



Rawcliffe
Internal Drainage Board

**MINUTES OF THE FULL BOARD MEETING HELD ON TUESDAY 28TH
JANUARY 2025 AT 24 INNOVATION DRIVE**

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| PRESENT | | | | | |
| <i>ELECTED</i> | Mr D Nicholson | Mr P Chantry | Mr P Sykes | | |
| | | | | | |
| <i>APPOINTED</i> | Mr D McKenna | Mrs S Backhouse | | | |
| | | | | | |
| APOLOGIES | | | | | |
| <i>ELECTED</i> | Mr J Lewis | Mr P Blacker | Mr D Backhouse | | |
| <i>APPOINTED</i> | Mr K Fillingham | Cllr Fox | | | |
| ABSENT | | | | | |
| <i>ELECTED</i> | | | | | |
| <i>APPOINTED</i> | Cllr L Sargeantson | Mr S Shubrook | | | |
| | | | | | |
| In Attendance | | | | | |
| Officers | | Mr A McLachlan – Chief Executive Officer | | | |
| | | Mrs A Larkin – Director of Policy & Finance | | | |
| | | Mr R Towse – Director of Operations | | | |
| | | Miss L Smith – Board Secretary | | | |

Andrew McLachlan
Chief Executive Officer and Clerk to the Board
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937. Welcome, Introductions and Apologies.

- 937.1. The Chair welcomed Members and Officers to the Board noting apologies from Mr J Lewis, Mr K Fillingham, Cllr Fox, Mr P Blacker and Mr D Backhouse.

938. Declarations of Interest

- 938.1. None declared.

939. Additional Agenda Items

- 939.1. None requested.

940. Health and Safety

- 940.1. No matters to report.

941. Natural Environment

- 941.1. No matters to report.

942. Minutes of the previous Full Board Meeting

- 942.1. The Chair drew attention to minutes of the previous meeting held on 18th June 2024 and invited comments from the Board.
- 942.2. It was PROPOSED by Mr P Chantry and SECONDED by Mr P Sykes and UNANIMOUSLY RESOLVED that the Board approve these minutes as a true record of that meeting.

943. Matters Arising

- 943.1. Telegraph pole near school still causing an issue; Mr P Sykes clearing this himself to prevent backup.
- 943.2. Mr Chantry asked if the headwall could be moved rather than moving the pole; the CEO suggested this be put on hold until reviewing the Board's financial position.

944. Minutes from the ADOC Consortium Meeting

- 944.1. The minutes of the meeting held on 25th November 2024 were noted by members.

945. Financial Position

- 945.1. Mr Nicholson left the meeting.
- 945.2. The CEO advised that the Board is expecting a budget outturn of -£1,500, the main reason being due to the repairs at Pastures Pump, however this has been somewhat balanced by successful bids submitted for government funding.

- 945.3. The CEO explained that around £10k was received due to extraneous energy costs. Without this funding, the Board would have relied upon their reserves.
- 945.4. Mr D Nicholson re-entered the meeting.
- 945.5. Mrs S Backhouse queried why the administration charges had increased.
- 945.6. The DPF explained this was most likely due to insurance. Officers had analysed the insurances and found that the Board was under insured on pumping stations, resulting in an increase of £7k. The DPF added that the Consortium management fee had also increased due to inflation.
- 945.7. The CEO explained further that none of the substructures were adequately insured, a technical review was undertaken as to how much a full rebuild would be and insurance was amended to reflect this.
- 945.8. The Chair noted that the management fee had increased from £19,800 to £20,500.

946. Budget & Rate Setting

- 946.1. The CEO presented the proposed budget along with a copy of the 2023/24 accounts for reference.
- 946.2. The DO explained that Officers will attempt to apply for additional funds from Defra to support the Boards serviceability programme, however if this is not successful, the Board may consider utilising £5k of the Board's reserves to fulfil this requirement.
- 946.3. It was confirmed that works ongoing at Pastures and West End pumping stations have been allocated funding in the 2025/26 budget.
- 946.4. The CEO recommended a 3.7% increase in the rate, slightly above the anticipated inflationary figure of 3.6% in April 2025.
- 946.5. It was PROPOSED by Mr P Chantry and SECONDED by Mr P Sykes and UNANIMOUSLY RESOLVED that the Board approve a rate of 16.8p£ to meet an estimated budget requirement of £136,062.

947. Invoices Paid and Accounts Settled

- 947.1. The schedule of invoices paid and accounts settled for the period April to December 2024, were reviewed by members.
- 947.2. It was PROPOSED by Mr D Nicholson and SECONDED by Mrs S Backhouse and UNANIMOUSLY RESOLVED that the Board note and approve the record of Invoices Paid and Accounts Settled, totalling £139,090.95 (net) for the last financial quarter.

948. Conclusion of Annual Audit

- 948.1. The Board's External Auditors PKF Littlejohn had completed their annual audit of the Board and concluded that no matters were of cause for concern, meaning that the Board has passed the external audit.

949. Appointment of Internal Auditor

- 949.1. The DPF presented the Internal Auditor's Curriculum Vitae, the Internal Audit Plan, and letter of engagement and the Board were invited to consider the independence and competence of the internal auditor and to consider and agree the internal audit programme of work having regard to identified risks.
- 949.2. It was PROPOSED by Mr D Nicholson and SECONDED by Mrs S Backhouse and UNANIMOUSLY RESOLVED that the Board appoint Northern Internal Audit Services to provide internal audit services for the financial year 2025/26, upon being satisfied of the provider's independence, competence, and proposed programme of work.

950. Internal Audit Report

- 950.1. The DPF referenced the first interim audit report of 2024/25 and advised there were no outstanding issues or actions.

951. Drainage Rates

- 951.1. The DPF confirmed that all rates income for 2024/25 had been received.

952. Bank Mandate

- 952.1. At present, the only officers with online banking access to the Board's bank accounts were the CEO and DPF, which had created an issue in the fact that the persons named on the mandate are the only ones that can log-on to view balances.
- 952.2. To overcome this issue, permission was sought to add the Board's finance officer to the mandate with the smallest financial limit so that they can access the accounts online.
- 952.3. It was PROPOSED by Mr D McKenna and SECONDED by Mr D Nichols and UNANIMOUSLY RESOLVED that the Board approve the addition of the Board's Senior Finance Officer, Miss Sophia Questari, to the mandate(s) of the Board's Barclays Current Account (ending 7802) and Barclays Savings Account (ending 0101) with the smallest financial limit to make this feature active.

953. Planning & Development – Q3 (October - December 2024)

- 953.1. No objection from the Board in relation to the solar farm, west of Sugar Mill Ponds following discussion over access for watercourse maintenance. Designs had full easements to access all watercourses.

954. Maintenance

- 954.1. The DO explained that there is opportunity to submit additional bids in relation to the government funding and a bid will be placed to install a culvert close to the school.
- 954.2. Mr P Chantry queried if piling could be included in this also.
- 954.3. Officers have secured funding to replace the pump at Beechtree, the CEO added the new pump could be placed on the telemetry system to be controlled remotely.
- 954.4. Funding has also been awarded for a mobile pump for each of the ADOC boards, all to be used for mutual aid across the consortium.
- 954.5. In regard to West End PS, options were discussed to potentially replace the pump, or alternatively because this pump only operates in winter, the Board's existing diesel pump could be moved here and only used as required. Mr Chantry queried if the grill could be altered to catch more solid matter. The DO advised that the new pump would be worth trialling to see if this works more efficiently.
- 954.6. The DO confirmed that 90% of maintenance works was completed this year, and the Board have not been made aware of any additional issues besides a slip near the sewage works.
- 954.7. Mr McKenna advised that Ellercourt drain tends to block under the culvert, however this is not Board maintained. The DO advised that Yorkshire Water or ERYC be contacted regarding this.
- 954.8. The Chair requested that spraying be done this spring on reeds, especially under the motorway. Mr Sykes notified Officers that reeds were restricting flow up to Dobella pumping station, just past the sewage works. The CEO suggested that notice be served on National Highways in relation to clearing the watercourses.
- 954.9. The Chair congratulated Officers on their hard work in securing funding for the pumps.

955. Policies

- 955.1. The Board noted and approved policies for review.
- 955.2. The Board discussed the River Don and the lack of maintenance carried out by the Environment Agency.

956. Date of Future Meetings

2025/26

Tuesday 24th June – Full Board Meeting

Wednesday 16th July – Drifffield Show

Tuesday 25th November – ADA Conference (London)

Monday 1st December – ADOC Consortium Committee

Tuesday 2nd December – ADA AGM (online)

Tuesday 27th January – Full Board Meeting