRA and the Drainage Board.</p> | |
| 13 Risk Review | <p>13.1 IDS gave a brief overview of the business risk register with the main risks being escalating costs and staff retention/ability to recruit.</p> <p>A full review of the risk register should be conducted once the new CEO is appointed.</p> | |
| 14 Any Other Business | <p>14.1 James Winslade enquired whether there would be anymore dredging of the Rivers Parrett and Tone. Tony Bradford said there was one years funding left with the current project. IDS said that Rob Kidson would be making a bid to the SRA for funding for the next five years.</p> <p>14.2 IDS reminded Members that the culvert at Admirals Table has been repaired but there was still dispute between the Board and the Somerset County Council about whose asset it is. He would contact the Somerset County Council to discuss once more.</p> <p>Correspondence received from SCC marked 'without prejudice' offered 50% towards the cost of the works. IDS said he would like Members approval to accept 'without prejudice' 50% cost of the works. Colin Passmore asked if the Council were going to take responsibility for the culvert but IDS said the Council are not at that stage yet.</p> <p>Proposed Colin Passmore and seconded by Will Barnard "to accept 50% of the costs" Vote: Unanimous</p> <p>14.4 Tony Bradford said there was a problem on West Sedgemoor with a landowner experiencing high water levels. He has been out and met with the Environment Agency who are doing what they can but it is on ongoing issue and it's not going to go away.</p> | Resolution 11 |
| Date of Next Meeting | <p>The Chairman thanked all members for attendance.</p> <p>The next Full Board meeting is Tuesday 8 November 2022 @ Canalside.</p> <p>Meeting closed at 16.50</p> | |

Annex:

A. Parrett Board – Table of Outstanding Actions

CHAIR.....DATE

ANNEX A TO

**PARRETT BOARD MINUTES
DATED 21 JUNE 2022**

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/20210416-01 | To report to the SDBC Management Committee in six months to advise of any necessary Departmental changes to be implemented. | 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/20220201-02 | 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. Concluded by direct contact |
| 20220621-1 | Arrange a new Member induction | Acting CEO |