

MINUTES of Meeting held on Monday 6<sup>th</sup> June 2022  
at the Strensall and Towthorpe Village Hall, Northfields,  
Strensall, York

PRESENT

Mr J P Coverdale (In the Chair)  
Mr D R Brotherton  
Mr J Sowray  
Mr P E Clark  
Mr M Cockerill  
Mr M Kemp  
Mr I Ridsdale  
Mr R J Burnett  
Mrs S Wiseman  
Mr D M Crossley  
Mr C Chambers  
Mr S Wragg  
Cllr M Warters  
Cllr T Fisher  
Cllr D Sykes

The Clerk – Mr W Symons

Engineering Assistant – Mr N Culpan

APOLOGIES FOR  
ABSENCE

Apologies for absence were received from Mr S Stark  
and Mr D J E Sherry.

DECLARATION OF  
INTEREST

The Chairman declared an interest in the depot lease as  
the landowner.

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 for inspection and update  
as required.

MINUTES OF LAST  
MEETING

Cllr T Fisher proposed that the Minutes of the Meeting  
held on the 7<sup>th</sup> March 2022, 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.

Mr D M Crossley seconded the proposal of Cllr T  
Fisher, which was UNANIMOUSLY AGREED.

MATTERS ARISING

**Depot Lease**

The Clerk informed that the new revised depot lease had been considered by the Vice Chairman as agreed at the last meeting. It was noted the new lease had now been agreed for a period of three years.

There were no further matters arising from the Minutes which were 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).

**Health and Safety Review with Safety Advisor**

The Clerk informed of a meeting held on 23<sup>rd</sup> May with the Board's Health and Safety Advisor Mr R Shepherd along with the Engineering Assistant. At this meeting the Boards Health and Safety Policy was reviewed. In the meeting it was agreed the Engineering Assistant should seek Health and Safety issues or prosecutions in work similar to the Boards activities. The intention is these events can be included for discussion in his report by Members in relation to risk avoidance for the Boards work.

Members being in support of this approach.

The Clerk reported that the total rates collected up to the 31<sup>st</sup> May 2022 are as follows:

(a) Special Levy	-	£164,617.10	(50.0%)
(b) Direct Levy	-	<u>£ 38,842.35</u>	(75.0%)
		<u>£203,459.45</u>	

The Clerk reported that the Board had sent out its rate demands for 1<sup>st</sup> April. The first direct debit payments have also been drawn and the first rate reminders will be sent out shortly.

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

HEALTH AND SAFETY

RATES

## MAINTENANCE WORKS

### Mapping Software

The Engineering Assistant had circulated a report to Members with the Agenda along with a web link to electronic maps identifying the maintenance work carried out by the Board. He informed that the Board had taken out a licence in new mapping software. This creates a web address which links to an online map on a view only basis highlighting the work progressed to date. The work for last year being highlighted which can be saved for reference in the future.

### Maintenance Report

The Engineering Assistant referred to the report circulated with the Agenda which he ran through highlighting the items raised.

### Westfield Beck Pumping Station and Culverts

Mr C Chambers asked if the Board had any feedback from Yorkshire Water since raising the issues covered at the last meeting in relation to the pumping station.

The Engineering Assistant explained this has only occurred on the basis of feedback from the Yorkshire Water technicians servicing the station locally.

Mr S Wragg highlighted the work of the Environment Agency producing a study on this location. This however strategically has been unable to highlight capital grant funds for a significant upgrade of the pumping station. Capital grant funds being related to various factors including the flood protection benefits achieved. He however believes that local pressure to sustain the pumping station is required on the asset owner Yorkshire Water.

The Clerk informs that the culvert downstream of the pumping station is constrained and potentially not in good condition. In view of this a designed structure throttles flows through these culverts. The excess flow is then pumped by the pumping station into an alternative watercourse. The downstream culvert with the restricted flow was surveyed in the past, however time has now passed and it would be appropriate for the Board to progress a CCTV survey to establish its current condition. These aspects being highlighted in the Environment Agency report.

Mr S Wragg being in support and proposing this approach.

Members AGREED to progress the survey.

The Engineering Assistant informed it would be helpful to establish the manhole entries in advance of the survey. This reducing the time and cost to carry out the survey which he was happy to organise.

### **Excavator Purchase**

The Engineering Assistant's Report included prices for a replacement of the Boards 18 tonne Hyundai excavator. Two suppliers JCB – T C Harrison and Volvo Construction Equipment Immingham had been unable or had not provided quotations.

### **Doosan**

Filter-Mech Barnsley had just provided a quotation which was provided at the meeting for a Doosan machine. The cost of which to the required specification was £138,150 with a part exchange allowance of £40,000 so an overall cost of £98,150.

### **Hyundai**

Taylor and Braithwaite Appleby Cumbria were quick to respond to the Boards request and organised a demonstration to the Boards workforce of the Hyundai range. The Board having owned and run an 18-tonne excavator for the past five years. The cost of the replacement machine is £131,000 with a part exchange allowance of £40,000 so an overall cost of £91,000.

### **Delivery and Costs**

It was noted that the lead time for delivery is significant, possibly 12 months. The prices above both for purchase and part exchange would be held until a new machine is delivered and exclude VAT.

The Engineering Assistant informing the Board had currently had two options to consider.

Mr C Chambers asking which machine the Engineering Assistant would recommend.

The Engineering Assistant recommending the Hyundai machine because of the reliability of the current machine and known service of the supplier.

Cllr T Fisher recommending the purchase of the Hyundai machine as per the quotation.

Mr C Chambers seconding the proposal of Cllr T Fisher which was **UNANIMOUSLY AGREED** by the Board.

## **Machinery Sub-Committee**

Mr D R Brotherton suggested because of the complexities and technical details of the machinery purchase it might be better to delegate the decision making to a Sub-Committee. This could be after the Board has approved the purchase in principle. The Sub-Committee then could have two options:

- 1) To make a recommendation to be returned to the Board on the equipment to be purchased for approval;
- 2) The Board delegating the decision to decide and purchase the equipment in line with the Boards Financial Regulations.

Mr I Ridsdale being in support of either of these approaches.

Mrs S Wiseman believes this approach is more beneficial as the technical expertise and experience can be obtained from the selected Members.

Mr C Chambers believed that a Member of the Sub-Committee with limited knowledge of equipment would also be appropriate to take a wider view on the decision being made.

Members agreed the Sub-Committee would be made up of the Chairman, Vice Chairman, Mr I Ridsdale and Mrs S Wiseman. The selected Members agreeing to support the Committee.

## **Back Mower Purchase**

The Engineering Assistant reported on the purchase of a tractor back mower which is now delivered and ready to use.

## **Maintenance Flailing Contracts 2022/23**

The Clerk reported that one maintenance flailing contract return had been submitted. This was opened in front of Members and the tendered cost on the cost summary sheet read out. The linear rates being read out also which are as follows:

Contractor 1 – 33p/linear metre in the old Wilberfoss and Thorton Level IDB district and 37p/linear metre in the old Foss IDB district. An increase on the costs from last year of 2p and 5p per linear metre.

The tender returns also including hourly rates for other activities if required.

Members considered the tender return and were disappointed only one had been received.

The Board UNANIMOUSLY AGREED to award the work to the tendering contractor.

### **Health and Safety Awareness**

The Engineering Assistant included a health and safety accident and prosecution details from the Health and Safety Executive for consideration in his report. The incident was discussed by Members in particular the position on responsibility for management of health and safety. The particular incident causing a life changing accident to employees which appear to have been avoidable. This along with highlighting the penalties imposed in the circumstances which had occurred.

Members discussed the importance of health and safety management and associated matters more widely.

### **Training with the Provision of New Equipment**

Mr M Cockerill asked about training of the Boards workforce when new machinery was provided.

The Engineering Assistant informed that different suppliers had different approaches and some were better than others which clearly needs considering. The excavator being purchased is likely to be demonstrated by the supplier when it is delivered showing the specific features. This including things which may be different or new from the existing. The Board also providing its workforce appropriate refresher training which reviews the individual's competency. This training is important and hoped to try to avoid operators developing bad operational habits.

The Chairman believes it is important to keep training up to date. He was pleased that the Boards current supplier of the excavator had given a trial in a demo of a new machine for the field team. The machine likely to be purchased is fundamentally the same however if further training is required it should be provided.

**(SEE APPENDIX TO MINUTES)**

AUDITOR  
CERTIFICATE  
2021/22

REPORT ON THE  
SYSTEM OF  
INTERNAL  
CONTROLS

The Clerk reminded Members of a letter from the Audit Commission which was circulated a few years ago. The letter clearly highlighted the requirements, which the Clerk has reflected in the Agenda items since, for the returns for the 2021/22 year-end audit. This is to try to ensure compliance and to avoid audit prequalification.

The Clerk had circulated with the Agenda a copy of the External Auditor's comments of 2020/21 (Section 3) in the IDB Audit Return for reference. The top box of the form includes that the External Auditor believes 'On the basis of our review of the annual return, in our opinion the information in the annual return is in accordance with proper practices and no matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.' In the second box 'Other Matters Affecting the External Auditors Opinion' no comments are made.

The Clerk reported that no comments were made by the Internal Auditor in Section 4 of the form for Financial Year 2021/22.

**Review the Effectiveness of Internal Control**

The Clerk noted that the Board had previously agreed for its Internal Auditor to review and report on the Boards System of Internal Control. The Clerk had circulated a copy of the report for the year ending 31<sup>st</sup> March 2022 with the Agenda.

The Clerk noted the matters raised included continuity of service in the York Consortium, segregation of duties and representation at Board Meetings in decision making particularly with 'Council Nominated Members.' These matters were reviewed and discussed at the meeting by Members and the report content noted.

**Consider the Findings of the Review**

The Clerk will consider the matters raised and incorporate in the Boards Business Risk Assessment for the current financial year. The document will be included for review at the next meeting of the Board.

The Committee considered the report and it was proposed by Mr I Ridsdale that the Board accepted the reports content. This proposal was seconded by Mr C Chambers and **UNANIMOUSLY AGREED** by the Board.



APPROVAL OF THE ANNUAL GOVERNANCE STATEMENT

ACCOUNTING STATEMENTS

The Clerk informed the Audit Commissions Annual Return has been completed for 2021/22 which includes the Governance Statement Section 1. A copy of the Statement was circulated with the meeting agenda.

The Committee considered Section 1 of the Annual Return and it was proposed by Mr D Crossley that the Board approved the Annual Governance Statement. This proposal was seconded by Cllr T Fisher and UNANIMOUSLY AGREED by the Board for the Chairman and Clerk to sign Section 1 – Annual Governance Statement 2021/22.

**Consideration of the Accounting Statements**

The Clerk reported that the Board’s External Auditors are Littlejohn LLP for the accounts being considered. The Auditors are now contracted directly to audit IDB accounts. This being established through a framework contract open to small local public organisations such as parish councils and IDBs.

A copy of the accounts was circulated with the meeting agenda for the year-ending 31<sup>st</sup> March 2022. The accounts having been internally audited, with the Auditor having completed and signed off Section 3 Annual Internal Auditor Report 2021/22 of the IDB Return.

The Clerk ran through the details of the Board’s accounts and noted the reduced staff cost due to the Board not recruiting a new Member of staff. This along with increased income arising from the Boards ‘highland water’ contribution from the Environment Agency for works carried out in 2020/21.

**Approval of the Accounting Statements by Resolution**

The Committee considered Section 2 of the Annual Return and it was proposed by Mr M Kemp that the Board approve the Annual Accounting Statement for 2021/22. This proposal was seconded by Cllr D Sykes and UNANIMOUSLY AGREED by the Board.

**Authorise the Chairman to Sign and Date the Statements**

The Committee considered Section 2 of the Annual Return with the accounting statements and it was proposed by Mrs S Wiseman, seconded by Cllr T Fisher and UNANIMOUSLY AGREED by the Board for the Chairman and Clerk to sign and date Section 2 – Accounting Statements 2021/22.



TERMS OF  
REFERENCE FOR  
INTERNAL AUDIT

The Board further authorised the Chairman and Clerk to sign and date the balance sheet of the accounts.

The Clerk had circulated a draft document for the Scope for the Board's Internal Audit with the Agenda. This document following the Audit Commissioner's guidance is required to be able to review the effectiveness of the Internal Auditor if required when the Internal Audit is complete.

The Clerk noted that the guidance from ADA on the Governance and Accountabilities in Internal Drainage Boards in England a Practitioners Guide (2006) updated 2007 has been updated more recently but this now puts the onus on the Board to define the scope of its own internal audit.

The Board considered its content and UNANIMOUSLY AGREED the acceptance of the Board for the Scope of the Internal Audit to be able to formally review the Effectiveness of the Internal Audit for financial year 2022/23.

FINANCIAL  
REGULATIONS  
REVIEW

The Clerk informed some changes in the Boards 'Financial Regulations' were required. This included how banking was changing with local branches closing causing difficulties with daily branch banking. This along with quotes only being provided with machinery and electricity services and markets becoming harder to obtain numerous quotations and tenders. In view of this the Clerk had prepared and circulated with the Agenda a draft of new financial regulations for consideration of the Board.

It was proposed by Mr C Chambers, seconded by Mr D M Crossley and RESOLVED that the Board adopts the new draft Financial Regulations as its 'Financial Regulations.' The Board's Chairman being Authorised to sign the document.

The Board considered its content and UNANIMOUSLY AGREED the acceptance of the Board for the proposal of Mr C Chambers.

INSURANCE

The Clerk is scoping the Boards Insurance Covers, which are due for renewal in early June. He will be asking Towergate as the Boards Insurance Broker to seek covers to sustain the Boards policies. The Board at its next meeting will be able to review the covers and costs if required. If any changes are then needed these can be organised with the Board's Insurance Brokers following the renewal.

Members noted and accepted the position on the Boards Insurance.

ADA NATIONAL  
CONFERENCE

The Clerk informed that an ADA National Conference is being organised on 9<sup>th</sup> November 2022. The meeting and details will be available 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 which is likely to be held at Dyson Farms at Carrington near Boston in Lincolnshire on 5<sup>th</sup> and 6<sup>th</sup> July 2023.

ADA NORTHERN  
BRANCH

The Clerk informed about the meeting held on 27<sup>th</sup> May at Cave Castle. The Board's Chairman and Clerk attended. The meeting seeking a new ADA Northern Branch Chairman to be in place for next year.

The Clerk as ADA Northern Branch Director is hopeful that a Northern Branch AGM can be organised on 4<sup>th</sup> November 2022 at Ouse and Humber Drainage Boards office.

CORRESPONDENCE

The Clerk reported on the formation of the new North Yorkshire / York Authority with devolution. These arrangements potentially could reduce the numbers of Council Nominated Members although it would be unlikely to have an impact on the Board as Ryedale and Hambleton who would be part of this change are not entitled to nominate any Members on this Board.

The Clerk reported that no further 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.

**(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.

**Foss Upstream Storage Project**

The Clerk confirmed to date no consent on this scheme has been submitted regarding channel works within the flood storage area which has previously been discussed.

**(SEE APPENDIX TO MINUTES)**

BANK STATEMENTS

The Clerk produced the Bank Statements for the Board's Current Account with a credit balance of £418,443.41 with Barclays Bank as at the 30<sup>th</sup> May 2022.

The Virgin Bank account has an additional credit balance of £153,715.10. The Board 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 £63,650.61. The Board placing funds in a 95 day business saver account which is achieving 0.55% gross per annum.

The total balance of the Boards funds held in these accounts is £635,809.12.

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 D Sykes, seconded by Mr I Ridsdale 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 on **Monday 5<sup>th</sup> September 2022** commencing at **1.30pm**.

DATES OF FUTURE MEETINGS

The Clerk confirmed that future meetings will be held on **Monday 7<sup>th</sup> November 2022** and **Monday 9<sup>th</sup> January 2023 (AGM)**.

ANY OTHER BUSINESS & CLOSE OF MEETING

The Chairman closed the meeting at 2.37pm as there was no other business.

**(APPENDICES TO FOLLOW)**