

MINUTES of Meeting held on Monday 29th October 2018 at the Memorial Hall, Huntington

PRESENT

Mr J P Coverdale (In the Chair)
Mr S Stark
Mr D R Brotherton
Mr D J E Sherry
Mr P E Clark
Mr M Cockerill
Mr M Kemp
Cllr A S Richardson
Mrs S Wiseman
Mr D M Crossley
Mr C Chambers
Cllr M Warters
Mr C Perrett
Mr S Wragg
Cllr A Strangeway

The Clerk – Mr W Symons

Engineering Assistant – Mr N Culpan

Member of the Public – Mr J Barnes-Tee

APOLOGIES FOR ABSENCE

Apologies for absence were received from Mr R A Armitage, Mr I Ridsdale and Mr R J Burnett.

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

Mr S Wragg noted that he had attended the meeting late but was not included in the attendee list.

It was RESOLVED that the Minutes of the Meeting held on the 3rd September 2018, 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 are not covered in the Agenda.

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 £1,409.17 in agricultural drainage rates had been collected. The total rates now collected to the 26th October 2018 are as follows:

(a) Special Levy	-	£ 155,750.68	(52.6 %)
(b) Direct Levy	-	<u>£ 46,568.94</u>	(98.7%)
		<u>£ 202,319.62</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 remainder of the Special Levy payment is due shortly.

The Clerk reported that final reminders had been sent out. This includes the Boards Pre-Action Protocol information and the relevant forms for debtors to complete in the relevant time periods. The process being started earlier so as to not delay final rate demand payments and court action if required. 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.

STAFF/WORKFORCE

Staff Resource in Consortium and Workforce Call Out

The Clerk informed that he was concerned if the Board had an adequate resource to deliver all the required work which was being required across the Consortium Member Boards. Some of which needs developing now for future usage such as more detailed and updated maintenance contract documents.

Mr D J Brotherton asking if this would be a permanent or temporary requirement.

The Clerk informing that he was uncertain as it was unclear exactly what was required and the options to deliver it needing more detailed consideration.

The Clerk further noted the matter discussed at the last meeting to give consideration of payment for out of hours call out/implementing a call out system. This is to cover out of hour's work which currently relies on the good will and availability of the Boards workforce.

The Clerk suggested that both of these matters need more detailed consideration and suggested that the Boards interviewing Sub-Committee should be asked to also consider these further two points and make recommendations to the next meeting of the Board.

Mrs S Wiseman proposed that the Board ask the Sub-Committee to make recommendations on this basis.

Mr D J E Sherry seconding the proposal of Mrs S Wiseman which was UNANIMOUSLY AGREED by the Board.

Excavator Driver Interviews

The Clerk reported that the Board has had over 70 applicants for the position having advertised the vacancy. The Board had subsequently conducted a day of interviews on 25th September. The interviews including a practical demonstration of the candidate's ability to operate the Boards excavator followed by a traditional interview with the Boards Sub-Committee. The interviews being held at Strensall and Towthorpe Village Hall and the practical held on Fridlington Farms Land.

The Board had invited six candidates based on suitability to interview and four attended. A further interview and practical test is being organised for the 1st November which the Board hopes can accommodate interviewing and testing of 10 candidates.

The Engineering Assistant reported from the interviews the candidates all could operate the machine however the ability to listen to instructions and to be able to develop the refinement to the Boards requirements to clear drainage channels was not apparent.

Cllr A S Richardson suggested that if the Board needs to give training perhaps it could put in place a scheme for repayment of training costs. This could be perhaps in a fixed period after training if the employee was to leave having acquired new skills.

LEASE PICK UP TRUCK

The Clerk reported that the Toyota Hilux pick-up 4x4 truck, which was generally used by the Engineering Assistant and staff shared across the Consortium was now being used by the workforce. This allowing the workforce to deliver fuel off road for its machinery without taking the Foreman's truck. This replacing the previous van which mechanically failed and was not a 4x4.

The Engineering Assistant has since been using his own vehicle but regularly needs to go off road for the purpose of his job.

The Clerk has investigated how to progress getting another pick up as a shared Consortium cost but avoiding requiring the funds to purchase it outright. It being noted that contract hire could be an appropriate approach. Contract hire is usually used to obtain a new vehicle which the Board does not own but hires for a number of years. If this was for two years it will be under manufactures warranty not require an MOT and probably only require one service. At the end of the term if the mileage is as agreed and any damage sustained is repaired the vehicle is returned.

The Clerk reported that the cost of this service is very variable between different companies providing the service. This being linked to the vehicle required the term and mileage. It is estimated the cost of the vehicle including deposit and rental payments over two years will be between £7,000 and £8,000 plus VAT for about 10,000 miles per year. The Clerk imagines the cost will be in the lower range but choice is linked to both vehicle availability and the deals being promoted. A minute of agreement by the Board to this approach and cost is required for the Clerk to be able to make a commitment to a vehicle in order to be able to finance it. The Board would then have to purchase a load cover for the vehicle which it could keep at the end of the term.

Mr P E Clark proposed that the Clerk can arrange and have the delegated authority to sign the appropriate documentation for a contract hire on a 4x4 pickup truck. This being as a sum total payment (initial and monthly) which in total does not exceed £8,000 + VAT for a two year period. The Board then having to purchase a load cover for the vehicle which can be retained at the end of the period.

Mr S Stark seconding the proposal of Mr P E Clark which was UNANIMOUSLY AGREED by the Board.

MAINTENANCE WORKS

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

Crake View, Towthorpe

Mrs S Wiseman asked about the maintenance access required to the ditch through the grounds of the property which was believed to be for sale.

The Clerk reported he had written to the estate agents handling the property sale. The property previously having been converted from an agricultural building to residential. It was noted that the property was now either sold or withdrawn from the market as was no longer listed by the Agent. The Engineering Assistant was asked to investigate further.

Bielby Beck

The Engineering Assistant reported that the Environment Agency had recruited a new person to replace the historical officer who was currently seconded elsewhere.

The Engineering Assistant has shown the new officer the local problems on site and he has supported the work which has progressed. The work being funded by the Environment Agency under the Boards Public Sector Cooperation Agreement. It was also noted prior to carrying this work out how much water was being held back, which locally had been complained about. The Environment Agency however do have restricted funds available to progressing this type of work and further funding may not be available until the next financial year.

Mr M Kemp asked about progress to advance work in the middle section of the Beck.

The Engineering Assistant reported that the middle section is noted as needing maintenance work. This part is likely to be restricted by wet ground and requirements to protect the SSSI designated sites along with available funding in the current financial year. He however will continue to see if funds can be made available but it is likely this work will not be able to be progressed until after the next harvest.

Members discussed various ways that a rusted up flap valve could be attended to.

BIOSECURITY POLICY

The Clerk reported that ADA had prepared a template for a Biosecurity Policy. A draft copy of the template which has been amended by the Clerk has been provided with the Agenda.

Members having previously considered the un-amended version reviewed the amended document and noted the changes made.

The Clerk noted that the document can be reviewed and changed in the future.

Mr D J E Sherry proposed that the Board adopts this policy.

Mr D J Brotherton seconding the proposal of Mr D J E Sherry which was UNANIMOUSLY AGREED by the Board.

BYELAWS AND BYELAW ENFORCEMENT

The Clerk reported that not much progress has been made with the byelaw review work. However he is hopeful a scope for the nationally funded ADA work can be agreed soon before committing the funding. This is so that ADA National's expectations of the review can be managed.

AUDIT

The Clerk referred to a copy of the External Auditors certificate and opinion for the accounts for financial year 2017/18. 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.

The Clerk informed Members that the return from the External Auditor does not raise any matters under Section 3 External Auditor certificate and opinion 2017/18.

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 2018/19 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 Clerk noted that the external audit will be for the second year of a contracted in external audit following the abolition of the Audit Commission. In this sustaining continuity of internal audit is likely to help if any problems arise with the new arrangements.

Members UNANIMOUSLY AGREED that the Board re-appointment the Internal Auditors, Brodericks (Doncaster) for the 2018/19 financial year.

Review of the Effectiveness of Internal Control

The Clerk referenced the historical 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 2018/19 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.

Mrs S Wiseman proposed that the Board adopted this approach

Mr C Chambers seconding the Proposal of Mrs S Wiseman which was 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 2017/18

ELECTION

The Clerk informed the Board that approval of the Register of Electors has been advertised. The Clerk issued nomination forms in August to existing agricultural members and any other nomination forms as required. The closing date for submission of nominations was 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.

The Clerk as the election Returning Officer informed at the meeting that as the number of nominations had not exceeded the number of elected member's positions an election is not required. The Election of the Chairman and Vice Chairman will be carried out for a potential three year term at the Boards Annual General meeting to be held in January. This being the first meeting of the Board following the election.

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 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.

Mrs S Wiseman raised the problems of the caravan site 18/01414/FUL Manor Park and problems of managing localised flooding and various watercourses which have been piped in over time.

The Clerk informing Members of the Boards response to the planning application.

Cllr A S Richardson having concerns about the Councils conditioning of planning applications for drainage along with enforcement of the conditions.

Mr S Wragg responded to the concerns of Cllr A S Richardson.

(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 and Business Premium Account showing an aggregate credit balance of £349,918.29 with Barclays Bank as at the 5th October 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 £62,114.12. The Board placing funds into a 95 day business saver account which is achieving 0.85% gross per annum.

The total balance of the three accounts is £498,474.31.

ADA

ADA Conference

The Clerk noted he was making travel arrangements for the Chairman and himself to attend the London ADA Conference on Wednesday 14th November. The Board having one spare ticket as one person is unable to attend. The speakers are confirmed to include:

- Sue Hayman – Shadow Secretary of State
- John Curtain
- Robert Hossen

ADA Northern Branch

The Clerk informed the Board that the ADA Northern Branch is due to be held on Thursday 24th January 2019 at the Masonic Hall, Howden which is open to Board Members.

CORRESPONDENCE

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

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 off these accounts be confirmed.

(SEE APPENDIX TO MINUTES)

DATE OF NEXT MEETING

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 7th January 2019** commencing at **1.30pm**.

DATES OF FUTURE MEETINGS

Monday 25th February 2019

Monday 3rd June 2019

Monday 2nd September 2019

Monday 28th October 2019

Mr M Cockerill apologised that he would be unable to attend the meeting of the Board on 25th February 2019.

ANY OTHER BUSINESS

Moor Lane, Murton

Cllr M Warters noted that Yorkshire Water contractors have returned and now removed the debris they had discarded into the ditch at the location following the concerns raised by the Engineering Assistant.

Video to be shown in relation to -

Tang Hall Beck

The Engineering Assistant had provided a video of Tang Hall Beck. This is on the reach from Spring Close to Stray Road Bridge which the Board has no maintenance access to other than the watercourse channel.

Mr C Perrett had prepared a list of issues highlighted on the video in particular the structures. At 5.28 minutes time on the video a particular structure was noted.

The Clerk was asked to write to the owner to make them aware of the situation and inform about the structure and the Boards concerns. To then ask the owner what action can be taken.

The Chairman closed the meeting at 2.50pm as there was no other business.

(APPENDICES TO FOLLOW)