



Cowick & Snaith Internal Drainage Board

COWICK AND SNAITH INTERNAL DRAINAGE BOARD

MINUTES OF THE FULL BOARD MEETING, THURSDAY 9TH JANUARY 2020 AT THE BOARD'S OFFICES, 91 BRIDGEGATE,
HOWDEN, DN14 7JJ

PRESENT:

Ratepayer Members: Mr Cooper(Ch) Mr E Bayston(VCh) Mr Kealey
Mr I Wood Mr A Wood

Appointed Members:

Co-opted Members: Mr S Wood

Members Present: 6

APOLOGIES:

Ratepayer Members: Mr W Bayston Mr R Thompson Mr T Bayston

Appointed Members: Cllr Sargeantson

Co-opted Members:

ABSENT:

Ratepayer Members:

Appointed Members:

Co-Opted Members:

IN ATTENDANCE:

Officers: Mr A McLachlan – Chief Executive Officer (CEO)
Mr Towse – Operations & Technical Manager (OTM)
Mrs O'Driscoll – Board Secretary (Minutes)

Others:

Andrew McLachlan
Chief Executive Officer and Clerk to the Board
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509. Order of Meeting

- 509.1. The Chairman welcomed members to the meeting and explained that, as this was the AGM, the Clerk/CEO would chair the meeting until a Chairman had been elected.
- 509.2. The CEO added that this was standard practice for the AGM and that with the consent of the Board, he would chair the first part of the meeting until the Chairman was installed and that following the appointments, normal Board business would commence.
- 509.3. All Members were content for the CEO to chair the first part of the meeting.

510. Welcome, Introductions and Apologies

- 510.1. Apologies were given from Mr R Thompson, Cllr Sargeantson, Mr T Bayson and Mr W Bayston.

511. Health and Safety

- 511.1. There were no Health and Safety issues to report.

512. Declarations of Interest

- 512.1. Mr I Wood declared an interest as a pump attendant/supervisor for the Board.

513. Additional Agenda Items

- 513.1. The CEO explained that on advice from the Internal Auditors and in accordance with the regulations as to proceedings of the Board (Standing Orders), other business that does not appear on the agenda may be discussed, but only with the agreement of 75% of members present.
- 513.2. The CEO enquired if Board Members wished to discuss any additional items. Mr A Wood wished to discuss a specific maintenance issue that he had written to the CEO about and which he had previously brought up in a letter to the CEO.
- 513.3. All Board Members were content for this to be discussed as part of Item 21 - Maintenance.

514. Election of Chairman

- 514.1. The CEO set out the procedure for the election of the Chairman and oversaw proceedings.
- 514.2. Nominations were invited by the CEO for the role of Chairman; nominations were given for Mr Cooper. No further nominations were made.
- 514.3. It was PROPOSED by MR KEALEY and SECONDED by MR A WOOD and UNANIMOUSLY RESOLVED that MR COOPER be elected as CHAIRMAN.

515. Appointment of Chairman

- 515.1. Mr Cooper was appointed Chairman.

516. Election of Vice Chairman

- 516.1. The CEO set out the procedure for the election of the Vice Chairman and oversaw proceedings.
- 516.2. Nominations were invited by the CEO for the role of Vice Chairman; nominations were given for Mr E Bayston for Vice Chairman. No further nominations were made.
- 516.3. It was PROPOSED by MR S WOOD and SECONDED by MR KEALEY and UNANIMOUSLY RESOLVED that MR E BAYSTON be elected as VICE CHAIRMAN.

517. Appointment of Vice Chairman

- 517.1. Mr E Bayston was appointed as Vice Chairman.

518. Minutes of the previous Board Meeting, 16th May 2019

- 518.1. The CEO directed Board Members to the minutes from the last meeting on Page 11 of the Meeting Papers.
- 518.2. It was PROPOSED by MR I WOOD and SECONDED by MR KEALEY and UNANIMOUSLY RESOLVED that these minutes be adopted as a true record.

519. Matters Arising

- 519.1. The CEO ran through the standing Matters Arising.
- 519.2. With regards item 454.5 - Minutes from unsupported interim meeting – the CEO asked Board Members whether, given that Mrs Saxelby is no longer on the Board, they wished to strike these informal minutes.
- 519.3. It was AGREED by ALL Board Members present to strike these informal minutes from the record.
- 519.4. The CEO updated on item 475.2, informing that he had written to Yorkshire Water (YW) but had not heard anything back; he asked if Board members wished for this matter to be pursued. Mr A Wood commented that a lot of sewage was being pumped into the watercourse.
- 519.5. The OTM reported that he was to meet with the regional Operations Manager for YW and he would bring this matter up. **ACTION OTM.**
- 519.6. Mr E Bayston asked if Health and Safety grounds were a factor, in the event that someone could fall into the watercourse. The CEO was of the view that this would probably only be considered if such an incident had already occurred.
- 519.7. The OTM notified that the matter had been brought up with the Environment Agency (EA) but that it was not deemed enough of a pollution incident for them to get involved.
- 519.8. Minute 493.2 had now been resolved and the CEO clarified that the end dates for the PWLB loans were Jan 2021 for the £26,000 and 2027 for the £39,000.

519.9. Item 500.4 had been resolved and the CEO read out the list of the Contractors invited to tender.

519.10. Item 502.3 had also been resolved with the OTM advising that he would update members on the meeting with Highways England under the next item.

520. Minutes of ADOC Consortium Meeting 21st February 2019

520.1. The CEO summarised the minutes of the last ADOC Consortium meeting for those members not present.

520.2. He explained that OHDB were due to take over management of Black Drain Drainage Board and Danvm Drainage Board from April 2020.

520.3. He advised that Black Drain would be joining the ADOC consortium, under the same agreement terms as the other ADOC boards.

520.4. The CEO added that the Danvm contract would be different due to the size of that Board and that the management services were to be provided via a Shared Services agreement, separate from the ADOC Consortium.

520.5. He added that these new contracts would allow the organisation to improve efficiency.

520.6. Mr Cooper asked if the OTM now had someone working with him. The CEO advised that an office-based Senior Engineer had been taken on who was now working alongside the OTM.

520.7. He added that there was another Senior Engineer due to start in the next few months who would also work alongside the OTM.

520.8. Regarding the discussions relating to telemetry at the consortium meeting, Mr Cooper enquired what had happened to the telemetry in Cowick & Snaith's pumping stations. The OTM advised that there was telemetry in Lord Downes PS but that it belonged to the EA.

520.9. Regarding the opportunity to rationalise pumping stations across the ADOC districts, the CEO advised that a surveyor had now been employed. The OTM added that nothing had been decided and that the feasibility of different scenarios was being considered.

520.10. Mr I Wood commented that he would be hesitant about this and would want it to be proved that this would be in the Board's interest.

520.11. The CEO explained that they were only looking at this because when applying for capital grant funding as part of the Humber Head Levels Capital Maintenance Strategy, the funders were likely to ask this.

520.12. Discussions took place on what would need to be considered before rationalisation went ahead. The OTM reiterated that this was hypothetical at the moment and he was just keeping Board Members informed of what was happening.

520.13. Regarding Highways England, the CEO informed that he had had a productive meeting with Highways England and that they had requested that the Board maintain the motorway ditches.

520.14. Mr Cooper commented that this would be a major task due to the trees growing in the ditches. The CEO explained that the £500,000 [M62/M18/A63 within drainage districts] would be for remedial works only, to get them into a serviceable condition.

520.15. Regarding constitutional matters, the CEO informed that the C&S Board had a lot of appointed member vacancies. He added that he had brought this up with ERYC but they had not yet got back to him.

520.16. He continued that he was happy for Board members to put forward names adding that these did not necessarily have to be Councillors but for example could be local ecologists, accountants etc.

520.17. The CEO concluded his summary of the minutes.

521. Financial Position

521.1. The CEO directed members to Appendix C in the meeting papers where the latest financial position in respect of income and expenditure up to quarter 3 according to the Board's approved budget was provided. He explained that it showed that, based on estimated outturns at the end of the financial year, the Board stood to have a budget surplus of £15.4k. This additional amount was mainly due to the special levy adjustment carried out earlier in the year. He continued that the situation may of course change by year end. The report also showed an estimated budget requirement for next year, to be discussed under item 17.

521.2. Work to be undertaken this year was discussed. The CEO advised that he would like to undertake a full programme of works during 2020/21.

521.3. The CEO recommended an accelerated spending programme to bring forward works that would be looked at in future years.

521.4. Mr A Wood enquired if the Special Levy payment was a one off or if this would be received each year; the CEO advised that this payment is made each year.

521.5. Mr Cooper commented that piling work will need to be undertaken after this winter. The OTM would look at the state of the plastic piling on Carr Drain. **ACTION OTM**

521.6. The CEO notified that the Board's financial situation allows for a freeze on the drainage rate.

522. Invoices Paid and Accounts Settled to Q3

522.1. The CEO went through the Invoices Paid and Accounts Settled in for the first three financial quarters of 2019/20, also in Appendix C of the meeting papers.

522.2. The OTM advised that Woldmarsh are proving cheapest for electricity and that the buying position maybe even stronger with Danvm joining.

522.3. Mr Cooper commented that the amount to AB Rooms for changing the locks on the pump stations needs to be recharged to Highways England. **Action OTM.**

522.4. It was PROPOSED by MR E BAYSTON and SECONDED by MR S WOOD and UNANIMOUSLY RESOLVED that the Board approves the invoices paid and accounts settled, totalling £66,846.93, as a true record.

523. Internal Audit

523.1. The CEO informed that there had been nothing of concern to report back from the Board's Internal Auditors who had carried out a review of the Board's accounts and governance on the 21st November 2019. The auditor had recommended two minor points regarding the Board's meeting agendas and minutes; firstly, that "Any Other Business" should be removed as a standing item from meeting agendas, and secondly, that for ease of reference, the total expenditure figure for the relevant financial quarter(s), as reported under the Invoices Paid agenda item, should be recorded in the minutes.

524. Conclusion of Annual Audit 2018/19

524.1. The CEO explained that the Board's External Auditors PKF Littlejohn completed their annual audit of the Board and concluded that there were no matters that required attention (clean bill of health). The results of the report had been published on the Board's website.

525. Budget & Rate Setting

525.1. The CEO turned to the Board's budget and rate, explaining that the Board was required to set the rate and special levy demand and to notify the local authority by 15th February.

525.2. The CEO précised the Budget Report and Maintenance Plans laid out in item 17 of the meeting papers.

525.3. He explained that the rate was calculated based on the aggregate annual rental value (AV) of all land and property within the drainage district based on values equivalent to those in 1988; the Board must first decide on their budget requirement both in the next and future years, giving consideration to:

- Operational Expenditure Requirement in 2020/21
- Capital Expenditure Requirement in 2020/21
- Other Commitments
- Requirement for Capital and Emergency Reserves

Reserves

525.4. The CEO advised that it is recommended that at least 66% or $\frac{2}{3}$ of the Board's operational budget be held as reserves in case of an unforeseen disaster or emergency, such as the 2013 tidal surge event.

- 525.5. It was previously estimated that a substantial investment would be needed to bring the Board's assets up to an acceptable standard.
- 525.6. It was hoped that the government would change its funding formula in the next investment round to recognise that many assets such as pumping stations were reaching the end of their useful asset life. At present the only realistic alternative source of income was the statutory drainage rate.
- 525.7. It was most unlikely that the Board would have enough in its reserves to meet the required capital investment.

The Impact of Special Levy Transfers

- 525.8. The CEO went on to explain that Special Levy transfers were adjustments to ratepayer records when all or part of a hereditament changed from agricultural use to non-agricultural use or vice versa. The Special Levy charged on non-agricultural property was generally a greater value/m² basis than the drainage rates charged on agricultural property, so special levy transfers could generate an increase in the Board's overall statutory income. However, due to the relatively low rate of development in the district this year, special levy transfers were unlikely to make a substantial difference to income.

Budget Estimate

- 525.9. The CEO referred members to the current estimated outturn position and budget estimate at *Appendix C*.
- 525.10. He explained that this year, mainly due to the one-off Special Levy transfers, the Board was showing a surplus of £15.4k. He continued that, by holding the rate still this year, basic operational requirements could be met and could include a small amount of accelerated spend on a modest serviceability programme.
- 525.11. He added that all other costs were estimates based on anticipated operational spend.

CEO Recommendation

- 525.12. For the year 2019/20, the Board had resolved that the rate should be frozen at 8.91p/£; this had raised £14,461 from agricultural ratepayers and £67,308 from domestic and business ratepayers (Special Levy).
- 525.13. The December forecast for (RPI) inflation was predicted to outturn at around 3.0% in Q4 2019/20.
- 525.14. It was PROPOSED by MR I WOOD and SECONDED by MR S WOOD and UNANIMOUSLY RESOLVED that the proposed budget for 2020/21 as shown at *Appendix C* be approved.
- 525.15. It was PROPOSED by MR I WOOD and SECONDED by MR A WOOD and UNANIMOUSLY RESOLVED that the drainage rate for 2020/21 shall remain at 8.91p in the £.

526. Policies Review

- 526.1. The CEO explained that in the interest of good governance, several of the Board's policy documents had been reviewed and updated by the PFM, directing them to Appendix D of the supplementary papers.
- 526.2. The CEO gave an overview of the policies and explained that many of them were based on ADA templates or guidance. He added that the PFM was currently in the process of reviewing the Financial Regulations.
- 526.3. The CEO advised that once the policies had been adopted by the Board, they would be published on the Board's website.
- 526.4. The CEO commented that as part of good governance there would be more policies reviewed and brought to future meetings.
- 526.5. It was PROPOSED by MR I WOOD and SECONDED by MR KEALEY and UNANIMOUSLY RESOLVED that the updated policy documents be adopted by the Board.

527. Register of Members' Interests

- 527.1. The CEO explained that the Board have a duty to keep a register of members' interest and that these are to be reviewed annually. These were filled in and handed back by those members present. Those not present would be asked to return the forms via post.

528. Capital Programme

- 528.1. An update was given by the CEO who explained the Humberhead Levels Capital Maintenance Strategy.
- 528.2. He continued that a flood economics specialist and a modelling consultant had been employed to look at what would happen if maintenance of assets was stopped.
- 528.3. He added that £100,000 had been secured to carry out this survey to look at all the ADOC Boards' and OHDB's assets and what capital expenditure was required.
- 528.4. The CEO explained that this process needed to be thorough in order to apply for funding.

529. Maintenance

- 529.1. The OTM explained that there were only a couple of sections where maintenance was not complete due to issues with sugar beet planted next to the drain.
- 529.2. The Chairman advised that there had been some complaints from residents from Finnleys Lane about work not being carried out but he had explained that this was due to maize still being on the land.

- 529.3. The OTM commented that Mr E Bayston had informed him of some slips on Carr Drain just up from Finnleys Lane PS.
- 529.4. He added that the plastic piling used in the past was not fit for purpose and he would like to propose some remedial works on these.
- 529.5. All Board members AGREED that some remedial work would be carried out on Carr Drain. **ACTION OTM.**
- 529.6. Mr S Wood advised that there were some slips on Gorse Drain East; the OTM would look into the cost of repair works and advise the Chairman. **ACTION OTM.**
- 529.7. It was suggested that there may be a problem with silt at Newbridge PS; the OTM would look into this with the Chairman. **ACTION OTM & CH.**

530. Planning and Development.

- 530.1. The OTM updated on the two planning applications received for the developments off High Street, Snaith. He commented that there was no real detriment from the Board's perspective and that it might be an opportunity for the Board.
- 530.2. There was some discussion about the developments
- 530.3. There was some discussion about increased runoff from the development, foul water runoff was discussed, the OTM replied that the Board foul water was the remit of Yorkshire Water.
- 530.4. Some discussion took place on issues surrounding the increased surface water these developments would bring which would drain into Primrose Drain, as the drain also takes water from the highway.

531. Date of Next Meeting

- 531.1. The CEO informed that the next meeting would be around mid-May 2020 and that a letter would be sent out to Board Members in the coming weeks.
- 531.2. He advised that the January meeting next year would be moved to a later date in January or early February due to issues with postage and holidays over the Christmas period.