

MINUTES of Meeting held on Monday 3rd September 2018 at the Memorial Hall, Huntington.

PRESENT

Mr J P Coverdale (In the Chair)

Mr S Stark

Mr D R Brotherton

Mr R A Armitage

Mr D J E Sherry

Mr M Cockerill

Mr M Kemp

Mr I Ridsdale

Mr R J Burnett

Cllr Mrs S Wiseman

Mr D M Crossley

Mr C Chambers

Cllr Mr 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 Cllr A S Richardson and Mr P E Clark.

DECLARATION OF
INTEREST

Cllr A Strangeway noted he had an interest being a Councillor on East Riding of Yorkshire Council.

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 4th June 2018, 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

There were no matters arising from the Minutes that were not covered under the Agenda items.

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 Board has also reviewed its Health and Safety processes with its safety advisor and conducted some Health and Safety training.

RATES

The Clerk reported that the total rates collected to the 24th August 2018 are as follows:

(a) Special Levy	-	£155,750.66	(52.6%)
(b) Direct Levy	-	<u>£ 45,159.77</u>	<u>(96%)</u>
		<u>£200,910.43</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 £13,860.56 had been collected in drainage rates since the report at 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.

STAFF

The Clerk reported that the Boards Excavator driver had resigned and left the Boards employment last week. In view of this the Board has advertised the position and had already over 14 applications. It is intended to short list candidates and conduct interviews which will include a practical excavator driving test to establish the applicant's capability.

The Clerk recognising the importance of progressing the matter as soon as possible

The Chairman proposed the Board should support a Sub Committee to recruit a new excavator driver to fill this position. The Chairman, Vice Chairman and Mr I Ridsdale offering to support the process to help select the appropriate candidate for the position. The Proposal being unanimously supported by the Board

WESTFIELD BECK

The Clerk made reference to a report which had been circulated with the Agenda produced by the Clerk following a storm which had occurred on 14th August which required out of hours work. The screens becoming blinded which had required a machine to remove the material. The Board needing to provide two in attendance to avoid lone working. The Board only having two in its workforce makes these arrangements impractical to be able to provide an out of hours call out system.

Mr C Perrett asked what contractual arrangements are in place in these arrangements for Westfield Beck pumping station being a Yorkshire Water asset.

The Clerk informed that historical arrangements are in place with this pumping station. The operation by Yorkshire Water also includes an automatic penstock which diverts high flows into the pumping station to prevent the downstream channel becoming overwhelmed.

The Clerk further informed that Mr S Wragg had informed that following the recent events a Floods and Water Management Act Section 19 investigation and report is likely to be produced. The Board having provided a copy of the enclosed report by the Board to Mr S Wragg for this reports reference.

Mr C Chambers believed that shared functions on pumping stations does not appear to be realistic for operational consistency.

CALL OUT AND EMERGENCY RESPONSE

Members discussed the Boards position in relation to call out and emergency response. It was accepted that the Board may not be able to respond because of the resources it has available. To date any call out response has been based on the good will to attend.

The Engineering Assistant reported his concern about Health and Safety issues with these out of hour's activities and the staff employed by the Board.

Mr S Wragg arriving at the meeting. He confirmed that a Section 19 report will be progressed in relation to the Westfield Beck area. He reported on 13th August 40mm rain fell in just over 15 minutes over the York area. The Section 19 investigation will try to establish the extent of flooding in particular the areas of Haxby and Wiggington. Westfield Beck Pumping Station and its role will be considered with perhaps a detailed review.

The Clerk explained that currently if out of hours work occurs it is paid as overtime.

Cllr Mr M Warters suggested perhaps an enhanced emergency payment could be considered to compensate for attendance.

The Chairman highlighted the key issue is the Board does not have the resource to deliver a call out system. He also believed it was an irregular event which had occurred.

Cllr Mrs S Wiseman believed that Yorkshire Water needs tackling in relation to Westfield Beck Pumping Station.

Members agreed that the employment sub-committee will also review the remuneration policy for attendance when out of hour call outs are required.

BYLAWS AND ENFORCEMENT

The Clerk reported that he had prepared a report on the scope of work proposed for a national review of bylaws and enforcement and why it is required.

MAINTENANCE WORKS

The Clerk further reported that at one of the properties where the landowner was restricting the Boards maintenance access the property was now listed for sale and under offer. The Board has sent a letter to the Estate Agents conducting the sale making them aware of the Boards requirements for access to maintain the watercourse.

The Clerk further reported that Cllr A Strangeway has informed of further potential Bylaw infringements in his area which the Clerk has written to the land owner about.

The Engineering Assistant had circulated a report with the Agenda. He had also displayed maps and provided photographs which were circulated at the meeting of the work carried out.

Tang Hall Beck

The Engineering Assistant reported that this reach will be walked/inspected at the end of the week as access is not available otherwise. Material will have to be taken out by hand.

Bielby Beck

The Engineering Assistant reported work was carried out about two years ago on the downstream section. This reach however is now overgrown again and needs redoing. He had further met Mr I Ridsdale and reviewed the maintenance required in his location. It being decided which reaches to progress, which may not include the middle section. These plans needing to be urgently agreed with the Environment Agency to improve the current situation.

The Clerk noting that he is hopeful that the Environment Agency may commit to three year agreements to work under the PSCA work with IDB's. This if applied to Bielby Beck could give better continuity to it being appropriately maintained.

Mr C Chambers noted the bank damage shown in the circulated photographs. This has occurred as a result of irrigation by a new landowner/occupier in the Wilberfoss District. He asked if the landowner will be charged for the repairing the damage caused.

The Engineering Assistant confirmed that the Board will try to reclaim the cost after any required work is carried out.

(SEE APPENDIX TO MINUTES)

UPLAND WATER CONTRIBUTIONS

The Clerk advised that claims had been made to the Environment Agency for the 2017/18 upland water ditch maintenance works. This was made on the basis of the sum of £43,916.77. An overall payment has potentially been agreed of £41,136.84 but subject to more details being provided to the Regional Flood and Coastal Committee by the Environment Agency. This is a percentage of 93.67% of the Board's claim This being a larger percentage than paid last year at 89% in the sum of £37,235.38.

BUSINESS RISK ASSESSMENT POLICY

The Clerk informed the Board that the Association of Drainage Authorities have issued a model policy document for the Board's 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 Board's 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 2018/2019.

Mr S Stark proposed that the Board adopts and approves this policy for financial year 2018/19.

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

ERYC PROTOCOL

The Clerk had circulated a copy of a draft East Riding of Yorkshire Protocol for IDB's. This along with a response from ADA informing of the current position with IDB reporting and the increased information being requested in the 2017/18 Defra IDB1 report. The ERYC Protocol being circulated more widely than East Riding of Yorkshire Councils area.

ERYC SCRUTINY

The Clerk reported that the Board Chairman along with Beverley and North Holderness IDB Chairman had been invited to attend and present at an ERYC scrutiny meeting on 28th November about the activities of the two Boards.

ELECTION

The Clerk informed the Board that approval of the Register of Electors has been advertised on the Boards website. The Clerk had issued nomination forms in August to existing agricultural members and any other nomination forms as required. The Clerk having further copies available for Members if required at the meeting. The closing date for submission of nomination forms is 28th September 2018. If an election is then required this will be on 24th October 2018 and the new Board will be in place on 1st November 2018.

GDPR

The Clerk reported that ADA are developing GDPR (General Data Protection Regulations) advice and guidance, which he is assisting with along with recently attending a meeting in ADA's office with other IDB representatives.

ADA CONFERENCE

The Clerk had circulated a copy of the ADA Conference details with the meeting Agenda and informed the Board that he was making travel arrangements and booking for Members wishing to attend the London ADA Conference on Thursday 16th November. The Chairman offering to attend.

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

BIOSECURITY POLICY

The Clerk reported that ADA had developed a template document for a Biosecurity Policy. This now being one of the items asked about in the Defra IDB1 report. The Clerk believing the report needed further work before Board agreement.

Members agreed with the Clerk that this will be given further consideration at a future meeting when the document has been given further consideration.

CORRESPONDENCE

The Clerk advised Members that there had been 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.

The Clerk also highlighting the Miscellaneous and Outside the Board's Drainage District Plans Report which Members considered.

The Board approved the comments.

(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 with a credit balance of £453,571.51 with Barclays Bank as at the 13th August 2018.

The Yorkshire Bank account has an additional credit balance of £86,441.90. 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 £62,036.17. The Board placing funds in 95 day business saver account which is achieving 0.65% gross per annum.

The total balance of the Boards funds held in these accounts is £602,049.58.

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 directed that the next Meeting of the Board is due to be held at the Memorial Hall, Huntington, York on **Monday 29th October 2018** commencing at **1.30pm**.

FUTURE MEETINGS

Monday 7th January 2019 Annual General Meeting
Monday 25th February 2019
Monday 3rd June 2019

ANY OTHER BUSINESS

York Flood Defences Investment – 5 Year Plan and 100 Year Plan

The Clerk informed he had been invited to a meeting later in the week concerning the above plan promoted by the Environment Agency. Mr Richard Leven of the Environment Agency had informed that a scheme was being considered for upstream storage of York on the River Foss. The location identified is at Lilling Green and designs are at an early stage which includes geotechnical investigations. The Environment Agency also recognise in view of this upstream storage facility the Boards input will be required because of the impact on local watercourses.

The Clerk was further informed that other parts of the study such as Tang Hall Beck and South Beck are not being advanced currently but are likely to be progressed later in the programme.

Mr S Wragg described how the Foss Barrier and its increased pumping capacity and the proposed upstream storage proposals work in tandem to deliver the overall benefits to York. This in balance as an alternative of trying to achieve flood defences with channel wall raising upstream of the Foss Barrier.

There was no other business and the meeting was closed at 2.50 pm.

CLOSE OF
MEETING

(APPENDICES TO FOLLOW)