

**MINUTES OF THE PARRETT FULL BOARD MEETING HELD AT BRADBURY HOUSE ON TUESDAY  
17 JUNE 2025 AT 2.00PM**

<b>Attendance:</b>			
<b>Elected Members:</b> Tony Bradford (C) Will Barnard Roger Barrington Barrie Bryer Mark Heywood Colin Passmore David Vigar Rebecca Horsington	<b>Appointed Members:</b> Anthony Betty Cllr Hilary Bruce Cllr Mike Caswell Donna Gowler Stuart Kingham Cllr Liz Leavy Cllr Mike Stanton Cllr Gwil Wren	<b>Officers:</b> Mr I Sturdy Mrs M Hammond Mr R King Mr M Wall Mrs C Murray Mrs V Martin Mr P Brewin Mr G Oliver Mrs K Carleton	<b>Public:</b>
<b>Approved Apologies:</b>			
Roger Coombes James Winslade	Cllr Alan Bradford Julian Taylor		
<b>Non-Approved Apologies:</b>			
John Perrin	Cllr Norman Cavill Cllr Lance Duddridge Cllr Dave Loveridge Cllr Richard Morgan		

<b>Agenda Item:</b>	<b>Detail:</b>	<b>Action:</b>
1. Attendance & Apologies	The meeting started at 2pm. Attendance as per register. Apologies from Alan Bradford, Roger Coombes, Julian Taylor, James Winslade. Rebecca Horsington is running late.	
2. Items additional to the Agenda	Roger Barrington has photos of Tone to look at under Matters Arising Bristol Ports update in AOB, will require a subcommittee. Colin Passmore declared an interest.	
3. Declarations of Interest.	Colin Passmore: Steart Will Barnard: Landscape Recovery Tony Bradford: KSD	
4. Members of the public	None present	
5. Minutes of the Parrett Full Board Meeting held:	<b>“that the minutes of the Full Board meeting held on 22 April 2025 are signed as a true and correct record of the meeting held”.</b> <b>PROPOSED: Anthony Betty</b> <b>SECONDED: Mike Caswell</b> <b>All in favour</b> The Chair signed the minutes	<b>RESOLUTION 01</b>

<p>6 Matters Arising</p>	<p>Minutes taken as read  <b>P/20250422 – 01</b> Virginie Martin has written to Mark Besley regarding cricket bat willows. Development Control will monitor.  <b>P/20250422 – 02</b> Matt Wall has sent a courtesy email of thanks to Wessex Water re Chedzoy Moor Drove.  <b>P/20250422 – 03</b> IDS has spoken to the EA re regarding Sam Gamblins Corner/Broken structures, but this is an ongoing issue.  <b>P/20250422 – 04</b> IDS has spoken to the EA regarding removing the trees from the River Parrett and Tone.  This matter relates to the photos Roger has provided which show the extent of trees in the River Tone. The main concern is their proximity to the spillway (upstream) which makes them a threat to people's houses if not removed before the winter. The photos show where water rises to and current warm conditions are making these trees grow faster.  It was acknowledged that there has been no maintenance on the Tone since 2014, and that there are trees in the length of the river upstream to Oath and Langport. The overtopping at Northmoor and Currymoor is what caused Moorland to flood.  The Chair felt that the IDB should request an urgent meeting with the EA. Mike Stanton agreed and felt it would be a good idea to invite Roger. He noted that the SRA have money they want to put into the Tone, but need a mechanism to do it.  Iain Sturdy (IDS) and The Chair to request a meeting with the EA/Piers. IDS noted that he shares the concerns, which are not limited to this location, and are a widespread problem. A survey of the River Parrett has taken place recently which has also observed that there are too many trees on the banks.  RB asked if the IDB could carry out works, he feels Moorland is at threat. IDS explained that there would need to be a conversation and an agreement/consent in place, i.e. a PCSA. The IDB have capability, but would need permission and funding.  The Chair noted that if the IDB do the work one year, it will raise the question of who does it next time.</p> <p><b>P/20250422 – 05</b> Wembdon Parish Council request for maintenance on watercourses. This is within the IDB area, but mechanisms are on LLFA and riparian watercourses. The Parish will try and find funding to add them to our routine maintenance. This is a work in progress, IDS will email Mike King to follow up.  <b>P/20250422 – 06</b> Report for ADA Gazette on River Cary works has been submitted.  <b>P/20250422 – 06</b> New House Farm tidal flap bay has been unblocked by the EA.</p>	<p><b>ACTION  P/20250817-01</b></p>
<p>7 Health &amp; Safety Report (Enc 2)</p>	<p>The Report was taken as read.  There have been 2 incidents: a vehicle bump, and a falling door part. Currently the biggest challenge is around routine maintenance from the highway/temporary mobile works. Work is being done with LA's and contractors to make improvements which is likely to require an extra level of control, which may increase cost but will improve safety.</p>	
<p>8 Governance &amp; Business</p>	<p>7.1 Elections for 2025  No claims/comments/objections received since register deposited.  <b>That the Parrett Board approve the Electoral Register</b>  <b>PROPOSED: Colin Passmore</b>  <b>SECONDED: Will Barnard</b>  <b>All in favour</b>  The next stage will be the opening of nominations in September. The process will conclude in Oct/Nov.</p>	<p><b>RESOLUTION  02</b></p>

	<p>7.2 Policy Reviews: Many policies are approaching review dates and some require review, some of which are awaiting a review by ADA. Officers asked the Board how they would like to approach the review of policies, which will be completed by the financial year end. Gwil Wren suggested a rollover of review dates until policies are completed. Mike Stanton offered to help with writing policies.</p> <p><b>That the IDB Officers review policies in-house, with legal advice where there are gaps</b>  <b>PROPOSED: Mike Caswell</b>  <b>SECONDED: Stuart Kingham</b>  <b>All in favour</b></p> <p><b>That policy review dates are rolled over until policy reviews are completed</b>  <b>PROPOSED: Mike Stanton</b>  <b>SECONDED: Colin Passmore</b>  <b>All in favour</b></p> <p>10.2 <b>Maize Policy:</b> MWa has drafted compensation policy. The advice is that there is contradiction in Sections 14 and 15. The policy will also consider access to viewed rhynes and loss of crop, although there have been no claims for loss of crop historically. It will be a joint boards policy for consistency, and will look at claims case by case and apply an appropriate solution. It is a complicated matter and is still being looked at. The Working Group will reconvene before the next Full Board. The IDB is obliged to give no less than 7-days notice of entry, which we serve annually in April/May with Drainage rates for maintenance through the summer. Members noted that tracking over crops to access for maintenance will need to be considered.</p> <p>7.3 <b>Developing Future Objectives for IDB Water Level Management (Vision):</b> IDS explained that there is no up-to-date policy statement, and it was previously done over 10 years ago, based on an ADA one. We are now being asked to engage in land management initiatives, so we need a statement around our legal obligations. This will need a sub group, but officers will draft something first. Members discussed this and agreed that needs and expectations are changing and will continue to do so. It was noted that serving our ratepayers should always be the priority within our statutory obligations on water level control, and aligned with the ADA Good Governance Guide.</p> <p>There was discussion among members around the role and remit of the IDB in ever-changing circumstances and how the expectations and needs of stakeholders should be considered, managed and met. It was agreed that IDS and Nick Stevens would draft a policy statement</p> <p style="text-align: right;">14.56 Stuart Kingham left the meeting.</p> <p><b>7.4 RSPB Landscape Recovery Project.</b>  Presentations and a subcommittee meeting have taken place and we await an RSPB design to look at when it is ready. We have been asked for engineering help using Calm, although this could be a conflict of interest.</p>	<p><b>RESOLUTION 03</b></p> <p><b>RESOLUTION 04</b></p> <p><b>ACTION P/20250817-02</b></p>
--	--	--

	<p>Will noted his vested interest, and updated that at end of month the scheme will know what landowners want, and any delivery support which may be requested from the board.</p> <p>10.3 Risk Register: we need to show we are reviewing risk adequately to reassure the Boards on the AGAR question on risk. IDS has scored the risks on the register and went through the top 10 with the board and concluded that the risk profile appears stable and well controlled, with an increasing risk identified around partner organisations reduced funding.</p> <p>Mike Stanton asked how we assessed the top 10, and if we consider growth risk. IDS confirmed that risks are assessed according to our current Risk Management policy which considers likelihood/severity of risks to rank them and also assesses them as increasing/stable/diminishing.</p> <p><b>The Board agreed that the risk register management is adequate</b> <b>PROPOSED: Anthony Betty</b> <b>SECONDED: Will Barnard</b> <b>All in favour</b></p> <p>Gwil Wren asked about the insurance arrangement as some risks are growing. Officers confirmed that we have insurances in place covering our operations, reserves etc, but there are some things that are not covered such as our aging workforce, outside bodies reduced funding etc.</p>	<p><b>RESOLUTION 05</b></p>
<p>9 Finance Report</p>	<p>9.1 Quarterly Reconciliation of Bank Statements. All reconciled to end of May.</p> <p>9.2 End-of-Year Financial Reports (Enclosure 5). End of Year (2024/2025) Consortium Financial Report. The report was taken as read. Parret F&amp;W have scrutinised and recommend approval. The Consortium Management Committee met and went through SDBC accounts, asked questions, and all were happy. It will be formally voted on in July.</p> <p>9.3 End of Year (2024/2025) Parrett Financial Report. <b>To approve the Parrett accounts in Appendix B as recommended at F&amp;W</b> <b>PROPOSED: Barrie Bryer</b> <b>SECONDED: Mike Caswell</b> <b>All in favour</b></p> <p>9.4 Annual Governance Statement (AGAR) <b>To approve the AGAR Statement Appendix B and respond Yes to all questions as recommended by F&amp;W</b> <b>PROPOSED: Anthony Betty</b> <b>SECONDED: Roger Barrington</b> <b>All in favour</b></p> <p>9.5 Accounting Statements (AGAR). <b>To approve the AGAR Section 2 Return as recommended by F&amp;W</b> <b>PROPOSED: Mike Stanton</b> <b>SECONDED: Gwil Wren</b> <b>All in favour</b></p> <p>MH explained the reserve Status explained and advised that reserves are well within the policy.</p>	<p><b>RESOLUTION 06</b></p> <p><b>RESOLUTION 07</b></p> <p><b>RESOLUTION 08</b></p>

	<p>GW asked if we have a sense of what may be considered too much reserve by an Auditor.  MH advised we need to review this regularly, alongside the risk register, and it may change over time.  The Chair noted that the Board had considered using reserves for works on the River Cary.</p> <p>9.6 Internal Audit Report (Enclosure 6). This was discussed at F&amp;W and covered plans for Policies and the Risk Register.</p> <p>9.7 Drainage Rates update as per Friday 13/06/25 was £97,503 outstanding which is less outstanding than this time last year.  The Chair thanked MH.</p>	
<p>10 Operations, Engineering and Environment Report</p>	<p><b>Maintenance – Matt Wall</b>  MW confirmed that the contractor maintenance schedule will start and continue weather permitting.  The EA have provided a map of main rivers with red areas showing what will not be done by them and what will, including SRA funded work. MW can confirm locations if needed.  IDS explained that when Main Rivers were initially designated, it was decided on their importance/impact. This position has now changed and the EA spend is decided on the highest priority first with everything else being down to riparian owners. The EA are now writing to landowners by rivers and advising that won't be done but that riparian owners can maintain the watercourse with EA consent/exemption.</p> <p>There was discussion around works carried out by the IDB on the River Cary. This river should be maintained annually. We have advised riparian owners to contact the EA.  If the IDB were to look to carry out works again, we would have to apply for a permit or exemption which comes with responsibility.  The Chair felt the IDB need to monitor the situation and see what is critical.  MW asked the Board to take his paper as read, and noted that the EA have audited work done by the IDB on the River Cary and the feedback was very good.</p> <p><b>Operations – Rob King</b>  There has been a pollution incident behind Morrison's in Bridgwater which caused fish and newt kill. We are assisting with this and clearing the oil spill.  29 structures in the Parrett area have been repaired.  A new 4x4 has been purchased for Anthony Brinson in North Somerset. His old one will become a pool vehicle/put aside for new DAS.  Summer penning is in. There have been a few issue, the EA have asked us to keep the water higher due to heatwave/evaporation.  Board members can contact Rob if there are any issues with levels.</p> <p><b>Engineering – Caroline Murray</b>  CM asked the Board to take her report as read.  Her slides showed progress on projects with only 6 awaiting start.  The SRA programme is currently tendering for work this year, and the pre survey tender was received this morning. Wid projects are finished for the year, and beginning the process of tendering for the next year.  The KSD outfalls back ditch has been completed.  Chedzoy tilting weir went in last week. The new culvert is going in this week and we are hoping to complete the works next week. Perrys have</p>	

	<p>done a good job. There have been some issues with fishermen, but John Rowlands has contacted the Anglers Association.</p> <p>KSD banks: members were shown the tender review report as presented as F&amp;W. The recommended is to go with WM Plant.</p> <p>Calm have had a walkthrough on site with them. Some additional cost for fencing has been identified but it still well under other tenders.</p> <p><b>Recommend required board approval under scheme of delegation</b>  <b>Proposed: Mike Caswell</b>  <b>Seconded: Anthony Betty</b>  <b>All in favour</b></p> <p>Mike Stanton noted that on behalf of the SRA that the KDD Outfalls project has been a tremendous job, and that Calm and those involved were a credit to the IDB.</p> <p>Members noted broken structures at Monksleaze and Bere Door primary weir. IDS to investigate.</p> <p><b>Development Control – Virginie Martin</b></p> <p>VM spoke to the board about development around North Petherton and concerns about surface water runoff from the site. She is contacting the applicant to reduce this. The concerns are about volume as the water ends up on Parbook Rhyne which has a history of flooding.</p> <p>There is also another site in outline EIA/scoping so we are concerned about the impact at Fordgate. It is just a small area at the moment, but there is a plan to develop the whole area which would have a cumulative impact. The EA noted our response and have contacted VM, they are looking at a strategic solution to improve upstream/pumping. This is just very early stages. IDS thinks Julian will be very concerned.</p> <p>VM confirmed that the attenuation volume is calculated on one in 100 years plus climate change. The rules are set by planning, the most stringent we can be is 2l per second per hectare. VM comment on the application was to ask developers to look at their discharge rate in light of the impact downstream and the wider system.</p> <p>The Chair observed that Brook Farm always used to flood, but not recently and wondered what has changed further down.</p> <p>Development Control have received 71 applications since January. These were mostly for smaller developments, but they are now receiving some larger ones.</p> <p style="text-align: right;">Mike Caswell left the meeting at 15.48</p> <p><b>Environment – Phil Brewin</b></p> <p>PB asked the Board to take his report as read.</p> <p>Water level management system/telemetry: Additional funding for peat from Defra created more work. There is a new telemetry system in North Somerset. The current system in the Parrett/Axe Brue is older, Phil has less capacity to keep up with maintaining it.</p> <p>PB would like to share knowledge with the operations team for maintenance going forward. NSL telemetry is using newer equipment (contactless), which is cheaper but the data management is not quite as good. Also the 3<sup>rd</sup> party data from the EA not ideal and we need to improve. It has been suggested that there could be a new engineering/environmental technician post to pick up the non field-based part of the work.</p> <p>The Chair noted that Phil is overloaded and a technical assistant would be useful.</p> <p>IDS noted we could fill the vacant engineering technician post, or incorporate it into this role. This could be an opportunity to free up PB, pass on some of his skills and help with succession planning.</p>	<p><b>RESOLUTION</b> <b>09</b></p> <p><b>ACTION</b> <b>P/20250817-</b> <b>03</b></p>
--	--	--

	<p><b>To recruit an Environmental and Engineering Technician.</b>  <b>Proposed: Will Barnard</b>  <b>Seconded: Anthony Betty</b>  <b>All in favour.</b></p> <p>Eel Passes: Grant money has helped to deliver and install a dozen passes onto tilting weirs. Would like to develop this further. There is national interest and a positive response to Board work. We are legally required to look at passage on new structures.</p> <p>Gwil Wren (GW) asked if we are monitoring eel populations. PB explained we have looked at structures more closely and have seen an accumulation of elvers. We have also trialled eel ropes and are raising awareness anecdotally. SERP and Natural England run eel groups to sample and monitor.</p> <p>Local Nature Recovery Strategy: There is a network of local plans looking at areas with potential for a focus on nature. The levels and moors will be included under the Environment Act which we must take note of and consider the strategy. There is a 6-week consultation, and we will be asking for our Environment Committee to develop a response.</p> <p><b>To delegate the preparation of the SDBC delivery plan to the Environment Committee and report back to the boards.</b>  <b>Proposed: Donna Gowler</b>  <b>Seconded: Will Barnard</b>  <b>All in favour.</b></p> <p>Donna Gowler (DG) noted that the Land Use Framework Consultation is closed and asked if the IDB responded. IDS confirmed that ADA responded on behalf of the IDB's. IDS will share this with Donna.</p> <p>To develop up to date Biodiversity Action Plans incorporating budgets and scrutiny.</p> <p><b>The Board delegate the task of preparing a strategic delivery plan for IDB environmental activities, in the form of an updated Biodiversity Action Plan (BAP), to the IDB Environment Committee and that the Committee should be asked to determine budget requirements for plan delivery, scrutinise expenditure and outcomes, and report progress back to the Boards on a regular basis.</b>  <b>Proposed: Donna Gowler</b>  <b>Seconded: Gwil Wren</b>  <b>All in favour</b></p> <p>DV asked about the Parrett Peat Project. PB is hoping to secure some more funding to complete. There will be a new round of funding in December to apply for. We need to think about infrastructure/structures that could be improved so that we can be ready this time.</p> <p>DV noted that only 1 pump working. Bernard Perry did a good job. P12. Problem with sheet piling at Nythe Road Culvert was not lined up. The landowner has partially fixed. IDS to follow up</p>	<p><b>RESOLUTION 10</b></p> <p><b>RESOLUTION 11</b></p> <p><b>ACTION P/20250817-04</b></p> <p><b>RESOLUTION 12</b></p> <p><b>ACTION P/20250817-05</b></p>
<p>11 Any Other Business.</p>	<p>Kendra Kingson (Finance Assistant) is retiring in a week after 17 years. The Chair thanked her for loyalty and hard work on behalf of the Parrett Board. She has been a big asset to the Consortium and was wished a happy and healthy retirement.</p> <p>RK provided a Monksleaze Spillway update: the Contractors are working with no issues.</p>	

	<p>Caroline noted that the tender review was confidential and gathered the heard copies back.</p> <p>The Chair congratulated to Mike Stanton on his election to the ADA board of directors.</p> <p>The Chair thanked the Board for their attendance</p> <p>The meeting closed at 16.21.</p>	
<p>12 Date of Next Meeting.</p>	<ul style="list-style-type: none"> <li>• Finance &amp; Works Tuesday 21<sup>st</sup> October 2025: 14.00 – 16.00</li> <li>• Full Board Tuesday 4 November 2025 : 14.00 – 16. 00</li> </ul>	

Annex:

A. Parrett Board – Table of Outstanding Actions

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

**PARRETT BOARD – TABLE OF OUTSTANDING ACTIONS**

Action Number:	Action:	Actionee:
P/20250817-01	IDS/The Chair to request meeting with the EA re trees in the River Tone, and invite Roger Barrington	IDS
P/20250817-02	To draft an updated IDB Policy Statement	IDS/NS
P/20250817-03	Investigate reports of broken structures at Monksleaze and Bere Door primary weir.	IDS
P/20250817-04	To share the ADA response to the Land Use Framework Consultation with Donna Gowler	IDS
P/20250817-05	To follow up with David Vigar on sheet piling at Nythe Road Culvert	IDS