



## Cowick & Snaith Internal Drainage Board

MINUTES FROM THE FULL BOARD MEETING HELD ON TUESDAY 21<sup>ST</sup> JUNE 2022 AT WEST COWICK  
INSTITUTE

### PRESENT

#### Elected

Mr P Cooper (C)      Mr E Bayston (VC)      Mr T Bayston      Mr W Bayston      Mr R Kealey

Mr A Wood      Mr I Wood      Mr S Wood

#### Appointed

Cllr Emsen      Mr S Wright      Cllr Spencer

### APOLOGIES

#### Elected

Mr R Thompson

#### Appointed

Mrs V Whiteley      Cllr Sargeantson      Cllr Fox

### ABSENT

#### Appointed

Cllr A Handley      Cllr S Jones

### 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  
24 Innovation Drive  
Newport  
East Riding of Yorkshire  
HU15 2FW

01430 430237  
[info@yorkshirehumberdrainage.gov.uk](mailto:info@yorkshirehumberdrainage.gov.uk)  
[yorkshirehumberdrainage.gov.uk](http://yorkshirehumberdrainage.gov.uk)  
@idbyorkshire

**607. Welcome, Introductions and Apologies**

607.1. The Chair welcomed Members and Officers to the Board, noting apologies from Mr Thompson, Mrs Whiteley, Cllr Sargeantson and Cllr Fox.

**608. Declarations of Interest**

608.1. Mr E Bayston declared an interest in the development proposed on land south of Pontefract Road, to be discussed under the item Planning & Development.

**609. Additional Agenda Items**

609.1. None.

**610. Health and Safety**

610.1. The CEO confirmed that the Health & Safety Management System (HSMS) had been approved by the Vice Chairman under delegated authority and drew attention to the document within the meeting papers.

610.2. It was **PROPOSED** by MR E. BAYSTON and **SECONDED** by MR A. WOOD and **UNANIMOUSLY RESOLVED** that the Board ratify the Vice Chairman's decision to adopt the new Health and Safety Management System.

**611. Natural Environment**

611.1. The CEO informed Members that this would remain a standing item for future meetings and advised that the current biodiversity action plans (BAP) are being updated into a single consortium wide document, but would be geographically based.

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

612.1. The Chair drew attention to the minutes of the previous meeting at Appendix B.

612.2. It was **PROPOSED** by MR E. BAYSTON and **SECONDED** by MR S. WOOD and **UNANIMOUSLY RESOLVED** that the Board approve these minutes as a true record of that meeting.

**613. Matters Arising**

613.1. The DO confirmed he had provided Cllr Fox with an update on Planning & Development control, which had been requested at the previous meeting.

613.2. The CEO advised he would be arranging a date with Cllr Emsen to walk the Board's area to provide a better understanding of the drainage network and concerns. **ACTION CEO**

**614. Professional Appointments to the Board**

614.1. The CEO drew attention to the list of service providers which support Officers on a day-to-day basis and gave the opportunity for Members to declare any conflicts of interest.

614.2. It was **PROPOSED** by MR I. WOOD and **SECONDED** by MR KEALEY 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.

#### **615. Risk Register Review**

615.1. The CEO informed members that a review had taken place comparing risks to the Board against the previous year.

615.2. He highlighted that risk in relation to insurances and the annual budget had decreased.

615.3. It was **PROPOSED** by MR A. WOOD and **SECONDED** by MR E. BAYSTON and **UNANIMOUSLY RESOLVED** that the Board approve the revised risk register for 2022.

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

616.1. The DPF presented the Board's Accounts for 2021/22, notifying Members that these had been prepared by the Board's accountants, Hunter Gee Holroyd Ltd and highlighted a surplus of £7k.

616.2. The Chair queried "other income" to which the CEO confirmed most of these funds were received from Highways England.

616.3. Mr I Wood queried whether monies had been recovered in respect of the last major flooding incident to which the CEO confirmed a total of £73k was reimbursed by the Environment Agency in the last financial year.

616.4. The DPF proceeded to read the eight annual governance statements.

616.5. It was **PROPOSED** by MR S. WOOD and **SECONDED** by MR I. WOOD and **UNANIMOUSLY RESOLVED** that the Board approve the Annual Governance Statement for 2021/22.

616.6. It was **PROPOSED** by MR S. WOOD and **SECONDED** by MR A. WOOD and **UNANIMOUSLY RESOLVED** that the Board approve the Accounting Statements for 2021/22.

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

617.1. The DPF presented the Invoices paid and Accounts Settled and invited questions from members.

617.2. The Chair asked whether Canals & Rivers Trust were being recharged for the repairs to Newbridge given that it had been placed under significant strain during the breach of the canal, to which the DO confirmed he was actively trying to reach an Officer within CRT, unfortunately to no avail.

617.3. The Chair asked if new electricity contracts had been negotiated. The DO advised that the current contracts end in September and that at present providers were not willing to provide any confirmation of fixed fees until the renewal date due to volatility in the market.

617.4. It was **PROPOSED** by MR E. BAYSTON and **SECONDED** by MR WRIGHT and **UNANIMOUSLY RESOLVED** that the Board note and approve the record of Invoices Paid and Accounts Settled, totalling £13,412.99 (net) for the last financial quarter.

#### **618. Bank Accounts**

618.1. The DPF explained that the Board's bank accounts did not offer suitable interest rates and had therefore explored other competitive options.

618.2. Members and Officers highlighted the importance of the Board being able to access these funds in times of emergency and therefore funds should not be locked in.

618.3. It was **PROPOSED** by MR A. WOOD and **SECONDED** by CLLR EMSEN and **UNANIMOUSLY RESOLVED** that the Board authorise the CHAIR, Mr Paul Cooper, the VICE-CHAIR, Mr Edward Bayston, the CEO Mr Andrew McLachlan and the DPF, Miss Angela Cowen, to deposit the Board's savings into an alternative savings or deposit account, provided the period of notice to withdraw funds is no more than 35 days, and if necessary, close the existing savings account (Barclays account).

#### **619. Drainage Rates**

619.1. The DPF confirmed that the 2022/23 drainage rates demands were issued at the beginning of April and that £23,473 had been received, representing 80% of the total owed.

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

620.1. The DO notified Members that an outline drainage plan had been provided in respect of the proposed 160 dwelling development on land south of Pontefract Road, Snaith. However there were a few anomalies which had been queried.

620.2. He confirmed that there were no enforcement matters or consents.

#### **621. Maintenance**

621.1. The DO presented a petition received from a landowner, also a Board Member, who requested that he was able to carry out works to a riparian watercourse which falls in both the Danvm and Cowick & Snaith districts.

621.2. The DO explained that if works were to be carried out, more water would flow into the Cowick & Snaith District if water levels were high in the River Went. However, should Cowick & Snaith district flood, the proposed adaptations to this watercourse would allow for an unlimited discharge of water into the River Went.

- 621.3. The Chair asked who would be responsible for the yearly maintenance costs, to which the CEO advised that, if the watercourse were to be adopted by the Boards, costs would be apportioned.
- 621.4. Mr A Wood highlighted that the Board would be liable for increased costs due to having to pump more water. Mr E Bayston requested that these costs be recharged to Danvm.
- 621.5. A discussion ensued and Members requested that Officers undertake surveys to identify the water levels and how this would affect the Cowick & Snaith district.
- 621.6. Mr E Bayston queried whether Members would be happy to approve the petition provided Danvm's share of the costs were met by Danvm.
- 621.7. It was **PROPOSED** by Mr E Bayston and **SECONDED** by Mr S Wood and **UNANIMOUSLY RESOLVED** that the Board approve the petition received if Danvm Drainage Commissioners accept responsibility for their share of the costs.
- 621.8. Moving on to the proposed maintenance plan, the DO presented Members with the anticipated maintenance programme for the year and explained that when the budget was agreed, fuel prices were at a much lower price. However due to a 30% increase, maintenance would likely need to be reduced to meet the agreed budget.
- 621.9. He advised that maintenance could be completed as per previous years, however it would mean the Board using around £7k from the reserves.
- 621.10. The Board agreed that the reason for holding the reserves was so they could be used to ensure appropriate maintenance of the network and that £7k should be used to complete a full maintenance programme.
- 621.11. It was **PROPOSED** by MR KEALEY and **SECONDED** by MR E. BAYSTON and **UNANIMOUSLY RESOLVED** that the Board completes the maintenance programme as per the previous year, using additional funding from Board reserves.
- 621.12. The DO also advised that a contractor had submitted invoices late by 18 months and therefore the Board had around £10k owing. He advised that as the late submissions were a breach of contract, the Board did have the right to retain 10% of this sum.
- 621.13. It was **PROPOSED** by MR I WOOD and **SECONDED** by MR E. BAYSTON and **UNANIMOUSLY RESOLVED** that the Board pay 100% of the invoice costs to Mr Richardson.
- 621.14. In relation to pumping stations, the DO advised that a bearing at Newbridge Pumping Station had been replaced and that some of this cost had been reclaimed from Highways England. He was hopeful that the rest could be reclaimed from CRT.
- 621.15. He advised that Lord Downes had suffered significant damage, costing around £25k to repair.
- 621.16. Mr T Bayston and Mr W Bayston arrived.

621.17. The Chair queried why the costs for Lord Downes could not be recovered from the Environment Agency, given that the reason for the damage was due to pumping river water back into the river. [Full and final costs for the 2020 incident had already been agreed with the EA]

621.18. Board Members discussed their beliefs that the EA were not supporting East Cowick enough with flood prevention and requested that Cllr Emsen raise this concern at the next Council meeting. **Action Cllr Emsen.**

621.19. Cllr Spencer arrived.

621.20. The Chair requested that the DO attempt to recover £25k of costs to repair Lord Downes pump station from the EA. **Action DO.**

## **622. Policy Updates**

622.1. The CEO confirmed the Financial Regulations had been reviewed and updated to meet UK procurement rules and legislation.

622.2. The CEO referred members to two new policies which had been recommended by the Internal Auditor, a Fixed Assets Policy and Reserves Policy. He also referred members to another new policy - Unreasonable Complainants Policy – which had been prepared in accordance with Local Government Ombudsman guidance.

622.3. It was **PROPOSED** by MR WRIGHT and **SECONDED** by MR S. WOOD and **UNANIMOUSLY RESOLVED** that the Board adopt the new and revised policies.

## **623. New Offices**

623.1. The CEO confirmed that officers took possession of new offices on May 16<sup>th</sup> 2022, therefore the new business address for the Board was:

*Cowick & Snaith Internal Drainage Board  
24 Innovation Drive  
Newport  
East Riding of Yorkshire  
HU15 2FW*

623.2. The Board agreed the next meeting would be at the new offices.

## **624. Date of Future Meetings**

624.1. The next Full Board meeting was due to take place on Tuesday 24<sup>th</sup> January 2023 at 1:00pm at 24 Innovation Drive, Newport.

624.2. The ADOC Consortium Committee was due to take place on Tuesday 22<sup>nd</sup> November 2022 at 9:30am at 24 Innovation Drive, Newport.

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