



# Black Drain Drainage Board

MINUTES FROM THE FULL BOARD MEETING HELD ON WEDNESDAY 22<sup>ND</sup> JUNE 2022 AT THE OLD  
PEOPLES WELFARE CENTRE, THORNE

## PRESENT

### Elected

Mr D Hinchliffe (C)      Mr D Oldroyd      Mr R Hinchliffe      Mr D Oldknow      Mr M Conroy  
Mr K Parkinson      Mr D Backhouse      Mr S Longthorp

### Appointed

Mr P Marran      M P Evans      Mr A Porter

## APOLOGIES

### Elected

Mr R Ketteringham

### Appointed

Cllr Houlbrook      Mr C Crowe

## ABSENT

### Appointed

## IN ATTENDANCE

### Officers

Mr A McLachlan – Chief Executive Officer  
Mr R Towse – Director of Operations  
Ms A Cowen – Director of Policy & Finance  
Mr L Plater – Senior Planning & Development Control Officer  
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](https://twitter.com/idbyorkshire)

**91. Welcome, Introductions and Apologies.**

- 91.1. The Chair welcomed Members and Officers to the Board, noting apologies from Mr Kettering, Cllr Houlbrook and Mr Crowe.
- 91.2. The Chair notified the Board that Mr Don Parkinson, who had served the Board for an extensive period, had sadly passed away and passed on his condolences to Mr Parkinson's family. The Board paused for a moment of remembrance.

**92. Declarations of Interest**

- 92.1. None.

**93. Additional Agenda Items**

- 93.1. None

**94. Health and Safety**

- 94.1. The CEO confirmed that the new Health & Safety Management System (HSMS) had been approved by the Chairman under delegated authority and was now operational.
- 94.2. It was **PROPOSED** by MR OLDROYD and **SECONDED** by MR OLDKNOW and **UNANIMOUSLY RESOLVED** that the Board ratify the Chair's decision to adopt the new Health and Safety Management System.

**95. Natural Environment**

- 95.1. The CEO informed Members that the current biodiversity action plans (BAP) were being updated into a single consortium-wide document but would be geographically based and specific to each individual Board.

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

- 96.1. The Chair presented the minutes of the previous meeting.
- 96.2. It was **PROPOSED** by MR PORTER and **SECONDED** by MR OLDKNOW and **UNANIMOUSLY RESOLVED** that the Board approve these minutes as a true record of that meeting.

**97. Matters Arising**

- 97.1. The CEO confirmed that the new telemetry system should be installed at the Board's pumping stations this year.
- 97.2. In relation to minute 15 - the ground stabilisation at Outlet PS - the CEO advised that whilst he was in discussions with contractors, the previous agreement was too loose to be able to hold anyone accountable.

- 97.3. The Chair requested that Officers investigate a cost-effective solution to resolve the issues.  
**Action CEO/DO**

## **98. Professional Appointments to the Board**

- 98.1. The CEO presented the list of service providers who support Officers in the day-to-day operation of the Board's activities and advised that the Board consider this appointments from time to time.
- 98.2. It was **PROPOSED** by MR R HINCHLIFFE and **SECONDED** by MR D OLDROYD 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.

## **99. Risk Register Review**

- 99.1. The CEO advised that officers had completed a desktop review comparing risks against the previous year and highlighted that whilst there were no significant changes, the biggest risk to the Board was financial.
- 99.2. It was **PROPOSED** by MR OLDKNOW and **SECONDED** by MR BACKHOUSE and **UNANIMOUSLY RESOLVED** that the Board approve the revised risk register for 2022.

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

- 100.1. The DPF presented the Board's Accounts for 2021/22 and advised these had been prepared by the Board's accountants, Hunter Gee Holroyd Ltd.
- 100.2. The CEO advised that whilst this shows a deficit of £22k, this was due to the works on the screen at Dikes Marsh.
- 100.3. The DPF highlighted the 'debtors' figure for 2021/22 of £16,646, which included three debtors that were carried forward when Yorkshire and Humber Drainage Boards took over the management of Black Drain in April 2020 and that unfortunately, it had not been possible to locate the original invoices or any information about these debts.
- 100.4. The DPF suggested that, unless any information comes to light during 2022/23 to enable the Board to pursue these debts, they should be written off in next year's accounts (year-ending 2022/23).
- 100.5. It was **PROPOSED** by MR OLDROYD and **SECONDED** by MR R. HINCHLIFFE and **UNANIMOUSLY RESOLVED** that the Board write off the debts c/f from 2019/20 owed by National Highways (£210.00 & £1,029.11) and "MJR" (£2,898.00) unless any relevant information comes forward during 2022/23 to enable the debts to be pursued.
- 100.6. The DPF proceeded to read the eight annual governance statements to the Board.

100.7. It was **PROPOSED** by MR OLDKNOW and **SECONDED** by MR CONROY and **UNANIMOUSLY RESOLVED** that the Board approve the Annual Governance Statement for 2021/22.

100.8. It was **PROPOSED** by MR OLDKNOW and **SECONDED** by MR R. HINCHLIFFE and **UNANIMOUSLY RESOLVED** that the Board approve the Accounting Statements for 2021/22.

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

101.1. The DPF drew attention to the Invoices Paid and Accounts Settled.

101.2. It was **PROPOSED** by MR LONGTHORP and **SECONDED** by MR BACKHOUSE and **UNANIMOUSLY RESOLVED** that the Board note and approve the record of Invoices Paid and Accounts Settled, totalling £26,864.11 (net) for the last financial quarter.

#### **102. Bank Accounts**

102.1. The DPF confirmed that she had reviewed the bank accounts held by all Boards across the consortium in view to closing old/unused accounts and exploring opportunities to obtain a better rate of return on savings accounts and investments.

102.2. She advised that the Board's existing savings deposit account was currently generating around £50 interest a month (with a 0.4% AER) and that this was a good rate compared to similar products. It was therefore not recommended that the Board transfer its savings to a different bank account at the current time.

#### **103. Drainage Rates**

103.1. The DPF confirmed the 2022/23 drainage rates demands had been issued at the beginning of April and that £19,580 had been received, representing 84% of the total owed.

#### **104. Land Ownership Issues**

104.1. At the last meeting officers were asked by Mr Parkinson to investigate the ownership of land off Moorends Road opposite Moorends Farm Bungalow. The SDCO confirmed he had completed Land Registry searches and this land was not owned by the Board, but by Harworth Estates.

104.2. The Chair requested a discussion about land owned by the Board between Warping Drain Cottages and Durham's Warping Drain off Selby Road.

104.3. The SDCO confirmed he had completed searches of this land and had determined that it is clearly under the Board's ownership. Investigations by the SDCO had shown that the adjacent landowner had extended their garden on to this land and therefore the Board must decide what action they wished to take.

104.4. The DO advised that this was currently causing limitations to effectively carry out maintenance to Durham Warping Drain.

104.5. The Board discussed possible options to resolve the trespassing issues, and it was decided that the Board would first proceed with enforcement action using their statutory powers before tackling the issue as the land owner.

104.6. Mr Oldknow left the meeting.

104.7. The Board unanimously agreed that the Chair, in conjunction with the CEO, be given authority to proceed with legal action if necessary.

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

105.1. The SDCO informed Members that discussions were ongoing with developers regarding a large industrial estate between the M18 and River Don to agree a satisfactory drainage design.

105.2. Developers at White Lane, Thorne, had been approached over concerns of encroachment towards Boating Dyke. Discussions were being held with an architect to amend plans to ensure maintenance access was secured once the site was completed, with remedial works to the watercourse scheduled. An invoice had been issued for legal costs incurred in the enforcement proceedings.

105.3. The SDCO informed members of ongoing discussions with Network Rail regarding maintenance of a railway ditch at Moorends. It had been proposed that the Board would undertake maintenance at NR's expense.

105.4. Mr R Hinchliffe queried whether planning permission was required for the Black Drain sign which is visible from the M18 to which the CEO confirmed it was not necessary

#### **106. Maintenance**

106.1. The CEO provided the Board with an update on the progress of Dikes Marsh Pumping Station refurbishment.

106.2. The CEO advised that once the main works were invoiced, it may be possible to look at and an enhanced project plan.

106.3. Moving onto electricity contracts, the DO advised that these were due for renewal in September and that he anticipated the costs would be at least double the current rate.

106.4. He explained how fuel costs had hindered the proposed maintenance plan, as the budget had been agreed when prices were significantly lower. Consequently, the maintenance plan had been amended to meet the agreed budget.

106.5. Mr R. Hinchliffe requested that spraying no longer takes place within the Board's area, as he did not believe it had had the impact it should have.

106.6. The Board discussed the best approach to take to ensure that the network received effective maintenance.

106.7. It was **PROPOSED** by MR R. HINCHLIFFE and **SECONDED** by MR BACKHOUSE and

**UNANIMOUSLY RESOLVED** that the Chair, alongside the DO amend the proposed annual maintenance programme as appropriate.

- 106.8. Referring to the potential that IDB may have to make reductions in their maintenance programme, Mr Oldroyd highlighted the importance of the Board having a robust reserves policy, so the Board can effectively use the reserve funds in times of need and emergency.
- 106.9. The DO advised that works on the M18 would be completed under the agreement with Highways England this year, but that in future years, it may be possible to add this to the maintenance map and recharge this work to National Highways.
- 106.10. The DO confirmed that works being carried out on the Warring Drain were being completed in sections, to allow operators to undergo training on the Spearhead.

#### **107. Policy Updates**

- 107.1. The CEO confirmed that the Financial Regulations had been reviewed and updated in accordance with current best practice and legislative changes.
- 107.2. The CEO referred members to the new Fixed Assets Valuation Policy and new Reserves Policy, which had been recommended by the internal auditor. He also referred members to the new Unreasonable Complainants Policy, which had been created in line with Local Government Ombudsman guidance.
- 107.3. It was **PROPOSED** by MR OLDROYD and **SECONDED** by MR LONGTHORP and **UNANIMOUSLY RESOLVED** that the Board adopt the new and revised policies.

#### **108. New Offices**

- 108.1. The CEO confirmed Officers had taken possession of the new offices on May 16th, 2022, and therefore the new business address for the Board was:

*Black Drain Drainage Board  
24 Innovation Drive  
Newport  
East Riding of Yorkshire  
HU15 2FW*

#### **109. Date of Future Meetings**

- 109.1. The next Full Board meeting was due to take place on Wednesday 25<sup>th</sup> January 2023 at 9:00am
- 109.2. The ADOC Consortium Committee was due to take place on Tuesday 22<sup>nd</sup> November 2022 at 9:30am
- 109.3. The Chair thanked Members and Officers for their attendance and closed the meeting.