

MINUTES OF THE KYLE & UPPER OUSE IDB MEETING
HELD ON 30th OCTOBER 2017
AT SHIPTON COMMUNITY CENTRE

- 32 **Present** Mr R C Shedden, Mr T Clark, Mr P Bielby, Mr A Boddy,
 Mr I Galtrey, Mr G Robinson, Mr R Spilman, Mr K Hayton,
 Mr S Wragg.
- In attendance Mr N Everard (Clerk of the Board)
- The Chairman reported on the death of Mr K Myers, a former member of the Board, and condolences had been sent on behalf of the Board to the family.
- 33 **Apologies** None
- 34 **Disclosure of Interest** None
- 35 **Minutes** As a quorum was not present at the previous meeting the Minutes of the meeting held on 6th February 2017 and 5th June 2017 were read and approved.
- 36 **Maintenance** The Chairman reported on the maintenance works carried out since the last meeting.
- 37 **Planning Applications** The Clerk reported on planning applications requiring comment between 3rd June 2017 and 27th October 2017. Two consents had been issued. Due to the increase in risk and complexity of planning applications and to ensure consistency with adjoining Drainage Boards, the Board approved instructing JBA Consulting to review applications in accordance with the contract. Where pre-planning advice was required, whenever possible, costs are to be met by the applicant.
- 38 **Complaints** The Clerk reported on complaints received by the Board and the action taken.
- 39 **Audit** The Clerk reported on the report by the internal auditors following their final visit for the year ending 31st March 2017.
- The Clerk reported on the external auditors report and the accounts for the year ended 31st March 2017 as follows:-
- Except for the matters reported below, on the basis of our review of the annual return, in our opinion the information in the annual return is in accordance with proper practices and no other matters have come to our attention giving cause for concern that relevant legislative and regulatory requirements have not been met.

The smaller authority has disclosed that it made proper provision during the year 2016/17 for the exercise of public rights, by answering 'Yes' to Section 1, Assertion 4. However, as we reported last year, we are aware that it failed to do this and therefore should have answered 'No' to this assertion. It has also disclosed that it took appropriate action on all matters raised in reports from internal and external audit, by answering 'Yes' to Section 1, Assertion 7. This is not correct.

The Annual Return was not accurately completed before submission for review. Please ensure that amendments are corrected in the prior year comparatives when submitting next year's Annual Return:

- A hire purchase agreement balance at the year end has been incorrectly shown both as a creditor and as a loan. The payments made on that agreement have been shown in Box 5, but should have been included in Box 6. The correct figures for Boxes 5, 6, 7, 9 and 10 are £0, £122,933, £135,648, £151,266 and £0 respectively.

Other matters not affecting our opinion which we draw to the attention of the smaller authority:-

We note that the smaller authority does not hold copies of annual declarations of interest made by all its members, as several members have not submitted the relevant forms to the smaller authority. Maintaining such information would ensure improved accountability to the public by the smaller authority.

40 **Council
Representatives**

The Clerk reported that Mr M Waudby had resigned as a member of the Board.

41 **Health & Safety**

Further to the report at the previous meeting, the Health & Safety advisor had reviewed the documentation presented by the Foreman and deemed it inconsistent with legislation and not specific to the works being undertaken. In order to ensure that the Board is compliant, the Clerk was authorised to cooperate with the Selby Area IDB Works Supervisor and the Health & Safety advisor to assist the Foreman in completing the relevant documentation.

Subject to arranging suitable training, consideration is to be given to the acquisition of a pole pruner to avoid the need to work from heights.

42 **Insurance/Risk
Management
Review**

The Clerk confirmed that a review had been undertaken with brokers and there was no amendment to the existing Risk Management Policy subject to completion of the necessary Health & Safety documentation.

- 43 Machinery The Chairman reported on the position concerning the warranty works required to the Board's JCB and confirmed that a hire machine had been provided without charge.
- 44 Environment
Agency Upland
Water Grant The Clerk reported that the payment for the year ended 31st March 2017 was £37,819.35 as compared to the budgeted figure of £33,940.
- 45 Rent The Clerk reported that the landlord was increasing the rent to £3,500 with effect from 1st July 2017 in respect of the storage facilities. Alternative sites have been investigated, however they were not deemed as suitable.
- 46 Accounts
for Payment Accounts for Payment Schedule numbers 6 and 7 were approved in the amounts of £10,463.62 and £52,793.74 respectively.
- 47 Next Meeting The Clerk reported that the next meeting was scheduled for 5th February 2018 at 4.00 p.m. at Shipton Community Centre.

.....Chairman

.....Date

KYLE & UPPER OUSE INTERNAL DRAINAGE BOARD

Accounts for Payment

30th October 2017 – Sch 8

Argrain Limited	Rent	875.00	
	VAT	<u>175.00</u>	1,050.00
J Atkinson & Son	Maintenance	500.00	
	VAT	<u>100.00</u>	600.00
BATA	Fuel	2,364.01	
	Maintenance	5.50	
	VAT	<u>159.59</u>	2,529.10
Dave Raymond	JCB Repairs	59.07	
	Flail Repairs	257.58	
	Komatsu	37.26	
	Maintenance	115.00	
	VAT	<u>93.78</u>	562.69
ICO	Administration		35.00
F & S Edwards	Maintenance	430.00	
	VAT	<u>86.00</u>	516.00
Joe Turner Limited	Flail Repairs	349.05	
	VAT	<u>69.80</u>	418.85
P B Curran	Insurance		14,828.57
P B Curran	Insurance		1,479.14
T C Harrison JCB	JCB Repairs	87.72	
	VAT	<u>17.54</u>	105.26
T G Cutt & Son	Health & Safety	52.70	
	VAT	<u>10.54</u>	63.24
M E Willis	Maintenance	97.58	
	VAT	<u>19.52</u>	117.10
York Van Centre	Pickup Repair	51.87	
	VAT	<u>10.37</u>	<u>62.24</u>
			<u>£22,367.19</u>

KYLE & UPPER OUSE INTERNAL DRAINAGE BOARD

Accounts for Payment

5th January 2018 – Sch 9

Argrain Limited	Maintenance		48.00
J Atkinson & Son	Maintenance	442.50	
	VAT	<u>88.50</u>	531.00
BATA	Fuel	2,153.45	
	Maintenance	67.26	
	VAT	<u>114.32</u>	2,335.03
Dave Raymond	Flail Repairs	838.66	
	VAT	<u>167.72</u>	1,006.38
F & S Edwards	Maintenance	1,714.61	
	VAT	<u>342.92</u>	2,057.53
Joe Turner Limited	Flail Repairs	122.86	
	VAT	<u>24.57</u>	147.43
M E Willis	Maintenance	251.06	
	VAT	<u>46.21</u>	297.27
T C Harrison JCB	JCB Repairs	42.42	
	VAT	<u>8.49</u>	50.91
T Elsey	Van Repairs	117.75	
	VAT	<u>23.55</u>	141.30
Westabys	Tractor	171.20	
	Flail Repairs	274.25	
	VAT	<u>89.09</u>	534.54
York Transmission Supplies	Maintenance	51.30	
	VAT	<u>10.26</u>	61.56
Yorkshire Internal Audit	Administration		<u>300.00</u>
			<u>£7,510.95</u>