



Dempster Internal Drainage Board

MINUTES OF THE FULL BOARD MEETING HELD 1.30PM MONDAY 29TH JUNE AT CASTLE VIEW FARM,
SWINEFLEET, DN14 8DY

PRESENT:

Ratepayer Members:	Mr P Jacklin (C)	Mr M Backhouse (VC)	Mr J Cowling
	Mr P Chantry	Mr M Johnson	
Appointed Members:	Mr J Frost	Clr L Sargeantson	Clr N Coultish
Co-opted Members:	Mr R Hall	Mr J Phillipson	
Members Present:	10		

APOLOGIES:

Ratepayer Members:

Appointed Members: Mr D Walton

Co-opted Members:

Officers:

ABSENT:

Ratepayer Members:

Appointed Members:

Co-Opted Members:

IN ATTENDANCE:

Officers:	Mr McLachlan - Chief Executive	Miss Cowen – Policy & Finance Manager
	Mr Towse – Operational & Technical Manager	Miss Smith – Board Secretary (Minutes)

Others:

Andrew McLachlan
Chief Executive Officer and Clerk to the Board
91 Bridgegate
Howden
East Riding of Yorkshire
DN14 7JJ

01430 430237
info@yorkshirehumberdrainage.gov.uk
yorkshirehumberdrainage.gov.uk
[@idbyorkshire](https://www.instagram.com/idbyorkshire)

CONTENTS

1719.	<i>Welcome, Introductions and Apologies</i>	3
1720.	<i>Declarations of Interest</i>	3
1721.	<i>Health and Safety</i>	3
1722.	<i>Additional Agenda Items</i>	3
1723.	<i>Minutes from Previous Board Meeting</i>	3
1724.	<i>Matters Arising</i>	3
1725.	<i>Appointments</i>	4
1726.	<i>Public Sector Agreements</i>	4
1727.	<i>Risk Register</i>	4
1728.	<i>Invoices Paid and Accounts Settled – Q4 2019/20</i>	4
1729.	<i>Accounting Statements and Annual Return</i>	5
1730.	<i>Planning and Development Control</i>	5
1731.	<i>Maintenance Programme</i>	5
1732.	<i>Capital Programme</i>	6
1733.	<i>Rates</i>	7
1734.	<i>Policies</i>	7
1735.	<i>Elections Programme & Electoral Register</i>	8
1736.	<i>Future Board Meetings</i>	8

1719. Welcome, Introductions and Apologies

1719.1. The Chair welcomed Members and Officers, advising that Cllr Sargeantson and Cllr Coultish would be arriving shortly.

1720. Declarations of Interest

1720.1. No declarations of interest.

1721. Health and Safety

Measures Taken in Response to the Pandemic

1721.1. The CEO advised that managerial and technical staff were now working at home on a regular basis using the Board's existing computer systems with operational staff working in adherence to current government guidelines.

1722. Additional Agenda Items

1722.1. No additional agenda items were raised.

1723. Minutes from Previous Board Meeting

1723.1. The Chair drew attention to minutes from the previous Board meeting.

1723.2. Mr Hall asked for an explanation of "co-opted members".

1723.3. Cllr. Sargeantson and Cllr. Coultish arrived.

1723.4. The CEO explained the difference between co-opted and elected members and their proportionate basis.

1723.5. Mr Johnson and Mr Phillipson arrived.

1723.6. It was PROPOSED by MR JACKLIN and SECONDED by MR BACKHOUSE and UNANIMOUSLY RESOLVED that the Board adopt these minutes as a true record.

1724. Matters Arising

1724.1. The CEO advised that Minute 1665.4 was still ongoing.

1724.2. In relation to Minute 1674.2, Cllr Sargeantson advised that she had asked ERYC what funding was available, adding that she would contact the CEO with their response.

1724.3. Mr Towse advised that the cost of electricity through Woldmarsh is 14.02p. He advised this varies on usage and is currently trying to source a more favourable deal across the Boards.

1725. Appointments

- 1725.1. The CEO advised that from time to time the Board should make appointments to professional services providers that support officers on a regular basis in the day to day operation of the Board's activities, giving members opportunity to declare any interests.
- 1725.2. It was PROPOSED by MR CHANTRY and SECONDED by MR BACKHOUSE and UNANIMOUSLY RESOLVED that the Board employs Wilkin Chapman LLP, Yorkshire Audit Services, Hunter Gee Holdroyd Ltd, Mason Clark Associates Ltd, Mr Ralph Ward (FRICS), Stephen Edwards (FRICS) and Cutler IT Ltd as contractors to the Board.

1726. Public Sector Agreements

- 1726.1. The CEO advised that both Danvm and Black Drain had been welcomed to the management group with Vale of Pickering joining in October.
- 1726.2. The Chair asked how the management of services would operate.
- 1726.3. The CEO advised that all Boards would retain their autonomy. He continued to inform that Danvm had entered a shared services model, which had been independently reviewed and that costs would be proportionate to the individual Board size.
- 1726.4. The CEO explained that each Board has their own identity created on a new website which is currently in the final stages of development.

1727. Risk Register

- 1727.1. The CEO notified the Board of the review and renewal of the risk register, presented at Appendix B of the meeting papers.
- 1727.2. It was PROPOSED by MR PHILLIPSON and SECONDED by MR FROST and UNANIMOUSLY RESOLVED that the Board approve the risk register.

1728. Invoices Paid and Accounts Settled – Q4 2019/20

- 1728.1. The CEO confirmed that the budget currently remained the same as that previously approved by the Board, with no adjustments proposed.
- 1728.2. The Chair asked the CEO to explain the schedule of payments.
- 1728.3. The CEO advised that the items listed reflect actual payments made in the last quarter adding that because the Board is small, payments are made from OHDB's bank account and recharged to Dempster IDB on a quarterly basis.
- 1728.4. The Chair queried the 10% retention payments.
- 1728.5. The OTM advised that 10% of contractors' invoice fees are retained pending satisfactory completion of works to ensure quality. Hence the 10% retention payments itemised for Q4.

1728.6. It was PROPOSED by MR BACKHOUSE and SECONDED by MR FROST and UNANIMOUSLY RESOLVED that the Board approve the schedule of invoices paid and accounts settled for Q4 2019/20, totalling £13,791.08.

1729. Accounting Statements and Annual Return

1729.1. The CEO introduced the item, highlighting the Board's role in ensuring the proper management of public money, and referred members to the accounting statements and annual return documents at Appendix E. He proceeded to read the Annual Governance Statements to the Board.

1729.2. It was PROPOSED by MR BACKHOUSE and SECONDED by MR FROST and UNANIMOUSLY RESOLVED that the Board approve the Annual Governance Statement for 2019/20.

1729.3. The Chair drew attention to the accounting statements at Appendix D asking for the CEO to make a suggestion on reducing the deficit.

1729.4. The CEO responded that this could be reduced either by increasing the drainage rate or by amalgamating the Board with other smaller neighbouring IDBs.

1729.5. The OTM commented that if there was an emergency situation such as a pump failure, it could soon clear the reserve funds held by a Board.

1729.6. Mr Backhouse queried whether, in the instance of water coming over the bank, the Environment Agency would offer financial reimbursement.

1729.7. The CEO explained the ongoing work with the Environment Agency in relation to the recent flooding in the Cowick and Snaith area, confirming that EA funding was a possibility but not necessarily guaranteed.

1729.8. It was PROPOSED by MR FROST and SECONDED by MR JACKLIN and UNANIMOUSLY RESOLVED the Board approve the Accounting Statements for 2019/20.

1730. Planning and Development Control

1730.1. The CEO advised that there were no significant planning applications within the area at the present time.

1731. Maintenance Programme

1731.1. The OTM advised he had collaborated with the Chair to agree an approved maintenance programme which had now been published on the Board's Website.

1731.2. The Chair advised that most of the watercourses in the IDB district were being mechanically de-weeded and others were to be sprayed.

1731.3. An in-depth discussion ensued regarding the maintenance map.

- 1731.4. The Chair queried whether mechanical works should commence before harvest and spraying before spring.
- 1731.5. The OTM replied that grasses would be sprayed in Spring, and weeds sprayed in Autumn.
- 1731.6. Both Mr Chantry and Mr Cowling voiced the importance of the timing of the spraying.
- 1731.7. Mr Cowling informed the OTM that he would welcome testing of two sprays on the dikes on his land.
- 1731.8. The Chair asked for the spray programme to be reviewed at the January Board meeting.
Action CEO/OTM

1732. Capital Programme

Telemetry

- 1732.1. With regards to the telemetry system, the CEO advised that an invitation to tender had been issued on behalf of Danvm (as the contracting authority) to 4 suppliers to provide telemetry services to Danvm and partner Boards, with partner Boards invited into this procurement to share costs.
- 1732.2. The Chair queried whether there would be a cost to the Board.
- 1732.3. The CEO confirmed that a process had begun with the Environment Agency and Yorkshire Regional Flood and Coastal Committee to put a business case together to hopefully secure grant-in-aid contributions to this project with a speculative bid to the DHCLG.
- 1732.4. Mr Phillipson asked who would have access to the information provided by the telemetry system.
- 1732.5. The CEO advised that this information would be made available to the Board.
- 1732.6. Mr Cowling asked if this system would be able to switch pumps on and off if needed, to which the CEO confirmed it could.
- 1732.7. It was PROPOSED by MR FROST and SECONDED by MR BACKHOUSE and UNANIMOUSLY RESOLVED that the Chair be given delegated authority to join the procurement exercise and install a remote telemetry system at its pumping station, subject to funds.

Capital Maintenance Strategy

- 1732.8. The CEO updated the Board in respect of the capital maintenance strategy. He advised that surveyors had been commissioned to undertake topographical surveys which would assist with the hydraulic model, allowing for the provision of evidence for FDGiA in April.
- 1732.9. The Chair asked the CEO to explain how this would benefit to the Board.

1732.10. The CEO advised it would evidence the need for pumping station and clough refurbishment and possibly identify new problem areas.

1732.11. Mr Chantry advised that the syphon also needs a mount. **ACTION OTM**

1733. Rates

1733.1. The CEO confirmed drainage rates were issued at the beginning of April, with £10,396 received. He added that reminders are due to go out shortly.

1733.2. The Chair queried why Natural England had not paid the rates in relation to Thorne Moors.

1733.3. The CEO stated that he the account was in dispute.

1734. Policies

1734.1. The CEO advised of the new and revised policy documents, drawing attention to Appendix F, these being:

- Bullying & Harassment Policy
- Data Protection Policy (updated)
- Document Retention Policy
- Equality Policy
- Financial Regulations
- General Privacy Policy (updated)
- Gifts & Hospitality Policy (updated)
- Members' Duties, Liabilities and Responsibilities
- Planning Policy & Standing Advice
- Privacy Notice for Board Members

1734.2. The Chair queried the liabilities of Board members, using a hypothetical accident at a pumping station as an example.

1734.3. The CEO clarified liabilities of Board members, advising that the Board is responsible for the scrutiny of himself and Officers to ensure appropriate risk management is in place.

Financial Regulations

1734.4. The CEO confirmed the financial regulations had been updated to address practical issues in respect of procurement thresholds, procurement procedures, financial schemes of delegation and legal compliance.

Planning Policy and Standing Advice

1734.5. The CEO informed the Board of a draft planning policy that is currently out for consultation with all the relevant Local Planning Authorities and the Lead Local Flood Authorities.

1734.6. He advised that this was aimed at improving the quality of information submitted with planning applications, which drainage boards are consulted on via the Local Planning Authority.

1734.7. It was PROPOSED by MR HALL and SECONDED by MR COWLING and UNANIMOUSLY RESOLVED that the Board adopt the new and revised policies.

1735. Elections Programme & Electoral Register

Programme

1735.1. The CEO updated the Board with regard to the current term of office for the Board's elected members, due to expire later this year. He continued that an election must be held in accordance with the Land Drainage (Election of Drainage Boards) Regulations 1938.

1735.2. The CEO notified the Board of advice received from DEFRA as to whether the election could be delayed for a year due to the ongoing pandemic, as they have been for local authority elections. However, the advice received is that to do so would require a change in primary legislation (the Land Drainage Act 1991), which is not feasible at the current time.

Electoral Register

1735.3. A copy of the Electoral Register for the Dempster Drainage District, as per 1st April 2020, was circulated to Board members.

1735.4. Mr Backhouse queried "Myton & Selby", advising this should be recorded as special levy.

1735.5. It was PROPOSED by MR JACKLIN and SECONDED by MR BACKHOUSE and UNANIMOUSLY RESOLVED that the Board approve the Electoral Register (1st April 2020) subject to the above correction.

1736. Future Board Meetings

1736.1. ADOC Consortium Meeting - 09:30, 27 November 2020

1736.2. Annual General Meeting - 13:00, 25th January 2021

1736.3. The Chair thanked Members and Officers for their attendance and closed the meeting.