

MINUTES of Meeting held on Monday 2<sup>nd</sup> June 2025  
at the Strensall and Towthorpe Village Hall, Northfields,  
Strensall, York

PRESENT

Mr J P Coverdale (In the Chair)  
Mr S Stark  
Mr D R Brotherton  
Mr M Kemp  
Mr R J Burnett  
Cllr M Warters  
Mr D M Crossley  
Cllr T Fisher  
Mrs S Wiseman  
Mr M Henderson  
Cllr D Needham

The Clerk – Mr W Symons

Engineering Assistant – Mr N Culpan

Member of the Public – Mr D Alexander

APOLOGIES FOR  
ABSENCE

Apologies for absence were received from Mr J Sowray, Mr P E Clark, Mr M Cockerill, Mr I Ridsdale, Mr C Chambers, Mr M Lumley-Holmes, Mr J Dent and Mr A S Richardson.

**Membership Confirmation**

The Clerk informed the Board had received an email confirmation dated 28<sup>th</sup> May 2025 from the City of York Council regarding its nominated Members which remain the same.

DECLARATION OF  
INTEREST

Mr D R Brotherton confirmed he had an interest in the Planning Application Reference 8276 to which the Board had responded.

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

The Clerk informed Members that the Register of Members Interests was available for inspection and update as required.

## MINUTES OF MEETING

### MATTERS ARISING

It was proposed by Mr D M Crossley, seconded by Cllr D Needham and RESOLVED that the Minutes of the meeting held on the 3<sup>rd</sup> March 2025, 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.

### Osboldwick Beck

The Chairman raised this item and asked Members if they agreed for it to be discussed earlier in the meeting as a member of the public was in attendance.

Members agreed to this approach.

The Engineering Assistant referred to his maintenance report which had been circulated prior to the meeting with the Agenda. He highlighted the actions raised at the last meeting and the actions he had taken. This including a local meeting with residents on 28<sup>th</sup> April 2025. In summary from the meeting, concerns were raised regarding debris in the channel which the Board has addressed.

Cllr M Warters informed he was concerned regarding the downstream point of Osboldwick running into Tang Hall Park and believed that in the longer term the situation is worsening and increasing flood risk.

The Engineering Assistant informing that this is downstream and outside the Board's drainage district and under the remit of the Environment Agency and City of York Council.

Cllr T Fisher asked about the culvert downstream of the park which he believed may be a limiting factor.

Cllr M Warters informed he was concerned about the tree planting and the resultant longer-term growth particularly if unmaintained.

Mr M Henderson informed about the position of the Lead Local Flood Authority and the wider ways of holding flows in the overall catchment.

The Engineering Assistant explained the rainfall coinciding with snow melt earlier in the year. This causing significant runoff in several local locations.

The Chairman noting the conditions at the same time in Wilberfoss.

Mr D Alexander invited to speak by the Chairman informed he had lived in the area for 45 years and had never seen the area in flood unless the rest of York was in a similar position. On 6<sup>th</sup> January the rest of York was not flooded but Tang Hall Park was. He believed with the park and works carried out they were supposed to remove the silt to make more storage capacity. He was concerned about the bush growth and how the location is deteriorating along with even more silt depositing.

The Clerk asked if Members wished for the Board to take any further actions.

Members noted that Cllr M Warters was seeking a report into the proposal for the works in the park. In view of this they agreed no further action is needed before the next meeting. Then when the report becomes available along with establishing any future maintenance plans for the park area further consideration can be given.

Mr D Alexander and Cllr M Warters left the meeting at this stage.

The Clerk reported that no further matters were arising from the Minutes of the last meeting which were not covered on the Agenda.

## HEALTH AND SAFETY

The Clerk advised that there have been no reportable incidents to the Health and Safety Executive (RIDDOR) since the date of the last meeting. The Board's Health and Safety Advisor is working on updating the Board's Health and Safety Policy and it is hoped to be able to bring it to a future meeting of the Board for consideration.

## RATES

The Clerk reported that the total rates collected up to the 30<sup>th</sup> May 2025 are as follows:

(a) Special Levy	-	£193,299.63	(50.0%)
(b) Direct Levy	-	<u>£ 45,111.57</u>	(73.0%)
		<u>£238,411.20</u>	

The Clerk reported that the Board had sent out its rate demands for 1<sup>st</sup> April. The Board's rate demands having been generated on the old drainage rating software (DRS) and sent out. The drainage rates had then been generated on the new system (RMS) and compared. The drainage rates for all of the Consortium Boards are now reliant on the new system with drainage rate and Special Levy payments being recorded in it. The old system continues to function in the background.

## ENGINEER'S REPORT

The first direct debit payments in the new system have been generated in the new system, transferred to the Board's Barclays account and then drawn. The first rate reminders will be sent out shortly.

The Clerk having a list of accounts with sums outstanding at the meeting a copy of which he shared with the Board's Chairman.

The Chairman congratulating the Clerk on the success of the implementation of the new RMS software.

The Engineering Assistant had circulated a report with the Agenda of the work carried out for Members consideration. This included an electronic web link to the Board's GIS maps showing the work carried out. He further ran through the items included in the report.

### **Westfield Beck Pumping Station**

The Engineering Assistant informed in his report the second refurbished pump at the station had been installed.

### **Windmill Lane Culvert**

The Engineering Assistant highlighted the recent work carried out in his report.

The Chairman believed the Board should establish and confirm to the culvert owners the problems being caused by tree roots. It being noted that currently clearing the pipe would likely only be short term as the roots are likely to return.

The Board requested that the Engineering Assistant continues to investigate the matter and inform the relevant parties about the problem and the responsibilities, then provide a progress report at the next meeting.

### **Osbalwick Beck**

The Clerk noted this item had been covered at the start of the meeting.

### **Sutton on Derwent Flooding**

The Engineering Assistant informed about the flooding which had occurred on a watercourse upstream of the Board's drainage district in his report. In this he had looked at options to address the situation of the culvert which was blocking and causing flooding. These options including replacement with a larger pipe as the existing or building a road chamber to intercept flows before they arrive to a bypass culvert through farmland. The proposals are not produced in detail and would require a consultant or specialist to develop them further to establish the best option and cost to progress.

Cllr D Needham thanked the Engineering Assistant for his help with the project looking at potential solutions. He further informed he would be soon meeting with Mr B Mamby from the Council's Highways Department regarding progressing a scheme which the Council would be happy to contribute towards.

The Clerk noted the difficulty of the options for the proposed work to estimate the cost accurately without a more detailed study. The scheme however when developed further may attract funding from Levy or even Capital Grant (FDGIA). This however would need specific documentation produced to seek the funding.

Cllr D Needham offered to report back at the next meeting on the progress being made.

Members supporting the Board attending relevant meetings as required to see if we can help progress a potential scheme.

### **River Foss Weed Growth**

Cllr T Fisher raised his concerns about the River Foss being particularly low along with the strong weed growth between Strensall and Earswick. This potentially having an impact on fish movement with no clear channel. It was noted weed growth was particularly dense in Huntington.

The Engineering Assistant informed he would investigate and take appropriate action if required.

### **Spittle Beck Channel and Bank Damage**

Mr D R Brotherton asked about the work on Spittle Beck between Foston Bridge and Barton Hill. A landowner damaged the beck carrying out maintenance work clearing it out.

The Engineering Assistant informed he had contacted the landowner and he had agreed to pay the Board for the remediation for the damage done.

Mr D R Brotherton informed he had seen the reinstatement work carried out by the Board which had been done to a very high standard.

**(SEE APPENDIX TO MINUTES)**

**REVIEW OF THE  
EXTERNAL  
AUDITOR  
CERTIFICATE**

The Clerk reminded Members of a letter from the Audit Commission which was circulated a few years ago. The letter clearly highlighted the requirements, which the Clerk has reflected in the Agenda items since, for the returns for the 2024/25 year-end audit. This is to try to ensure compliance and to avoid audit prequalification.

The Clerk had circulated with the Agenda a copy of the External Auditor's comments of 2023/24 (Section 3) in the IDB Audit Return for reference. The top box of the form includes that the External Auditor believes '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 matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.' In the second box 'Other Matters Affecting the External Auditors Opinion' no comments are made.

The Clerk reported that no comments were made by the Internal Auditor in Section 4 of the form for Financial Year 2024/25.

**REPORT ON THE  
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 Board's System of Internal Control. The Clerk had circulated a copy of the report for the year ending 31<sup>st</sup> March 2025 with the Agenda.

The Clerk noted the matters raised 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.

APPROVAL OF THE  
ANNUAL  
GOVERNANCE  
STATEMENT

ACCOUNTING  
STATEMENTS

**Consider the Findings of the Review**

The Clerk will consider the matters raised and incorporate in the Board's 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 Mrs S Wiseman that the Board accepted the reports content. This proposal was seconded by Cllr D Needham and UNANIMOUSLY AGREED by the Board.

**Section 1 of the Annual Return**

The Clerk informed the Audit Commission's Annual Return has been completed for 2024/25 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 T Fisher that the Board approved the Annual Governance Statement. This proposal was seconded by Mrs S Wiseman and UNANIMOUSLY AGREED by the Board for the Chairman and Clerk to sign Section 1 – Annual Governance Statement 2024/25.

**Consideration of the Accounting Statements**

The Clerk reported that the Board's External Auditors are Littlejohn LLP for the accounts being considered. The Auditors are now contracted directly to audit IDB accounts. This being established through a framework contract open to small local public organisations such as parish councils and IDBs.

A copy of the accounts was circulated with the meeting Agenda for the year-ending 31<sup>st</sup> March 2025. The accounts having been internally audited, with the Auditor having completed and signed off Section 3 Annual Internal Auditor Report 2024/25 of the IDB Return.

The Clerk ran through the details of the Board's accounts and noted the reduced staff cost due to the Board not recruiting a new member of staff. This along with increased income arising from the Board's 'Highland Water' contribution from the Environment Agency for works carried out in 2023/24.



## **Approval of the Accounting Statements by Resolution**

The Committee considered Section 2 of the Annual Return and it was proposed by Cllr D Needham that the Board approve the Annual Accounting Statement for 2024/25. This proposal was seconded by Cllr T Fisher and **UNANIMOUSLY AGREED** by the Board.

## **Authorise the Chairman to Sign and Date the Statements**

The Committee considered Section 2 of the Annual Return with the accounting statements and it was proposed by Cllr T Fisher, seconded by Mr D M Crossley and **UNANIMOUSLY AGREED** by the Board for the Chairman and Clerk to sign and date Section 2 – Accounting Statements 2024/25.

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

## **TERMS OF REFERENCE FOR INTERNAL AUDIT**

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 Clerk noted that the guidance from ADA on the Governance and Accountabilities in Internal Drainage Boards in England a Practitioners Guide (2006) updated 2007 has been updated more recently but this now puts the onus on the Board to define the scope of its own internal audit.

The Board considered its content and **UNANIMOUSLY AGREED** the acceptance of the Board for the Scope of the Internal Audit to be able to formally review the Effectiveness of the Internal Audit for financial year 2025/26.

## **INSURANCE**

The Clerk had circulated indicative costs for the Board's insurance covers which he has scoped, which are due for renewal in early June. He has asked Townergate as the Board's Insurance Broker to seek covers to sustain the Board's policies.

This year the Board was moving to combine insurance for professional indemnity to cover the Boards more widely rather than just Foss (2008) IDB as the turnover covered on the Foss (2008) IDB as a shared consortium cost was the same.



The plant policy (not road vehicles) for the three Boards in the York area in the York Consortium can also be shared reducing cost. The estimates being produced on this basis. It was noted the management liability had increased because the cover for fidelity insurance was no longer included in the contractor's combined policy.

Members UNANIMOUSLY AGREED to the approach and the covers provided for the Board's insurance.

## ADA NATIONAL

### ADA National Conference

The Clerk informed that an ADA National Conference is to be held on 25<sup>th</sup> November 2025. Details and joining instructions can be provided by the Clerk if requested closer to the time.

### ADA National AGM

The Clerk informed that the ADA AGM would be a virtual Meeting and held on 3<sup>rd</sup> December 2025.

### Publication of ADA Good Governance Guide

The Clerk informed that ADA National had published an updated Good IDB Governance Guide. A copy was available at the meeting but can also be viewed on the Association of Drainage Authorities website.

## ADA NORTHERN BRANCH

### Summer Meeting/Visit

The Clerk informed the summer meeting/visit on 6<sup>th</sup> June has been cancelled.

### AGM

The Clerk informed this is likely to be on 21<sup>st</sup> November 2025 at the Ouse and Humber IDB office near Howden.

### Driffeld Show 2025

The Clerk informed that the ADA Northern Branch will be hiring a stand at the Driffeld Show on 16<sup>th</sup> July 2025 to raise ADA's Northern Branch for general IDB awareness.

## CORRESPONDENCE

The Clerk reported there was 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.

Mrs S Wiseman declared she had an interest in 8289 as a neighbour.

The Clerk reporting that all this information was now digitised and a copy can be provided at the meeting on a laptop computer instead of the paper records.

**(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.

The Clerk reporting that all this information was now digitised and a copy can be provided at the meeting on a laptop computer instead of the paper records.

**(SEE APPENDIX TO MINUTES)**

## BANK STATEMENTS

The Clerk produced the Bank Statements for the Board's Current Account with a credit balance of £513,097.09 with Barclays Bank as at the 23<sup>rd</sup> May 2025.

The Board also having £100,000 in a Barclays Treasury Fixed Term Deposit Account which is achieving 2.42% gross per annum.

The Virgin Bank account has an additional credit balance of £216,084.33. The Board placing funds into a twelve-month deposit account which is achieving 4.50% gross per annum.

The Nationwide Building Society account has an additional credit balance of £69,996.72. The Board placing funds in a 95-day business saver account which is achieving 3.69% gross per annum.

The total balance of the Boards funds held in these accounts is £899,178.14.

The Clerk confirmed that Barclays Bank continue charging for its banking services.

ACCOUNTS FOR  
CONFIRMATION

DATE OF NEXT  
MEETING

DATES OF FUTURE  
MEETINGS

ANY OTHER  
BUSINESS

**Board's Reserves**

The Clerk confirmed he had discussed the level of reserves held by the Board with the Internal Auditor. This considering the risks and assets the Board holds. The advice given from the Internal Auditor was the Board's reserves were considered to be adequate.

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.

Mr D R Brotherton asked about the ADA Membership cost if this was a shared Consortium cost or the Board's cost only.

The Clerk informed it was an individual cost for each Board.

It was proposed by Mr D M Crossley, seconded by Mr S Stark and **UNANIMOUSLY AGREED** to **RESOLVE** that payment of these accounts be confirmed.

**(SEE APPENDIX TO MINUTES)**

It was directed that the next Meeting of the Board is due to be held at the Strensall and Towthorpe Village Hall, Northfields, Strensall York on **Monday 8<sup>th</sup> September 2025** commencing at **1.30pm**.

Monday 3<sup>rd</sup> November 2025  
Monday 19<sup>th</sup> January 2026 (AGM)

Mrs S Wiseman informed and apologised because she would be unable to attend the next meeting.

The Chairman closed the meeting at 3.15pm as there was no other business.

**River Foss Upstream Storage**

The Clerk confirmed that the Board had organised a visit to the site following the meeting if Members wished to attend.

**(APPENDICES TO FOLLOW)**