

MINUTES of Meeting held on Monday 25th January 2016 at Copmanthorpe Methodist Church, Main Street, Copmanthorpe.

PRESENT

Mr S E Jackson (In the Chair)
Mr M Haigh
Mr C E Mills
Mr A P Sykes
Mr R F Hildreth
Mr S Barnes
Mr J Sanderson
Mr J Bramley
Mr C Clayton
Mr A Sykes
Mr G H Smith
Cllr J Galvin
Mr D Carr
Cllr C Lewis
Cllr D Mackay

The Clerk – Mr W Symons

Engineering Assistant – Mr N Culpan

APOLOGIES FOR ABSENCE

Apologies for absence were received from Mr J B Blacker, Mr A Percy, Mr R Burniston and Cllr J Savage.

MR A BLACKER

The Clerk announced the sad loss of Mr Arthur Blacker who had recently passed away. Mr Blacker having been a Board Member of the old Acaster IDB. He attended his first meeting on 12th March 1970 and retired from the Board on 13th October 2005 having given 35 years of service.

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 proposed by Mr C E Mills, seconded by Mr C Clayton and RESOLVED that the Minutes of the Meeting held on the 9th November 2015, 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 matters arising from the minutes which were not covered under the agenda items.

RATES

The Clerk reported the total rates collected up to the 22nd January 2016 are as follows:

Special Levy	£301,881.49 (100%)
Direct Levy	£ 61,901.32 (100 %)
	<u>£363,782.81</u>

The Clerk showed a list of outstanding rate accounts was shown to the Chairman at the meeting.

The Clerk noted that mostly small amounts were outstanding and a few accounts were in credit where overpayments have been made. Any outstanding rates will be pursued for payment and any remaining sums or credits at year-end will be included in next year's rate demands.

LAND TRANSFER TO SPECIAL LEVY & WRITE OFF

The Clerk referred to the sheet and maps circulated with the Agenda of the land to be transferred to Special Levy and amounts to be written off.

Special Levy

The Clerk had circulated maps and a summary table with the Agenda for the Board's consideration. This related to a number of sites for the transfer to City of York Council, and Harrogate to Special Levy from agricultural usage. The land tabled was discussed by Members.

Amounts to be Written Off

An overall sum in drainage rates remaining on land transferred to Special Levy which cannot be collected amounts to £12.96 is requested for consideration of writing off.

The transfer to Special Levy and sums to be written off was considered by Members. The Clerk explained the implications on the Special Levy for the City of York Council and Harrogate Council.

It was then proposed by Mr A P Sykes, seconded by Mr C E Mills and UNANIMOUSLY APPROVED for the transfer of the land to the Special Levy as per the maps provided and the write off in the sum of £12.96 from the Board's rates income in relation to land transfers.

STAFF

Planning Officer

The Clerk informed that the Consortium's Planning Officer Mr J Perkins had handed his notice in to leave. In view of this the Clerk reported he was advertising the position with some interviews planned next week.

The Clerk was further asking Mr P Hey if he could assist in supporting the Board whilst a replacement Planning Officer is recruited. This to sustain the Consortiums planning responses and to train the new recruit.

Consortium Secretary and Receptionist

The Clerk reported that this post is a job share and a vacancy had occurred for a person to cover the second part of the week. The post had been filled for a month with a new recruit being trained. However she had resigned at short notice.

The Clerk further reported that the post has now been filled. This had been achieved by extending the working hours of its Assistant Rating Officer, Mrs T Simpson who wished to work full time. The outcome is useful as the Boards Assistant Rating Officer is now available for longer hours and the work load for the Secretary/Receptionist at the latter part of the week is covered.

Workforce

The Clerk reported that the Board has had difficulties in recruiting a new Member of the workforce. The Board had a significant number of applications but very few had the required skills. The Board following a recruitment process and interviews had established one candidate for the position. However the Board could not offer a high enough salary to recruit him.

The Clerk reported the Board will continue to progress recruiting a new Member for the workforce. The Boards budget being developed on the basis of three in the workforce including the Foreman for the next financial year.

PLANT RENEWAL

The Clerk had circulated a plant renewal sheet with the Agenda to all Members on the replacement costs of the Board's existing plant and equipment. This is intended to inform Members about plant renewals to keep the equipment up to date and reliable. The sheet showing a change in policy towards the Boards maintenance work, it is proposing the sale of the Boards 2009 tractor and remaining Bomford flails.

The Clerk reported this change of approach is based on the Boards success in contracting out flailing work but also sustaining in house work to continue utilising the Spearhead machine. It however remained more difficult to contract out bank repairs and piling works because of the expertise required to carry the work out. The Board wishing to develop the workforce resource to conduct work of this nature. It being noted if the Board sells the tractor then consideration will be required on transporting materials in the Boards tractor trailer then it might need to hire a tractor in occasionally.

The plant renewal sheet also includes the Board selling the Fiat Doblo van and purchasing a new 4x4 pick-up truck. The requirement for plant being linked in with the uncertainty in recruiting new members of staff.

The Board Members discussing the proposals for plant renewal and replacement. Members AGREED to the proposal but decided to keep the tractor but sell the Bomford flails. This was proposed by Mr C E Mills, seconded by Mr J Bramley and UNANIMOUSLY AGREED by the Board.

The Clerk highlighting the requirement to build plant reserves in order to be able to replace the equipment when required.

BUDGET 2016/17

The Clerk had circulated a budget sheet and notes with the Agenda for the forthcoming financial year. The budget forecasting the out turns for financial year 2015/16 and advising on a potential budget for financial year 2016/17. The option given was based on a rate of 3.97p in the £ an increase of 0.51% from 3.95p and provided details as to the budget's composition

Financial Position at the End of 2015/16 Financial Year

The Clerk went through the budget sheet line by line. This estimated a net surplus of approximately £44,885 for the end of 2015/2016 financial year. This being larger than originally estimated which had been contributed towards by a larger upland water contribution from the Environment Agency.

Budget Option for 2016/17 Financial Year

If the Board then increases its drainage rates to 3.97p for 2016/2017 financial year and developed on the basis of the plant renewal programme, although the Boards tractor will now not be sold, the Boards reserves would be £517,626 at the end of financial year 2016/17. This equating to an increase in reserves of £6,251.

LAYING OF THE
RATE AND
SPECIAL LEVY

The Board Members discussed this matter in detail along with the position on the Boards reserves and the provision being made for plant replacement. Members considered and APPROVED the Budget subject to setting the rate.

It was proposed by Mr C Clayton an increase in the drainage rates of 0.51% to a rate of 3.97p in the £. which was seconded by Cllr D Mackay.

Mr C E Mills proposed an amendment of keeping drainage rates at 3.95p in the £. which was seconded by Mr A P Sykes.

The Clerk clarifying the position prior to the vote. The amendment as the substantive motion at 3.65p in the £. with no increase. This was voted upon with seven votes for the motion and seven votes against.

The Chairman casting the deciding vote against the amendment as the substantive motion which resulted in the proposal for an increase in the drainage rates of 0.51% to a rate of 3.97p in the £.

The Clerk asked Members if they were satisfied with the number of votes recorded which was confirmed and no further proposals were made.

The proposal of an increase in rates and levies at a rate of 3.97p in the £. an increase of 0.51% was CARRIED and that the proportion of their expenditure to be raised by drainage rates in respect of agricultural land and buildings and by Special Levies on local billing Authorities are 16.94% and 83.06% respectively.

THAT the Drainage Board do hereby make a Drainage Rate for the purposes chargeable thereon assessed on the Annual Value of agricultural land and buildings subject to the provisions of the Land

Drainage Act 1991 as hereunder set out that is to say: AN OCCUPIERS' RATE assessed at 3.97p in the £ for the period ending on the 31st day of March 2017.

THAT the Drainage Board do hereby make Special Levies assessed as hereunder, that is to say:

A Special Levy chargeable to **HARROGATE BOROUGH COUNCIL** in the sum of £35,892.81, for the period ending on the 31st day of March 2017.

A Special Levy chargeable to **LEEDS CITY COUNCIL** the rate in the sum of £7,230.0462 for the period ending on the 31st day of March 2017.

A Special Levy chargeable to **CITY OF YORK COUNCIL** in the sum of £230,372.88, for the period ending on the 31 day of March 2017.

A Special levy to **SELBY DISTRICT COUNCIL** in the sum of £30,473.40, for the period ending on the 31 day of March 2017.

AND that the Special Levies shall be payable in two equal instalments on the 1st May 2016 and the 1 November 2016.

THAT the purposes for which the said Rate AND Special Levies are made and the amount in the £. for each of the purposes are as hereunder set out.

AND that the said Rate shall be payable on Demand
AND that the seal of the Board be affixed on the said Rate and Special Levies accordingly.

AND that the Clerk be and is hereby authorised to take all necessary steps to demand and collect the said Rate.

PURPOSES under the Land Drainage Act 1991 for which the Rate mentioned is made	AMOUNT of the Rate in the £. for the Occupiers' Rate
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|---|-------|
| a) Expenses of Administration)
under this Act.) | |
| b) Works of maintenance under)
the said Act.) | 3.97p |
| c) Improvement of existing)
works under the said Act.) | |
| d) New works under the said)
Act.) | |
| e) Precept of the Environment)
Agency under the said Act.) | 3.97p |

CONSORTIUM ARRANGEMENTS

The Clerk confirmed the next meeting of the Consortium Management Committee will be held on Tuesday 16th February 2016 at the Escrick Club in Escrick, York. This is prior to the next meeting of the Board which gives an opportunity to address any matters which could be raised at the meeting prior to the start of the next financial year.

Sustaining the Boards Nominated Members

The Clerk asked the Board if it wished to sustain its two nominated Members for the meeting who are the Chairman and Vice Chairman.

Members UNANIMOUSLY AGREEING to sustain the above arrangements to retain its two nominated Members for the Consortium Management Committee. The Members being given Authority to act on behalf of the Board at the Consortium Management Committee Meeting.

MAINTENANCE WORKS

The Engineering Assistant had circulated a report at the meeting which was run through.

FLOODING

Hallgarth Close, Ulleskelf

The Clerk reported that the Board has put this matter in the hands of a solicitor. The solicitor will deal with the Boards correspondence on this matter.

Christmas Floods

The Engineering Assistant reported on the flooding and noted how difficult it was to travel to the flooded areas. In particular to Tockwith with many roads closed. He further thanked the Boards workforce for assisting with the emergency response.

Tockwith Flooding

The Clerk raised the matter of flooding at Tockwith. This was discussed by Members in the context of the recent CCTV and jetting investigations and subsequent report.

The Clerk further informed that one of the Directors at Harrogate Borough Council was calling a meeting with all the interested parties to see what action can be taken in consideration of the properties flooding in New Row.

Chairman's Thanks

The Chairman asked for it to be minuted for the Boards thanks for the help the Engineering Assistant, Foreman and workforce had given over the Christmas period. The Board assisting locally along with its flooding partners including the Army, Environment Agency, Yorkshire Water and the Highways Authorities.

HEALTH & SAFETY

The Clerk advised that there have been no reportable incidents to the Health and Safety Executive since the last meeting (RIDDOR).

The Clerk reported that the Boards Health and Safety Policy had been reviewed. This had been progressed by the Board with the Boards Safety Advisor, Mr R Shepherd. The Boards Health and Safety Policy being divided into two parts which are in summary:

- 1) Local Arrangements for the Management of Health and Safety;
- 2) Health and Safety Policies.

The format remaining the same as the previous but the draft document includes updates to latest health and safety requirements.

The Clerk had circulated draft copies of these documents with the Agenda for the meeting for Members consideration.

Mr G H Smith proposed that the Board adopts the two documents.

Cllr J Galvin seconding the proposal which was UNANIMOUSLY AGREED by the Board.

PRECEPT APPEALS

The Clerk reported on the meeting held at the Boards Office on 11th December. This was attended by the Boards Clerk and Chairman along with other Board representatives from Foss (2008) IDB and Beverley and North Holderness IDB who also have raised a precept appeal. It was also attended by two Defra representatives, Ms K Holdsworth and Ms C Tidmarsh and the Area Manager of the Environment Agency, Mr M Scott and the Manager of the Environment Agency's Workforce, Mr P Holmes.

The Clerk reported that Defra will now consider what action it wishes to take to progress the matter further.

The Clerk reported that the Board is setting up a Public Sector Cooperation Agreement (PSCA) so that it will be able to conduct Environment Agency work at its instruction.

Members AGREED to delegate the Boards authority regarding the Precept Appeal and payment of the outstanding sums to the Clerk when he is satisfied suitable arrangements has been put in place.

ADA NORTHERN BRANCH MEETING

The Clerk informed that a Northern Branch ADA Meeting is to be held on 26th January at the Masonic Hall in Howden if any Members wish to attend. The Clerk having circulated details with the Agenda.

CORRESPONDENCE

The Clerk advised Members that no correspondence of significance has been 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.

(SEE APPENDIX TO MINUTES)

CONSENTS

The Clerk referred to the list of Consents granted 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 £407,796.15 with Barclays Bank as at the 15th January 2016.

The Yorkshire Bank account has an additional credit balance of £83,480.00. The Board placing funds into a twelve month deposit account which is achieving 1.3% gross per annum.

The Nationwide Building Society account has an additional credit balance of £70,000. 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 £ 561,276.15.

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 RESOLVED that payment of these accounts be confirmed.

(SEE APPENDIX TO MINUTES)

DATE OF NEXT MEETING

It was AGREED that the next meeting of the Board will be held at the Copmanthorpe Methodist Church, Main Street, Copmanthorpe, York on Monday 14th March 2016 at 6.30pm.

FUTURE MEETINGS

Possible future dates for meeting:

Monday 13th June 2016

Monday 19th September 2016 (changed from 12th)

Monday 7th November 2016

ANY OTHER BUSINESS

There was no other business and the meeting was closed.

(APPENDICES TO FOLLOW)

