

MINUTES of the Annual General Meeting held on Monday 6th January 2020 at the Strensall and Towthorpe Village Hall, Northfields, Strensall, York

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
Mrs S Wiseman
Mr D M Crossley
Cllr M Waters
Cllr T Fisher

The Clerk – Mr W Symons
Engineering Assistant – Mr N Culpan
Member of the Public – Mr A S Richardson

APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr D Sykes and Mr M Cockerill.

MEMBERSHIP

The Chairman welcomed Members to the Boards Annual General Meeting and introduced Cllr T Fisher. A new Nominated Member by City of York Council.

DECLARATION OF INTEREST

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.

MINUTES OF LAST MEETING

The Clerk had circulated a copy of the Minutes of the meeting held on 28th October 2019.

Cllr T Fisher noted that it was the City of York Council rather than York City Council (Page1).

Members who were in attendance at the last meeting UNANIMOUSLY AGREED following the slight change noted above that the Minutes of the Meeting held on 28th October 2019, 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.

RATES

The Clerk reported that the total rates collected up to the 3rd January 2020 are as follows:

(a) Special Levy -	£304,867.86	(100.0%)
(b) Direct Levy -	£48,244.06	(99.7%)
	<u>£353,111.92</u>	

The Clerk further reported that there were a few outstanding rate accounts mostly of a low value. One account being likely to be progressed to Court and another new ratepayer having land transferred to him but now at a second reminder stage. 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 informed that he annually updated the land for consideration for transfer to Special Levy and the resultant write off of agricultural rates which cannot be raised. However, although numerous planning applications were being progressed, he was not aware of any which needs transfer or any sums needing consideration of write off at the current time.

STAFF

Additional Technical Support

The Clerk informed that the Board was scoping the requirement of an additional technical support position as a shared consortium resource. The funding of this position being included in the budgets presented as consortium cost. However the post has not yet been filled but we are likely to make an appointment and fill it in the next financial year.

Mr D R Brotherton asked about how the Boards of the Consortium had managed without the resource.

The Clerk informed that some technical matters such as electronic mapping and trying to obtain funding for capital work had not progressed. However, it was important to recruit the planning officer which is now resolved and consideration of the specific job profile can now be produced.

The Chairman noted how difficult it was to find the correct person with the appropriate set of skills.

CONSORTIUM ARRANGEMENTS

Meeting Date

The Clerk confirmed the next meeting of the Consortium Management Committee will be held on Tuesday 11th February 2020 at the Escrick Club in Escrick, York. This is prior to the next meeting of the Board on 24th 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.

Members 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.

MAINTENANCE POLICY

The Clerk informed the Board that its Maintenance Policy was influenced by it being believed to be cheaper to contract out watercourse flailing than doing this work with the Boards workforce. This now had been confirmed as the Board had introduced a new computer system to record the work from the Boards' workforce timesheets and contractors' invoices. The data and information being used to produce the Boards submission for Highland/Upland Water contributions.

The Clerk reported that improved recording of the in house work with more accurate lengths of watercourses maintained has helped refine the Boards costs for flailing works. This in turn has made the Board able to compare in house to the contractors rates the analysis of which is included in the Board's budget papers provided with the Agenda. This information has confirmed that flailing work is cheaper contracted out with the current market rates. The Boards in house costs including employment costs, depreciation of equipment, fuel, machinery maintenance and insurance in the rates used and applied.

It is therefore important to consider the Boards procurement of works in the future. This is because the Boards tractor and flail is due for renewal if required to deliver a significant amount of the Boards flailing work. The replacement is intended to sustain reliable equipment and avoid breakdown to sustain productivity. The plant renewal sheet is developed on the basis of keeping the current tractor and flail for lighter more occasional duties and contracting the flailing work out. The Board then investing in a smaller excavator for more intensive channel works.

Mr P E Clark asked about the makeup of the contracted rate for flailing.

The Engineering Assistant reporting that the Board asked for a unit linear rate for carrying out flailing work from its contractors which was largely applied to all circumstances.

Cllr M Warters noted all the questions he would have asked have been answered.

Mr D R Brotherton asked if enough flailing capacity was available with local contractors.

The Engineering Assistant believing that it was. He noted Ainsty (2008) IDB Board having recently sold its Spearhead machine to a local contractor who has previously carried work out for the Board.

PLANT RENEWAL

Plant Renewal Sheet

The Clerk has circulated a suggested plant renewal and replacement sheet up to 2026/27 with the Agenda. The yellow portion highlighting financial year 2020/21. This was based on the Board retaining its existing flail mower and tractor for light duties. To then contract out flailing across the Boards district. To then purchase a smaller excavator and for the Boards workforce to focus on excavator channel works along with other maintenance activities usually carried out.

Financial Year 2019/20

The Clerk confirmed that the Board had part exchanged its trailer and had kept its back mower after it was repaired rather than selling it.

The Clerk however proposed that he Board contracts out most of its maintenance flailing to contractors in financial year 2020/21 and then focuses its workforce on channel clearance bank repairs and improvements. To do this the purchasing this financial year (2019/20) of an 8t excavator at a cost of £85,000 is proposed.

Members asked about the proposed excavator and the equipment it will be provided with which the Engineering Assistant explained the Board can then use its existing Massey Ferguson tractor for more occasional flailing. This along with using the flail boom (arm) for spraying along with the tractor being used to tow the agricultural trailer.

The Clerk further informed that the Foreman's pickup truck was no longer in warranty and had reasonably high mileage for its age. The Board also had not had very good customer support along with experiencing breakdown problems which would not be expected with this age of vehicle. It was therefore suggested that it should be part exchanged for a new vehicle with a particular focus on the warranty provided. The Board requiring reliable 4x4 pickups to service the two excavators with fuel and travel to site. A greater demand for transport to site being required as usually the tractor and flail would be fuelled and driven from the Boards depot to site. Tracked excavators were usually site based and moved as required.

Financial Year 2020/21

The Clerk confirmed that the Board would also hold a contingency sum of £15,000 for 2020/21 which would be intended for consideration of repairs or replacement of the tree shears. Repair/replacement of the back mower and also a handling timber pile grab which is hoped to improve safety and speed of carrying out bank stability work. This sum however is not enough to cover all these items but is a provisional sum to see what can be progressed during the year. It being proposed that the old Toyota Hilux pickup would then be likely to be replaced in financial year 2021/22.

Mr I Ridsdale believed it would be cheaper to contract back mowing in for the limited amount of work carried out. This being an alternative to sustaining the existing equipment.

The Clerk informed that the Vice Chairman had asked to discuss these proposed changes of maintenance work with the workforce which he was already intending to do as soon as possible after the meeting.

Mr P E Clark asked who would be able to drive the excavators.

The Engineering Assistant reported all three Members of the workforce were trained and able to operate the machines.

Mrs S Wiseman asked what would happen if they did not accept the changes.

The Clerk noted that the job descriptions for the workforce cover this type of work. The role is not only using the excavator but part of a wider package of work required by the Board to deliver the maintenance programme. The main change being contracting flail mowing work out.

The Boards budgets being developed on this basis.

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. The Board also has some equipment which is used occasionally and clearly getting older however it is maintained and repaired. This including a Volvo Backhoe excavator. The Boards current plant reserve funds are likely to be low at the End of the financial year with the purchase of new equipment. As the Board is forecasting a deficit at the end of 2019/20 financial year the plant investment in 2020/21 financial year will have to be drawn from the Boards reserves. In reality to fund future year's replacement of equipment roughly requires £30,000 per year added. This sum including the costs of replacing both pickup trucks when required.

The Board Members considered the Boards position with its plant renewal sheet and future funding needs and **UNANIMOUSLY AGREED** to the approach suggested by the Clerk.

BUDGET 2020/21

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 2019/20 and advising on a potential budget for financial year 2020/21. The option given was based on a rate of 4.32p in the £. an increase of 2.61% and provided details as to the budget's composition.

The Clerk noted that RPI at the current time is about 2.6% 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. He however noted the increased machinery costs giving an estimated deficit of approximately £23,741 for the end of 2019/2020 financial year. The estimates include an increase in the Boards drainage rates to 4.32p for 2020/2021 financial year. On the basis that the Board makes a minimum amount of purchases of equipment as per the plant renewal programme the Boards reserves would decrease to £559,793 at the end of financial year 2020/21. This equating to a decrease in reserves over the financial year of £2,821.

The Clerk noting the increased income from the highland water contribution and savings in consortium staff and costs have helped significantly to reduce the deficit created by machinery and computer purchases in 2019/20.

The Clerk noting that if the year 2020/21 is also favourable and the estimated expenditure is less the deficit may then become a surplus. The Board however at this stage has an element of uncertainty on the costs of increased contracted out flailing work which has not yet been tendered.

Board Members discussed this matter in detail along with the position on the Boards reserves and the proposals for purchasing of plant.

The Clerk highlighted that the Board needed adequate reserves not only to sustain plant purchase in the future 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.

Cllr T Fisher noted the supporting information and justification for the rate and PROPOSED a rate of 4.32p in £. an increase of 2.61%.

Mrs S Wiseman seconding the proposal of Cllr T Fisher.

Members were UNANIMOUSLY IN AGREEMENT to the proposal of a rate of 4.32p in £.

LAYING OF THE RATE & SPECIAL LEVIES

The proposal of an increase in rates and levies at 2.61% 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 4.32p in the £. for the period ending on the 31st day of March 2021.

A Special Levy chargeable to **RYEDALE DISTRICT COUNCIL** in the sum of £3,889.12, for the period ending on the 31st day of March 2021.

A Special Levy chargeable to **THE CITY OF YORK COUNCIL** in the sum of £291,754.23, for the period ending on the 31st day of March 2021.

A Special Levy chargeable to **HAMBLETON DISTRICT COUNCIL** in the sum of £940.33 for the period ending on the 31st day of March 2021.

A Special Levy chargeable to **THE EAST RIDING OF YORKSHIRE COUNCIL** in the sum of £16,249.85 for the period ending on the 31st day of March 2021.

AND that the Special Levies shall be payable in two equal instalments on the 1st May 2020 and the 1st November 2020.

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. |) |) | 4.32p |
| 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. |) |) | 4.32p |

ASSISTANT ENGINEER'S REPORT

The Engineering Assistant had circulated a report with the Agenda and also displayed on maps at the meeting of the work carried out. He further noted that the tree works in Strensall on the River Foss had been slightly more expensive at £1,200. The work now is completed.

Cllr T Fisher noted the Parish Council had decided to engage a contractor to treat the roots of the trees so they should not grow again.

Bone Dyke Work

Cllr T Fisher also asked about access to Bone Dyke in relation to land ownership changes.

The Engineering Assistant confirming that this will remain adequate.

Herbicide Usage

Mr P E Clark noted how effective the recently carried out herbicide spraying had been in controlling weed growth.

Machinery Purchase as Proposed in the Plant Renewal Schedule

The Clerk asked about the current year's machinery purchase, the equipment being required as soon as possible. The Board can either delegate the decision to a small subcommittee or bring the matter to the next meeting of the Board for consideration.

Mrs S Wiseman proposed delegated authority to consider the purchase of a pickup and sale/part exchange of the 2015 Ford Ranger along with purchase of the 8 ton excavator in line with the budgets highlighted in the plant renewal schedule be agreed. The meeting to include the Chairman and Vice Chairman and one further Member (Mr I Ridsdale).

Mr D R Brotherton seconding the proposal of Mrs S Wiseman which was UNANIMOUSLY AGREED by the Board.

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 shortly.

The Clerk had circulated with the Agenda a draft Health and Safety Policy for Members consideration. This is in the same format as the existing policy and is divided into two parts. The two parts consist of:

- Part 1) Responsibilities and Local Arrangements and
- Part 2) Health and Safety Policy and Guidance

The Boards Health and Safety Consultant had helped to update the documents and it is recognised as circumstances change the document will continue to need updating. However, the document as tabled reflects the current position and the Board is being asked if it wishes (subject to minor amendment) to adopt the enclosed document as its current Health and Safety Policy.

Mr D R Brotherton asked about how the workforce are updated on Health and Safety and the content of the Health and Safety Policy.

HEALTH AND SAFETY

HEALTH AND SAFETY POLICY

The Engineering Assistant confirmed that he was due to hold a review of health and safety shortly with the workforce. In this review he will update the workforce on the content of the health and safety policies and responsibilities in this document along with reviewing health and safety more widely.

Members discussed the document and its content.

The Clerk noted he had discussed the document with the Boards Health and Safety Advisor and noted many of the changes became required because of changing legislation and updated safety guidance.

The Board UNANIMOUSLY AGREED to accept the draft Health and Safety document as its Health and Safety Policy replacing the current document, Authorising the Chairman to sign the document in the relevant section.

The Engineering Assistant asked if Members see either any good or bad practice of the workforce, they should report the matter to the Clerk or himself.

BYELAW MATTERS

The Clerk reported that the work stream of the ADA Policy and Finance Committee had progressed work on possible changes to IDB Byelaws to the 'Model Document' which is used for the formulation of IDB Byelaws. The information and proposed changes have been submitted to Defra just before the start of Purdah rules in the election period. The Clerk heading up the workstream for the committee. The opportunity had occurred following an Agency / Defra PAG (Project Appraisal Group Meeting) held in Lincolnshire. The Clerk should be attending a National Meeting shortly where he can establish if progress is being made.

ADA NORTHERN BRANCH MEETING

ADA Northern Branch Meeting – 5th March at Howden

The Clerk informed this meeting was being organised as a think tank at the Masonic Hall in Howden. This proposed to seek two representatives from each Board in the Northern Branch Area. The aim is to discuss a coordinated approach to IDB matters important in the Northern Branch Area. This is intended to confirm, prioritise and progress relevant local problems relevant to IDBs. In particular this may highlight the problems of watercourse channel maintenance and leaking high level watercourses.

ADA Northern Branch – Summer Conference

The Clerk informed a Summer Conference and trip is also planned on 5th June 2020. This includes a visit to the Vale of Pickering to view the 'Slowing the Flow' Natural Flood Management Project.

Floodex 2020

The Clerk informed that ADA were organising another Floodex Conference at Peterborough East of England Showground on 26th & 27th February. Anyone wishing to attend please let the Clerk know.

CORRESPONDENCE

Foss Water Framework – Water Quality Study

The Clerk reported about a project regarding the Water Framework Directive. In relation to water quality and trying to stop material loss from land and consequential channel silting. In particular the study is surveying river bank conditions and recording the locations where cattle have caused damage paddling the banks in. The work has been commissioned by the Environment Agency but being delivered through North Yorkshire Council sub contracted to the Yorkshire Wildlife Trust.

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 Clerk further informed he was producing the Boards response to upstream Foss Flood Storage proposal. The deadline for which had been extended for the Boards response.

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 £554,369.62 with Barclays Bank as at the 13th December 2019.

The Yorkshire Bank account has an additional credit balance of £150,000. The Board placing funds into a twelve-month deposit account which is achieving 1.75% gross per annum.

The Nationwide Building Society account has an additional credit balance of £62,867.28. 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 £767,236.90.

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.

It was proposed by Mr I Ridsdale, seconded by Mr S Stark and RESOLVED that payment of these accounts be confirmed.

(SEE APPENDIX TO MINUTES)

YORK FIVE YEAR PLAN UPDATE

The Clerk had attended a meeting about the York Five Year Plan (York Flood Defences) on 18th December 2019 in Foss House. 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 upstream storage at Lilling Green being an important part of the plans for flood defence in York. The Board having a number of questions which are not yet provided or resolved. The Boards response will be sent in shortly to the Council.

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 due to be held at the Strensall and Towthorpe Village Hall, Northfields, Strensall, York on **Monday 24th February 2020** commencing at **1.30pm**.

DATES OF FUTURE MEETINGS

Monday 1st June 2020
Monday 7th September 2020
Monday 26th October 2020

ANY OTHER BUSINESS

Mr D J E Sherry asked about Wagg Tail Caravan Park on land which runs into Hopgrove Farm in a corner which is in a poor condition and needs cleaning out.

The Engineering Assistant and Mr P E Clark to have a site meeting and decide how to progress and report back to the Board in his next report.

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

(APPENDICES TO FOLLOW)