

REEDNESS AND SWINEFLEET INTERNAL DRAINAGE BOARD

MINUTES OF THE FULL BOARD MEETING

MONDAY 13th MAY 2019

91 BRIDGEGATE, HOWDEN, DN14 7JJ

PRESENT:

Ratepayer Members: Mr Barker (Ch) Mr Cowling Mr I Backhouse Mr Hirst (VCh)
Mr Reed

Appointed Members:

Co-opted Members:

Members Present: 5

APOLOGIES:

Ratepayer Members: Mr Oldridge

Appointed Members: Cllr Sargeantson

Co-opted Members:

ABSENT:

Ratepayer Members:

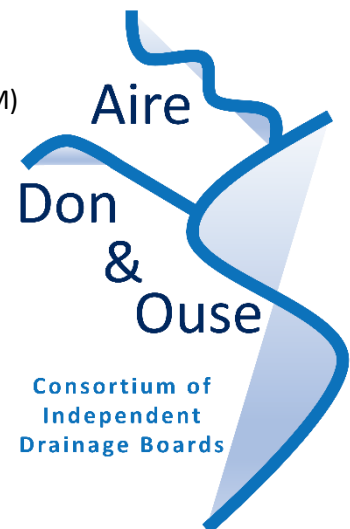
Appointed Members:

Co-Opted Members:

IN ATTENDANCE:

Officers: Mr McLachlan – Chief Executive (CEO)
Miss Cowen – Corporate Strategy Manager (CSM)
Mr Towse – Asset Manager (AMgr)
Mrs O’Driscoll – Board Secretary (Minutes)

Others:



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49 Welcome, Introductions and Apologies

49.1 The Chairman welcomed members to the meeting and gave the apologies of Cllr Sargeantson and Mr Oldridge.

50 Declarations of Interest

50.1 None were made.

51 Additional Agenda Items

51.1 There were no requests for additional agenda items.

52 Minutes of the previous Full Board Meeting, 7th January 2019.

52.1 It was PROPOSED by MR COWLING and SECONDED by MR BARKER and UNANIMOUSLY RESOLVED that the that the minutes of the previous meeting be adopted as a true record.

53 Matters Arising

53.1 The AMgr explained that although item 35.4 was still ongoing, some non-mechanical weed control had been carried out. He continued that the work carried out so far had seemed effective and that this was probably something that the Board needed to get a programme together for in the future.

53.2 Pictures taken of non-mechanical weed control by the Chairman were shown and discussions took place on its benefits. The AMgr advised that de-weeding would need to be carried out first so that there would be a starting point.

53.3 The CEO asked if work on this needed to be carried out this year. The Chairman suggested it would be beneficial to do this on some watercourses this season. **ACTION AMgr.**

53.4 Discussions took place on item 35.2; the CEO advised that information had been sent out with this year's Drainage Rates Notices informing ratepayers of their obligations under the Land Drainage Act 1991, in respect of allowing the Board to access their land to carry out maintenance activities on watercourses.

53.5 Mr I Backhouse commented that sending out information provides consistency across the ADOC Boards on maintenance strip expectations. The Chairman advised that although he was aware of some issues in the past, he did not anticipate any particular problems in the Reedness and Swinefleet district.

53.6 Mr Backhouse remarked that ratepayers should be informed which dykes are to be maintained this year rather than being given general correspondence. The CEO advised that consideration would need to be given to this, as there may be a cost involved.

53.7 The CEO informed that 36.2 – correction of invoice statements had been resolved. He explained that action 46.1 (penstock repairs) would be discussed under item 15 and action 46.3 (Board membership) under item 17.

53.8 There were no further Matters Arising.

54 Minutes of the ADOC Consortium Meeting 21st February 2019

54.1 The Chairman advised Board Members that he had so far found these meetings useful.

54.2 It was noted by both the Chairman and Vice-Chairman that the minutes were a true record.

55 Invoices Paid and Accounts Settled Q4

55.1 The CEO directed members to Appendix C of the meeting papers. He reminded members that, rather than paying invoices by cheque, they are paid via BACS from OHDB's account and recharged to the respective ADOC Boards every quarter.

55.2 The AMgr ran through the invoices set out in Appendix C.

55.3 The Chairman RECOMMENDED and it was UNANIMOUSLY RESOLVED by a show of hands that the Board APPROVES the invoices paid and accounts settled as a true record.

56 Accounting Statements and Annual Return

56.1 The CEO explained that the Board's Accounting Statements for 2018/19 had been prepared by the Board's accountants, Hunter Gee Holdroyd Ltd, and directed members to the Schedule of Accounts provided on the supplementary paper.

56.2 He advised that the terminology may have changed slightly from the accounts prepared by the previous administration.

56.3 The CEO continued that in line with good governance, £30,000 is held as reserves. He added that although the accounts look healthy, the Board's overall funds are relatively small, making the Board vulnerable. Mr I Backhouse commented that reserves should be built up more, as much of the Board's infrastructure is old and at risk of failure.

56.4 The CEO summarised the Annual Governance Statement explaining that this must be approved by the Board in advance of approving the Accounting Statements. He added that upon approval, the Annual Return and Accounting Statements may be inspected by the Board's internal auditors before submission to the Board's External Auditors, PKF Littlejohn.

56.5 The Chairman asked if any of the other Board's used external parties to check the procedures. The CEO replied that this is the job of the internal auditors.

56.6 It was RECOMENDED by the CHAIRMAN and was UNANIMOUSLY RESOLVED by a show of hands that the Board APPROVES the Annual Governance Statements for 2018/19.

56.7 It was RECOMMENDED by the CHAIRMAN and was UNANIMOUSLY RESOLVED by a show of hands that the Board APPROVES the Accounting Statements for 2018/19.

57 Risk Register 2019 Review

- 57.1 The CEO explained that as part of good governance, officers should undertake a regular review of the potential risks and threats that may impact on the operation of the Board. He continued that the Risk Register had been updated for review by the Board, directing members to Appendix D of the meeting papers.
- 57.2 The CEO advised that the register will not change much from year to year but that it is the CEO's responsibility to update it and present it to the Board each year for review.
- 57.3 It was RECOMMENDED by the CHAIRMAN and UNANIMOUSLY RESOLVED by a show of hands that the Board APPROVES the Risk Register 2019.

58 Health and Safety

- 58.1 The CEO informed that this item would be covered later.

59 Asset Management Plan

- 59.1 The AMgr explained that a draft of the Asset Management Plan was complete and that all of the ADOC Boards' districts had been digitised.
- 59.2 The CEO added that the location of all watercourses, culverts and structures had been identified and he intended to have all the culverts inspected at some point in the future, so that defects could be reported to the relevant authority/owner.
- 59.3 The Plan was presented to members and discussions took place. The CEO explained that a report could be run to show, for example, the length, construction and who is responsible for a specific culvert or structure.

60 Framework Contract

- 60.1 The AMgr advised that the tenders had recently gone out and he was waiting for the documents to be returned. He added that the legal side had taken longer to draw up than planned.
- 60.2 He showed members a plan of the 'lots' that had been put out to tender and explained what work would be carried out by contractors. He continued that OHDB staff would not directly undertake work in the ADOC districts unless it was specialist work such as using the weed boat.
- 60.3 The Chairman commented that the successful contractor would not be able to use the same machine on each dyke. The AMgr responded that this was the same in the OHDB district and it had been written into the contracts that the contractor must assess the suitability of their machine(s) before commencing any works. The CEO added that a 10% retention had been put in the contracts which would only get paid on the satisfactory completion of the work.

61 Annual Maintenance Plan Approval

- 61.1 The CEO explained that as the annual maintenance programme is predicated on available budget / tender value, he was not yet in a position to bring this to the Board. He proposed that delegated authority be given to the Chairman to approve a programme on behalf of the Board.
- 61.2 It was UNANIMOUSLY RESOLVED by a show of hands that the Chairman be given delegated authority by the Board to agree the Annual Maintenance Programme for 2019/20.

62 Thorne Moors Update

- 62.1 The CEO gave a verbal update explaining that he had made a site visit and met with the site manager. He showed members a plan of IDB boundaries in relation to the Thorne Moors site. Discussion took place regarding which organisations were responsible for draining different parts of the site.
- 62.2 He continued that both he and the AMgr had also met with the CEO and Chief Engineer of the Water Management Consortium, who had raised similar concerns regarding the drainage of the Moors.
- 62.3 The CEO informed that both a short and long-term solution were being sought; in the short term a request had been made to Natural England for £20,000 to fund clearance work on the top section of Warping Drain.
- 62.4 The CEO went on to say that drainage rates had been charged to Natural England for the first time, adding that these should have been charged in the past. He continued that this had been queried by them as they do not believe they should pay when they are a public body and that talks were ongoing.

63 Swinefleet Warping Drain

- 63.1 Members were shown some video footage of OHDB's weed boat working in the Warping Drain.
- 63.2 The AMgr informed that the ramp access for the weedboat was constructed in March and that the weed boat operations had proved very successful. The AMgr advised that further tractor flail and tree work was required along the entire length. The CEO added that the Board's ecologist was advising when this could be done due to significant population of badgers. He explained that the Board had now received a badger licence from Natural England.
- 63.3 The CEO continued that the request for a £20K contribution had been made for the clearance of the top section of Warping Drain, adding that this section was in a very poor condition and may require a significant amount of tree work. He continued that although channel growth was a lot thicker than the downstream section, the presence of badgers meant the most appropriate intervention remained the weed boat, as it had caused very little disturbance.
- 63.4 The AMgr informed that the CEO had been successful in securing funds from the Environment Agency to carry out work on the Creykes downstream of the Board's tidal outfall structures. He

continued that the intention was to reprofile the Swinefleet Creyke outfall eastwards with the falling tide.

63.5 The AMgr informed that a quote had come back from Goole Welding for the repairs to the penstock and door structure; this being just over £4,000. He continued that it would cost a further £6,000 - £10,000 in order to make it safe for them carry out these works.

63.6 The AMgr cautioned that this problem was not going away and that £4,000 seemed reasonable. He suggested that it was worthwhile finding out the cost of putting in a permanent gantry so that scaffolding would not be needed for future works.

63.7 The CEO added that it may be possible to apply for National Flood Defence Grant to cover some of the cost on the grounds of Health & Safety risk.

63.8 Discussions took place on the benefits of erecting a gantry.

63.9 It was UNANIMOUSLY RESOLVED by a show of hands that the Board agrees £10,000 for necessary works on Swinefleet Outfall with the Chairman also authorised to make the decision on a fixed gantry up to the value of £6,000.

64 Capital Programme

64.1 The CEO explained that there was not much to update members on regarding the Capital Programme; the background work was ongoing in view to having the Capital Maintenance Strategy in place for the next investment period in 2021. He added that there is talk of ring-fencing funds for life-expired assets, but this had not been formally confirmed.

65 Board Membership

65.1 The CEO advised that due to local elections there may be a change to Council Appointed members. Discussions took place to what this may mean for the Board.

66 Chairman's Remarks

66.1 The Chairman confirmed that most issues had been covered in the meeting. He provided the meter readings to the AMgr and advised that the problem with the sensors seemed to have settled.

67 Any Other Business

67.1 The CSM gave an update on the rates situation, explaining that there was still £2,100 outstanding from previous years.

67.2 The CSM continued that there was an amount of £37.09 to be written off and asked if the Board was happy to go ahead and write off this amount.

67.1 It was PROPOSED by MR I BACKHOUSE and SECONDED by MR P HIRST and UNANIMOUSLY RESOLVED by a show of hands that the Board agree to write off the amount of £37.09.

68 Date of Next Meeting

68.1 6th January 2020, 2pm at the Board's Offices.