

York Consortium of Drainage Boards

*Ainsty (2008) Internal Drainage Board
Airedale Drainage Commissioners
Beverley & North Holderness Internal Drainage Boards
Foss (2008) Internal Drainage Board
Ouse & Derwent Internal Drainage Board*

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Dear Ms Oxley,

Please find enclosed a copy
of the minutes from the meeting
held on 9th June 2014 for
your information.

With Compliments

Bill Symons
Clerk to the Boards



MINUTES of Meeting held on Monday 9th June 2014 at the Memorial Hall, Huntington

Foss Island
IDB

PRESENT

Mr J P Coverdale (In the Chair)
Mr D R Brotherton
Mr R A Armitage
Mr M Cockerill
Mr M Kemp
Mr I Ridsdale
Mrs J M Burnett
Cllr A S Richardson
Cllr Mrs S Wiseman
Mr D M Crossley
Mr C Chambers
Mr C Perrett
Cllr S Lane

The Clerk – Mr W Symons
Engineering Assistant – Mr N Culpan

APOLOGIES FOR ABSENCE

Apologies for absence were received from Mr D J E Sherry, Mr P E Clark, Cllr K Pace, and Mr S Wragg.

YORK CITY COUNCIL MEMBERSHIP

The Clerk reported that York City Council had confirmed its Nominated Members in its letter dated 23rd May 2014. These include additionally Mr S Wragg as the Council's Flood Risk Manager and Mr C Perrett as a Parish Council Member from Heworth Without. The City of York Council Membership otherwise remaining the same.

DECLARATION OF INTEREST

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

MINUTES OF LAST MEETING

It was RESOLVED that the Minutes of the Meeting held on the 3rd March 2014, copy of which had been sent to all Members, be taken as read and approved and that they are forthwith signed by the Chairman as a correct record.

MATTERS ARISING

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

HEALTH & SAFETY

The Clerk confirmed that no reportable incidents to the Health and Safety Executive (RIDDOR) have occurred since the last Meeting. The Clerk noted that a local contractor who had been used occasionally by Consortium Boards had recently had a fatal accident whilst working from a ladder.

RATES

The Clerk reported that the total rates collected to the 6th June 2014 are as follows:

(a) Special Levy -	£ 132,982.31	(52.6%)
(b) Direct Levy -	£ 32,146.49	(78.6%)
	<u>£ 165,128.80</u>	

The Clerk reported that East Riding of Yorkshire Council had made a full payment of its Special Levy to the Board.

The Clerk reported to the Board that the first direct debit payments have been drawn and the first rate reminders have also been sent out.

MAINTENANCE WORKS

The Engineering Assistant circulated a maintenance report at the meeting.

Full Sutton Industrial Estate Pollution

The Engineering Assistant raised that pollution and contamination of the ditch by released oils remained a problem. This matter had been reported to the Environment Agency however they did not consider it to be a high enough priority to take any action.

The Clerk was asked by Members to write to the MP Greg Knight to see what action can be taken and make him aware of the situation.

Bielby Beck (Main River)

The Engineering Assistant suggested that a temporary over pumping trial could be carried out to see if relief could be given to the flooded land because of sustained high 'main river' flows. A trial of this nature could give an indication of what size of pump would be required to provide relief and it would indicate if the river flaps were sealing correctly.

Mr M Kemp is in support of progressing this option as a trial in relation to trying to improve the drainage in this area.

Cllr S Lane declared an interest in this matter as a Member of the Ouse and Humber IDB.

The Engineering Assistant suggested that a mobile pump could be trialled. The Boards workforce attending to and running the pump which could be hired in.

It was proposed by Mrs J M Burnett and seconded by Cllr A S Richardson to progress on a trial basis up to a budget of £3,500 this being carried by Members. The Engineering Assistant will see if Natural England would wish to contribute towards the trials.

Gally Gap Lane Culvert

The Engineering Assistant reported he had tried to contact Mr D Richardson with no luck as an action from the last meeting. It was reported by Members that Mr D Richardson had left the Council.

Mr J Cavanagh joined the meeting at this stage as the City Councils representative regarding the study.

The Clerk reported that a draft report has been provided by the Consultants for the study but further work was required.

Mr J Cavanagh reported that the City Council had commissioned the study which is now in draft form. Mr S Wragg York City Council's new Flood Risk Manager will be meeting the study consultants shortly to discuss how the study will be progressed. A second stage including the increased catchment area of Tang Hall Beck was in hand.

The Engineering Assistant raised the Boards concerns about the required maintenance and operational regimes of storm tanks and other assets and the current implications on the catchment with flood risk.

Mr D Crossley raised that Mr D Sherry would wish to attend a future meeting about the study and that he remained concerned about the Consultant carrying the work out. This is because of a perceived conflict of interest with the drainage designs with the retail development at Monks Cross.

The Clerk confirmed that Mr D J Sherry will be invited to a future meeting regarding the study. The City Council has considered the Consultants other work being carried out prior to the award of the work for this study.

The Clerk thanked Mr J Cavanagh for attending the meeting and he left at this stage.

Flailing

The Clerk advised that the Board had sent out tender documents to a number of contractors for flailing work. The Board wishing to obtain rates per linear metre as required. The Board is seeking to carry out as much of its flailing work with its own staff and equipment as possible. The Contractor to be used as required or should breakdowns occur.

The Clerk reported that only one tender return had been received. The tender following the Board's Financial Regulations was opened at the meeting by the Chairman and witnessed by Members.

SOUTH BECK STUDY

MAINTENANCE CONTRACTS

Contractor	Rate/Metre	Hourly Rate
AAT Bowman	23.0p per metre	£30 per hour for the tractor and flail £35 per hour for the Mechalec mounted flail

The uncertainty in the amount of work being tendered is likely to have reduced contractors' interest in carrying out the work. This resulting in the number of tender returns the Board had received.

The Board considered the single tender returned and it was noted the contractors familiarity with the district having carried out similar work out last year, along with the rate remaining the same.

It was proposed by Mr D R Brotherton, seconded by Cllr S Lane and the Board UNANIMOUSLY AGREED to award the work to Mr AAT Bowman subject to the satisfactory completion of the contractor's questionnaire and fulfilling the Board's health and safety requirements. It was noted by Members that it was disappointing more tender returns had not been received.

PLANT

The Engineering Assistant reported on the Boards purchase of a new tractor and flail. At the last meeting of the Board it was decided to purchase a Massey Ferguson 7616. It was also agreed that an extended warranty should also be progressed but dependant on the servicing requirements.

In progressing the purchase because of concerns by the tractor manufacturer of the loadings of the Bomford mower Massey Ferguson had upgraded the tractor to be supplied. Thus providing a larger tractor than the 7616 as originally proposed to a '7618 Efficient Dyna 6 tractor' at the same price. The tractor and mower are due for delivery at the start of the flailing season.

The balance of the tractor cost being paid for as 1 + 2 annual payments at 0% with a £95 document fee and £10 closing fee. The Board is progressing purchasing the warranty which is now 6000 hours or five years.

The Engineering Assistant further reported that Mr P Fletcher had purchased the Boards B8181 flail mower at the sum of £6,750 plus VAT.

PRECEPT

The Clerk reported that he had raised a Precept appeal for the current financial year in regard to the fairness of the precept set under the Water Resources Act 1991. The Boards appeal has now been acknowledged by Defra. He further reported that he had not had any further response regarding the precept appeal raised by other Boards of the Consortium for the last financial year but he anticipated further information should be provided in the near future.

AUDIT COMMENTS
ON ACCOUNTS
2012/2013

The Clerk had circulated with the Agenda a copy of Section 3 of the External Auditors Certificate and Opinion 2012/13 'other matters not affecting our opinion which we draw to the attention of the Council. The Body should ensure Section 4 is signed by the internal auditor who carried out the work. The name of the internal auditor as well as the firm should be inserted. The Clerk noting that this matter has been addressed on the audit return for financial year 2013/14.

AUDIT OF
ACCOUNTS
2013/2014

The Clerk informed the Board that the accounts for the year-ending 31st March 2014 had been internally audited and the Audit Commissions Annual Return for the same period has been completed.

A copy of the accounts was circulated with the meeting agenda. The Clerk running through the items in summary at the meeting and answering Members questions.

The Board considered these documents and AUTHORISED the Chairman and Clerk to sign:

- 1) The balance sheet of the accounts;
- 2) The Audit Commissions Annual Return which includes Section 1 - Statement of Accounts and Section 2 - Annual Governance Statement.

The Clerk noted that the Boards external auditors are currently Littlejohns LLP.

INTERNAL AUDIT
REPORT LETTER
FOR 2013/14

The Clerk had circulated with the Agenda a copy of the Boards Internal Auditors letter. A number of matters were raised which included continuity of service in the York Consortium, segregation of duties and representation at Board meetings in decision making. These matters were discussed at the meeting by Members.

TERMS OF REFERENCE FOR INTERNAL AUDIT

The Clerk had circulated with the Agenda a copy of the Terms of Reference for the Boards Internal Audit. This documentation being based on the scope of an internal audit from the Governance and Accountability in Drainage Boards in England a practitioners guide. The Board **UNANIMOUSLY AGREEING** to accept the terms of reference for the Boards Internal Audit for 2014/15.

STAFF

Pay Award 2014/2015

The Clerk advised the Board that the ADA Lincolnshire Branch have concluded the pay negotiations for 2014/2015 and a 1.00% increase on all grades has been agreed as from the 1st April 2014. This increase in pay will be applied to the Board's Workforce Members from 1st April 2014. The mileage rates paid to staff have remained the same.

INSURANCE

The Clerk reported that the Boards Insurance had renewed on 1st April 2014. The Clerk informed Members that the Boards Insurance Risk Register was available at the meeting to view. The Clerk had circulated the following chart showing the previous year's costs and invoiced costs for this year's covers achieved by the Boards Insurance Brokers, Towergate.

Cover	2012	2013	2014
Commercial Combined	£2,470.58	£2,435.60	£2,481.34
Engineering Inspection	£323.21	£479.98	£719.38
Engineering Insurance	£53.00	£93.00	£110.12
Hired in Plant	Quotations being obtained		Consortium policy now in place
Directors & Officers Liability	Not Covered	Not Covered	Reviewed below
Professional Indemnity	£1,428.00	£1,588.18	£1,628.18
Motor Fleet	£4,947.96	£4,452.21	£4,679.75
Motor Legal expenses		£165.36	£53.00
Legal Expenses	£53.00	£53.00	£53.00
Loss Recovery Service	£159.00	£159.00	£169.60
Total	£9,434.75	£9,426.33	£9,894.37

The above chart includes Insurance Premium Tax and VAT. The reduction on the Motor Fleet Policy 2012-13 was related to the Motor Legal Expenses becoming a separate policy and the cost being separated. The Boards Professional Indemnity Insurance costs increasing because of the increase in the Boards turnover and increasing costs. The Board no longer has insurance for petty cash as it only holds around £50 and the insurance excess in the event of any claim was larger than £50.

The Clerk informed the Board that the Boards of the Consortium now have a shared hired in plant and equipment policy which this Board contributes towards additionally.

The Board Members noted and accepted the position on the Boards insurance, which had been renewed for continuity of cover. However if any changes are required these can be organised with the Board's Insurance Brokers following the renewal.

Additional Covers

The Clerk had circulated an email with the agenda showing the estimated costs of additional cover. In summary this included increasing the Boards Professional Indemnity from £1 million to £2 million at a cost of £387.05. Members considered this matter and decided to keep the Boards professional indemnity cover at £1 million.

A further quote to include for Directors and Officer cover was given. £1 million cover costing £480 and £2 million cover costing £672.

It was proposed by Cllr Mrs S Wiseman, seconded by Cllr S Lane and **UNANIMOUSLY AGREED** that the Board should increase its insurance cover to include £1 million Directors and Officer cover at an increased cost of £452.83.

A query was raised on the increased scope and cost of the Engineering Inspection as this extra work may not be required.

ADA NORTHERN BRANCH CONFERENCE

The Clerk reported on the ADA Northern Branch Conference, which was held on 16th May at the Cave Castle Hotel, South Cave, Brough. This was attended by The Chairman and the Clerk. The conference included a presentation on the carbon capture pipeline scheme transferring carbon dioxide from Drax to Barmston sea end.

It was also agreed at the Branch meeting at the conference that Northern Branch Boards would each contribute to the Branch expenses the sum of £100. This including promoting ADA in activities such as attending the Great Yorkshire Show.

CORRESPONDENCE

The Clerk reported that ADA had informed the Board its annual conference will again be held in London on 12th November 2014.

The Clerk advised Members that beyond the letter 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 was noted by the Clerk that Trevor Smith Landscapes has not yet had planning granted which was considered at the Boards last meeting because of access constraints.

The Board approved the comments.

(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.

The Tannery Development in Strensall

The Clerk reported that the Board had experienced some recent difficulties regarding the installation of a footbridge. The developers having to install the footbridge before the houses on the development were sold.

The Board became aware that the developer might install the footbridge without the formal permission of the Council. The installation of the bridge then making it very difficult to reinforce the banks under the bridge which were not in a good state of repair. In view of this the Board had contacted the developer and agreed to carry out emergency bank repairs prior to the installation of the bridge. The work being recharged to the developer. The bridge has now been installed and matters on approval with the Council are now being resolved.

(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 £400,104.55 with Barclays Bank as at the 23rd May 2014.

The Yorkshire Bank account has an additional credit balance of £155,635.13. The Board placing £40,000 funds into a twelve month deposit account which is achieving 1.2% gross per annum. The remainder in a 95 day notice account achieving 0.7 % gross per annum with the Yorkshire Bank.

It being intended to stagger 12 month investments to balance the Boards cash flow and be able to draw funds off more frequently than once a year.

The total balance of the Boards funds held in these accounts is £555,739.68.

ACCOUNTS FOR
CONFIRMATION

The Clerk referred to the list of accounts paid since the date of the last Meeting, which had been circulated, to all Members with the Agenda.

It was proposed by Cllr Mrs S Wiseman and seconded by Mr D M Crossley and **RESOLVED** that payment of these accounts be confirmed. It was suggested by Mr M Cockerill that the Board could consider getting a franking machine for postage.

(SEE APPENDIX TO MINUTES)

DATE OF NEXT
MEETING

It was directed that the next Meeting of the Board is due to be held at the Memorial Hall, Huntington, York on Monday 8th September 2014 commencing at 1.30pm.

Cllr A S Richardson apologising that he will be unable to attend.

FUTURE MEETINGS

Monday 3rd November 2014
Monday 5th January 2015 (AGM)

ANY OTHER
BUSINESS

Bank Repairs

Mr R A Armitage asked why the Board had filled behind some piling and boarding with stone on a bank repair.

The Engineering Assistant explained this was at a location where running sand was present in the bank and the stone was intended to not only retain the bank but help the material drain.

York City Council Housing Development Allocations

Cllr A S Richardson asked about the City Council's development plans relating to 50 houses in Haxby.

The Clerk noted the Boards work and response to the Councils site selection in the process. York City Council in producing the plans is the lead local flood Authority and aware of the area flood issues in advancing these sites. It appears the system on site selection is hard to influence with the information the Board can supply regarding flood risk.

There was no other business and therefore the Meeting was closed at 3.20pm.

(APPENDICES TO FOLLOW)