

# Cowick & Snaith Internal Drainage Board Meeting

17th March 2015 – The Institute West Cowick

## Minutes of Meeting

Present:

*Paul Cooper (PC), Chair*  
*Edward Bayston (EB), Vice Chair*  
*William Bayston (WB)*  
*Tom Bayston (TB)*  
*Ian Wood (IW)*  
*Adrian Wood (AW)*  
*Stuart Wood (SW)*  
*Iain Omand (IO)*  
*Russ Towse (RST)*  
*Mike Ball (MJB)*

318. **Apologies for Absence** – Robert Kealey, Cllr John Barrett, Richard Thompson, Cllr John Staveley-Churton and Cllr Robert McArthur (RM).
319. **Declarations of Interest** – Ian Wood and Adrian Wood regarding seeking permission to assess and potentially strengthen an Armco culvert in Board watercourse. Edward Bayston concerning his wife carrying out duties on behalf of the board (this will be discussed under Any Other Business).
320. **Matters Arising from Previous Minutes** – Minute 308, line 10: should read EB and not EW. Minute 310, line 1, reference to Martin Sweeting should read Martin Richardson and Sweeting Brothers.  
The minutes were proposed for acceptance by IW and seconded by EB.  
  
Minute 308 stated that clarification would be obtained as to whether the drainage rate for the coming financial year in accordance with s.48 of the Land Drainage Act 1991, could be posted on the Boards website as opposed to putting it into the local newspaper. It was confirmed that this had been done and the rate would be put solely onto the website. In addition, the new rate would be put into a note to be enclosed with the new rate demand.
321. **Clerk & Engineers Report** – In accordance with the previous minutes, the Contractor's Code of Conduct was discussed more fully and acceptance proposed by SW and seconded by AW. It was reported that the Board's biodiversity action plan had been commissioned and work was ongoing with an anticipated completion date of June 2015.  
RST tabled his revised Board Map showing the named watercourses together with their unique reference number and length. It was felt that members should be given the opportunity to make any comments between now and the next meeting when it would be discussed in more detail.  
(At this stage EB took over the role of Chair for the remainder of the meeting)

RST referred to the meeting held with the Highways Agency on 10 February at their Finnley's Lane office. It was suggested that the board could take on in principle, the maintenance of some of the Highways Agency's watercourses which link Board Drains which may be accessible from the land rather than the M62, specifically the section joining Dowson's Drain (18) to A614 Drain (16) and the section joining Primrose Drain (28) and Spa Well Drain (22).

Pressure would be kept on Yorkshire Water Services to monitor the situation with pollution in the Marsh Drain from the Pumping Station off Selby Road. YW have advised RST that they will monitor the telemetry on the station and a clean-up team will be automatically deployed if the overflow is actuated.

There is an outstanding invoice with the Canal & River Trust in the sum of £23.04 which it was felt financially expedient to write-off, due to issues raised by Canal & River Trust regarding area of rateable land which has now been adjusted. This was proposed by AW and seconded by WB.

EB advised that reminders for payment should be sent to Mr Ramsey and Mr Petch.

It is intended to have a draft version of the board's Health & Safety Policy available for the next meeting in May.

A Risk Assessment will be carried out for the board's pumping stations with a view to demonstrating not only safety aspects of the sites, but also assessing the condition of the equipment in order to manage life spans of the assets with regards to financial good practice.

The Association of Drainage Authorities (Northern) event planned for 29 May was discussed. It was decided that IW, WB and PC attend on behalf of the board.

RST reported that he had received on behalf of the board an invoice from A&F Consulting requesting payment for taking delivery and forwarding mail to their successors as clerk & engineer, in connection with the board's business. Having given due consideration, it was felt that this request was unreasonable and that they should have done so as part of their 'handover duties'. It was proposed by WB that the request should be refused which was seconded by SW together with a unanimous show of hands in favour of the proposal.

Drain walk arranged for the 19<sup>th</sup> May 2015 as a prelude to the next Board meeting. The Board members arranged to meet at Paul Cooper's office at 09.00.

322. **Treasurer's Report** - IO asked for support for the Disclosure of Accounts to be put on the Board's website. It was proposed by TB that this be carried out, and seconded by WB with an accompanying show of hands in favour. IO said he would bring to the next meeting the closedown of accounts. IO presented his outturn paper detailing the board's expenditure. WB proposed that these details were acceptable, seconded by IW with a show of hands in support. The Commuted Sum Balances reported were discussed. EB asked that MJB/RST look into any s.106 Agreement that may be current in connection with the sum of £9935 from property developer Harron Homes.

The significance of the £10,000 limit in the board's Financial Regulations was discussed. It was felt that it would be more pragmatic to raise this to £15,000 and to prepare future tenders on the basis of a 1 year contract with the possibility of extending it for a further 2 years. It was proposed by SW that this amendment to the regulations be made; this was seconded by TB. The Financial regulations were subsequently approved, proposed by AW and seconded by IW with an accompanying show of hands.

323. **Cheques Raised at Meeting –**

Cheque Number	Payee	Amount	Service
100122	Sweeting Brothers	£1,416.96	Ditching 2014-15 / 2
100123	Colwill Contracting	£11,503.24	Newbridge Doors Works
100124	ERYC	£1,573.09	Newbridge Doors Works

Passing of cheques proposed by EB and seconded by IW

324. **A&F Consulting Invoice Payments** - It was noted that A&F Consulting had banked the board's recent cheques as 'full and final settlement' in line with the letter sent with the cheques for the provision of services.

325. **ERYC Invoicing Payments Q4** – RST explained that there had been an administrative error with preparing the invoice for the provision of clerk & engineer services, and that the Q1 invoice had been from April 1<sup>st</sup> 2014 not May 1<sup>st</sup> 2014. He said it would be rectified by charging for 2 months' services as opposed to 3 months for Quarter 4.

326. **ERYC Contract for ADO Consortium** – MJB explained that the Environment Agency officer responsible for promoting the use of Public Sector Cooperation Agreements (PSCAs), Ian Russell, had cancelled the meeting scheduled for 5<sup>th</sup> February owing to illness. MJB had tried to rearrange the meeting with him but was told that his illness was not short term. He then contacted Neil Davis (Assistant Director of the Environment Agency based in Bristol) who gave an assurance that he would progress the matter with a view to getting another officer from the EA to address the boards. This is currently being progressed and MJB has impressed upon the EA the need to resolve this matter as quickly as possible.

327. **Contractor Tendering 2015/16** – As referred to in minute 322, this will be done on a 1 year contract with an extension for a further two years.

328. **Any correspondence not covered in Engineer's Report** – None

329. **Any other business** – AW explained that in order to safely bring in the wind turbine components to site, the electricity supply will have to be temporarily turned off. He asked if the board was happy to have its electrical supply provided by generator during these periods. A letter will be sent by the board to say that this was acceptable. A show of hands in support confirmed this view. Post meeting note: a letter was sent to AW confirming the board's decision.

EB stated that his wife had carried out work on behalf of the board in the year 2013-14 which had not to date been invoiced. He apologised for the lateness of the invoice which related to works carried out prior to the handover from A&F to ERYC and said that an invoice would follow in due course.

330. **Date of Next Meeting** – Tuesday 19 May 14.00. West Cowick Institute.