

Ainsty 2008
Internal Drainage
Board

MINUTES of Meeting held on Monday 15th June 2015 at
Copmanthorpe Methodist Church, Main Street, Copmanthorpe

PRESENT

Mr C E Mills (In the Chair)
Mr A P Sykes
Mr R F Hildreth
Mr J Sanderson
Mr M Haigh
Mr J Bramley
Mr C Clayton
Mr A Sykes
Mr G H Smith
Mr S Wragg
Cllr C Lewis
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 J B Blacker, Mr A Percy, Mr R Burniston, Cllr J Galvin, Cllr
I Gillies, Cllr G Simpson and Cllr J Savage.

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.

NEW MEMBERS

The Clerk informed the Board that City of York Council
has written to confirm its nominated Members in an email dated
8th June 2015. The Nominated representatives remained the same
as last year.

The Clerk further confirmed that Selby District Council has
reappointed its two Nominated members in an email dated 10th
June 2015.

MINUTES OF LAST
MEETING

It was proposed by Cllr C Lewis, seconded by Mr A P
Sykes and UNANIMOUSLY RESOLVED that the Minutes of the
Meeting held on the 9 March 2015, 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

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

VICE CHAIRMAN

The Vice Chairman informed the Board that he wished to resign as Vice Chairman because of his wider commitments however he still wished to remain as a Member. He therefore asked the Board to consider a new Vice Chairman, proposing Mr M Haigh.

Mr M Haigh agreeing that he was happy to take on the responsibility.

Mr J Bramley seconded the proposal which was UNANIMOUSLY AGREED by the Board.

MAINTENANCE WORKS

The Engineering Assistant circulated a maintenance report at the meeting which was considered by Members. The report proposing the Board conducting its maintenance works with contractors and its current workforce. This occurring as the Board has one vacancy and a member on long term sickness. The Clerk has advertised the vacancy to seek an appropriate replacement. However it appears difficult to find relevant machinery operation skills with the applicants.

Bolton Percy Ings

Mr M Haigh noted that the tidal doors on Bolton Percy Ings continued to leak on occasions. This being noted last Tuesday night with the Ings flooding.

The Engineering Assistant will investigate further to see what can be done.

Moor Lane Pumping Station Control System

The Engineering Assistant had recommended the installation of a new ultrasonic control system at the pumping station at the estimated cost of £2,600. This giving greater control over the levels and operation of the station by replacing the old float system.

Cllr C Lewis proposed to install a new control system as recommended by the Assistant Engineer in the maintenance report. This proposal was seconded by Mr C E Mills and UNANIMOUSLY AGREED by the Board.

Intake Lane and Lyons 2 (Acaster) Works

The Assistant Engineer reported the difficulties with the landowners which had been encountered. These have now been addressed and agreement has been met for the works to go ahead. It was noted that one of the landowners may not have paid his drainage rates and the work would not be progressed by the Board until his account had been settled.

Redhouse Wood Drain, Moor Monkton

The Board Members discussed this item raised in the Engineer's Report. The issue is if the ditch requiring maintenance should be piled or culverted to address bank instability. This relating to a length of about 125 metres requiring work. The item being noted to inform Members.

Hallgarth Close, Ulleskelf

The Clerk had circulated Mr Whale's Report, of No 2 Hallgarth Close, dated March 2015 and a photograph of the location. The issue relates to three properties built on high ground, the gardens of which are in some places subsiding. The gardens backing onto the Dorts Channel (Old South Wharfe District). The Engineer's Report summarising the current position along with an update from Mr C Clayton.

The Board Members considered the information provided and agreed that potentially more detailed information was required along with a greater understanding of Yorkshire Water's position and work carried out.

Mr C E Mills proposed that if Mr Whale or the residents wished to commission an appropriate site investigation or geotechnical report then the Board would be prepared to contribute £200 towards it. This along with the Board trying to progress having a meeting with Yorkshire Water regarding the land instability and the drain.

Mr C Clayton seconding the proposal which was UNANIMOUSLY AGREED by the Board.

Members discussed the history of the site and how it came to be developed.

Cllr D Mackay suggested that records on this may be available in the Selby District Council planning archives.

Landing Lane Waterworks Site, Adjacent to the River Ouse

The Clerk reported that the Boards workforce had been allowed access into the waterworks site. The Board had then been able to carry out a repair to a significant bank slip which had been holding water back. The relief of this section has certainly improved flows at this location and given a greater opportunity to inspect the watercourse.

The Clerk had the return Tender documents for opening at the meeting. It was agreed that these would be opened after the meeting and the rates recorded with Members in attendance.

MAINTENANCE
CONTRACTS

Members agreed to delegate the decisions on utilising the tendered rates to the Engineering Assistant. This is on the basis of the Board seeking the best value along with utilising the available plant and equipment when required from the contractors. This is to cover the greater amount of contracted work the Board has because of the reduced numbers of staff in its workforce with a vacancy and one member on long term sickness.

The Clerk reported it still may be possible for the Board to fill the vacancy prior to the start of the main maintenance season in July. This would then influence the amount of work contracted out. This however will be linked in with the ability of any new recruit particularly with his/her abilities in machine operation. At this stage however it does appear unlikely this will be achieved.

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. This was also noted in the maintenance report.

The Clerk reported that the total rates collected to the 15th June 2015 are as follows:

(a) Special Levy	-	£150,940.75	(50%)
(b) Direct Levy	-	<u>£ 51,158.45</u>	<u>(82.7 %)</u>
		<u>£202,099.20</u>	

The Clerk reported that the first reminders have been sent out and direct debit payments have been drawn.

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 instalment of first aid training across the Consortium Boards had been carried out. The training was also shared with Vale Engineering.

The Clerk had circulated with the Agenda a copy of the External Auditor comments (Section 3) in the IDB audit return for reference. This being provided for consideration of the requirements of 2014/15 accounts. The top box does not include any qualifications regarding the Boards audit. In the second box 'Other Matters not affecting the External Auditors opinion' reference is made to revised guidance in respect to the treatment of fixed assets.

CROSS
COMPLIANCE

RATES

HEALTH & SAFETY

AUDIT COMMENTS
ON ACCOUNTS
2013/14

AUDIT OF
ACCOUNTS
2014/2015

The Clerk informed Members that as this guidance has not been communicated it cannot be applied to this year's audit. No comments were made by the Internal Auditor in Section 4 of the Form for Financial Year 2013/14.

The Clerk informed the Board that the accounts for the year-ending 31 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 details of the Boards accounts in summary at the meeting and answering Members questions.

The Clerk reported that the Boards external auditors are Littlejohn LLP for the accounts being considered.

The Board considered these documents and it was proposed by Mr M Haigh, seconded by Cllr D Mackay and UNANIMOUSLY AGREED to AUTHORISE the Chairman and Clerk 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.

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 Cllr D Mackay proposed that the Board accepted the letters content. This was seconded by Mr M Haigh and UNANIMOUSLY AGREED by the Board.

TERMS OF
REFERENCE OF
THE INTERNAL
AUDIT 2015/16

The Clerk had circulated a draft document for the Scope for the Board's Internal Audit with the Agenda. This document following the Audit Commissioner's guidance is required to be able to review the effectiveness of the Internal Auditor if required when the internal audit is complete.

Members considered its content and it was proposed by Mr M Haigh, seconded by Cllr C Lewis and UNANIMOUSLY AGREED for the Board to accept the Scope of the Internal Audit to be able to formally review the effectiveness of the internal audit for financial year 2015/16.

It is noted that the guidance from ADA on the Governance and Accountabilities in Internal Drainage Boards in England a Practitioners Guide (2006) was last updated in 2007. It is likely that this document could be updated in the future which could have implications to the required scope of audit for Boards.

ELECTION

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 concluded the pay negotiations for 2014/2015 and a 1.00% increase on all grades has been agreed as from the 1 April 2015. This increase in pay has been applied to the Board's Workforce Members from 1st April 2015.

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.

Workforce

The Clerk reported that the Board has one vacancy which the Clerk is currently advertising. This along with one Member of staff on long term sickness.

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 gross pay the Board would be prepared to contribute toward the employees' pension. The initial employer contribution following the staging date for Nest in the first year is 1% of the gross pay. This matter being discussed in detail by Members.

Mr A Sykes proposed that the Boards policy regarding its pre-staging date to Nest for its employer contribution would match fund any contribution by the employee of up to 5% of the gross pay of the employee. This is unless formally as an employer the Board is required to pay more. The proposal being seconded by Cllr C Lewis and UNANIMOUSLY AGREED by the Board.

INSURANCE

The Clerk reported that the Boards Insurance had renewed on 1st April 2015. The Clerk circulated the following chart showing the previous year's costs and invoiced costs for this year's cover from the Boards Insurance Brokers, Towergate.

Cover	2013	2014	2015
Commercial Combined	£4671.14	£4,746.56	£4,834.00
Engineering Inspection	£512.20	£527.20	£577.99
Engineering Insurance	£119.50	£137.68	£132.68
Hired in Plant		Shared Policy in Consortium	Shared Policy in Consortium
Directors & Officers Liability	£799.63	£839.63	£809.63
Motor Fleet	£3,806.26	£4,868.96	£4,851.80
Motor Legal Expenses	£152.64	£63.00	£ 95.40
Legal Expenses	£53.00	£53.00	£ 53.00
Loss Recovery Service	£159.00	£169.60	£ 169.60
Total	£10,273.37	£11,406.23	£11,524.10

The chart includes insurance premium tax and VAT. The Boards commercial combined insurance increasing in regard to the Boards increasing turnover.

The Clerk informed the Board that the Boards of the Consortium have a shared hired in plant and equipment policy which this Board contributes towards additionally.

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.

PRECEPT

The Clerk reported that he had not raised a Precept Appeal for the current financial year and the Board intended to pay the precept as demanded by the Environment Agency in the current year. This is because the Board had retained enough precept funds to be able to progress the required maintenance work on the Old Fleet Foss from the historical appeal years if it wished. In the current financial year it did not appear that the Regional revenue fund was reducing so although un-quantified the pro rata contribution of the precept funding was likely to be more reasonable.

Old Fleet Foss Maintenance Works

The Engineering Assistant reported on the work being carried out by the Board which was summarised in the Engineer's Report provided with the agenda. The Board when this work is complete will be seeking payment by the Environment Agency.

The Chairman thanking the Engineering Assistant for successfully progressing this matter.

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 Clerk, Chairman and Cllr C Lewis. The conference included a presentation on the River Hull Strategy and Remote River Monitoring.

It was also AGREED at the Branch meeting at the conference that Northern Branch Boards would each contribute to the Branch expenses the sum of £150. This including promoting ADA in activities such as attending the Great Yorkshire Show.

CORRESPONDENCE

The Clerk reported that ADA had informed the Board that its annual conference will again be held in London on 11th November 2015. The Board AGREED to pay Members travelling costs and conference fees if any Members wish to attend.

The Clerk advised Members that beyond the letters from 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.

Development of the Old British Sugar Site

The Clerk informed Members that there were ongoing issues in relation to the development proposals of the British Sugar Site. These largely being in relation to the Boards ditch which crosses the site in a deep riparian owned culvert along with the future arrangements for the management and disposal of surface water from the site.

(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.

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 £515,560.48 with Barclays Bank as at 5th June 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 £70,000. 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 £625,560.48.

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 A P Sykes 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 Cllr D Mackay and **UNANIMOUSLY AGREED** by the Board.

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 Clerk reported that the Boards trailer had been replaced as it was more economical to replace than repair with the old one being part exchanged.

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 **Monday 14th September 2015** commencing at **6.30pm**.

FUTURE MEETINGS

Monday 9th November 2015

Monday 11th January 2016 Annual General Meeting

ANY OTHER BUSINESS

There was no other business and therefore the Meeting was closed.

(APPENDICES TO FOLLOW)