

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
Cllr A S Richardson
Mr D M Crossley
Mr C Chambers
Cllr M Warters
Mr C Perrett
Mr S Wragg
Mr G Tate
Cllr S Lane

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 and Mrs J M Burnett.

MEMBERSHIP

The Chairman welcomed Mr G Tate from Earswick
Parish Council who was joining the Board as a York Council
Nominated Member.

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 UNANIMOUSLY RESOLVED that the Minutes
of the Meeting held on the 2nd March 2015, a copy of which
had been sent to all Members with the Agenda, be taken as
read and approved and that they are forthwith signed by the
Chairman as a correct record.

MATTERS ARISING

The Clerk informed Members he had not yet written to
the local MP concerning the handling of pollution incidents by
the Environment Agency in particular the one from the
industrial estate at Full Sutton. This was being delayed to
establish the MP following the outcome of the election.

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

HEALTH & SAFETY

The Clerk confirmed that no reportable incidents to the Health and Safety Executive (RIDDOR) have occurred since the last Meeting. The Clerk noted that the second round of first aid training across the Consortium Boards had been carried out. The course further being shared with staff from Vale Engineering.

RATES

The Clerk reported that the total rates collected to the 8th June 2015 are as follows:

(a) Special Levy -	£138,791.23	(52.6%)
(b) Direct Levy -	<u>£34,382.79</u>	(80.4%)
	<u>£173,174.02</u>	

The Clerk reported that East Riding of Yorkshire Council had made a full payment of its Special Levy to the Board.

The Clerk further reported to the Board that the first direct debit payments have been drawn and the first rate reminders have also been sent out.

MAINTENANCE WORKS

The Clerk had circulated a maintenance report with the Agenda.

The Engineering Assistant ran through the report, page by page, at the meeting. Along with circulating photos of various elements of work that the Board's workforce have been carrying out.

Plant Replacement – Boards Pickup Truck

The Clerk informed Members about the Board Foreman's concerns about the reliability of its works Ford Ranger pick-up truck. The Board in its Plant Renewal Programme intended to replace the 09 pickup truck next financial year, possibly along with two other trucks owned by other Consortium Boards. However the reliability of the existing one was currently questionable and concerns existed about towing.

Members discussed this matter in detail.

Cllr S Lane proposed the Board should get quotes to advance purchasing a new pickup. It however, was noted there was a reasonable amount of time until the next meeting, for the Board to make a formal decision on which truck to purchase. The Board may wish to replace the pickup before this date.

Mr D J E Sherry proposed the Board should seek appropriate quotes in accordance with the Boards Financial Regulations. The Boards Chairman and Vice Chairman should be given delegated authority by the Board to make the decision on which truck to purchase, part exchange/sale of the old vehicle and be able to authorise the Clerk to make the appropriate payment for the purchase of the replacement pick-up truck.

Mr D M Crossley seconded the proposal of Mr D J E Sherry which was then UNANIMOUSLY AGREED by the Board.

CROSS COMPLIANCE

The Clerk had circulated with the Agenda a copy of a letter written by the Board and agreed by ADA regarding Cross Compliance requirements for 2015. The Cross Compliance rules, creating an extended embargo on hedge and tree cutting until September. In summary, the letter confirms that when an IDB carries out statutory work it is exempt from this requirement. The Board has sent a copy of this letter to all ratepayers with its rate demands confirming the position of IDBs for statutory work.

BYELAW INFRINGEMENTS

The Tannery Site – David Wilson Homes

The Clerk reported that the Boards Sub Committee had met following the last meeting on 5th March attended by the Chairman, Cllr Mrs S Wiseman, Mr C Chambers, Mr D J E Sherry and the Board's Foreman. This meeting was held to consider the proposals made, along with the drawings and details provided. In summary, the proposal is to repair and restore the bank, so maintenance access is re-established albeit with some restrictions in the byelaw maintenance margin. The Members of the Sub-Committee considered the drawings and proposals provided, as a fair and reasonable approach to address the issue. It therefore was agreed to allow David Wilson Homes the opportunity to carry the work out and then if the distances and details proposed are achieved with maintenance access restored the Board will consent the work. This work is now underway with the piling being upgraded and replaced. Pictures were circulated at the meeting showing the work being carried out.

Old Sessions Print Work Site, Huntington Road – Ben Bailey Homes

The Clerk reported that the Board's Solicitor had written to the Developer regarding unconsented works in the Boards Byelaw margin. The development properties concerned are all now believed to be sold. The Developer's Solicitor responded on behalf of the Developer with a comprehensive response challenging the position of the Board. The Board has subsequently had a without prejudice meeting with Ben Bailey Homes to see if any alternatives exist to maintain the watercourse. At this meeting the Developer has proposed to look into building a bridge for maintenance access from the land on the opposite bank.

To progress this matter the Developer offered to approach the landowner to see if this would be possible. The Developer has had a meeting with the landowner and remains positive about advancing the option. The landowner now wishes to discuss with the Board the type of maintenance work and frequency on the watercourse to be carried out. This is because he is concerned about the implications to the nature reserve which this land is used as.

Cllr S Lane summarised that the Board was trying to do all it could do to address this matter but was having difficulties establishing a resolution. The Board understood the action being taken by the Clerk in trying to formalise the bridge is the current action being progressed to achieve an alternative access.

PRECEPT

The Clerk reported that he had not raised a Precept Appeal for the current financial year. This is because work has been progressed which is planned to be sustained. However the Board has not withdrawn its earlier Precept Appeal because some of the matters are still outstanding.

**AUDIT COMMENTS
ON ACCOUNTS
2013/2014**

The Clerk had circulated with the Agenda a copy of Section 3 of the External Auditors Certificate and Opinion 2013/14. 'Other matters not affecting our opinion which we draw to the attention of the Board' states only revised guidance in respect of the treatment of fixed assets. This information was to be communicated on behalf of the Association of Drainage Authorities to all Internal Drainage Boards in 2014. The guidance however has not been provided in time for the preparation of the accounts so this change was not formally implemented.

AUDIT OF
ACCOUNTS
2014/2015

The Clerk informed the Board that the accounts for the year-ending 31st March 2015 had been internally audited and the Audit Commissions Annual Return for the same period has been completed.

A copy of the accounts was circulated with the meeting agenda. The Clerk running through the items in summary at the meeting and answering Members questions.

The Board Members considered these documents and it was proposed by Mr C Chambers, seconded by Mr D M Crossley and UNANIMOUSLY AGREED that the Chairman and Clerk should be AUTHORISED to sign:

- 1) The balance sheet of the accounts;
- 2) The Audit Commissions Annual Return which includes Section 1 - Statement of Accounts and Section 2 - Annual Governance Statement.

The Clerk noted that the Boards External Auditors are currently Littlejohns LLP.

REPORT ON THE
SYSTEMS OF
INTERNAL
CONTROL 2014/15

The Clerk had circulated with the Agenda a copy of the Boards Internal Auditors letter/report on the Boards systems of Internal Control for Financial Year 2014/15. A number of matters were raised which 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. 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 accepted the letters content.

TERMS OF
REFERENCE FOR
INTERNAL AUDIT

The Clerk had circulated with the Agenda a copy of the Terms of Reference for the Boards Internal Audit. This documentation being based on the scope of an internal audit from the Governance and Accountability in Drainage Boards in England a practitioners guide. The Board UNANIMOUSLY AGREEING to accept the terms of reference for the Boards Internal Audit for 2015/16.

ELECTION 2015/16

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 will be issuing nomination forms in August to existing agricultural members and any other nomination forms as required. The closing date for submission of 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.

STAFF

Pay Award 2015/2016

The Clerk advised the Board that the ADA Lincolnshire Branch have had pay negotiations for 2015/2016 and a 1.00% increase on all grades has been agreed as from the 1st April 2015. This however has not been agreed with the Unions. This increase in pay has been applied to the Board's Workforce and staff Members from 1st April 2015. The mileage rates paid to staff have remained the same.

Workforce Terms and Conditions

The Clerk reported that the Boards terms and conditions and employment contracts for its workforce have been implemented.

Nest Board Pension Contributions

The Clerk reported that the Boards staging date for the new pension scheme is still a little time away, January 2017. However the Board has authorised the setting up of a Nest pension scheme for new starters prior to the formal staging date. In view of this the Clerk is required to ask the Board at what percentage of the employees pay the Board would be prepared to contribute toward the employees' pension. It was proposed by Mr R A Armitage and seconded by Cllr S Lane that it would be paid at 1%. The proposal being UNANIMOUSLY AGREED by the Board.

Consortium Staff

The Clerk reported that the Board's Planning and Consenting Officer has given notice that he wishes to leave towards the end of July. The Clerk will be seeking to recruit and train a replacement.

INSURANCE

The Clerk reported that the Boards Insurance had renewed on 1st April 2015. The Clerk informed Members that the Boards Insurance Risk Register was available at the meeting to view. The Clerk had circulated the following chart showing the previous year's costs and invoiced costs for this year's covers achieved by the Boards Insurance Brokers, Towergate.

Cover	2012	2013	2014	2015
Commercial Combined	£2,470.58	£2,435.60	£2,481.34	2524.04
Engineering Inspection	£323.21	£479.98	£719.38	518.19
Engineering Insurance	£53.00	£93.00	£110.12	105.12
Hired in Plant			580 Consortium policy	580 Consortium policy
Management Liability	Not Covered	Not Covered	Reviewed	384.12
Professional Indemnity	£1,428.00	£1,588.18	£1,628.18	1548.18
Motor Fleet	£4,947.96	£4,452.21	£4,679.75	5,885.30
Motor Legal expenses		£165.36	£53.00	95.40
Legal Expenses	£53.00	£53.00	£53.00	53.00
Loss Recovery Service	£159.00	£159.00	£169.60	169.60
Total	£9,434.75	£9,426.33	£10,474.379	11,862.95

The above chart includes Insurance Premium Tax and VAT. The Boards Professional Indemnity and Commercial Combined Insurance costs increasing because of the increase in the Boards turnover and increasing costs. The Boards of the Consortium now have a shared hire in plant and equipment policy which this Board pays for and recharges. The motor fleet cost increasing with the inclusion of the Peugeot van.

The Board Members noted and accepted the position on the Boards insurance, which had been renewed for continuity of cover. However if any changes are required these can be organised with the Board's Insurance Brokers following the renewal.

Members asked about the cover of legal expenses and what is covered.

Cllr S Lane noted that the cover was for defending a legal challenge rather than making one. The cover would not be available in relation to advancing enforcement of the Boards responsibilities.

ADA NORTHERN
BRANCH
CONFERENCE

The Clerk reported on the ADA Northern Branch Conference, which was held on 29th May at the Cave Castle Hotel, South Cave, Brough. This was attended by the Chairman and the Clerk. The conference included presentations on the River Hull Strategy and telemetry developments for remote monitoring.

It was also agreed at the Branch Meeting at the Conference that ADA Northern Branch Boards would each contribute to the Branch expenses the sum of £150. This included promoting ADA Branch activities such as attending the Great Yorkshire and Driffield Shows.

CORRESPONDENCE

ADA London Conference

The Clerk reported that ADA had informed the Board its annual conference will again be held in London on 11th November 2015. At this stage the cost is uncertain but the Board will accept payment for the conference fee and train/travelling expenses to attend.

Tang Hall Beck Letter with Parish Council

The Clerk reported that the letter had now been sent out to residents regarding maintenance access and a number of responses have been received. Mr C Perrett noted that an email had been sent requiring the Boards response concerning maintenance. The Engineering Assistant will follow this up.

The Clerk advised Members that beyond the 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.

The Clerk reported he had sent a response regarding the consultation on the East Riding of Yorkshire Council Flood Risk Strategy.

Huntington Stadium

The Board Members discussed the Huntington Stadium planning application and the Boards letter of objection in relation to the drainage arrangements. The development having last minute changes to the drainage arrangements prior to being considered by the Planning Committee which the Board was not consulted upon.

The Chairman informed Members that the Boards 'objection' still stands. However the IDB is not a statutory consultee and the Planning Authority can overrule the Boards objection.

The Clerk is seeking the current 'Park and Ride' formal planning documentation discharge of the drainage planning constraints and supporting documentation. The Board requires this information as the proposed drainage arrangements are based on these arrangements.

Mr S Wragg informed that he would see if he could help in obtaining the documentation. He further explained the Council's position on progressing the draft South Beck Study. South Beck being the watercourse to which the 'Park and Ride' drainage currently discharges.

(SEE APPENDIX TO MINUTES)

CONSENTS

The Clerk referred to the list of Consent Applications commented upon since the last Meeting of the Board, which had been circulated to all Members with the Agenda.

(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 £422,807.39 with Barclays Bank as at the 22nd May 2015.

The Yorkshire Bank account has an additional credit balance of £40,000. 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 £60,000. 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 £522,807.39.

BOARD DEPOSIT ACCOUNTS

The Clerk made reference to the Boards investments and the policy of reducing funds to below £85,000 with the Yorkshire Bank. He further informed the Board about a Beverley Building Society account for a one year investment which was currently achieving a 1.1% gross income.

Mr S Wragg proposed that the Board should open a Beverley Building Society Deposit Account with the Boards funds up to a sum of £85,000. The proposal being seconded by Mr D M Crossley and UNANIMOUSLY AGREED by the Board.

ACCOUNTS FOR
CONFIRMATION

The Clerk informed it intended to stagger the 12 month investments to balance the Boards cash flow and be able to draw funds off more frequently than once a year. It was however quite difficult to do this from the point of view of the time it takes to set the accounts up. It was further noted that Barclays Bank are likely to start charging banking fees from October onwards.

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 A S Richardson, seconded by Cllr M Warters 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 at the Memorial Hall, Huntington, York on Monday 7th September 2015 commencing at 1.30pm.

FUTURE MEETINGS

Monday 2nd November 2015
Monday 6th January 2016 (AGM)

ANY OTHER
BUSINESS

There was no other business and therefore the Meeting was closed at 15.14 pm.

(APPENDICES TO FOLLOW)