

Ouse and Derwent  
Internal Drainage  
Board

MINUTES of Meeting held on Tuesday 14<sup>th</sup> June  
2016 at the Village Club, Escrick, York

PRESENT

Mr R E Britton (In the Chair)  
Mr J Hopwood  
Mr K W Terry  
Mr W A Jacques  
Mr K Atkinson  
Mr J R Bramley  
Mr B Smith  
Mr R D Percy  
Cllr B Marshall  
Cllr J Cattanach  
Cllr R W Bramley  
Mr S Wragg  
Mr A Vevers (later in meeting)

The Clerk – Mr W Symons

Engineering Assistant – Mr N Culpan

APOLOGIES FOR  
ABSENCE

Apologies for absence were received from Mrs K  
McSherry, Mr J Daniel, Mr K Ellis and Cllr J Brook.

DECLARATION OF  
INTEREST

There were no declarations of interest related to the  
items listed on the Agenda.

The Clerk further informed Members that the Register  
of Members Interests was available at the meeting for  
inspection and update as required.

MEMBERSHIP

Sad Loss of Member Mr Frank Atkinson

The Chairman reported on the sad loss of Mr F  
Atkinson and recounted his memories of him both in the  
community and the support he had given to the Board. The  
Board's records showing his support and membership for  
approaching 50 years or more.

The Chairman also reflected on the memorial service  
and how full the church was with only standing room  
outside.

The Chairman asking the Board to stand for a moment  
to reflect in silence of the sad loss.

Nominated Members

The Clerk confirmed he had received Emails from  
Selby District Council and York City Council regarding its  
nominations to the Board. These nominations remained the  
same as last year.

MINUTES OF MEETING

It was proposed by Mr J Hopwood, seconded by Cllr B Marshall and UNANIMOUSLY AGREED that the Minutes of the Meeting held on the 2<sup>nd</sup> February 2016, a copy of which had been sent to all Members, be taken as read and approved and that they be forthwith signed by the Chairman as a correct record.

MATTERS ARISING

There were no further matters arising from the Minutes that were not covered in the main agenda.

FINANCE SUB-COMMITTEE MINUTES

Wednesday 27<sup>th</sup> April 2016

The Chairman presented the Minutes of the Meeting of the Sub-Committee held on 27<sup>th</sup> April 2016, a copy of which had been sent to all Members.

The Chairman noted this meeting was held to consider the agreement being advanced for the compromised access to Germany Beck. The details of the proposals being included in the Minutes and the resultant recommendations of the Sub-Committee.

The Chairman ran through and summarised the items included in the Minutes of the Meeting.

The Chairman proposed acceptance and approval of the recommendations contained within the Finance Sub-Committee Minutes. The proposal was seconded by Cllr B Marshall and the proposal was UNANIMOUSLY AGREED by the Board.

Tuesday 31<sup>st</sup> May 2016

The Chairman presented the Minutes of the Meeting of the Sub-Committee held on 31<sup>st</sup> May 2016, a copy of which had been sent to all Members.

The Chairman ran through and summarised the items included in the Minutes of the Meeting.

The Chairman proposed acceptance and approval of the recommendations contained within the Finance Sub-Committee Minutes. The proposal was seconded by Cllr J Cattnach and the proposal was UNANIMOUSLY AGREED by the Board.

MATTERS ARISING

The Clerk reported following the question raised by the Chairman regarding insurance costs and the works to reduce the potential damage by flooding to the Board's Pumping Stations in particular Kelfield Ings with its raised electrics.

The Clerk reported that the insurance excess in the event of flooding for Kelfield is now £1,500 and Angram £2,500.

FORMAL REVIEW  
OF THE EXTERNAL  
AUDITOR  
CERTIFICATE  
2014/15

REPORT ON THE  
SYSTEM OF  
INTERNAL  
CONTROLS

The Clerk had circulated with the Agenda a copy of the External Auditor's Comments (Section 3) in the IDB Audit Return for reference. The top box of the form does not include any qualifications regarding the Boards Audit. In the second box 'Other Matters Not Affecting the External Auditors Opinion' reference is made to revised guidance in respect to the treatment of fixed assets.

The Clerk informed Members that as this guidance in 2014/15 had not been communicated it was not applied. The Board's accounts have adopted the anticipated revision of the guidance on asset valuation, in line with the wording on Box 9 of the Annual Return so hopefully should be compliant with any revised guidance in future years. No comments were made by the Internal Auditor in Section 4 of the Form for Financial Year 2014/15.

**Review the Effectiveness of Internal Control**

The Clerk noted that the Board had previously agreed for its Internal Auditor to review and report on the Boards System of Internal Control. The Clerk had circulated a copy of the report for the year ending 31<sup>st</sup> March 2016 with the Agenda. A number of matters were raised:

This in summary has identified that:

- The Auditor is concerned about business continuity should key members of staff not be available in the Consortium along with segregation of duties;
- The Auditor has highlighted at Board Meetings the number of elected Members regularly exceeds the Members appointed. The Auditor noting that the appointed Members should outnumber elected Members by at least one to ensure appropriate consideration of what could be 'contentious' matters.

**Consideration of the Findings of the Review**

Members of the Boards Sub-Committee have considered the findings of the review and accepted the reports content.

The Clerk informed Members he will consider the matters raised and incorporate in the Boards Business Risk Assessment for the current financial year. The document will be included for review and recommendation at the next meeting of the Finance Sub-Committee for the main Board's consideration.

APPROVAL OF THE  
FORMAL REVIEW  
OF THE ANNUAL  
GOVERNANCE  
STATEMENT

ACCOUNTING  
STATEMENTS

Members considered the report and the review of the Effectiveness of Internal Control and the recommendation of the Sub-Committee and it was proposed by the Chairman, seconded by Cllr J Cattanach and UNANIMOUSLY AGREED the Board accepted the reports content.

The Clerk informed the Audit Commission's Annual Return has been completed for 2015/16 which includes the Governance Statement Section 1. A copy of the Statement was circulated with the meeting agenda.

The Boards Sub-Committee had considered Section 1 of the Annual Return and recommended its approval. The Chairman proposing its approval which was seconded by Cllr J Cattanach and UNANIMOUSLY AGREED that the Board approved the Annual Governance Statement. This along with the Board agreeing for the Chairman and Clerk to sign Section 1 – Annual Governance Statement 2015/16.

**Consideration of the Accounting Statements**

The Clerk reported that the Board's accounts have now been internally audited with the Board's Internal Auditor signing off the Board's Annual Internal Audit Report 2015/16 of the IDB Return.

The Clerk noting that last year's accounts 2014/15 required restating in Section 2 – Accounting Statements because of a change in accounting practice for 2015/16.

The Clerk ran through the details of the Board's accounts which had been prepared for the year-end 2015/16 with the Sub-Committee. A copy of these accounts having been circulated to the Sub-Committee Members prior to the meeting with the Agenda.

The Clerk had explained that the figures from the accounts had been taken and applied to Section 2 – Accounting Statements 2015/16. A copy of which had also been enclosed with the Agenda which was reviewed by the Sub-Committee at the Meeting. This along with reviewing the Accounting Statements provided.

**Approval of the Accounting Statements by Resolution**

The Sub-Committee, after considering these accounts and the Audit Commission IDB Return Form Section 2 – Accounting Statements 2015/16, had recommended the Boards approval. This including the Chairman signing and dating the statements.

The Chairman proposed, which was seconded by Cllr J Cattanach and UNANIMOUSLY AGREED that the Board APPROVE the Accounting Statements. This further includes authorising the Chairman to sign and date the documents along with the Clerk as required.

The Clerk further reported that the Board's External Auditors for 2015/16 are Littlejohn LLP for the accounts being considered.

## RATES

The Clerk reported that as at the 10<sup>th</sup> June 2016 the following rates had been collected:

- (a) Special Levy - £ 199,660.21 (50.0 %)
- (b) Direct Levy - £ 71,254.45 (86%)
- £ 270,914.66

The Clerk advised that the Board's direct debits have been drawn and the first reminder letters have also been issued and sent. Final reminders will be issued in September on all land where no queries were pending.

## MAINTENANCE WORKS

The Engineering Assistant reported on the maintenance work carried out since the date of the last meeting of the Board. A Maintenance Report was circulated to Members with the Agenda. The Board maps were displayed in the meeting for Members inspection showing the extent of the work being carried out.

### Piling Hammer

The Board had obtained a further quotation for a piling hammer and it was UNANIMOUSLY AGREED by the Committee to purchase the BHP attachments (Leicester) piling hammer as the lowest quote in the sum of £5,020.00.

### Excavator Purchase

The Engineering Assistant reported on the difficulties of trying to find and trial a range of excavators with a three piece boom. The Committee because of the requirement to get the machine on order noted the cost to be in the range of the estimates already obtained. These being provided in the report to the Sub-Committee Members. The Committee decided to delegate the machine type choice to the Engineering Assistant within this price range. This was to enable the machine to be able to be ordered as soon as possible and prior to the next Board meeting.

## Award of Maintenance Contracts

### Flail Mowing

The Engineering Assistant confirmed that following the tender returns opened at the Finance Sub-Committee Meeting the Board would be awarding the work to AAT Bowman and Sons as the cheapest Flail Mowing Contractor. If however he was unable to deliver the programme of works then the alternative tendering contractors would be considered.

### Weeding/Sludging

The Engineering Assistant confirmed that following the tender returns at the Finance Sub-Committee Meeting the Board would be awarding work to the contractors who had tendered who had the equipment available at the best price. He however noted the amount of work to be awarded under this contract was uncertain with the Board undertaking an increasing amount in house with its own excavator.

The Engineering Assistant had covered pumping stations in his report. It was however noted that good progress was being made in installing the Pulsar level control systems in the Coal Authority Pumping Stations.

### Stillingfleet Pumping Station

The Engineering Assistant reported that plans are being progressed to have the two pumps which were removed refurbished. The pumps which were removed were replaced with new ones previously.

The Clerk confirmed that no reportable incidents to the Health and Safety Executive (RIDDOR) have occurred since the last Meeting.

### Pay Award 2016/2017

The Clerk advised the Board that the ADA Lincolnshire Branch has still not concluded the pay negotiations for financial year 2015/16. An offer of 1% has been made which has still not been accepted. The Board however from 1<sup>st</sup> April 2015 has included a 1% pay increase. It is likely a 1% pay increase will be offered for financial year 2016/17 but until 2015/16 pay negotiations are concluded the 2016/17 negotiations are unlikely to be resolved.

## PUMPING STATIONS

## HEALTH AND SAFETY

## STAFF

The Clerk further noted that employee National Insurance contributions were also increasing for some so in real terms take home pay was reducing without any increase. In view of this the Clerk suggested that on top of the 2015/16 1% pay increase which has not yet been agreed the Board could consider making a 1% pay increase for 2016/17. This would be if a pay agreement is not concluded for the end of June in time for the salary payment.

The payment being backdated from 1<sup>st</sup> April 2016. The Board would then make any necessary salary adjustments when the pay arrangements have been agreed for financial year 2015/16 and 2016/17. The Clerk being aware of other Boards having made this payment who are locked into the ADA Lincolnshire Branch Agreement.

The Board UNANIMOUSLY AGREED the Board should make the 1% payment as suggested by the Clerk.

### Consortium Staff

The Clerk reported that the Boards new Planning and Consenting Officer is now in post and making good progress.

### Workforce

The Clerk reported that the Board's Workforce were working well under the current arrangements.

The Clerk reported to Members on the ADA Northern Branch Conference, which he attended, held on Friday 10<sup>th</sup> June at the Cave Castle Hotel, South Cave, Brough. The Conference included a site trip to the recently completed Willerby and Derringham Flood Alleviation Scheme.

It was also agreed at the Branch Meeting at the Conference that ADA Northern Branch Boards would each contribute to the Branch expenses the sum of £150. This included promoting ADA Branch activities such as attending the Great Yorkshire and Driffield Shows.

### ADA NORTHERN BRANCH CONFERENCE

### CORRESPONDENCE

### ADA National Conference

The Clerk reported that ADA had informed the Board that its Annual Conference will again be held in London on 17<sup>th</sup> November 2016. The Board AGREED to pay Members travelling costs and conference fees if any Members wish to attend.

### Board's Pension Staging Date Letter

The Clerk reported that the Pensions Regulator had written to inform the Board that its pension staging date was early in 2017.

### York City Council's Letter (Mr S Wragg)

The Clerk reported the Board had received a letter from Mr S Wragg regarding the Board's responses to the Council's Planning Applications. A copy of the letter was available at the meeting. One of the primary concerns was the Boards position on attenuating low discharge flows to Greenfield run off rates on small developments. The problem being the technology available is likely to be prone to blockages because of the low flow required.

In regard to this matter the Clerk reported he was investigating new technology which may help to address this issue.

The Clerk advised Members that beyond the letters from the above there had been no correspondence of significance received since the date of the last Meeting.

### PLANS

The Clerk referred to the list of Planning Applications commented upon since the last Meeting of the Board, which had been circulated to all Members with the Agenda. It being noted that the number of planning applications being made appears to be increasing recently.

The report on the planning responses were received by the Board Members and noted.

**(SEE APPENDIX TO MINUTES)**

### CONSENTS

The Clerk referred to the list of Consent Applications commented upon since the last Meeting of the Board, which had been circulated to all Members with the Agenda.

**(SEE APPENDIX TO MINUTES)**

### BANK STATEMENTS

The Clerk produced the Bank Statements for the Board's Current Account and Business Premium Account showing an aggregate credit balance of £962,590.31 with Barclays Bank as at the 20<sup>th</sup> May 2016.

The Yorkshire Bank account has an additional credit balance of £83,960.00. The Board placing funds into a twelve month deposit account which is achieving 1.2% gross per annum.



The Nationwide Building Society account has an additional credit balance of £86,201.53. The Board placing funds into a twelve month deposit account which is achieving 1.2% gross per annum.

The total balance of the Boards funds held in these accounts is £1,132,751.84.

The Clerk noted that these funds include the UK Coal and Coal Authority balances and deposits for the ongoing and rechargeable works, which are £58,886.50.

NEXT MEETING

It was directed that the date of the next Meeting of the Board is to be at The Escrick & Deighton Club on Tuesday 18<sup>th</sup> October 2016.

FUTURE MEETING

The Boards Annual General Meeting will be held on 31<sup>st</sup> January 2017.

ANY OTHER  
BUSINESS

**Consortium Management Committee Meeting**

The Clerk reported that a meeting was held on 16<sup>th</sup> February which was attended by the Chairman and Cllr J Cattanach. A copy of the Consortium Agreement was made available at the meeting for Members to view if they wished.

There was no other business and therefore the meeting was closed.

**(APPENDICES TO FOLLOW)**

