

MINUTES of Meeting held on Monday 20<sup>th</sup> January 2020 at St Andrews Parish Church, Church Lane, Bishopthorpe, York

PRESENT

Mr S E Jackson (In the Chair)  
Mr M Haigh  
Mr C E Mills  
Mr A P Sykes  
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  
Cllr J Galvin  
Cllr D Carr  
Mr S Wragg

The Clerk – Mr W Symons

Engineering Assistant – Mr N Culpan

APOLOGIES FOR ABSENCE

Apologies for absence were received from Mr R F Hildreth, Cllr N Waller and Cllr A Myatt.

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

Mr G H Smith noted he was not in attendance at the last meeting.

Members who were in attendance at the meeting held on the 18<sup>th</sup> November 2019 beyond the above were UNANIMOUSLY AGREED and RESOLVED and taken as read and approved and that they be forthwith signed by the Chairman as a correct record.

MATTERS ARISING

There were no matters arising from the Minutes which were not covered under the agenda items.

MINUTES OF SUB  
COMMITTEE  
MEETING 28<sup>TH</sup>  
NOVEMBER  
PRIVATE AND  
CONFIDENTIAL

The Clerk informed that a Sub Committee had held a meeting on 28<sup>th</sup> November 2019 to make a recommendation of the future rates of pay for the Boards workforce. The committee consisting of the Boards Chairman Mr M Haigh and Mr A P Sykes. The Clerk having prepared Private and Confidential Minutes which had been circulated with the Agenda making the sub committee's recommendations.

The Members attending the Sub Committee agreeing the recommendation as recorded.

**Consideration of the Recommendations**

The Chairman reported that it was a comprehensive review of the wages and thanked the Boards Finance Officer for providing the supporting information.

Mr C E Mills proposed that the recommendations of the Minutes of the Meeting held on 28<sup>th</sup> November 2019, be **RESOLVED** and taken as read and approved and that they be forthwith signed by the Chairman.

Mr G H Smith seconded the proposal of Mr C E Mills, which was **UNANIMOUSLY AGREED** by the Board.

Members asked the Clerk to inform the workforce individually of the outcome and to ask them to discuss pay with the Boards officers rather than Members.

RATES

The Clerk reported the total rates collected up to the 20<sup>th</sup> January 2020 are as follows:

Special Levy	£309,359.43 (100%)
Direct Levy	£ 62,323.33 (99.02%)
	<u>£371,682.76</u>

The Clerk further reported that there were a few outstanding rate accounts mostly of a low value. A few accounts were in credit where overpayments have been made.

The Clerk showing the Chairman a list of accounts with sums outstanding.

The Clerk confirmed that any outstanding rates will be pursued for payment and any remaining sums or credits at year-end will be included in next year's rate demands.

## LAND TRANSFER TO SPECIAL LEVY & WRITE OFF

The Clerk referred to the sheet and maps circulated with the Agenda of the land to be transferred to Special Levy and amounts to be written off.

### Special Levy

The Clerk had circulated maps and a summary table with the Agenda for the Board's consideration. This related to three sites for the transfer to Harrogate District Council Special Levy from agricultural usage. This along with two for Selby District Council and two for York City Council.

The Clerk ran through the locations individually and answered the questions raised by Board Members.

### Amounts to be Written Off

An overall sum in drainage rates remaining on land transferred to Special Levy which cannot be collected amounts to £19.82 which is requested for consideration of writing off.

The transfer to Special Levy and sums to be written off was considered by Members. The Clerk explained the implications on the Special Levy for Harrogate District Council, Selby District Council and City of York Council.

It was UNANIMOUSLY APPROVED for the transfer of the land to Special Levy as per the maps provided and the write off in the sum of £19.82 from the Board's rates income in relation to land transfers.

## PLANT RENEWAL

The Clerk had circulated a plant renewal sheet with the Agenda to all Members on the future replacement costs of the Board's existing plant and equipment. This is intended to inform Members about plant renewals so funding can be provided in plant reserves. This reflecting the Boards current approach to maintenance works provision and utilisation of contractors.

### 2019/20 Purchases Part Exchanges and Sales

The Clerk reported that as agreed the Board had purchased a new flail mower and now has two excavators both of which have extended excavator arms.

### 2020/21 Purchases Part Exchanges and Sales

This includes purchasing a flail head for use on the excavator along with excavator attachments and some replacement tree shears. A sum of £31,000 being estimated.

Members discussed the proposals for plant renewal and replacement and UNANIMOUSLY AGREED to this approach and the funding required.

BUDGET 2020/21  
LAYING OF THE  
RATE AND  
SPECIAL LEVY

The Clerk had circulated a budget sheet and notes with the Agenda for the forthcoming financial year. The budget forecasting the out turns for financial year 2019/20 and advising on a potential budget for financial year 2020/21. The option given was based on a rate of 4.15p in the £ with an increase of 2.98% above last years and provided details as to the budget's composition.

The Clerk noted that RPI at the current time is about 2.4% and with the uncertainty of Brexit could go up to 3%. This being indicative of rising costs.

**Financial Position at the End of 2019/20 Financial Year**

The Clerk went through the budget sheet line by line. This estimated a net deficit of approximately £27,097 for the end of 2019/2020 financial year. This being larger than originally estimated because of the additional equipment being purchased. The estimated cost has now been offset by additional income, lower workforce costs and highland water contributions from the Environment Agency.

**Budget for 2020/21 Financial Year**

If the Board increases its drainage rate to 4.15p for 2020/2021 financial year, the Boards reserves are estimated to be £660,577 at the financial year end. This equating to a decrease in reserves of £42,757 on the basis the Board implements the plant renewal as agreed earlier. This on top of the estimated reduction in the Boards reserves at the end of financial year 2019/20 of £27.097. The Board having an element of risk in contracting out a larger amount of its flailing work following the sale of the old Spearhead machine and thus the capacity of contractors to deliver the Boards workload. This cost being estimated along with carrying out flailing work which has been unable to be completed in the previous year because of poor ground conditions.

The Clerk noting that if the year 2020/21 is favourable and the estimated expenditure is less the estimated deficit may become smaller. The Board however always has an element of uncertainty in the costs of contracted out maintenance work which has not yet been tendered.

Board Members discussed the matters and estimates in detail along with the position on the Boards reserves and the provision being made for plant replacement.

Mr S Wragg asked why more maintenance was required with the Boards approach to maintenance.

The Clerk highlighting that the Board was trying to make optimum usage of the Boards resources both machinery and workforce which are allowing the Board to progress this work. Locally the Board has established it is cheaper to contract flailing maintenance work out. The Board seeking to increase in its rates similar to inflationary increases.

The Engineering Assistant will report in the future the tracked excavator work being carried out to demonstrate the progress made.

Members considered and APPROVED the Budget subject to setting the rate.

### **Setting of the Drainage Rate for 2020/21**

Mr C E Mills proposed an increase in the drainage rates of a rate of 4.11p in the £ an increase of 1.99%

Mr M Haigh seconding the proposal of Mr C E Mills as the substantive motion.

Mr J B Blacker proposed an amendment of an increase in the drainage rates to a rate of 4.15p in the £ an increase of 2.98%

Cllr J Galvin seconding the proposal of Mr J B Blacker.

Members voted on the amendment of a proposed rate of 4.15p in the £ an increase of 2.98%, five Members voting for with eight against the motion not being carried and no further amendment proposals were made.

Members voted on the motion of a proposed rate of 4.11p in the £ an increase of 1.99%, nine voting for with the motion being carried.

The proposal of 4.11p in the £ with an increase of 1.99% for the rates and levies was CARRIED and that the proportion of their expenditure to be raised by drainage rates in respect of agricultural land and buildings and by Special Levies on local billing Authorities are 16.86% and 83.14% respectively.

THAT the Drainage Board do hereby make a Drainage Rate for the purposes chargeable thereon assessed on the Annual Value of agricultural land and buildings subject to the provisions of the Land Drainage Act 1991 as hereunder set out that is to say:

AN OCCUPIERS' RATE assessed at 4.11p in the £ for the period ending on the 31st day of March 2021.

THAT the Drainage Board do hereby make Special Levies assessed as hereunder, that is to say:

A Special Levy chargeable to **HARROGATE BOROUGH COUNCIL** in the sum of £37,840.17, for the period ending on the 31st day of March 2021.

A Special Levy chargeable to **LEEDS CITY COUNCIL** the rate in the sum of £7,736.88 for the period ending on the 31st day of March 2021.

A Special Levy chargeable to **CITY OF YORK COUNCIL** in the sum of £238,700.55, for the period ending on the 31 day of March 2021.

A Special levy to chargeable to **SELBY DISTRICT COUNCIL** in the sum of £31,881.84, for the period ending on the 31 day of March 2021.

AND that the Special Levies shall be payable in two equal instalments on the 1st May 2020 and the 1 November 2020.

THAT the purposes for which the said Rate AND Special Levies are made and the amount in the £. for each of the purposes are as hereunder set out.

AND that the said Rate shall be payable on Demand

AND that the seal of the Board be affixed on the said Rate and Special Levies accordingly.

AND that the Clerk be and is hereby authorised to take all necessary steps to demand and collect the said Rate.

<u>PURPOSES</u> under the Land Drainage Act 1991 for which the Rate mentioned is made	<u>AMOUNT</u> of the Rate in the £. for the Occupiers' Rate
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|---|-------|
| a) Expenses of Administration )<br>under this Act. )            |       |
| b) Works of maintenance under )<br>the said Act. )              | 4.11p |
| c) Improvement of existing )<br>works under the said Act. )     |       |
| d) New works under the said )<br>Act. )                         |       |
| e) Precept of the Environment )<br>Agency under the said Act. ) | 4.11p |

## CONSORTIUM ARRANGEMENTS

The Clerk confirmed the next meeting of the Consortium Management Committee will be held on Tuesday 11<sup>th</sup> February 2020 at the Escrick Club in Escrick, York. This is prior to the next meeting of the Board which gives an opportunity to address any matters which could be raised at the meeting prior to the start of the next financial year.

## Sustaining the Boards Nominated Members

The Clerk asked the Board if it wished to sustain its two nominated Members for the meeting who are the Chairman and Vice Chairman.

Members UNANIMOUSLY AGREEING to sustain the above arrangements to retain its two nominated Members for the Consortium Management Committee. The Members being given Authority to act on behalf of the Board at the Consortium Management Committee Meeting.

## MAINTENANCE WORKS

The Engineering Assistant had circulated a report with the Agenda and also displayed maps at the meeting of the work carried out.

Mr C E Mills commended the Boards workforce for the work which had recently been completed for him.

## HEALTH & SAFETY

The Clerk advised that there have been no reportable incidents to the Health and Safety Executive since the last meeting (RIDDOR).

## HEALTH AND SAFETY POLICY

The Clerk had circulated with the Agenda a draft Health and Safety Policy for Members consideration. This is in the same format as the existing policy and is divided into two parts. The two parts consist of:

- Part 1) Responsibilities and Local Arrangements  
and
- Part 2) Health and Safety Policy and Guidance

The Board's Health and Safety Consultant has helped to update the documents and it is recognised as circumstances change the document will continue to require updating. However, the document as tabled reflects the current position and the Board is being asked if it wishes (subject to minor amendment) to adopt the enclosed document as its current Health and Safety Policy.

Mr M Haigh proposed that the Board adopts the draft policy as its current policy.

Mr G H Smith seconding the proposal of Mr M Haigh which was UNANIMOUSLY AGREED by the Board to accept and adopt the draft Health and Safety document as its Health and Safety Policy replacing the current document, authorising the Chairman to sign the document in the relevant section.



## BYELAW REVIEW

The Clerk reported that progress was being made slowly with ADA and Defra to consider amending the 'Model Document' for Byelaws and Enforcement. This being the basis on which Board Byelaws are based. A document proposal is currently being considered by Defra submitted by ADA National.

## ADA

### ADA Northern Branch Meeting – 5<sup>th</sup> March at Howden

The Clerk informed this meeting was being organised as a think tank at the Masonic Hall in Howden. This proposed to seek two representatives from each Board in the Northern Branch Area. The aim is to discuss a coordinated approach to IDB matters important in the Northern Branch Area. This is intended to confirm, prioritise and progress relevant local problems relevant to IDBs. In particular this may highlight the problems of watercourse channel maintenance and leaking high level watercourses.

### ADA Northern Branch – Summer Conference

The Clerk informed a Summer Conference and trip is also planned on 5<sup>th</sup> June 2020. This includes a visit to the Vale of Pickering to view the 'Slowing the Flow' Natural Flood Management Project.

### Floodex 2020

The Clerk informed that ADA were organising a Floodex Conference at Peterborough at the East of England Showground on 26<sup>th</sup> & 27<sup>th</sup> February. Anyone wishing to attend please let the Clerk know.

Members agreed that any Member wishing to attend that appropriate expenses such as travel to be reimbursed.

## CORRESPONDENCE

The Clerk reported that ADA National had produced and sent an overall summary and report of Board IDB1 Annual Returns to Defra a copy being available at the meeting.

The Clerk reported there was 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.



Mr C E Mills asked about planning permission 4500 (2019/0559/FULM). He was having concerns about quicker flows in the Brumber Carr Drain with significant areas of hard standing being concreted.

The Clerk informing that the Board has asked for the planning permission if granted for the drainage arrangements to be conditional in any consent granted.

**(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.

**(SEE APPENDIX TO MINUTES)**

## BANK STATEMENTS

The Clerk confirmed that Barclays Bank are now charging for its banking services.

The Clerk produced the Bank Statements for the Boards Current Account showing a credit balance of £544,114.09 with Barclays Bank as at the 10<sup>th</sup> January 2020.

The Yorkshire Bank account has an additional credit balance of £150,000. The Board placing funds into a twelve month deposit account which is achieving 1.75% gross per annum.

The Nationwide Building Society account has an additional credit balance of £73,410.56. The Board placing funds in a Business 95 day saver account which is achieving 1.05% gross per annum.

The total balance of the Boards funds held in these accounts is £767,524.65.

## 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 **AGREED** that the next meeting of the Board will be held at St Andrews Parish Church, Church Lane, Bishopthorpe, York on **Monday 16<sup>th</sup> March 2020 at 6.30pm.**

**FUTURE MEETINGS**

Members agreed to hold the future meetings on the third Monday at St Andrews Parish Church, Church Lane, Bishopthorpe, York.

Monday 15<sup>th</sup> June 2020

Monday 14<sup>th</sup> September 2020

Monday 16<sup>th</sup> November 2020

**ANY OTHER  
BUSINESS**

Mr C E Mills asked about providing the meeting papers by Email.

The Clerk informed that this method is available should Members wish. This can be organised by contacting the office.

**Closure of Meeting**

There was no other business and the meeting was closed.

**(APPENDICES TO FOLLOW)**