



Rawcliffe
Internal Drainage Board

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

PRESENT				
Elected	Mr P Chantry	Mr K Fillingham	Mr D Nicholson	
Appointed	Mr D Mckenna	Mrs S Backhouse	Cllr C Fox	
APOLOGIES				
Elected	Mr J Lewis	Mr P Sykes	Mr D Backhouse	Mr P Blacker
Appointed	Mr S Shubrook			
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		
		Mr O Clayforth – Acting Engineer		

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

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

899. Welcome, Introductions and Apologies.

899.1. Members and Officers were welcomed, and apologies were noted for, Mr S Shubrook, Mr Sykes, Mr P Blacker, Mr D Backhouse and Mr Lewis.

899.2. It was confirmed that the outcome of the 2023 drainage board elections resulted in the following members being duly elected:

Mr David Backhouse Mr Paul Blacker Mr Jonathan Lewis Mr David Nicholson
Mr Peter Chantry Mr Patrick Sykes

900. Declarations of Interest

900.1. None.

901. Election of Chairman

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

901.2. It was PROPOSED by Mr S Backhouse and SECONDED by Mr D Mckenna and UNANIMOUSLY RESOLVED that the Board appoint Mr P Chantry as Chair.

901.3. No further nominations were received.

901.4. Mr P Chantry accepted the appointment of Chairman.

902. Election of Vice-Chairman

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

902.2. It was PROPOSED by Mr D Nicholson and SECONDED by Mr K Fillingham and UNANIMOUSLY RESOLVED that the Board appoint Mr P Sykes as Vice-Chair.

902.3. No further nominations were received.

902.4. Subject to acceptance, Mr P Sykes was appointed as Vice-Chairman.

903. Additional Agenda Items

903.1. No additional items were requested.

904. Health and Safety

904.1. No issues to report.

905. Natural Environment

905.1. No specific issues were raised.

906. Minutes of the previous Full Board Meeting

906.1. Minutes of the previous Full Board Meeting were reviewed by members.

906.2. It was PROPOSED by Mr K Fillingham and SECONDED by Cllr C Fox and UNANIMOUSLY RESOLVED that the Board approve these minutes as a true record of that meeting.

907. Appointment of Internal Auditor

907.1. The DPF explained 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.

907.2. The DPF referred members to the Internal Auditor's Curriculum Vitae, the Internal Audit Plan, and letter of engagement, included within the meeting papers.

907.3. It was PROPOSED by Mrs S Backhouse and SECONDED by Mr K Fillingham 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.

908. Matters Arising

908.1. Minute 886.1 – include previous year's budget within the meeting papers – resolved.

908.2. Minute 878.7 – request that BT remove the pole installed near the school - the DO advised that he had had no success with this and suggested that as the Board were not able to enforce its removal, this item be removed from the matters arising schedule.

908.3. Minute 886.3 - to investigate latest position regarding solar farm prior to reinstating section of Soak Dike to maintenance map. The DO confirmed that this action was ongoing.

908.3.1. Minute 894.4 – to investigate the culvert under Dobella Lane. The DO confirmed that this action was ongoing.

909. Minutes from the ADOC Consortium Meeting

909.1. The minutes of the ADOC Consortium meeting held on 27th November 2023 were reviewed by members. Mrs S Backhouse noted that there had been some discussion about holding a third Board meeting for some of the Boards within the Consortium, and queried whether this could be the case for Rawcliffe Board.

- 909.2. The CEO advised that the agreement provided for all Boards within the ADOC Consortium to hold two formal meetings per year, but that if the Board wished to hold a third formal meeting, this would incur additional costs.
- 909.3. Cllr Fox queried whether the Board's staff liaise with drainage officers at the council, to which the CEO confirmed that there was a positive working relationship with officers at the council, with regular communication.
- 909.4. The CEO advised that he intended to create a document summarising the agreed actions and resolutions from the most recent Board meetings which would be shared with Board members. **Action CEO/Bd Sec.**
- 909.5. The CEO suggested that Board members may wish to attend a refresher induction session. **Action Bd Sec.**

910. Budget & Rate Setting

- 910.1. The CEO advised that the predicted outturn position was indicating a surplus of £4-5k, and that he was recommending a rate increase of 5% for 2024/25.
- 910.2. It was highlighted that the predicted interest on the Board's reserves was performing well, to which the DPF confirmed that the Board's savings accounts had been consolidated.
- 910.3. Mr Chantry queried if the payment paid by CRT was linked to the increase in the drainage rate, to which the DPF confirmed that it was.
- 910.4. Mr Chantry queried if the expected year-end surplus would be placed into reserves, to which the CEO confirmed that it would.
- 910.5. The DPF confirmed that the sum of reserves held did meet the Board's policy position of 75% of operating costs, which was not an unreasonable position for a Board of this size.
- 910.6. Members enquired about utility contracts; the DO confirmed that the Board were on a fixed rate for electricity until October 2024 when it would be reviewed.
- 910.7. It was PROPOSED by Mr D Nicholson and SECONDED by Mr K Fillingham and UNANIMOUSLY RESOLVED that the Board increase the rate to 16.2p/£ to meet an estimated budget requirement for 2024/25 of £130,727.

911. Invoices Paid and Accounts Settled

- 911.1. The Chair drew attention to the schedule of invoices for the period April to December 2023.
- 911.2. Mr McKenna queried a payment made for roof repairs, to which the DO confirmed this was for Langham pumping station.

911.3. It was PROPOSED by Mrs S Backhouse and SECONDED by Mr D Mckenna and UNANIMOUSLY RESOLVED that the Board note and approve the record of Invoices Paid and Accounts Settled, totalling £102,797.18 (net) for the financial period.

912. Conclusion of Annual Audit

912.1. 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.

913. Internal Audit Report

913.1. The DPF referred to the internal audit report within the meeting papers, highlighting that no concerns had been raised and that the Board's improved reserves position had been acknowledged.

914. Drainage Rates

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

915. Planning & Development

915.1. In regard to the proposed solar and battery farms, the DO reported that, as little information had been received from the planning authority, the Board had not been able to comment.

915.2. Cllr Fox queried how the Board responded to planning applications, particularly in relation to large housing developments. The DO explained that the YHDB consortium employs a dedicated planning officer to fully consider and respond to planning applications of relevance to the Boards' operations.

915.3. He added that whilst drainage boards were not statutory consultees for planning applications, the Board's bylaws took precedence over town planning decisions in any case.

915.4. The CEO commented that staff had built a positive relationship the planning authorities across the Consortium area.

916. Maintenance

916.1. Mr Clayforth, Acting Engineer, arrived [AE].

916.2. The DO informed members that Mr P Ross, who for several years had been contracted to monitor the Board's pumping stations, had given notice to terminate this arrangement. As an interim measure, the Danvm Board's MEICA team were fulfilling this role. The CEO advised that this team also monitor the electrical installations at the stations and were responsible for undertaking proactive and reactive maintenance.

916.3. Mr Nicholson commented that it would be positive for Danvm's MEICA team to continue monitoring the Board's pumping stations.

- 916.4. In regard to watercourse maintenance, the DO explained that due to restricted budgets, there had been a reduction in the scale of maintenance carried out over the last season, but based on the proposed budget for 2024/25, he believed there would be capacity to de-weed or de-silt across the entire drainage district.
- 916.5. Mr Nicholson commented that the quality of flailing work undertaken could be improved.
- 916.6. The DO confirmed that all maintenance works agreed in June 2023 had been completed, but acknowledged that additional areas could have been maintained, which he would try to include in the forthcoming year.
- 916.7. Mr Chantry highlighted that the culverts under the M62 required maintenance, acknowledging that whilst there had been some meetings with National Highways previously, these had ceased and suggested they be contacted again to discuss the matter. **Action DO.**
- 916.8. The DO informed members that a motor had been replaced at Langham PS, along with a replacement flap valve and internal penstock.
- 916.9. The CEO suggested that all members be provided with a map of the drainage area. **Action AE.**
- 916.10. Mrs S Backhouse noted that a watercourse in the area had been inappropriately culverted. The CEO said this would be raised with the planning officer to pursue as an enforcement issue. **Action SDPO.**
- 916.11. Mr K Fillingham commented that de-silting had not been done to a high standard, to which the DO confirmed that he would communicate this to the contractor. **Action DO.**
- 916.12. The CEO introduced Mr Clayforth, Acting Engineer [AE], and advised that his role concentrated on delivering capital schemes across the YHDB Consortium, one of which was the amalgamation of the pumping stations in Rawcliffe district.
- 916.13. The AE provided a presentation in relation to the feasibility of the scheme and invited questions from members.
- 916.14. Mr R Nicholson queried if the syphons would be replaced, to which the CEO explained that although part of the survey would look at potential improvements within the surrounding area, the syphons would not be replaced.
- 916.15. Mr Chantry asked if there were any issues with the culverts under the M62, to which the AE advised that these had been inspected and found to be in good condition, but in need of maintenance due to substantial weed growth.

917. Date of Future Meetings

- 917.1. It was confirmed that the date of the next Full Board meeting was due to take place on Tuesday 18th June 2024. Mrs S Backhouse provided apologies.
- 917.2. The Chair thanked officers and members for their attendance and closed the meeting.