

MINUTES of Meeting held on Tuesday 19th June
2018 at the Village Club, Escrick, York

PRESENT

Mr R E Britton (In the Chair)
Mr A Dear
Mr K W Terry
Mr WA Jacques
Mr J R Bramley
Mr J Daniel
Mr B Smith
Mr I Ellwood
Cllr B Marshall
Mrs K McSherry
Cllr J Deans
Cllr J Cattanach
Cllr R W Bramley
Mr A Vevers

The Clerk – Mr W Symons

Engineering Assistant – Mr N Culpan

Member of the Public – Ms T Fawcett

APOLOGIES FOR
ABSENCE

Apologies for absence were received from Mr J
Hopwood, Cllr K Ellis and Mr S Wragg.

MEMBERSHIP

Nominated Members

The Clerk confirmed he had received an Email from
the City of York Council dated 30th May 2018 regarding its
nominations to the Board. These nominations remained the
same as last year.

The Chairman welcomed Ms T Fawcett to her first
meeting of the Board as a Member of the Public.

DECLARATION OF
INTEREST

There were no declarations of interest related to the
items listed on the Agenda.

Mr K Terry declared a potential interest in the item in
relation to Bishops Clough Pumping Station and the Bridges
upstream.

The Clerk further informed Members that the Register
of Members Interests was available at the meeting for
inspection and update as required.

MINUTES OF MEETING

It was proposed by Cllr B Marshall, seconded by Mrs K McSherry and UNANIMOUSLY AGREED that the Minutes of the Meeting held on the 30th January 2018, a copy of which had been sent to all Members, be approved and that they be forthwith signed by the Chairman as a correct record.

MATTERS ARISING

Consortium Management Committee Meeting

The Clerk reported that a Consortium Management Committee Meeting was held on 13th February. The meeting was attended by the Chairman. A copy of the Consortium Agreement was made available at the meeting for Members to view if they wished.

The Clerk running through the items covered at the meeting. This including the potential to consider increasing the numbers of Boards in the overall Consortium and the opportunity to increase administration resource should an appropriate opportunity arise. This requires a reasonably sized Board for efficiencies to be achieved. Committee Members giving the Clerk an open mandate to call a meeting of the Consortium should any appropriate opportunities arise.

The Clerk further highlighted the opportunities across the Consortium for partnership working under Public Sector Cooperation Agreements (PSCA) with our partners.

The Chairman asking if any Members had any questions about the arrangements.

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

FINANCE SUB-COMMITTEE MINUTES

Tuesday 29th May 2018

The Chairman presented the Minutes of the Meeting of the Sub-Committee held on 29th May 2018, a copy of which had been sent to all Members.

The Chairman ran through and summarised the items included in the Minutes of the Meeting.

The Chairman proposed acceptance and approval of the recommendations contained within the Finance Sub-Committee Minutes. The proposal was seconded by Cllr B Marshall and was UNANIMOUSLY AGREED by the Board.

MATTERS ARISING

The Clerk thanking the Finance Sub-Committee for its consideration and recommendations of the matters raised in the Agenda.

FORMAL REVIEW
OF THE EXTERNAL
AUDITOR
CERTIFICATE
2016/17

REPORT ON THE
SYSTEM OF
INTERNAL
CONTROLS

APPROVAL OF THE
FORMAL REVIEW
OF THE ANNUAL
GOVERNANCE
STATEMENT

The Clerk had circulated with the Agenda a copy of the External Auditor's comments (Section 3) in the IDB audit return for reference. The top box of the form does not include any qualifications regarding the Boards audit. The second box 'Other Matters Not Affecting the External Auditors Opinion' does not also include any comments.

The Clerk further reported that no comments were made by the Internal Auditor in Section 4 of the Form for Financial Year 2016/17.

Review the Effectiveness of Internal Control

The Clerk noted that the Board had previously agreed for its Internal Auditor to review and report on the Boards systems of internal control. The Clerk had circulated a copy of the report for the year ending 31st March 2018 with the Agenda.

The Clerk noted the matters raised included continuity of service in the York Consortium arrangements, 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.

Consideration of the Findings of the Review

Members of the Boards Sub-Committee have considered the findings of the review and recommended the acceptance of the reports content.

The Clerk informed Members he 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 and recommendation at the next meeting of the Finance Sub-Committee for the main Board's consideration.

Members considered the report and the review of the effectiveness of internal control and the recommendation of the Sub-Committee and it was proposed by The Chairman, seconded by Cllr B Marshall and **UNANIMOUSLY AGREED** the Board accepted the reports content.

The Clerk informed the Audit Commission's Annual Return has been completed for 2017/18 which includes the Governance Statement Section 1. A copy of the Statement was circulated with the meeting agenda.

The Boards Sub-Committee had considered Section 1 of the Annual Return and recommended its approval.

ACCOUNTING STATEMENTS

The Chairman proposing its approval which was seconded by Cllr B Marshall and UNANIMOUSLY AGREED that the Board approved the Annual Governance Statement. This along with the Board agreeing for the Chairman and Clerk to sign Section 1 – Annual Governance Statement 2017/18.

Consideration of the Accounting Statements

The Clerk reported that the Board's accounts have now been internally audited with the Board's Internal Auditor signing off the Board's Annual Internal Audit Report 2017/18 of the IDB Return.

The Clerk ran through the details of the Board's accounts which had been prepared for the year-end 2017/18 with the Sub-Committee. A copy of these accounts having been circulated to the Sub-Committee Members prior to the meeting with the Agenda.

The Clerk had explained that the figures from the accounts had been taken and applied to Section 2 – Accounting Statements 2017/18. A copy of which had also been enclosed with the Agenda which was reviewed by the Sub-Committee at the Meeting. This along with reviewing the accounting statements provided.

Approval of the Accounting Statements by Resolution

The Sub-Committee, after considering these accounts and the Audit Commission IDB Return Form Section 2 – Accounting Statements 2017/18, had recommended the Boards approval. This including the Chairman signing and dating the statements.

The Chairman proposed, which was seconded by Cllr B Marshall and UNANIMOUSLY AGREED that the Board APPROVE the Accounting Statements. This further includes authorising the Chairman to sign and date the documents along with the Clerk as required.

The Clerk further reported that the Board's External Auditors for 2017/18 are Littlejohn LLP for the accounts being considered.

RATES

The Clerk reported that as at the 12th June 2018 the following rates had been collected:

- (a) Special Levy - £ 200,213.19 (50.0 %)
- (b) Direct Levy - £ 74,564.21 (89.6%)
- £ 274,777.40

The Clerk advised that the Board's direct debits have been drawn and the first reminder letters have also been issued and sent. Final reminders will be issued in September on all land where no queries were pending.

MAINTENANCE WORKS

The Engineering Assistant reported on the maintenance work carried out since the date of the last meeting of the Board. A maintenance report was circulated to Members with the Agenda. The Board maps were displayed in the meeting for Members inspection showing the extent of the work being carried out.

FLAIL MOWING CONTRACT REPORT FOR AWARD

The Clerk had circulated with the Agenda a report on the tender returns for the flail mowing contracts opened at the Finance Sub-Committee Meeting. The report making a recommendation to award the work to Contractor 1.

Members being in support of this approach.

PUMPING STATIONS – BISHOPS CLOUGH

Mr K Terry informed about how drainage could potentially be improved upstream of Bishops Clough Pumping Station. He apologised as the pumping station does not appear to be the problem. However the matter relates to a number of bridge inverts which appear to be high and hence holding water back. The location being a flat water area and the issue having possible implications to local land owners. He however believed if this matter could be addressed some land upstream could be improved with the installation of better land drains. He has had level surveys carried out which appeared to indicate his concerns but they may not be accurate. It is also possible one of the bridges is no longer needed and could be taken out.

The Clerk informed he had been asked to include this item on the agenda for consideration by Mr K Terry and local landowners the Board receiving two letters regarding this matter from Mr C Chilvers and Mr GA & S Johnson Farms.

The Engineering Assistant informed it would not be practical to lower the inverts of the existing bridges in situ and the favoured option would be to replace. He also explained the options of removal of the bridges one potentially is likely to be a right of way and it needed to be established if any services are in any of the existing crossings.

The Chairman asked about the principles of this matter. This could be the Board would like to help. The Engineering Assistant was asked to consider this proposal further to see how the matter could be progressed. The input of the bridge owners and the future requirements of the bridges and contributions of landowners would need to be considered. Members asked the Engineering Assistant to investigate to establish what work could be progressed with a report to be provided at the next meeting.

HEALTH AND SAFETY

The Clerk confirmed that a reportable incident had occurred (RIDDOR). This becoming reportable to the Health and Safety Executive due to the time having to be taken off work by the employee as a result of a road traffic accident outside the Boards office.

The Clerk reported the details of the matter at the meeting which he had investigated and the actions taken.

STAFF

Workforce Pay Award 2018/2019

The Clerk informed the Board had awarded the workforce a pay award of a 1.98% increase from 1st April 2018 as recommended by the ADA Lincolnshire Branch which has been agreed with the unions.

ADA NORTHERN BRANCH CONFERENCE

The Clerk reported to Members on the ADA Northern Branch Conference, which he attended, held on Friday 8th June at the Cave Castle Hotel, South Cave, Brough. The Conference included a site trip to the Foss Barrier. A short report being given at the meeting about the upgrade works at the Barrier.

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 and publicity such as attending the Great Yorkshire and Driffield Shows.

ADA NATIONAL CONFERENCE

The Clerk reported that ADA had informed the Board that its Annual Conference will again be held in London on 14th November 2018. The Board AGREED to pay Members travelling costs and conference fees if any Members wish to attend.

ELECTION

The Clerk informed the Board that approval of the Register of Electors has been advertised on the Boards website. The Clerk will be issuing nomination forms in August to existing Elected Members and any other nomination forms as required. The closing date for submission of nomination forms is 28th September 2018. If an election is then required this will be on 24th October 2018 and the new Board will be in place on 1st November 2018.

CORRESPONDENCE

Three Hagges Wood – Wildlife Corridor Workshop

Ms T Fawcett informed the Board and its Members of this forthcoming event on Tuesday 11th September which is likely to be for most of the day and any Members would be welcome.

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 report on the planning responses were received by the Board Members and noted.

Cllr B Marshall believes sewerage remains a problem at the Laurels and noted further planning being progressed.

The Clerk noted that the Lead Local flood Authority is North Yorkshire Council at this location and they have an input to Selby District Councils consideration of larger planning applications.

(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 showing a credit balance of £1,136,018.40 with Barclays Bank as at the 1st June 2018.

The Yorkshire Bank account has an additional credit balance of £85,908.03. 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 £87,789.18. The Board placing funds into a 95 day saver account which is achieving 0.65% gross per annum.

The total balance of the Boards funds held in these accounts is £1,309,715.61.

The Clerk noted that these funds include the Coal Authority balances and deposits for the ongoing and rechargeable works, which are £50,500.

NEXT MEETING

It was directed that the date of the next Meeting of the Board is to be at **The Escrick & Deighton Club** on **Tuesday 16th October 2018**.

FUTURE MEETING

The Boards Annual General Meeting will be held on 29th January 2019.

ANY OTHER BUSINESS

Boards Pick-up Truck

The Clerk reported the write off of the Boards two year old Ford Ranger with 19,000 mile on the clock. The insurance company offering £16,400. The truck having cost £21,000 with a new replacement costing £23,601 with the same options. The above costs excluding VAT and road fund costs. The Board had to date refused the sum offered by the insurance company. It was also noted the options required by the Board to use the truck off road were not readily available.

Cllr J Cattanach asked if the Board required a like for like replacement noting Selby IDB had recently purchased a SsangYong Musso which was considerably cheaper. He however recognised it would need to meet the Boards requirements.

The Chairman asked if the Board should purchase a new replacement if the offer was improved of a similar specification.

Members being in agreement to progress if it was not a cost increase of over £5,000

The Clerk was asked to circulate details of the costs for replacements and details of any improved offer from the insurance company to the Finance Sub Committee for consideration. The intention being to purchase a replacement truck as soon as possible. This exercising the authority agreed arising from the Sub Committee recommendations of its meeting on 29th May 2018.

The Engineering Assistant was concerned about needing a replacement quickly so as not to hinder maintenance works. A hire one had been provided temporarily by the insurance company but it would need to be returned when the insurance claim was settled.

University Lakes Maintenance Work

The Engineering Assistant advised that the Board will be conducting maintenance work on the University of York attenuation lakes which will be recharged.

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

(APPENDICES TO FOLLOW)