

## **DEMPSTER INTERNAL DRAINAGE BOARD MEETING**

**MONDAY 9 JUNE 2014 – SWINEFLEET VILLAGE HALL**

### **MINUTES OF MEETING**

Present: Peter Chantry, Chair (PC)  
Paul Jacklin, Vice Chair (PJ)  
Cllr John Frost (JF)  
Edward Cowling (EC)  
Barry Philipson (BP)  
Mark Johnson (MJ)  
Martin Backhouse (MB)  
Stuart Hall (SH)  
Mike Ball, incoming Clerk to the Board (MJB)  
Russ Towse, incoming Engineer to the Board (RT)  
Graham Bate, outgoing Clerk & Engineer to the Board (GB)  
Richard Bate, outgoing Assistant Clerk & Engineer to the Board (RB)

**1465 Apologies** – There were no apologies for absence.

**1466 Declarations of Interest** - PC asked for any declarations of interest to be made known. None were expressed.

**1467 Previous Minutes** – The minutes of the last meeting held on 17 March 2014 were discussed and agreed to be a true record. JF proposed and MB seconded.

**1468 Matters Arising from the Previous Minutes** – PC proposed that Minute 1450, ADA subscriptions be deferred once again until the next meeting.

**1469 Clerk's Report** – GB addressed the items within his report:

Biodiversity Report – this was tabled and briefly discussed. GB agreed to email an electronic version of the report to MJB. A hard copy of the report was handed to MJB.

Pumping Station – Reported by GB as working satisfactorily.

Drains Maintenance – PJ reported that their contractor Caudwell had done a good job recently. GB recommended the Board continues with the installation of piling works indefinitely, setting aside monies on an annual basis in order to do so.

Waste Handling Station – GB said he was aware of a number of problems with the site.

Drainage Rates – GB reported that the rate demands were posted on 10 April adding that money was now being paid into the Board's account.

GB made mention of Thorne Moors Water level Management Plan.

Website – GB said that proposals to maintain the website on behalf of the Boards had been made in a letter from A&F Consulting. It would cost £30 per month to maintain it as it is. If the decision was to discontinue using it, there would be a fee of £224 to be paid by the Boards for removing the pages. PJ proposed to maintain the website for a further one month. This was seconded by BP in the sum of £80.

GB said there was a Yorkshire IDB Clerks meeting due to be held at the offices of the York Consortium of Drainage Boards at Crockey Hill on 24 June. He added that there was to be a national mclerks meeting at Peterborough on 14 July. There had also been the Northern Area Conference of IDB Clerks held at Cave Castle Hotel in South Cave on 22 May.

PC reported that three cheques had been raised for payment: a Cowling Kitching invoice for legal services on behalf of the Board, together with one for £225 for Diane Taylor for carrying out the Board's internal audit. The third cheque was for the Environment Agency's precept which was reported as the same amount as last year. MJ proposed that they should be passed for payment, seconded by SH. Post meeting note: PC informed MJB that consideration had been subsequently given to withholding payment for work undertaken in regard to the internal audit until the figures had been checked by the incoming clerk.

GB reported that the special levy monies had been received from East Riding of Yorkshire Council and paid into the Board's bank account.

GB said that no planning applications had been received since the last meeting. PC added that the Goole Fields 2 application had been passed to the new clerk to action.

GB said there had been no severe weather warnings since the last meeting.

GB informed the Board that the Environment Agency had done some minor maintenance on a flood retaining wall in the Board's area recently.

Correspondence – GB said he had handed a bundle of correspondence to the clerk. MJB added that he had arranged with GB that they would collect correspondence nominally on a weekly basis when passing near to A&F's offices.

**1470 Year End 31 March 2014 Annual Return** – There was a discussion around the fact that the first 7 on the Board's list of 16 Drainage Rate payers had been overcharged for the Drainage Rate sent out in 2012. The reason, it was explained by GB was "a virus". He recommended that the monies should be repaid as soon as possible. GB had prepared 7 cheques together with a draft letter for sending with them. PC agreed with this approach: MJ proposed that this course of action should be followed, seconded by JF. GB apologised for the error. PC said that those present at the meeting could take their cheques with them. However RT suggested that for audit purposes it would be more 'correct' to send the cheques out with the accompanying letter. GB agreed with this course of action.

GB reported that he had prepared the Board's VAT return to the end of March 2014. East Riding of Yorkshire Council, on behalf of the Board will do so from that date onwards.

GB said that piling works done during the previous financial year had been financed using the Board's reserves. He said the reserves had reduced from £44,796 to £41,113.

The Accounts were passed as a true record: JF proposed and was seconded by MB.

GB said it was only fair that he would answer any queries from the external auditor (Littlejohn) subsequent to the completion of the report. The report was signed off: JF proposed and was seconded by PJ.

**1471 Any Correspondence Not Covered by Clerk's Report** – PC said that the JBA Freedom of Information request relating to the recent tender for the Board's clerk and engineer duties had resulted in PC asking GB to carry out work. PC reported that he had since instructed GB to stop the work until further notice until such time as the Board is contacted once again by JBA's lawyers. PC said he would be discussing the situation subsequently with Edward Bayston, Vice Chair of Cowick & Snaith IDB regarding the Boards' legal advisor, Cowling Swift & Kitchin.

**1472 Date of Next Meeting** – Monday 21 July 2014 at 7:30pm, Swinefleet Village Hall.