

MINUTES of Meeting held on Monday 6<sup>th</sup> June 2016 at the Memorial Hall, Huntington

PRESENT

Mr J P Coverdale (In the Chair)  
Mr D R Brotherton  
Mr R A Armitage  
Mr D J E Sherry  
Mr P E Clark  
Mr M Cockerill  
Mr I Ridsdale  
Mr R J Burnett  
Cllr Mrs S Wiseman  
Mr C Perrett  
Mr S Wragg  
Cllr A Strangeway  
Mr R Wells (Member of Public – York City Council)

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

APOLOGIES FOR ABSENCE

Apologies for absence were received from Mr S Stark, Mr D M Crossley, Mr M Kemp, Mr G Tate and Mr C Chambers.

MEMBERSHIP

The Chairman welcomed Cllr A Strangeway who is a Councillor from the Pocklington Ward who was joining the Board as an East Riding of Yorkshire Council Nominated Member.

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.

MINUTES OF LAST MEETING

It was UNANIMOUSLY RESOLVED that the Minutes of the Meeting held on the 7<sup>th</sup> March 2016, a copy of which had been sent to all Members with the Agenda, be taken as read and approved and that they are forthwith signed by the Chairman as a correct record.

MATTERS ARISING

The Clerk informed Members he had written to Martins Skip Hire of Osbaldwick and a response is awaited.

There were no further 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.

## RATES

The Clerk reported that the total rates collected up to the 3<sup>rd</sup> June 2016 are as follows:

(a) Special Levy -	£142,387.75	(52.6%)
(b) Direct Levy -	<u>£28,588.65</u>	(66.4%)
	<u>£170,976.40</u>	

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

The Clerk further reported to the Board that the first direct debit payments will be drawn this Friday and the first rate reminders will be sent out shortly.

## MAINTENANCE WORKS

The Clerk had circulated a maintenance report with the Agenda.

The Engineering Assistant ran through the report, page by page, at the meeting.

ClIr Mrs S Wiseman asked about work with the Public Rights of Way Officer regarding the repair of an access to a foot bridge as funds have apparently been raised to carry work out.

Mr D J E Sherry apologised for not attending the last meeting. He also raised that he was concerned in the Christmas storm events about the management of the flood storage lagoons at the new John Lewis development (Vangarde Site) at Monks Cross. The discharge from the storage lagoons being believed to be into a highway drain.

Mr S Wragg believes that the Vangarde Site should be operating the storage as designed. However because of the concerns it is probably worthwhile checking on the operating procedures.

### Hilbra Avenue

Mr S Wragg noted the historical issue at Hilbra Avenue. The area having drainage difficulties falling outside the Boards drainage district. The position is slightly complicated but the City Council will be investigating to see how the matter can be progressed.

## Larch Way

The Clerk noted a Mr Dent had contacted the local MP alleging a watercourse had been filled in which he believes provides drainage to the gardens of Larch Way. The Clerk had responded to the MP's letter of concern asking for further details from Mr Dent. A copy of the MP's letter and the Board's response being available at the meeting.

## Machinery Purchase

The Engineering Assistant tabled three quotes for a like for like 8 ton agricultural tipping trailer. The Boards current one suffering from rust. The quotations also giving a part exchange value for the Boards current trailer. It however was believed a better value could be achieved selling it privately. The Foreman's preference being the DRT trailer.

Members discussed the merits of the various trailers along with the possibility of having it galvanised.

Mr P E Clark proposed the Board should go back to DRT Trailers York and offer £8,000 with the Board part exchanging its old trailer. The proposal was seconded by Mr D J E Sherry and UNANIMOUSLY AGREED by the Board

## AUDIT ISSUES OF GOVERNANCE AND ACCOUNTING STATEMENTS

The Clerk referred Members to a letter from the Audit Commission (page 2). The letter clearly highlighting the requirements which the Clerk has reflected in the Agenda items for the returns for the 2015/16 year end audit. This is to try to ensure compliance and to avoid audit prequalification.

## REVIEW OF EXTERNAL AUDITOR CERTIFICATE 2014/15

The Clerk had circulated with the Agenda a copy of the External Auditor 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 Boards 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.

REPORT ON THE  
INTERNAL SYSTEM  
OF INTERNAL  
CONTROLS

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.

The Clerk noted the matters raised which included continuity of service in the York Consortium, segregation of duties and representation at Board Meetings in decision making particularly with 'Council Nominated Members.' These matters were reviewed and discussed at the meeting by Members and the report content noted.

Consider the Findings of the Review

The Clerk 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 at the next meeting of the Board.

The Committee considered the report and it was proposed by Mr S Wragg that the Board accepted the letters content. This proposal was seconded Mr D R Brotherton and UNANIMOUSLY AGREED by the Board.

APPROVAL OF THE  
ANNUAL  
GOVERNANCE  
STATEMENT

The Clerk informed the Audit Commissions 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 Committee considered Section 1 of the Annual Return and it was proposed by Cllr Mrs S Wiseman that the Board approved the Annual Governance Statement. This proposal was seconded Mr D R Brotherton and UNANIMOUSLY AGREED by the Board for the Chairman and Clerk to sign Section 1 – Annual Governance Statement 2015/16.

ACCOUNTING  
STATEMENTS  
2015/2016

Consideration of the Accounting Statements

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

A copy of the accounts were circulated with the meeting agenda for the year-ending 31 March 2016. The accounts having been internally audited with the Auditor having completed and signed off Section 3 Annual Internal Auditor Report 2015/16 of the IDB return.

The Clerk ran through the details of the Board's accounts.

### Approval of the Accounting Statements by Resolution

The Committee considered Section 2 of the Annual Return and it was proposed by Cllr Mrs S Wiseman that the Board approved the Annual Accounting Statement for 2015/16. This proposal was seconded Mr I Ridsdale and UNANIMOUSLY AGREED by the Board.

### Authorise the Chairman to Sign and date the Statements

The Committee having considered Section 2 of the Annual Return with the accounting statements and it was UNANIMOUSLY AGREED by the Board for the Chairman and Clerk to sign and date Section 2 – Accounting Statements 2015/16.

The Board further authorised the Chairman and Clerk to sign and date the balance sheet of the accounts.

The Clerk had circulated a draft document for the Scope for the Board's Internal Audit with the Agenda. This document following the Audit Commissioner's guidance is required to be able to review the effectiveness of the Internal Auditor if required when the Internal Audit is complete.

The Board considered its content and UNANIMOUSLY AGREED to recommend the acceptance to the Board for the Scope of the Internal Audit to be able to formally review the Effectiveness of the Internal Audit for financial year 2016/17.

It is noted that the guidance from ADA on the Governance and Accountabilities in Internal Drainage Boards in England a Practitioners Guide (2006) was last updated in 2007. It is noted that this document is being updated which could have implications to the required scope of audit for the Board.

### 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.

### TERMS OF REFERENCE FOR INTERNAL AUDIT

### 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.

Cllr Mrs S Wiseman proposed that the Board should make the 1% payment as suggested by the Clerk.

Mr D R Brotherton seconding the proposal which was UNANIMOUSLY AGREED by the Board

### Consortium Staff

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

The Clerk noted the chart below which was circulated with the Agenda prior to the meeting includes Insurance Premium Tax and VAT. It was noted that Insurance Premium Tax had increased to 9%. It was reported further costs had increased with the purchase of the Boards pickup truck, increases in the Boards business financial turn over along with increasing professional indemnity to £ two million cover.

### INSURANCE

Cover	2013	2014	2015	2016
Commercial Combined	£2,435.60	£2,481.34	£2,524.04	£2,750.27
Engineering Inspection	£479.98	£719.38	£518.19	£541.60
Engineering Insurance	£93.00	£110.12	£105.12	£107.51
Hired in Plant		£580 Consortium policy	£580 Consortium policy	£821.25 Consortium policy
Management Liability	Not Covered	Reviewed	£384.12	£397.48
Professional Indemnity	£1,588.18	£1,628.18	£1,548.18	£1,649.30
Motor Fleet	£4,452.21	£4,679.75	£5,885.30	£6,550.14
Motor Legal expenses	£165.36	£53.00	£95.40	£112.24
Legal Expenses	£53.00	£53.00	£53.00	£54.75
Loss Recovery Service	£159.00	£169.60	£169.60	£114.98
<b>Total</b>	<b>£9,426.33</b>	<b>£10,474.37</b>	<b>£11,862.95</b>	<b>£13,099.52</b>

The Clerk further noted the Boards of the Consortium now have a shared hire in plant and equipment policy which this Board pays for and recharges to others.

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.

## ADA

### **Northern Branch Conference**

The Clerk informed Members the ADA Northern Branch Conference, will be held this Friday 10<sup>th</sup> June at the Cave Castle Hotel, South Cave, Brough. The Conference will also include a site trip to the recently completed Willerby and Derringham Flood Alleviation Scheme. This will be attended by the Clerk and Chairman although the Clerk holds a further ticket if anyone else wishes to attend.

### **Floodex 2016**

The Clerk reported attending the above conference at Peterborough Conference Centre (showground) on 18<sup>th</sup> and 19<sup>th</sup> May. The event was organised by the Association of Drainage Authorities (ADA). Mr S Wragg also gave a presentation at the conference.

## 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.

The Clerk noted the Osbaldwick Beck application (application number 2129) turned out to be part of a wider drainage strategy which had already been agreed.

The Board approved the comments.

### **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 matter.

Mr S Wragg raised as covered in the letter he had been successful in a capital bid to update the councils SFRA this financial year. This work being key given updated EA mapping and modelling and the on-going development of the Council's Local Plan. He further discussed the role of Mr R Wells internally in the Council providing the Council internal planning responses.

The Chairman noted the concern of the implications on the cumulative effect of increased peak surface water runoff particularly being caused by garden and small scale development.

Members discussed the planning process and the implication to surface water in detail.

**(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 £433,185.18 with Barclays Bank as at the 6<sup>th</sup> June 2016.

The Yorkshire Bank account has an additional credit balance of £83,480. 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 £70,989.49. The Board placing funds into a twelve month deposit account which is achieving 1.4% gross per annum.

The total balance of the Boards funds held in these accounts is £587,654.61.

## DOCUMENT MANAGEMENT POLICY

The Clerk had circulated a draft of a Document Management Policy for the Board with the Agenda. The Clerk having sought the guidance of the Board's Internal Auditor for the management of financial documents.

Members AGREED for the Board to implement the Policy.

## 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, seconded by Mr I Ridsdale and RESOLVED that payment of these accounts be confirmed.

**(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 5<sup>th</sup> September 2016 commencing at 1.30pm.

FUTURE MEETINGS

Monday 31<sup>st</sup> October 2016  
Monday 9<sup>th</sup> January 2017 (AGM)

ANY OTHER BUSINESS

**Work Based Pensions**

The Clerk informed that the Board has been written to that it needs to implement a work placed pension from next year. The Board implementing this with the Governments 'NEST' Scheme.

**Pocklington Bridge**

Mr I Ridsdale had heard locally that Pocklington Bridge may be increased in size to allow more water out of the village to reduce flooding.

The Clerk is aware a scheme is being advanced but does not have any details. The Clerk will investigate to find out what is proposed.

There was no other business and therefore the Meeting was closed at 2.50 pm.

**(APPENDICES TO FOLLOW)**

