

MINUTES of Meeting held on Monday 30th October 2017 at the Memorial Hall, Huntington.

PRESENT

Mr J P Coverdale (In the Chair)
Mr D R Brotherton
Mr R A Armitage
Mr D J E Sherry
Mr M Cockerill
Mr S Stark
Mr M Kemp
Mr I Ridsdale
Mr R J Burnett
Cllr Mrs S Wiseman
Mr D M Crossley
Mr C Chambers
Mr S Wragg
Cllr A Strangeway

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

APOLOGIES FOR
ABSENCE

Apologies for absence were received from Mr P E Clark, Mr C Perrett and Cllr D Craghill.

DECLARATION OF
INTEREST

Mr D J E Sherry declared an interest in Planning Application Number 3221.

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 4th September 2017, which include a private and confidential matter, 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

The Clerk informed Members in regard to the Environment Agency Reducing the Risk of Flooding Five Year Plan. It had been confirmed that an appropriate representative was prepared to attend and present the intentions of the Agency in progressing this work.

The Clerk however suggested it would be better to delay to a future meeting so the Environment Agency would be in a better position to discuss specific schemes when they have been established rather than the overall strategy being progressed at the current time.

Mr S Wragg AGREED with this approach noting 6th December as possibly being a future date of further announcements on the progress of the project.

There were no further matters arising from the Minutes, which are not covered in the Agenda.

The Clerk confirmed no reportable incidents had occurred since the last meeting which would require reporting to the Health and Safety Executive (RIDDOR).

The Clerk reported that since the report of the last meeting a sum of £2,364.78 in agricultural drainage rates had been collected. The total rates now collected to the 30th October 2017 are as follows:

(a) Special Levy	-	£ 151,180.96	(52.6 %)
(b) Direct Levy	-	<u>£ 45,679.73</u>	<u>(99.7%)</u>
		<u>£ 196,860.69</u>	

The Clerk reported that final reminders had been sent out. 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.

The Clerk further informed that a new Justice Department Pre-action Protocol came into force on 1st October 2017, this has implications to the Board progressing Court action for outstanding rates. The Board has revised its procedures to replace its future final demand with a Pre-action Protocol letter 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 payment.

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

HEALTH AND SAFETY

RATES

MAINTENANCE WORKS

Monks Cross Balancing Pond

The Engineering Assistant reported that following heavy rain the discharges from the more recent 'Vangarde' flood storage lagoons at Monks Cross had been investigated. In these rainfall conditions it appeared that the open water storage areas of the lagoons did not fill. The lagoons being expected to fill to retain flood water. However the discharge point from the lagoons to the Board's watercourse (Pigeon Cote Dyke) was inspected but the flows did not appear excessive.

The Engineering Assistant noted if the Board wished to investigate this matter in greater detail this would need to be with the Council and the Developer. This is because the storage area is pumped by the Developer's pumps into a surface water highway gulley. This running under the public highway before eventually discharging into the Board's watercourse. In the above it is not possible to inspect the highway drainage or the employed pumping regime as it is not in the Boards control.

The Engineering Assistant will liaise with the City Council (Mr J Cavanagh) to investigate this matter further.

The Chairman asked about maintenance of the lagoons as it appeared numerous reeds are growing.

Mr S Wragg noted that maintenance of the lagoons was the responsibility of the Developer.

BYELAWS AND BYLAW ENFORCEMENT

The Clerk reported positive support across the Boards of the York Consortium to progress with funding the development of guidance and supporting documents to prosecute Byelaw infringements and procedures for enforcement.

The Clerk further reported that ADA National may also fund the work but this would be subject to ADA agreement at the next ADA Directors Meeting.

PRIVATE AND CONFIDENTIAL ITEM - Boards approach to current Byelaw infringements

CONSORTIUM STAFF

The Clerk reported he had been unsuccessful in recruiting a trainee on the Defra Foundation Degree Scheme. The only potential candidate declined the offer of work experience with the IDB as he decided he wished to work for the Environment Agency. No other candidates were available in the Yorkshire Region this financial year.

The Clerk further reported he had taken a GIS Technician on for three months (through a recruitment agency) to catch up with a backlog of GIS mapping requirements. The initial work mostly relating to electronic field mapping to match rate demands. The Consortium Boards also having further GIS requirements.

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.

(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 £318,958.56 with Barclays Bank as at the 20th October 2017.

The Yorkshire Bank account has an additional credit balance of £85,416.89. 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 £61,716.786. The Board placing funds into a 95 day business saver account which is achieving 0.5% gross per annum.

The total balance of the three accounts is £466,092.23.

The Clerk further informed that Barclays bank have now started charging for the Boards banking service.

ADA

ADA Conference

The Clerk noted he was making travel arrangements for the Chairman and himself to attend the London ADA Conference on Thursday 16th November. The speakers are confirmed to include:

- Thérèse Coffey MP for Suffolk Coastal and Parliamentary Under Secretary of State for the Environment and Rural Life Opportunities;
- Sir James Bevan, Chief Executive, Environment Agency;
- Councillor Derek Antrobus, Lead Member for Planning and Sustainable Development, Salford City Council;
- Lord Deben, Chairman, Committee on Climate Change.

ADA Northern Branch

The Clerk informed the Board that the ADA Northern Branch is due to be held on Thursday 25th January 2018 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 8th January 2018** commencing at **1.30pm**.

DATES OF FUTURE MEETINGS

Monday 26th February 2018
 Monday 4th June 2018 (possible Members Inspection)
 Monday 3rd September 2018
 Monday 29th October 2018

ANY OTHER BUSINESS

Categorisation of Information Recorded in Minutes Information

The Clerk informed that Members, in considering information, needed to decide if it should be in the Public Domain.

The Clerk therefore suggested Members need to consider the following categories to be used in the future:

- 1) **Private and Confidential** – Not to be released;

- 2) Commercial in Confidence – Can be released after a specified time period which needs specifying;
- 3) Other Minutes – Publically available.

The Chairman closed the meeting at 2.30pm as there was no other business.

(APPENDICES TO FOLLOW)