



# Rawcliffe Internal Drainage Board

## MINUTES FROM THE FULL BOARD MEETING HELD AT THE RAINBOW INSTITUTE

17 COWICK

### AGENDA

1. Apologies for Absence (Mr Chantry (C), Mr D Backhouse, Mrs S Backhouse, Mr P Sykes)

### 2. Apologies

### 3. APOLOGIES

3.1 Elected (Mr Blacker, Mrs D Nicholson)

### 3.2 Co-opted

3.3 Appointed (Mr K Fillingham, Mrs S Backhouse, Mr P Sykes, Cllr Fox)

Mr  
Mr  
Mr  
Miss

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

- 846.1. The Chair welcomed Members and Officers to the Board noting apologies from Mr Blacker, Mr Nicholson, Mr Shubrook, Cllr Sargeantson and Cllr Fox.

**847. Declarations of Interest**

- 847.1. None

**848. Additional Agenda Items**

- 848.1. None

**849. Health and Safety**

- 849.1. The Chair confirmed he had approved the new Health & Safety Management System (HSMS) under delegated authority and presented the policy document to members.
- 849.2. The CEO advised that operational staff within the Consortium had been provided with training and that the pumping station operatives had also been invited and attended risk assessment training.
- 849.3. It was **PROPOSED** by MR FILLINGHAM and **SECONDED** by MR SYKES and **UNANIMOUSLY RESOLVED** that the Board ratify the Chair's decision to adopt the new Health and Safety Management System.

**850. Natural Environment**

- 850.1. The CEO informed that he intended this to become a standing item on future agendas.
- 850.2. He advised that the current biodiversity action plans (BAP) are being updated into a single consortium-wide document but would be geographically based.

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

- 851.1. The Chair drew attention to minutes of the previous meeting presented at Appendix B.
- 851.2. It was **PROPOSED** by MR SYKES and **SECONDED** by MR LEWIS and **UNANIMOUSLY RESOLVED** that the Board approve these minutes as a true record of that meeting.

**852. Matters Arising**

- 852.1. The DO confirmed he had investigated an issue reported at the previous Full Board meeting, that oil had possibly been entering a watercourse, and that there were no concerns to report.

**853. Professional Appointments to the Board**

- 853.1. The CEO presented the organisations which support Board operations on a day-to-day basis and advised that these appointments should be made from time to time.

853.2. It was **PROPOSED** by MR SYKES and **SECONDED** by MRS S BACKHOUSE 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.

#### **854. Risk Register Review**

854.1. The CEO confirmed that a desktop review had been completed comparing risks to the organisation against the previous year.

854.2. He highlighted that the biggest risks related to the Board's pumping stations and concerns regarding finances and reserves.

854.3. It was **PROPOSED** by MR SYKES and **SECONDED** by MR FILLINGHAM and **UNANIMOUSLY RESOLVED** that the Board approve the revised risk register for 2022.

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

855.1. The DPF presented the Board's Accounts for 2021/22 which had been prepared by the Board's accountants, Hunter Gee Holroyd Ltd and highlighted that there was a planned deficit of just under £20k, which related to the pump station and had been taken from reserves.

855.2. The DPF proceeded to read the eight annual governance statements to the Board and confirmed that the internal auditor had approved and signed-off the Board's accounts.

855.3. It was **PROPOSED** by MRS S BACKHOUSE and **SECONDED** by MR LEWIS and **UNANIMOUSLY RESOLVED** that the Board approve the Annual Governance Statement for 2021/22.

855.4. It was **PROPOSED** by MRS S BACKHOUSE and **SECONDED** by MR SYKES and **UNANIMOUSLY RESOLVED** that the Board approve the Accounting Statements for 2021/22.

855.5. Mr D Backhouse arrived.

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

856.1. The DPF presented the invoices paid and accounts settled and highlighted that electricity invoices with credits were due to corrections of estimated meter readings.

856.2. It was **PROPOSED** by MR SYKES and **SECONDED** by MR LEWIS and **UNANIMOUSLY RESOLVED** that the Board note and approve the record of Invoices Paid and Accounts Settled, totalling £19,062 (net) for the last financial quarter.

#### **857. Bank Accounts**

857.1. The DPF advised she had been investigating bank accounts across the consortium and whether Boards could see a greater return by switching to a more appropriate savings account and closing accounts where there had been no activity.

857.2. It was **PROPOSED** by MRS S BACKHOUSE and **SECONDED** by MR FILLINGHAM and **UNANIMOUSLY RESOLVED** that the Board authorise the CHAIR, Mr Peter Chantry, the VICE-CHAIR, Mr Patrick Sykes, the CEO, Mr Andrew McLachlan & the DPF, Miss Angela Cowen, to close the unused Barclays Business Premium ME account (ending 0657) and transfer the £10.00 balance to the main Barclays Business Premium ME account (ending 0101).

857.3. It was **PROPOSED** by MR LEWIS and **SECONDED** by MRS S BACKHOUSE and **UNANIMOUSLY RESOLVED** that the Board authorise the CHAIR, Mr Peter Chantry, the VICE-CHAIR, Mr Patrick Sykes, the CEO, Mr Andrew McLachlan & the DPF, Miss Angela Cowen to transfer the funds in the Santander Business Banking Bond to a new deposit account, provided the period of notice to withdraw funds is no more than 35 days, and if necessary, to close the aforementioned account down.

#### **858. Drainage Rates**

858.1. The DPF confirmed that the 2022/23 drainage rates demands had been issued at the beginning of April, and that as of June, £9,311 had been received representing 61% of the total owed.

858.2. The Chair queried whether funds could be recovered from RC-0049 to which the DO advised it had not been possible to locate the landowner who was responsible for the rates at this time.

858.3. **REDACTED**

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

859.1. The DO advised that there had been no formal communication regarding any proposed development in the area but that this would be reported at the next meeting should anything be received.

859.2. Regarding tree works near Dobella pumping station, the DO confirmed that a consent had been received from National Powergrid for them to proceed with the works.

859.3. He then confirmed that Network Rail would be carrying out repairs to the bridge over Dobella Drain with access remaining for Board maintenance.

#### **860. Maintenance**

860.1. The CEO informed Members that a meeting had taken place with the Environment Agency for the proposed Rawcliffe Pump Station scheme in relation to Pastures and Dobella and that this had been accepted onto the regional Flood Defence Grant in Aid programme, where it would be considered for funding.

860.2. He advised that the Capital Delivery Manager would be investigating the possibility of obtaining funding for a feasibility study.

- 860.3. It was **PROPOSED** by MR CHANTRY and **SECONDED** by MR FILLINGHAM and **UNANIMOUSLY RESOLVED** that if the Board receives 100% funding for a feasibility study, the CEO is authorised to proceed with the study, in consultation with the Chair.
- 860.4. The CEO confirmed that the Board's Asset Manager, Mr Martin, had spent a significant amount of time and effort to renegotiate an agreement with National Highways in relation to the motorway agreements.
- 860.5. The Chair passed on his gratitude to Mr Martin and queried what the financial impact would be to the Board.
- 860.6. The CEO explained that using the agreed formula, last year the recharges would have been around £15k.
- 860.7. In relation to this year's maintenance programme, the DO explained that the budget was agreed when the fuel price for red diesel was much lower than the current price of over £1 per litre, and that in some cases this is reaching 120p per litre.
- 860.8. Mr D Backhouse queried the future electricity costs expected, to which the DO replied they would be at least double what they are on the current rate.
- 860.9. Mr Mckenna arrived.
- 860.10. Mr Sykes highlighted the importance of Pasture Drain North, and that maintenance should not be reduced in this area due to the amount of water it takes from the village.
- 860.11. Mr Fillingham requested that Dobella North and Dobella Cottage Drain have the proposed maintenance techniques swapped.
- 860.12. It was **PROPOSED** by MR SYKES and **SECONDED** by MR LEWIS and **UNANIMOUSLY RESOLVED** that the Board approves the annual maintenance programme subject to the proposed amendments.
- 860.13. The Chair queried how things were progressing with Pastures pump, to which the DO advised that this had been fitted but returned to Xylem for some slight adaptations at the DO's request. The DO confirmed that no extra costs had been incurred.
- 860.14. The CEO notified Members that the Danvm MEICA team would be working across the Consortium, attending to pumping stations.

## **861. Policy Updates**

- 861.1. The Chair confirmed that the Financial Regulations had been reviewed and updated in accordance with current best practice and legislative changes.
- 861.2. The CEO referred members to two new policies that had been recommended by the internal auditor - the Fixed Assets Policy and Reserves Policy.

861.3. The DPF confirmed that another new policy, the Unreasonable Complainants Policy, had been created using Local Government Ombudsman guidance.

861.4. It was **PROPOSED** by MR SYKES and **SECONDED** by MR MCKENNA and **UNANIMOUSLY RESOLVED** that the Board adopt the new and revised policies.

**862. New Offices**

862.1. The CEO confirmed that Officers had now taken possession of the new premises. Therefore, the new business address for the Board was:

*Rawcliffe Internal Drainage Board  
24 Innovation Drive  
Newport  
East Riding of Yorkshire  
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862.2. Members agreed to hold the next meeting at the new offices.

**863. Date of Future Meetings**

863.1. The next Full Board meeting was due to take place on Tuesday 24<sup>th</sup> January 2023 at 10:00am at 24 Innovation Drive, Newport.

863.2. 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.