

MINUTES of Meeting held on Monday 18<sup>th</sup> March 2019 at the Buckles Inn, Off A64, York

PRESENT

Mr S E Jackson (In the Chair)

Mr C E Mills

Mr A P Sykes

Mr R F Hildreth

Mr S Barnes

Mr A Percy

Mr J Bramley

Mr C Clayton

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 J Sanderson, Mr J B Blacker, Cllr J Galvin, Cllr D Carr, Mr S Wragg, Mr J Tull and Cllr K Ellis.

The Clerk informed members that with 9 members in attendance, a quorum of ten members was not present.

The Clerk informed Members that the Board had to consider machinery purchase to place orders, particularly for the excavator purchase which has a long delivery period. Standing Order 27, to suspend SO 4(a), could be invoked by resolution of at least 75% of the members present.

Members UNANIMOUSLY AGREED to invoke Standing Order 27, to suspend SO 4(a).

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 C E Mills proposed, which was seconded by Mr A P Sykes and UNANIMOUSLY AGREED that the Minutes of the Annual General Meeting held on 21<sup>st</sup> January 2019, a copy of which had been sent to all Members, be taken as read and approved and signed by the Chairman as a correct record.

MATTERS ARISING

Byelaw Enforcement with BT

The Engineering Assistant reported that he had met BT and City of York Council and BT agreed to move the box to a more suitable location which was now in hand.

## **Board Reserves**

The Chairman reported he had checked the Boards historical reserves from Marston Moor Board minutes prior to amalgamation. He noted the reduction in the Boards reserves is in excess of £100,000 with the current Board.

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

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

The Clerk reported that the rates collected up to 18<sup>th</sup> March 2019 are as follows:

(a) Special Levy	-	£306,911.52	(100%)
(b) Direct Levy	-	<u>£ 62,511.01</u>	(99.9%)
		<u>£369,422.53</u>	

The Clerk noted a few accounts were in credit where overpayments have been made. 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 demand.

The Engineering Assistant had sent a report to Members with the Agenda prior to the meeting. The report was presented and considered. Maps were provided at the meeting showing the work carried out in each sub district. As the period of time since the last meeting has been quite short only a limited amount of work has occurred.

The Chairman asked the Engineering Assistant to thank the workforce for carrying the work out and which includes the refurbishment of the fuel bowsers.

## **Northfield Drain**

Mr R F Hildreth noted that the Northfield Drain required cleaning out which possibly needs a small excavator to do the work.

## **Fleet Foss**

Mr A P Sykes asked if the Fleet Foss had been cleaned out overall.

The Chairman noted that having recently viewed the work conducted in the middle reaches material remains in the lower reaches in Nun Appleton Estates land. He believes this should be removed to complete the work for now.

## **HEALTH AND SAFETY**

## **RATES**

## **ENGINEER'S REPORT**

## **14 Ton Tracked Excavator**

The Engineering Assistant had only been able to obtain two quotes. Two further companies have been asked for quotes but not provided any. These machines have a significant time delay until delivery. It is possible quotes have not been provided because of concerns about currency fluctuations making the machines more expensive to import between the time of placing an order to delivery potentially occurring caused because of Brexit.

The Engineering Assistant recommends the Taylor and Braithwaite offer as this appears to be the most appropriate machine. The Ouse and Derwent IDB, who are also part of the York Consortium, have recently purchased the same machine and to date have not had any problems. The machine however has a reasonably long delivery period which would be confirmed on placement of an order

Mr A P Sykes proposed that the Board should purchase the 14 Ton Hyundai from Taylor and Braithwaite in the sum of £98,000 with an expected delivery in about 5 months.

Mr C E Mills seconding the proposal of Mr A P Sykes which was **UNANIMOUSLY AGREED** by the Board.

## **Bomford Hawk Flail**

The Engineering Assistant had obtained three quotations for a Bomford Hawk tractor mounted flail. This to be used for occasional flailing but also for spraying when spray equipment has been fitted to the boom. The quotes are as follows:

### **New**

Farmstar – £17,250.00

K Tractors – £17,856.00

### **Second-hand Machine**

Farmstar Marr Doncaster – £6,250.00

Mr C Clayton proposed that the Board should purchase the Bomford Hawk Flail from Farmstar in the sum of £17,250.

Cllr D Mackay seconding the proposal of Mr C Clayton which was **UNANIMOUSLY AGREED** by the Board.

## Harewood Whin Landfill Site

The Engineering Assistant reported this site was closed, the Board now having to dispose of material as mixed waste in skips.

The Board will take this matter up with Mr S Wragg/ Cllr A Waller and also see if any opportunities exist with North Yorkshire such as the facility at Boroughbridge.

### PRECEPT

The Clerk advised the precept has been confirmed by the Environment Agency in its letter dated 11<sup>th</sup> February 2019 at £43,272.00 for financial year 2019/20. This keeps the precept at the same level as the last five financial years.

### INSURANCE

The Clerk is scoping the Boards Insurance Covers, which used to be due for renewal on 1<sup>st</sup> April 2019. The covers having been extended this year until June for renewal.

The Clerk will be asking Towergate as the Boards Insurance Broker to seek covers to sustain the Boards policies. The Board at its next meeting in June will be able to review the covers and costs if required.

### CONSORTIUM MANAGEMENT COMMITTEE MEETING

The Clerk reported that a Consortium Management Committee Meeting was held on 12<sup>th</sup> February 2019. The meeting was attended by Mr S Jackson. However Mr M Haigh was unable to attend. 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 number of Boards in the overall Consortium and the administration efficiency in relation to the wider resources should an appropriate opportunity arise. This requires a reasonably sized Board for efficiencies to be achieved. Committee Members gave 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 which this Board is clearly progressing.

The Clerk noted the requirement to recruit a Planning Officer for the current vacancy and a wider technical resource for capital applications and graphic electronic mapping. He however intends to recruit the Planning Officer first.

The Chairman noted the potential flexibility offered to share equipment with other Boards.

The Engineering Assistant would be concerned about this approach because of previous difficulties which had occurred in the past.

## STAFF

Mr A P Sykes asked about the Boards % contribution to the office lease.

The Clerk explained the process for valuing the offices and setting the lease which has been renewed on a three year basis along with the percentage of the lease paid by the Board.

### Workforce

#### Pay Increase 2019/20

The Clerk informed the Board that agreement had been made with the ADA Lincolnshire Branch for the 2019/20 financial year.

The Board Members UNANIMOUSLY AGREED that the Board makes a 2.7% increase to its salary payments from 1<sup>st</sup> April 2019.

#### Consortium Planning Officer

The Clerk reported that the Board had had numerous applications for the position. The Board has now made an appointment and it is hoped that they will be able to join the Board in the first week in April. The Board has taken the opportunity to change how the applications are processed and recorded along with creating an improved database to record applications. This has enabled the Clerk to cover the work as well as his own. This is important to sustain and deliver the planning advice information by the return dates as well as not to create a backlog for the new recruit. The Board because of the increased admin requirement has currently taken on a temporary person to help producing and mailing the Boards rate invoices so they can hopefully be sent out close to 1<sup>st</sup> April when they become due.

#### Technical Support.

The Clerk reported the Consortium Boards had agreed a vacancy to be filled for consortium technical support work for the next financial year 2019/20. However the Clerk intends not to recruit to this position until the new planning officer has settled into post.

## CORRESPONDENCE

### ADA Northern Branch

The Clerk informed Members of the ADA Annual Northern Branch Conference to be held on 24<sup>th</sup> May 2019 the venue at this stage being uncertain but being likely to be in the East Riding of Yorkshire Council district. The Clerk noted that the Consortium administration was helping with the organisation of the event.

### Good Governance Guide and Training

The Clerk informed that ADA has produced a Good Governance in IDBs document, they are organising training days in relation to this, nearest to us is Doncaster Knights Football Club on 20<sup>th</sup> March 2019. You can book onto these on the ADA website.

### Environment Agency Conference

The Clerk informed Members that the conference will be held in Telford from 18<sup>th</sup>-20<sup>th</sup> June 2019.

The Clerk informed that he would attend for part of the conference on behalf of the Consortium.

The Clerk reported that beyond 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.

Mr A P Sykes noted that application 18/02687/OUTM Barwood Trust had the numbers of houses proposed on the report transposed it quoting 156 when in reality it was 516.

**(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 bank is also making bank charges to the Foss (2008) IDB and thus a small recharge is being made to the Board from Foss (2008) IDB for electronic bank transfers.

The Clerk produced the Bank Statements for the Boards Current Account showing a credit balance of £601,288.85 with Barclays Bank as at 8<sup>th</sup> March 2019.

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 £72,767.46. 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 account is £760,498.21.

## 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 Engineering Assistant explaining the plant repair costs as a query was raised by Mr A P Sykes.

Mr A P Sykes asked about electricity purchase.

The Clerk explained that the Board seeks three quotes on electricity purchase and usually on contracts for a period of one to two years.

Mr R F Hildreth asked if information could be provided about the rates of electricity the Board was achieving.

It was recommended that the Board should **RESOLVE** that payment of these accounts be confirmed.

### **(SEE APPENDIX TO MINUTES)**

## DATE OF NEXT MEETING

It was recommended that the next Meeting of the Board would be held on **Monday 17<sup>th</sup> June 2019** at the **Buckles Inn, Off A64, York, YO23 3PW** at **6.30pm**.

Members agreed they were happy with this venue for future meetings.

## FUTURE MEETINGS

Future dates for meeting at the same venue to be held at 6.30pm on:

Monday 16<sup>th</sup> September 2019

Monday 18<sup>th</sup> November 2019

## ANY OTHER BUSINESS

### **Flood Alerts**

Mr C Clayton raised that the Agency had issued flood alerts on Sunday but had not opened the flood room for queries. He noted another branch was off at Cherry Tree.

## **Work Experience**

The Engineering Assistant had been approached by Selby High School to host a student seeking work experience with our workforce.

The Clerk noted the Board needs to check its insurance and prepare appropriate risk assessments and insurance.

Members were happy to host a student if the appropriate measures are put in place.

There was no other business and the Chairman declared the meeting closed.

**(APPENDICÈS TO FOLLOW)**