



**Dempster**  
Internal Drainage Board

**MINUTES OF THE FULL BOARD MEETING HELD ON MONDAY 22ND  
JANUARY 2024 AT 24 INNOVATION DRIVE**

<b>PRESENT</b>					
<b>Elected</b>	Mr J Phillipson	Mr R Hall	Mr J Cowling	Mr M Johnson	Mr P Chantry
	Mr Jacklin				
<b>Appointed</b>	Mr J Frost	Cllr N Coultish			
<b>APOLOGIES</b>					
<b>Elected</b>	Mr M Backhouse				
<b>Appointed</b>	Mr D Walton				
<b>ABSENCES</b>					
<b>Appointed</b>	Cllr L Sargeantson				
<b>IN ATTENDANCE</b>					
<b>Officers</b>		Mr A McLachlan – Chief Executive Officer			
		Mr R Towse – Director of Operation			
		Mrs A Larkin – Director of Policy & Finance			
		Miss L Smith – Executive Assistant			

**Andrew McLachlan**  
Chief Executive Officer and Clerk to the Board  
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**1840. Order of the Meeting**

1840.1. With the consent of the Board the CEO chaired the start of the meeting until a Chairman was installed.

**1841. Welcome, Introductions and Apologies.**

1841.1. Members and Officers were welcomed, and apologies were noted for, Mr M Backhouse and Mr D Walton.

1841.2. It was confirmed that the 2023 drainage board elections had resulted in the following members being duly elected.

*Mr Martin Backhouse Mr Peter Chantry Mr James Cowling Mr Paul Jacklin*

*Mr Mark Johnson Mr Jason Phillipson*

1841.3. It was PROPOSED by Mr P Chantry and SECONDED by Mr J Cowling and UNANIMOUSLY RESOLVED that Mr R Hall be co-opted to the Board.

**1842. Declarations of Interest**

1842.1. None.

**1843. Election of Chairman**

**1844. The CEO set out the procedure for the election of the Chairman and invited nominations from Members.**

**1845. It was PROPOSED by Mr P Chantry and SECONDED by Mr Phillipson and UNANIMOUSLY RESOLVED that the Board appoint Mr P Jacklin as Chair.**

**1846. No further nominations were received.**

**1847. Mr P Jacklin accepted the appointment of Chairman.**

**1848. Election of Vice Chairman**

1848.1. The CEO shall set out the procedure for the election of the Vice Chairman.

1848.2. It was PROPOSED by Mr P Chantry and SECONDED by Mr P Jacklin and UNANIMOUSLY RESOLVED that the Board appoint Mr M Backhouse as Vice-Chair.

1848.3. No further nominations were received.

1848.4. Mr M Backhouse accepted the appointment of Vice-Chairman

**1849. Additional Agenda Items**

1849.1. None.

**1850. Health and Safety**

1850.1. There were no items to report.

**1851. Natural Environment**

1851.1. There were no specific items to report.

**1852. Minutes of the previous Full Board Meeting**

1852.1. The minutes of the previous Full Board Meeting held on 19<sup>th</sup> June 2023 were reviewed.

1852.2. It was PROPOSED by Mr J Frost and SECONDED by Mr J Cowling and UNANIMOUSLY RESOLVED that the Board approve these minutes as a true record of that meeting.

**1853. Appointment of Internal Auditor**

1853.1. The DPF explained that in line with best practice guidance, the Board should consider the independence and competence of the internal auditor and agree the internal audit programme of work having regard to identified risks.

1853.2. The DPF referred members to the Internal Auditor's CV, the Internal Audit Plan, and letter of engagement, provided within the meeting papers.

1853.3. It was PROPOSED by Mr P Jacklin and SECONDED by M J Phillipson and UNANIMOUSLY RESOLVED that the Board appoint Northern Internal Audit Services to provide internal audit services for the financial year 2023/24, upon being satisfied of the provider's independence, competence, and proposed programme of work.

**1854. Matters Arising**

1854.1. Minute 1803.13 - Swang PS upgrade was to remain a priority, subject to affordability. The CEO commented that he was aware that government departmental budgets were being reduced quite dramatically.

1854.2. Minute 1830.8 regarding potential amalgamation – this was noted as ongoing.

1854.3. Minute 1838.3 regarding maintenance costs was noting as having been superseded by the proposed budget for 2024/25.

1854.4. Minute 1838.5 regarding badger setts at the syphon on Network Rail property – the SDPCO had clarified that Network Rail were required to comply with the same conditions as the IDB and therefore not allowed to remove badger setts.

1854.5. The Chair queried what could be done to prevent the situation at the syphon, which runs under the railway line, from worsening. The DO advised that the only thing that could be done would be to prevent spoil entering the watercourse.

1854.6. Mr Johnson queried if the onus of spoil entering the watercourse could be placed on Network Rail, given that this was on their site and causing an impediment to flow. The DO took an action to review the wording of the Land Drainage Act in relation to this issue and to contact Network Rail. **Action DO.**

#### **1855. Minutes from the ADOC Consortium Meeting**

1855.1. The Chair drew attention to minutes of the ADOC Consortium meeting held on 27<sup>th</sup> November 2023, for noting.

1855.2. The CEO advised that there had been conversations in relation to the Thorne Moors and that a meeting had been arranged for late February, in response to queries raised at the Consortium meeting. It was noted that members from Goole Fields IDB, Thorntree IDB, and Natural England would be in attendance.

1855.3. The DO explained that since Christmas, watercourses from Reedness clough to the Moors had been cleared, and that the Archimedes pump had assisted in improving the conveyance.

1855.4. Mr Chantry queried how the pumps were turned off, to which the DO advised that the switches were on level control.

#### **1856. Budget & Rate Setting**

1856.1. The CEO advised that the outturn position was expected to be -£7,375 or a -12% deficit. He explained that the 2023/24 budget had planned for deficit of £5,299, so the predicted outturn figure would take expenditure £2k over the planned position. He cautioned that this figure was very much an estimate given the lack of clarity on electricity costs.

1856.2. The CEO added that the £5,299 planned deficit had been set aside for reserves.

1856.3. The DPF advised that as of 31<sup>st</sup> March 2023, the Board held around £42k in reserves, which although represented approximately 68% of the overall budget, the Board's modest funds put it in a vulnerable position.

1856.4. Mr Johnson queried how much of the Board's area would receive maintenance with a £6k budget for de-weeding and desilting. The DO explained that if Members wished for all watercourses to be maintained, there would be less manoeuvre for serviceability works.

1856.5. The Chair highlighted that only 50% of the Board's funds were spent on maintenance work.

1856.6. The Board discussed the recommended rate increase and the impact this may have on the local authority (ERYC).

1856.7. The Board next considered the asset life of Swang pumping station and its reliability. The DO informed that £12k of electricity had been consumed so far during the year, and that the difference in day/night rates were of such insignificance that there were no major savings to be made by switching the pump to night use only.

- 1856.8. Mr Jacklin queried how the Environment Agency had used the £3k of precept monies paid annually, to which the CEO advised this contribution was supposed to be for main river maintenance.
- 1856.9. It was PROPOSED by Mr J Frost and SECONDED by Mr P Chantry that the Board increase the rate to 16p/£ to meet an estimated budget requirement for 2024/25 of £66,540.
- 1856.10. The vote for this proposal was tied (4:4), with votes in favour received from Mr Chantry, Mr Frost, Mr Jacklin and Cllr Coultish.
- 1856.11. It was PROPOSED by Mr R M Johnson and SECONDED by Mr J Philipson that the Board increase the rate to 20p/£ to meet an estimated budget requirement for 2024/25 of £66,540 and raise an additional £16,500 to improve the Board's reserves position.
- 1856.12. The vote for this proposal was tied (4:4), with votes in favour received from Mr Phillipson, Mr Hall, Mr Cowling, and Mr M Johnson.
- 1856.13. In accordance with the Board's standing orders, the Chairman had the casting vote, and the first proposal was carried. It was RESOLVED that the Board increase the rate to 16p/£ to meet an estimated budget requirement for 2024/25 of £66,540.

#### **1857. Invoices Paid and Accounts Settled**

- 1857.1. The Chair drew attention to the schedule of invoices paid from April to December 2023.
- 1857.2. Mr Jacklin queried a payment to Schneider Electric for telemetry. The CEO explained that this was a license fee which provided technical data from the pumping station, such as operational failures and loss of power supply.
- 1857.3. Mr Jacklin queried the insurance payments, to which the DPF advised that these were normally made in two payments, one for corporate insurance and the other for plant and machinery.
- 1857.4. It was PROPOSED by Mr J Frost and SECONDED by Mr J Cowling and UNANIMOUSLY RESOLVED that the Board note and approve the record of Invoices Paid and Accounts Settled, totalling £48,783.07 (net) for the period April to December 2023.

#### **1858. Conclusion of Annual Audit**

- 1858.1. The DPF confirmed that the External Auditors, PKF Littlejohn, had completed their annual audit of the Board and had concluded that there were no matters of cause for concern. This meant the Board had passed the external audit.

#### **1859. Internal Audit Report**

- 1859.1. The DPF drew attention to the internal audit report for the interim audit conducted in November 2023, which acknowledged that the Board was working to build up its reserves position.

**1860. Drainage Rates**

1860.1. The DPF confirmed that all drainage rates owed for 2023/24 had been paid.

**1861. Planning & Development**

1861.1. It was noted that water had been overflowing from the recycling centre, for which the DO took an action to contact the Environment Agency. **Action DO.**

**1862. Maintenance**

1862.1. The DO advised that he would provide a maintenance plan for consideration at the June meeting, noting that the Board's predicted financial position may impact on what can be achieved.

1862.2. Mr Johnson highlighted a stretch of watercourse that had only been partially completed (The Goit). The DO advised that he would be contacting the contractor and reminding them of the stipulations of the contract. **Action DO.**

1862.3. A number of slips were raised, to which the CEO advised that the funds put aside for serviceability works had already been fully expended following the decision to commit £13k for works on Earnshaw Drain.

1862.4. It was reported that the doors at Swang PS were leaking from the chamber through the pumps, to which the DO advised that he would speak with an existing contractor in relation to sub-contracting. **Action DO.**

1862.5. The CEO presented the telemetry system and explained how it was used by the Danvm MEICA team to inform planned, preventative maintenance. He added that it was his intention to investigate options to install additional sensors to collect more data from across the drainage district.

1862.6. Mr Chantry advised that he possessed a substantial amount of technical paperwork which may be of interest to technical staff. The DO took an action for the technical team to collect this and scan to the Board's computer network. **Action DO.**

**1863. Board Membership**

1863.1. With reference to appointed members and attendance at meetings, the CEO confirmed that he had contacted the local authority in relation to this matter.

**1864. Date of Future Meetings**

1864.1. It was confirmed that the next Full Board meeting was due to take place on Monday 17<sup>th</sup> June 2024.