



# Vale of Pickering Internal Drainage Board

## MINUTES OF THE FULL BOARD MEETING HELD ON WEDNESDAY 25TH MAY 2022 WINTRINGHAM VILLAGE HALL

### PRESENT

|           |                 |                |                |               |
|-----------|-----------------|----------------|----------------|---------------|
| Elected   | Mr R Wainwright | Mr R Tindall   | Mr J Stockdale | Mr A Nutt (C) |
| Co-opted  | Mr M Morley     |                |                |               |
| Appointed | Cllr M Potter   | Cllr D Cussons | Cllr S Tucker  |               |

### IN ATTENDANCE

Officers

Mr A McLachlan – Chief Executive  
Miss A Cowen – Director of Policy & Finance  
Mr R Towse – Director of Operations  
Miss Smith – Board Secretary (Minutes)  
Mrs J Jackson – Board's Accountant (Hunter G Holroyd)

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

- 95.1. The Chair welcomed Members and Officers to the Board.
- 95.2. The CEO introduced the Board's accountant, Jessica Jackson from Hunter Gee Holroyd.

**96. Declarations of Interest**

- 96.1. None.

**97. Additional Agenda Items**

- 97.1. None.

**98. Health and Safety**

- 98.1. The Chair advised he had approved the new Health & Safety Management System (HSMS) under delegated authority.
- 98.2. The CEO advised that training sessions have been given to all operational staff and that this system is now in place across the Consortium.
- 98.3. It was PROPOSED by Cllr Potter and SECONDED by Cllr Tucker and UNANIMOUSLY RESOLVED that the Board ratify the Chair's decision to adopt the new Health and Safety Management System.

**99. Natural Environment**

- 99.1. The CEO informed members that the current biodiversity action plans (BAP) are being updated into a single consortium-wide document in line with a model document produced by the Association of Drainage Authorities which will be brought to a future Board meeting for adoption.

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

- 100.1. The Chair drew attention to minutes of the previous meeting.
- 100.2. It was PROPOSED by Cllr Potter and SECONDED by Mr Wainwright and UNANIMOUSLY RESOLVED that the Board approve these minutes as a true record of that meeting.

**101. Matters Arising**

- 101.1. The CEO confirmed minutes 89.11 & 92 are now resolved, with a loan being approved by Defra to support with capital purchases.

**102. Professional Appointments to the Board**

- 102.1. The CEO advised that from time to time it was good practice to make professional services appointments to the Board.

102.2. It was PROPOSED by Cllr Potter and SECONDED by Cllr Tucker and UNANIMOUSLY RESOLVED that the Board appoint; Wilkin Chapman LLP, Yorkshire Internal Audit Services, Hunter Gee Holroyd Ltd, Mason Clark Associates Ltd, Mr Simon Jepps BSc MSc and co of Thomas Mackay Ltd, Mr Ralph Ward FRICS and co of Frank Hill & Son and Cutler IT Ltd as professional service providers to the Board.

### **103. Risk Register Review**

103.1. The Chair drew attention to the draft risk register.

103.2. The CEO explained that a review comparing risks against the previous year, had been completed, highlighting that the risks to management of assets and maintenance to watercourses have been reduced.

103.3. He asked Members to note that the risk to budgets have increased due to concerns over the level of reserves held by the Board.

103.4. It was PROPOSED by Cllr Cussons and SECONDED by Mr Nutt and UNANIMOUSLY RESOLVED Board approve the 2022 risk register.

### **104. Accounting Statements and Annual Return**

104.1. The DPF drew attention to the Board's Accounting Statements for 2021/22, prepared by the Board's accountant, highlighting a deficit of £16k.

104.2. Cllr Potter queried whether, with the Ryedale Council's decision to freeze Council Tax payments, levy payments would be affected.

104.3. The CEO confirmed it would not impact on special levy payments and explained the hypothecated payment system.

104.4. Mr Morley questioned whether rates outstanding had been recovered, to which Mrs Jackson advised the outstanding rates had reduced by £4k and that a large payment of £15k remained outstanding.

104.5. The DPF informed Members that should this debt remain unpaid, enforcement action to recover funds would be taken against the landowner.

104.6. The CEO asked members to consider and approve the Annual Governance Statements and proceeded to read the eight Annual Governance Statements, before asking members to consider and approve the Accounting Statements for 2021/22.

104.7. It was PROPOSED by Cllr Cussons and SECONDED by Mr Nutt and UNANIMOUSLY RESOLVED Board approve the Annual Governance Statements for 2021/22.

104.8. It was PROPOSED by Cllr Potter and SECONDED by Mr Nutt and UNANIMOUSLY RESOLVED Board approve the Accounting Statements for 2021/22.

## **105. Budget Refresh**

105.1. Following the 2021/22 outturn, the CEO confirmed a review of the approved budget was performed and that it was considered that the budget could be managed within the existing allocations in the coming year, therefore no refresh is necessary.

## **106. Invoices Paid and Accounts Settled**

106.1. The Chair drew attention to invoices paid and accounts settled presented at Appendix F.

106.2. Mr Morley queried the payment made to Maestenbrook to which the DO responded advising this was the deposit for the Mecalac, paid for through the reserves [*Correction – Brought forward into 2022/23 on balance sheet*].

106.3. It was PROPOSED by Mr Nutt and SECONDED by Mr Wainwright and UNANIMOUSLY RESOLVED The Board note and approve the record of Invoices Paid and Accounts Settled, totalling £124,464.90 (net) for the last financial quarter.

## **107. Planning & Development – Q4 (January – March 2022)**

107.1. The DO advised there were no major concerns or changes regarding planning and development, he advised the Senior Development Control Officer was forming positive relationships with the Council.

107.2. Cllr Potter requested an update on the solar farm at Heselton and the River Seven.

107.3. The DO advised that the river Seven is an enforcement matter and that discussions are ongoing with the EA.

107.4. In relation to the solar farms, the DO advised there were no major concerns, as the amount of water would not be increasing, it would just be slightly more concentrated in specific areas.

107.5. Cllr Tucker asked the reason for the recent objection in Scarborough to which the DO advised this was purely due to insufficient information received regarding a soakaway and that Officers had requested additional details.

## **108. Plant and Vehicles**

108.1. The DO advised that the Mecalac will be received in middle to late June.

108.2. He added that the boom is currently away for repair under warranty and would be returned in around three weeks.

## **109. Maintenance**

109.1. Mr Morley commented that there does not seem to be much spraying in the area, to which the DO advised that only one member of staff is able to complete these works, however other staff have been booked on to a course.

- 109.2. Mr Stockdale said maintenance was looking positive in the area.
- 109.3. The DO informed Members that piling works were to be completed however there are still problems with the supply. He added that a programme for piling works will be compiled.
- 109.4. At the last full Board meeting a decision was made by Members to create a sub-committee to review the maintenance plan, the CEO informed Members that these meetings had been attended by the sub-committee and that an agreement had been reached and was brought to the Board for ratification.
- 109.5. Mr Tindall commented that he felt this decision had been rushed, considering it had been such a dry year, and that because of the possible rationalisation, he had received some comments from landowners.
- 109.6. The Chair confirmed that he had been present at these meetings and that whilst it was not a decision the committee had made lightly, the Board could not continue to maintain so many watercourses and that a reduction in the Board maintained watercourses would see a higher quality of maintenance.
- 109.7. The CEO advised that this decision had also been made due to the fact that the Board could not afford to continue to maintain the watercourses on the current map within the budget.
- 109.8. The DO reassured members that a robust, strategic view had been taken and explained the methodology used to create the new maintenance maps, which could be reviewed again next year.
- 109.9. The CEO also reminded Members that landowners can petition the Board at any time to reinstate watercourses to the maintenance programme.
- 109.10. It was PROPOSED by Mr Stockdale and SECONDED by Mr Wainwright and RESOLVED BY MAJORITY that the Board approve the annual maintenance programme.
- 109.11. Mr Morley and Mr Tindall abstained.

## **110. Staff Matters**

- 110.1. A staff member has been employed by Officers to replace a resignation. The DO advised this new member of staff is integrating well and has previous experience working for an Internal Drainage Board.

## **111. Policy Updates**

- 111.1. The CEO informed Members that a review of the Boards financial regulations had taken place and summarised the amendments.
- 111.2. As per the Internal Auditors recommendations, the CEO confirmed that a Reserves Policy had been introduced, and that the Board should aim to hold 50% of the operational budget in their reserves.

111.3. It was PROPOSED by Mr Wainwright and SECONDED by Mr Cussons and UNANIMOUSLY RESOLVED that the Board adopt the new Fixed Asset Valuation Policy, Reserves Policy, Unreasonable Complainants Policy, and the revised Financial Regulations.

**112. New Offices**

112.1. The CEO informed Members, that Officers had taken possession of the new offices and depot and the Board address has been updated as follows:

*Vale of Pickering Internal Drainage Board  
24 Innovation Drive  
Newport  
East Riding of Yorkshire  
HU15 2FW*

112.2. The DO advised that unfortunately a suitable depot for Vale of Pickering had not yet been found but that Officers would continue to look.

**113. Date of Future Meetings**

113.1. The next Full Board meeting is due to take place on Friday 4<sup>th</sup> November 2022 at 9:30am

113.2. The Joint Consortium Committee is due to take place on Wednesday 23<sup>rd</sup> November 2022 at 9:30am