

COWICK & SNAITH INTERNAL DRAINAGE BOARD MEETING

16th May 2017 – Annual General Meeting The Institute, West Cowick

Minutes of Meeting

Present:

Paul Cooper (Chair) (PC)
Edward Bayston (Vice Chair) (EB)
Ian Wood (IW)
Adrian Wood (AW)
Stuart Wood (SW)
Richard Thompson (RT)
Tom Bayston (TB)
William Bayston (WB)
Cllr John Barrett (JB)
Mike Ball (MJB) Clerk & Engineer to the Board
Richard Syed-Hessel (RSH) Deputy Clerk & Engineer to the Board
Iain Omand (IO) Responsible Financial Officer
Karyn Devoy (KD) Assistant to Clerk & Engineer

2017.1 Apologies for absence: Robert Kealy, Sarah Saxelby, John Stavely Churton

2017.2 MJB invited nominations for Chair. WB proposed PC, JB seconded. RT proposed EB as Vice Chair this was seconded by IW

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431. Apologies for absence: Robert Kealey, Sarah Saxelby, Councillor John Staverley-Churton

432. **Declaration of interests:** EB and WB declared an interest in Carr Lane Bridge Minute no 438. JB declared an interest in the Draft Public Sector Cooperation Agreement Minute no. 439.

433. **To sign and approve the Minutes of the Board meeting held on 24th January 2017:** 'TB' is to be added to the members present. Minute 428 should be '16/17' not '15/16'. IO asked that the years '2017/18' be added to the sentence 'The Board reviewed and approved the budget' in Minute 428. The minutes were then accepted as a true record of the meeting this was proposed by TB and seconded by RT

434. **Matters arising from the Minutes:** None

435. **Annual Governance Statement:** The treasurer presented the Annual Return Report for the Year Ended 31 March 2016-17. In accordance with the Local Audit and Accountability Act 2014 and the Accounts and Audit Regulations 2015 the Board are required to approve the Annual Governance Statement and the Accounting Statements for 2016-17. The Annual Governance Statement must be approved prior to the Accounting Statements and this order of business must be evidenced by the meeting minute references. The Treasurer informed the Board that all the controls referred to in the Annual Return had been undertaken.

The Board Approved the Annual Governance Statement

436. **Annual Internal Audit Report 2016/17** The Treasurer informed the Board that the Accounting statements must be signed by the Responsible Financial Officer before they are presented to the Board. The total expenditure for 2016-17 was £73,880. Throughout 2016-17 monitoring of income and expenditure had taken place and this was last reported to the Board on 22 January. This showed an expected year end net position of £64,415. The actual position is £66,570.

The Treasurer presented the Balance Sheet as at 31 March 2017 and the notes to the Accounts.

The Board Approved the Accounting Statements

IO left the meeting

437. **Clerk & Engineers Report:**

M62 Watercourses: MJB has once again emailed John Howard from Highways England. After receiving no response MJB contacted Sujad Hussain, John Howard's manager. He replied that John Howard was presently on sick leave and requested the Maintenance Grant invoice sent in September be sent again. He also reconfirmed that they would be adhering to their original stance regarding contributing to a new bridge at Carr Lane.

Insurance: The Insurance Policy with NFU Mutual has been renewed. A discount was obtained due to having the four Boards in the consortium now insuring with NFU Mutual. RT suggested a quote be sought from other Insurance companies before it is renewed next year.

Environment Agency Meeting: Victrolia Townend from The Environment Agency will be giving a talk to the Consortium of Drainage Boards on June 7th. Funding and grant opportunities will be discussed. KD will send an Email to PC, EB and WB confirming the date and time.

Health & Safety: AW has attended and completed a confined spaces training course. John Shaw the Board's pump attendant has been supplied with the available training dates for this course. He has not made contact with RSH regarding this and has not returned any phone or RSH's phone calls or Emails.



Correspondence: The updated land rate information requested has still not been received from Townends Estate Agents. PC will make contact with them again before the next meeting.

ADA Northern Conference: This is to be held on the 2nd June. WB expressed an interest in attending. Details to be sent to him by KD.

Register of Members Interests: Forms were sent out in the meeting packs. The Board Members completed them at the meeting and returned to the Clerk & Engineer. Forms from members not able to attend the meeting will be posted to the Clerk & Engineer |

Lord Downes Pumping Station: AW informed the Board that Pump Number 1 isn't operating correctly. Pump number 2 has been put in operation to increase its pumping hours. During the drain walk it was noted that the electricity pylons on the banks have started leaning. RSH will contact Northern Power regarding this.

IW mentioned that the Yorkshire Water outfall near the borehole site was running water. The water is stagnant and has an odour. RSH to contact Yorkshire Water.

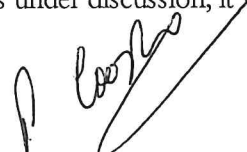
Pump Station Surveys: RSH suggested putting in place a six monthly or a yearly maintenance contract for the pump stations. IW commented that the panels at Lord Downes Pump Station were outdated and advice should be sought from an electrical engineer into upgrading the system. EB proposed prices to be obtained for a yearly maintenance programme WB seconded.

Back Lane: Work on the ditch has been completed by John Colwill. Other works required around the corner from Back Lane were also completed this was paid for by PC. PC asked if the registered owner of the land could be found. JB proposed a land registry search to ascertain ownership be conducted IW seconded. RT suggested adopting the drain so maintenance could be continued. WB proposed that the ditch is adopted subject to the land registry investigation IW seconded this. Reimbursing PC if the Board does adopt the ditch was suggested by RT.

EB and WB left the room .

Carr Lane Bridge: Highways England have been asked on more than one occasion by MJB, if they would consider making a financial contribution to replace the existing bridge which is in need of upgrading to accommodate heavier vehicles. They replied by expressing the view that the bridge was installed during the M62 motorway works in the mid-1970s to facilitate access for the landowner and drainage board, as a one-off contribution. Highways England have said that without any supporting documentation, they are unable to justify a contribution. They added that their contractor, A One + had informed them that they do not use the bridge for any motorway maintenance purposes.

The use of an alternative access route for the board to use for its maintenance operations was suggested by TB. He asked whether it was possible to gain access to the land from the drain crossing at the end of the lane that runs parallel to Finnleys Lane, near to the board's pumping station. RSH said that the board's contractors had already looked into this possibility but were of the view that it was not suitable for their vehicles to use. RT asked if the bridge was strong enough for the drainage board to safely use. MJB replied that it was not suitable to accommodate 32 tonnes gross vehicle weight, this being the weight given by PC at an earlier meeting when MJB was asked to look at suitable options for the bridge's replacement. PC suggested the Board pay for the pipe and the land owner pay for the stone. RT said this might set a precedent when any future similar situations arise within the board's district. He queried who would be responsible for the upkeep of the bridge in the future. PC suggested ownership be documented on the asset register. In accordance with the board's financial regulations, RSL said two more quotes would need to be obtained for this work. PC proposed the Drainage Board pay for the pipe and the landowner pay for all other costs: IW seconded the proposal. A show of hands demonstrated four to be in favour with two abstentions. On account of the fact that public finance was under discussion, it was



agreed that any commitment on the board's part would be made after MJB had discussed the situation with East Riding of Yorkshire Council's legal officers.

Post meeting note: MJB subsequently met with one of ERYC's Senior Legal Officers, who was of the view that the most equitable way to calculate the contribution towards the cost of the bridge strengthening works would be to base this on its use, if this could be accurately established, the understanding being that the main beneficiary of the bridge is the private landowner and linked to agricultural use, and as such the majority of the cost should be borne by him and not the public purse.

EB and WB re-entered the room.

Pete Fletcher extra work: Pete Fletcher has given RSH a quote for extra work to cut or remove obstacles and vegetation growth from drains before the next maintenance program commences. He has highlighted drains 22,34,35,19 and 32 for this work. PC recommended getting another quote and for the work be left for the time being.

438. **Finance Report:** The Canal and River Trust and the Environment Agency still have outstanding rates. Imposing an administration fee of £25.00 for outstanding rate payers was proposed by IW this was seconded by RT.

IW proposed all cheques be paid AW seconded this.

439. **Any other business:** MJB informed the Board that Councillor John Staveley- Churton had offered his resignation. It was agreed that KD would send a letter thanking him for his service to the Board. Paul Ross has quoted a price for his services to maintain Finnleys Lane and Newbridge Pump Stations. The current Pump Attendant has not completed confined spaces training and has not supplied the Board with any form of Health & Safety paperwork despite it being requested on numerous occasions. During the drain walk concerns were raised as to how many times Mr Shaw is visiting the pump stations as the Finnley's Lane Weed screen did not look like it had been operated for a sometime and stagnant water was present.

Due to the lack of communication and not adhering to Health & Safety policies JB proposed Mr Shaw's contract be terminated with immediate effect TB seconded this proposal.

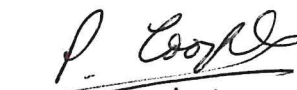
TB proposed Paul Ross to be contracted as the Board's Pump Attendant JB seconded this,

Draft Public Sector Corporation Agreement: MJB presented the Draft Public Sector Corporation Agreement to the Board with a proposed uplift of 20% for the rates for extra work. EB proposed the Board sign the agreement for three years inclusive of a CPI linked yearly increase, IW seconded this.

JB thanked the Board and the East Riding of Yorkshire Council on behalf of the Ward Councillors and the residents for their work regarding the Harron Homes development on Butt Lane.

RSH to enquire about ownership of the dyke leading from the development with regards to the Board adopting it.

440. **Date of next meeting:** Tuesday 10th October 2017


15/10/18