



## Cowick & Snaithe Internal Drainage Board

### MINUTES OF THE FULL BOARD MEETING HELD ON TUESDAY 18TH JUNE 2024 AT 24 INNOVATION DRIVE.

<b>PRESENT</b>					
<b>Elected</b>	Mr E Bayston	Mr A Wood	Mr I Wood		
<b>Co-opted</b>					
<b>Appointed</b>	Mr C Emsen				
<b>APOLOGIES</b>					
<b>Elected</b>	Mr R Thompson	Mr T Bayston			
<b>Appointed</b>	Cllr A Duke	Mr S Wright	Mr S Jones		
<b>ABSENCES</b>					
<b>Elected</b>					
<b>Appointed</b>					
<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				
<b>Others</b>	1 x Member of Public				

Andrew McLachlan  
Chief Executive Officer and Clerk to the Board  
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**675. Announcements**

675.1. Members and Officers paid their respects to the late Mr W Bayston and commended his dedication to local drainage boards over the years.

**676. Welcome, Introductions and Apologies**

676.1. The Chair welcomed Members and Officers to the Board, noting apologies from Mr R Thompson, Mr T Bayston, Cllr A Duke, Mr S Wright, and Mr S Jones.

676.2. Mr E Bayston introduced Mr S Cooper to the drainage board as an observer with an interest in membership.

**677. Declarations of Interest**

677.1. Mr I Wood highlighted that he is a contracted pump attendant of the Board.

**678. Additional Agenda Items**

678.1. Mr E Bayston highlighted that Dempster IDB members had given permission for a dialogue to be opened with neighbouring boards to discuss potential amalgamation and invited the CEO to elaborate.

678.2. The CEO gave an overview of challenges faced by smaller IDBs such as those making up the 'ADOC' consortium and how joining together or with other IDBs offered better financial stability and allowed for greater opportunities in strategic investment planning.

678.3. Mr E Bayston queried what would happen if an IDB were to become insolvent. The CEO understood that its members and officers would be dismissed by the Minister and its district would become the responsibility of the Environment Agency Board, whose policies are focused on prioritising flood risk management to residential areas rather than agricultural land.

678.4. The Board discussed the potential efficiencies of amalgamation and options for how smaller IDBs would be most appropriately merged, with some concern for retaining autonomy within their areas.

678.5. The CEO explained that the process of amalgamating boards would take at least two years.

678.6. Members queried existing liabilities held by other boards and if these would dilute the reserves held by Cowick & Snaith IDB.

678.7. The CEO advised that the proportion of reserves held by each Board within the ADOC consortium were positive, however the concern was the proportionality of the size and risk to the Board.

678.8. It was agreed that the Board would allow the CEO to investigate amalgamation.

678.9. Mr E Bayston highlighted that a member had requested that Board meetings be held at Cowick. Members discussed the possibility of more meetings being held per year.

678.10. Mr E Bayston suggested that any concerns between Board meetings could be emailed to the Bd Sec to distribute to all Members where necessary.

#### **679. Health and Safety**

679.1. There were no accidents or near misses to report.

679.2. Mr I Wood reported that two panel doors were unlocked in the pump station and required securing.

#### **680. Natural Environment**

680.1. No specific issues were reported.

#### **681. Minutes of the previous Full Board Meeting**

681.1. The Chair drew attention to minutes of the previous meeting, held on 23<sup>rd</sup> January 2024.

681.2. Cllr Emsen highlighted that fewer than half of the members were attending and Mr E Bayston requested that the Bd Sec send an email to Members to notify them of the January meeting.  
**Action BdSec.**

681.3. Cllr Emsen informed that he had spoken with Mr Steve Charlton in relation to hydraulic modelling and expressed his frustration that this had not been completed within a timely manner, and that after several conversations, he had expected this report to have been presented at a recent Board meeting.

681.4. The CEO advised that the hydraulic modelling had only recently been completed, and that different flooding scenarios were being tested, therefore there would not be the appropriate level of information to contribute to a Board meeting at the present time.

681.5. The CEO advised that the official, finalised scheme had been requested to be sent to the IDB, as it could be used as a baseline for another, unrelated potential scheme.

681.6. The CEO suggested that an extraordinary meeting be held within the Snaith area in relation to Mr Charlton attending to discuss. In the meantime, the CEO suggested that he would contact Mr Charlton in relation to this matter. **Action CEO.**

681.7. Mr I Wood highlighted that there had been a visit from the EA on the riverbank behind Lord Downes pumping station.

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

#### **682. Matters Arising**

- 682.1. Minute 658.3 was confirmed as resolved – Mr S Cooper had been invited to attend the next meeting as an observer.
- 682.2. Minute 660.4 was confirmed as ongoing – ERYC to provide an update at future Board meeting.
- 682.3. Minute 660.5 was confirmed as ongoing – investigate sewage outlet at Snaith.
- 682.4. Minute 673.2 was confirmed as resolved - Primrose Hill has been regraded.

### **683. Annual Risk Register and Health & Safety Review**

- 683.1. The CEO explained that he had considered various direct and indirect risks to the Board and compared them against the previous year. He had concluded that no changes were necessary for the 2024 risk register.
- 683.2. It was PROPOSED by Mr I Wood and SECONDED by Cllr Emsen and UNANIMOUSLY RESOLVED that the Board approve the proposed risk register for 2024.
- 683.3. The CEO explained that as part of the Health and Safety Management System, the Board were required to review progress on an annual basis. The CEO proceeded to give a progress report, advising that the operational teams had adhered to procedures under the H&S management system, such as submitting daily vehicle checks, and had participated in a robust training programme.
- 683.4. He continued that ‘toolbox talks’ and daily risk assessments were taking place, and confirmed that there were no incidents to report in the Cowick and Snaith District in the last year.
- 683.5. He confirmed that biannual H&S management meetings had been held as scheduled along with an annual cross-sectional staff meeting, giving attendees the opportunity to raise concerns or suggest improvements.
- 683.6. It was PROPOSED by Cllr Emsen and SECONDED by Mr I Wood and UNANIMOUSLY RESOLVED that the Board note and accept the annual review of the Health and Safety Management System.

### **684. Accounting Statements and Annual Return**

- 684.1. 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 2023/24 and that these had been approved by the internal auditor.
- 684.2. Referring to income, the DPF confirmed that the statutory income had increased due to the 10% increase on the drainage rate. She noted that interest had improved due to better interest rates, and that £22.5k had been received from National Highways for their contribution towards 2023/24 maintenance costs.

- 684.3. Referring to expenditure, she noted that electricity costs had been considerably higher than usual, owing to high inflation coupled with a prolonged wet period over the winter, although an element of this had been re-claimed from National Highways.
- 684.4. The DPF advised that overall, there was a surplus of £19k, strengthening the Board's reserves position.
- 684.5. Cllr Emsen queried why pumping station maintenance costs were lower this year in comparison to last, to which the DO advised there had been a costly repair undertaken during the previous year.
- 684.6. With no further questions on the accounts, the CEO proceeded to read aloud the eight annual governance statements to the Board and requested that Members indicate their agreement or disagreement with each statement.
- 684.7. It was PROPOSED by Mr I Wood and SECONDED by Mr A Wood and UNANIMOUSLY RESOLVED that the Board approve the Annual Governance Statement for 2023/24.
- 684.8. It was PROPOSED by Cllr Emsen and SECONDED by Mr A Wood and UNANIMOUSLY RESOLVED that the Board approve the Accounting Statements for 2023/24.

**685. Invoices Paid and Accounts Settled**

- 685.1. The DO drew attention to the energy payments and highlighted the unusual number of credits and debits. He explained that this had been the same for each of the Boards managed by the Consortium and was a result of the fluctuations in energy costs, subsidies, and forecasting.
- 685.2. The CEO advised that alongside telemetry there would be an additional piece of equipment installed to allow for the live recording of energy usage at each pumping station, allowing expenditure to be calculated before receiving the invoices, which were typically received two months' late.
- 685.3. Mr I Wood queried the Quartzelec and Ellwood's invoices, to which the DO explained these were in relation to improving pump efficiency at Lord Downes PS.
- 685.4. It was PROPOSED by Mr I Wood and SECONDED by Cllr Emsen and UNANIMOUSLY RESOLVED that the Board note and approve the record of Invoices Paid and Accounts Settled, totalling £21,173.39 (net), for the last financial quarter.

**686. Internal Audit**

- 686.1. A copy of the second (final) audit for 2023/24 was provided to Members and there were no matters of concern raised.

**687. Planning & Development – Q4 (January – March 2024)**

- 687.1. The DO confirmed that there had been no planning applications warranting input from the Board during the period, but confirmed that staff were continuing to monitor progress on the

housing development to the south west of Snaith, which would eventually be transferred to special levy.

## **688. Capital Programme**

### *Prime Minister's Announcement - £75m*

- 688.1. The CEO reported that earlier in the year, the Prime Minister had announced that up to £75m of funding would be made available to IDBs in 2024/25 for storm recovery and asset improvement purposes, on the provision that all funds must be expended by 31<sup>st</sup> March 2025.
- 688.2. He explained that 'tranche 1' bids had already been submitted on behalf of the Board for sunk costs incurred during the winter season, including for repairs to watercourses and extraneous energy costs.
- 688.3. The DO added that claims for works on Primrose Drain, New Bridge PS and Lord Downes PS had been included within these bids.
- 688.4. The CEO advised that the second tranche invited bids for schemes that created flood risk reduction to agricultural areas, where grant funding would not normally be forthcoming. However, due to the exceptionally tight timescales for delivery, the bids had to be realistic, and therefore installations of permanent pumps would not be possible.
- 688.5. The CEO advised that that a potential scheme could be to install a penstock on Marsh Drain along with culvert improvements on Upper Reach to Marsh Drain Lower Road. Members and Officers discussed the possibility of visiting the penstock at Lord Downes PS.
- 688.6. The CEO explained that he was requesting delegated authority to be given to himself and the Chair, to authorise any 2024 IDB grant-funded capital spend of up to £300k per project should funds become available.
- 688.7. The CEO also 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.
- 688.8. It was PROPOSED by Mr I Wood and SECONDED by Mr A Wood and UNANIMOUSLY RESOLVED that the Board gives delegated authority to the CEO with the Chair and 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.

## **689. Maintenance**

- 689.1. The DO presented an electronic map to members to explain the maintenance programme for the 2024 season. The map showed the areas that would be de-weeded and de-silted, and he explained that it was intended that all watercourses would be flailed.
- 689.2. He confirmed that he had discussed several watercourses with the Chair and Vice-Chair in relation to using alternative methods of maintenance due to them being very narrow.

- 689.3. Mr E Bayston highlighted the spoil left on Hagg Drain Lane which had been sliding back into the watercourse. The DO confirmed that there had been several concerns of this sort raised and that he had met with the contractor in relation to making improvements.
- 689.4. A concern was raised regarding a burst water main in a field near Dowson's Lane Drain, which had spilled onto the road. It was believed there may be a pipe which requires clearing. **Action DO.**
- 689.5. The DO confirmed that the telemetry systems were now working in the Board's three pumping stations.
- 689.6. Mr I Wood raised concerns that the standby pump and the duty pump were crossing over rather than running together. The DO advised that he would investigate. **Action DO.**
- 689.7. Cllr Emsen asked which items of plant the Board owned, to which the DO confirmed that the Board did not own any plant; the only assets owned by the Board were the three pumping stations.

#### **690. Elections Programme, Electoral Register and Board Membership**

- 690.1. A copy of the Electoral Register for the Cowick & Snaith District, as per 1<sup>st</sup> April 2024, was circulated among members.
- 690.2. It was PROPOSED by Mr A Wood and SECONDED by Cllr Emsen and UNANIMOUSLY RESOLVED that the Board approve the Electoral Register (1<sup>st</sup> April 2024).

#### **691. Membership**

- 691.1. Mr S Cooper, observing, expressed an interest in joining the board as a co-opted Member. The Chair requested that Mr S Cooper be excused from the meeting whilst the Board considered this.
- 691.2. It was PROPOSED by Cllr Emsen and SECONDED by Mr A Wood and UNANIMOUSLY REOSLVED that Mr Sam Cooper joins the Board as a co-opted Member.
- 691.3. Mr S Cooper re-joined the meeting and accepted being co-opted onto the Board.

#### **692. Date of Future Meetings**

- 692.1. The dates of future meetings were confirmed as:
- ADOC Consortium Committee - Monday 25<sup>th</sup> November 2024 at 9:30am
  - Full Board meeting - Tuesday 28th January 2025 at 1:00pm