

MINUTES of Meeting held on Monday 2nd September 2019 at 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 D M Crossley
Mr C Chambers
Mr S Wragg
Cllr D Sykes

The Clerk – Mr W Symons

Engineering Assistant – Mr N Culpan

Member of the Public – Cllr Mr M Warters (later in meeting)

APOLOGIES FOR ABSENCE

Apologies for absence were received from and Mr P E Clark, Mr R J Burnett and Cllr Mrs S Wiseman.

LOSS OF A MEMBER

The Clerk reported the sad recent loss of Mr C Perrett towards the end of June who was a Nominated York Council Member of the Board.

MEMBERSHIP

New Member

The Clerk welcomed Cllr D Sykes to his first meeting of the Board as the East Riding of Yorkshire Council Member.

Cllr D Sykes introduced himself, informing he represents the Pocklington Ward.

Nominated Members

Mr S Stark asked about Cllr M Warters nomination to the Board.

The Clerk informed this had not been confirmed at the current time by the Council.

DECLARATION OF INTEREST

The Chairman and Mr C Chambers declared an interest in the Strensall lock tree removals being voluntary Members of a Trust which is believed to be responsible for this frontage.

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 3rd June 2019, 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

The Clerk had written to Mr Wragg as the Councils Flood Risk Manager in relation to planning applications as asked by the Board at the last meeting. A response Email had been received from Mr S Wragg dated 29th August 2019. This explains the Councils position and also making reference to the Councils 'Sustainable Drainage Systems Guidance for Developers' which is hosted on the Councils Website.

The Clerk making copies available at the meeting of his letter and Mr Wragg's response along with a copy of the guidance referenced in the Email. The Clerk informed he will circulate the information and include on the Agenda for the next meeting

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 will be providing training. To date this has included manual handling which was well received by the workforce .The Board also planning further health and safety refresher courses.

RATES

The Clerk reported that the total rates collected to the 29th August 2019 are as follows:

(a) Special Levy	-	£152,433.93	(50%)
(b) Direct Levy	-	<u>£ 46,492.09</u>	(96%)
		<u>£198,926.02</u>	

The Clerk also advised that a sum of £9,139.78 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.

MAINTENANCE WORK

The Clerk had circulated a maintenance report with the Agenda. The Engineering Assistant ran through the report along with providing maps of the work carried out to date for Member's reference at the meeting.

STRENSALL LOCK TREE REMOVAL

The Clerk had circulated a report on the details and costs of conducting the work. This work has an internal estimated cost to conduct the work to the scope of the report of £1,000. This is based on the Boards workforce carrying the work out with its own equipment.

Mr D R Brotherton asked about potential liabilities of carrying work out on the wall in poor condition.

Mr C Chambers informed The Wilkinson, Cobb and Hodgson Trust (WCHT), met on 20 July 2019 and agreed to indemnify the FIDB for any work that they undertook in removing the trees, should there be any damage to the river bank and/or lock walls. This has been minuted so in effect this was a disclaimer.

Mr M Kemp believed that the work was a good gesture to work with others if it is progressed.

Mr M Kemp proposed that the Board could carry the work out as per the scope of the report as one off work at a cost of £1,000 to the Board.

Mr M Cockerill seconding the proposal of Mr M Kemp which was put to the vote which was carried with nine members voting for the motion excluding the Chairman and Mr C Chambers.

Members discussed publicity in relation to work of this nature. It being noted it was likely to be featured by the River Foss Society.

UPLAND WATER CONTRIBUTIONS

The Clerk advised that claims had been made to the Environment Agency for the 2018/19 upland water ditch maintenance works. This was made on the basis of the sum of £56,846. The Clerk believing that a payment is proposed at a payment of 100%.

Mr S Wragg informed he had attended the Regional Flood and Coastal Committee (RFCC) meeting where this matter had been considered and he confirmed that a payment had been agreed at 100%.

The Clerk informed in 2017/18 93.67% was paid at £41,136.84 and 2016/17 89% was paid at £37,235.38. This highlighting the importance of this income and how it has increased with the larger percentages paid. This however gives no certainty that the percentages will remain at this level in the future. However the Board supports and appreciates the recommendation of the RFCC.

AUDIT

The Clerk referred to a copy of the External Auditors certificate and opinion for the accounts for financial year 2018/19. 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 2018/19.

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 of small body public accounts and the requirements of the external audit.

In view of this the Clerk asked if the existing Auditor is retained for the 2019/20 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 third 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 these arrangements.

Mr D R Brotherton asked about how 'Internal Auditors' were appointed.

The Clerk confirmed that the Board could send the internal audit work out for tender. However the audit currently consisted of all the Boards in the Consortium and the process is reasonably complex because of shared services. As it is useful to have the auditor appointed during the financial year of the audit to cover any requirements during the financial year. If sent out to tender it would need to be planned in a future year. It also being difficult to find auditors with experience of Internal Drainage Boards and in particular the governance arrangements to be suitable to tender for the work.

Mr D R Brotherton proposed that the current Auditors are sustained on the terms proposed.

Mr M Cockerill seconding the proposal of Mr D R Brotherton which was UNANIMOUSLY AGREED that the Board re-appointment the Internal Auditors, Brodericks (Doncaster) for the 2019/20 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 2019/20 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.

The Board 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 2018/19.

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.

BUSINESS RISK ASSESSMENT POLICY

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 2019/2020.

Mr D R Brotherton proposed that the Board adopts and approves this policy for financial year 2019/20.

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

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 13th November. The Chairman offering to attend.

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

ADA NORTHERN BRANCH MEETINGS

ADA Northern Branch Meeting – 5th March at Howden

The Clerk informed this meeting was being organised as a think tank. This proposed to seek two representatives from each Board in the Northern Branch Area. The aim is to discuss a coordinated approach to IDB matters and local problems relevant to the Northern Branch area.

ADA Northern Branch Summer Conference

The Clerk informed a Summer Conference and trip is also planned on 5th June 2020. This includes a visit to the Vale of Pickering to view the ‘slowing the flow’ Natural Flood Management Project.

CORRESPONDENCE

The Clerk advised Members 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)

Mr D J E Sherry asked about the skills and Boards requirements for a Planning Officer.

The Clerk explained the skills the Board seeks and the technical skills required.

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.

Members discussed the Boards position with the location of the culvert at 34 Melrose Avenue, Strensall, York.

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 £439,551.01 with Barclays Bank as at the 28th August 2019.

The Yorkshire Bank account has an additional credit balance of £150,000.00. The Board recently placing increased funds invested into a twelve month deposit account which has just increased to 1.75% gross per annum.

The Nationwide Building Society account has an additional credit balance of £62,647.12. The Board placing funds in a 95 day business saver account which is achieving 1.05% gross per annum.

The total balance of the Boards funds held in these accounts is £652,198.13.

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 Strensall and Towthorpe Village Hall, Northfields, Strensall, York on **Monday 28th October 2019** commencing at **1.30pm**.

FUTURE MEETINGS

Monday 6th January 2020 Annual General Meeting
Monday 24th February 2020
Monday 1st June 2020

ANY OTHER
BUSINESS

York Flood Defences Investment – 5 Year Plan

The Clerk reported that he and the Engineering Assistant had attended two meetings regarding the Foss upstream storage at Lilling Green. The project heading towards making a planning application in September.

Mr S Wragg confirming the work will possibly start next Spring and run over two years.

The Clerk was further informed that other parts of the study such as Tang Hall Beck and South Beck are likely to be progressed later in the programme

Members asked if the Clerk could arrange for a spokesperson from the Environment Agency to come to the next Board Meeting regarding the overall proposals of the flood storage scheme. It appearing the more specific details would then be available for the planning process.

North Yorkshire/Yorkshire Wildlife Trust Projects

The Clerk noted that he had been approached about this work which appeared to be interested in reducing silt loss from land into drainage ditches and Water Framework compliance matters in North Yorkshire.

Mr S Wragg confirming the above and that a project officer was contacting land owners in relation to landholder matters and potential opportunities.

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

CLOSE OF
MEETING

(APPENDICES TO FOLLOW)