

**MINUTES OF THE PARRETT INTERNAL DRAINAGE BOARD FULL BOARD MEETING HELD AT THE CANALSIDE BRIDGWATER ON 15 NOVEMBER 2022 AT 14:30**

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

<b>Agenda Item:</b>	<b>Detail:</b>	<b>Action:</b>
1. Attendance and Apologies	1.1 As per the register	
2. Appointment of Chair	2.1 IDS requested nominations for Chair for the next 3 year term <b>Cllr Janet Keen nominated and was seconded by Colin Passmore that Tony Bradford become the Chair. There were no alternative nominations. A vote was taken for Tony Bradford to be Chairman of the Parrett Drainage Board for the next 3 years. The proposal was carried All in favour.</b>  2.2 Tony Bradford accepted and thanked Members.	<b>RESOLUTION 01</b>
3. Appointment of Vice Chair	3.1 Tony Bradford asked for nominations for Vice Chair for the next 3 year term.	

	<p><b>Colin Passmore suggested Cllr Anthony Betty, seconded by Roger Barrington. There were no alternative proposals. A vote was taken and the motion was carried. All in favour</b></p> <p>3.2 Tony Bradford requested a letter of thanks to be sent to Cllr Stuart Kingham as outgoing Vice Chair and also to outgoing Board Members Philip Betty and Clarence Rowe to thank them for their service. He welcomed John Perrin as a new Board Member.</p>	<b>RESOLUTION 02</b>
4. Items Additional to the Agenda	None	
5. Members of the Public to address the Meeting	No members of the Public requested to speak at the meeting.	
6. Declarations of Interest	<p>6.1 Iain Sturdy reminded Members to complete their 'Register of Members Interest' and to return them to the office within 28 days. He further advised Members to read the 'Members Code of Conduct to refresh themselves on expected behaviour when on board business.</p> <p>6.2 Cllr Hilary Bruce asked for a map of the area she was representing. Iain Sturdy advised her there would be a Members training day in due course to which Tony Bradford suggested the training day be held in April when the new Council Members would join the Board.</p> <p>6.3 David Vigar asked about new appointed members. Tony Bradford said there are appointed members ready to take their place on the Board from 1 April 2023.</p>	<b>ACTION: 20221115-01 Check new appointed Members will be ready in April</b>
7. Appointment of Representatives & deputies to Consortium Management Committee	<p>7.1 IDS reported the current Members of the SDBC Management are Tony Bradford, Barrie Bryer, Roger Coombes, Cllr Dave Durdon, Cllr Ian Dyer and a vacancy. Colin Passmore offered to take up the vacant position. <b>Rebecca Horsington proposed and Mark Heywood seconded 'that Colin Passmore is placed on the SDBC Management Sub Committee. All in favour</b></p> <p>7.2 Rebecca Horsington asked for a synopsis of what happens in each committee which Iain Sturdy outlined briefly. A committee which wasn't on the agenda but has an outstanding action from a previous meeting is the appointment of a Task &amp; Finish group for reviewing electoral districts.</p>	<b>RESOLUTION 03</b>
8. Appointment of Finance & Works Sub Committee	<p>8.1 Tony Bradford suggested keeping all the Sub Committees the same until April when the Councils are merging. <b>David Vigar proposed and Colin Passmore seconded 'to leave the sub committees with current Members until April' All in favour</b></p> <p>8.2 James Winslade asked about expenses for attending IDB meetings. IDS advised that the Boards do not allow for Members to be paid to attend meetings but they can claim</p>	<b>RESOLUTION 04</b>

	<p>for additional expenses incurred for attending a Board Meeting.</p> <p>8.3 Cllr Julie Pay requested to come off of the Finance &amp; Works Sub Committee and it was agreed to leave the gap as a vacancy until April 2023</p>	
9. Appointment of Health & Safety Joint Sub Committee	9.1 This was agreed to stay at it is until April 2023	
10. Appointment of Environment Joint Sub Committee	10.1 This was agreed to stay as it is until April 2023	
11. Appointment of representatives & Deputies for Somerset Rivers Authority	<p>11.1 Tony Bradford expressed his wishes for Rebecca Horsington to continue to represent the Parrett IDB at SRA meetings with Mark Heywood and Colin Passmore as deputies.</p> <p><b>Proposed by Barrie Bryer and seconded by Roger Barrington ‘ that Rebecca Horsington remain as Parrett IDB representative on the SRA and that Mark Heywood and Colin Passmore are deputies.’</b></p> <p><b>All in favour</b></p>	<b>RESOLUTION 05</b>
12. Approval of Minutes	<p>12.1 It was agreed unanimously to approve the minutes of the meeting of the 21 June 2022.</p> <p>12.2 Nick Stevens handed out redacted copies of the minutes for Members.</p> <p><b>It was proposed by James Winslade and seconded by Rebecca Horsington ‘to accept the redacted minutes; All in favour.</b></p> <p>12.3 Colin Passmore enquired whether the maintenance work in West Sedgemoor had been completed. IDS replied the work as previously agreed has been done. As Members know the Boards maintenance is now external, and the Boards need to build more capacity with contractors going forwards and find new people with the skills and experience to work for the Board. Tony Bradford said he knows of people who would like to work for the Board but the paperwork is too much. IDS responded that the paperwork is straight forward but the issue is whether the contractors have the correct experience and capacity to work safely and within the constraints that the IDB has to work to as a public body.</p> <p>12.3 Tony Bradford raised the matter of trees in the River Parrett and there was a discussion around this. IDS advised Members he has had confirmation from the Agency that all self sown saplings and small trees up to a 4 inch diameter will be removed over the winter 2022/23 and he would ask for confirmation of the timing it would be done. Will Barnard asked whether removing the trees should be a rolling project each year rather than just one off works. IDS advised that the Chair and he had recently met with the EA and he said he would try and get the tree</p>	<b>RESOLUTION 06</b>

	works in to the precept funding program. Tony Bradford asked whether the SRA could fund the tree works in future to which IDS said that question could be asked.	
13. Matters Arising  • Review of Actions	<p>13.1 To convene a Task &amp; Finish group meeting to review Electoral districts – Tony Bradford asked Nick Stevens to look at some options for the Board to look at.</p> <p>13.2 To report to the SDBC Management Committee in six months to advise of any necessary departmental changes to be implemented</p> <p>13.3 To promote public awareness of aquatic and invasive weeds via local and social media.</p> <p>13.4 To discuss with the SRA the recruitment of a Riparian Responsible Officer at the next technical SRA meeting – IDS reported that someone was recruited but the position is no longer in place as it didn't generate the amount of work that was expected and there was only funding for short term.</p> <p>13.5 To complete a review of the Strategic Review of Plant Machinery and Manpower – IDS said the IDB are moving into a period of recruitment and getting resources in place and a key part of this is around staff structure and contract strategy.</p> <p>13.6 Write to all members seeking interest in filling a vacancy in both F&amp;W Committee and SDBC Management Committee.</p> <p>13.7 A review is carried out regarding the format of meetings and committee structure. IDS said previous conversations seemed to query the point of full meetings if they only rubber stamp sub committee decisions, he added Board Meetings need to be efficient and sub committees are appointed to look into the detail and bring forward recommendations. Further to that removing some sub committee meetings would probably mean having more or longer full board meetings.</p> <p>13.8 Arrange a new Member induction – previously discussed in item 6.</p>	<p><b>P/20191105-2 – Ongoing</b></p> <p><b>P/20210416-01 – Ongoing</b></p> <p><b>P/20210621-02 – Ongoing</b></p> <p><b>P/20211026-01 - Finished</b></p> <p><b>P/20211026-02 – Ongoing</b></p> <p><b>P/20220201-02 – Complete</b></p> <p><b>P/20220201-03 – Ongoing</b></p> <p><b>P/20220621-1</b></p>
14. Governance Update	<p>14.1 IDS reported there is a fully elected membership across the Boards districts. The new model byelaws process which had been started but not complete has been taken on by Nick Stevens who will get the process up and running again so there will be new byelaws in place as soon as possible.</p> <p>14.2 IDS showed Members the proposed calendar of meetings indicating there are 4 full board meetings and 4 finance and works meetings which will take place on a Tuesday.</p>	
15. Finance Report	15.1 IDS gave an overview of the SDBC finances in MH absence, advising the SDBC have an underspend of £293k on staff costs and the proposal is the underspend remains ringfenced in reserves within the Consortium to help smooth the transition to the new staffing structure.	

	<p>15.2 Will Barnard requested to see the recruitment gaps so IDS showed Members the staff structure and talked them through it.</p> <p>15.3 David Vigar asked about the Special Levy and whether this will be paid by the Unitary Council rather than five individual Councils. IDS said he has already had discussions with the Council to talk about the process and these are ongoing. Tony Bradford added when the Councils merge the new Council must pay the Special Levy by law.</p> <p>15.4 IDS said MH had no concerns regarding the Parrett finances but wanted to point out the the contractor costs showing as a £52k overspend was due to the Board drawing on money in reserves from previous years schemes.</p> <p>15.5 IDS informed Members the drainage rates outstanding for 2022/23 is £11,063.31 which is slightly up on this time last year, this is with first and second reminders having been sent out.</p>	
16. Engineering Report	<p>16.1 IDS asked Members to take the report as read.</p> <p>16.2 Rob King (RCK) updated the Members on maintenance and weedcutting saying they are 53% complete with 15% still in progress which are areas of Bridgwater, Stolford, Wet Moor and West Moor and 32% not yet started but is in the process of starting. He advised there was a meeting with the Environment Agency and it was agreed to go to winter penn on the 28 November and it would be in place on 01 December.</p> <p>16.3 James Winslade asked whether RCK had heard anything from the Environment Agency about Elsons Clyce. RCK responded that he has emailed them but they have not come back with a date yet. RCK asked if James Winslade would like a meeting on site with a representative from the EA to discuss the issue. Also RCK confirmed that the EA have agreed to move to winter levels on Saltmoor now.</p> <p>16.4 IDS introduced Virginie Martin, the Boards new Development Control Officer and she gave an update on Development Control issues saying that Dunball Roundabout and Bower Farm were the main issues she was dealing with at the moment along with National Grid consent applications.</p> <p>16.5 There was discussion around the paper presented on the provision of pipes for landowners needing to change gateways which also provide access for the Boards use. IDS said the current policy says the Board will provide applicants with a pipe to replace these but as this is a very time consuming process it is being suggested to add into the policy that applicants buy the pipes themselves and once installed and checked by the Board a reimbursement can be made.</p>	

	<p><b>Barrie Bryer proposed and Will Barnard seconded that “To include an option within the policy on the provision of pipes that, following approval, landowners could purchase their own and once installed to IDB satisfaction a reimbursement can be made”</b>  <b>All in favour</b></p> <p>16.3 IDS said in addition to the report, an ongoing issue at the North East Bridgwater development that he has been negotiating with the developer and has secured an agreement over access for both the Board and anyone else who requires access for maintenance.</p> <p>16.4 Phil Brewin talked Members through his Environmental Report saying there was a development in biocontrol in the form of a weevil to help suppress Floating Pennywort. The weevil has been tested over the past 10 years and has been licensed by DEFRA for release.</p> <p>16.5 PAB said Parrots feather has been found in Allermoor which has not been dealt with due to contractors not being available during the growing season which is the best time to eradicate it. James Winslade asked if it would be worth getting smaller contractors in to help before it becomes out of control and costs a lot more money.</p> <p>16.6 David Vigar queried if there was correlation between the drainage rate debtors and the ditches that aren't being maintained. There was discussion about why landowners don't maintain their ditches. John Perrin suggested that the EA not carrying out any maintenance under powerlines doesn't help. IDS thinks problem areas and causes should be identified before trying to deal with the issue and it might be necessary to raise some money and have a program of ditch desilting. Tony Bradford concluded the discussion by asking PAB to identify problem areas and said the issue may have to be approached using the Boards powers under the Land Drainage Act.</p> <p>16.7 Will Barnard informed Members on the purpose of the ELMS test and trials is to allow the region to actively participate. There are two different schemes, one is around how flood water is managed and how to make the best use of that system and the other is how to ensure that peat can be preserved and reduce Carbon emissions. Will Barnard added that everything is voluntary and they are involving the Drainage Boards and the EA so as not to disadvantage anyone unintentionally.</p> <p>16.8 Naomi Johnson updated Members on staff training and general Health &amp; Safety information, she added all registers are up to date and she will continue to monitor them for any patterns.</p>	<p><b>RESOLUTION 07</b></p> <p><b>ACTION:  P/20221115-02  PAB to identify  problem areas for  riparian  maintenance</b></p>
<p>17. SRA Update</p>	<p>17.1 IDS updated the Members on the SRA with the following:</p> <ul style="list-style-type: none"> <li>• A review of the 20 year flood action plan is currently being undertaken</li> </ul>	

	<ul style="list-style-type: none"> <li>• The Parrett dredge will take place again this year with SRA funding and they hope to fund this for a further 5 years.</li> <li>• The Sowey phase 1 work will continue being delivered by the EA with them proposing to complete the Sowey Bank and 3 outfall structures but not a section of left side bank of the KSM drain due to a variety of reasons such as cost and ground conditions.</li> </ul> <p>17.2 There was some discussion about the cost overruns of the project and some work not being completed leaving Chedzoy and Westonzoyland susceptible. There will need to be a discussion with the SRA over who will complete the work. Tony Bradford said he has been told part of the bank the EA have put in has washed out. IDS informed Members there will be an independent post project review undertaken by the Council.</p> <p>17.28 Rebecca Horsington left the meeting.</p>	
18. AOB	18.1 Tony Bradford reminded Members about the upcoming SWADA meeting on the 30 November and said he would like to see as many Members as possible attend.	
19. Date of Next Meeting	<p>The meeting ended at 17.35 and the Chairman thanked all members for attendance.</p> <p>The date of the next meeting is 31 January 2023.</p>	

Annex:

A. Parrett Board – Table of Outstanding Actions

CHAIR.....DATE .....

**ANNEX A TO  
PARRETT BOARD MINUTES  
DATED 15 NOVEMBER 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 - Ongoing
P/20210416-01	To report to the SDBC Management Committee in six months to advise of any necessary Departmental changes to be implemented.	Clerk - Ongoing
P/20210621-02	To promote public awareness of aquatic and invasive weeds via local and social media.	Ecologist - Ongoing
P/20211026-02	To complete a review of the Strategic Review of Plant Machinery and Manpower.	CEO - Ongoing
P/20220201-03	A review is carried out regarding the format of meetings and committee structure	Acting CEO
20220621-1	Arrange a new Member induction	CEO
20221115-01	Check new appointed Members will be ready in April	CEO
20221115-02	PAB to identify problem areas for riparian maintenance	Ecologist