



# Black Drain Drainage Board

## Minutes of the Full Board Meeting held Wednesday 27<sup>th</sup> January 2021 via Zoom.

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### PRESENT:

Ratepayer Members: Mr R Hinchliffe Mr D Hinchliffe Mr D Backhouse Mr R Ketteringham Mr M Conroy  
Mr K Parkinson

Appointed Members: Mr P Marran Mr Oldknow Mr C Crowe Mr A Porter Mr P Evans

Co-opted Members:

Members Present:

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### APOLOGIES:

Ratepayer Members:

Appointed Members: Mr D Oldroyd Mr K Heydon

Co-opted Members:

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### ABSENT:

Ratepayer Members:

Appointed Members:

Co-Opted Members:

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### 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  
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**38. Order of Meeting**

- 38.1. With the permission of the Board, the CEO chaired the first part of the meeting until the Chair was installed.

**39. Welcome, Introductions & Apologies**

- 39.1. The CEO welcomed Members and Officers noting apologies from Mr Oldroyd and Mr Heydon.

**40. Declarations of Interest**

- 40.1. None

**41. Health and Safety**

- 41.1. None

**42. Additional Agenda Items**

- 42.1. None

**43. Election Results**

- 43.1. Following the 2020 Election, the CEO advised the Board of the results, advising one position remained vacant.
- 43.2. It was PROPOSED by MR D HINCHLIFFE and SECONDED by MR CONROY and UNANIMOUSLY RESOLVED to co-opt Mr S Longthorpe to the Board.

**44. Election of Chair**

- 44.1. The CEO set out the procedure for the election of the Chair and oversaw proceedings.
- 44.2. It was PROPOSED by MR PARKINSON and SECONDED by MR KETTERINGHAM and UNANIMOUSLY RESOLVED that the Board appoints MR D HINCHLIFFE as Chair.

**45. Appointment of Chair**

- 45.1. MR D HINCHLIFFE accepted the position of Chair and the CEO handed Chairmanship of the meeting to the Chair.

**46. Election of Vice Chair**

- 46.1. The CEO set out the procedure for the election of the Vice Chair and oversaw proceedings.
- 46.2. It was PROPOSED by MR CONROY and SECONDED by MR PARKINSON and UNANIMOUSLY RESOLVED that the Board appoints MR R HINCHLIFFE as Vice-Chair.

**47. Appointment of Vice Chair**

47.1. Mr R Hinchliffe was duly appointed as Vice-Chair.

#### **48. Minutes of the previous Full Board Meeting**

48.1. Mr Parkinson requested minutes to be sent prior to the next full Board meeting.

48.2. The CEO advised that due to the advice from ADA and the Internal auditor, minutes shall not be circulated any earlier or prior to Full Board Papers being distributed to members in advance of the next Full Board meeting.

48.3. It was PROPOSED by the VICE-CHAIR and SECONDED by MR PARKINSON and UNANIMOUSLY RESOLVED that the Board approves these minutes as a true record of that meeting.

#### **49. Matters Arising**

49.1. Actions arising from previous minutes:

49.2. In relation to minute 11, the CEO advised he remained optimistic that the Board may receive retrospective funding.

49.3. In relation to minute 13 the CEO advised contractual issues now look to be resolved with paperwork due to be signed in the forthcoming days.

49.4. In relation to minute 15, the OTM advised this has not progressed as expected due to the steadiness of land around the building which will take a considerable amount of time to stabilise.

49.5. He added that previous contractors who worked on Outlet pumping station have accepted responsibility.

49.6. The Vice-Chair requested an update in relation to minutes 30.3 and 32.4.

49.7. In respect of minute 32.4 the OTM advised he had discussed this with contractors who are monitoring water levels, once they are appropriate this will be resolved.

49.8. In relation to 30.3, the CEO advised there is no obvious evidence of the registration of this reservoir. He added that a letter has been sent to the Environment Agency, but a formal response has not been received. He advised of his continuation to resolve this matter and the item will be kept on the agenda until resolved. **(Action CEO)**

49.9. Mr Parkinson requested an update regarding minute 26.6.

49.10. Mr Crowe advised that staff from The Coal Authority, GIS team, are still investigating the drainage systems affected by subsidence, and hopefully this will be complete by the next meeting.

#### **50. Minutes of ADOC Consortium Meeting**

50.1. The Chair drew attention to the minutes of the ADOC Consortium for noting.

- 50.2. Mr Parkinson asked if this meeting is attended by Chairs and Vice-Chairs, to which the Chair responded confirming the meeting is to discuss strategic items which align the catchment and look at common issues.

## **51. Financial Position**

- 51.1. The CEO advised there were some anomalies upon reviewing the Boards finances. He informed the Board both he and the Chair spent time reviewing the cost items and outturn, and that as there is uncertainty, the Board may need to make some adjustments in the summer meeting based on the final outturn position.
- 51.2. He added that £13k of additional costs are due to a previous contractor who submitted invoices from some time ago. Moving forward, the CEO informed the Board that framework contractors are required to submit monthly invoices.

## **52. Invoices Paid and Accounts Settled to Q3**

- 52.1. The Chair drew attention to invoices paid and accounts settled.
- 52.2. The CEO explained that invoices are paid by OHDB and recharged to Black Drain on a quarterly basis.
- 52.3. It was PROPOSED by VICE-CHAIR and SECONDED by MR KETTERINGHAM and UNANIMOUSLY RESOLVED that the Board notes and approves the invoices paid and accounts settled as a true record, totalling £95,780.83 (net).

## **53. Internal Audit 2019/20**

- 53.1. The CEO informed the Board that the internal audit for the year ended 31 March 2020 was completed and no matters were raised to give cause for concern.

## **54. Conclusion of Annual Audit 2019/20**

- 54.1. The CEO informed the Board that the Board's External Auditors PKF Littlejohn completed their annual audit of the Board and no matters were raised to give cause for concern.

## **55. Budget & Rate Setting**

- 55.1. The CEO explained the rating system procedures in detail to the Board. He advised the Board of significant works across the drainage district for which costs have been set aside along with a recommendation to the Board that the rate is set at 14.5p/£.
- 55.2. He went on to explain the workings of the budget along with the expected income for the year detailing each line of the report.
- 55.3. The Vice Chair queried whether this budget accounted for pumping station repairs.

- 55.4. Mr Oldknow queried the recommended rate and how the percentage differs from the previous rate.
- 55.5. The CEO advised the new rate would incur a 3.72% increase, the previous rate being 14p/£.
- 55.6. In relation to Special Levy, the CEO advised of his conversation with the portfolio holder at Doncaster Metropolitan Borough Council and other local authorities and confirmed there is an acceptance of managing flood risk and he intends, on behalf of the Board, to maintain a positive relationship with the local authorities in this regard.
- 55.7. It was PROPOSED by MR OLDKNOW and SECONDED by MR CROWE and UNANIMOUSLY RESOLVED that the proposed budget for 2021/22 is approved at £119,138.
- 55.8. It was PROPOSED by MR OLDKNOW and SECONDED by MR CONROY and UNANIMOUSLY RESOLVED that to meet the approved budget it is recommended the rate is set at 14.5p£.

#### **56. Register of Members' Interests**

- 56.1. The Board Secretary advised that Declaration of Interest forms would be sent to Board members and should be returned either by email or posted to the office as soon as possible.

#### **57. Capital Programme**

- 57.1. The CEO reminded Members that most funding for capital works comes from National Flood Defence Grants administered on DEFRA's behalf by the Environment Agency with the next round of funding starting April 2021.
- 57.2. To secure funding, he advised the Board needs to follow certain processes, and, across the Consortium a Capital Maintenance Strategy is underway.
- 57.3. The CEO confirmed telemetry will be installed on all stations which has been funded by Defra, the Coal Authority and Yorkshire & Regional Flood Coastal Committee with ongoing licenses costing around 16k per year for all 83 pumping stations.
- 57.4. Mr Conroy queried if there was currently telemetry on any of the pumping stations to which the Chair responded that there is not.

#### **58. Maintenance Programme**

- 58.1. The CEO displayed an electronic map of board-maintained watercourses and explained there have been negotiations with Highways England regarding the maintenance of the M18 Toe Drain along with several other issues across the Consortium areas.
- 58.2. He confirmed a proposal was made to clear the drain from the field side. As formal commitment was not made until after Christmas, a small window was left before bird nesting season to start the works, this left Officers very little time to give advance notice to landowners.

- 58.3. Mr Ketteringham asked if the Board had legal right to access land.
- 58.4. The CEO confirmed that yes, the Board does have legal access with notice served to landowners this year to notify them that we will access land to maintain watercourses.
- 58.5. Mr Ketteringham stated fences are being removed and not replaced and asked if it could be maintained from the motorway side.
- 58.6. The CEO responded, advising the fences were unlawful as they been constructed within 9m of the watercourse without the consent of the Board.
- 58.7. The OTM informed Members that the watercourse cannot be maintained effectively from the motorway side.
- 58.8. Mr Parkinson asked if there was a plan to spray the dike to kill the reed growth as previous works lasted only 3 weeks before regrowth occurred.
- 58.9. The CEO advised he would be discussing the maintenance works with Highways England and the possibility of adding this to the maintenance map. It would then be to the Board and Operators to decide the best course of action for maintenance.
- 58.10. Conversations ensued regarding culverts around the area.
- 58.11. The Chair said that where spraying has been carried out this year, he has not been thoroughly impressed with the result and believes it has been ineffective.
- 58.12. The Vice-Chair stated he believed this to be an application issue and that effects should normally be seen within 3-4 weeks. He added that the application should be assessed a month after works are completed for efficacy and if not appropriate, payment should be held back.
- 58.13. The Chair said ideally spraying needs to be completed when the plant is putting reserves back through the root. If done correctly from July onwards, after a couple of years of application weeds should be eradicated completely.
- 58.14. The Chair said the programme was completed quite late in the season and asked if this could be avoided this year. He added that the latest these works should be completed in the Boards area, is by the end of October due to soil type.
- 58.15. The OTM advised this could be stipulated in a new contract.
- 58.16. Mr Ketteringham left the meeting.
- 58.17. The OTM informed the Board that he has spoken with Network Rail to stress the importance of accessing and maintaining Lower Common Drain, situated on railway owned land which the Board cannot access. This Drain is critical to the draining of the land. The OTM is awaiting a response with a proposal to complete annual maintenance.

- 58.18. The CEO informed the Board that both the Chair and OTM will discuss potential maintenance programmes before this is agreed by the Board.
- 58.19. Mr Parkinson reported a slip where Marsh Drain joins Rawcliffe road.
- 58.20. Mr Oldknow asked if there had been any planning applications or consents since last meeting to which the OTM there had not been any significant development in the Black Drain area.
- 58.21. Mr Parkinson offered sincerest thanks to Officers for work on M18 Toe Drain.

**59. Date of Next Meeting**

- 59.1. Members will be sent calendar invitations via email for next year's Board meetings.

Wednesday 16<sup>th</sup> June 2021 at 9:30am via Zoom

Wednesday 26<sup>th</sup> January 2022 at 9:30am via Zoom