

Ainsty  
IDB

MINUTES of Meeting held on Monday 15<sup>th</sup> September  
2014 at Copmanthorpe Methodist Church, Main Street,  
Copmanthorpe

PRESENT

Mr S E Jackson (In the Chair)  
Mr C E Mills  
Mr A P Sykes  
Mr R F Hildreth  
Mr S Barnes  
Mr J Sanderson  
Mr J B Blacker  
Mr J Bramley  
Mr R Burniston  
Mr G H Smith  
Cllr G Simpson  
Mr C Clayton  
Mr S Wragg  
Cllr D Mackay

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

APOLOGIES FOR  
ABSENCE

Apologies for absence were received from Cllr K Ellis, Mr  
M Haigh, Mr A Percy and Cllr J Savage.

DECLARATION OF  
INTEREST

There were no further declarations of interest related to the  
items listed on the Agenda.

MINUTES OF LAST  
MEETING

It was proposed by Cllr D Mackay, seconded by Mr G H  
Smith and RESOLVED that the Minutes of the Meeting held on  
the 16<sup>th</sup> June 2014, 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 that  
were not covered in the main agenda.

RATES

The Clerk reported that the rates collected up to the 15<sup>th</sup>  
September 2014 are as follows:

(a) Special Levy - £148,265.87 (50%)  
(b) Direct Levy - £ 54,974.06 (90.4%)  
£203,239.93

The Clerk also advised that a sum of £9,935.43 had been  
collected in drainage rates since the report of the last meeting.

The Clerk further reported that final reminders have been sent out and if required court actions will be progressed. The Clerk providing a list of the outstanding rates which was viewed by the Chairman at the meeting.

## PLANT AND EQUIPMENT

### Boards New Spearhead Front Flail

The Engineering Assistant reported on the delayed arrival of the Boards new Spearhead Front Flail in his Maintenance Report.

## MAINTENANCE WORKS

The Engineering Assistant ran through the maintenance report circulated in the post to Members prior to the meeting.

### Holiday Machine Driver Cover

Mr A Sykes suggested with holidays in the workforce the Board should try to get contract drivers to keep the Boards machines working, perhaps favoured drivers provided from local contractors.

The Engineering Assistant noted that he had tried to provide cover in this way but competent drivers with experience in land drainage work are in short supply.

### Spraying

Mr C E Mills noted the requirement for spraying particularly with the amount of watercress appearing in the district.

The Engineering Assistant explained the Boards approach to weed spraying this year along with using a wetting agent. This year being noted particularly for the amount of regrowth that has occurred.

### Nun Monkton Works

The Engineering Assistant reported that the Widdington Ings Drain continues to be paddled in by cattle. The landowner has not fenced the ditch off as promised following the Boards maintenance works. In view of this the Board **AGREED** that further maintenance works will not be carried out on this reach unless the approach of the landowner changes.

### Old Fleet Foss

The Board Members discussed the Old Fleet Foss and the lack of maintenance being carried out by the Environment Agency.

The Clerk informing Members that the precept appeal was progressing and he had been informed that a further response had been sent from the Environment Agency to the Secretary of State. Defra will shortly be forwarding a copy of this report to the Clerk.



The Board Members were concerned how long it was taking for this matter to be resolved. The condition of the Old Fleet Foss deteriorating further and requiring more extensive work as time passes. The Board continuing to withhold 20% of the precept payment.

The Board Members were uncertain if they should progress maintenance works themselves utilising the precept sum. The Board delegating a decision to the Chairman and the Vice Chairman to authorise maintenance works funded by the retained precept sums should they feel it necessary.

The Clerk noted that the regional revenue funding in the Environment Agency had now been increased from £4.2 million to in excess of £6 million. However it was unlikely any of this extra funding would be utilised in maintaining the Old Fleet Foss.

### **Oaklands Farms**

The Engineering Assistant reported on a recent meeting with Mr P Roach on site at Oaklands Farm following a complaint. The land drains all appearing to be clear of the ditch and flows. The Board having carried out maintenance works at this location in recent times.

(SEE APPENDIX TO MINUTES)

### **UPLAND WATER CONTRIBUTION**

The Clerk advised that a claim had been made to the Agency for 2013/14 upland water ditch maintenance works. This was made on the basis of the sum of £50,152.26. An overall payment of 75.72% has been agreed by the RFCC of £37,975.07. This being £20,225.07 over budget. The payment last year (2012/13) was made on the basis of 70% at a rate of £27,966.65.

### **HEALTH & SAFETY**

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

### **STAFF**

#### **Consortium Staff**

The Clerk reported that the Consortium had recruited a new Assistant Rating Officer, Mrs T Simpson, who started today. The Consortium having had a vacancy for the last six months in this position.

#### **Consortium Secretary and Receptionist**

The Clerk reported that this job had now been split and was being job shared.

## Planning and Asset Enforcement Officer

The Clerk reported that the Boards Planning and Enforcement Officer, Mr P Hey, had given the Consortium notice that he wishes to leave. The Clerk has put in place advertisements to seek applications for an appropriate replacement.

### Private Matter

The committee passed a UNANIMOUS RESOLUTION to discuss a private matter regarding staff matters.

Members discussed a private matter in detail. However Members decided no action was considered necessary at this stage so no formal private minutes have been produced.

The committee passed a UNANIMOUS RESOLUTION to close the private session regarding staff matters.

The Clerk informed the Board that the Association of Drainage Authorities have issued a model policy document for the Boards risk assessment. This was introduced last year. The new 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 2014/2015.

It was proposed by Cllr G Simpson, seconded by Mr S Barnes and UNANIMOUSLY AGREED the Adoption and Approval of this policy approach to risk assessment and the evaluation carried out in the document for financial year 2014/15.

The Clerk informed the Board that the model documents for the Policy Statement have been updated. The Clerk has circulated a copy of the model documents for the Committee Members to consider with the Agenda.

It was proposed by Cllr G Simpson, seconded by Cllr D Mackay and UNANIMOUSLY AGREED that the Board should adopt the Policy Statement.

## RISK ASSESMENT POLICY

## POLICY STATEMENT REVIEW



## APPOINTMENT OF AUDITORS 2014/15

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.

The Clerk proposed that the Boards existing Auditor is retained for the 2014/15 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 £1,600 plus VAT. However the cost could increase depending on the requirements of the audit. It was proposed by Mr G H Smith and seconded by Cllr G Simpson. The Board UNANIMOUSLY APPROVED the re-appointment of the Auditors for the 2014/15 financial year.

## CORRESPONDENCE

### ADA Conference

The Clerk informed the Board that he was making travel arrangements and booking for Members wishing to attend the London ADA Conference on Wednesday 12<sup>th</sup> November. The Board having already agreed 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.

### Holgate Beck Study

The Clerk reported that the City of York Council are advancing plans to conduct a study on the Holgate Beck catchment linked to a significant proposed development in York. The study could give the Board an opportunity to more strategically understand the drainage in some of its district. In particular the drainage around the area of Askham Bogs and Pike Hills Golf Course area along with evaluating the potential requirements of the Boards Moor Lane Pumping Station.

The Clerk will work closely with York City Council and Mr S Wragg to progress the work so the requirements of the Board can be taken into account.

The Clerk advised Members that beyond the letters noted above 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 Board approved the comments.

### **Planning Applications Being Advanced**

Members discussed a proposed development at the pig farm which previously was the Old Canadian Airbase near Appleton Roebuck. This along with a proposed development in the Askham Bogs area which could have implications to the Boards Moor Lane Pumping Station. The Board Members further discussed Selby and York's progress in advancing the local plans for development.

### **Marston Road Flooding**

The Engineering Assistant reported on attending a meeting concerning flooding on Marston Road, Tockwith which had occurred in some cottages.

**(SEE APPENDIX TO MINUTES)**

## CONSENTS

The Clerk referred to the list of Consents Applications granted since the last Meeting of the Board, which had been circulated to all Members with the Agenda.

The Board approved the consents granted.

### **Holgate Beck Householder Extension**

The Clerk informed the Board that in regard to a householder extension wishing to discharge into Holgate Beck. The Board had refused the consent twice because the applicant was unwilling to provide onsite flood attenuation storage.

### **Bolton Percy Rail Culvert Works**

The Clerk had circulated a map to Members with the Agenda. The map showing the flood profiles and how they would change if the Network Rail proposals for lining the two railway culverts were advanced.

The map is part of the outcome of the study and modelling work the Board had commissioned by Consultants Arups. The map showing that flood water levels would increase up Station Road in an extreme flood event. This is as a result of the restriction caused by the installation of linings to the two existing culverts. A small amount of farmland downstream in the proposal had its risk of flooding reduced.



On investigating the area at risk of flooding around Station Road it was established that culverts run under the road which is slightly elevated. The consequence of these culverts is that flood levels will balance on either side of the road putting a number of further houses at risk on slightly lower land the other side of Station Road. The extended flood zone not being included on the map circulated.

The information provided has highlighted an increased flood risk to the properties in the Station Road area. This is caused by the proposed relining of the railway culverts at Bolton Percy. In view of this the Board had refused consent to Network Rails proposals on this basis.

### Ulleskelf Rail Culvert Works

The Clerk reported that screens have now been put in place to protect the lower culvert becoming blocked with large items. It is however recognised that the screens provided need regular maintenance which is the responsibility of Network Rail.

The Clerk noted that the screens could have been improved by being installed at a longer rake so a greater opportunity existed for material to be washed over into the larger culvert above. At the current time Network Rails contractors on site were maintaining the screens. However when they leave site the screens will require regular cleaning or the lower culvert will not perform its designed function. To date Network Rail have said that their line side maintenance teams will carry the work out when the contractors leave.

Mr C Clayton raised that the screens were blocking and needed regular clearing. The Clerk was asked to write to Network Rail regarding the requirements for maintenance of these screens. The letter being required to seek confirmation on the arrangements when the contractor leaves the site. The Board are concerned that Network Rail will not maintain the screen to the standards required.

### (SEE APPENDIX TO MINUTES)

The Clerk produced the Bank Statements for the Board's Current Account and Business Premium Account showing an aggregate credit balance of £355,379.55 with Barclays Bank as at the 29<sup>th</sup> August 2014.

The Yorkshire Bank account has an additional credit balance of £155,742.88 on deposit. The Board placing £120,000 funds into a twelve month deposit account which is achieving 1.2% gross per annum. The remainder in a 95 day notice account achieving 0.4% gross per annum with the Yorkshire Bank. The 12 month investment being staggered at £40,000 quarterly.

The total balance of the two accounts is £511,122.43.

### BANK STATEMENTS

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 AGREED that the next Meeting of the Board will be held at the Copmanthorpe Methodist Church, Main Street, Copmanthorpe on Monday 10<sup>th</sup> November 2014 commencing at 6.30pm.

FUTURE MEETINGS

Monday 26<sup>th</sup> January 2015 Annual General Meeting  
Monday 9<sup>th</sup> March 2015  
Monday 15<sup>th</sup> June 2015

**Board has become a Plaintiff in Land Tribunal Case**

The Clerk reported on a land tribunal case concerning two of the Boards ratepayers at Twin Oaks in Acaster Malbis. The case had now been extended and now included Mr J G Knowles - v- Professor & Mrs Khan and Ainsty (2008) IDB. The Clerk confirmed with the Clerk of the Court that the Board had become a plaintiff and was uncertain on the reasons. It appeared from the dispute and investigations the matter concerned a private ordinary watercourse which had been culverted.

The Clerk was concerned if the Board attended the hearing it could be drawn into the dispute and may inadvertently influence the outcome. The Clerk believed it was more appropriate for the tribunal to make its own decision on the action to be taken without any input at the hearing from the Board. It is also unclear following the hearing if any actions are required how these would be progressed and enforced.

The Board Members considered the Clerks position and AGREED with the action he was taking.

ANY OTHER  
BUSINESS

There was no other business and the Meeting was closed.

**(APPENDICES TO FOLLOW)**