



# Black Drain Drainage Board

## MINUTES OF THE ANNUAL GENERAL MEETING HELD ON WEDNESDAY 26<sup>TH</sup> JANUARY 2022 AT THORNE SEA CADETS

### PRESENT

Elected	Mr D Hinchliffe	Mr R Hinchliffe	Mr K Parkinson	Mr D Backhouse	Mr M Conroy
Appointed	Mr S Longthorp Cllr M Houlbrook	Mr M Oldknow	Mr D Oldroyd	Mr P Evans	Mr A Porter

### APOLOGIES

Elected	Mr Ketteringham	
Appointed	Mr C Crowe	Mr P Marran

### ABSENT

Elected  
Appointed

### IN ATTENDANCE

Officers  
Mr A McLachlan – Chief Executive  
Mr R Towse – Director of Operations  
Miss Smith – Board Secretary (Minutes)

### REFERRED TO

Officers  
Senior Development Control Officer (SDCO)

**Andrew McLachlan**  
Chief Executive Officer and Clerk to the Board  
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**74. Welcome, Introductions & Apologies**

- 74.1. The Chair welcomed Members and Officers to the meeting and noted apologies from Mr Crowe, Mr Marran, & Mr Ketteringham.

**75. Declarations of Interest**

- 75.1. Mr Parkinson declared an interest in the item concerning the large industrial development on land between M18 and River Don.

**76. Health and Safety**

- 76.1. None

**77. Additional Agenda Items**

- 77.1. Mr Parkinson requested the Boards SDCO investigate the Boards possible ownership of land alongside Black Drain. Action SDCO

**78. Minutes of the previous Full Board Meeting**

- 78.1. The Chair drew attention to minutes of the previous meeting at Appendix A.
- 78.2. It was PROPOSED by Mr Oldknow and SECONDED by Mr R Hinchliffe and UNANIMOUSLY RESOLVED that the Board approves these minutes as a true record of that meeting.

**79. Matters Arising**

- 79.1. In relation to minute 71.4, Mr Parkinson asked whether the gravity feed was now functioning to which the DO confirmed it was.
- 79.2. The CEO advised that the ground stabilisation at Outlet Pumping Station with hopefully be complete within the next 12 months.

**80. Minutes from the ADOC Consortium Meeting**

- 80.1. The Chair drew attention to minutes from the last ADOC Consortium Meeting at Appendix B.
- 80.2. The CEO, for the benefit of new Members explained the management services for ADOC Boards.
- 80.3. The Chair highlighted the proposal to ADOC Boards to purchase a mobile pump and advised Members that this would not be going ahead, however larger Boards within the Consortium would be able to assist
- 80.4. Mr Parkinson raised concerns regarding the slip circles which had been identified on the southern bank of the Dutch river. The DO confirmed these are small however the EA have been made aware.

- 80.5. The Chair raised willows in the river which are restricting flow.
- 80.6. Members discussed their views around lack of main river maintenance resulting in channel loss and flow restrictions.

#### **81. Financial Position**

- 81.1. The CEO advised that analysis undertaken at the time of writing suggested that the outturn position will be slightly under the estimated budget mainly due to capitalisation of revenue costs.

#### **82. Capital Programme Update**

- 82.1. The CEO informed Members that a business case had been produced and submitted for Dykes Marsh refurbishment scheme, with the hydraulic modelling completed in house. He confirmed that 100% of funding applied for had been received.
- 82.2. Regarding the pumps, he advised pump one is fully operational with pump two due to be complete by the end of February.
- 82.3. The Chair commended Officers for their achievement with the scheme.
- 82.4. Cllr Houlbrook commented on the positive impact for the community.
- 82.5. Both Mr Parkinson and Mr Oldroyd expressed views on the need for a robust inspection programme for pumping stations.
- 82.6. The CEO confirmed that a Planned, Preventative Maintenance Programme (PPM) is currently being created for pump stations across the Consortium.
- 82.7. It was unanimously agreed that the Board employ a structural engineer to give an updated opinion for advice of further remedial works out Durham's Warping Pumping Station (AKA Outlet).

#### **83. Budget & Rate Setting**

- 83.1. It was PROPOSED by Mr M Oldknow and SECONDED by Mr R Hinchliffe and UNANIMOUSLY RESOLVED that the Board approve the estimated budget of £124,132 and set the rate at 15.2p/£.

#### **84. Invoices Paid and Accounts Settled to Q3**

- 84.1. The Chair drew attention to Invoices Paid and Accounts Settled at Appendix C.
- 84.2. It was PROPOSED by Mr S Longthorp and SECONDED by Mr M Oldknow and UNANIMOUSLY RESOLVED The Board approve invoices paid and accounts settled to the value of £100,791.21 (net).

#### **85. Internal Audit**

- 85.1. The CEO confirmed that no concerns were raised within internal audit report, however Officers would be acting on recommendations from the auditor to create a formal reserves policy and to develop methodology to value assets across the consortium.

**86. Conclusion of Annual Audit**

- 86.1. The Board passed its external audit for 2020/21 by the Government-appointed auditor, PKF Littlejohn, without any qualifications.

**87. Policy Update (Health and Safety)**

- 87.1. The CEO advised that he is currently in the process of creating a Consortium wide Health & Safety Policy which will detail safe systems of working, procedural matters, and Board responsibilities to their employees.

- 87.2. The CEO advised that Board staff would be operating with this policy from April 1<sup>st</sup>, 2022.

- 87.3. It was PROPOSED by Mr Oldknow and SECONDED by Cllr Houlbrook and UNANIMOUSLY RESOLVED that the CEO in consultation with the Chair be given authority to adopt the consortium-wide Health and Safety Management Policy and Safe System of Work on behalf of the Board upon its completion.

**88. Development Control & Planning - Q3 (October-December 2021)**

- 88.1. Referring to the large industrial development on land between M18 and River Don, the DO advised that he is currently working with the developer regarding a SUDS scheme.

- 88.2. The CEO requested permission from the Board to approach the developer to discuss commuted sum maintenance to which all members present agreed.

*Ongoing Planning and Enforcement Matters*

- 88.3. The DO confirmed enforcement proceedings have commenced against Network rail in respect of Railway Drain West and Mid Common Drain, he added that they had approached the Board to complete works under their supervision on a rechargeable basis.

**89. Maintenance Programme**

- 89.1. The DO advised that new maintenance contracts would run on a 3-year + 2-year timeframe to promote confidence in contractors being able to invest their time and machinery to the Board. He confirmed that Contractors would be expected to operate on white diesel.

- 89.2. He informed the Board that general maintenance works are finished, with works now being carried out on Durham Warming Drain however it was not appropriate to use the weed boat at this time.

89.3. The Chair commented that works on Durham Warping Drain should have been complete before January and requested the weed boat is initially trialled along a section downstream to see if this is appropriate for future maintenance.

89.4. In a discussion regarding spraying within the Board area, the Chair commented that works completed had not produced satisfactory results, the DO resolved to discuss with the Chair, stipulations to be placed into contracts to ensure works are completed in a timely manner.

**90. Date of Next Meeting**

90.1. The Board Secretary advised notification would be sent via email for all upcoming meetings.

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