



Cowick & Snaithe Internal Drainage Board

MINUTES OF THE FULL BOARD MEETING HELD 1.30PM ON TUESDAY 30TH JUNE VIA LIVE VIDEO CONFERENCE,
ZOOM

PRESENT:

Ratepayer Members:	Mr P Cooper (C)	Mr E Bayston (VC)	Mr T Bayston
	Mr W Bayston	Mr R Kealey	Mr A Wood
	Mr I Wood	Mr S Wood	Mr S Wright
Appointed Members:	Cllr. C Emsen	Cllr. C Fox	Cllr. A Handley
	Cllr. S Jones	Mrs V Whiteley	

Co-opted Members:

Members Present: 13

APOLOGIES:

Ratepayer Members: Mr R Thompson
Appointed Members: Cllr L Sargeantson
Co-opted Members:
Officers:

ABSENT:

Ratepayer Members:
Appointed Members: Cllr Bromley Cllr Spencer
Co-Opted Members:

IN ATTENDANCE:

Officers:	Mr McLachlan - Chief Executive	Miss Cowen – Policy & Finance Manager
	Mr Towse – Operational & Technical Manager	Miss Smith – Board Secretary (Minutes)

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)

CONTENTS

532.	Welcome, Introductions and Apologies.....	3
533.	Declarations of Interest.....	3
534.	Health and Safety	3
535.	Additional Agenda Items.....	3
536.	Minutes from Previous Board Meeting.....	3
537.	Matters Arising.....	3
538.	Appointments.....	4
539.	Public Sector Agreements	4
540.	Risk Register	4
541.	Invoices Paid and Accounts Settled	5
542.	Accounting Statements and Annual Return.....	5
543.	Planning and Development Control.....	5
544.	Maintenance Programme	5
545.	Lower Aire Flooding 2020	6
546.	Capital Programme	7
547.	Rates.....	8
548.	Policies	8
549.	Future Board Meetings	9

532. Welcome, Introductions and Apologies

532.1. The Chair welcomed members and officers to the meeting.

533. Declarations of Interest

533.1. No declarations of interest raised.

534. Health and Safety

Measures Taken in Response to the Pandemic

534.1. The CEO updated the Board in respect of measures taken in response to government guidelines; he advised all managerial and technical staff are now working at home on a regular basis using the Board's existing computer systems and all operational staff are now back at work travelling in separate vehicles ensuring they are socially distanced. They have been provided with appropriate PPE.

535. Additional Agenda Items

535.1. Cllr Jones advised that a letter had been drafted to the Environment Agency in response to the recent flooding event.

535.2. It was agreed by all Board Members that this should be discussed under Item 14 of the Agenda.

535.3. Mr A Wood arrived at the meeting.

536. Minutes from Previous Board Meeting

536.1. The CEO drew attention to Appendix A, advising of a correction to the figures in the Budget and a correction to Minute 530.3.

536.2. It was PROPOSED by MR S WOOD and SECONDED by MR E BAYSTON and UNANIMOUSLY RESOLVED that the Board that the Board adopt these minutes as a true record of that meeting.

537. Matters Arising

537.1. The Chair informed the Board that both Minutes 454.5 and 475.2 have now been resolved.

537.2. In respect of Minute 521.5, the OTM informed that Carr Drain was in a poor state of repair and needs replacing. He advised this is partly funded by the Highways Agency.

537.3. Mr T Bayston queried as to whether the safety barrier at Finnley's Lane had been replaced and whether this was the responsibility of the Highways.

537.4. The OTM advised there had been no input of Board work of Finnley's Lane.

537.5. He continued, adding that Minute 529.6 was ongoing with Minute 529.7 being resolved.

538. Appointments

- 538.1. 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, giving members opportunity to declare any interests.
- 538.2. Mr E Bayston enquired as to whether valuers were independent; the CEO confirmed that this was the case.
- 538.3. It was PROPOSED by MR T BAYSTON and SECONDED by MR KEALEY 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 contractors to the board.
- 538.4. Mr I Wood joined the meeting.

539. Public Sector Agreements

- 539.1. The Chair advised that both Danvm and Black Drain had successfully transferred into the management group with Vale of Pickering being expected to join in October.
- 539.2. Mr T Bayston asked if additional staff would be employed.
- 539.3. The CEO advised of now filled, new positions, Senior Engineer & Executive Assistant along with the advertisement for an Operational Supervisor and Operator role.
- 539.4. The OTM advised that he would still oversee all operational matters.
- 539.5. The CEO advised that all Boards would retain their autonomy and each Board has their own identity created on a new website which is currently in the final stages of development.

540. Risk Register

- 540.1. The CEO advised of a review and renewal of the risk register found at Appendix B.
- 540.2. He explained that an assertion by the Board that it has considered risk in a methodical way is a legal requirement set out in the Annual Return which should be reviewed not less than (but usually) annually.
- 540.3. He confirmed that the highest risk is incident response. Based on the recent experience in the Cowick and Snaith area, there is a risk that a major event such as tidal flooding could impact on reserves. He added that although the size of the Board makes it less resilient to financial shock, the reserves position is strong.
- 540.4. Cllr. Fox enquired as to how lone workers are protected.
- 540.5. The CEO confirmed that operational staff wear a device around their neck which is linked to a GPS system, sending an alert to an operator in the case of an emergency.

540.6. It was PROPOSED by MR E BAYSTON and SECONDED by MR W BAYSTON and UNANIMOUSLY RESOLVED that the Board approve the risk register.

541. Invoices Paid and Accounts Settled

541.1. The CEO explained, for the benefit of new members, that due to the modest size of Cowick and Snaith IDB in relation to OHDB, bills are paid for through OHDB and recharged to Cowick and Snaith on a quarterly basis.

541.2. The Chair questioned the power cost at Newbridge Pumping Station.

541.3. Mr Bayston queried whether monies could be reclaimed due to the excess pumping.

541.4. The OTM advised he would look into this. **Action OTM**

541.5. It was PROPOSED by MR E BAYSTON and SECONDED by MR T BAYSTON and UNANIMOUSLY RESOLVED that the Board approve the schedule of invoices paid and accounts settled for Q4 2019/20, totalling £19,569.51.

541.6. Cllr. A Handley gave her apologies and left the meeting.

542. Accounting Statements and Annual Return

542.1. 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.

542.2. It was PROPOSED by MR COOPER and SECONDED by MR BAYSTON and UNANIMOUSLY RESOLVED that the Board approve the Annual Governance Statement for 2019/20.

542.3. It was PROPOSED by MR E BAYSTON and SECONDED by MR R KEALEY and UNANIMOUSLY RESOLVED that the Board approve the Accounting Statements for 2019/20.

543. Planning and Development Control

543.1. The OTM advised there had been no significant planning applications in the area.

543.2. The Chair commended Mrs Whiteley and her colleagues for their work in response to the recent flooding event.

543.3. Mrs Whiteley gave her apologies and left the meeting.

544. Maintenance Programme

544.1. 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.

544.2. He advised that the area around Castle Farm would be investigated in relation to slips.

- 544.3. Mr T Bayston requested a copy of the maintenance map in email format. **Action OTM.**
- 544.4. Mr Emsen queried whether the programme was driven by the budget available.
- 544.5. The OTM confirmed that the Board is in a positive financial position regarding maintenance work, however other work will be undertaken with consideration to the budget.
- 544.6. The CEO advised that most of the watercourses are not adopted by the Drainage Board but are maintained by the Board for the benefit of the community. Otherwise, the responsibility falls upon the riparian landowner.

545. Lower Aire Flooding 2020

- 545.1. The CEO updated the Board on the recent flooding incident, advising that he had approached the Environment Agency regarding reimbursement of costs incurred by the Board.
- 545.2. At this point, Cllr Jones read out a response he intended to send to the Environment Agency.
- 545.3. The CEO advised he would be happy to advise Cllr Jones on technical matters on behalf of the Board.
- 545.4. Mr W Bayston requested that the Chair be kept updated with developments regarding this matter.
- 545.5. The Chair advised that no monies had been received from the Bellwin Scheme as the financial threshold had not been met.
- 545.6. The CEO reiterated that he is currently holding discussions with the Environment Agency and added that the Council were conducting a Section 19 investigation. He continued that there were concerns around the design of the washlands, commenting that the spillway was designed to flow into an IDB watercourse as it had a penstock but to the best of his knowledge consent had not been sought from the IDB.
- 545.7. Mr I Wood contributed, stating that had the flow of the river been maintained, the water would have flowed past the washlands.
- 545.8. The CEO commented that the Environment Agency had been contacted some time ago with regards to the trees they had reportedly planted in the river channel which were causing flow restrictions.
- 545.9. The CEO advised putting forward a proposal for a flood alleviation scheme. **Action CEO.**
- 545.10. The Chair queried Highways England installing a culvert under the motorway from Ings Drain.
- 545.11. The OTM advised that the water must flow from Ings Lane Drain into the Old Don at a controlled rate.

- 545.12. The CEO confirmed that he has had early conversations with Highways England about the need for a larger pipeline under the motorway.
- 545.13. Mr I Wood concluded the discussion, proposing that before cost is incurred by ratepayers, it should be insisted that the Environment Agency improve river maintenance.
- 545.14. The OTM advised the Board that Rawcliffe IDB had offered a sum of money to assist with the remedial works to the Old River Don, north of Turn Bridge,
- 545.15. Mr I Wood queried whether the £16k proposed for the remedial works to be undertaken would be the best value for money.
- 545.16. The OTM responded, confirming that had the watercourse been maintained to operational standards, it would have been beneficial in assisting with the recent flooding event.
- 545.17. The CEO advised the Board, that with a financial contribution from Rawcliffe IDB, the cost to Cowick and Snaith would be in the region of £12k. He confirmed that he would seek to obtain funding from the Environment Agency, but this could not be guaranteed.
- 545.18. It was PROPOSED by MR W BAYSTON and SECONDED by MR R KEALEY and AGREED BY MAJORITY that the Board expend £12,000 for improvement works to be undertaken on the Old River Don, North of Turnbridge.
- 545.19. Both Mr I Wood, and Mr A Wood abstained.

546. Capital Programme

Telemetry

- 546.1. With regards to the telemetry system, the CEO advised that an invitation to tender had been issued on behalf of Danvm (as the contracting authority) to 4 suppliers to provide telemetry services to Danvm and partner Boards, with partner Boards invited into this procurement to share costs.
- 546.2. Mr A Wood queried how this would differ to the existing telemetry system at Lord Downes Clough.
- 546.3. The OTM advised that the existing telemetry system only provides information regarding the water level whereas the new system would add control.
- 546.4. The Chair asked how this would be costed for each Board.
- 546.5. The CEO advised that the cost would be proportionate to the number of pumping stations in each board area.
- 546.6. It was PROPOSED by MR W BAYSTON and SECONDED by MR S WOOD and UNANIMOUSLY RESOLVED that the Board join this procurement exercise and install a remote telemetry system at its pumping station subject to funding.

Capital Maintenance Strategy

546.7. The CEO notified the Board of the positive progress with the capital maintenance strategy. He added that surveyors have been commissioned to undertake topographical surveys which will assist with the hydraulic model.

547. Rates

547.1. The PFM informed Members that the 2020/21 drainage rates were issued at the beginning of April, with £12,077 received to date, representing 84% of the total amount owed (£14,415).

547.2. She advised that the Board's enforcement agents are dealing with one Liability Order for Cowick & Snaith district, obtained last October. However, since the 'lockdown' began in March, enforcement action has ceased, and it is currently uncertain as to when this will be able to resume.

548. Policies

548.1. The PFM drew attention to the new and revised policy documents, found at Appendix E.

Financial Regulations

548.2. The PFM confirmed the financial regulations had been updated and were tailored to individual IDBs.

548.3. The CEO gave an in-depth explanation to the stages of procurement.

Planning Policy and Standing Advice

548.4. The CEO informed the Board of a draft planning policy that is currently out for consultation with all the relevant Local Planning Authorities and the Lead Local Flood Authorities.

548.5. He advised that this was aimed at improving the quality of information submitted with planning applications, which drainage boards are consulted on via the Local Planning Authority.

Other Policies

548.6. The PFM outlined numerous other policies that were being presented to the Board for approval, these being:

- Bullying & Harassment Policy
- Data Protection Policy (updated)
- Document Retention Policy
- Equality Policy
- General Privacy Policy (updated)
- Gifts & Hospitality Policy (updated)
- Members' Duties, Liabilities and Responsibilities

- Privacy Notice for Board Members

548.7. It was PROPOSED by MR S WOOD and SECONDED by MR E BAYSTON and UNANIMOUSLY RESOLVED that the Board adopt the new and revised policies.

549. Future Board Meetings

549.1. The Chair confirmed the next ADOC Consortium Meeting due to be held at 09:30 on 27 November 2020 with the Annual General Meeting being held at 13:00 on 26 January 2021.

549.2. Mr Wright requested an induction for new Board members along with a visit to the sites maintained by the Board.

549.3. The CEO advised that once further advice is released in relation to the COVID-19 situation, an induction process will be held.

549.4. Mr T Bayston queried whether it would be of benefit to invite the MP, Mr Percy, to attend the site visits. **Action CEO**

549.5. The OTM expressed gratitude to the Town Council for their support and assistance during the floods and to the community who helped to manage Cowick Town Hall.

549.6. Cllr. Fox thanked members of the public who supported in the Church.

549.7. Mr E Bayston commended the generosity and support of both local and extended communities who offered their time and assistance to those affected.

549.8. The Chair thanked Members and Officers for their attendance and concluded the meeting.