



Ouse & Humber Drainage Board

Minutes of The Full Board Meeting held on Wednesday 3rd February 2021 Via Zoom

PRESENT:

Ratepayer Members:	J.Scutt	T Featherby	R Axup	J.Atkinson	R.Wilkins
	R.Henley	G Baxter	J Traill	K West	N Marwood
	J Hick				
Appointed Members:	ClIr. H Roberts	I Screeton	J Wright		
	B Maclean				
Co-opted Members:					

Members Present:

APOLOGIES:

Ratepayer Members:	Mr C Mowforth				
Appointed Members:	ClIr C Bayram	ClIr R Meredith	ClIr Aitken	ClIr P West	
Co-opted Members:					

ABSENT:

Ratepayer Members:

Appointed Members:

Co-Opted Members:

IN ATTENDANCE:

Officers:

Mr McLachlan – Chief Executive
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)

342. Welcome, Introductions and Apologies

342.1. The Chair welcomed members and Officers to the Board noting apologies from Cllr Aitken, Cllr Meredith, Cllr Bayram, Mr Mowforth and Cllr P West.

343. Declarations of Interest

343.1. None

344. Meeting Privacy

344.1. Members were asked not to photograph or record the meeting.

345. Health & Safety

345.1. None

346. Additional Agenda Items

346.1. None

347. Minutes of the previous Full Board Meeting

347.1. The Chair drew attention to the minutes from the previous meeting.

347.2. It was PROPOSED by MR ATKINSON and SECONDED by MR WILKINS and UNANIMOUSLY RESOLVED that the Board adopt these minutes as a true record of the previous meeting.

348. Matters Arising

348.1. In relation to 283.6 the CEO advised that in Howden a holding tank to reduce untreated sewage entering Howdendyke has been installed. At Crabley Creek, the CEO advised it is not the responsibility of the Board to remove the sewage discharge from Yorkshire Water's treatment works, a conditional offer has been made to support Yorkshire Water provided they underwrite any extraneous costs, this has not been accepted as yet.

348.2. Cllr Roberts said there have been discussions with East Riding of Yorkshire Council about Howdens sewerage system, which will explain if the pumping stations can cope, Cllr Roberts believes they cannot.

348.3. In relation to 337.2 the Board Secretary advised only one form remains outstanding.

348.4. The CEO recommended minute 338.2 be discussed further in the meeting.

349. Executive Committee Meeting

349.1. The Chair drew attention to minutes from the Executive Committee held on 13th January 2021.

350. Joint Consortium Committee

- 350.1. The Chair drew attention to minutes from the Joint Consortium Committee.
- 350.2. The CEO explained that the Consortium Committee agreed on a shared services budget and staff changes, the overall costs of which are included in the Budget [and budget report] for approval by the Board.
- 350.3. Mr Henley queried the voting arrangement when there are more members than votes. The CEO explained the voting arrangements and the process of arbitration if consensus is not reached.

351. Invoices Paid and Accounts Settled

- 351.1. A record for an amount of £457,509.92 was presented for approval.
- 351.2. It was PROPOSED by the CHAIR and SECONDED by MR WILKINS and UNANIMOUSLY REOLVED that the Board notes and approves the record of Invoices Paid and Accounts Settled totaling £423,335.07 (net) for the last financial quarter.

352. Financial Report - Quarter 3

- 352.1. The CEO displayed the financial report electronically and explained it briefly again for members highlighting Special Levy Transfers and the Rating calculation process.
- 352.2. He advised that reserves were spent last year on both planned and unplanned basis due to the weather, with an aim of placing £100k into reserves this year. Whilst cautioning against the predictability of the outturn estimates, he added, it is possible this will be achieved.
- 352.3. He drew attention to the increase in Pumping station maintenance budget to meet planned servicing costs on a proactive rather than reactive basis, which now stands at £80k per year.
- 352.4. Mr Henley asked, at what stage does agricultural land turn to developed land. The CEO explained that the exact method is not prescribed but the board would normally transfer land to non-agricultural when it starts to become occupied. Regarding the recent Howden developments, there is not currently 50% occupancy.
- 352.5. Mr Hick queried whether, with a budget of £2.13m, £80k is enough for pumping station maintenance.
- 352.6. The CEO responded advising Officers are moving forward with the capital maintenance programme, which is funded by capital rather than revenue. He added that several of the Board's Pumping Stations are life expired but a programme of works to complete refurbishment of these pumps is being considered. He confirmed the £80k expenditure is to keep current assets running.
- 352.7. Mr Baxter asked if the Board are responsible for the flow of water in Market Weighton Canal. The CEO advised that the Canal was previously the Boards asset but was taken from the Board in the 50s. He added the Board previously directed him to send a letter to the Environment

Agency suggesting it should be de-mained and returned to the Board as an ordinary watercourse and that the Board would no longer pay the Environment Agency to maintain it.

- 352.8. Mr Baxter explained that over the last few years from Broomfleet Landing, the flow has changed, and looks as if something is happening around 400yds from the lock. At the lock end, the water flows like upland river, the water a couple of miles up does not get to the lock very quickly.
- 352.9. The OTM advised that the Environment Agency are stating that there is a sandbar outside the lock which is having a detrimental effect. He confirmed there are plans to resolve this but are currently being delayed.
- 352.10. It was PROPOSED by MR MACLEAN and SECONDED by MR BAXTER and UNANIMOUSLY RESOLVED that the Board notes and approves the financial reports and its recommendations for Quarter 3.

353. Budget & Rate Setting

- 353.1. The CEO briefly explained the budget and the rate setting procedure.
- 353.2. It was PROPOSED by MR MARWOOD and SECONDED by MR HENLEY and UNANIMOUSLY RESOLVED that the Board approves the budget of £2,131,677 for 2021/22.
- 353.3. It was PROPOSED by MR SCUTT and SECONDED by MR MARWOOD and UNANIMOUSLY RESOLVED that in order to meet the approved budget the Board set the rate at 14.9p£.

354. New Offices and Depot

- 354.1. The CEO reminded members that at the last Board meeting members were informed that the current lease for the depot was coming to an end in March 2022 and the Boards offices were in a poor state of repair requiring substantial investment.
- 354.2. He advised that it was resolved by the Board to undertake a feasibility study to look at options for a new depot, office, or combination of both. Officers have looked to purchase or develop a site and several other potential options.
- 354.3. The CEO explained the specifications and requirements of the site to the Board accentuating the necessity to reduce overhead costs, ensure a central location to the Boards watercourse network and security for the vehicles.
- 354.4. He advised that an appropriate public sector procurement route would be via an OJEU compliant framework, which would also comply with the Board's adopted financial regulations [an enhanced procurement strategy]. The most appropriate contract would be a and agreed schedule turnkey type. He explained that a price will be agreed upfront for completion of the development and that a PWLB loan will be applied for to fund the project. Including estimated capital receipts, the budget would be a total of £ 1.5m.

- 354.5. The CEO cautioned that this was a significant decision for the Board, and if they are minded to go ahead scheme progression should be incremental.
- 354.6. The CEO requested members appoint a Project Board to meet at regular intervals to oversee this scheme. He advised that three members consisting of the Chair, the Vice-Chair and Mr Wright had already asked to be involved. The CEO also requested that Mr Wilkins be involved given his professional background in project managing building services schemes.
- 354.7. Discussions and recommendations ensued regarding the Project Board.
- 354.8. Mr Wright asked if the sale money from the existing Howden offices and north Howden sites would be put against the project. The CEO confirmed that this would be the case.
- 354.9. Mr Henley asked if there was a contingency plan if development is not completed on time in terms of the depot. The CEO confirmed there is a site suitable to store plant, machinery, and the welfare units if necessary.
- 354.10. Mr Hick added that this looked to be a positive proposal.
- 354.11. It was PROPOSED by MR WILKINS and SECONDED by CLLR ROBERTS and UNANIMOUSLY RESOLVED that the Board authorises the CEO to seek approval from Defra to apply for and secure a public works loan to the value £1.35m for the new premises over the maximum period and market and sell the existing offices for an expected receipt of £150k.
- 354.12. It was PROPOSED by CLLR MARWOOD and SECONDED by MR ATKINSON and UNANIMOUSLY RESOLVED that the Board appoints a Project Board consisting of officers, the Chair, the Vice-Chair, Mr Baxter, Mr Wilkins, Mr Wright, Mr Screeton, and suppliers to oversee the design, procurement, and delivery of the new premises within defined stages agreed with the Executive Committee.
- 354.13. It was PROPOSED by MR TRAILL and SECONDED by MR BAXTER and UNANIMOUSLY RESOLVED financial delegation is given to the Executive Committee to authorise expenditure of up to £1.5m on new premises within defined stages agreed with the Project Board.

355. Capital Programme

Skelton Tidal Outfall Failure

- 355.1. The CEO advised that the tidal door is currently being installed at Skelton, the penstock door is fitted, and the faceplate is being put on to the tidal door.

Howdendyke Pumping Station

- 355.2. The CEO informed Members that this is now out to tender; design changes have been made but tenders are expected shortly.

Market Weighton Canal Bank Stabilisation (Newport)

355.3. The OTM advised four loads of piles will have arrived by the end of this week.

Telemetry

355.4. The CEO confirmed the new telemetry contracts have now been signed which are fully funded and were procured through Danvm on behalf of all the Boards.

356. Public Sector Agreements

Environment Agency

356.1. The CEO advised these have not expanded greatly, but that the relationship with the EA in this respect was going well, with work schedules being discussed for next year. He added that the Board has been able to support the EA following the February floods, also working in Hessle, Hedon and Vale of Pickering. Investment the Board made with the machinery and procurement of new weed boats has proven positive.

356.2. The OTM advised that during the last period, operators have been assisting the EA with the ship lock on a cost reimbursable basis. He informed the Board that the EA are paying to place a member of staff on the lock to assist them, a positive move, with a view to training our operators to operate the ship lock which may give us more involvement in the future.

Highways England

356.3. The CEO advised that a proposal now sits with Highways England to refresh the agreements made in the 1970s. He reminded Members that the old Market Weighton Board agreed an '*In perpetuity*' recharge arrangement whereas Lower Ouse Board took a commuted sum, which is now exhausted.

357. Plant and Vehicles

357.1. The OTM presented an option, whilst the CEO displayed a video, for the Board to purchase an 8-tonne machine, specifically designed to operate as a flail mower and a de-weeder, offering versatility and operational efficiency.

357.2. He added that this would mean the Board would be able to complete all flailing in-house, so no works are contracted out. He advised that the machine alone is £180k to purchase.

357.3. Discussions ensued around similar machinery, cost, and operational effectiveness.

357.4. Mr Wright said that principally, this is a positive suggestion, however costs need to be presented to the Board very clearly. He added that a large sum of money has been spent on plant and machinery over the last 5 years.

357.5. The CEO asked what the possibility is of an operator being able to test this machine.

357.6. The OTM responded advising that Mastenbrook are currently trying to import a machine for Operators to test adding that they were happy to send staff to the Netherlands but cannot be due to the current pandemic.

- 357.7. At this point Cllr Marwood left the meeting.
- 357.8. The CEO asked if this decision should be delegated to the Executive Committee.
- 357.9. Mr Henley, Mr Wilkins, and Mr Screeton agreed to delegate the decision.
- 357.10. It was PROPOSED by the CHAIR and SECONDED by MR HENLEY and UNANIMOUSLY RESOLVED that the Board delegate the procurement authority to the Executive Committee for a new machine and tow vehicle to the value of £230k.

358. Maintenance

- 358.1. The OTM advised Members that this year has been much more successful than the previous year, completing around 85% of all maintenance works. All watercourses not maintained last year, were completed first, this year.
- 358.2. With a view to moving forward, the OTM explained that the operators are inspecting watercourses, reporting several significant slips. A serviceability programme will be developed.
- 358.3. He confirmed operators are currently working on tree works and that an old bridge has fallen into the watercourse on the Foulness which will be removed in the next week.
- 358.4. The OTM added that there is still a lot of work to complete moving forward and a programme of works is in development.
- 358.5. Mr Wright advised he has received phone calls from ratepayers on Beals Beck, they have discussed the silt problems.
- 358.6. The OTM advised he has held similar discussions with several ratepayers and has arranged to complete works with a weed bucket to see if levels will reduce. He added that as no margin had been left by landowners to allow vehicles entry, operators were unable to maintain all areas.
- 358.7. Mr Scutt said that the general level of maintenance in this area has been excellent and a few neighbouring farmers have made complimentary remarks.
- 358.8. The CEO confirmed that the revisions to staff contractual arrangements have worked really well this year and was very pleased.
- 358.9. The OTM updated the Board regarding the refurbishment and repairs to Crabley and Yapley Marr pumping stations. He added that to start the ongoing maintenance programme, Jubbs [electrical contractors] have been asked to inspect all the pumps and provide detailed conditions of each of the assets, this will help Officers understand in which order the pumps shall be maintained.
- 358.10. The OTM confirmed old telemetry systems have been removed.

358.11. Mr Henley queried whether the new mobile pump is operational.

358.12. The OTM confirmed the pump is ready but are waiting for the trailer supplier to be able to transport the pump. He added that he had hoped to be able to provide an update for the meeting but had not yet received a response.

359. Staff Matters

359.1. The OTM confirmed the Policy & Finance Manager will return in early summer and have agreed a 3-day working week, therefore the temporary Admin Assistant role will be made permanent.

359.2. He then informed the Board that interviews for a Planning and Development Officer were held and an appointment made. The new officer was a qualified urban planner and will be working across all the Boards.

359.3. The CEO advised that the Board shall shortly be advertising for an “Inspector” role [Job title confirmed as Senior Liaison Officer], rather than employing a Supervisor for Vale of Pickering, the role will deal with customer complaints and enquiries across all partner boards, before triaging to the relevant Operational Supervisor. The supervisors would cover all areas.

359.4. Mr Wright supported the new role stating liaison with customers is very important in all areas, as landowners and ratepayers who work with the Board in access and operations, it is important to have this point of contact and build up relationships.

359.5. The OTM agreed informing the Board that unfortunately landowners and ratepayers have been calling officers during non-working hours and even calling at a supervisor’s home, in non-emergency and non-flooding situations, which is completely unacceptable.

360. Date of Next Meeting (s)

360.1. The next Full Board meeting is due to be held on 19th May 2021 at 1:00pm

360.2. Meeting requests will be sent via email to all members.