



Dempster
Internal Drainage Board

**MINUTES FROM THE FULL BOARD MEETING HELD ON MONDAY 20TH
JUNE 2022 AT CASTLE VIEW FARM**

PRESENT

Elected

Mr P Jacklin (C) Mr J Phillipson Mr P Chantry Mr J Cowling Mr R Hall
Mr M Johnson Mr M Backhouse Mr J Frost

Appointed

Mr N Coultish

APOLOGIES

Elected

Mr D Walton

Co-opted

Appointed

Cllr L Sargeantson

IN ATTENDANCE

Officers

Mr A McLachlan – Chief Executive Officer
Mr R Towse – Director of Operations
Ms A Cowen – Director of Policy & Finance
Miss L Smith – Board Secretary

Andrew McLachlan
Chief Executive Officer and Clerk to the Board
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1790. Welcome, Introductions and Apologies.

1790.1. The Chair welcomed Members and Officers to the Board, noting apologies from Cllr Sargeantson.

1791. Declarations of Interest

1791.1. None

1792. Additional Agenda Items

1792.1. None

1793. Health and Safety

1793.1. The CEO advised that the new Health & Safety Management System (HSMS) had been approved by the Chairman under delegated authority and presented this for ratification.

1793.2. He advised that operational staff and contractors were now working under the new management system and that training had been provided.

1793.3. It was **PROPOSED** by MR J COWLING and **SECONDED** by MR J FROST and **UNANIMOUSLY RESOLVED** that the Board ratify the Chair's decision to adopt the new Health and Safety Management System.

1794. Natural Environment

1794.1. The CEO informed members that this would remain a standing item on future agendas and that the current biodiversity action plans (BAP) are being updated into a single consortium wide document.

1794.2. He confirmed that this would be geographically based.

1795. Minutes of the previous Full Board Meeting

1795.1. The Chair drew attention to the minutes of the previous meeting and invited questions from Members.

1795.2. Mr Johnson asked whether any further action had been taken in relation to minute 1779.1 to which the CEO confirmed an advice letter would be sent to new leaseholders to prevent encroachment.

1795.3. The Chair queried whether the removal of any illegal dumping of rubbish into the watercourse should be recharged to the council.

1795.4. The CEO advised that the liability was that of the leaseholder, therefore the council could not be charged for the removal of this rubbish.

1795.5. In relation to minute 1788.1, Mr Backhouse queried whether works on the syphon were now complete, to which the DO and Mr Chantry confirmed they were.

1795.6. It was **PROPOSED** by MR BACKHOUSE and **SECONDED** by MR COWLING and **UNANIMOUSLY RESOLVED** that the Board approve these minutes as a true record of that meeting.

1796. Matters Arising

1796.1. The CEO confirmed that both 1787.1 & 1788.4 had now been resolved and that minutes 1788.9 would be discussed under the agenda item on maintenance.

1797. Professional Appointments to the Board

1797.1. The CEO presented the appointed organisations which support the day-to-day operations of the Board recommending that from time to time these are considered.

1797.2. Mr Backhouse queried why a more local valuer was not appointed, to which the CEO explained that this was the exact reason, as this helped to avoid any conflict of interest.

1797.3. It was **PROPOSED** by MR BACKHOUSE and **SECONDED** by MR COWLING 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 of Thomas Mackay Ltd, Mr Ralph Ward FRICS of Frank Hill & Son and Cutler IT Ltd as professional service providers to the Board.

1798. Risk Register Review

1798.1. A desktop review of risks to the Board was presented by the CEO, who highlighted that the biggest risk was financial due to the size of the Board and its reserves.

1798.2. It was **PROPOSED** by MR JOHNSON and **SECONDED** by MR PHILLIPSON and **UNANIMOUSLY RESOLVED** that the Board approve the revised risk register for 2022.

1799. Accounting Statements and Annual Return

1799.1. The DPF drew attention to the Board's Accounts for 2021/22, informing Members that these had been prepared by the Board's accountants, Hunter Gee Holroyd Ltd.

1799.2. The Chair invited questions from Members, to which there were none and the DPF proceeded to read the eight annual governance statements to the Board.

1799.3. It was **PROPOSED** by MR JACKLIN and **SECONDED** by MR FROST and **UNANIMOUSLY RESOLVED** that the Board approve the Annual Governance Statements for 2021/22.

1799.4. It was **PROPOSED** by MR BACKHOUSE and **SECONDED** by MR JOHNSON and **UNANIMOUSLY RESOLVED** that the Board approve the Accounting Statements for 2021/22.

1800. Invoices Paid and Accounts Settled

- 1800.1. The DPF presented the invoices paid and accounts settled and invited questions from Members.
- 1800.2. The Chair queried whether the electricity provider had been contacted and prices negotiated.
- 1800.3. The DO responded confirming that the renewal was due in September, but that providers were reluctant to provide a definitive price for future contracts.
- 1800.4. Mr Chantry highlighted that there were several lines showing Woldmarsh and Npower debits and credits, to which the DO confirmed this was due to corrections of estimated readings, therefore credits had been received to reflect actual electricity readings.
- 1800.5. It was **PROPOSED** by MR CHANTRY and **SECONDED** by MR HALL and **UNANIMOUSLY RESOLVED** that the Board note and approve the record of Invoices Paid and Accounts Settled, totalling £10,214.76 (net) for the last financial quarter.

1801. Bank Accounts

- 1801.1. The DPF informed Members that a review of the Board's bank accounts had taken place with a view to close old and unused accounts whilst exploring opportunities to obtain a better rate of return on savings accounts and investments.
- 1801.2. It was **PROPOSED** by MR COWLING and **SECONDED** by MR PHILLIPSON and **UNANIMOUSLY RESOLVED** that as required, the Board authorise the Chairman – Mr P Jacklin, the Vice Chair, Mr M Backhouse, the CEO – Mr A McLachlan & the DPF – Miss Angela Cowen to transfer the funds in the HSBC Business Money Manager Account (ending 2982) to a new business savings account and to close the aforementioned account, subject to obtaining better interest rates.
- 1801.3. It was **PROPOSED** by MR CHANTRY and **SECONDED** by MR PHILLIPSON and **UNANIMOUSLY RESOLVED** that the Board authorise the CHAIR, VICE-CHAIR, CEO & DPF to close the unused HSBC Business Money Manager Account (ending 1221).

1802. Drainage Rates

- 1802.1. The DPF confirmed the 2022/23 drainage rates demands were issued at the beginning of April and £10,080 had been received as of 6th June 2022 representing 74% of the total owed.
- 1802.2. The outstanding rates balance at the end of 2021/22 was £768.84 due to an ongoing dispute with Natural England concerning liability for drainage rates. The DPF explained and recommended that the Board take action to recover monies owed by Natural England, which may result in a land tribunal.
- 1802.3. The Chair queried whether the Board would incur a cost for this, to which the DPF advised the first stages would not incur a cost, however if challenged by Natural England, costs may arise.

1802.4. Mr Chantry queried how long these rates had been outstanding, to which the CEO informed the Board that this land had not been accounted for until the rating district was digitised by Officers in 2018/19.

1802.5. It was **PROPOSED** by MR PHILLIPSON and **SECONDED** by MR JACKLIN and **UNANIMOUSLY RESOLVED** that the Board consider commencing recovery proceedings for non-payment of land drainage rates against Natural England.

1803. Planning & Development – Q4 (January – March 2022)

1803.1. The DO confirmed there had been no planning applications or consents within the area.

1804. Maintenance

1804.1. Referring to this year's proposed maintenance plan, the DO advised that the budget had been agreed when fuel was around 80-90p per litre, however, when tenders were received some adjustments had to be made due to there being an increase in costs of around 30%.

1804.2. He advised that both he and the Board's Asset Manager had had to reverse engineer the intended maintenance plan and make significant cutbacks to be able to meet the agreed budget.

1804.3. The CEO informed Members that electricity costs for the pumping stations were expected to at least double and advised that the Board agreed the proposed maintenance plan, reducing weeding and spraying and look to increase rates next year.

1804.4. Board Members were presented with the proposed maintenance plan and the DO invited questions and suggestions from the Board.

1804.5. The Board and DO made amendments at the meeting to the proposed maintenance plan which was subsequently agreed.

1804.6. It was **PROPOSED** by MR COWLING and **SECONDED** by MR HALL and **UNANIMOUSLY RESOLVED** that the Board approve the revised maintenance programme.

1804.7. As requested at the previous Full Board meeting, the CEO confirmed that the Capital Delivery Manager had investigated the possibility of installing a third pump at Duck Swang pumping station.

1804.8. He advised that to benchmark costs, a quote was requested for the largest pump available without upgrading the electrical supply of which an appropriate pump would be a 15kw axial driven unit delivering approximately 0.25m³/s.

1804.9. He explained this would require new pipework, valves and in-line non-return valves, a new panel (so the installation is compliant with electrical standards) and other modifications within the pump house, totalling approximately £39k.

- 1804.10. There was an in-depth discussion about the possibility of acquiring a new pump, a second-hand pump, or a trailer-mounted pump and which of these would be more suited to the Board's requirements.
- 1804.11. The CEO made it clear to Members that, as this was a capital project, any costs for officers' time would be an additional charge to the Board.
- 1804.12. The Chair queried whether any grants were available, to which the CEO advised there were not, but explained that a PWLB loan could be applied for.
- 1804.13. It was **PROPOSED** by MR BACKHOUSE and **SECONDED** by MR FROST and **RESOLVED BY MAJORITY** that the Board authorises the CEO to apply to seek approval from Defra to apply for and secure a public works loan to the value £50k for the procurement of a third pump at Duck Swang, to be repaid over ten years.

1804.14. Cllr Coultish abstained.

1805. Policy Updates

- 1805.1. The CEO confirmed that amongst other minor amendments the financial regulations had been updated to take into account the changes in legislation since leaving the EU. He confirmed that the new regulations now met UK procurement rules.
- 1805.2. At the request of the internal auditor, the CEO confirmed that Fixed Asset Policy and Reserves Policy documents had been created and that an Unreasonable Complainants Policy had been developed by the DPF using Ombudsman guidance.
- 1805.3. It was **PROPOSED** by MR COULTISH and **SECONDED** by MR JOHNSON and **UNANIMOUSLY RESOLVED** that the Board adopt the new and revised policies.

1806. New Offices

- 1806.1. The CEO confirmed that officers had now taken possession of new offices and therefore the new business address for the Board was:

*Dempster Internal Drainage Board
24 Innovation Drive
Newport
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HU15 2FW*

- 1806.2. The Board agreed to hold future meetings at these offices.

1807. Date of Future Meetings

- 1807.1. The date of the next Full Board meeting was due to take place on Monday 23rd January 2023 at 1:00pm, to be held at 24 Innovation Drive, Newport.

- 1807.2. The ADOC Consortium Committee was due to take place on Tuesday 22nd November 2022 at 9:30am at 24 Innovation Drive, Newport.
- 1807.3. The Board thanked Mr Barker of Reedness and Swinefleet IDB for his hospitality for previous meetings held at Castle View Farm.
- 1807.4. The Chair thanked Members and Officers for their attendance and closed the meeting.