



Cowick & Snaithe
Internal Drainage Board

**MINUTES OF THE FULL BOARD MEETING HELD ON TUESDAY 23RD
JANUARY 2024 AT 24 INNOVATION DRIVE, HU15 2FW.**

PRESENT					
Elected	Mr A Wood	Mr S Wood	Mr P Cooper	Mr I Wood	
Appointed	Cllr Emsen	Mr S Wright			
APOLOGIES					
Elected	Mr E Bayston	Mr T Bayston	Mr R Thompson	Mr W Bayston	
Appointed	Cllr Jones	Cllr Duke	Mrs V Whiteley		
ABSENCES					
Appointed					
IN ATTENDANCE					
Officers		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
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658. Welcome, Introductions and Apologies.

- 658.1. The Chair welcomed Members and Officers to the Board, noting apologies from Mr E Bayston, Mr T Bayston, Mr W Bayston, Cllr Duke, Cllr Jones, Mrs Whiteley, and Mr Thompson.
- 658.2. The CEO advised that Cllr Duke had replaced Cllr A Handley's position on the Board.
- 658.3. The Chair advised that an expression of interest had been received from Mr Sam Cooper to join the Board as a co-opted Member. **Action CEO - to invite Mr S Cooper to attend as an observer at the next full Board meeting.**

659. Declarations of Interest

- 659.1. Mr I Wood declared interest in Lord Downes pumping station.

660. Additional Agenda Items

- 660.1. The Chair commented that he was aware of a change of staff at the Environment Agency concerning IDB liaison and queried if officers had been updated of this, the CEO was not aware of any change.
- 660.2. The Chair asked if any feedback had been received in relation to the S19 investigation into the 2020 flooding and the flood modelling exercise. Officers confirmed that they were yet to receive any information.
- 660.3. Members expressed their disappointment with the apparent lack of progress and requested that action be taken to determine the status of this work.
- 660.4. The Chair requested that the progress of the modelling report is raised with ERYC and that a representative from East Riding Council attend the next Full Board meeting in June to provide an update. **Action CEO.**
- 660.5. The Chair advised that the situation with the sewage outlet at Snaith was worsening and would like this to be investigated. **Action DO.**

661. Health and Safety

- 661.1. No specific issues were raised.

662. Natural Environment

- 662.1. No specific issues were raised.

663. Minutes of the previous Full Board Meeting

- 663.1. The Chair drew attention to the minutes of the previous Full Board Meeting held on 20th June 2023.

663.2. It was PROPOSED by Mr I Wood and SECONDED by Mr A Wood and UNANIMOUSLY RESOLVED that the Board approve these minutes as a true record of that meeting.

664. Matters Arising

664.1. Minute 656.3 – DO to investigate a slipped telegraph pole in proximity to canal confirmed that this had been caused by previous flooding and that he had reported it.

664.2. Mr I Wood raised that slip had been reported near a telegraph pole on the watercourse running to Lord Downes. The DO advised that he had referred this to Colwill Contractors and that it may require piling works.

664.3. Mr I Wood highlighted that this had occurred four years ago and yet still had not been remedied.

664.4. The DO advised that if Colwills were not able to fit this into their schedule, he would arrange for Ouse and Humber IDB staff to undertake the work on a rechargeable basis.

665. Appointment of Internal Auditor

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

665.2. The DPF referred Members to the Internal Auditor's Curriculum Vitae, Internal Audit Plan, and letter of engagement contained within the papers.

665.3. Cllr Emsen queried if this should be tendered, to which the CEO advised that it was not a requirement to, but that at least every three years, the Board should review and appoint its external service providers such as solicitors, IT providers, etc.

665.4. It was PROPOSED by Cllr Emsen and SECONDED by Mr S Wood 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.

666. Minutes from the ADOC Consortium Meeting

666.1. The Chair drew attention to minutes of the ADOC Consortium Meeting held on 27th November 2023.

666.2. The CEO briefed Members on matters discussed of relevance to Cowick & Snaith IDB and gave an overview of the capital schemes being pursued by officers across the ADOC districts, such as Rawcliffe pumping station and Thorne Moors.

666.3. The CEO informed members that Mr P Ross had resigned as pump attendant.

667. Budget & Rate Setting

- 667.1. The CEO advised that based on quarter 3 figures, a 2023/24 budget outturn position of at least +£5k was expected.
- 667.2. The CEO presented the draft budget for 2024/25, which was recommending maintaining the rate as per 2023/24. He advised that the special levy and drainage rates income totals may change slightly before the notice would be submitted to the council, due to an ongoing exercise of reviewing land that had changed from agricultural to non-agricultural use.
- 667.3. The DO added that an annual contribution was made by National Highways due to jointly owned pumping stations.
- 667.4. The DO confirmed that the maintenance allocation was for the Board to fulfil its full programme as previously agreed, with funds set aside for piling works, time permitting.
- 667.5. It was PROPOSED by Mr I Wood and SECONDED by Mr S Wood and UNANIMOUSLY RESOLVED that the Board maintain the rate of 10.6p to meet an estimated budget requirement for 2024/25 of £116,993.

668. Invoices Paid and Accounts Settled

- 668.1. The DPF referred members to the schedule of invoices paid for the period from April to December 2023.
- 668.2. Mr I Wood queried the MEICA payments, to which the CEO advised these related to the Danvm IDB MEICA team who work across the YHDB Consortium to inspect and repair pumping stations as necessary, on a rechargeable basis.
- 668.3. Mr I Wood asked if the telemetry system was up and running, to which the DO confirmed that it was, adding that there were some adjustments to be made for it to operate more effectively. Mr I Wood queried what information was received from this system. The DO advised that it monitored pumping levels, water levels and failures.
- 668.4. The CEO logged into the telemetry software to present to members on the large screens the data it produces. Mr Wright queried if there was an on-call system to manage the pumps, to which the DO confirmed there was and explained that at any one time, there were at least four staff members on-call across the districts to respond to emergencies raised by the public or partner organisations.
- 668.5. It was PROPOSED by Mr I Wood and SECONDED by Mr S Wright and UNANIMOUSLY RESOLVED that the Board note and approve the record of Invoices Paid and Accounts Settled, totalling £78,553.41 (net) for the last financial quarter.

669. Conclusion of Annual Audit

- 669.1. The DPF confirmed that the annual return had been submitted after the last full Board meeting and that the external auditor, PKF Littlejohn, had completed their annual audit of the Board. She confirmed that the external auditor had concluded that there were no matters of

cause for concern, although officers had been asked to resubmit a bank statement to confirm the balance at 31.03.23, as the first statement submitted was only up 30.03.23.

670. Internal Audit Report

670.1. The DPF drew attention to the report produced in November 2023 where it was highlighted that the Board should be mindful of its reserves position.

671. Drainage Rates

671.1. The DPF advised that there were three accounts outstanding, totalling £266 of drainage rates arrears and £400 of costs. She explained that the majority of the combined balance belonged to an accountholder whose current address was unknown.

672. Planning & Development

672.1. The DO referred to a large development to the west of Snaith, advising that officers had agreed a drainage scheme which would reduce the runoff rate to less than that of agricultural, thus benefitting the drainage district.

672.2. Cllr Emsen asked where the runoff from the development was going, to which the DO explained it would enter the watercourses leading to Finnley's Lane and New Bridge pumping stations, out-falling to the Dutch River.

673. Maintenance

673.1. The DO confirmed that where crops had not prohibited access, all maintenance had been completed as per the schedule. He confirmed that slips on Gorse East were yet to be repaired, and that piling works on Carr Drain were yet to start.

673.2. The Chair highlighted a bank slip on Primrose Drain and confirmed that crop drilling had not yet taken place in the field. The DO suggested that the slip be repaired as soon as reasonably possible by a tracked machine. **Action DO**

673.3. Cllr Emsen asked whether it was easy to service the pumps with spares. The DO advised that, due to the age of the pumps, it was becoming increasingly difficult to do so, as some parts were no longer in production and had to be made bespoke.

673.4. Mr Cooper queried how the pump attendant's usual role would be covered, to which the DO advised that for the interim, the Danvm operational team would fulfil the day-to-day maintenance.

673.5. Mr Cooper queried which contractors would be carrying out the Board's maintenance over the forthcoming season, to which the DO confirmed it would continue to be Colwills and Leightons.

673.6. Mr I Wood asked if the Board had been approached regarding a footpath at the side of Marsh/Ings Drain. Mr Cooper suggested this be raised with the parish council.

673.7. Mr I Wood expressed concern regarding the maintenance and repairs to Lord Downes pumping station and advised that operators were not signing the visitors book or logging works completed. He also reported that a wheelbarrow had been removed from the pumping station.

673.8. The DO explained that MEICA staff and Contractors were undertaking works on his instructions, and he was satisfied that they were working in accordance with the Boards policies and procedures. He was not aware of any additional actions to be undertaken that were not already in hand.

673.9. Mr I Wood raised an issue with the refurbishment of pump number 1 at Lord Downes. The DO was aware of this issue, and he had already actioned this.

674. Date of Future Meetings

674.1. It was confirmed that the next Full Board meeting was due to take place on Tuesday 18th June 2024.