



Rawcliffe
Internal Drainage Board

**MINUTES OF THE FULL BOARD MEETING HELD ON TUESDAY 20TH
JUNE 2023 AT 24 INNOVATION DRIVE, HU15 2FW.**

PRESENT

Elected

Mr Chantry (C)

Mr Blacker

Mr Lewis

Mr Sykes

Appointed

Mr K Fillingham

Cllr Fox

APOLOGIES

Elected

Mr D Backhouse

Mr Mckenna

Mr D Nicholson

Appointed

Mrs S Backhouse

Mr S Shubrook

ABSENT

Appointed

Cllr L Sargeantson

IN ATTENDANCE

Officers

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
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880. Welcome, Introductions and Apologies.

880.1. The Chair welcomed Members and Officers to the Board, noting apologies from Mr D Backhouse, Mr McKenna, Mrs S Backhouse, Mr D Nicholson, and Mr S Shubbrook.

881. Declarations of Interest

881.1. None.

882. Additional Agenda Items

882.1. None.

883. Health and Safety

883.1. The CEO advised that there were no specific incidents to report.

884. Natural Environment

884.1. It was confirmed that the Biodiversity Action Plan (BAP) was complete for all Boards within the Consortium and that this supported the Board in meeting its statutory requirements in sustaining and enhancing biodiversity within its district.

884.2. It replaced the previous BAP prepared some years earlier and provided an audit of flora and fauna within or that which interacted with the Board's district.

884.3. It was **PROPOSED** by Mr Sykes and **SECONDED** by Mr Blacker and **UNANIMOUSLY RESOLVED** that the Board adopt the Biodiversity Action Plan.

885. Minutes of the previous Full Board Meeting

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

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

886. Matters Arising

886.1. Mr Fillingham highlighted minute 872.5 referencing that Mrs S Backhouse had requested that the previous year's budget be included within the Board Papers for comparison. **Action CEO**

886.2. Mr K Fillingham arrived.

886.3. With reference to minute 878.3, the DO explained that Mr Fillingham had undertaken maintenance on a section of soak dike on behalf of The Canals & Rivers Trust, and it had been suggested that this be added to the Board's maintenance map. The DO recommended that before making a decision, the Board's SDPCO should investigate the latest position regarding the East Riding Solar Farm. **Action SDPCO.**

886.4. With reference to minute 878.6, the DO confirmed that Dobella Lane Drain West was to be maintained with a weed bucket during the current year.

886.5. In relation to minute 878.7, a response was yet to be received from BT, hence this would remain an ongoing matter.

886.6. In relation to minute 878.8, the DO advised that the flap door at Beech Tree was working well.

887. Annual Risk Register and Health & Safety Review

887.1. The CEO confirmed that he had completed a desktop review comparing business risks against the previous year, referring members to the revised risk register within the papers.

887.2. The CEO advised that the Board were now a 'cyber essentials accredited' organisation, meaning that the Board had introduced new software and security procedures to reduce the risk of the IT system being compromised. He cautioned that this had not reduced the overall score on the risk register because the external threat in relation to cyber security had increased.

887.3. He commented that the risk score associated with the Board's ability to deliver adequate maintenance of watercourses and pumping stations had reduced as a result of the new agreement with National Highways, as well as the feasibility funding approved to explore pumping station improvements.

887.4. It was **PROPOSED** by Mr Lewis and **SECONDED** by Mr Sykes and **UNANIMOUSLY RESOLVED** that the Board approve the revised risk register for 2023.

887.5. The CEO advised that the Health and Safety Management System had been operating for over a year, and that operational teams within the Consortium had received comprehensive training.

887.6. He confirmed that there were no issues to report for Rawcliffe Drainage Board for the review period.

887.7. It was **PROPOSED** by Mr Blacker and **SECONDED** by Mr Lewis and **UNANIMOUSLY RESOLVED** that the Board note and accept the annual review of the Health and Safety Management System.

888. Accounting Statements and Annual Return

888.1. The DPF advised that the Board's accountants, Hunter Gee Holroyd Ltd, had prepared the Board's official accounts and annual return documents for the period 2022/23, drawing attention to the relevant documents presented in the papers.

888.2. She explained that with two years' worth of income from National Highways, the accounts showed a surplus of c£37k. Due to a change in the timing of invoicing for this work, going forward the accounts would revert to including one year's income. She cautioned that,

although the Board's reserves did currently meet the Boards' policy requirement, Rawcliffe Drainage Board had a higher vulnerability due to its seven pumping stations.

888.3. The DPF highlighted a restated figure on the Annual Return document (AGAR) in relation to fixed assets, due to the introduction of a new policy in 2022/23 which valued pumping stations at a nominal £1 rather than construction cost.

888.4. With no further questions on the accounts, the DPF referred members to the annual governance statements for their consideration. She advised that, as previously explained, the Board must answer "No" to assertion four.

888.5. The DPF proceeded to read the eight annual governance statements to the Board.

888.6. It was **PROPOSED** by Mr Sykes and **SECONDED** by Mr P Blacker and **UNANIMOUSLY RESOLVED** that the Board approve the Annual Governance Statement for 2022/23.

888.7. It was **PROPOSED** by Mr P Sykes and **SECONDED** by Mr K Fillingham and **UNANIMOUSLY RESOLVED** that the Board approve the Accounting Statements for 2022/23.

889. Budget Refresh

889.1. The CEO advised that the latest contractor fees and estimates had been considered, and as the Board was in a better financial position than expected, this had been reflected within the revised budget.

889.2. He advised that insurance costs had increased due to an exercise undertaken to ensure the pumping stations were adequately covered. A proportion of costs would be recharged to Highways England for those under their control.

889.3. Mr Chantry highlighted that the funds deposited in the longstanding Santander business bond had finally been withdrawn after a difficult and protracted process. The DPF confirmed that the £109k balance had been transferred to the Board's existing Barclays business savings account, and that Santander had offered a nominal compensation payment of £120 in acknowledgement of the poor standard of service.

889.4. Mr Chantry queried the electricity costs; the DO confirmed that bills had been received up to the end of the financial year and that the rate was at approximately 32p/kwh, adding that the standing charges had increased significantly.

889.5. The CEO presented an electronic version of the original budget against the proposed revised budget so that Members could clearly see the reallocation of funds.

889.6. It was **PROPOSED** by Mr Sykes and **SECONDED** by Mr Blacker and **UNANIMOUSLY RESOLVED** that the Board approve the revised budget for 2023/24.

890. Invoices Paid and Accounts Settled

890.1. The Chair drew attention to the schedule of invoices paid, where the CEO clarified that payments made to Danvm IDB were for MEICA works and parts in pumping stations.

890.2. It was **PROPOSED** by Mr P Sykes and **SECONDED** by Mr K Fillingham and **UNANIMOUSLY RESOLVED** that the Board note and approve the record of Invoices Paid and Accounts Settled, totalling £9,398.17 (net) for the last financial quarter.

891. Internal Audit

891.1. The DPF drew attention to the internal auditor's report from the final internal audit of 2022/23. The report confirmed that there were no matters of concern and acknowledged the implementation of the new fixed asset policy. In recognition of the Board's reserves policy, it recommended that the Board should look to implement a strategy and timetable for achieving the desired 75% proportion of reserves.

892. Elections Programme, Electoral Register and Board Membership

892.1. The DO explained the elections procedure and the electoral register was presented to Members electronically.

892.2. The DPF confirmed that the electoral register had been made available to the public for their consideration and that no queries had been raised in relation to this.

892.3. It was **PROPOSED** by Mr P Sykes and **SECONDED** by Mr Lewis and **UNANIMOUSLY RESOLVED** that the Board approve the Electoral Register (1st April 2023).

892.4. The CEO explained the recent changes at East Riding of Yorkshire Council following the local government elections and that this may result in changes to some of the appointed members on internal drainage boards.

893. Drainage Rates

893.1. The DPF advised that there was approximately £100 of arrears from 2022/23, the majority of which related to unknown land ownership.

893.2. She added that approximately 85% of 2023/24 rates income had been received to date and that reminders were due to be issued shortly.

893.3. Mr Chantry queried if Croda were continuing to pay drainage rates for land as it had previously been questioned as to whether they own this land; the DPF confirmed that they were.

894. Capital Programme

894.1. With reference to the bid for feasibility funding to investigate the replacement of Pastures and Dobella pumping stations ("Rawcliffe Village Flood Alleviation Scheme"), the CEO confirmed that officers had been successful in securing 100% (£86k) of the amount. This would support in producing the modelling, economics, surveys, and an outline design which were all required to develop a business case.

894.2. The CEO explained that the data collected would create a hydraulic model, offering the best solution for a scheme. Once complete, the business case would be submitted to National Highways and the Environment Agency.

894.3. It was **PROPOSED** by Mr P Sykes and **SECONDED** by Mr Fillingham and **UNANIMOUSLY RESOLVED** that the Board approve the Rawcliffe Village Flood Alleviation Scheme through to business case development.

894.4. The Board discussed the culvert under Dobella Lane, resolving that an investigation would be undertaken to see if it were removing water from the M62. **Action DO**

895. Planning & Development

895.1. There were no proposals to report since the last Board meeting.

896. Maintenance

896.1. Mr Fillingham raised concerns regarding the ditch at the side of the canal, highlighting a blocked drain. The DO advised that this was not a Board-maintained watercourse and that it would be for Members to consider via a petition whether this should be added to the maintenance plan.

896.2. The DO advised that the West End Pumping Station levels had been investigated and confirmed that the levels would not be taken any lower as it might cause the motor to overheat.

896.3. There had been some vandalism at Langham 2/3, which was to be resolved.

896.4. The DO presented the Board's proposed maintenance programme, which identified where works had been scheduled for de-weeding and spraying.

896.5. He added that Colwills had presented a cost for 10 meters of piling works at Dobella, or alternatively, the section could be re-graded.

896.6. Mr Sykes suggested that the weeds be sprayed before being removed, however the DO explained that the available budget would not allow for this and would have to be reallocated from the de-silting or de-weeding programme.

896.7. Mr Chantry suggested that Complete Weed Control be asked to spray funded by the serviceability programme allocation of c£1300. The CEO advised that if there were to be any future unexpected costs, these would have to be funded from reserves.

896.8. It was **PROPOSED** by Mr P Sykes and **SECONDED** by Mr Blacker and **UNANIMOUSLY RESOLVED** that the Board approves the annual maintenance programme.

896.9. The CEO raised that Dempster had agreed to look at future sustainability of their Board considering amalgamation as an option.

897. Date of Future Meetings

897.1. The dates of future meetings were confirmed:

- Full Board meeting - Tuesday 23rd January 2024 at 9:30am
- ADOC Consortium Committee - 27th November 2023 at 9:30am

897.2. The CEO advised members of an upcoming ADA Flood & Water exhibition and the Drifffield Show. He also advised Members about the new vacancy for a Civil Engineering Apprenticeship at the OHDB.

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