

Ainsty (2008)
Internal Drainage
Board

MINUTES of Meeting held on Monday 14th September
2015 at Copmanthorpe Methodist Church, Main Street,
Copmanthorpe

PRESENT

Mr M Haigh (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 A Percy
Mr J Bramley
Mr C Clayton
Mr A Sykes
Mr G H Smith
Mr G Simpson
Mr S Wragg

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

APOLOGIES FOR
ABSENCE

Apologies for absence were received from Mr S E Jackson,
Mr R Burniston, Cllr C Lewis and Cllr J Galvin.

DECLARATION OF
INTEREST

There were no 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 proposed by Mr A Percy, seconded by Mr G H
Smith and RESOLVED that the Minutes of the Meeting held on
the 15th June 2015, 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 11th
September 2015 are as follows:

- (a) Special Levy - £150,940.75 (50%)
 - (b) Direct Levy - £ 61,517.78 (99.5%)
- £212,458.53

The Clerk also advised that a sum of £10,359.33 had been collected in drainage rates since the report of the last meeting.

The Clerk further reported that second reminders have been sent out and final reminders will be sent out shortly 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.

MAINTENANCE WORKS

The Engineering Assistant ran through the maintenance report circulated with the Agenda to Members prior to the meeting.

The problems and benefits of utilising flailing contractors were discussed along with the experience to date. The new farming 'cross compliance' hedge cutting restrictions being likely to have encouraged more contractors to tender for the Boards work. The problems encountered with one contractor removing branches of trees beyond the scope of the hedge cutting work required was also discussed.

Members asked to note that the work of Adrian Morrison Contractors was of a high quality.

Mr C Clayton was concerned about the service provided by the Contractor in his area.

The Engineering Assistant reported that utilising contractors for a larger amount of the Board's flailing programme overall had been reasonably successful with the Boards workforce continuing to operate the Board's Spearhead machine.

Mr A Sykes noted that we were down to one man over the holiday period. In view of this he was concerned if the Board required the amount of equipment it had to be able to use it effectively.

Hallgarth Close

The Clerk ran through the current position with the production of the Geo Technical Survey. The Clerk reported referring the matters raised by Mr A Whale following this report to its insurers for advice on how to respond.

RECENT STORMS

The Clerk reported over the weekend of 22nd/23rd August heavy rainfall occurred in the Tockwith area which again caused flooding. The storm also being noted to be very intensive in the Tadcaster area. The Boards progress in investigating the problems in the New Row area of Tockwith were also discussed which also again suffered from flooding in these storms.

(SEE APPENDIX TO MINUTES)

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 Engineering Assistant reported that an accident had occurred with one of the other Boards the Clerk administers. This was in relation to servicing a Bomford Flail when it was off the tractor. The incident related to one of this Board's workforce cutting his head on a small protrusion on the equipment. This resulted in him having to attend A and E. The accident had been reviewed and it had been decided when this particular type of work is carried out that bump type safety hats are required to be worn in the future to avoid reoccurrence.

UPLAND WATER CONTRIBUTION

The Clerk advised that a claim had been made to the Agency for 2014/15 upland water ditch maintenance works. This was made on the basis of the sum of £57,187.64. An overall payment of 70.00% has been agreed by the Regional Flood and Coastal committee (RFCC) of £40,031.35. This being £22,281.35 over the budget estimate of £17,750.00. The payment last year (2013/14) was made on the basis of 75.72% at a rate of £37,975.07.

STAFF

Consortium Planning and Asset Officer

The Clerk reported that the Board has recruited a new Planning Officer, Mr J Perkins who had joined the Board two weeks ago. Training and support in the post is being given by Mr P Hey who retired from the position recently.

Consortium Secretary and Receptionist

The Clerk reported that this post is a job share and the person covering the second part of the week was leaving to return to full time education. The Clerk is in the process of interviewing to find a new recruit for the position.

Staff Workforce Recruitment

The Clerk reported that beyond its Foreman the Board had only one member in its workforce. Mr N Buckle having only recently left the Boards employment since he resigned from his post. The Board to date has had difficulties finding applicants for the two vacancies it now has. The Board seeking applicants with experience of operating the mechanical equipment required to conduct its maintenance work. In view of the vacancies in the workforce the Board had contracted out a larger amount of its maintenance work to complete its planned programme of works.

The Clerk reported that the Board currently could achieve a cheap rate for contracted flailing work. This being very likely to be a cheaper rate than conducting the work with its own workforce and equipment. However it has also been very productive utilising the Boards Spearhead machine.

Members discussed this matter in detail. Mr C Mills raised his concern that the Board were not double manning the Spearhead to optimise its potential as originally proposed.

Mr R F Hildreth proposed the Board should take on a manual labourer on a short term basis to then have a three man team available so that the Board could progress piling works. This as an alternative to recruiting an experienced machine operator.

Mr C Clayton seconded this proposal which was UNANIMOUSLY AGREED by the Board

Private Staff Matter

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

Members discussed a private matter in detail.

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

BUSINESS RISK ASSESSMENT POLICY

The Clerk informed the Board that the Association of Drainage Authorities have issued a model policy document for the Boards 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 Boards Internal Auditor's 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 2015/2016.

Mr G H Smith proposed that the Board adopts and approves this policy for financial year 2015/16.

Mr A P Sykes seconding the proposal which was UNANIMOUSLY AGREED by the Board.

PRECEPT APPEALS

The Clerk had prepared a report on the Boards current position in regard to the Precept Appeal. This is in regard to the work being carried out by the Environment Agency on 'Main River' in particular the 'Old Fleet Foss.' A copy of this report to update on the position was circulated with the Agenda for Members consideration.

The report has been prepared as requested by Defra as they wish to progress the Boards Precept Appeal further but clearly time has passed since the Boards appeal was raised.

The Clerk informed Members that following the Boards submission of this report, representatives from Defra wished to attend the Boards office to be able to consider the matter further. The Defra representatives wishing to take a similar approach with the Beverley and North Holderness IDB and Foss (2008) IDB at the same time with the meeting to be held sometime soon.

Mr C E Mills proposed that the Board accepts the report and approves submitting it to Defra.

Mr M Haigh seconding the proposal which was UNANIMOUSLY AGREED that the report is accepted and submitted to Defra.

Completion of the Audit

The Clerk referred to a copy of the External Auditors certificate and opinion for the accounts for financial year 2014/15. 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.

External Auditors Certificate and Opinion

The Clerk informed Members that the return from the External Auditor does not raise any matters under Section 3 External Auditor Certificate and Opinion 2014/15. "In other matters not affecting our opinion, we note the Board has adopted the anticipated revision to the guidance on asset valuation, in line with the wording on Box 9 of the Annual Return. Revised guidance in respect of the treatment of fixed assets is expected to be communicated on behalf of the Association of Drainage Authorities to all Internal Drainage Boards for the 2015/16 and subsequent years. The Guidance is expected to indicate that assets should be recorded at their original cost (or a proxy such as insurance value where this is not known) and no Adjustment is required until disposal."

Completion of the Audit

The completion of the Audit has been advertised, as required. The Board acknowledged this outcome.

AUDIT

Appointment of Internal Auditor Financial Year 2015/16

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.

In view of this the Clerk proposed that our existing Auditor is retained for the 2015/16 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.

Mr C Clayton proposed that the Board re-appoint the Auditors, Brodericks (Doncaster) for the 2015/16 financial year. Mr R F Hildreth seconding the proposal which was UNANIMOUSLY AGREED by the Board.

Internal Auditor to Review the Effectiveness of Internal Control

The Clerk further referenced the concerns of the External Auditor regarding the review of the effectiveness of internal control.

Mr R F Hildreth proposed that the Board should continue to review its effectiveness of internal control in financial year 2015/16 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.

Mr M Haigh seconded the proposal which was UNANIMOUSLY AGREED by the Board.

The Clerk informed the Board that the Boards Financial Regulations are based on Model Documents but extended to include the further requirements of the Board.

A draft document was circulated with the Agenda this having been updated.

It was proposed by Mr R F Hildreth, seconded by Mr C E Mills and UNANIMOUSLY AGREED that the Board should adopt the new *Financial Regulations*. *The Chairman and Clerk* being authorised to sign the new Financial Regulations on behalf of the Board.

FINANCIAL REGULATIONS REVIEW

ELECTION

The Clerk informed the Board that approval of the Register of Electors has been advertised in the York Press. The cost of the advert is being shared with two other Consortium Boards who are also running an election in the same year. The Clerk has issued nomination forms in August to existing agricultural members and any other nomination forms as required. The closing date for submission of the nomination forms is 25th September 2015. If an election is then required this will be on 23rd October 2015 and the new Board will be in place on 1st November 2015.

Members noted that following the election if any vacancies existed it may be worth the Board seeking to fill any remaining vacancies. It was suggested perhaps Mr P Houseman or Mr N Hughes could be approached to see if they may wish to be considered to join as a Member of the Board.

CORRESPONDENCE

ADA Conference

The Clerk had circulated a copy of the ADA national conference meeting notification with the Agenda. The Clerk further informed the Board that he was making travel arrangements and booking for Members wishing to attend this conference on Wednesday 11th November. The Board AGREEING 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.

The Clerk advised Members that beyond the notification 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.

Mr M Haigh mentioned a development of 28 houses in Appleton Roebuck which are currently being considered by Selby planning. Any surface water discharge is likely to be discharged into the Brumber Carr Drain (Planning Ref: 2015/0448/OUT).

The Clerk will investigate as the Boards response could still be in hand and not included in the current report.

(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.

(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 £452,391.39 with Barclays Bank as at the 28th August 2015.

The Yorkshire Bank account has an additional credit balance of £83,384.00. The Board placing funds into a twelve month deposit account which is achieving 1.3% gross per annum.

The Nationwide Building Society account has an additional credit balance of £70,000. The Board placing funds into a twelve month deposit account which is achieving 1.4% gross per annum.

The total balance of the Boards funds held in these accounts is £605,775.39.

The Clerk noted he had been informed that the FCIS Guarantee was being reduced from £85,000 to £75,000 from 1st January next year. He was further progressing making an investment into the Beverley Building Society but reducing the amount being invested.

The Clerk was further seeking confirmation that the FCIS warranty applies to Internal Drainage Boards as the Boards funds are obtained as public funding through rates and special levies. This was because the Beverley Building Society had informed the Board that the warranty may not apply because the Board's income was mostly from public funding.

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. The list was considered by Members and a number of questions asked.

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 9th November 2015 commencing at 6.30pm.

FUTURE MEETINGS

Monday 25th January 2016 Annual General Meeting
Monday 14th March 2016 (changed from 7th March 2016)
Monday 13th June 2016

ANY OTHER BUSINESS

Mr C Clayton raised that he has seen on the East Coast railway line new barriers are being placed and some have been fitted to non-railway land. The information being provided in case any of these installations require the Board's Consent.

There was no other business and the Meeting was closed.

(APPENDICES TO FOLLOW)