

MINUTES of Meeting held on Monday 8 September 2014 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 M Kemp
Mr I Ridsdale
Mrs J M Burnett
Mr D M Crossley
Cllr K Pace
Cllr M Warters
Mr S Wragg

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

APOLOGIES FOR ABSENCE

Apologies for absence were received from Mr P E Clark, Mr S Stark, Cllr A S Richardson, Cllr S Wiseman, Mr C Chambers, Mr C Perrett and Cllr S Lane.

NEW MEMBER

The Chairman welcomed Mr S Wragg to his first meeting of the Board as City of York Councils Flood Risk Manager.

DECLARATION OF INTEREST

Mr D M Crossley noted he had an interest on one of the planning applications to which the Board had responded.

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

MINUTES OF LAST MEETING

It was RESOLVED that the Minutes of the Meeting held on the 9th June 2014, 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

Environmental Pollution at Full Sutton Industrial Estate

The Clerk reported that this matter had not been progressed as the outfall had been difficult to access. However if pollution continued to be a problem then the Board would approach the local MP to see if he would help to progress taking action against the discharge.

Engineering Inspection Increasing Costs

The Clerk reported that the Boards Engineering Insurance Inspector had carried out more inspections than actually required by the Board. This had resulted in an increase of cost. The matter has now been addressed which should see the cost of the Engineering Inspection reduced. The reason this occurred is that the Board takes some of its lifting equipment to a specialised company so it can be repaired and maintained prior to testing. The Insurance Inspector is unable to provide this service.

There were no further matters arising from the Minutes which were not covered in the main agenda.

HEALTH & SAFETY

The Clerk confirmed that a reportable incident had occurred since the date of the last Meeting which required reporting to the Health and Safety Executive (RIDDOR). The reason it required reporting was on the basis of time required off work.

The accident concerned one of the Boards office staff twisting and dislocating her ankle in the Boards office car park on 3rd July.

The Clerk had investigated this matter in greater detail.

RATES

The Clerk reported that the total rates collected to the 9th September 2014 are as follows:

- (a) Special Levy - £132,982.31 (52.6%)
 - (b) Direct Levy - £ 37,158.57 (90.85%)
- £170,140.88

The Clerk reported that East Riding of Yorkshire Council had made a full payment of its Special Levy to the Board which is why the Special Levy payment is in excess of 50%.

The Clerk also advised that a sum of £5,012.08 had been collected in drainage rates since the report of the last meeting.

The Clerk reported that second reminders are being 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 WORKS

The Engineering Assistant circulated a report which was read out at the meeting.

(SEE APPENDIX TO MINUTES)

Bielby Beck

The Engineering Assistant reported on the progress on pumping which had been underway for two weeks. The Board having proved that the pumps had improved the situation.

Mr M Kemp noting the improvements that the pump had achieved but accepting that this was only a trial on which to make future decisions. However he noted the great improvement which had been achieved.

Mr I Ridsdale had conveyed thanks from Mr J Stubbins for carrying out the work.

The Clerk noted the Board had made its precept payments to date as its contribution to 'main river' work. However it had lodged an appeal because of the 'fairness' of the payment.

Members AGREED that the Board should organise an urgent meeting with all parties including the Environment Agency and Natural England to see what can be progressed.

The Engineering Assistant suggested that the Board stopped the pumping test at this stage as the benefits had been identified. It was AGREED by Members that the pump can now be shut off and returned off hire.

Kirkham Abbey Weir and Sluice Gates

Mr D Brotherton noted that the Environment Agency were carrying out trials with Kirkham Abbey Weir and Sluice Gates on the Derwent. This being an investigation to consider if they were required in the future. This could have implications on flows on the River Derwent in the future.

Barmby Barrage

Mrs J Burnett noted that the Inland Waterways Association were seeking higher levels in relation to the Barmby Barrage for navigation and other reasons. This along with the Environment Agency progressing consultation on the future for Sutton Lock (Elvington). The lock now being closed because of safety issues. The situation overall is of concern to Members in relation to sustaining land drainage. This being put at risk of being compromised with the proposal of higher river levels being contemplated.

Bulmer Beck

Mr R A Armitage asked when work would be carried out on the Bulmer Beck upstream. The Engineering Assistant reported that the work required the availability of the Boards Komatsu excavator. As the machine has now been fixed it would be heading out to this location shortly to carry the work out.

PLANT AND EQUIPMENT

The Engineering Assistant covered this matter in his report on the purchase of the new tractor and flail.

UPLAND WATER CONTRIBUTIONS

The Clerk advised that a claim had been made to the Environment Agency for 2013/14 upland water ditch maintenance works. This was made on the basis of the sum of £38,561.27. An overall payment of 75.72% has been agreed by the RFCC of £29,198.43. The payment last year (2012/13) was made on the basis of 70% at a rate of £29,815.55.

STAFF

Workforce New Contracts of Employment

The Clerk had circulated a draft contract of employment for its workforce with the Agenda for Members to consider. This being proposed so the Board could update its arrangements in relation to its terms of employment. The contracts will then link into a new staff hand book. This being required to confirm the Boards employer's policies on various matters and to segregate employee's terms and conditions from its policies.

The documentation circulated further including a draft new salary and grade spine point structure. This is on the basis of an individual job being graded to a particular salary band. Then within the band a number of salary increments of payment exist. The post holder year by year can then move up an increment in the salary band until the top of the particular band to which the job is graded is reached. On top of this an additional sum which is usually an annual percentage increase agreed under the ADA Lincolnshire 'White Book' arrangements would be applied to the salary increment sums.

The Clerk explained how the documentation would be applied and Members considered it in detail.

Board Members Consideration of the Draft Contracts of Employment Excluding the Draft New Salary and Grade Spine Point Structure

Mr D J E Sherry proposed that the new contracts of employment should be implemented. The proposal being seconded by Mr D M Crossley and UNANIMOUSLY AGREED by the Board.

Board Members Consideration of the Draft New Salary and Grade Spine Point Structure

Cllr M Warters raised that it would be better to have the table going upwards rather than downwards to signify increasing payments.

Mr D M Crossley proposed that the draft new salary and grade spine point structure should not be implemented at this time. The proposal being seconded by Mr D J E Sherry.

Mr M Kemp proposed an amendment to the proposal which is to implement the draft new salary and grade spine point structure. This was seconded by Cllr K Pace. The Board Members voting on the amendment with 8 votes for with 3 against. The amendment becoming the substantial proposal and carried by the Board.

The Clerk will use the implementation of the new employment contracts to address the payment of home to workplace payments to the workforce.

Consortium Staff

Part Time Ratings Assistant

The Clerk reported that the Board had recruited a new Part Time Ratings Assistant, Mrs T Simpson who was due to start on 16th September.

Boards Planning and Asset Officer

The Boards Planning and Asset Officer had also given notice that he wished to leave and the Clerk has put in place job advertisements to seek candidates for the position.

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 so that the Board in section 3.5 to make arrangements to be able to operate an online auction to sell items on behalf of Consortium Member Boards.

FINANCIAL REGULATIONS REVIEW

It being noted that a further bank account is required to protect the Boards wider interests.

Mr I Ridsdale asked about how the Boards information on the old computers is removed securely.

The Clerk explained that they would seek advice on how this should be carried out by its IT supplier.

It was proposed by Mr D M Crossley, seconded by Mr I Ridsdale 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.

The Engineering Assistant apologising and leaving the meeting at this stage.

The Clerk explained that in accepting the Financial Regulations above the Board is required to open an individual account in order to make payments in and out by PayPal or the equivalent. A separate cash account being required so that the funds can be managed to the individual transactions. This should then reduce the possible risk to the wider Boards funds held in its other accounts through external fraudulent transactions. It is likely the bank will charge for the provision of the account.

It was proposed by Mr D M Crossley, seconded by Mr I Ridsdale and UNANIMOUSLY AGREED that the Board could open a bank account only for this purpose. The Chairman and Clerk being authorised to sign the appropriate bank mandates for a new bank account on behalf of the Board.

The Clerk informed the Board that the model documents for the Policy Statement have been updated. The Clerk has circulated a copy of the model documents for the Committee Members to consider with the Agenda.

The Board Members reviewed the documentation and highlighted two areas of issue.

Mrs J Burnett highlighted that the targeted standard of defence of the Board should be updated in 3.4 to include areas at risk which both include developed and agricultural areas.

Cllr M Warters suggested two amendments to objective 'C' and considered that the 'Publicity' section needs further development.

The Clerk undertook to revise the document and return to a future meeting with a revised draft.

AUTHORISATION
TO OPEN A BANK
ACCOUNT FOR
ONLINE
PURCHASES AND
FUNDS

POLICY
STATEMENT
REVIEW

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. This was introduced last year. The new 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 auditors 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 2014/2015.

The Board UNANIMOUSLY RECOMMENDED the Adoption and Approval of this policy approach to risk assessment and the evaluation carried out in the document for financial year 2014/15.

AUDIT

Audit Return 2013/14

The Clerk had reported that this had not yet been returned from the Boards External Auditors but should be available before the end of the month.

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 Commission and the requirements of the external audit.

In view of this the Clerk proposed that our existing Auditor is retained for the 2014/15 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 Board UNANIMOUSLY APPROVED the re-appointment of the Auditors for the 2014/15 financial year.

CORRESPONDENCE

ADA Conference

The Clerk informed the Board that he was making travel arrangements and booking for Members wishing to attend the London ADA Conference on Wednesday 12th 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.

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.

(SEE APPENDIX TO MINUTES)

CONSENTS

The Clerk referred to the list of Consents 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.

(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 £348,231.23 with Barclays Bank as at the 29th August 2014.

The Yorkshire Bank account has an additional credit balance of £155,737.81 on deposit. The Board placing £80,000 funds into a twelve month deposit account which is achieving 1.2% gross per annum. The remainder in a 95 day notice account achieving 0.4% gross per annum with the Yorkshire Bank. The 12 month investment being staggered at £40,000 at roughly quarterly intervals.

The total balance of the two accounts is £503,969.04.

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 Memorial Hall, Huntington, York on Monday 3rd November 2014 commencing at 1.30pm.

FUTURE MEETINGS

Monday 5th January 2015 Annual General Meeting
Monday 2nd March 2015
Monday 8th June 2015

ANY OTHER BUSINESS

Tang Hall Beck

The Clerk reported that Heworth Without Parish Council are concerned about a reach of Tang Hall Beck which was in a poor state of repair. This had occurred because of infringement into the becks maintenance strip by the adjoining houses. The Board being aware of this issue as it had occurred over a long period of time and the fact that without enforcement they are no longer able to mechanically maintain it.

Mr C Perrett raising the matter prior to the meeting and asking the Chairman in his absence to have the item discussed at the meeting.

The Clerk reported he had previously written to the Parish Council following the Councils request to survey the channel. The Board suggesting that a joint letter is drafted with the Parish Council to inform the residents of the possible consequences of the actions they have taken. This also highlighting the concerns of the Board and Parish Council. A copy of the Clerks letter being read out at the meeting and made available for inspection.

The Board Members supported the action proposed by the Clerk in this letter.

South Beck Study

Mr S Wragg explained that the extended study has now been carried out as commissioned by Mr M Tavener. The study had not been progressed further because of the time to recruit Mr S Wragg. The study was quite complex and Mr S Wragg proposed that he would draft the conclusions and an executive output and then organise separate meetings if required to progress the matter further.

Apologies for Future Meetings

Cllr S Lane recorded his apologies for the next two meetings and Mr S Stark for the next meeting.

There was no other business and the meeting was closed at 3.40pm.

CLOSE OF MEETING

(APPENDICES TO FOLLOW)

