



Vale of Pickering Internal Drainage Board

MINUTES OF THE FULL BOARD MEETING HELD ON WEDNESDAY 29TH MAY 2024, AT WINTRINGHAM COMMUNITY HALL

PRESENT					
Elected	Mr R Wainwright	Mr M Morley	Mr A Nutt (C)	Mr J Stockdale	
Co-opted					
Appointed	Cllr G Jabbour	Cllr C Goodrick	Cllr S Arnold		
Apologies					
Elected	Mr D Teasdale	Mr A Green			
Appointed	Cllr M Potter				
Absences					
Elected	Mr J Beal				
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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216. Welcome, Introductions and Apologies

216.1. The Chair welcomed Members and Officers to the Board noting apologies from Mr A Green, Mr D Teasdale, and Cllr M Potter.

216.2. The CEO introduced Ms J Jackson, Board accountant, Hunter Gee Holroyd.

217. Declarations of Interest

218. Additional Agenda Items

219. Health & Safety

219.1. The DO confirmed there were no specific incidents to report however advised a more robust near miss and accident reporting system had been introduced which is more accessible for staff to report any incidents. All staff have received a briefing on this.

220. Natural Environment

221. Minutes of the previous Full Board Meeting

221.1. The Chair drew attention to minutes from the previous meeting at Appendix A.

221.2. It was PROPOSED by MR MORLEY and SECONDED by CLLR S ARNOLD and UNANIMOUSLY RESOLVED that the Board adopt these minutes as a true record of the previous meeting.

222. Matters Arising

222.1. The CEO confirmed that matters 212.2 and 213.3 are both now resolved.

222.2. There were no additional matters arising.

223. Annual Risk Register & Health and Safety Review

223.1. Officers reported to have assessed the business risks, completing a desktop review comparing these against the previous year and presented these to the Board.

223.2. The CEO stated that much of these risks are subjective, informed by facts to hand.

223.3. It was highlighted that risk to cyber security had decreased, due to additional security systems being implemented by the IT service provider.

223.4. Risk surrounding maintenance to watercourses had also reduced, largely due to an increased knowledge of the network.

223.5. As additional funds had been placed into Board reserves this year, this risk had also reduced.

223.6. It was PROPOSED by CLLR ARNOLD and SECONDED by MR STOCKDALE and UNANIMOUSLY RESOLVED that the Board approve the revised risk register for 2024.

- 223.7. As part of the Health and Safety Management System there is a requirement for the Board to review progress on an annual basis.
- 223.8. The CEO confirmed that the HS management system has now been in place for three years to enhance safe methods of working. Most recently staff have completed Health and Safety training along with forestry first aid.
- 223.9. Bi-annual health and safety meetings are attended by managers and an annual consortium meeting is held involving staff from all departments.
- 223.10. There were no accidents or near misses to report for 2023/24.
- 223.11. It was PROPOSED by CLLR GOODRICK and SECONDED by MR WAINWRIGHT and UNANIMOUSLY RESOLVED that the Board note and accept the annual review of the Health and Safety Management System.

224. Accounting Statements and Annual Return

- 224.1. The DPF presented the Board's accounts and highlighted that there had been an increase of 17% in drainage rates along with a special levy increase, this being due to a review of land within the district which had changed from agricultural to business use.
- 224.2. The DPF highlighted a savings account which had been opened with a higher interest rate, therefore the Board had seen increased returns on their reserves for the financial year.
- 224.3. Capital grant income had been received for the LAPSIP and just under £70k had been utilised.
- 224.4. The DPF advised that upland water contributions had been received from the EA, however the PCSA works had been withdrawn, meaning £30k which would normally have been received had not been. Operations therefore showed an underspend of £30k, largely due to this reason.
- 224.5. Shared services costs were under budget by £17k, and therefore a fee to this amount had been returned by the Consortium, showing as a debtor on the accounts.
- 224.6. The DPF explained that taking the above into account, the Board therefore had a surplus amount of just over £40k which had been placed into reserves, bringing this figure to £194,107, around 36% of the total operational budget.
- 224.7. It was explained that prior to approving the accounts, the Board must consider the "Annual Governance Statement with Internal Controls" and indicate agreement or disagreement with each statement. The CEO then proceeded to read the eight annual governance statements.
- 224.8. It was PROPOSED by CLLR GOODRICK and SECONDED by MR NUTT and UNANIMOUSLY RESOLVED that the Board approve the Annual Governance Statement for 2023/24.
- 224.9. It was PROPOSED by MR MORLEY and SECONDED by MR WAINWRIGHT and UNANIMOUSLY RESOLVED that the Board approve the Accounting Statements for 2023/24.

225. Budget Refresh

- 225.1. The CEO confirmed the outturn for 2023/24 was better than expected at £40,251, partly due to a refund from the consortium which is offset by higher than anticipated external income.
- 225.2. It is hoped to increase reserves by £12k with a target of 50% of operational expenditure.
- 225.3. Although it is expected that some funds will be received from the £75m package announced for IDBs by the Prime Minister earlier this year (to be discussed at agenda item 16), no assumptions have been made at this stage.
- 225.4. It was PROPOSED by CLLR JABBOUR and SECONDED by CLLR ARNOLD and UNANIMOUSLY RESOLVED that the board approve the revised budget.
- 225.5. Mrs J Jackson left the meeting.

226. Invoices Paid and Accounts Settled

- 226.1. The Chair drew attention to invoices paid and accounts settled and invited questions from the Board.
- 226.2. Mr Morley queried a £9k payment assigned to a flail head. The DO explained this was the heavy-duty flail attachment for the excavator, which assists in areas that tractors are unable to gain access to.
- 226.3. Mr Stockdale noted the river Hertford payment, to which the CEO reported this to be in relation to a weir which would be installed as part of the peatland scheme.
- 226.4. It was PROPOSED by MR STOCKDALE and SECONDED by MR WAINWRIGHT and UNANIMOUSLY RESOLVED that the Board notes and approves the record of Invoices Paid and Accounts Settled to the value of £240,134.19 (net).

227. Write offs – Drainage Rates

- 227.1. The DPF advised that, in accordance with paragraph 9.4 of the Board's Financial Regulations, £578.91 in arrears from 2019, would be written off.

228. Internal Audit

- 228.1. The DPF confirmed the internal auditor had conducted the second and third (final) audits for 2023/24 and drew attention to a copy of the reports at Appendix E.

229. Public Sector Agreements

- 229.1. The DO confirmed that the EA had withdrawn the usual maintenance carried out by the Board's operational team on the river Derwent and Costa Beck.
- 229.2. A subsequent meeting was held between Officers and the EA to discuss all consortium boards and local choice requirements as to how the annual precept could be more effectively utilised.

229.3. It was elected by Officers that the Board's operational team should maintain the Costa Beck and the river Derwent with the weed boat as had been conducted in previous years.

230. Development Control & Planning

230.1. Since the last board meeting, it was reported that seven applications had been received, and Officers had no objections. However, a condition had been placed on a small camping pod development where drainage conditions are yet to be approved.

230.2. The DO reported that the drainage details had been approved, in line with previously agreed discharge rates for the next phase of Scarborough Business Park.

230.3. It was noted there was a proposal for a solar farm in Brompton however the Board had not yet been consulted but will monitor and respond when appropriate.

Ongoing Planning and Enforcement Matters

230.4. The DO confirmed a landowner had been contacted regarding a collapsed field crossing over West Carr Dyke.

Consents

230.5. Consents have been issued for railway culvert repairs at West Heselton, Ganton and Gristhorpe.

230.6. Mr Morley informed Officers of a development outside of the district area, that he was concerned may affect run off into the district. The DO advised unable to comment on this but expected it would be within the agricultural run-off.

230.7. The CEO reassured Members that the NYCC have a robust [SuDS] policy document and that he has confidence they will ensure the conditions are adhered to.

231. Capital Programme

231.1. The CEO updated members about the Peatland scheme, explaining that this is a pilot scheme to examine what measures can be put in place to protect areas of peat land, and encourage this to survive, grow and prevent from releasing carbon dioxide. If the peatland is kept wet this landscape will not sink and make it easier to maintain the landscape for the IDB.

231.2. A weir will be installed on the river Hertford, which will be used to retain water in the upstream catchment. During dry periods the intention is that this will percolate the soil and maintain ground water levels within the peatland area.

231.3. Surveys and designs have been completed, and telemetry will be supplied and installed which will collect information regarding ground water levels.

Prime Minister's Announcement - £75m

231.4. The CEO advised of the PM's announcement where Defra have indicated that up to £75m of funding will be made available for IDBs nationally this year; they have also indicated that they

expect all funds to be expended by **31st March 2025**. Details, however, are currently sparse and it is expected that the process will be managed by the Environment Agency.

- 231.5. Due to this upcoming bidding process, combined with challenging delivery timescales, the CEO sought for delegated authority to be given to the Chair and Vice Chair to authorise Grant Funded capital spend of up to £300k per project should funds become available.
- 231.6. It was confirmed that Officers are planning to enter speculative bids however it will depend on the financial demand as to how funding is administered.
- 231.7. For the same reason, the CEO sought authority to negotiate procurement based on procurement thresholds for services set at the legal maximum of £214,904 for services and/or £300k for capital works.
- 231.8. It was PROPOSED by CLLR ARNOLD and SECONDED by CLLR JABBOUR and UNANIMOUSLY RESOLVED that the Board gives delegated authority to the Chair with the Vice Chair in respect of authorising works and schemes funded by the Defra 2024 IDB grant up to £300k per project and authorises the CEO to negotiate procurement up to £300k or to the legal threshold.

232. Maintenance Update

- 232.1. The DO advised that in 22/23, the Board area was split into three sections, east, central and west. Maintenance works this year began at Muston and is now progressing into the second area. A large amount of tree works was reported to have been completed in Muston, which had not been done for several years, which has improved access for maintenance.
- 232.2. Moving forward, due to the likelihood of poor weather, late drilling will lead to a late harvest and therefore tracksides, therefore margins are imperative to being able to continue with maintenance.
- 232.3. The Board discussed piling works to which the DO advised this would be based on necessity and budget, however piles are much more easily obtainable should there be any urgent requirements.
- 232.4. The Chair requested a map of all bridges which are responsibility of the Board, be provided to Members– **Action DO**.
- 232.5. The CEO suggest a structural engineer may be required to look at the weight limits of each of the bridges, due to insurance purposes.

233. DRAINAGE OF THE COSTA BECK

- 233.1. As per the Board's resolution at the November 2023 meeting, the CEO wrote to the Environment Agency requesting drainage of the Costa Beck, which is currently maintained by the Board, on behalf of the EA.
- 233.2. In 23/24, these works were withdrawn by the EA, and as a result, flooding ensued along with damage to watercourses.

- 233.3. The CEO's letter, along with the Environment Agency's reply, was provided at Appendix F where the CEO had set out the maintenance responsibilities and had suggested that the upper section of the Costa be de-mained first.
- 233.4. The Board discussed ADA's opinion on the matter and the CEO suggested a consultation exercise be held with the public to assess their views.
- 233.5. The Board agreed a letter should be sent from the Chairman of the Board to the Chairman of the Environment Agency in the first instance. **Action CEO/Chair.**

234. Policies

- 234.1. The following policies were presented for review and approval at Appendix G, General Privacy Policy, Members Code of Conduct and FOI Publication scheme.
- 234.2. It was PROPOSED by CLLR GOODRICK and SECONDED by CLLR JABBOUR and UNANIMOUSLY RESOLVED that the Board approve the policies.

235. Staff Matters

- 235.1. It was requested that the Vale of Pickering Board consider employing an apprentice working in the Policy & Finance Team to study business management or a similar subject.
- 235.2. The CEO explained that the position would be a shared services position, so any costs would be met on a shared basis between the Boards and external funders in accordance with the consortium calculation, costing Vale of Pickering approximately £1,650 per year.
- 235.3. Cllr Goodrick expressed she believed this to be a positive action, and suggested Officers contact an Officer (Trudi Forster) at North Yorkshire County Council in relation to levy support.
- 235.4. It was PROPOSED by CLLR JABBOUR and SECONDED by CLLR GOODRICK and UNANIMOUSLY RESOLVED that the board employ an apprentice as part of shared services.

236. Date of Next Meeting (s)

- 236.1. The next Full Board meeting was due to be held on Wednesday 6th November, however it was requested by Councillors that the first Wednesday of every month is avoided due to commitments at the council offices.
- 236.2. It was also requested that the Full Board meeting due to be held on 5th February 2025 is rearranged.