



**Cowick & Snaithe**  
Internal Drainage Board

**MINUTES OF THE FULL BOARD MEETING  
TUESDAY 20TH JUNE 2023 AT 24 INNOVATION DRIVE**

<b>PRESENT</b>					
<b>Elected</b>	Mr P Cooper (C)	Mr T Bayston	Mr I Wood	Mr W Bayston	
<b>Appointed</b>	Mrs V Whiteley	Cllr Fox	Mr S Wright		
<b>APOLOGIES</b>					
<b>Elected</b>	Mr E Bayston (VC)	Mr R Thompson	Mr A Wood	Mr S Wood	
<b>Appointed</b>	Cllr Spencer	Cllr Emsen	Cllr S Jones		
<b>ABSENT</b>					
<b>Appointed</b>	Cllr Sargeantson	Cllr A Handley			
<b>IN ATTENDANCE</b>					
<b>Officers</b>		Mr A McLachlan – Chief Executive Officer			
		Mr R Towse – Director of Operations			
		Miss 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

**642. Welcome, Introductions and Apologies.**

642.1. The Chair welcomed Members and Officers to the Board, noting apologies from Mr E Bayston, Mr R Thompson, Cllr Spencer, Cllr Emsen, Mr A Wood, Mr S Wood, and Cllr Jones.

**643. Declarations of Interest**

643.1. Mr W Bayston declared an interest in item 14.4 - Snaith Road Development.

**644. Additional Agenda Items**

**645. Health and Safety**

645.1. The CEO advised that there were no incidents to report.

**646. Natural Environment**

646.1. The CEO advised that the Consortium's Biodiversity Action Plan (BAP) was now complete and ready for the Board to consider for adoption. He explained that this plan supported the Board in meeting its statutory requirements in sustaining and enhancing biodiversity within the Board's district.

646.2. The BAP provides an audit of biodiversity within and interacting with the drainage district and establishes strategic objectives underpinned by a series of action plans. The operational staff had received biodiversity and biosecurity training, enabling them to identify and record the presence of habitats and species when carrying out maintenance works.

646.3. Mr I Wood highlighted that there was no mention of land drainage operations within the BAP.

646.4. The CEO responded that although the BAP's focus is on conserving and enhancing biodiversity, it did reference the Board's responsibility in respect of land drainage, and he clarified that in fulfilling the Board's land drainage functions, it was imperative that the Board met their legal obligations in respect of biodiversity.

646.5. The Board then discussed the classification of reservoirs.

646.6. It was **PROPOSED** by Mr Wright and **SECONDED** by Mr T Bayston and **UNANIMOUSLY RESOLVED** that the Board adopt the Biodiversity Action Plan.

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

647.1. The Chair drew attention to the minutes of the previous meeting.

647.2. Mr I Wood referred to minute 632.2 and requested it be made clear that the costs were met by the Board.

647.3. Mrs Whiteley arrived.

647.4. It was **PROPOSED** by Cllr Fox and **SECONDED** by Mr W Bayston and **UNANIMOUSLY RESOLVED** that the Board approve these minutes as a true record of that meeting.

**648. Matters Arising**

648.1. None.

**649. Annual Risk Register and Health & Safety Review**

649.1. The CEO confirmed that he had completed a desktop review comparing business risks against the previous year and drew attention to the draft risk register.

649.2. The CEO highlighted that the Board were now cyber essentials accredited, explaining that measures had been taken in line with a government benchmark to improve and enhance the Board's resilience to a cyber-attack and potential data breach.

649.3. It was **PROPOSED** by Mrs Whiteley and **SECONDED** by Mr Wright and **UNANIMOUSLY RESOLVED** that the Board approve the revised risk register for 2023.

649.4. The CEO advised that the Health and Safety Management System had been introduced last year and that there had been two internal review meetings, along with a review of risk assessments and COSHH.

649.5. It was reported that the Consortium's operational teams had participated in several training courses over the year.

649.6. There were no Health & Safety incidents to report within the Cowick and Snaith District since the last Board meeting.

649.7. It was **PROPOSED** by Mr Wright and **SECONDED** by Mr I Wood and **UNANIMOUSLY RESOLVED** that the Board note and accept the annual review of the Health and Safety Management System.

**650. Accounting Statements and Annual Return**

650.1. The DPF referred members to the Board's accounting statements and annual return for the period 2022/23, which had been compiled by the Board's accountants, Hunter Gee Holroyd Ltd.

650.2. The DPF summarised the accounts, highlighting a small surplus of £3k. She explained that "other income" looked higher this year as the timing had changed as to when the National Highways invoices were issued. Consequently, there were two years' worth of invoices included in the accounts.

650.3. Mr Cooper queried whether there would have been a greater surplus if the Board had not had to pay a late invoice during the year, as was agreed at the previous meeting, to which the CEO confirmed that was correct.

650.4. Mr W Bayston asked what works had been carried out on the pumping stations. The DO advised that there had been a refurbishment of the pump at Lord Downes.

650.5. With no further questions on the accounts, the CEO referred members to the annual governance statements for their consideration. He advised that, as previously explained, the Board must answer “No” to assertion four.

650.6. The CEO proceeded to read the eight annual governance statements.

650.7. It was **PROPOSED** by Mr W Bayston and **SECONDED** by Mrs Whiteley and **UNANIMOUSLY RESOLVED** that the Board approve the Annual Governance Statement for 2022/23.

650.8. It was **PROPOSED** by Mr W Bayston and **SECONDED** by Mr Wright and **UNANIMOUSLY RESOLVED** that the Board approve the Accounting Statements for 2022/23

#### **651. Budget Refresh**

651.1. The Chair presented a revised budget, with the expenditure updated to include the latest information from contractors.

651.2. The CEO advised that the insurance increase was due to an exercise undertaken by Board staff and insurers to ensure pumping stations were appropriately and adequately covered.

651.3. It was **PROPOSED** by Cllr Fox and **SECONDED** by Mr W Bayston and **UNANIMOUSLY RESOLVED** that the Board approve the revised budget for 2023/24.

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

652.1. The Chair drew attention to the schedule of invoices paid and accounts settled, to which there were no queries.

652.2. It was **PROPOSED** by Mrs Whiteley and **SECONDED** by Mr I Wood and **UNANIMOUSLY RESOLVED** that the Board note and approve the record of Invoices Paid and Accounts Settled, totalling £20,276.18 (net) for the last financial quarter.

#### **653. Internal Audit**

653.1. The DPF confirmed that the internal auditor had conducted the final audit for 2022/23, referring members to the report. The report highlighted the reserves position and acknowledged the introduction of the fixed asset policy.

#### **654. Drainage Rates**

654.1. The DPF reported that 85% of the rates income had been received, and that as there had not been many requests to amend bills due to land transfers, it was expected that after the first reminders had been issued, most of the rates income would be received.

#### **655. Planning & Development**

655.1. The DO advised that there was little to report, save a minor development at the primary school. A planning condition regarding surface water discharge had been accepted by the local planning authority, and land drainage consent was pending.

#### **656. Maintenance**

656.1. The DO presented a proposed maintenance plan based on the Board's budget which provided for all watercourses to be flailed and either de-weeded or de-silted.

656.2. Mr E Bayston highlighted the issues with the river Went.

656.3. Mr Cooper reported an issue with a telegraph pole in proximity to the canal to which the DO confirmed he was aware, and he would investigate. **Action DO.**

656.4. The DO confirmed that the pins on the flap-valve at New Bridge pumping station had been replaced.

656.5. Mr I Wood highlighted the amount of weed in Ings drain, which the DO noted.

656.6. It was **PROPOSED** by Mr T Bayston and **SECONDED** by Mr W Bayston and **UNANIMOUSLY RESOLVED** that the Board approves the annual maintenance programme.

656.7. The CEO advised that he had contacted the Environment Agency regarding the river Aire hydraulic modelling but had not received a response. He added that officers would continue to follow this up as his data would be used to support a potential future capital scheme.

656.8. Mrs Whiteley advised that she would relay this information to the parish council.

#### **657. Date of Future Meetings**

657.1. Full Board meeting - Tuesday 23rd January 2024 at 1:00pm

657.2. ADOC Consortium Committee - Monday 27<sup>th</sup> November 2023 at 9:30am

657.3. Mr W Bayston requested that reminders be sent in advance of the Board meeting. **Action BD Sec.**

657.4. The CEO explained that there had been some changes of councillors following the recent local elections and that this may change some appointed positions on the Board.

657.5. The CEO promoted the Flood & Water Live exhibition, Driffield Show, and notified Members of the new apprenticeship vacancy.

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