

## COWICK & SNAITH INTERNAL DRAINAGE BOARD MEETING

24<sup>th</sup> January 2017 – The Institute, West Cowick

### Minutes of Meeting

**Present:**

**Paul Cooper (Chair) (PC)**  
**Edward Bayston (Vice Chair) (EB)**  
**Ian Wood (IW)**  
**Adrian Wood (AW)**  
**Richard Thompson (RT)**  
**Tom Bayston (TB)**  
**Sarah Saxelby (SS)**  
**Mike Ball (MJB) Clerk & Engineer to the Board**  
**Richard Syed-Hessel (RSH) Deputy Clerk & Engineer to the Board**  
**Iain Omand (IO) Responsible Finance Officer**  
**Karyn Devoy (KD) Administration**

423. **Apologies for absence:** Councillor John Stavely-Churton, Councillor John Barret, Robert Kealey, Stuart Wood, William Bayston,
424. **Declaration of interest:**  
EB declared an interest in Carr Drain Bridge. Ian Wood and Adrian Wood declared an interest in Peppered Pig
425. **To sign and approve the Minutes of the Board meeting held on 11<sup>th</sup> October 2016:**  
Minute 419 should read 'Fish Balk Lane' not 'Fish Pot Lane' The minutes were then accepted as a true record of the meeting this was proposed by IW and seconded by RT.
426. **Matters arising from the Minutes:** None
427. **Clerk & Engineers Report:** The Flailing and de weeding programme has been completed. Pete Fletcher would like some areas cut back to solve access issues for next years programme of works. RSH to arrange meeting with Pete Fletcher to discuss this and ask for a quote.

**River Aire:** No issues to report.

**Yorkshire Water Boreholes:** Yorkshire Water have cleared the site. Information of previous consents and agreements to discharge in to rain 52 & 53 Ings Drain have not been received. Consent will not be given until this information is received. RSH has no concerns regarding the construction of the platform based on the information and drawings received previously. PC commented that the work has not been finished.

**M62 Watercourses:** Mike Ball has exchanged emails and conversed with John Howard of Highways England in an effort to resolve the ongoing issues. RSH has provided John Howard with drawings of the watercourses highlighting the critical areas as requested by John Howard. John Howard will pass these to A-one + for investigation and to arrange a program of works.

**Weed Screen Blocks:** The blocks on all weed screens have been replaced by John Colwill.

**Health & Safety:** Extra hand rails and signs required at some of the pump stations to bring them up to required standards. RSH has approached John Shaw to attend a one day Confined Spaces Training course a positive response was not received. It was agreed that this training was part of his contractual obligations. EB proposed and TB seconded that John Shaw be given three months to arrange training. The Board agreed that they would pay for Confined Spaces Training.

**Correspondence:** PC has contacted Mr Townsend regarding land valuations and has been given papers from 1988. PC stated that he thought a more recent valuation had taken place in the early 2000's. IW queried how up to date the valuation needs to be. MJB to contact ADA and ask if there is a time frame on how recent valuations need to be. PC to contact Townends again to ascertain if a more recent valuation is available.

The Board agreed that they would be happy to make a £50.00 contribution to ADA for eel research. This was proposed by RT and seconded by AW.

**Rateable Values:** Mr Ramsey has sent an email asking whether he is being charged for the correct parcel of land. A plan was sent to him no reply has been received. RSH/KD to check the Land Registry.

**Pump Station Surveys:** RSH would like to set up a six monthly or yearly maintenance contract for the Pump Stations. RSH to acquire quotes. This would help identify structures that need investment. MJB to contact Vicky Townend an Internal Drainage Board specialist of the Environment Agency to enquire if a presentation could be given to the Boards in order to discover what financial assistance could be made available to the Board for the upgrade and update of infrastructure.

**Carr Drain Bridge:** MJB and RSH have reviewed the structure and agree that the bridge is not suitable for the farm machinery currently using it. Records of the Board from Highways England have been looked at and nothing was found stating that they are responsible for any repairs or replacement. Quotes for a new structure with a gross vehicle weight capacity of 32 tonnes have been obtained at £44,000 for a concrete box culvert with gabion baskets. An Armco culvert with a 900m pipe was quoted at £10,000. PC queried if a 900m pipe would be big enough. TB asked if highways England would pay a percentage of the cost under the annual grant claim. MJB to contact John Howard to get an answer. RT suggested calling an extraordinary meeting before the next scheduled meeting when information is received as this needs to be addressed before harvesting begins.

**Lord Downes Gate:** Two locks are now on the gate. Network Rail are happy with this arrangement. The Environment Agency will have to call AW for the lock code.

**Peppered Pig:** RSH has had a site visit with Ian Wood to the Peppered Pig Development. The work done has been completed to an acceptable level. Mr Mitchell the site owner was informed that he has to inform the Board of any future maintenance work or alterations to the site. The fence that has been constructed along the embankment has removable sections and Mr Mitchell is happy for the Board to gain access when required. The planning application for this site was sent to Rawcliffe Internal Drainage Board. The Council's planning department have been informed that any future planning applications should be submitted to Cowick & Snaith.

**Back Lane:** A local resident has been in contact with RSH with concerns regarding the non-maintained ditch on Back Lane. In parts it is now level with the grass verge the resident believed this area had flooded in the past and had approached the Board to get the ditch reinstated. PC stated that he thought the land was owned by the Council however the Lead Local Flood Authority have been consulted and have declared it is not council owned land. MJB suggested the drain is dug out as one off as a gesture of goodwill. IW proposed the ditch be cleaned on a without prejudice RT seconded. PC offered to supply a tractor and trailer to take away the spoil. RSH to arrange for a quote for the work from John Colwill.

**428. Financial Report:** EB proposed the presented cheques be signed IW seconded

The Responsible Financial Officer presented the Financial Planning report which was in accordance with the Land Drainage Act 1991.

The role of the budget was specified as follows:

- i) That the budget results in the Board Setting Rates and Special Levy
- ii) That the budget gives the Clerk the Authority to spend money
- iii) That the budget allows for monitoring progress during the year

The 2016-17 budget showed an estimated outturn position of net expenditure totalling £64,415 this would produce an underspend of £3,009.

The main variance within the budget for 2016-17 was highlighted as an estimated overspend of £5,897 relating to Drain Maintenance. This was offset by underspends of £4,193 on Electricity and £1,303 on Pump Maintenance. There was also an underspend in relation to PWLB loans of £2,776.

The Clerk and Engineer, in full consultation with the Responsible Financial Officer, had produced a draft budget for 2017-18 which was shown at Appendix A. The total net expenditure for 2017-18 was £64,083.

Appendix B showed the Indicative Budgets for 2018-19 and 2019-20 which were based around uplifts of 2% which was in line with the Government's assumption for average inflation.

Appendix C showed the affect of the budget on the rate in the pound and options of 8.65 which was equivalent to the previous year, 9.00 and 9.25 were also presented.

The level of Reserves were considered as part of the report. The estimated level of General Reserve had previously been considered and agreed that it should be 50% of net expenditure levels. As at 31 March 2016 this should be £32,000. The Pump Station Reserve would stand at £109,794 as at 31 March 2017.

The Board discussed the report and noted the estimated Outturn Position for 2016-17.

The Board reviewed and approved the 2017/18 budget drafted by the Clerk and Engineer in full consultation with the Responsible Financial Officer.

The Rate in the pound was approved at 8.65 which was equal to the rate set in 2016-17.

The Board approved the level of Reserves set at £32,000 for the General Reserve and £109,794 for the Pumping Station.

It was recommended the budget be accepted this was proposed by EB and seconded by IW

#### Report on Audit Findings

The Responsible Financial Officer presented the report regarding Audit Findings in relation to the Audit which took place within 2016-17 and was a requirement of the Annual Governance Statement. The Responsible Financial Officer stated that the overall conclusion of the Audit was that the effectiveness of the controls were considered satisfactory and the exposure to risk was considered minor.

All other actions were discussed and the findings and recommendations agreed by the Board.

The Board Considered the Review of Financial Regulations which was presented by the Responsible Financial Officer who had undertaken a review of Financial Regulations in accordance with annual requirement to do so.

The Board agreed to amend section 4 adding Chair and Vice Chair to the list of delegated posts that could incur costs to £4,000 that is of an urgent nature. Between £4,000 and £8,000 the

Clerk and Engineer and Deputy Clerk and Engineer would require approval from the Chairman and Deputy Chairman.

The Board agreed to amend section 27 and include that orders up to £4,000 can be ordered by the Clerk and Deputy Clerk between £4,000 and £5,000 will not require 3 written quotes but will require approval by the Chairman and Vice Chairman.

This recommendation was proposed to be accepted by EB and seconded by RT

**429.Any Other Business:** The Board agreed to put a late payers fee of £25 on any outstanding rate payments.

A drain walk will take place on the 16<sup>th</sup> May at 9.30am at Top House Farm, West Cowick

**430. Date of next meeting** 16<sup>th</sup> May 2017