



Rawcliffe Internal Drainage Board

MINUTES OF THE FULL BOARD MEETING HELD 9.30AM TUESDAY 30TH JUNE VIA LIVE VIDEO CONFERENCE,
ZOOM.

PRESENT:

Ratepayer Members: Mr P Chantry (C)

Appointed Members: Mrs S Backhouse Mr D Mckenna

Co-opted Members:

Members Present: 3

APOLOGIES:

Ratepayer Members: Mr P Sykes (VC) Mr J Lewis Mr P Blacker

Mr S Shubrook

Appointed Members: Cllr. C Fox Cllr. L Sargeantson

Co-opted Members:

Officers:

ABSENT:

Ratepayer Members: Mr D Nicholson Mr J Priestley

Appointed Members: Mr R Dresser Mr K Fillingham

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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774. Welcome, Introductions and Apologies

774.1. The Chair welcomed members to the Board with the CEO taking the opportunity to introduce Miss Smith, the Board Secretary.

775. Declarations of Interest

775.1. No declarations of interest raised.

776. Health and Safety

Measures Taken in Response to the Pandemic

776.1. The CEO updated the Board, advising 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.

777. Additional Agenda Items

777.1. No additional agenda items were raised.

778. Minutes from Previous Board Meeting

778.1. The Chair drew attention to the minutes from the previous Board meeting, found at Appendix A of the meeting papers.

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

779. Matters Arising

779.1. The CEO advised that Minutes 720.7, 726.1, 742.2 and 752.3 were still ongoing.

779.2. In relation to Minutes 733.1 and 741.1, he confirmed that Mr White had now been removed from the list of Board Membership and the minutes had been corrected.

780. Appointments

780.1. 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.

780.2. It was PROPOSED by MR CHANTRY and SECONDED by MRS 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 professional services providers to the Board.

781. Public Sector Agreements

- 781.1. The CEO advised that both Danvm Drainage Commissioners and Black Drain Drainage Board had been welcomed to the management group with Vale of Pickering IDB joining in October.
- 781.2. He advised that all Boards would retain their autonomy and that each Board has their own identity created on a new website which is currently in the final stages of development.

782. Risk Register

- 782.1. The CEO advised of the review and renewal of the risk register, presented at Appendix B of the meeting papers.
- 782.2. He went on to explain in detail how the risk register was created, drawing attention to the higher risks.
- 782.3. It was PROPOSED by MR CHANTRY and SECONDED by MRS BACKHOUSE and UNANIMOUSLY RESOLVED that the Board approve the updated risk register.

783. Invoices Paid and Accounts Settled

- 783.1. The PFM referred members to the schedule of payments made during Q4 2019/20.
- 783.2. The Chair queried whether the work completed by Bowmans was of a satisfactory standard.
- 783.3. The OTM advised that the work was satisfactory, explaining that a side-mounted flail was not suitable for use on the Board's watercourses.
- 783.4. It was PROPOSED by MRS BACKHOUSE and SECONDED by MR MCKENNA and UNANIMOUSLY RESOLVED that the Board approve the schedule of invoices paid and accounts settled for Q4 2019/20, totalling £16,123.30.

784. Accounting Statements and Annual Return

- 784.1. The CEO drew attention to the accounting statements and annual return information, presented at Appendix D of the meeting papers.
- 784.2. He then proceeded to read the Annual Governance Statements to the Board.
- 784.3. It was PROPOSED by MRS BACKHOUSE and SECONDED by MR MCKENNA and UNANIMOUSLY RESOLVED that the Board approve the Annual Governance Statement for 2019/20.
- 784.4. The CEO declared that there had been an overspend of £13k but that the drainage rates had been raised for 2020/21 to help mitigate this.
- 784.5. Mrs Backhouse queried as to whether any monies were available from Highways England.
- 784.6. The CEO confirmed that he was currently in contact with Highways England to discuss this.

784.7. The Chair highlighted that monies previously invested had not made a positive return and that the Board would have preferred to receive an annual payment rather than a lump sum. He added that he would be grateful for an invitation to the meeting with Highways England.
Action CEO

784.8. It was PROPOSED by MRS BACKHOUSE and SECONDED by MR MCKENNA and UNANIMOUSLY RESOLVED that the Board approve the Accounting Statements for 2019/20.

785. Planning and Development Control

785.1. The OTM advised that there had been no significant planning applications or development relevant to the Board's district.

786. Lower Aire Flood Incident 2020

786.1. The CEO gave an update on the flooding incident.

787. Maintenance Programme

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

787.2. He went on to notify the Board that Beech Tree System works have been completed twice this year following the flooding incident.

787.3. He continued to speak in detail with regards to the section of the Old Don, upstream of Turnbridge, which is joined between Rawcliffe and Cowick and Snaith IDB's. For bushing and regrading works carried out in the Autumn, the cost would be in the region of £16k.

787.4. The OTM advised that Cowick and Snaith IDB are willing to pay 50% of this cost and have asked if Rawcliffe IDB would be willing to contribute towards this.

787.5. The CEO commented that this would be a one-off cost, with Cowick and Snaith IDB adding the watercourse to their own maintenance programme.

787.6. Mr Mckenna asked if the field belonged to ERYC and if it was possible for money to be reclaimed from them.

787.7. The Chair advised that this would affect the landowner and as such would be unfair to expect them to pay the cost of alleviation works for flooding that had started upstream.

787.8. The OTM advised that the recent flooding event had proven how critical this watercourse was to the area.

787.9. The Chair requested that the OTM discuss the possibility of a 25% fee to bush and regrade the watercourse with Cowick and Snaith IDB.

787.10. It was PROPOSED by MRS BACKHOUSE and SECONDED by MR MCKENNA and UNANIMOUSLY RESOLVED that the Board make provision for £4,000 in respect of special maintenance works on the upper section of the Old Don.

787.11. The Chair advised that in respect of Langham Drain, there was an agreement to clean the side dikes running to the canal if these have been flailed by the landowner.

788. Capital Programme

Telemetry

788.1. 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.

788.2. Mrs Backhouse agreed that this is a programme which would be beneficial to the Board.

788.3. The Chair commented that this should be dependent on the amount of grant funding.

788.4. It was PROPOSED by MRS BACKHOUSE and SECONDED by MR MCKENNA and UNANIMOUSLY RESOLVED that the Board delegate authority to the Chair to join this procurement exercise and install a remote telemetry system at its pumping station should funds become available.

Capital Maintenance Strategy

788.5. 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.

789. Rates

789.1. The PFM confirmed that drainage rates had been issued at the beginning of April, with £10,289 received, representing 76% of the total amount owed (£13,515).

789.2. She next provided an update on rates arrears carried forward from previous years which stood at £495.72 across three accounts. She informed that the Rating Officer was periodically investigating the occupancy of account RC-0045-2 (currently unidentified), in the hope of recovering some monies in the future. However, for accounts RC-0048-3 and RC-0049-5, which date back to 2017/18 (prior to OHDB taking over administration of the Board), it had not been possible to trace the former occupiers. The PFM was therefore recommending that the balances on these accounts be written off.

789.3. After some discussion, members agreed to write off account RC-0048-3 but were reluctant to write off the arrears on account RC-0049-5. The CEO reiterated that staff had devoted a reasonable amount of time seeking to recover this money based on the limited information handed over, and to continue to do so was not the best use of resources based on the amount outstanding.

789.4. The Chair resolved to contact ERYC Estates himself to request that the arrears on account RC-0049-5 be paid, adding that if there was a gap in the tenancy, the money should be recovered from ERYC (as landowner). **Action Chair.**

789.5. It was UNANIMOUSLY RESOLVED that the Board agree to write off the outstanding drainage rates on account RC-0048-3, totalling £103.52.

790. Policies

790.1. The PFM advised of the new and revised policy documents, presented at Appendix E in the Board papers, 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

Financial Regulations

790.2. The Chair queried as to whether there had been any changes to the spending authority given to Officers.

790.3. The CEO advised that money could not be spent which had not already been agreed by the Board. He added that the spend authority for the Capital Maintenance Programme will be brought to the Board for approval next year.

790.4. Mrs Backhouse questioned whether financial limitations could be exceeded in the event of an emergency.

790.5. The CEO advised that this would fall under the financial regulations, with the Chair adding that common sense needed to be used in such circumstances to ensure people were kept safe.

Planning Policy and Standing Advice

790.6. 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.

790.7. 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.

790.8. It was PROPOSED by MR MCKENNA and SECONDED by MRS BACKHOUSE and UNANIMOUSLY RESOLVED that the Board adopt the new and revised policies.

791. Elections Programme & Electoral Register

791.1. 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 that an election must be held in accordance with the Land Drainage (Election of Drainage Boards) Regulations 1938.

791.2. 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. 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.

791.3. A copy of the Electoral Register for the Rawcliffe Drainage District, as per 1st April 2020, was made available to the Board members.

791.4. Mrs Backhouse requested that a nomination form be sent to her address. **Action Bd Sec.**

791.5. Mr Mckenna highlighted a section of the electoral register, stating that he believed the land had been sold. The PFM responded that the register should be correct as of 1st April, so if the sale had occurred since then, the previous owner would be listed.

791.6. Mrs Backhouse highlighted the importance of having pro-active and committed Board members, providing a contribution to the Board meetings.

791.7. It was PROPOSED by MR CHANTRY and SECONDED by MRS BACKHOUSE and UNANIMOUSLY RESOLVED that the Board approve the Electoral Register (1st April 2020).

792. Future Board Meetings

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

792.2. Annual General Meeting - 09:30, 26 January 2021

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