

MINUTES of Meeting of Finance Sub-Committee held on Wednesday 17th January 2018 at the Ouse & Derwent Offices, Crockey Hill, York

PRESENT

Mr R E Britton (In the Chair)
Mr J Daniel
Cllr B Marshall
Cllr J Cattanach
Mr S Wragg

The Clerk – Mr W Symons
Finance Officer – Mrs F Bradley

APOLOGIES FOR ABSENCE

The Clerk reported that an apology for absence was received from Mr J Hopwood.

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

The Minutes of the Meeting held on the 3rd October 2017, were considered at the Meeting, a copy of which had been sent to all Sub Committee Members.

It was proposed by Cllr B Marshall, seconded by Cllr J Cattanach and UNANIMOUSLY AGREED, that they be taken as read and that they be forthwith signed by the Chairman as a correct record.

MATTERS ARISING

Engineering Resource for Pumping Stations

The Clerk reported that no additional engineering resource was being proposed to be progressed in next year's budget. It being noted the Board continues to have problems with automatic weed screens. The Clerk had explored the potential option of sharing an appropriate resource with a neighbouring Internal Drainage Board which had not progressed.

There were no further matters arising from the minutes which were not covered under the agenda items.

RATES

The Clerk reported the position of court proceedings with this year's outstanding drainage rates. The Board is not progressing any further court actions from the 2017/18 drainage rates in line with the Boards policy on outstanding rates. However one account taken to court in a previous year remains unpaid.

TRANSFERS TO SPECIAL LEVY AND WRITE OFF

Land Transfer to Special Levy

The Clerk referred to the list and maps of the locations circulated with the agenda. This along with the write off of drainage rates which cannot be recovered and land transfers to Special Levy from the Boards agricultural rating.

The Sub Committee Members REVIEWED the list and AGREED with the Clerk to recommend the transfer to Special Levy:

1. The land on account 90-0551 shown in the circulated list to Selby District Council along with the write off of a credit of £0.28. The land now being developed at York Road, Cliffe.
2. The land on account 90-0290 shown in the circulated list to Selby District Council off Sand Lane, Osgodby.
3. The land being developed by Persimmon Homes at Germany Beck in relation to York City Council. This was noted last year at the Boards AGM as a significantly large development which will potentially take up to 15 years to complete. Sub Committee Members recognising it will be sometime until any properties are completed and much of the site will remain undeveloped over a period of time. The land however will be unable to be used for agricultural purpose as it will be in the early stages of development. In view of this it was recommended for the first year 1/15 of the land area is transferred to Special Levy. This also including the remaining land not transferred having its drainage rates written off. The Boards AGM last year agreeing to this recommendation. The Clerk suggesting in the enclosed report the Board for the second year considers 1/15 of the land area is transferred to Special Levy. This also including the remaining land not transferred having its drainage rates written off. The details of which were included on the summary sheet.

The Clerk informed the transfers will take place from 1st April 2018 to reflect the land no longer being used for agricultural usage.

The Sub Committee RECOMMENDED to the Main Board that the land should be transferred to Special Levy (Selby District Council and York City Council) as above, this along with writing off the sum of £220.75. This including a sum of £110.05 in relation to crop damage recommended for agreement at the Sub Committee Meeting on 3rd October 2017.

CONSORTIUM ARRANGEMENTS

The Clerk reported that the annual meeting of the Consortium Management Committee (CMC) will be held on 13th February 2018. The Board at last year's meeting was represented by both Mr R E Britton and Cllr J Cattnach. They both agreed to represent the Board again at the forthcoming annual meeting if the Board wishes. The arrangements require the Board to nominate two Members with the power to act on behalf of the Board. The Clerk informed the Sub Committee that the Boards administration costs in this year's estimates are presented on the basis of the costs of the consortium arrangements which will be discussed at the CMC annual meeting.

The Sub Committee's RECOMMENDATION if accepted by the Board is to nominate both Mr R E Britton and Cllr J Cattnach for them to attend the annual CMC Meeting.

PLANT RENEWALS/ PURCHASE

The Clerk presented the Plant Renewals Schedule, which had been circulated with the Agenda.

Proposed Approach to Maintenance Works

It is intended that the Board will again contract out all the flailing works, which will be put out to tender as usual to ensure the best value for money as possible. The Board having purchased an additional larger excavator so the Board's workforce can concentrate on sludging and maintenance works. This purchase reducing the expenditure on sub-contractor hired in plant.

2017/18 Plant Replacement

The Board has sold its tractor and herder flail. It has further purchased a 2.5m extension arm for its Hyundai HX140 excavator along with a forklift truck for use in the depot.

2018/19 Plant Replacement

The Board intends to sell its 2006 Landrover. It further intends to purchase a flail head for use on the Hyundai HX140 excavator. This making further use of the extra reach with the extension arm purchased in the current financial year. The Board also needs to replace its ride on lawn mower which keeps on requiring service maintenance work which is indicative of its age and condition.

Plant Replacement Frequency

The Clerk noted that the machinery replacement needs review in relation to changing market conditions. The Board seeking to get best value for selling its existing plant whilst purchasing replacements at the best possible price. The timing of the change being intended to make the most of machine warranties provided when new. The Board however needing to change the machines to sustain productivity to avoid diminishing reliability and increasing maintenance costs. At the current time the Boards excavators with continued usage replacement should be considered after five years.

Cllr J Cattnach noted Selby IDB had considered pick up replacement and had noted that South Korean vehicles had been identified for £15,000.

The Clerk reviewed the Boards plant and equipment on the list and its replacement. This with a view to consider the amounts the Board should be building in its plant reserve funds to be able to replace its equipment when required. It is hoped in this financial year a surplus will be achieved which could contribute about £20,000 to plant reserves.

Sub Committee Recommendation

The Sub Committee Members considered the plant replacement programme. It was **UNANIMOUSLY AGREED** to **RECOMMEND** the acceptance of the plant replacement programme and approval to progress as proposed above.

BUDGET 2018/2019

The Clerk referred Members to the budget paper, which had been circulated with the Agenda. The paper being based on the Board sustaining its existing rate.

The Clerk ran through the budget estimate. This showed the budgets for financial year 2017/18 along with the anticipated out turns and estimates for financial year 2018/19.

The Clerk noted that RPI November 2016 to November 2017 was recorded as 2.8% and were rising towards 3%. This being indicative of rising costs.

The Chairman asked Members of the Sub Committee if they had any queries on the paper and supporting table.

(SEE APPENDIX TO MINUTES)

PROPOSALS FOR LAYING OF THE RATE 2018/19

The Sub Committee Members considered the Boards balances held.

Cllr J Cattnach proposed supporting a no increase in the drainage rate and sensible planning for future investment and plant renewal.

Mr J Daniel seconded the proposal of Cllr J Cattnach.

The Sub Committee Members considered the Budget proposals and the rate of a sum of 4.38p for 2018/19 with no increase over the rates of 2017/18. The Proposal was **UNANIMOUSLY AGREED** to **RECOMMEND** approval to the Board.

REVIEW OF POLICY STATEMENT

The Clerk noted that Defra and ADA were continuing to develop the Model Document of an IDB's Policy Statement, its content is currently being considered by the Minister. The Clerk has not yet obtained a copy of the Model document. The Board however in its annual IDB1 return is required to review its policy statement on a three year basis. This Minute recording the Boards intended review of the Policy Statement which will be linked to the model document/standard template when it is issued.

ELECTION

The Clerk advised the Board that 2018 is an election year for the agricultural Members.

The Clerk presented an Election timetable, which is as follows:

- | | | |
|-------------|---|---------------------------------------|
| 1 April | - | Register of Electors advertised |
| 1 May | - | Board approval of Register advertised |
| July/August | - | Nomination Forms issued |
| 28 Sept. | - | Nomination Forms returned |
| 24 October | - | Election Day |
| 01 Nov. | - | New Board commences |

The Sub Committee AGREED to RECOMMEND to the Main Board the following:

- (1) Approve the timetable, which authorise the Officers to undertake such in accordance with the Land Drainage Act 1991.
- (2) Approve the proposed Register of Electors prepared on the 1 April 2018.
- (3) Approve the proposed Register as the Register if no objections received by the Board's Officers.
- (4) To call a Special Meeting, if necessary, to deal with any matters relating to the approval of the Register.

Cllr J Cattnach asked if the Board at the last election had more nominations than positions on the Board and so required an election.

The Clerk informing that although the Board was reasonably populated with elected members no election was required.

Cllr J Cattnach asked if the Board should consider reducing the numbers of its Members.

The Clerk suggesting that as this year was an election the number of Nominations returned and vacancies remaining could be reviewed and a decision made in the future.

The Sub Committee agreeing that this would be a sensible approach.

GERMANY BECK DEVELOPMENT

The Clerk reported that the Board has the signed agreement with the developer although the Board does not hold any funds as agreed as yet. It was however noted that uncertainty remained in relation to the A19 and works to be carried out to the Stone Bridge Culvert (Germany Beck culvert under the A19) with the view to flood protecting the road. This along with the Environment Agency looking at the viability of flood protection works in the locality in relation to Germany Beck, Tunnel Drain and the surrounding area. This being part of the Environment Agency York five year plan.

The Sub Committee Members AGREED that the best approach currently is for the Clerk to be kept informed of the work being progressed. The Board can then in the future consider its position when the Council and the Environment Agency have concluded the plans they wish to progress.

ACCOUNTS FOR CONFIRMATION

The accounts for confirmation were reviewed by the Committee in detail.

The Committee considered the list of accounts for confirmation and AGREED to RECOMMEND approval to the Board.

(SEE APPENDIX TO MINUTES)

DATE OF NEXT MEETING

Tuesday 29th May 2018 at 1pm. This being prior to the Main Board meeting on 19th June 2018.

FUTURE MEETINGS

Tuesday 2nd October 2018 at 1pm. This being prior to the Main Board meeting on 16th October 2018.

ANY OTHER BUSINESS

Banking Arrangements

Barclays are continuing to provide some free banking however some costs are now being charged for electronic bank transfers.

Derwent House Improvements

Derwent House Gutters and Facias

The Clerk reported that the Board was progressing the work to the office gutters and eaves. The Board had received a number of quotes but required to have confidence when fitting UPVC cladding, adequate ventilation and appropriate sarking was installed to prevent the existing wood rotting beneath the cladding. In view of this the work is proposed to be awarded to a roofing contractor rather than UPVC installers. It was further reported scaffolding and shrouding of the incoming electricity cable is required so that work can be carried out safely.

Derwent House Broadband

The Clerk reported that the office broadband was very slow. The Board needing to export data to the Cloud for storage which was making matters worse. To date a part fibre line had been installed (being fibre optic from the local exchange then copper to the office). This however had shown little improvement.

The Finance Officer reported she had obtained quotations both for a leased line at £5,000 per year and a private line in excess of £20,000 along with hosting costs. So in both options the cost was excessively high. She however noted that the Escrick Business Park has fibre optic broadband which possibly could be extended to the office as a shorter route.

The Sub Committee noted the importance of trying to achieve this upgrade at a reasonable cost.

Cllr J Cattanach noted he had assisted on this matter in particular with Superfast Broadband in Yorkshire for Ulleskelf and offered to follow the matter up to see if any further options are available.

The Sub Committee noted that Virgin Media were laying cables towards Fulford which may indicate progress on this matter.

Turnhead Farm Development

Cllr B Marshall raised his concerns about the flood risk from the River Ouse being created at Barley Fields development at Turnhead Farm.

Mr S Wragg although not in York City Council's district offered to look into the matter further.

There being no further business the Chairman declared the Meeting closed.

(APPENDICES TO FOLLOW)