

MINUTES of Meeting held on Monday 6th September 2021 via Microsoft Teams 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 D J E Sherry
Mr M Cockerill
Mr M Kemp
Mr I Ridsdale
Mr R J Burnett
Mrs S Wiseman
Mr D M Crossley
Mr C Chambers
Cllr D Sykes
Cllr Mr T Fisher

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

The Chairman welcomed everyone to the meeting.
The Clerk highlighting the virus precautions being taken and thanked the venue for its help, asking if Members felt safe in the venue.

APOLOGIES FOR ABSENCE

Apologies for absence were received from Mr P E Clark.

DECLARATION OF INTEREST

Cllr Mr T Fisher noted he had an interest in planning application reference 6028.

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 proposed by Mr D R Brotherton, seconded by Mr D M Crossley and RESOLVED that the Minutes of the Meeting held on the 17th May 2021, 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 were 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 the total rates collected up to the 5th September 2021 are as follows:

(a) Special Levy	-	£158,688.93	(50.0%)
(b) Direct Levy	-	<u>£ 48,692.49</u>	(96.0%)
		<u>£207,381.42</u>	

The Clerk having a list of accounts with sums outstanding at the meeting.

The Clerk confirmed that any outstanding rates will be pursued for payment and any remaining sums or credits at year-end will be included in next year's rate demands.

MAINTENANCE WORKS

The Engineering Assistant had circulated a report with the Agenda which he ran through highlighting the items raised. He however was unable to display graphical maps of the works carried out as the meeting was not virtual. He also informed about a film being made about drainage boards which the Boards workforce and machinery had been featured in.

Gauge Board Installation

Mr S Stark asked when the gauge board would be installed upstream of the River Flood Storage on the River Foss at Sheriff Hutton Road Bridge.

The Engineering Assistant informing this should be installed in the next couple of weeks.

Pick Up Vehicle Replacement

The Clerk informed that the last meeting of the Board delegated the Chairman to decide and instruct the purchase as advised by the Engineering Assistant.

The Engineering Assistant informed that both new and reasonable second-hand pickup vehicles to the Boards requirements are in short supply. He further informed he had pursued the potentially discounted Toyota vehicles. These had only a limited discount and were more expensive than some of the other options along with a long delivery time. In view of this with the quotations obtained and the difficulty of obtaining a second-hand machine it was a little uncertain how to progress. However, with the ageing of the old pick up he believed it was a good time to change particularly with the long delivery time of a new vehicle. In view of this he will collect the required number of quotations and discuss the matter with the Chairman how to progress.

High Water Levels on the River Derwent

Members discussed the high-water levels on the River Derwent and concerns how the Barmby Barrage is being used. It remaining uncertain why levels have been high.

Mr I Ridsdale highlighting the differences in levels recorded on the Agency telemetry.

(SEE APPENDIX TO MINUTES)

RED DIESEL

The Clerk informed that uncertainty remains if red (untaxed) diesel can continue to be used for IDB maintenance work from 1st April 2022. The alternative being white (taxed) diesel which clearly will increase costs and limit the contractors the Board can use. The Clerk having written to local MPs as requested by ADA National to make them aware of the issue. The Clerk confirmed he had obtained a letter from HM Treasury that ditch clearance for the sole benefit of agricultural land could be conducted using red untaxed diesel. However, some locations without the agricultural benefit are likely to require work to be carried out using white taxed fuel.

UPLAND WATER CONTRIBUTION

The Clerk advised that claims had been made to the Environment Agency for the 2020/21 Upland Water ditch maintenance works. This was made on the basis of the sum of £85,118.17 on expenditure of £182,427.99 for expenditure up to the end of financial year 2020/21. The Clerk being informed that as the overall IDB claims significantly exceeds the budget available in the Yorkshire Region. In view of this further consideration and a more detailed report on the matter is required for the Regional Flood and Coastal Committees (RFCC) consideration of the percentage to be paid. A decision on this will not be made therefore until after the October RFCC Meeting.

BYELAWS

The Clerk informed the Board that the ‘Model Documents’ tabled by Defra for the Boards Byelaws have been updated. The Clerk has circulated a copy of the ‘Model Documents’ for Members to consider.

The Clerk informed he had helped both ADA and Defra in implementing these changes which make the Byelaws more robust and consistent for the Boards requirements. The main changes being highlighted at the meeting. In adopting the new Byelaws, the Board would be sharing the advertising and informing costs with other Boards of the Consortium in implementing the new Byelaws.

Cllr T Fisher noted that perhaps the document was in places gender specific which probably needs resolving.

Members including Mr D Brotherton and Cllr Mr T Fisher asked and discussed the implications and actions of perusing infringements.

The Clerk explained how this is progressed.

The Sub Committee UNANIMOUSLY RECOMMENDED the Board revises and implements its Byelaws to the latest ‘model document’ as circulated at the meeting.

INSURANCE

The Clerk informed Members that the Boards insurance had renewed in early June for continuity of cover.

The Clerk having provided a table of the covers which includes the costs for renewal, was circulated with the Agenda prior to the meeting. The sums in the table include Insurance Premium and VAT if applied. The table showing the previous year’s costs and invoiced costs for this year’s cover from the Boards Insurance Brokers Towergate.

Cover	Last renewal	Last renewal expiring	Renewal amount payable
Contractors Combined	£4,239.83	£4,850.29	£7,630.06
Loss Recovery Service	£101.82	£101.82	£101.82
PI Combined	£2,195.82	2,195.82	2,716.00
Engineering Inspection	£844.14	£1,129.14	£1,499.40
Hired in Plant	Shared Policy in Consortium	Shared Policy in Consortium	Shared Policy in Consortium
Management Liability	£406.92	£406.92	£508.65
Combined Business Travel/PA/Sickness	£268.83	£268.83	£371.46
Motor Fleet	£3,214.40	£3,797.50	£4,060.20
General Legal expenses	£75.60	£75.60	£175.00
Towergate Assist Commercial	£128.80	£128.80	£135.24
Total	£11,476.16	£12,954.72	£17,197.83

The Clerk informed some brokers had difficulty in providing liability policies for IDBs recently. He was informed a large insurance company recently had withdrawn from the market and the insurance capacity to provide the cover had reduced. In view of this the insurance cover had become more expensive because of the change in the structure of the industry along with other factors. He had asked the Boards brokers about insurance with the National Farmers Union but they only deal directly with clients. This along with Alliance Insurance which might be an option in the future however the insurance provided needed to cover all the risks of both the individual Board along with covering the shared Consortium risk.

PI Property Insurance Report

The Clerk had included with the Agenda an insurance report independent from Towergate from PI Property Insurance. This highlighting the current problems in the insurance industry.

Members noted the large increase in Contractors Combined.

The Clerk informed he remains reassured that Towergate as a broker continues to try to find the covers required at reasonable costs for the Board. This cover also sustains the network links for the Consortium arrangements. He further noted that potentially a policy low claims rebate may be given if no claim is made in the first three months after renewal.

Hired In Plant

The Clerk informed that a shared policy with other Boards in the Consortium continues. This provides cover for the Board if it wishes to hire in plant and equipment for its own usage. This however does not provide cover for road usage.

Members UNANIMOUSLY AGREED the approval of the costs and cover of the insurance provided, which had been renewed for continuity of cover. However, if any changes are required these can be organised with the Board's Insurance Brokers following the renewal.

(SEE APPENDIX TO MINUTES)

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 3x3 matrix which evaluates the likelihood of an event happening against the consequence of the event occurring. 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. In particular climate change, fuel and material shortages and the impact of the virus pandemic were considered and discussed.

The Clerk informed the Board that the audit required the Board to formally consider and approve its risk assessment for 2021/2022.

Cllr T Fisher noted on page 8 third down (monitoring) had not been graded correctly.

The Clerk concurring that the likelihood should be low not medium but overall, it is correctly graded as 4.

Cllr T Fisher proposed that the Board adopts and approves this policy for financial year 2021/22.

Mr S Stark seconding the proposal which was UNANIMOUSLY AGREED by the Board.

ADA NATIONAL CONFERENCE AND DEMONSTRATION

The Clerk informed that an ADA National Conference is being organised on 10th November 2021. This has been decided to be a virtual meeting and details can be obtained closer to the time.

Potential Demonstration in 2023

The Clerk informed that a potential ADA National Land Drainage Machinery and Equipment Demonstration is being considered in 2023 and investigation for a suitable venue is underway.

ADA NORTHERN BRANCH CONFERENCE

The Clerk as ADA Northern Branch Director was organising a Northern Branch Conference and AGM on 5th November 2021 at the Cave Castle Hotel, South Cave.

Members agreeing for the Board to pay Member's conference fees if they wish to attend.

ELECTION 2021

The Clerk informed that the election programme agreed at the Boards Annual General Meeting in January was advancing. The Board had approved the Register of Electors which had been advertised on the Board's website.

The Clerk had issued nomination forms in August to existing Elected Members and any other nomination forms as required. The closing date for submission of nomination forms is 28th September 2021. If an election is then required this will be on 26th October 2021 and the new Board will be in place on 1st November 2021. The meeting on 25th October will remain as the existing committee and election of Chairman and Vice Chairman for a three-year tenure will be at the Boards AGM in January.

CORRESPONDENCE

The Clerk reported that no significant correspondence had been received by the Board 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.

Cllr T Fisher asked about the position with the Foss Upstream Storage Scheme and the discharge of the planning drainage conditions.

The Clerk informed that the report is based on historical documents produced and the Board was advancing consents as and when applications are being made. The discharging of the drainage conditions rests with the Planning Authorities.

Mrs S Wiseman asked about what happens if the Board does not agree and planning is granted with limited conditions.

The Clerk informed this happens occasionally which can make the drainage arrangements difficult to resolve.

The Clerk reporting that all this information on planning 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 £470,748.41 with Barclays Bank as at the 20th August 2021.

The Yorkshire /Virgin Bank account has an additional credit balance of £153,715.10. The Boards placing funds into a twelve month deposit account which is achieving 0.3% gross per annum.

The Nationwide Building Society account has an additional credit balance of £63,437.30. The Board placing funds in a 95 day business saver account which is achieving 0.40% gross per annum.

The total balance of the Boards funds held in these accounts is £687,900.81.

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

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 proposed by Cllr T Fisher seconded by Mr D Brotherton and 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 Strensall and Towthorpe Village Hall, Northfields, Strensall, York on **Monday 25th October 2021** commencing at **1.30pm**.

Members confirmed at the current time they wished to hold future meetings at the current venue and virtual attendance was not required. This however could change depending on the circumstances caused by the virus pandemic.

Mr S Stark sending an apology for the meeting.

DATES OF FUTURE MEETINGS

Monday 10th January 2022

Monday 7th March 2022

Monday 6th June 2022

Monday 5th September 2022

Monday 7th November 2022

ANY OTHER BUSINESS

River Foss Contamination

Mrs S Wiseman asked about the Yorkshire Water burst rising main and the subsequent contamination of the River Foss.

Cllr T Fisher explained the local situation.

Timber Supplies

The Chairman asked about the Boards position on obtaining timber stocks for bank works.

The Engineering Assistant confirmed the Board had orders in if the material becomes available with its supplier. The Board only holding limited stock so this could become a problem in the future.

CLOSE OF MEETING

The Chairman closed the meeting at 2.45pm as there was no other business.

(APPENDICES TO FOLLOW)