

Foss (2008)
Internal Drainage
Board

MINUTES of Meeting held on Monday 31st October
2016 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 P E Clark
Mr M Cockerill
Mr M Kemp
Mr I Ridsdale
Mr R J Burnett
Cllr A S Richardson
Cllr Mrs S Wiseman
Mr D M Crossley
Mr C Chambers
Cllr M Warters
Mr C Perrett
Cllr A Strangeway

The Clerk – Mr W Symons
Engineering Assistant – Mr N Culpan

APOLOGIES FOR
ABSENCE

Apologies for absence were received from Mr S Stark
and Mr G Tate.

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 RESOLVED that the Minutes of the Meeting
held on the 5th September 2016, 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 further matters arising from the
Minutes, which are not covered in the Agenda.

MINUTES OF SUB
COMMITTEE
MEETING

It was RESOLVED that the Minutes of the Sub
Committee Meeting held on the 11th October 2016, a copy of
which had been sent to all Members, be taken as read and
actions approved and that they be forthwith signed by the
Chairman as a correct record.

MATTERS ARISING

Actions of the Recommendation of the Sub-Committee:

- 1) Ensure Workforce are willing to change working patterns for a new approach;
- 2) Move towards selling the Energreen machine at the end of this year's flail mowing season;
- 3) Quantify flail mowing work to be carried out in house;
- 4) Put in place flail mowing contracts for the remainder of next year's flail mowing programme;
- 5) Prepare next year's maintenance estimates for consideration at the Board's AGM on the basis of this policy;
- 6) Seek and obtain quotations to purchase for the most appropriate excavator for the Board's maintenance programme (not lease) but to consider when best to replace it;
- 7) Not to progress the repair of the Board's current excavator but to advance to its sale or part exchange;
- 8) Not to program the replacement of the Volvo excavator in the future. The machine in the near future will be fixed and sold. The work it has previously done to be covered by hiring alternative equipment.

Members UNANIMOUSLY AGREED that the Sub-Committee should continue and have delegated Authority to decide and instruct on the specific machine purchase.

Mr I Ridsdale noted the Board needs to consider plant replacement and provide an adequate budget to replace the machinery in the future.

HEALTH AND SAFETY

The Clerk confirmed no reportable incidents had occurred since the last meeting which would require reporting to the Health and Safety Executive (RIDDOR).

RATES

The Clerk reported that since the report of the last meeting a sum of £502.78 in agricultural drainage rates had been collected. The total rates now collected to the 31st October 2016 are as follows:

(a) Special Levy	-	£ 142,387.75	(52.6 %)
(b) Direct Levy	-	£ 42,932.95	(99.6%)
		<u>£ 185,320.70</u>	

The Clerk reported that final reminders had been sent out. A list of outstanding rate accounts was shown to the Chairman at the meeting. The Clerk will progress court action if required in line with the Boards policy for sums outstanding over £15 following the final reminders if no queries or land transfers are outstanding.

MAINTENANCE
WORKS

The Engineering Assistant had circulated a report with the Agenda and also displayed maps at the meeting of the work carried out. A number of photos were circulated of the work carried out on the Ings Beck. Progress has been helped by reasonable ground conditions.

STAFF

Work Based Pensions

The Clerk confirmed the appropriate letters have been sent to the relevant Boards employees as required heading towards the introduction of the Work Based Pensions in the new year.

AUDIT

The Clerk referred to a copy of the External Auditors certificate and opinion for the accounts for financial year 2015/16. 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 2015/16.

“In other matters not affecting our opinion, we note that boxes 3 and 6 had both been understated by £99 for the current year. The correct figures should read £268,744 and £178,862 respectively. Please ensure the corrected figures are used in the comparatives on next year’s annual return.”

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 2016/17 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.

Mr M Cockerill proposed that the Board re-appointment the Auditors, Brodericks (Doncaster) for the 2016/17 financial year.

Mr C Chambers seconding the Proposal which was UNANIMOUSLY AGREED by the Board.

Mr D R Brotherton asked if any constraints existed on the reappointment of the Boards Internal Auditor. The Clerk will investigate.

The Clerk further referenced the concerns of the External Auditor regarding the review of the effectiveness of internal control.

The Clerk asked if the Board would wish to continue to review its effectiveness of internal control in financial year 2016/17 with the report being prepared by the Internal Auditor. This is because the internal auditor is believed to be impartial to the interests of Members and the Boards Consortium staff. This therefore avoids any potential conflict of interest. However the Board's Clerk should review the documentation and scope of this report to ensure that the audit compliance requirements are fully covered.

Members UNANIMOUSLY AGREED for the Boards Internal Auditors work to additionally include the review of the effectiveness of internal control as carried out in the previous financial year 2015/16.

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.

South Beck Study

Mr D J E Sherry raised his concerns about South Beck. This is in relation to the concerns of increasing flows with development and the potential increase of flood risk. In the planning lists noting application 16/01968/FULM (York).

REVIEW OF THE EFFECTIVENESS OF INTERNAL CONTROL

PLANS

The Clerk noted the earlier South Beck Study had been extended to include Tang Hall Beck catchment and it had reached a draft report. However the Council had not continued the commission and the work stopped. The Clerk offered to seek an estimate of the costs to conclude the work which the Board could then consider funding from its reserves. It may also be possible to gain funding contributions from other sources.

Members AGREED that the Clerk should seek the costs and scope to further the South Beck Study which is currently in draft. This being established with the Consultant Arup who were commissioned by the Council to conduct the study.

The Board with this information can then consider what action can be taken.

(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 noting the consent refusal to the Joseph Rowntree Trust for two existing discharges.

(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 £347,115.71 with Barclays Bank as at the 21st October 2016.

The Yorkshire Bank account has an additional credit balance of £84,571.18. The Board placing funds into a twelve month deposit account which is achieving 1.0% gross per annum.

The Nationwide Building Society account has an additional credit balance of £60,848.14. The Board placing funds into a twelve month deposit account which is achieving 1.2% gross per annum.

The total balance of the three accounts is £492,535.03.

ADA

ADA Conference

The Clerk noted he was making travel arrangements for the Chairman and himself to attend the London ADA Conference on Thursday 17th November. The speakers are confirmed to include:

- **Thérèse Coffey MP** for Suffolk Coastal and Parliamentary Under Secretary of State for the Environment and Rural Life Opportunities;

- **Emma Howard Boyd**, Acting Chair of the Environment Agency (now Chair);
- **Neil Parish MP** for Tiverton and Honiton and Chair of the House of Commons Environment Food & Rural Affairs (EFRA) Select Committee; and
- **Minette Batters**, Vice President of the National Farmers' Union.

ADA Northern Branch

The Clerk informed the Board that the ADA Northern Branch is due to be held on Thursday 26th January 2017 at the Masonic Hall Howden which is open to Board Members.

The Clerk reported that no further significant correspondence had been received by the Board since the date of the last meeting.

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 proposed that payment of these accounts be confirmed. This being seconded by Mr D M Crossley and UNANIMOUSLY AGREED by the Board.

(SEE APPENDIX TO MINUTES)

It was directed that the next Meeting of the Board, which is its Annual General Meeting, is to be held at the Memorial Hall, Huntington, York on Monday 9th January 2017 commencing at 1.30pm.

Monday 27th February 2017
 Monday 5th June 2017 (& Members Inspection)
 Monday 4th September 2017
 Monday 30th October 2017

Riparian Ditch Maintenance

Members discussed riparian maintenance such as silt removal and how it was linked to the Boards maintenance work.

Nova Scotia and Ditch Maintenance

Mr D J E Sherry raised the concerns of Mr S Roberts of the property Nova Scotia in relation to the activities of his neighbour and his concern about the condition of the ditches on the land he occupies. Mr Roberts having recently cleaned his own ditches out.

CORRESPONDENCE

ACCOUNTS FOR CONFIRMATION

DATE OF NEXT MEETING

DATES OF FUTURE MEETINGS

ANY OTHER BUSINESS

The Clerk noted he was aware of the matter which related to the Whisker Lane Drain along with some ordinary watercourses. The Boards Foreman had looked at the ditches recently and had not had any concerns regarding flow constraints. It was however noted that the neighbouring landowner used the land for storing items and conducting various activities which can impinge on the Boards access. However the land occupier has always cooperated with the Board to assist to gain access.

Mr D J E Sherry reported that Mr Roberts was not satisfied with the situation and the Engineering Assistant was asked to investigate further.

The Chairman closed the meeting at 2.40pm as there was no other business.

(APPENDICES TO FOLLOW)

