

MINUTES of Meeting held on Monday 6<sup>th</sup> November 2017 at Copmanthorpe Methodist Church, Main Street, Copmanthorpe

PRESENT

Mr S E Jackson (Chairman)  
Mr C E Mills  
Mr R F Hildreth  
Mr S Barnes  
Mr J Sanderson  
Mr J B Blaker  
Mr J Bramley  
Mr G H Smith  
Mr S Wragg  
Mr J Tull  
Cllr D Mackay

The Clerk – Mr W Symons

Engineering Assistant – Mr N Culpan

APOLOGIES FOR ABSENCE

Apologies for absence were received from Mr M Haigh, Mr A Percy, Mr C Clayton, Cllr J Galvin, Mr D Carr and Cllr K Ellis.

MEMBERSHIP

The Clerk reported that the Chairman had progressed the Membership Issue concerning completion of declaration of interest form.

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 S Barnes proposed that the Minutes of the Meeting held on the 18<sup>th</sup> September 2017, 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.

Mr C E Mills seconded this proposal which was UNANIMOUSLY RESOLVED by the Board.

MATTERS ARISING

Mr C E Mills noted that one of the Members of the workforce had approached a Board Member in relation to his pay.

The Clerk confirmed that the Board continues to pay its workforce on the terms agreed which usually includes the application of an annual uplift as and when agreed by the ADA Lincolnshire Branch. In relation to the rates paid this is up to the determination of the Board and the individuals contract of employment.

The Chairman considered at this stage it was important for the Board to recruit a new Foreman with further interviews planned next week. Then when the future arrangements are clarified the Board could then consider the rates of pay for the workforce.

Members were in agreement to this approach and asked the Clerk to write to the workforce on this basis.

There were no further matters arising from the Minutes, which are not covered in the Agenda.

## POLICY ON INFORMATION MANAGEMENT

### Categorisation of Information Recorded in Minutes

The Clerk informed that Members, in considering information, needed to decide if it should be in the Public Domain.

The Clerk therefore suggested Members need to consider the following categories to be used in the future:

- 1) Private and Confidential – Not to be released;
- 2) Commercial in Confidence – Can be released after a specified time period which needs specifying;
- 3) Other Minutes – Publically available.

## RATES

The Clerk reported that the rates collected up to the 6<sup>th</sup> November 2017 are as follows:

- |                    |                    |         |
|--------------------|--------------------|---------|
| (a) Special Levy - | £304,280.99        | (100%)  |
| (b) Direct Levy -  | <u>£61,533.60</u>  | (99.4%) |
|                    | <u>£365,814.59</u> |         |

The Clerk also advised that the rates collected since the date of the last meeting was the sum of £2,254.27

The Clerk reported that final reminders had been sent out. A list of outstanding rate accounts was shown to the Chairman at the meeting.

The Clerk reported a few small rate amounts were outstanding and some overpayments have been made.

The Clerk further informed that a new Justice Department Pre-action Protocol came into force on 1<sup>st</sup> October 2017; this has implications to the Board progressing court action for outstanding rates.

The Board has revised its procedures to replace its future final demand with a Pre-action Protocol Letter and the relevant forms for debtors to complete in the relevant time periods. The process being started earlier so as to not delay final rate demand payment.

## MAINTENANCE WORKS

The Engineering Assistant had circulated a report with the Agenda and also displayed maps at the meeting of the work carried out. He further reported that flailing works have been slow on heavier land particularly in the Marston Moor district with wet conditions from high water.

### Northfield Drain and Hessay Cross Dyke

Mr R F Hildreth noted that the Northfield Drain is a potential candidate for clearing out (access is via grassland). It was also noted that some tree planting had occurred close to the Hessay Cross Dyke which may cause maintenance restrictions. The Engineering Assistant agreed to investigate.

### Foreman Position

The Clerk reported that the Board had further interviews planned shortly to recruit a new Foreman.

The Chairman reporting on the importance of trying to obtain the correct candidate for the position.

### The Old Fleet Foss (Main River)

The Engineering Assistant reported that good progress was being made in bringing the maintenance of the Old Fleet Foss up to an acceptable standard by the Board. The work being carried out under the Boards Public Sector Cooperation Agreement (PSCA). It however needs year on year maintenance to keep it at a good standard.

## HEALTH AND SAFETY

The Clerk confirmed no reportable incidents had occurred since the last meeting which would require reporting to the Health and Safety Executive (RIDDOR).

The Engineering Assistant reported that the Boards Contractor, Morrison, had purchased an attachment for managing and placing piles for bank works in mechanising the approach the work is carried out with reduced risk and also increased productivity as the work can be carried out more quickly.

**LEGAL ADVICE ON  
BYELAW POLICY  
DEVELOPMENT**

The Clerk reported that he had a contribution towards the cost of this work of up to £5,000 confirmed from ADA National. This however was subject to agreeing the scope of the work to be funded. Any further costs for this work would then be made as a contribution across the funds of the Board of the York Consortium. The Clerk will try to advance the work on this basis.

**ADA**

**ADA Conference**

The Clerk noted he was intending to attend the London ADA Conference on Thursday 16<sup>th</sup> November to represent the Board. The speakers are confirmed to include:

- Thérèse Coffey MP for Suffolk Coastal and Parliamentary Under Secretary of State for the Environment and Rural Life Opportunities;
- Sir James Bevan, Chief Executive, Environment Agency;
- Councillor Derek Antrobus, Lead Member for Planning and Sustainable Development, Salford City Council;
- Lord Deben, Chairman, Committee on Climate Change.

**ADA Northern Branch**

The Clerk informed the Board that the ADA Northern Branch is due to be held on Thursday 25<sup>th</sup> January 2018 at the Masonic Hall Howden which is open to Board Members.

**CORRESPONDENCE**

The Clerk reported that no significant correspondence had been received by the Board 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 further noted that he now held digital copies of the Boards Planning and Consent applications and responses which he can be made available on a laptop at the meeting for Members to view rather than bringing the paper copies.

Mr J Sanderson asked about the proposal for Ouse Gill Beck.

The Engineering Assistant explained the Boards position in its responses to the Planning Application and Consent Application.

## **British Sugar Planning Application**

The Clerk explained the Board remains concerned about the future of the culvert under the site and its condition was of concern. The culvert being quite deep and being likely to have up to three road crossings and service crossings if planning is granted and construction progressed. The Board is seeking confirmation as to the future responsibility to maintain the culvert along with sustaining maintenance access in the future.

Mr S Wragg explaining the Councils land drainage concerns about this matter.

**(SEE APPENDIX TO MINUTES)**

### **CONSENTS**

The Clerk referred to the Consent granted since the last Meeting of the Board, on the list 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 showing an aggregate credit balance of £430,361.00, with Barclays Bank as at the 20<sup>th</sup> October 2017. The Board having closed its Business Premium account to reduce bank charges.

The Yorkshire Bank account has an additional credit balance of £85,416.89. 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 £72,002.91. The Board placing funds into a 95 day notice account which is achieving 0.5% gross per annum.

The total balance of the Boards funds held in these accounts is £587,780.80.

The Clerk explained why the Boards reserves were higher than last year which were related to a number of reasons.

The Clerk reported that Barclays Bank were now progressing banking charges to the Board.

### **ACCOUNTS FOR CONFIRMATION**

The Clerk referred to the list of accounts paid since the date of the last Meeting which has been circulated to all Members with the Agenda.

It was **RESOLVED** that payment of these accounts be confirmed.

Mr C E Mills asked about the Boards purchasing of fuel, it appearing to be cheaper in supermarkets.

The Engineering Assistant explained the reasons for the Boards current policy on fuel purchase using a fuel card.

Members discussed experience of promised savings by fuel card companies which did not appear to be achieved in reality.

**(SEE APPENDIX TO MINUTES)**

**DATE OF NEXT MEETING**

It was directed that the Annual General Meeting of the Board is due to be held at the Copmanthorpe Methodist Church, Main Street, Copmanthorpe, York on Wednesday 17<sup>th</sup> January 2018 at 6.30pm.

**Please note Meeting Dates revised to Wednesdays following the meeting as room not available on Mondays.**

**FUTURE MEETINGS**

Possible future dates for meetings:

Wednesday 14<sup>th</sup> March 2018

Wednesday 13<sup>th</sup> June 2018

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

Wednesday 7<sup>th</sup> November 2018

**ANY OTHER BUSINESS**

**Closure of Meeting**

There was no other business and the meeting was closed.

**(APPENDICES TO FOLLOW)**