

COWICK & SNAITH INTERNAL DRAINAGE BOARD MEETING

TUESDAY 14 OCTOBER 2014 – THE INSTITUTE, WEST COWICK

MINUTES OF MEETING

Present: Paul Cooper, Chair (PC)
Edward Bayston, Vice Chair (EB)
William Bayston, (WB)
Tom Bayston, (TB)
Stuart Wood, (SW)
Richard Thompson, (RT)
Adrian Wood, (AW)
Cllr John Barrett (JB)
Ian Wood, (IW)
Mike Ball, Clerk & Engineer to the Board (MJB)
Russ Towse, Deputy Clerk & Engineer to the Board (RST)

294 Apologies for Absence – Robert Kealey, Cllr Staveley Churton.

295 Declarations of Interest – IW stated that he is the Board's pump attendant.

296 Previous Minutes of the Board Meeting held on 17-6-14 - No discussion items were raised.

297 Matters Arising from the Minutes – WB proposed that the minutes were a true record of the meeting. This was seconded by RT.

298 Clerk's Report – RST reported that a number of governance documents were still missing however he had made good headway in rewriting a number of them. Unfortunately the biodiversity document could not readily be done using a standard template. MJB said the Council could undertake this work on behalf of the Board if required. PC on behalf of the Board asked MJB to carry out this work.

RST said the Board's Health & Safety Policy required updating. He added that one had been done more recently for Cowick but one had not been done for Snaith. RST said that the policies could be done for the three boards concurrently and economies of scale could be achieved on this basis. PC said that the Council should proceed therefore with this work.

RST will undertake the Critical Incident Policy on behalf of the Board together with its Emergency Plan. JB said it would be helpful if it could be linked in with the Snaith & Cowick Town Council Emergency Plan. PC's name would need to be added to it together with that of the Vice Chair.

PC signed off the Board's Gifts & Hospitality Register.

RST reported that he and PC had undertaken a "small" drain walk around the Board's area.

There followed a discussion as to the work carried out to date by Sweetings, the Board's contractor. WB said they had only done the main drain (Carr Drain) but there was "still much to do". PC said he would subsequently discuss the work with their Martin Richardson but in the

meantime it was decided that a more extensive drain walk be undertaken to ascertain the current condition of the drains after which Sweetings would be notified. The date and time of this inspection was set for 9am on Friday 17 October, with RST and MJB accompanying PC, WB and JB.

MJB to contact the Environment Agency's Tim Cobb for an update on their plans for the River Aire in the Snaith are following their public consultation exercise. JB discussed the work currently on going. **Post meeting note: JB subsequently provided MJB with an email sent by Alice Hearn of the Environment Agency to Snaith Town Council updating the situation: copy appended with the minutes.**

RST to speak with Yorkshire Water Services regarding local pollution concerns in the area.

PC said Norman Zeifert no longer needs to be included on the Board's list as the land which used to be a farm is now a builders' yard. He asked RST to now send out reminder letters to those people within the drainage district that have yet to pay this year's agricultural drainage rate.

PC asked RST to get on with updating the Board's Health & Safety policy as soon as possible. RST said the pump attendants must have public liability insurance. PC said in the case of one of the Board's contractors, John Shaw, PC would pay to have him insured. In the case of IW who often operates in a lone-working capacity, RST will draft up a protocol for lone-working. TB asked if the pump attendants are trained in their area of work; RST said he would prepare a competency-level document that addressed this issue.

RST reported on the current situation with the Board's website. He said all the Board's business that had to be made public was accessible via the council's website acting as a host. RT complimented the council on this arrangement and said he felt it was sufficient for this to continue indefinitely as opposed to them paying the council to build a new website dedicated to the Board. RT proposed this course of action which was seconded by TB.

PC asked RST to sort out planning application for 67 George Street, Snaith.

299 Highway Agency Watercourses & Priority List for Future Works- It was decided to defer this item until after the more detailed drain walk scheduled for 17 October.

300 A&F Consulting Engineers Outstanding Invoice Payments – East Riding Council in their capacity as clerk to the Board will discuss with council legal colleagues the position with the outstanding invoices and the obligations that the Board may or may not be under.

PC said the Board had received no further correspondence from JBA regarding the procurement process regarding the decision to appoint East Riding of Yorkshire Council as clerk & engineer. TB proposed that a contract of engagement be prepared as quickly as possible: EB seconded.

301 New Legal Requirements for IDBs

RST brought along a copy of a letter received from North Lincolnshire Council offering their services in response to new legislation that will be introduced. MJB said that East Riding Council would be able to provide support to the Board using its own staff however it was waiting for ADA to provide boards with advice in the first instance.

302 Any Correspondence not covered in Clerk & Engineer's Report - None

303 Any Other Business – MJB reported that he had recently been in touch with the Environment Agency’s Ian Russell who has the task of promoting the use of Public Sector Cooperation Agreements (PCSAs). He said that he had asked him to progress the agreement specifically written for local councils to contract with internal drainage boards to carry out work on their behalf. He said he would be discussing this with the Chief Executive of ADA Jean Venables within the following few days and would discuss with MJB subsequently.

EB proposed that the outstanding invoice for £100 from ADA towards the cost of exhibiting at this year’s Great Yorkshire Show should be paid as soon as possible: seconded by JB.

EB proposed and SW seconded that all outstanding cheques (excepting outstanding A&F Cheques) should now be paid.

PC asked that East Riding Council prepare its invoice for consultancy services in time for the January 2015 meeting.

304 Date of Next Meeting – 13 January 2015 at 2pm. PC stated that he would book the Institute for the meeting.