

MINUTES of the Annual General Meeting held on Monday 7th January 2019 at the Memorial Hall, Huntington

PRESENT

Mr J P Coverdale (In the Chair)

Mr S Stark

Mr D R Brotherton

Mr R A Armitage

Mr D J E Sherry

Mr P E Clark

Mr M Kemp

Mr I Ridsdale

Mr R J Burnett

Cllr A S Richardson

Mr D M Crossley

Mr C Chambers

Mr S Wragg

Cllr A Strangeway

.

The Clerk – Mr W Symons

Engineering Assistant – Mr N Culpan

APOLOGIES FOR ABSENCE

Apologies for absence were received from Mr C Perrett, , Cllr D Craghill, Mr M Cockerill and Cllr Mrs S Wiseman

DECLARATION OF INTEREST

Mr S Stark noted that the Board had responded to one of his planning applications included on the Boards planning list.

There were no further 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.

ELECTION

The Clerk as Returning Officer advised that the new Board had come into place from 1st November. An election had not been required as the number of nominations did not exceed the number of positions on the Board. In view of this all the current Members were re-elected.

The Clerk advised that Members were required to consider nominations and to appoint a Chairman and Vice Chairman for the Board. The positions are usually for a three year tenure.

ELECTION OF CHAIRMAN

The Clerk informed the meeting that Mr J P Coverdale wished to be considered for nomination for the position of Chairman.

It was proposed by Mr D R Brotherton, seconded by Mr S Stark and RESOLVED that Mr J P Coverdale be elected as Chairman.

As there were no other nominations Mr J P Coverdale was duly elected as Chairman. The remainder of the meeting was chaired by Mr J P Coverdale.

ELECTION OF VICE CHAIRMAN

Mr S Stark informed the meeting that he wished to be considered for nomination for the position of Vice Chairman.

It was proposed by Mr R A Armitage seconded by Mr P E Clark and RESOLVED that Mr S Stark be elected as Vice-Chairman.

As there were no other nominations Mr S Stark was duly elected as Vice-Chairman.

MINUTES OF LAST MEETING

The Clerk had circulated a copy of the Minutes of the meeting held on 29th October 2018

Mr D R Brotherton noted that one of his initials in the minutes was incorrect.

The Clerk confirmed that it will be corrected in the Minute book.

Members who were in attendance at the last meeting Unanimously agreed following inclusion of the above correction that the Minutes of the Meeting held on 29th October 2018, a copy of which had been sent to all Members, be RESOLVED and taken as read and approved and that they be forthwith signed by the Chairman as a correct record.

MATTERS ARISING

The Clerk reported that no other matters were arising from the Minutes of the last meeting which were not covered on the Agenda

RECOMMENDATIONS OF SUBCOMMITTEE MINUTES 1ST NOVEMBER 2018

Members reviewed the recommendations made in the Minutes of the Sub Committee held on 1st November 2018 a copy of which had been circulated with the Agenda.

1) Recruitment Of an Excavator Driver in The Boards Workforce

The Clerk reported that the Board had recruited Mr John Barnes Tee (Member of public at last meeting). This following a second day of interviews and excavator practical's held at Boards office on 1st November 2018 The Board invited nine candidates but not all attended

2) Review of Resources Employed by Foss (2208) IDB

3) Putting in place Enhanced Remuneration / A Call Out System for Workforce Out of Hours Call Out

Members reviewed the recommendations of the Sub Committee.

Out of Hours Call Out

The Clerk believed that it was not practical with only three in the Boards workforce to have an out of hours call out system in place particularly if double manning is required.

Mr S Wragg recognised the difficulties highlighted with a limited workforce and as an aspiration with three in the workforce it is not practical.

Westfield Beck Pumping Station Screen Automation

The Chairman believed an answer for Westfield Beck pumping Station could be automated screens.

The Engineering Assistant reporting that he had recently requested a quote from an auto screen manufacture called Brackett Bosker for this location. This was also along with quotes for other installations for other Boards in the York Consortium. These other Boards are looking for replacement auto weed screens following issues with existing equipment.

Mr I Ridsdale believes that Westfield Beck pumping Station needs sorting out if it is unable to be cleared with just a rake.

Board Responsibility as a Risk Management Authority

Mr S Wragg however noted that it was a priority of the Board to try to protect people and property as a risk management Authority. This being part of the Boards remit as the Local Drainage Authority, however it was recognised that Westfield Beck is a Yorkshire Water Pumping Station and slightly irregular circumstances. In view of this he did not totally accept the recommendation of the Sub Committee as Westfield Beck was one of many potential places at which assistance may be required. The recommendation however is all encompassing. It may be the Board could help in other circumstances.

The Chairman believes the Board can attend in normal working hours and as planned work as part of the Boards current routine. However the difficulty arises with unplanned out of hours and in effect he believes the recommendation stands. He recognises that other avenues may need to be explored.

The Clerk believes it is important to be aware the Board does not have a callout system in place. This along with the availability of an excavator to be able to attend in the middle of the night. The Board needing to manage these expectations and in this matter appears to be on its own.

Mr S Stark believes the Board needs to have the workforce and infrastructure in place to man up callouts. This is not currently readily available with only three in the workforce. In relation to the numbers it is probably hard enough to get someone to take the call and then resourcing the call out is even harder. If resources are not available then the Board responding is potentially taking risks.

The Engineering Assistant believes a duty of care is required and appropriate risk assessment is carried out and appropriate resources despatched. The resources when required may not be adequate. It is however very hard not to respond to someone calling in distress with rising water levels.

Environment Agency Position

Cllr A S Richardson asked if the Environment Agency had any interest in this location because of the potential flood risk.

Mr S Wragg believed that the Agency were unlikely to 'en-main' the pumping station as it provides pumping from an 'Ordinary watercourse' to the same. They however will be looking at the area under the York Five Year plan but at this stage it is uncertain what will be concluded. It being noted as an example that the Foss is unlikely to be en-mained up to the proposed flood storage at Lilling Green.

Further Consideration of Sub Committee recommendation

Mr D M Crossley noted the Board clearly needs to explore other avenues to make an alternative recommendation.

Mr S Wragg suggested that the recommendation could be changed to reflect risk management .What do other Boards do as a risk management authority perhaps using best possible endeavours and Health and Safety compliance with appropriate risk assessments.

The Clerk believes Yorkshire water and other partners are not providing support and the Board is very much on its own. Turning up with an excavator is beyond what is normally practical.

Cllr A S Richardson asked about attendance in widespread events as a potential exists to claim back costs from government

The Chairman suggested amending the wording of the recommendation of the Sub Committee to reflect the comments of Mr S Wragg.

Mr C Chambers noted that the Board had been asked only to consider approving or not the recommendation of the Sub Committee not to rewrite it. If not approved and needing further consideration then the Sub Committee should be asked to consider it again.

Members decided a further Subcommittee meeting will be required to consider this matter and the Sub Committee membership will be increased to include Mr S Wragg who was willing to join. The Board hoping to move this matter forward as soon as possible.

Mr D R Brotherton noted that Yorkshire Water employed Framework Contractors doing work that may be able to offer a resource out of hours.

Conclusion

Members accepted the recommendations of the Sub Committee for the first two items but agreed a further meeting of the Sub Committee will be required to further consider the Boards out of hours response.

The Clerk thanked the Sub Committee for help recruiting the Workforce Excavator driver and the other work it had carried out.

MATTERS ARISING

The Clerk reported that no other matters were arising from the Minutes of the Sub Committee which were not covered on the Agenda.

HEALTH AND SAFETY

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

The Engineering Assistant reported that the workforce Health and Safety reviews will be carried out in January and the plans for training confirmed for the following year.

RATES

The Clerk reported that the total rates collected up to the 8th January 2018 are as follows:

(a) Special Levy -	£296,126.93	(100.0%)
(b) Direct Levy -	<u>£47,206.31</u>	(100.0%)
	<u>£343,333.24</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.

TRANSFER TO SPECIAL LEVY AND 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 a location which is only 1/3rd acre and is now a garden for the transfer from agricultural usage to East Riding of Yorkshire Councils Special Levy. A further location is a transfer from agricultural usage as it is now a hardstanding which the business is now paying business rates. This is a transfer to the City of York Councils Special Levy.

Members discussed the land tabled for consideration

Amounts to be Written Off

An overall sum in drainage rates remaining on land to be transferred to Special Levy which cannot be collected amounts to £11.93 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 East Riding of Yorkshire Council and the City of York Council.

It was then proposed by Mr S Stark, seconded by Mr D M Crossley and UNANIMOUSLY APPROVED for the transfer of the land to the Special Levy as per the maps provided and the write off in the sum of £11.93 from the Board's rates income in relation to land transfers.

STAFF

GIS Technical Support

The Clerk reported that the temporary GIS mapping Technician has now left the Board having obtained a full time position. The work package on field referencing for drainage rates is not complete but significant progress has been made.

Consortium Staff Planning Officer

The Clerk informed that the Boards Planning Officer gave notice to leave at the beginning of December; The Board has advertised the vacancy and has had a number of candidates applying. However many are not suitable but some are being invited to interview shortly. The Board currently is managing to deal with the planning at the moment. However this is a heavy workload and it is a priority to recruit and fill the vacancy.

Mr D J E Sherry asked about the skills the Board were seeking in recruiting for this position.

The Clerk explained the credentials the Board are seeking in the candidates and what the role entails.

Mr S Wragg also explained the Councils work and input as LLFA and how they work closely with the Board on this matter.

Additional Technical Support

The Clerk informed that the Board was scoping an additional position to provide technical support as a shared consortium resource. This being included in the budgets presented as consortium costs. Consortium staffing to be considered at the annual Consortium Management Committee (CMC) meeting.

Meeting Date

The Clerk confirmed the next meeting of the Consortium Management Committee will be held on Tuesday 12th February 2019 at the Escrick Club in Escrick, York. This is prior to the next meeting of the Board on 25th February 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 on the CMC Committee

The Clerk asked the Board if it wished to sustain its two nominated Members for the meeting who are Mr J P Coverdale and Mr D J E Sherry who is currently the Chairman of the CMC Committee.

CONSORTIUM ARRANGEMENTS

Mr D M Crossley proposed sustaining its two currently nominated Members for the meeting.

Mr I Ridsdale seconding the proposal of Mr D M Crossley which was UNANIMOUSLY AGREED to sustain the above arrangements for Mr D J E Sherry and Mr J P Coverdale to remain its two nominated Members for the Consortium Management Committee. The Members being given authority to act on behalf of the Board.

PLANT RENEWAL

Plant Renewal Sheet

The Clerk has circulated a suggested plant renewal and replacement sheet up to 2022/23 with the Agenda. The yellow portion highlighting financial year 2019/20

Financial Year 2018/19

The Clerk confirmed that the Board had sold its Peugeot Expert van at auction and had kept its back mower rather than selling it. It had also been considered necessary to purchase a towing bowser to fuel the Boards equipment. The Board also leasing a Mitsubishi L200 pickup truck for two years which is being used as a consortium vehicle.

The Engineering Assistant reporting on the details of why a new check valve was required on the excavator.

Financial Year 2019/20

The Clerk confirmed that the Boards trailer is becoming old (ten years ish) and in need of repair so it is intended to part exchange it in for a new one. This along with purchasing a flail head for use on the excavator arm. A total investment of £8,500 after part exchange of the old trailer.

Approach to Provision of the Boards Watercourse Maintenance

The Clerk noted the Board has moved towards a contracted watercourse flail mowing service. This appearing to be cheaper than purchasing the machinery and conducting the work in house with the Boards workforce. The Boards tractor and flail being sustained by the workforce for the remainder of the work. The Board further operates and conducts tracked excavator work in house owning its own excavator. The Board finding it hard to obtain contractors with the operational experience and equipment for this work. This work including conducting watercourse maintenance and bank repairs.

Plant Replacement and Boards Reserves

The Clerk noted the importance of sustaining the Boards workforce productivity with reliable equipment. The table showing replacement of the Boards excavator on a five year basis. It is also unknown what will replace the Boards tractor and flail. It being uncertain it will be similar to existing or if an additional smaller excavator will be purchased. However in 2020/21 funds are provided for replacement. The Boards current plant reserve funds are likely to be reasonably healthy if any surplus at the end of 2018/19 is included in this sum. This to fund future year's replacement which roughly requires £30,000 per year added. This also including the costs of replacing both pickup trucks.

The Board Members considered the Boards position with its plant renewal sheet and future funding needs.

BUDGET 2019/20

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 2018/19 and advising on a potential budget for financial year 2019/20. The option given was based on a rate of 4.21p in the £. an increase of 2.93% and provided details as to the budgets composition.

The Clerk noted that RPI at the current time is 2.0% (November 2018) and with the uncertainty of Brexit could go up to 3%. This being indicative of rising costs.

The Clerk went through the budget sheet line by line. This estimated a net surplus of approximately £63,783 for the end of 2018/2019 financial year which will be allocated to contribute to the Boards plant renewal funds. If the Board then increases its drainage rates to 4.21p for 2019/2020 financial year and purchases equipment as illustrated in the plant renewal programme the Boards reserves would increase to £575,116 at the end of financial year 2019/20. This equating to an increase in reserves of £15,935.73.

The Clerk noting the increased income from Highland water contribution and savings in consortium staff and cost which have helped produce this surplus in 2018/19.

The Clerk noting that if the year 2019/20 is favourable and the estimated expenditure is less the surplus may become larger. The Board however at this stage has an element of uncertainty on the costs of contracted out maintenance work which has not yet been tendered.

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

The Clerk highlighted that the Board needed adequate reserves not only to sustain plant purchase and maintenance works. It also has opportunities to contribute to partnership funding if required to progress studies or work it considered appropriate. This along with other responsibilities such as employment costs and asset refurbishment and repair as it arises.

Mr M Kemp noted the supporting information and justification for the rate and proposed a rate of 4.21p in £. an increase of 2.93%.

Cllr A S Richardson seconding the proposal of Mr M Kemp.

Members were Unanimously in agreement to the proposal of Mr M Kemp

LAYING OF THE RATE & SPECIAL LEVIES

The proposal of an increase in rates and levies at 2.93% was carried and RESOLVED 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 13.73% and 86.27% 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 4.21p in the £. for the period ending on the 31st day of March 2020.

A Special Levy chargeable to **RYEDAILE DISTRICT COUNCIL** in the sum of £3,790.09, for the period ending on the 31st day of March 2020.

A Special Levy chargeable to **THE CITY OF YORK COUNCIL** in the sum of £284,325.30, for the period ending on the 31st day of March 2020.

A Special Levy chargeable to **HAMBLETON DISTRICT COUNCIL** in the sum of £916.39 for the period ending on the 31st day of March 2020.

A Special Levy chargeable to **THE EAST RIDING OF YORKSHIRE COUNCIL** in the sum of £15,836.08 for the period ending on the 31st day of March 2020.

AND that the Special Levies shall be payable in two equal instalments on the 1st May 2019 and the 1st November 2019.

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.

PURPOSES under the Land Drainage Act 1991 for which the Rate mentioned is made.

AMOUNT of the Rate in the £. for the Occupiers' Rate.

- | | | | |
|----|---|---|-------|
| a) | Expenses of Administration under this Act. |) | |
| b) | Works of maintenance under the said Act. |) | 4.21p |
| c) | Improvement of existing works under the said Act. |) | |
| d) | New works under the said Act. |) | |
| e) | Precept of The Environment Agency under the said Act. |) | 4.21p |

ASSISTANT ENGINEERS REPORT

Maintenance

The Engineering Assistant had circulated a report at the meeting regarding the Boards maintenance works which was considered at the meeting. A copy of the Boards map was also displayed at the meeting showing the progress of the works.

Local Board Break In

The Clerk informed that the Board broken into appears to have adequate insurance cover for its losses and insured on a similar basis to Foss (2008) IDB. In relation to security the Board is intending to create a picture database of its tools and equipment in case any are stolen or lost.

Debris in Watercourse

Mr S Stark noted that some debris had accumulated under the bridge going down to Farlington.

The Engineering Assistant offered to investigate

Cornborough Dyke

Mr P E Clark noted that the Cornborough Dyke needed some maintenance

The Engineering Assistant offered to investigate

BYELAW
ENFORCEMENT
MATTERS

The Clerk reported having a meeting with an ADA representative to review already available documents from IDB's on this matter. Then also pulling together a scope for the next ADA Policy and Finance Group Meeting to consider to progress this work. This meeting being held with ADA in February 2019. The work to be progressed over the next year.

ADA NORTHERN
BRANCH MEETING

The Clerk informed that a Northern Branch ADA Meeting is due to be held on 24th January at the Masonic Hall in Howden if any Members wish to attend. The Clerk having circulated details with the Agenda. The Clerk is giving a talk regarding the removal of the sunken boats on the River Hull. Any members wishing to attend are welcome.

Good Governance guide and Training

The Clerk informed that ADA has produced a good governance in IDB's document, they are organising training days in relation to this, nearest to us is Doncaster Knights Football club on 20th March 2019. You can book onto these on the ADA website.

Floodex 2019

The Clerk informed that ADA were organising another Floodex conference at Peterborough East of England Showground on 27th & 28th February, anyone wishing to attend please let the Clerk know.

CORRESPONDENCE

Abstraction Licences

The Clerk reported another letter had arrived recently from the Environment Agency regarding water abstraction licences. The scope now being extended to include IDB water transfers for irrigation which previously was excluded. This however does not appear to have any implications to this Board because the Board is not water feeding for irrigation or other purposes. These arrangements however will have implications to navigation authorities topping up water for navigation.

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.

The Board APPROVED the comments.

(SEE APPENDIX TO MINUTES)

CONSENTS

The Clerk referred to the Consent granted 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 Boards Current Account. The statement shows a credit balance of £480,907.09 with Barclays Bank as at the 28th December 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 £62,210.91. The Board placing funds 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 £629,559.90.

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

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 Board Unanimously RESOLVED that payment of these accounts be confirmed.

(SEE APPENDIX TO MINUTES)

YORK FIVE YEAR PLAN UPDATE

The Clerk had circulated a document with the Agenda to update Members on the progress of the York Five Year plan. This being progressed in partnership by the Environment Agency. It indicates where the project is getting to and an overview on how Tang Hall Beck Westfield Beck and South Beck will be progressed in the future.

The Clerk further noted that the Foss Barrier and upstream storage are also covered which appear to be progressing quickly. The Board having recently provided a response to a scoping report through the planning process in relation to the upstream storage This response is hoped will be hosted on the Planning Portal on CYC website. The Clerk will attend as many of the meetings as possible. A discussion around this took place.

Mr S Wragg noted that the storage reservoir will be a reservoir under the Reservoir act and have an appropriate spill way in an extreme event. However greater detail will be addressed in more detailed design.

Members discussing various aspects of the proposal including what flooding will be caused to flood land upstream and the longer term impact on Black Dyke.

DATE OF NEXT MEETING

It was directed that the next Meeting of the Board is to be held at the **Memorial Hall, Huntington, York** on **Monday 25th February 2019** commencing at **1.30pm**.

DATES OF FUTURE MEETINGS

Monday 3rd June 2019
Monday 2nd September 2019
Monday 28th October 2019

ANY OTHER BUSINESS

The Clerk noted he had a letter from Yorkshire Water in relation to times of drought of abstracting more water at Barmby Barage. This then requiring less from Elvington.

The Clerk informed that this may not now be required as the weather was now wetter but he was uncertain if this causes any problems to landowners. This concerning land drainage with alternative Barmby Barrage operations

Mr D R Brotherton apologised as he would be unable to attend the February meeting.

The Chairman closed the meeting at 3.20pm as there was no other business.

(APPENDICES TO FOLLOW)