



Danvm Drainage Commissioners

MINUTES OF THE ANNUAL GENERAL MEETING HELD ON TUESDAY 4TH
NOVEMBER 2025 AT MOSS & FENWICK VILLAGE HALL, DN6 0HG.

PRESENT

Elected

Mr M Pashley Mr M Duckitt Mr W Falkingham Mr S Lomas Mr D Platt
Mr N Welburn

Appointed

Mr C Crowe Mrs Ivey Cllr R Tams Mr T Grady Cllr M Jordan
Cllr K Osborne Mr P Maddison

APOLOGIES

Elected

Mr W Platt Mr R Robinson

Appointed

Mr R Campbell Cllr M Crane Cllr J McCartney

ABSENT

Appointed

Mr J Gilliver Cllr D Nevett

IN ATTENDANCE

Officers

Mr A McLachlan – Chief Executive Officer
Mr R Towse – Director of Operations
Mrs A Larkin – Director of Policy & Finance
Miss L Smith – Board Secretary

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

- 379.1. The CEO welcomed Members and Officers to the Board noting apologies from Mr W Platt, Mr R Robinson, Mr R Campbell, Cllr McCartney, and Cllr M Crane.
- 379.2. The CEO introduced Mr Martin Pashley as a newly elected Member of the Board.
- 379.3. The CEO announced the sad passing of Mr Charlie Hogarth, a long-standing Member of the drainage board. A minute's silence was observed.

380. Order of the Meeting

- 380.1. As this was an election year, with the consent of the Board, the CEO chaired the first part of the meeting.

381. Declarations of Interest

- 381.1. None.

382. Additional Agenda Items

- 382.1. None.

383. Election Results

- 383.1. The CEO announced the following candidates were duly elected as Members of the Danvm Drainage Commissioners:

Mr M Pashley	Mr M Duckitt	Mr WM Falkingham	Mr S Lomas
Mr D Platt	Mr W Platt	Mr R Robinson	Mr N Welburn

384. Appointment of Chairman

- 384.1. It was PROPOSED by Cllr Jordan and SECONDED by Mr Falkingham and UNANIMOUSLY RESOLVED that the Board appoint Mrs Ivey as the Chairman.
- 384.2. Mrs Ivey accepted the appointment and took over chairing the meeting.

385. Appointment of Vice-Chairman

- 385.1. It was PROPOSED by Mr Lomas and SECONDED by Mr Welburn and UNANIMOUSLY RESOLVED that the Board appoint Cllr Jordan as the Vice-Chairman.
- 385.2. Cllr Jordan accepted the appointment.
- 385.3. The CEO and the Chair informed the Board they had had notice from Mr Gilliver that he was stepping down from the Board and expressed their thanks for his support to the Board and its officers over his years of service.

386. Appointment of Policy and Finance Committee

386.1. The CEO drew attention to the Standing Committee Policy.

386.2. It was PROPOSED by Mr Grady and SECONDED by Mr Falkingham and UNANIMOUSLY RESOLVED that the Board appoint Mrs Ivey, Cllr Jordan, Mr Lomas, Mr Maddison, and Mr Crowe to the Policy & Finance Committee.

387. Appointment of Joint Consortium Committee Representatives

387.1. It was PROPOSED by Mrs Ivey and SECONDED by Mr Duckitt and UNANIMOUSLY RESOLVED that the Board appoint Mrs Ivey, Cllr Jordan, Mr Maddison, and Mr Welburn to the Joint Consortium Committee.

387.2. It was PROPOSED by Cllr Jordan and SECONDED by Mr Lomas and UNANIMOUSLY RESOLVED that the Board appoint the JCC at the AGM rather than annually.

388. Health & Safety

388.1. Other than updates to risk assessments, the DO reported no other matters.

388.2. The Ops Manager will be undertaking IOSH certification, and all managers will be completing CDM training this December.

388.3. All managers have attended a Mental Health First Aid course.

389. Natural Environment

389.1. Mr Welburn raised concerns regarding the river Went and requested sight of the environmental surveys conducted by the previous management company. He noted that since the cessation of Board maintenance, the wildlife has been severely impacted.

389.2. The DO explained that no survey information predating 2020 is available, but surveys from 2020 onwards can be provided. A current survey is underway.

389.3. Members discussed using survey evidence to engage with the Environment Agency (EA) regarding maintenance requirements. The CEO recommended consulting the Board's ecologist for further biodiversity commentary to which Mr Maddison also offered his support.

390. Minutes of the previous Full Board Meeting

390.1. The Chair drew attention to minutes from the previous meeting held on 4th June 2025.

390.2. It was PROPOSED by Cllr Jordan and SECONDED by Mr Lomas and UNANIMOUSLY RESOLVED that the Board adopt these minutes as a true record of the previous meeting.

391. Minutes of the Policy and Finance Committee Meetings

391.1. The minutes from the Policy and Finance Committee meetings held on 25th July 2025 and 14th October 2025 were presented and noted by the Board.

392. Minutes of the Extraordinary Joint Consortium Committee

392.1. The minutes of the extraordinary JCC meeting held on 30th July 2025 were presented and noted by the Board.

393. Matters Arising

393.1. There were no matters arising.

394. Election Sub-districts

394.1. The Board noted that the election cycle had concluded, and the CEO explained that there are currently no formally defined electoral districts. It was previously assumed that boundaries followed the former IDB areas, the CEO had found no evidence of this.

394.2. The CEO advised that under IDB election regulations, the Board has the option to formally subdivide its area into electoral districts, similar to council wards, which would help ensure fair representation and may encourage Members to take 'ownership' of a particular area.

394.3. The CEO explained that this also supports with resources and costs to the Board if elections are contested, meaning an election only needs to run within the electoral subdistrict.

394.4. Any subdivision would require approval from both the Environment Agency under the delegated authority as set out in legislation. The CEO therefore sought consent to progress this work, and Cllr Jordan requested that an electoral district map first be shared with all Board Members. **Action CEO.**

395. Financial Position

395.1. The DPF drew attention to the latest financial position report, reporting a variance in the income of £250k less than the planned figure of £1.6m, largely due to late billing of PSCA and MRA operational costs.

395.2. On expenditure, the DPF reported a variance of £160k less than the planned figure of £1.6m, primarily due to an underspend on electricity and pumping stations. There was overspend on company vehicles due to the theft of a vehicle, resulting in funding being brought forward to purchase a replacement earlier than the anticipated asset replacement plan.

395.3. It was highlighted that Operational staff expenditure was lower than planned, due to a vacancy which has since been filled.

396. Rates

Rates Collection

396.1. The DPF reported that rates income represents £270k of the Board's statutory income in 2025/26, and that £22.5k remains outstanding. Court summons had been sent to thirty-four ratepayers, with £100 costs added to each account. A court hearing was due to take place on 26th November 2025.

396.2. Some long-standing overdue accounts may be presented to the Board at a future meeting for consideration of further action.

397. External Audit

- 397.1. The DPF reported that the Annual Return document (AGAR) was returned on 5th September and duly published on the Board's website before the 30th September. The auditor's report concluded that there were "no matters giving cause for concern that relevant legislation and regulatory requirements have not been met."
- 397.2. It was noted that next year, an extra assertion will be included regarding digital and GDPR compliance. The DPF advised this will be reviewed in detail to ensure the requirements are adhered to and an IT policy will be brought to the Board for approval.

398. Internal Audit

- 398.1. At the previous meeting the Board gave delegated authority to the Joint Consortium Committee to appoint a new internal auditor subject to ratification by the Full Board.
- 398.2. The Committee considered a report from the DPF and recommended the appointment of Mr Richard Dixon, T/A Public Sector Audit.
- 398.3. It was PROPOSED by Mr P Maddison and SECONDED by Mr C Crowe and UNANIMOUSLY RESOLVED that the Board ratify the appointment of Mr Richard Dixon T/A Public Sector Audit, as the Board's new Internal Auditor.
- 398.4. The Board considered:
- *the independence of the internal auditor during the year under review.*
 - *agree the internal audit programme of work, having regard to the authority's identified risks, during the year under review.*
 - *be satisfied regarding the competence of the internal auditor and that there is a signed letter of engagement in place.*
- 398.5. It was PROPOSED by Mrs Ivey and SECONDED by Cllr M Jordan and UNANIMOUSLY RESOLVED that the Board considers the independence of the internal auditor, agrees the internal audit programme of work, having regard to the authority's identified risks and satisfies itself regarding the competence of the internal auditor, confirming there is a signed letter of engagement in place.

399. Invoices Paid and Accounts Settled

- 399.1. Cllr Jordan queried why approval is requested from Members after payments are made.
- 399.2. The CEO advised that this is for transparency and clarity regarding payments made by Officers. He added that the auditor also has sight of these statements and will typically test invoices and payments as part of his commission.
- 399.3. It was PROPOSED by Mrs Ivey and SECONDED by Mr D Platt and UNANIMOUSLY RESOLVED that the Board approves the invoices paid and accounts settled, totalling £2,700,953 (net), as a true record.

400. Public Sector Agreements

- 400.1. The DO explained that Public Sector Cooperation Agreements (PSCAs) involve the Board carrying out work on behalf of other organisations, such as the EA and the Mining Remediation Authority (MRA), for which the Board recharges its costs.
- 400.2. Currently, Officers are concerned regarding the spread of invasive species on main rivers, including floating pennywort on the river Aire. The DO has raised concerns with the EA due to the potential of the river overtopping and the plant entering the drainage network.
- 400.3. Mr Pashley queried if the EA have a duty to control invasive species, the DO clarified that while landowners are responsible for invasive species on private land, action should ideally be taken at the source on main river systems.
- 400.4. Mr Crowe noted that the MRA's budget for invasive species management has increased significantly.
- 400.5. Tree clearance is being undertaken along watercourses near Lake Drain Pumping Station, and Phase 3 of the Went works, covering land owned by the Board between Lake Drain and the A19, should be more straightforward to deliver than Phases 1 & 2.
- 400.6. The CEO asked Members whether they would support the potential de-maining of the River Went, and several indicated they would.
- 400.7. A section of Taining Drain between the old clough and the pumping station has required joint involvement from EA field teams and biodiversity officers due to possible protected sedge species, though confirmation was not possible due to the overgrowth.
- 400.8. This issue has now been resolved, with flailing scheduled to begin next week, however, requires attendance by an EA ecologist and the DO, at public cost.
- 400.9. Additional tree works are planned near pumping stations along the river Aire.
- 400.10. Cllr M Jordan left the meeting.

401. Development Control & Planning

- 401.1. Mr N Welburn declared an interest in the "Askern former sawmill" development and queried where the water will be discharged. The DO explained that this will be stored and released at agricultural run-off rate.
- 401.2. ZG2023/1037/EIA – The DO reported that a revised plan has been submitted addressing the Board's concerns with this large residential development, and land drainage consents are still to be discussed.
- 401.3. The DO, in response to Mr Welburn, confirmed that discharge is to Whitley Bridge PS into the canal.
- 401.4. Communication has been attempted with the landowner at Steam Dyke, Askern, relating to obstructions in the watercourse.

401.5. A Consent issued for replacement of footbridge over Engine Dike, Thorpe in Balne.

402. New Public Procurement Legislation

402.1. Following the implementation of The Procurement Act 2023 this year, the CEO outlined the implications including, new transparency duties, mandatory notice publications, revised financial thresholds and the need for updated local procurement procedures and financial regulations.

402.2. He confirmed that he is currently leading an ADA working group, involving other Boards nationally, to develop a best-practice response to these changes.

402.3. The CEO requested Board approval to follow the draft procurement procedure in line with current best practice and, if necessary, obtain professional advice to ensure legal compliance until the new process is fully adopted.

402.4. He recommended that due to the complexity of this procedure and the length of time to examine, delegated authority be given to the Policy & Finance Committee to review and adopt the new procedure which includes changes to the financial regulations.

402.5. Mr P Maddison thanked the CEO for all his work in relation to the procurement process and for making this clear for Board Members to understand.

402.6. Mr Crowe queried if he would be able to share this work in draft with colleagues at the MRA to which the CEO agreed.

402.7. It was PROPOSED by Mr C Crowe and SECONDED by Mr P Maddison and UNANIMOUSLY RESOLVED that the Board authorise the CEO to follow a draft process to ensure compliance with the 2023 Public Procurement Regulations on an interim basis and that they give delegated authority to the Executive Committee to approve the necessary changes to the Financial Regulations.

403. Capital Programme

403.1. The CEO provided an update in relation to Beal Lane, funded by the MRA and National Highways (NH), a recent meeting with the landowner explored opportunities to build greater long-term resilience into the system, including potential water storage within the network to support irrigation and reduce pumping costs.

403.2. The Whitley Bridge scheme, funded by Defra and National Highways, is now in the testing phase and nearing completion.

403.3. The CEO also reported that Stubbs Bridge, which currently has a 5-tonne weight limit, requires a new access route from the south side to reach the pumping station without crossing the River Went. Tenders have been received and are ready for award.

403.4. The Hensall Village culvert is now in design, following which it will be passed to the MRA. Cllr Tams expressed concern regarding the length of time this has taken.

- 403.5. The CEO confirmed progress on the depot improvements, with tenders expected shortly and works planned for later this year.
- 403.6. It was confirmed the weed screen refurbishment programme is progressing with installation expected in early spring.
- 403.7. Weather permitting, Kirk Bramwith pumps are expected to be installed in March, and Lake Drain pump is due for ordering this afternoon.
- 403.8. It was PROPOSED by Mr C Crowe and SECONDED by Cllr R Tams and UNANIMOUSLY RESOLVED that the Board approve the Capital Programme.

404. Maintenance Update

- 404.1. Mr Falkingham queried the maintenance near the bungalows at Minthorpe. He reported flooding in gardens and un-maintained watercourses and requested support with the EA regarding these concerns.
- 404.2. The DO confirmed there are no board-maintained watercourses in this area, that this is main river, however, he will forward these concerns to the EA. Mr P Maddison confirmed the council were also involved regarding this matter and offered support to the DO with communications.
- 404.3. The DO drew attention to an ongoing issue with a Yorkshire Water [YW] attenuation system at Meadowcroft, which overfills, causing flooding to gardens and properties. The DO advised that the watercourse is maintained regularly and has also been cleaned this year.
- 404.4. Intrusive tree works have been performed to improve future access for maintenance at Brook Dike.
- 404.5. An additional 1.5km of watercourse will take place at Bulling dyke in response to phase 1 & 2 works completed previously.
- 404.6. Cllr Osborne expressed gratitude on behalf of residents for the completion of this work, and commented on the inappropriate positioning of new-build housing around this watercourse which has made maintenance more difficult.
- 404.7. The DO confirmed investigations are taking place in relation to the culvert from Norwood pump station to Sandall Nook, as water is not flowing as it should.
- 404.8. Mr Pashley raised works around Norwood penstock and CRT dike which runs over Northfield bridge.
- 404.9. Further maintenance works reported were the removal of fallen willows a Duckholt PS and maintenance to the flood defence at Gowdall in conjunction with ERYC.
- 404.10. Mr Welburn highlighted maintenance which may have been missed at Fleet Drain at Balne.

405. Plant Purchase

- 405.1. A tractor is required along with a trailer and flail unit for maintenance operations in poor weather conditions, using an advance from next year's budget.
- 405.2. The DO advised the oldest SPV unit will be used as part exchange and delivery is expected in April.
- 405.3. The Chair queried if this had already been included in the budget to which the DO confirmed it had.
- 405.4. It was PROPOSED by Mr Falkingham and SECONDED by Mr D Platt and UNANIMOUSLY RESOLVED that the Board give authority to the CEO to place an order for a John Deere 6 M200 with Herder Flail Unit at £234k including PX / Sale of SPV.

406. Policies

- 406.1. The Board is required to have a pensions discretions policy under the local government pension scheme regulations. The DPF drew attention to the draft policy at Appendix I.
- 406.2. It was PROPOSED by Mr P Maddison and SECONDED by Mr S Lomas and UNANIMOUSLY RESOLVED that the Board approve the LGPS Discretions Policy.

407. Dates of Next Meetings

- ADA Northern AGM, Friday 21st November.
- ADA National Conference, Tuesday 25th November 2025.
- Joint Consortium Committee, Thursday 27th November.
- Policy and Finance Committee, Monday 20th January 2026.
- Full Board Meeting, Tuesday 10th February 2026.