



Reedness & Swinefleet Internal Drainage Board

MINUTES OF THE FULL BOARD MEETING HELD 9.30AM MONDAY 29TH JUNE AT CASTLE VIEW FARM,
SWINEFLEET, DN14 8DY

PRESENT:

Ratepayer Members:	Mr M Barker (C)	Mr I Backhouse (VC)	Mr G Cowling
	Mr T Reed	Mr R Oldridge	

Appointed Members:

Co-opted Members:

Members Present: 5

APOLOGIES:

Ratepayer Members:

Appointed Members:

Co-opted Members:

Officers:

ABSENT:

Ratepayer Members: Mr P Hirst

Appointed Members: Cllr L Sargeantson

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
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92. Welcome, Introductions and Apologies

- 92.1. The Chair welcomed members and officers to the meeting.

93. Declarations of Interest

- 93.1. No Declarations of Interest were raised.

94. Health and Safety

- 94.1. The CEO explained the amendments to working practices in response to Covid-19, reporting that all managerial and technical staff were now working at home on a regular basis using the Board's existing computer systems with all operational staff now back at work travelling in separate vehicles ensuring they are socially distanced.
- 94.2. The Chair applauded the Board for their response to the pandemic.
- 94.3. Mr Backhouse questioned whether it was necessary for two vehicles to be used for one job.
- 94.4. The OTM advised that strimmers and hard defences will require two vehicles however with the changes to government advice, operational staff will be able to transport a second person in the rear of the vehicle.

95. Additional Agenda Items

- 95.1. The CEO advised that in accordance with the Board's *Regulations as to Proceedings* (Standing Orders), other business that does not appear on the agenda may be discussed, but only with the agreement of 75% of members present.
- 95.2. The CEO enquired as to whether any members had any further items for discussion to be added to the agenda.
- 95.3. The Chair requested that the following item be discussed: Parish Council looking to secure a temporary pump. The CEO advised this could be discussed under Chairman's Remarks (item 19 on the Agenda). All Board Members present agreed.

96. Minutes from Previous Board Meeting

- 96.1. The Chair invited the Board to comment on the accuracy of the minutes from the previous Board meeting.
- 96.2. It was PROPOSED by MR COWLING and SECONDED by MR REED and UNANIMOUSLY RESOLVED that these minutes be adopted as a true record of the previous meeting.

97. Matters Arising

- 97.1. Regarding minute 46.3, the CEO advised that some new members had recently been appointed by ERYC to one of the other ADOC Boards, mainly comprising parish councillors, and suggested this could be explored for Reedness and Swinefleet IDB.

- 97.2. Mr Backhouse asked whether this was due to recent flooding events.
- 97.3. The CEO commented that he believed this was indeed due to heightened awareness following the recent flooding events.
- 97.4. The CEO advised that minute 89.14 was still ongoing and would be discussed under item 15 of the agenda.

98. Appointments

- 98.1. 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.
- 98.2. It was PROPOSED by MR OLDRIDGE and SECONDED by MR REED 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 professional services suppliers to the Board.

99. Public Sector Agreements

- 99.1. The CEO updated the Board on the successful transfer of management services for both Danvm Drainage Commissioners and Black Drain IDB. He went on to confirm that Vale of Pickering would be welcomed to the group in around October 2020.
- 99.2. The Chair asked the CEO if each IDB would retain their independence.
- 99.3. The CEO confirmed that each IDB would remain autonomous. He went on to advise that there had been a rebrand of the management service along with each IDB.

100. Risk Register

- 100.1. The Chair requested that the CEO explain the risk register set out at Appendix B of the meeting papers.
- 100.2. The CEO explained that all public authorities are legally required to have a system in place which accurately assesses business risk in a methodical way.
- 100.3. The Chair asked whether employees are insured individually or under OHDB insurance.
- 100.4. The CEO confirmed that Officers are insured under OHDB insurance and operational staff and contractors are attributed with alternative insurance, with Towergate being the insurance broker.
- 100.5. It was PROPOSED by MR COWLING and SECONDED by MR BARKER and UNANIMOUSLY RESOLVED that the Board approve the risk register.

101. Budget

- 101.1. The CEO referred members to the budget presented at Appendix C of the meeting papers, explaining that it was the same as that previously approved in January, but showing more detail.
- 101.2. The Chair asked for an explanation of the “other income”, totalling £16,452.
- 101.3. The CEO clarified that this was the expected income, mainly comprising the annual contribution from Natural England.
- 101.4. The Chair asked for elucidation on the £12,000 costs.
- 101.5. The CEO confirmed this was for pumping stations including the telemetry budget line.
- 101.6. Mr Backhouse queried if this included repairs.
- 101.7. The CEO advised this was inclusive of breakdown and repairs.
- 101.8. The Chair highlighted that the right-hand side of the culvert of the warping drain needs maintenance due to it leaking back.
- 101.9. Mr Backhouse questioned the reasoning behind flailing only adding that he believed there would be a de-silting process.
- 101.10. The OTM advised that works would be oppositional to the previous year concluding that last year, non-mechanical weed control was undertaken but flailing was not conducted. He went on to display the maintenance map.
- 101.11. The Chair agreed with the proposed plans.

102. Invoices Paid and Accounts Settled

- 102.1. Turning to the schedule of payments made during Q4 2019/20 at Appendix D of the meeting papers, Mr Backhouse asked for elaboration on the meaning of contracting retainers.
- 102.2. The OTM advised that 10% of invoice fees were retained on contractors’ invoices pending satisfactory completion of works. Hence there were some retention payments on the schedule, as the works had been completed.
- 102.3. The Chair questioned whether the Canty payments were now up to date as he was aware that there was an issue last year.
- 102.4. The CEO confirmed that the account was now up to date.
- 102.5. It was PROPOSED by MR BARKER and SECONDED by MR OLDRIDGE and UNANIMOUSLY RESOLVED that the Board approve the schedule of invoices paid and accounts settled for Q4 2019/20, totalling £22,601.36.

103. Accounting Statements and Annual Return

- 103.1. The CEO drew attention to the accounting statements and annual return information, presented at Appendix D of the meeting papers.
- 103.2. He advised that if approved, the Annual Return and associated documents shall be submitted to the Board's External Auditors, PKF Littlejohn.
- 103.3. The CEO proceeded to read the Annual Governance Statements to the Board.
- 103.4. It was PROPOSED by MR BARKER and SECONDED by MR COWLING and UNANIMOUSLY RESOLVED that the Board approve the Annual Governance Statement for 2019/20.
- 103.5. The Chair asked how many more years the Board would be paying off the Public Works loan.
- 103.6. The PFM confirmed that the loan had a remaining balance of £7,789, equating to 4/5 years' worth of payments, although the Board could decide to pay the loan off in full at any time.
- 103.7. It was PROPOSED by MR BACKHOUSE and SECONDED by MR OLDRIDGE and UNANIMOUSLY RESOLVED that the Board approve the Accounting Statements for 2019/20.

104. Planning and Development Control

- 104.1. The CEO advised the Board that there had been considerable consultation information received in respect to the proposed development of the Peat Works with the developer providing responses to all information requested. He informed the Board that he was only able to comment in respect of Flood Risk Management and land drainage issues.
- 104.2. The Chair commented on the longevity of steel culverts included within the proposal.
- 104.3. Mr Backhouse questioned whether the developers were intending to create new passing places to which the CEO responded that they had put forward proposals to do so.
- 104.4. The Chair advised the CEO that according to historic records, some of the dwellings and roads belong to the Drainage Boards, adding that ratepayers had concerns regarding the possible foul smell being emitted from the development site.
- 104.5. The Chair continued explaining that there had been no information provided as to what would happen to the waste once transported down to the site along with the possibility that at times, there could be more waste transported to the site than the capacity they have to treat it.
- 104.6. The CEO advised that if the developers were ever in breach of land drainage bylaws, action would be taken, however it was not possible to act in anticipation of such a breach.
- 104.7. The OTM advised the Board of planning conditions requested for strict measures in respect of flow control from the development.

104.8. The Chair requested that a letter be drafted in respect of the application and circulated to the Board for consideration with the CEO confirming that he would draw and label the plans.
Action CEO.

104.9. Mr Backhouse voiced concerns about the damage being caused by heavy trucks to New Lane already, adding this would get worse with the additional traffic to the development site.

104.10. The OTM informed the Board that Swinefleet Primary School had submitted an application in respect of a fence, agreeing to move their football pitch 9m and providing double gates to allow access to the watercourse.

105. Maintenance Programme

105.1. The OTM advised he has been collaborating with the Chairman to agree an approved maintenance programme which had now been published on the Board's website.

105.2. The CEO asked the Board for questions in relation to the maintenance programme.

105.3. Mr Backhouse commented on how overgrown with weeds on Foulsey Dike (west) had become, adding that this dike takes a lot of water which now looks too full.

105.4. Mr Backhouse then asked if work were to commence at the drain head and where the silt would be deposited.

105.5. The Chair advised that he would approach Board members in regards to arising opportunities.
Action Chair.

105.6. The CEO advised that an invoice had been raised for £10k to Natural England in respect of works completed from Swinefleet Drain to Black Drain.

106. Capital Programme

Railway Cottages Diversion

106.1. The CEO drew attention to the estimate for work to divert the Bank Dyke SW to the rear of the Railway Cottages on Crossmoor Bank Road, adding that this was a conservative estimate as he is hopeful this cost can be reduced.

106.2. The Chair advised the CEO that he had broached this with a landowner who would be affected and who may seek compensation. He advised a valuation of the land.

106.3. The CEO responded that this would require a legal agreement and that there would be the option to either lease or buy the land, becoming the riparian owner upon purchase. Dependent upon whether the landowner needed future access, depreciation of the value could be paid.

- 106.4. The Chair stated that the water was crossing 13 culverts to reach the pump, which meant it was not getting there fast enough. He added that the North side dyke needs deepening and Black Dike is not working.
- 106.5. Mr Backhouse commented that when Black Dike does not work, the water backs up on the North side, but no properties were at immediate risk.
- 106.6. The CEO asked the Board if they would like to continue with the feasibility study.
- 106.7. Mr Backhouse asked whether a contingency plan could be put in place to build up funds for this.
- 106.8. The Chair agreed that there should be a build-up of capital reserves.
- 106.9. The CEO confirmed that the consultation could be continued, and that a valuer would need to agree terms with the affected landowner.
- 106.10. It was PROPOSED by MR BARKER and SECONDED by MR I BACKHOUSE and UNANIMOUSLY RESOLVED that the CEO be authorised to conduct a feasibility study.

Telemetry

- 106.11. The CEO confirmed that an invitation to tender (ITT) to 4 suppliers to provide telemetry services to Danvm and Partner Boards has now been issued on behalf of Danvm as the contracting authority.
- 106.12. He advised that a process had begun with the Environment Agency and the Yorkshire Regional Flood and Coastal Committee to put a business case together to hopefully secure grant-in-aid contributions to this project. In addition, a speculative bid to the DHCLG has been made.
- 106.13. The CEO explained that other partner Boards are invited to join this procurement exercise contributing to the initial setup costs on a proportionate basis. With Reedness and Swinefleet only having one pumping station, the CEO estimated the cost to be around £3k with a possible annual license fee.
- 106.14. The Chair commented that he did not feel this was a priority however it was decision to be made by agreement of the Board.
- 106.15. The Chair asked whether the telemetry system would monitor the level of water in the warping drain.
- 106.16. The CEO confirmed that a sensor could be installed over the warping drain.

Capital Maintenance Strategy

- 106.17. The CEO notified the Board that the capital maintenance strategy was progressing well with surveyors now commissioned to undertake topographical surveys which would assist with the hydraulic model.

107. Rates

- 107.1. The PFM informed the Board that 2020/21 drainage rates were issued at the beginning of April. To date, £34,894 has been received, representing 86% of the total amount owed (£40,677).
- 107.2. She continued to advise that there are three Liability Orders, and that progress has been made with collecting some of the monies owed.
- 107.3. The Chair asked if it was likely that the £720 outstanding would be retrieved.
- 107.4. The CEO confirmed that as the Liability Orders had been found in the Board's favour, there was a good chance the money would be recovered once the enforcement agents were able to start operating again.

108. Policies

- 108.1. The Chair referred members to a suite of new and revised policy documents, at Appendix F of the meeting papers.

Financial Regulations

- 108.2. The PFM explained the Board's revised Financial Regulations which have 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

- 108.3. 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.
- 108.4. 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.

Other Policies

- 108.5. The PFM summarised the other policies, 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

108.6. The Chair thanked Officers for their work on the policies.

108.7. It was PROPOSED by MR BARKER and SECONDED by MR I BACKHOUSE and UNANIMOUSLY RESOLVED that the Board adopt the new and revised policies.

109. Elections Programme & Electoral Register

Programme

109.1. The PFM updated the Board regarding the current term of office for the Board's elected members, due to expire later this year. She continued to advise that an election must be held in accordance with the Land Drainage (Election of Drainage Boards) Regulations 1938, to elect 6 members to serve on the Board for the next 3-year term, alongside the 5 members appointed by East Riding of Yorkshire Council.

109.2. The PFM 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 was that to do so would require a change in primary legislation (the Land Drainage Act 1991), which was not feasible at the current time.

Electoral Register

109.3. A copy of the Electoral Register for the Reedness & Swinefleet Drainage District, as per 1st April 2020, was made available to the Board members.

109.4. It was PROPOSED by MR BARKER and SECONDED by MR OLDRIDGE and UNANIMOUSLY RESOLVED that the Board approve the Electoral Register (1st April 2020).

110. Chairman's Remarks

110.1. The Chair explained to the Board that the Parish Council were seeking funds from Twin Rivers to purchase a temporary pump of 300 cubic metres.

110.2. The Chair advised he had spoken to the Parish Councillors and had informed them that he would store the pump.

110.3. The CEO asked who would deploy the pump when it was needed to which the Chair responded this would be undertaken by the Board.

110.4. The Chair suggested a demountable pad on top of Black Dike.

110.5. The OTM stated this would be beneficial to both the village and to the Board.

110.6. The CEO advised that the Parish Council need to make an official request.

110.7. The OTM notified the Board that the warping drain, now running, has made a dramatic improvement.

- 110.8. The Chair commented on the restricted access at Top Moor Farm.
- 110.9. The CEO notified the Board of some lobbying for the new ELMS Cross Subsidy Scheme explaining that if a landowner's land flooded rather than residential property, should the landowner receive payment? He advised he would look further into this. **Action CEO.**
- 110.10. The Chair commented on application for warping drain with a license for temporary pipework. He questioned if it would be acceptable for a culvert to be installed with a sump.
- 110.11. The CEO confirmed this would need land drainage consent.

111. Future Board Meetings

- 111.1. ADOC Consortium Meeting - 09:30, 27 November 2020
- 111.2. Annual General Meeting - 09:30, 25 January 2020
- 111.3. The Chair thanked Members and Officers for their attendance and closed the meeting.