

MINUTES of Meeting held on Wednesday 11<sup>th</sup> September 2018 at Copmanthorpe Methodist Church, Main Street, Copmanthorpe

PRESENT

Mr M Haigh (In the Chair)  
Mr A P Sykes  
Mr J Sanderson  
Mr A Percy  
Mr J Bramley  
Mr C Clayton  
Mr A Sykes  
Mr G H Smith  
Cllr J Galvin  
Cllr D Carr  
Mr S Wragg  
Cllr N Waller  
Cllr D Mackay

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

APOLOGIES FOR ABSENCE

Apologies for absence were received from Mr S E Jackson, Mr C E Mills, Mr R F Hildreth, Mr S Barnes, Mr J B Blacker, Mr J Tull and Cllr K Ellis.

MEMBERSHIP

The Clerk welcomed Cllr N Waller from Harrogate to his first meeting of the Board.

Cllr N Waller informing that he was a Harrogate District Councillor for the Marston Moor Ward.

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 P Sykes, seconded by Cllr J Galvin and RESOLVED that the Minutes of the Meeting held on the 13<sup>th</sup> June 2018, 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.

The Clerk reported on the cost of providing insurance cover for a member of the workforce being off sick and not being able to work. The scope of which was slightly unclear. The cover could be the cost of paying sickness to an individual for a limited time whilst absent or seeking cover for the lost work and equipment usage the Board would otherwise achieve.

Mr A P Sykes confirming that it was only the cost in having to make a sickness payment for a short period of time say up to two weeks.

The Clerk confirmed he would ask the Boards insurance broker on this basis to establish what was available and the cost.

### **Meeting Venue**

Mr R F Hildreth had apologised for not being able to attend the meeting on a Wednesday and had asked if Members could consider returning the meeting to a Monday.

Cllr J Galvin noted that he can only attend on the third Monday evening of every month due to Council commitments. He however was satisfied with Wednesday evenings.

The Clerk confirmed that Wednesday evenings were available at the current venue but was uncertain if Monday evenings may become available again in the new year. He further noted that Board meetings had previously been held at Acaster Village Hall and Rufforth Village Hall. These however had not been chosen previously for various reasons of location and availability.

Members suggested that Askham Bryan College had meeting rooms which possibly might be suitable if available on a Monday night. The Clerk being asked to investigate so a decision can be made at the next meeting of the Board. If however this is not possible then the Board may have to consider sustaining having its meetings on Wednesday evenings unless an alternative venue was identified.

Members agreed the current venue was a good location for the overall district of the Board.

### **MATTERS ARISING**

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 had occurred since the date of the last Meeting which required reporting to the Health and Safety Executive (RIDDOR).

The Engineering Assistant reported he has had a meeting with the Boards Health and Safety Advisor this had including discussions on training requirements and refresher courses for the Boards workforce.

Mr J Bramley asked if the Boards workforce had all the appropriate training and certificates required for the work carried out.

The Engineering Assistant confirmed that this was all in place for the Boards workforce. This including appropriate refresher training courses as required so the appropriate certification and skills are kept up to date. A particular point noted was the usage of herbicides in spraying activities.

## RATES

The Clerk reported that the rates collected up to the 7<sup>th</sup> September 2018 are as follows:

- (a) Special Levy - £153,455.76 (50%)
  - (b) Direct Levy - £ 60,771.32 (97%)
- £214,227.08

The Clerk also advised that a sum of £12,062.95 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.

## STAFF

### **Board Considers a Private and Confidential Item**

The Chairman proposed that the meeting should now consider a 'Private and Confidential' matter and separate Private and Confidential Minutes be taken. The Board agreeing that the Engineering Assistant remains for the discussion. The Board UNANIMOUSLY being in agreement.

## BYLAWS AND ENFORCEMENT

The Clerk reported that he was writing a scope for seeking funding of a project to put in place an overall strategy for Byelaw enforcement. The Clerk having a copy of the scope at the meeting for Members to view if required.

## MAINTENANCE WORKS

The Clerk informed Members a report had been circulated with the Agenda.

The Engineering Assistant had also produced a number of maps on each of the old five districts of the Board for Members reference at the Meeting. These showing the progress with delivering the Boards maintenance programme.

### **Spraying Following Flailing Works**

Mr A Sykes noted that the Board needed to have equipment with a longer boom for spraying.

The Engineering Assistant reported that this was occurring in the old South Wharfe area as the Boards flailing contractor did not have the required equipment to carry out spraying work. The Board will consider how this work will be done in the future.

## **Giant Hogweed at Holgate Beck**

The Engineering Assistant reported this matter to various authorities including the land owner. The species to stop it spreading potentially needing to be carefully cut to remove seed heads as it is a particularly harmful species particularly with skin contact.

## **Sandbeck Pumping Station**

The Engineering Assistant reported that the pumping station had a problem which had stopped it working. This had now been repaired and it is now functioning again.

## **Rampart Flap in Bolton Percy**

The Clerk reported that the Rampart flap in Bolton Percy (Environment Agency Asset) had again been replaced. The Parish Council Secretary had asked the Board as part of its maintenance routine if it could look at the Bolton Percy double doors to see how they are functioning.

**(SEE APPENDIX TO MINUTES)**

## **UPLAND WATER CONTRIBUTION**

The Clerk advised that claims had been made to the Environment Agency for the 2017/18 upland water ditch maintenance works. This was made on the basis of the sum of £58,978.32. An overall payment has potentially been agreed of £55,244.99 but subject to more details being provided to the Regional Flood and Coastal Committee by the Environment Agency. This is a percentage of 93.67% of the Board's claim. This being a larger percentage than paid last year at 89% in the sum of £48,842.99.

## **BUSINESS RISK ASSESSMENT POLICY**

The Clerk informed the Board that the Association of Drainage Authorities have issued a model policy document for the Board's 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. To Aid Members identification the changes from last year were highlighted in bold and underlined.

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. It now also includes the Public Sector Cooperation Agreement (PSCA). This has been seen to be an important factor to be able to progress IDB Main River maintenance work such as on the Old Fleet Foss.

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 2018/2019.

Mr M Haigh proposed that the Board adopts and approves this policy for financial year 2018/19.

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

## ELECTION

The Clerk informed the Board that approval of the Register of Electors has been advertised on the Boards website. The Clerk had issued nomination forms in August to existing agricultural members and any other nomination forms as required. The Clerk having further copies available for Members if required at the meeting. The closing date for submission of nomination forms is 28<sup>th</sup> September 2018. If an election is then required this will be on 24<sup>th</sup> October 2018 and the new Board will be in place on 1<sup>st</sup> November 2018.

## GDPR

The Clerk reported that ADA are developing GDPR (General Data Protection Regulations) advice and guidance, which he is assisting with along with recently attending a meeting in ADA's office with other IDB representatives.

ADA is developing advice and guidance and the Boards Clerk is assisting.

## ADA CONFERENCE

The Clerk had circulated a copy of the ADA Conference details with the meeting Agenda and informed the Board that he was making travel arrangements and booking for Members wishing to attend the London ADA Conference on Thursday 16<sup>th</sup> November.

The Clerk will be attending on behalf of the York Consortium.

## BIO SECURITY POLICY

The Clerk reported that ADA had developed a template document for a Biosecurity Policy. This now being one of the items asked about in the Defra IDB1 report. The Clerk believing the report needed further work before Board agreement.

Members AGREED with the Clerk that this will be given further consideration at a future meeting when the document has been given further consideration.

## CORRESPONDENCE

### York Five Year Plan For Flood Risk Management

The Clerk informed that the York Five Year Plan was progressing following the flooding in York in 2014. If Members have any particular interests details are available on the Environment Agency's website.

The Clerk advised Members that there has been no further 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 Clerk also highlighting that the Miscellaneous and Outside the Board's Drainage District Plans Report has been provided.

The Board approved the comments.

**(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.

**(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 £620,345.87 with Barclays Bank as at the 24<sup>th</sup> August 2018.

The Yorkshire Bank account has an additional credit balance of £86,441.90. 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 £72,375.53. The Board placing funds into a 95 day saver which is achieving 0.65% gross per annum.

The total balance of the Boards funds held in these accounts is £779,163.30.

## 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.

The Chairman asked about the hire costs of cable equipment hired.

The Engineering Assistant explained that the equipment needs to be in date and calibrated and certified to be safely used. As the Board is not regularly using it hiring the equipment for specific work should ensure that the equipment is appropriately certified for the period it is required.

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 **Wednesday 7<sup>th</sup> November 2018** commencing at **6.30pm**. This was confirmed at the meeting.

FUTURE MEETINGS

The Clerk informed if the Boards meetings are sustained on Wednesday the following dates are proposed:

Wednesday 16<sup>th</sup> January 2019 Annual General Meeting

Wednesday 13<sup>th</sup> March 2019

Wednesday 12<sup>th</sup> June 2018

ANY OTHER BUSINESS

There was no other business and the Meeting was closed.

**(APPENDICÈS TO FOLLOW)**