



Black Drain Drainage Board

MINUTES OF THE FULL BOARD MEETING HELD 9.30AM WEDNESDAY 1ST JULY AT SEA CADET HALL, THORNE,
DN8 5EL

PRESENT:

Ratepayer Members: Mr D Hinchliffe (C) Mr K Parkinson Mr M Conroy

Mr R Hinchliffe Mr M Oldknow

Appointed Members: Mr C Crowe

Co-opted Members:

Members Present: 6

APOLOGIES:

Ratepayer Members: Mr R Ketteringham Mr W Ketteringham (VCh) Mr D Backhouse

Appointed Members: Mr P Evans Mr K Heydon Mr P Marran

Mr D Oldroyd Mr A Porter

Co-opted Members:

Officers: Miss Cowen – Policy
& Finance Manager

ABSENT:

Ratepayer Members: Mr S Longthorp

Appointed Members:

Co-Opted Members:

IN ATTENDANCE:

Officers: Mr McLachlan - Chief Executive Miss Smith – Board Secretary (Minutes)
Mr Towse – Operational & Technical Manager Mrs S Hetherington – Senior Engineer

Others:

Andrew McLachlan
Chief Executive Officer and Clerk to the Board
91 Bridgegate
Howden
East Riding of Yorkshire
DN14 7JJ

01430 430237
info@yorkshirehumberdrainage.gov.uk
yorkshirehumberdrainage.gov.uk
[@idbyorkshire](https://twitter.com/idbyorkshire)

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19. Welcome, Introductions and Apologies

- 19.1. The Chair welcomed Members and Officers to the Board and requested a personal introduction from each attendee.

20. Declarations of Interest

- 20.1. Mr K Parkinson declared an interest in land that he owns at Selby Road, Thorne which is the subject of a planning application.

21. Health and Safety

Measures Taken in Response to the Pandemic

- 21.1. The CEO advised that all managerial and technical staff are now working at home on a regular basis using the Board's existing computer system. Operational staff are now back at work travelling in separate vehicles ensuring they are socially distanced. They have been provided with appropriate PPE.

22. Additional Agenda Items

- 22.1. No additional agenda items were discussed.

23. Minutes from Previous Board Meeting

- 23.1. There ensued a discussion around the expected quality and accurate recording of the minutes.
- 23.2. It was PROPOSED by MR HINCHLIFFE and SECONDED by MR OLDKNOW and UNANIMOUSLY RESOLVED that the Board adopt these minutes as a true record of that meeting.

24. Matters Arising

- 24.1. The CEO advised that in relation to Minute 11, Mr Heydon had submitted a bid for Local Levy from YRFCC for a weed-screen, however, this has been delayed.
- 24.2. He added that Minutes 13 and 15 were ongoing, with Minute 8 now being resolved.

25. Appointments

Officers

- 25.1. The CEO informed the Board that all Officers of the Board are public authority employees.
- 25.2. Both Mr A McLachlan, Chief Executive and Clerk to the Board (CEO) and Mr R Towse, Operational and Technical Manager (OTM), formally introduced themselves to the board and provided an insight into their professional backgrounds.
- 25.3. It was PROPOSED by MR CROWE and SECONDED by MR OLDKNOW and UNANIMOUSLY RESOLVED that the Board appoints Mr Andrew McLachlan (Clerk to the Board and CEO), Miss

Angela Cowen (Policy and Finance Manager and Deputy CEO) and Mr Russ Towse (Operational and Technical Manager).

- 25.4. The CEO advised that from time to time the Board should make appointments to professional services providers that support officers on a regular basis in the day-to-day operation of the Board's activities.
- 25.5. It was PROPOSED by MR CROWE and SECONDED by MR OLDKNOW and UNANIMOUSLY RESOLVED that the Board employs Wilkin Chapman LLP, Yorkshire Audit Services, Hunter Gee Holdroyd Ltd, Mason Clark Associates Ltd, Mr Ralph Ward (FRICS), Stephen Edwards (FRICS) and Cutler IT Ltd as professional services suppliers to the Board.

26. Public Sector Agreements

Consortium

- 26.1. The CEO provided an explanation to the Board as to how the Consortium will operate. He advised that Consortium and Partner Boards are now operating under the new corporate identity of the Yorkshire and Humber Drainage Boards Management Group (YHDB).
- 26.2. Mr R Hinchliffe queried as to whether the OHDB and ADOC websites will move into the new yorkshirehumberdrainage.gov.uk website.
- 26.3. The CEO confirmed that both the OHDB and ADOC websites will be retired. Each Board will have their unique sub-page and resources uploaded to the new YHDB website with the positive work of Drainage Boards being promoted on social media.

Transition to New Management Services

- 26.4. The CEO confirmed the transfer of management services had occurred with the Board's paper records being received from the previous administration on the 25th March and the electronic data received on the 2nd April.
- 26.5. The Chair thanked Officers for their professional handling of the transfer.
- 26.6. Mr Crowe advised the Board that The Coal Authority fund a portion of the drainage systems affected by subsidence and the OTM requested further information in relation to this. **ACTION Mr Crowe**

Highways England (HE)

- 26.7. The CEO advised that both he and the OTM had recently met with Highways England and had felt a positive working relationship had been achieved with some discussion around the possibility that the Board would take on maintenance of motorway drainage systems on a rechargeable basis.
- 26.8. The Chair queried as to whether the original specification for the motorway toe drains were in possession of the Board. He advised that the toe drains should have been returned to their

original state with the western toe drain and culverts needing to be cleared. He advised that land and properties were suffering as a result.

26.9. The CEO informed the Board that a meeting would be held in the forthcoming week to seek agreement on maintenance with Highways England.

26.10. The Chair agreed it would be advantageous for the Board to secure an agreement.

27. Budget and Financial Position

27.1. The CEO confirmed that the Board is in a reasonably healthy financial state. He added that as expected, it has taken some time for the banking mandate to be changed.

Budget

27.2. It was PROPOSED by MR OLDKNOW and SECONDED by MR CROWE and UNANIMOUSLY RESOLVED that the Board approve the revised budget of **£153,666** including the use of **£34,133** from reserves.

28. Invoices Paid and Accounts Settled

28.1. The CEO informed the Board that invoices and accounts shall be settled using OHDB bank accounts and recharged to the Board on a quarterly basis with a summary provided to the Chairman (or other person authorised by the Board) to inspect on a quarterly basis.

28.2. He added that at the time of writing, he was not in receipt of all information in relation to invoices and accounts and that review of these would be brought to the next meeting for approval by the Board.

29. Risk Register

29.1. The CEO brought attention to the draft Risk Register at Appendix C.

29.2. It was UNANIMOUSLY RESOLVED that the Board adopt the proposed Risk Register.

30. Accounting Statements and Annual Return

30.1. The CEO introduced the item, highlighting the Board's role in ensuring the proper management of public money, and referred members to the accounting statements and annual return documents at Appendix E. He proceeded to read the Annual Governance Statements to the Board.

30.2. It was PROPOSED by MR R HINCHLIFFE and SECONDED by MR PARKINSON and UNANIMOUSLY RESOLVED that the Board approve the Annual Governance Statement for 2019/20.

30.3. On inspecting the accounts, Mr R Hinchliffe noted a payment in relation to the 'reservoir' and highlighted that this needs de-registering.

- 30.4. The Chair agreed, adding that the inspection charges total at least £1k. He advised that after the overspill, JBA were authorised to complete the survey to have the reservoir de-registered, so the Board should be in receipt of these calculations. **ACTION OTM**
- 30.5. It was PROPOSED by MR OLDKNOW and SECONDED by MR CROWE and UNANIMOUSLY RESOLVED the Board approve the Accounting Statement for 2019/20.

31. Planning and Development Control

- 31.1. Mrs Hetherington advised she has contacted all the planning authorities in the Black Drain Internal Drainage District to ensure relevant planning applications are directed to the Board's new administration.
- 31.2. The CEO confirmed Mr Parkinson's interest in a 75-hectare site which has been subject to a planning proposal. He advised that if the runoff does not exceed agricultural runoff, provided that suitable engineering design is received, then an application would need to be made for Land Drainage Consent. He advised that this is predicated on examination by a planning inspector.
- 31.3. The Chair stated that having read through the Planning and Development Control policy, it was refreshing to be provided with clarity.

32. Maintenance Programme

- 32.1. The OTM advised he had been working with the Chairman to agree an approved maintenance programme which had now been published on the Board's Website.
- 32.2. The OTM notified the Board that any works undertaken by Contractors will be subject to a 10% retention to ensure quality of work.
- 32.3. Mr Parkinson advised that de-weeding had previously left fields in a poor state.
- 32.4. The Chair notified the Board of a slip which needed maintenance this year, adding that Yorkshire Water had admitted liability for it.
- 32.5. It was PROPOSED by MR OLDKNOW and SECONDED by MR R HINCHLIFFE and UNANIMOUSLY RESOLVED that the Board approve the 2020/21 maintenance programme.

33. Capital Programme

Durham's Warping Drain Pumping Station Weed Screen

- 33.1. The Chair advised that as discussed at previous meetings, a proposal was made to carry out works on Durham's Warping Drain pumping station weed screen.
- 33.2. The CEO reminded the Board that the proposal is for the replacement of an existing logic controller which uses less reliable mechanical positioning sensors with a more reliable

variable speed drive controller that relies on a 'smoothed' time sequence. This work will involve replacing the controller along with peripheral systems.

- 33.3. Mr Crowe advised The Coal Authority has provided funding for two of these elsewhere which could be a positive investment.
- 33.4. The CEO informed Members that if the Board commits to funding this work, there is no guarantee that the grant will become available.
- 33.5. It was PROPOSED by MR CROWE and SECONDED by MR PARKINSON and UNANIMOUSLY RESOLVED that the Board procure works up to £25k to refurbish the Durham's Warming Drain pumping station weed screen.

Telemetry

- 33.6. The CEO advised the Board that an invitation to tender to 4 suppliers to provide telemetry services to Danvm and Partner Boards has now been issued on behalf of Danvm as the contracting authority. Other partner Boards have been invited to this procurement to share costs.
- 33.7. Mr Conroy queried whether there would be a cost to the Board.
- 33.8. The CEO responded, advising that at this stage he thought this would be around £700 per pumping station. He added that the cost to each board will be proportionate based on the amount of pumping stations they are responsible for.
- 33.9. The CEO confirmed that a process has begun with the Environment Agency and Yorkshire Regional Flood and Coastal Committee to put a business case together to hopefully secure grant-aid contributions to this project.
- 33.10. Mrs Hetherington explained in detail how the telemetry system is operated.
- 33.11. It was PROPOSED by THE CHAIR and SECONDED by MR CONROY and UNANIMOUSLY RESOLVED that the Board give the Chair delegated authority to contract the Board into the new telemetry arrangements.

Capital Maintenance Strategy

- 33.12. The CEO confirmed that from April 2021, the new investment period for national Flood Defence Grant-in-Aid (FDGiA) begins and advised Members that the Board is strongly advised to put in place an investment strategy to take advantage of the next investment round.
- 33.13. He explained the Humber Head Levels capital maintenance strategy, which is currently being undertaken on behalf of 6 of the partner IDBs.
- 33.14. It was PROPOSED by MR R HINCHLIFFE and SECONDED by MR OLDKNOW and UNANIMOUSLY RESOLVED that the Board attaches itself to the Humber Head Levels Capital Maintenance Strategy.

34. Rates

- 34.1. The CEO confirmed that electronic rating information was transferred to the Board in time for the rates to be raised week commencing 11 May, with 75% now received. He added that plans have been put in place to digitise all rate records.

35. Policies

- 35.1. The Chair drew attention to the new Financial Regulations and Policies found at Appendix E & F.
- 35.2. It was PROPOSED by MR OLDKNOW and SECONDED by MR R HINCHLIFFE and UNANIMOUSLY RESOLVED that the Board adopts the updated financial regulations and subject to amendments following the consultation exercise, the Board adopts the Planning Policy and Standing Advice.

36. Elections Programme & Electoral Register

Programme

- 36.1. The CEO advised that the current term of office for the Board's elected members is due to expire later this year. The Board's Returning Officer (the CEO) must therefore hold an election in accordance with the Land Drainage (Election of Drainage Boards) Regulations 1938, to elect members to serve on the Board for the next 3-year term, alongside the members appointed by Doncaster MBC.

Electoral Register

- 36.2. A copy of the Electoral Register for the Black Drain Drainage District, as per 1st April 2020, was inspected by the Board.
- 36.3. It was PROPOSED by MR CONROY and SECONDED by MR HINCHLIFFE and UNANIMOUSLY RESOLVED that the Board approve the Electoral Register (1st April 2020).

37. Future Meetings

- 37.1. The CEO advised of the ADOC Consortium Meeting due to be held at 09:30 on 20 November 2020.
- 37.2. Regarding the Black Drain Annual General Meeting at 09:30 on 27 January 2021, the Chair suggested the meeting should be held in Thorne, possibly at the library.
- 37.3. The Chair thanked Members and Officers for their attendance and closed the meeting.