

MINUTES of Meeting held on Monday 13th November 2023 at Pike Hills Golf Club, Tadcaster Road, Askham Bryan, York.

PRESENT

Mr S E Jackson (In the Chair)
Mr A P Sykes
Mr C E Mills
Mr R F Hildreth
Mr J Sanderson
Mr J B Blacker
Mr A Percy
Mr A Sykes
Mr P Bramley
Mrs S Wiseman
Cllr C Steward
Cllr A Paraskos
Mr H Ferguson

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

APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr A Warneken.

DECLARATION OF INTEREST

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

The Clerk informed Members that the Register of Members Interests was available for inspection and update as required.

MINUTES OF LAST MEETING

The Clerk noted that the last meeting of the Board on 11th September 2023 was not quorate. The meeting however was progressed and made recommendations on the actions of the meeting. A copy of the Minutes including these recommendations had been sent to all Members with the Agenda.

Mr J B Blacker proposed that the Minutes are accepted as a true and accurate record of the meeting held on 11th September 2023 and that they are forthwith signed by the Chairman as a correct record.

Mr H Ferguson seconding the proposal of Mr J B Blacker.

The Clerk read out the recommendations contained in the Minutes.

Members UNANIMOUSLY AGREED to ACCEPT and APPROVE the recommendations made.

MATTERS ARISING

The Clerk reported that no matters were arising from the Minutes of the last meeting which were not covered on the Agenda.

HEALTH AND SAFETY

The Clerk advised that there have been no reportable incidents to the Health and Safety Executive (RIDDOR) since the date of the last meeting.

The Clerk informed that a Health and Safety Review Meeting had been held last Thursday which also included the input of the Field Officer.

RATES

The Clerk reported that the total rates collected up to the 10th November 2023 are as follows:

(a) Special Levy -	£176,971.60	(50%)
(b) Direct Levy -	<u>£ 70,896.33</u>	(96%)
	<u>£247,867.93</u>	

Special Levy Payment

The Clerk reported the second part of the Special Levy payment is due shortly.

Final Reminders

The Clerk reported that Court Pre-Action Protocol/final reminder letters had been sent to ratepayers. This includes the Board's information and the relevant forms for debtors to complete in the relevant time periods. The process being progressed 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.

Court Action

The Clerk will progress court action if required in line with the Board's policy for sums outstanding over £15 following the issue of Pre-Action Protocol letters if no queries or land transfers are outstanding.

ENGINEER'S REPORT

The Engineering Assistant had circulated a report to Members with the agenda. This report contained a web link to electronic maps identifying the maintenance work carried out by the Board. He offered to give demonstrations on using and gaining access to the Scribble Maps software system to individuals if required.

Mr C E Mills noted a trash grill in the Appleton Roebuck village which needs regular cleaning.

The Engineering Assistant reported he was aware of this and it is cleaned when required.

Mr C Clayton was concerned about the Environment Agency's approach on 'Main River' and believes the Board should not reduce the level of maintenance being carried out.

Mr C E Mills notes that nationally with his work with ADA this is an important matter and creating quite a focus in IDB channel maintenance works.

Mr H Ferguson asked about guidance and other trials and picking up the output from the trial.

The Engineering Assistant informed we will be monitoring the situation and remedial action will be taken if required. He asked the Board how they would wish the trial to progress.

Mr C Clayton believed the trial should be continued in the same district.

Mr C E Mills believed there was no point in having a sub-committee this year as the trial has not run long enough for decisions to be made.

Members agreed this was a trial and the Board should continue in the North Wharfe catchment for a further maintenance season. This including appropriate monitoring and undertaking any remedial action if required. The trial can also be extended if appropriate to other districts.

BIODIVERSITY ACTION PLANS

The Clerk informed work continues to upgrade the Board's Biodiversity Action Plan. The work including developing a plan which includes all the Boards who are Members of the York Consortium of Drainage Boards. The new plan being based on an ADA National template which is currently being populated with all the required information. The work also ongoing regarding vegetation management will be useful information for inclusion in the plan as it progresses. The Board along with the other Boards who are part of the York Consortium arrangements also need to look for potential biodiversity opportunities to develop. Then to set appropriate measures for this type of work to show progress being made.

DRAINAGE
RATING
SOFTWARE
SYSTEM DRS

The Clerk informed drainage boards use some bespoke software to hold statutory data on its rated land and properties. The database being used to generate the Board's rate demands and manage the income against the individual rate accounts when they are paid. The current software is owned and supported by an individual Board providing a service to many other drainage boards. The software however is old and in need of updating. The Board providing the software has given notice that the system will no longer be supported after 1st April 2025. In the letter of notice they inform they believe and seek the future development of the software should be progressed by ADA National. They however are offering to continue to host equivalent software with the data being held on the supporting Board's computer servers and users having to login on the internet for day-to-day usage. This solution however does not address the software being old and in need of updating, it also stops the data and information being held on our Board's systems.

The Clerk in summary believes time is very limited to develop new software to sustain the functionality critical for running the Boards of the York Consortium. The situation could be further delayed if ADA takes responsibility. The issue relating to project funding, scope, governance and system ownership is not easy to resolve which is likely to take a significant amount of time. In view of this with the time constraints he is considering the options available.

ADA NATIONAL

ADA Conference 2023

The Clerk informed that ADA National are organising a Conference on 21st November 2023 at the Institute of Civil Engineers at 10 Great George Street, London, SW1. The Clerk informed he would be attending on behalf of the Board along with Mr C E Mills.

ADA Environment Day 2024

The Clerk reported that ADA were organising an Environment Day on Friday 2nd February 2024 at Park Farm, Thorney, Cambridgeshire.

ADA NORTHERN
BRANCH

ADA Northern Branch AGM

The Clerk informed this will be held on 24th November 2023 at Yorkshire and Humber IDB offices. At the moment it remains that the Clerk will continue as the ADA Northern Branch Director as no further nominations have been made.

ADA Northern Summer Meeting

The Clerk informed this is likely to be on 7th June 2024 at a venue to be decided.

CORRESPONDENCE

The Clerk had included a letter with the Agenda sent from ADA to the Secretary of State for Members consideration following the recent storms and wet weather. The content of the letter being derived by recent experience in Lincolnshire. The issues raised however were pertinent to the Yorkshire Area and would have been likely to have occurred if rainfall had of been more intense in the Board's drainage district.

Workforce Pay Increase

The Clerk informed that he had received information regarding what the likely ADA Lincolnshire Branch pay increase was likely to be which is as follows for financial year 2024/25:

- Consolidate £1,130 of the unconsolidated payment from 2023/24 from 1st April 2024;
- To apply a pay award to the 2023/24 salary rates and the £1,130, of 6.45% (being the 12-month average of the average weekly earnings figure for the public sector published by the Office for National Statistics).

The Clerk reported there was no further 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.

62 Ostman Road, Acomb, YO26 500

The Clerk explained the situation with 62 Ostman Road which planning has been granted. The building which has had planning granted is likely to span the Carr Lane Drain Culvert. The Board having objected to the development prior to the permission granted. The Board also writing to the land owner and agents selling the house with the advantage of the planning permission.

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)

CONSENT

The Clerk referred to the one consent 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 £318,405.20 with Barclays Bank as at the 27th October 2023.

The Board also having £200,000 in a Barclays Treasury Fixed Term Deposit Account which is achieving 2.26% gross per annum.

The Virgin Bank account has an additional credit balance of £307,105.59. The Board placing funds into a twelve month deposit account which is achieving 4.3% gross per annum.

The Nationwide Building Society account has an additional credit balance of £76,596.28. The Board placing funds in a 95-day business saver account which is achieving 3.75% gross per annum.

The total balance of the Board's funds held in these accounts is £902,107.07.

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 UNANIMOUSLY RESOLVED that payment of these accounts be confirmed.

(SEE APPENDIX TO MINUTES)

DATE OF NEXT MEETING

It was directed that the Annual General Meeting of the Board is due to be held at Pike Hill Golf Club, Tadcaster Road, Askham Bryan, York, YO23 3UW on **Monday 15th January 2024** commencing at **6.30pm**.

MEETINGS FOR
NEXT YEAR –
POTENTIAL
REDUCTION

The Clerk informed the Board at the last meeting were asked to reconsider its meeting dates for financial year 2024/25.

Members giving this matter consideration and UNANIMOUSLY AGREED not to hold a September meeting. To also not move any of the remaining meeting dates published in the last set of minutes. If, however the Board required a meeting this could be called by the Clerk under instruction from the Chairman.

DATES OF FUTURE
MEETINGS

The future meetings after the Board's Annual General Meeting were agreed as follows:

Monday 11th March 2024

Monday 17th June 2024

Monday 11th November 2024

ANY OTHER
BUSINESS

The Chairman closed the meeting at 7.36pm as there was no other business.

(APPENDICES TO FOLLOW)