

Foss (2008)
Drainage Board

MINUTES of Meeting held on Monday 7 September
2015 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 M Cockerill
Mr S Stark
Mr M Kemp
Mr I Ridsdale
Mr D M Crossley
Mr C Chambers
Mr G Tate
Cllr M Warters
Cllr S Lane

The Clerk – Mr W Symons

Engineering Assistant – Mr N Culpan

APOLOGIES FOR
ABSENCE

Apologies for absence were received from Mr S
Wragg, Mr P E Clark, Mr C Perrett and Cllr A S Richardson.

MEMBERS

The Clerk informed Members that Mrs J M Burnett had
resigned from the Board. Mrs J M Burnett had been a
previous Member of the old Wilberfoss and Thornton Level
Drainage Board. The Board Members asked the Clerk to
write to Mrs J M Burnett thanking her for her service to the
Board.

DECLARATION OF
INTEREST

Mr D M Crossley informed Members he had an interest
in one of the Planning items (15/01446/FUL) being reported
later in the meeting.

There were no further 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 RESOLVED that the Minutes of the Meeting
held on the 8th June 2015, copy of which had been sent to all
Members, be taken as read and approved and that they are
forthwith signed by the Chairman as a correct record.

MATTERS ARISING

Environmental Pollution at Full Sutton Industrial Estate

The Clerk reported that the Environment Agency had engaged an Environmental Consultant to investigate the source of the pollution. A report being given later in the meeting under the maintenance works.

There were no further matters arising from the Minutes which were not covered in the main agenda.

HEALTH & SAFETY

The Clerk confirmed that no reportable incidents had occurred since the date of the last Meeting which required reporting to the Health and Safety Executive (RIDDOR).

The Engineering Assistant reported that an accident had occurred whilst servicing the Bomford Flail when it was off the tractor. One of the Boards workforce cutting his head on a small protrusion on the equipment. This resulted in him having to attend A and E. The accident had been reviewed and it had been decided when this particular type of work is carried out that bump type safety hats are required to be worn in the future to avoid reoccurrence.

RATES

The Clerk reported that the total rates collected to the 6th September 2015 are as follows:

(a) Special Levy -	£138,791.23	(52.6%)
(b) Direct Levy -	<u>£ 39,924.85</u>	(93.4%)
	<u>£178,716.08</u>	

The Clerk reported that East Riding of Yorkshire Council had made a full payment of its Special Levy to the Board which is why the Special Levy payment is in excess of 50%.

The Clerk also advised that a sum of £5,542.06 had been collected in drainage rates since the report of the last meeting.

The Clerk reported that second reminders have been sent out and if required court actions will be progressed. A list of outstanding rate accounts was shown to the Chairman at the meeting.

MAINTENANCE
WORKS

The Engineering Assistant circulated a report with the Agenda which was considered at the meeting.

Environmental Pollution at Full Sutton Industrial Estate

The Engineering Assistant reported that an Environmental Consultant Ground Work Leeds had been taken on by the Environment Agency to try to tackle the on-going pollution problem. The Engineering Assistant had shown them the problem on site back in July. The consultant had then been visiting all the businesses on the industrial estate to try to establish the cause.

Various On-going Works in the Boards Drainage District

The Engineering Assistant circulated a number of photographs at the meeting of on-going work which were considered by Members.

(SEE APPENDIX TO MINUTES)

The Engineering Assistant reported on the purchase of the Boards new Ford Ranger which is now in the Boards possession and private sale of the old one as recorded in the Engineers Report.

Session Site Hutington

The Engineering Assistant reported himself and the Boards Foreman had met with Mr M Sessions. This regarding maintenance access to the watercourse with a view to obtain access from the Nature Reserve. Mr M Session having recently written to the Board following the meeting. This confirming the position of the trustees of the nature reserve. In summary they do not wish for an access bridge to be constructed.

The Clerk making a copy of the letter available at the meeting. The Clerk in light of this letter had written to Ben Bailey Homes to see if they had any further proposals or if they would take any further action. As it appears the new houses are now sold the Board will have to correspond directly with the landowners. The landowners including the owners of the new properties and the trustees of the Nature Reserve. This will be with an aim to establish how this watercourse is maintained in the future. It will also be an opportunity to inform the landowners of their responsibility along with the Boards constrained access.

The Board Members supporting the Clerk in writing to all the landowners as proposed.

The Clerk further highlighting some of the points raised with this development. This concerning the implementation of the Boards Byelaws. The Clerk will consider how they could be progressed and improved.

PLANT AND EQUIPMENT

BYELAW INFRINGEMENTS

UPLAND WATER
CONTRIBUTIONS

STAFF

BUSINESS RISK
ASSESSMENT
POLICY

Cllr M Warters suggested that perhaps the Clerk should attend a York City Council Planning Committee Meeting to explain the Boards position in regard to planning matters. The Clerk agreeing that this would be a good action to take.

The Clerk advised that a claim had been made to the Environment Agency for 2014/15 upland water ditch maintenance works. This was made on the basis of the sum of £57,249.80. An overall payment of 70.00% has been agreed by the RFCC of £40,074. The payment last year (2013/14) was made on the basis of 75.72% at a rate of £29,198.43.

Consortium Planning and Asset Officer

The Clerk reported that the Board has recruited a new Planning Officer, Mr J Perkins who had joined the Board two weeks ago. Training and support in the post is being given by Mr P Hey who retired from the position recently.

Consortium Secretary and Receptionist

The Clerk reported that this post is a job share and the person covering the second part of the week was leaving to return to full time education. The Clerk is in the process of interviewing to find a new recruit for the position.

The Clerk informed the Board that the Association of Drainage Authorities have issued a model policy document for the Boards risk assessment. The format is in the form of a 3 x 3 matrix which evaluates the likelihood of an event happening against the consequence of the event happening. A draft updated risk assessment for the Board on this basis has been prepared which Members considered at the meeting.

It was noted that the risk assessment can be updated as new risks are established and mitigated. The risk assessment has been updated with the comments following the report of the Boards Internal Auditors Report/Letter.

The Board Members reviewed this document and considered the higher risk matters, which were highlighted in the report.

The Clerk informed the Board that the Audit required the Board to formally consider and approve its Risk Assessment for 2015/2016.

Mr S Stark proposed that the Board adopts and approves this policy for financial year 2015/16.

Mr D M Crossley seconding the Proposal which was UNANIMOUSLY AGREED by the Board.

PRECEPT APPEALS

The Clerk had prepared a report on the Boards current position in regard to the Boards Precept Appeal. This is in regard to the work being carried out by the Environment Agency on 'Main River' in particular the Bielby Beck. A copy of this report to update on the position was circulated with the Agenda for Members consideration.

The report has been prepared as requested by Defra as they wish to progress the Boards Precept Appeal further but clearly time has passed since the Boards appeal was raised.

The Clerk informed Members that following the Boards submission of this report, representatives from Defra wished to attend the Boards office to be able to consider the matter further. The Defra representatives wishing to take a similar approach with the Beverley and North Holderness IDB and Ainsty (2008) IDB at the same time with the meeting to be held sometime soon.

The Board Members UNANIMOUSLY ACCEPTED the report for submission to Defra along with the other two Boards reports.

Mr M Kemp offered to support the Board as required on this matter as a local representative with regard to the Bielby Beck.

AUDIT

The Clerk referred to a copy of the External Auditors certificate and opinion for the accounts for financial year 2014/15. A copy of the External Auditors certificate and opinion has been circulated (Section 3 and 4) to Committee Members prior to the meeting with the Agenda.

External Auditors Certificate and Opinion

The Clerk informed Members that the return from the External Auditor does not raise any matters under Section 3 External Auditor certificate and opinion 2014/15.

"In other matters not affecting our opinion, we note the Board has adopted the anticipated revision to the guidance on asset valuation, in line with the wording on Box 9 of the Annual Return. Revised guidance in respect of the treatment of fixed assets is expected to be communicated on behalf of the Association of Drainage Authorities to all Internal Drainage Boards for the 2015/16 and subsequent years. The Guidance is expected to indicate that assets should be recorded at their original cost (or a proxy such as insurance value where this is not known) and no Adjustment is required until disposal."

Completion of the Audit

The completion of the Audit has been advertised, as required. The Board acknowledged this outcome.

Appointment of Internal Auditors

The Clerk advised the Board that the audit of the Board's accounts is reasonably complex. In view of this any new auditor would require some time to understand the working arrangements currently in place.

The current Internal Auditors, Brodericks (Doncaster), who have carried out audits for a number of other Boards, are familiar with the Consortium arrangements along with the Audit Commission and the requirements of the external audit.

In view of this the Clerk proposed that our existing Auditor is retained for the 2015/16 financial year audit because of the familiarity of our current systems. The cost of last year's audit, support and production of the required reports for the Board was £1,350 plus VAT. However the cost could increase depending on the requirements of the audit.

The Internal Auditors work to additionally include the review of the effectiveness of internal control as carried out in the previous financial year 2014/15.

Mr S Stark proposed that the Board re-appoint the Auditors, Brodericks (Doncaster) for the 2015/16 financial year.

Mr D M Crossley seconding the Proposal which was UNANIMOUSLY AGREED by the Board.

ELECTION

The Clerk informed the Board that approval of the Register of Electors has been advertised in the York Press. The cost of the advert is being shared with two other Consortium Boards who are also running an election in the same year. The Clerk will be issuing nomination forms in August to existing agricultural members and any other nomination forms as required. The closing date for submission of nomination forms is 25th September 2015. If an election is then required this will be on 23rd October 2015 and the new Board will be in place on 1st November 2015.

CORRESPONDENCE

ADA Conference

The Clerk had circulated a copy of the conference meeting with the Agenda and informed the Board that he was making travel arrangements and booking for Members wishing to attend the London ADA Conference on Wednesday 11th November. The Board AGREEING to pay for the travelling costs and conference fees for any Members wishing to attend.

The Clerk will be attending on behalf of the York Consortium.

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 Board approved the comments.

Mr C Chambers raised a concern that he had not seen a planning application response for Lambs Hill Farm, Strensall.

The Clerk will check the Board has responded.

(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.

The Board approved the comments.

(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 £333,451.67 with Barclays Bank as at the 17th August 2015.

The Yorkshire Bank account has an additional credit balance of £83,384.00. 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 £60,000. 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 £476,835.67.

The Clerk noted he had been informed that the FCIS Guarantee was being reduced from £85,000 to £75,000 from 1st January next year. He was further progressing making an investment into the Beverley Building Society but reducing the amount being invested.

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.

The cost saving of utilising a franking machine was discussed.

It was **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 2nd November 2015 commencing at 1.30pm.

The Clerk informed Members this will be the first meeting of the new Board following the Election. At this meeting the Board will be seeking the election of the Chairman and Vice Chairman.

FUTURE MEETINGS

Monday 4th January 2016 Annual General Meeting
Monday 29th February 2016
Monday 6th June 2016

ANY OTHER
BUSINESS

River Ouse Study

The Clerk informed Members he had recently attended a scoping meeting with the Environment Agency and York City Council. At this meeting it was highlighted that a River Ouse modelling strategy was being progressed with the modelling work running down to Naburn Lock. This being required to establish the future requirements for the Foss Barrier and the management of the flood storage Ings.

South Beck Study

Members discussed the requirement for a South Beck Study.

CLOSE OF
MEETING

There was no other business and the meeting was closed at 2.40pm.

(APPENDICES TO FOLLOW)