

1. Governance

1.1 Apologies

1.2 Declaration of Interest

1.1 Minutes of the Meeting held on 14 January 2019

Present

	23 .1. 14	26 .6. 14	13. 11. 14	22 .1. 15	18 .6. 15	12 .1 15	21 .1 16	16 .6. 16	10 .1 16	26 .1. 17	15 .1. 17	6. 11 7	22 .0 18	21 .5. 18	5. 11 8	20 .5. 19
David Backhouse DB						Ap poi nt ed	x	x	x	x	A	x	-	x	x	
Michael Conroy MC	x	X	x	X	-	X	x	x	-	x	x	x	x	x	x	
David Hinchliffe (Chair)			x	X	X	X	x	x	x	x	x	A	x	x	x	
Richard Hinchliffe RH			x	X	X	X	x	A	x	A	x	x	x	x	x	
Walter Ketteringham WK (ViceChair)	x	X	x	X	X	X	x	x	x	x	A	x	A	x	A	
Sam Longthorp SL	x	X	x	X	X	A	x	A	A	A	A	x	x	x	x	
Richard Ketteringham RK	x	X	x	X	X	A	x	x	x	x	A	x	A	x	x	
Pat Hagan PH									x	x	x	A	x	x	A	
Kim Parkinson KP			x	X	X	X	x	x	x	x	A	x	X	x	x	
Kyle Heydon KH														x	A	
Martin Oldknow MO		X	x	X	X	X	x	A	x	x	x	x	X	x	x	
David Oldroyd DO	X	X	x	X	X	X	x	x	x	x	x	x	X	x	x	
Dave Ridge DR									A	x	A	x	A	x	x	A

In attendance on behalf of JBA Consulting, Clerk, Finance Officer, Engineer and Environmental Officer:

Ian Benn CEO	x
David Blake FO	x
Paul Jones Eng	x
Alison Briggs EO/Admin	x

Governance

Apologies

2019.1 Apologies have been given by Mr D. Ridge.

Declaration of Interest

2019.2 None.

Minutes of the Meeting 5 November 2018

2019.3 RK advised in connection with **Minute 2018.83** the initial KH should read RK, agreed appropriate amendment would be made. Minutes of previous meeting had been issued to Members following meeting. **WK proposed the minutes be signed as true record by the Chairman, SL seconded. All in agreement**

Matters arising

2019.4 None.

Complaints and FOI requests

2019.5 EO advised there had been none.

Moving toward Asset Management

Organisational

Recommendations

2019.6 Clerk advised the information contained in the report was to note.

Legislation

2019.7 **GDPR** – The Policy is now on the website.

Events & Representation

2019.8 **ADA Northern** branch event noted. KP may be able to attend. The EO advised her 3-year term on the Committee was at an end but she had been asked to remain on the workstream association with BAP guidance, advising as the Workstream hadn't achieved production of guidance associated with Biodiversity 2020, although it had been incorporated into the Board's BAP, ADA now wished to provide guidance aligned to the new Environment Plan.

Strategy & Planning

2019.9 **Recommendations** – note the report

2019.10 **Asset Management Policy** – The Clerk advised the importance of a Policy and Strategy to deliver moving forward to ensure its decision-making is based on fact and knowledge. Management currently working on wording of a policy which will be brought to the Board for its consideration. Such a policy should bolster GiA applications; showing the EA the Board makes its decisions in association with management of assets over a whole life cost. Chairman very supportive, the appropriate way of managing assets is by being proactive, not reactive and would place the Board in a good situation for the future. DO agreed strongly.

2019.11 **Strategic Planning**

2019.12 **Humber Comprehensive Review** – Clerk advised a Newsletter will be made available shortly from the Strategy Group however he had a draft of that report which was passed around. He advised during recent teleconferences he was aware some stakeholders in the review appeared more behind the curve than others. The Chair agreed it vital the strategy communicated with stakeholders clearly and effectively and this should be considered before the Review Committee issued newsletters. Chair considered whilst the list had been reduced, it remained extensive and likely contained only one or two which were viable; commenting the only way to manage nature was to work with it. Clerk suggested part of working with nature was identifying areas of higher catchment where storage for water could be facilitated. DO thought it appropriate to remind the local authority the importance of its role in the review and it must tackle the issue in a proactive

manner. The Clerk advised the current list of stakeholders did not include IDB and Local Authority attendance was poor. MO felt Authority Officers being sent were not of sufficient grade to influence Council policy. DO considered DMBC Officers inappropriate representatives, they did not represent local areas subject to flooding and the Board needed to influence DMBC Executive if Cllrs were not interested in attending. A Member considered DMBC Officers would struggle to know who they were representing, their remit dominated by DMBC thinking. DO suggested the requirement for a Policy on the Humber Strategy to be embedded in DMBC Policy. Members considered there appeared no joined up thinking and the local authority does not take on board how the Strategy affects the Borough long term. DO considered it may be appropriate for a letter from the Board to DMBC Executive asking whether the Mayor is aware of the Strategy, whether DMBC is part of it. As part of good governance, the Board is showing it is considering the Strategy of importance to its district and the Local Authority appeared not to be.

2019.13 De-maintenance & asset transfer – Information at Appendix A, page 24. The Clerk advised Board Officers had previously put together process flow charts covering PSCA, asset transfer and de-mainment which had been delivered to several Boards within the Shire Group at the time and had specifically issued it to ADA for dissemination to other Boards but did not believe this had happened.

2019.14 Isle of Axholme Strategy – MS had attended, the refurbishment costs of Keadby PS had reduced significantly, however several associated with IDBs still considered it too expensive, suggesting it could be done far more cheaply.

Asset Management Decision-Making

2019.15 Recommendations –

- to support the proposed investment Strategy for supply and installation of VSD inverters at Inlet and Outlet PS
- To delegate authority to Board Chairman to determine outcome of weed screen Cleaner proposed review and appoint contractor

The Engineer advised the recommendations would be included as he reported on updates to information contained in the papers.

Capital Investment Decision Making

2019.16 Approved Capital Investment – Outlet PS Discharge Bay, Thorne Times had been in touch with the office regarding the Chairman's tweet associated with the work and the Engineer had responded with information about the works.

2019.17 Future capital investment – Strategic Forward Plan – The FO advised the Board had agreed to borrow from itself to deliver short term capital investment. If proceed with VFD and weed screen repairs costs circa £80,000, intention to transfer £40,000 from one commuted sum account and the balance from capital reserve. £5000 p/a is paid back to commuted sum until settled, forecast is 8 years. The capital reserve balance would be low during this period, but at present no other capital works is foreseen, the board start to replenish the Capital Reserve account in 2026/27, it is forecasted the balance will be back to current levels within 10 years. Board loan repaid 2032/2033 won't owe anything and the board financially will be in a very healthy position.

Operations & maintenance decision-making

2019.18 Variable Frequency Drives – Eng. advised the drives managed flows more efficiently, speed of motor alters and adjusts to suit incoming flow. RH concerned if VFD installed Inlet and Outlet stations, looking at the £2,000 savings that could have been made last year, a wetter year despite the hot weather, would require 20-years to payback. Chair advised existing control panels on pumps are very dated and will require renewal before life expectancy of newly refurbished pumps comes to an end. The Board needs to replace the control panels in any event. RH thought it difficult for Members to make

decision when they do not see the assets or photographs of them. Chair requested trip be arranged associated with the May meeting. Eng. advised Danvm MEICA would be asked to attend and advise. **ACTION – Eng. to arrange**

2019.19 Weed screen cleaners – Outlet PS weed cleaner contractor has been found, costed proposal received, rewire panel is required, existing structural beams and grabs can be used. Eng. will be discussing with Chairman, however cost estimated at approximately £20,000. Been reviewed by Danvm MEICA to try and simplify panel for weed screen cleaner and waiting for software information. Some electrical elements within grab can be brought down to ground level and reduce working at height. RH queried warranty period, usually 12 months but suggested the Eng. attempted to push for a longer warranty period. Chair noted it had always been electrics and controls causing the issue. The solution seems to be working on a station in other area however he was keen this Board should not be used as a guinea pig, asking the Eng. to push for a 24-month warranty. RH suggested asking for 36 months. **Members agreed delegated power to Chair to move forward. ACTION – Eng. to extend warranty period as long as possible**

2019.20 Durham's Warping Drain – Eng. advised he had received a report associated with storage of water above surrounding ground levels and its high-risk reservoir classification. Volume calculations completed, drain can store up to the spill point associated with the screw pumps at Inlet PS less than 10,000m³; if reservoir legislation changes the volume the drain can hold is less than required at moment for reservoir classification (25,000 m³). He felt there was a strong case to feed back to EA and Reservoir Panel Engineer to get better appreciation of spillway and volumes the drain can actually hold before that spill works and attempt to de-classify but ultimately gain an improved understanding of risk. There are currently various costs associated with its reservoir classification including approximately £1,000 annual reservoir inspection by the Reservoir Engineer and a large bill for its inspection every 10 years. Chair requested Eng. proceed with this work. Members noted if station changed its pumps from screw to submersible and changed the structure, the Board must retain a spillway to avoid any possible reclassification if the Engineer is successful in his endeavours.

Forward Plan

2019.21 Mid-term budget estimate – The FO advised of the need to make surplus to enable repayments associated with Board borrowing from itself. Pump Station expenditure out-turn £3,000 higher than budget and associated with reactive work to stations. Pumps are refurbished, weed screen will be done this year and with all in good repair, it is hoped MEICA team will not need to visit so frequently and therefore future maintenance costs will be reduced. Graph illustrated penny rate line required to deliver planned work. The Board will need to rebuild its reserves back to 50% over 5 years and start replenishing Capital Reserve account and Commuted Sums back to full amount but all dependent on rate increases illustrated in graph. WK was concerned about the rate increases considered it an unsustainable way to manage accounts which were increasing Board income by £21,000 over 3 years. Chair advised the Board was in this position because it had historically held the rate at an artificially low level for some 10 years; with no investment into Board assets which are now deteriorating and must be put right. DO advised the Board has a public responsibility is to make sure its District stays dry, it had previously relied on grants, but funding availability is now reduced, and the Board hasn't made plans for asset funding requirements, placing it in a difficult position. Clerk advised in the past the Board ran its business in a very reactive way, rates were not even raised in parallel with inflation or considering future requirements therefore it has no money saved for the rainy day. MO agreed £21,000 over 3 years seemed inappropriate but had the Board made small regular increases of £1000 a year over time, this would not seem so large. Chair advised April 2018 the Board had a close call with Outlet PS and problems elsewhere and escaped the wet April by skin of teeth, otherwise would have been severely criticised. MO expressed surprised that no DMBC Officers were present bearing in mind future plans for the rate. The Chair advised the aim was to leave assets in better condition

than they had been found. WK advised current Chair was the best Board had ever had. Further discussions regarding the Special Levy paying council. The Administrator advised DMBC budgeted for a £100,000 year on year increase in special levy to the 3 IDBs and the EA; the EA had not increased its precept for several years and increases in special levy for all did not in any way cut into the increase for which DMBC budgeted. She advised this was collected through council tax and only monies required by the IDBs and EA was issued, the rest being spent delivering other DMBC requirements. Members expressed both surprise and concern in the approach taken by the Council questioning the ethics of raising money for IDB precept and spending it elsewhere. Admin. advised she had raised the question of budget increases with another Board nominated member who agreed that was the case but reasoned DMBC had a budget funding gap. Members agreed that was not the Board's concern.

Returning to the budget estimate, Members agreed with the Chair that borrowing from self was a very efficient way of working, noting after 10 years Board will be in very good position, and the maxim short term pain for long term gain.

KP requested detailing what "other expenditure" comprised for future reports.

Eng. advised of the potential for Grant in Aid for capital works moving forward, the budget presented represents effectively worst-case scenario. the Medium-Term Plan has been updated but whether grant is available and how much in future depends upon central government.

Lifecycle Delivery

Recommendations

2019.22 To note information in report. Eng. confirmed nothing to add other than Highways England information for future maintenance and Contractor rates for this year as reported.

Maintenance Delivery

2019.23 Riparian owner/occupier watercourses – Highways England – Eng. waiting to hear from HE the scope of works and start date. When know, information will be circulated to Members. Hoping for meeting with Highway England with a view to requesting maintenance be undertaken from the land side and would aim for maintenance to be done on the Board's annual maintenance contract and be recharged to Highways England perhaps under a PSCA.

2019.24 Network rail – KP queried section from Broomhill Road to Inlet Pump. Chair advised held up by issues at Nimbus Park but would ask Asset Manager to confirm

2019.25 Public Sector Cooperation Agreement Asset Operations

Organisation & People

2019.26 Recommendations – to note the information contained in the report

2019.27 Health Safety & Wellbeing – Accidents & Incidents – there had been none. Safety Observations – concerns had been raised regarding access to Inlet PS, a site visit had agreed the scope of works and contractors appointed to progress.

Procurement & Supply Chain Management

2019.28 Watercourse maintenance contract for removal of emergent growth, flailing and spraying – progressing

Risk & Review

2019.29 Recommendations –

- Note information in the report
- Approve rating adjustments.
- Approve budget 2019/20
- Approve list of cheques and payments

Management Review, Audit & Assurance

2019.30 Internal Audit – nothing to report

2019.31 External Audit – nothing to report

2019.32 Internal Audit Review Meeting – Minutes of meeting at Appendix B from 25th Nov. Meeting associated with Risk Register at Appendix C and needs approval today

2019.33 Risk Register – Register at Appendix C requiring Board approval. New layout, old register generic to all IDBs, new register very specific to this Board. Objective 1 – asset failure/suitable contractors. Risk is high but with capital investment plan, refurbishments, VFDs believe risk will reduce, score will reduce so control and assurance will reduce that risk. MO pleased with layout, Chair noted good aide memoire. Objective 4 – ADA workshop to be held at Doncaster Rugby Club and would commend Members to attend what should be useful meeting. **MO proposed adoption of the risk register, DO seconded, all in agreement**

Asset Costing & Valuation

2019.34 Rating - noted position, advised administration adjustments to rating required approval. **DO proposed Board agree adjustments, RH seconded, all in agreement**

2019.35 Rates Estimates & Special Levies for y/e 31.3.2020 – FO first took members through Estimates and Out-Turn. Increase to admin. cost was associated with GDPR Policy production and GisMapp licence. Based on expenditure require Board to increase £/p rate for 2019/20.

2019.36 Capital Reserve Account – Pumps and roof at Outlet and PSCA works with EA were unknown at beginning of year. Estimate out-turn £45,000, next year weed screens, VFDs and expect to make loss of £24,000 and balance reduce to £21,000.

2019.37 Chair requested proposers. DO proposed accept budget estimate, seconded MO, all in agreement.

2019.38 RK proposed rate increase to 13p in £, seconded by DB, all in agreement.

2019.39 Members agreed the proposed special levy amounts required from both Charging Authorities.

2019.40 List of Cheques and other payments – Members noted total cheque value £23,816.18 from the account £1,343.11 of which had been signed by Clerk only. Direct payments from Bank Account totalled £956.20. **Members approved the List of cheques and payment information provided**

2019.41 Stakeholder Engagement – EA main river– Old course of Don, Waterside, Thorne had been discussed. KP queried whether PSCA could be done with Highways England. Confirmed working toward that outcome but Highways England tied into contract with A1+ at moment. Similar issues with C&RT which is coming to end of its fixed term contract.

AOB

2019.42 Durham's Warping Drain – Members considered lack of contractor availability to erect fence, noting fence required as land used for grazing. Chair to approach adjacent Board to discuss PSCA work associated with fence. Noted leylandii hedge line would impede contractor flail maintenance.

2019.43 Unknown land – MC queried matter previously raised regarding land he believed within the ownership of the Board. Admin advised no evidence of deeds or title and Minutes were silent on the subject, she had considered it to be within the ownership of Longthorp farms, SL did not think that the case. Members discussed possessory title and agreed pursuance appropriate. **ACTION – Admin to liaise with MC and register possessory title**

Date of next meeting

2019.44 20th May 2019, 4 November 2019. Meeting closed 11:15

1.2 Matters arising not discussed elsewhere

Minute 2019.43 unknown land – Following further investigation, copy Epitome of Title within the Board's possession evidences this land being at one time within the ownership of the successors to A E & A G Brown Ltd of Shearburn's Farm, now Moorends Farm. There is no evidence why the Board is holding this Epitome of Title. Board Minutes from 1969-1990 make no reference to any purchase from AE & AG Brown Ltd or its successor in title and details of payments made within the Minute Book make no reference to this land purchase. The only reference to this area of the District is contained in Minutes from 1980, 1985 and 1990 in reference to slips and piling to the rear of the Old School House. The rightful owner of this land has now been identified.

1.3 Complaints and FOI requests

None received.