

MINUTES of the Annual General Meeting held on
Tuesday 21st January 2025 at the Village Club, Escrick, York

PRESENT

Cllr J Cattnach (In the Chair)
Mr J Hopwood
Mr D Dear
Mr K W Terry
Mr J Daniel
Mr S Christian
Cllr K Arthur
Cllr J Brooks
Cllr M Baker
Dr H Ferguson
Cllr R W Bramley
Mr A Vevers
Cllr C Vassie
Mr M Henderson

The Clerk – Mr W Symons

Engineering Assistant – Mr N Culpan

Member of the Public – Mr M Hewitt

APOLOGIES FOR
ABSENCE

Apologies for absence were received from Mr K Atkinson, Mr I Ellwood, Mrs K McSherry, Cllr S Duckett and Ms V Oldham.

DECLARATION OF
INTEREST

The Chairman informed he was a council nominated member of Selby IDB and uses Brodericks (the company providing the Board's internal auditor), with his work as Chairman of Selby District Vision.

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

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

ELECTION RESULT

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 Cllr J Cattnach wished to be considered for nomination for the position of Chairman.

It was proposed by Mr J Hopwood, seconded by Dr H Ferguson and UNANIMOUSLY RESOLVED as there were no other nominations that Cllr J Cattnach be elected as Chairman.

Cllr J Cattnach was duly elected as Chairman and he chaired the remainder of the meeting.

ELECTION OF VICE-CHAIRMAN

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

It was proposed by Mr J Daniel, seconded by the Chairman and UNANIMOUSLY RESOLVED as there were no other nominations that Mr J Hopwood was duly elected as Vice-Chairman.

MEMBERSHIP

City of York Council Flood Risk Manager

The Clerk welcomed Mr M Henderson to the meeting as the City of York Council's Flood Risk Manager, filling the vacancy created by the promotion of Mr S Wragg.

Reduction in Membership Numbers

The Clerk informed he had not been able to get an update on the progress of the reduction in the Membership numbers.

MINUTES OF MEETING

It was proposed by the Vice Chairman, seconded by the Chairman and RESOLVED that the Minutes of the meeting held on 22nd October 2024, a 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

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

MINUTES OF FINANCE SUB- COMMITTEE MEETING

The Chairman presented the Minutes and recommendations of the Sub-Committee meeting held on 7th January 2025, a copy of which had been sent to all Members. These were summarised by the Clerk and considered page by page.

Transfer to Special Levy and Write-Off

Special Levy

The Clerk had circulated maps and a summary table with the Agenda for the Board's consideration.

The Sub-Committee UNANIMOUSLY RECOMMENDED to the Main Board that the land should be transferred to Special Levy (North Yorkshire Council and City of York Council).

Amounts to be Written Off

An overall sum in drainage rates remaining on land transferred to Special Levy which cannot be collected amounts to £151.43 which is requested for consideration of writing off.

The transfer to Special Levy and sums to be written off was considered by the Sub-Committee Members.

The Sub-Committee Members UNANIMOUSLY RECOMMENDED to the Main Board the write-off of £151.43 in drainage rates.

Members of the meeting UNANIMOUSLY AGREED to ACCEPT the RECOMMENDATION of the Sub-Committee for both the transfer of land to Special Levy along with the write-off of the overall sum of £151.43 in drainage rates.

Consortium Arrangements

Meeting Date

The Clerk confirmed the next meeting of the Consortium Management Committee will be held on 4th February 2025 at **Escrick & Deighton Club, 63 Main Street, Escrick, York, YO19 6LQ**. This is prior to the next meeting of the Board on 24th June 2025. If any matters occur which need urgent attention directly by the Board, then a special meeting of the Board would be required prior to the start of the next financial year.

The Clerk informed the Sub-Committee that the Board's administration costs in this year's estimates are presented based on the costs of the Consortium Arrangements which will be discussed at the CMC annual meeting.

Sustaining the Board's Nominated Members on the CMC Committee

The Clerk asked the Sub-Committee if they wished to recommend sustaining its two nominated Members for the meeting who attended last year who are Cllr J Cattnach and Cllr J Brooks. The two Members being willing to attend if they were available

The Sub-Committee's RECOMMENDATION to the Board is to nominate both Cllr J Brooks and the Chairman (Cllr J Cattnach) to attend the annual CMC Meeting.

Members UNANIMOUSLY AGREED to the above arrangements for Cllr J Cattnach and Cllr J Brooks to be the Board's two nominated Members for the Consortium Management Committee. The Members being given authority to act on behalf of the Board.

Delegation of Equipment Sale/Purchase in 2024/25

Recommendation on Delegated Authority for Equipment Sale/Purchase

The Clerk informed this is the last scheduled meeting of the Board before the end of the financial year. The Board however needs to make formal decisions before the end for the following:

- Sale of the existing 8 tonne Kubota excavator;
- Purchase of the replacement 8t excavator (quotations currently being obtained);
- Purchase of the submersible pump, control panel and accessories.

The Sub-Committee had considered various options and AGREED UNANIMOUSLY to RECOMMEND to the Board that delegated authority be given to the Chairman and Vice Chairman to authorise the investment/sale of the equipment. These decisions being based on the information and recommendation provided by the Engineering Assistant and/or Clerk.

Members of the meeting UNANIMOUSLY AGREED to ACCEPT the RECOMMENDATION of the Sub-Committee for both the purchase and sale of the equipment.

Plant Renewal for 2024/25 and 2025/26

The Sub-Committee Members had considered the plant replacement programme and UNANIMOUSLY AGREED to RECOMMEND the ACCEPTANCE of the plant replacement programme as circulated with the Agenda and approval to progress with its implementation.

Members of the meeting UNANIMOUSLY AGREED to ACCEPT the RECOMMENDATION of the Sub-Committee for plant replacement in 2024/25 and 2025/26.

Budget 2025/2026 – Commercial in Confidence

The Sub-Committee Members UNANIMOUSLY AGREED to RECOMMEND APPROVAL of the budget for 2025/26 to the Board.

Proposal for Laying of the Rate

The Sub-Committee Members had considered the Board's balances held along with the budget proposals and the rate at a sum of 5.40p for 2025/26, an increase of 4.85% over the rates of 2024/25. The increase being recommended by the Clerk.

The Sub-Committee Members UNANIMOUSLY AGREED to RECOMMEND APPROVAL of this rate to the Board.

Budget, Laying of the Rate and Special Levy

The Board considered the recommendations of the Sub-Committee for the budget, the Board's balances along with the Clerk's recommendation for a drainage rate at a sum of 5.40p for 2025/26 with an increase of 4.85% over the rates of 2024/25.

The Chairman noted in the past the Board had not increased its drainage rates for several years. The more recent increases have been linked to rising costs, particularly for electricity and materials used. He further reported that the likely increase for Council Tax in North Yorkshire was likely to be the maximum of up to 4.99% so was in support of the recommended increase.

Cllr C Vassie was concerned that acceptance of the Clerk's recommended rate results in a forecasted deficit at the end of the period. The rate might not be high enough as a deficit year on year reduces the Boards reserves.

The Chairman recognised a potential for other income into the Board which would result in a smaller deficit than forecast. The increased income potentially arising from larger Highland Water contributions and additional work for the Mining Remediation Authority.

Members considered the budget and increasing the Board's drainage rate to 5.4p in the £ to be approved in line with the recommendation of the Sub-Committee.

Members UNANIMOUSLY AGREED and APPROVED the Board to set a drainage rate for the sum of 5.4p in the £ for 2025/26.

The Board UNANIMOUSLY RESOLVED that the proportion of their expenditure be raised by drainage rates in respect of agricultural land and buildings by Special Levies on local billing Authorities are 16.82% and 83.18% 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 5.4p in the £ for the period ending on the 31st day of March 2026.

THAT the Drainage Board do hereby make a Special Levy assessed as hereunder, that is to say:

A Special Levy chargeable to **NORTH YORKSHIRE COUNCIL** in the sum of £327,220.73 for the period ending on the 31st day of March 2026.

AND a Special Levy chargeable to **CITY OF YORK COUNCIL** in the sum of £176,606.36, for the period ending on the 31st day of March 2026.

AND that the Special Levies shall be payable in two equal instalments on the 1st May 2025 and 1st November 2025.

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.)	5.40p
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.)	5.40p

Crockey Hill Depot Resource Sharing with Selby IDB

The Chairman noted that Selby IDB has been looking for new facilities or depot storage. He however informed that Selby IDB were currently looking elsewhere.

The Clerk informed he was looking for general agreement in case an opportunity arose on this matter in the future.

Members of the Sub-Committee **UNANIMOUSLY AGREED** to **RECOMMEND** general agreement to this approach.

Members **UNANIMOUSLY AGREED** the **RECOMMENDATION** of the Sub-Committee that the Board to be in general agreement to this proposal.

Accounts for Confirmation

The Sub-Committee Members **UNANIMOUSLY AGREED** to **RECOMMEND** that payment of these accounts be confirmed.

Members **UNANIMOUSLY AGREED** the **RECOMMENDATION** of the Sub-Committee that the Board confirms payment of these accounts.

STAFF

Staff and Workforce Pay Increase

The Clerk informed that he had received information that the ADA Lincolnshire Branch pay increase for financial year 2025/26 as follows:

To apply a pay award to the 2024/25 salary rates of 5.1% (being the 12-month average of the average weekly earnings figure for the public sector published by the Office for National Statistics).

He informed the employers cost of National Insurance contributions including the pay increase have been used in the estimates for the Board's budgets.

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. He further informed the Board had recently conducted a health and safety review with its Health and Safety Advisor. This should result in an updated Health and Safety Policy which will be circulated at a future meeting of the Board for consideration.

RATES

The Clerk reported that the total rates collected up to the 20th December 2024 are as follows:

(a) Special Levy -	£479,695.90	(100%)
(b) Direct Levy -	<u>£ 97,279.36</u>	(100%)
	<u>£576,975.26</u>	

The Clerk having a list of accounts with sums outstanding at the meeting.

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.

DRAINAGE RATING SOFTWARE

The Clerk, as background, informed drainage boards use some bespoke software to hold statutory data on its rated land and properties. The database being used to generate the Board's rate demands and manage the income against the individual rate accounts when they are paid. The current software is owned and supported by an individual Board providing a service to many other drainage boards. The software however is old and in need of updating. The Board providing the software has given notice that the system will no longer be supported after 1st April 2025.

ENGINEER'S REPORT

Progress to Date

The Clerk informed the Consortium had made good progress with a commercial IT supplier in developing new drainage rating software. This being a partnership arrangement with three other consortiums of drainage boards. The Clerk having circulated a newsletter with the agenda to the Finance Sub-Committee from the supplier of the development of this new Cloud based software. The cost of developing this software being shared by all the individual Boards of the four consortia. The Clerk explaining the future charging structure for using the software. The arrangements being tied up in a legal agreement with the supplier.

The Clerk informed the new software will be run in parallel with the old system for comparison. This being a critical part of commissioning to be sure the software is robust and accurate. It was intended to provide user training in the next couple of weeks.

Dr H Ferguson asked if the Board could continue for longer to use the old software after 1st April 2025.

The Clerk informed that this may be possible but it would be unlikely the old software and its operation will be supported and therefore it would have to be run at risk.

Dr H Ferguson asked about the wider portfolio of Cutler IT as the commercial supplier and highlighted how good Go Cardless as a process is as he has experienced it being used elsewhere.

The Clerk explaining the wider portfolio of Cutler IT in providing computer support and development of software systems along with Cloud based data storage.

The Engineering Assistant had circulated a report with the Agenda of the work carried out for Members consideration. This included an electronic web link to the Board's GIS maps showing the work being reported. He further ran through the items included in the report.

Recent Storms and Snow Melt

The Engineering Assistant informed about the recent impact of the storms and snow melt in the Board's district. The event increasing flood risk and creating a significant amount of work for the Board's field team attending pumping stations and managing the resultant run-off.

BIODIVERSITY ACTION PLAN

ADA NATIONAL

River Derwent Retained Channel Flows

Members agreed the Board's field team should be asked to monitor the river levels on the River Derwent in higher flow situations. It was accepted a problem appeared to exist with channel discharge which was not quantified so requires evidence to try to establish its cause.

Flail Mowing Arisings Collection

Cllr C Vassie noted that the Derwent Valley Strategic Team had invested in equipment for flailing and collecting the arisings. They were in the future looking to hire it out with other parties to see its wider usage.

(SEE APPENDIX TO MINUTES)

The Clerk reported that the Board's progress on Biodiversity Action Plan work was covered in the Engineer's Report. He also noted that the Board was working on populating the latest ADA Biodiversity Action Plan template. This being developed as a plan covering all the Boards who are in the York Consortium of Drainage Boards. This plan being intended to replace the current plan.

The Engineering Assistant talking about the potential measures in the plan and how they should be realistic and achievable.

Mr S Christian believed it would be useful if the Board could get a resource to populate the Action Plan template which would move the matter forward.

Cllr C Vassie noted the progress being made by the Highways Authority who have identified areas for planting wild flowers and are trying to also improve soil quality. He also would like to see the plan production progressed.

ADA Environment Day

The Clerk reported that ADA were organising an Environment Day on 5th February 2025 at Park Farm, Thorney, Cambridgeshire. The Clerk will be attending on behalf of the Board. He has further reserved places at the meeting so that some Members can attend but the meeting overall is fully booked. In view of this if any further Member wishes to attend then please could you inform him as soon as possible.

ADA National Conference 2024

Dr H Ferguson reported on attending the meeting in November 2024 and noted the consultation Flood Defence Grant in Aid funding in relation to how funding will be allocated in the future. He also noted the issue of deciding on a future charging structure for ADA subscriptions. It was noted the income from the current approach was reducing with IDB Board amalgamations.

ADA National Conference 2025

The Clerk informed that an ADA National Conference is to be held on 25th November 2025. This will be held in London. Details and joining instructions can be provided by the Clerk if requested closer to the time.

ADA National AGM

The Clerk informed that the ADA AGM would be a virtual Meeting and held on 3rd December 2025.

ADA NORTHERN BRANCH

Summer Meeting/Visit

The Clerk informed a summer meeting/visit will be organised soon and likely to be in May/June 2025. As this is likely to be before the next meeting, please could any Members wishing to attend please contact him so a booking can be arranged.

AGM

The Clerk informed that the ADA Northern Branch AGM will be organised soon and likely to be in November 2025. It is also likely to be held at the Ouse and Humber IDB offices near Howden.

CORRESPONDENCE

The Clerk reported there was 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 Clerk reporting that all this information was now digitised and a copy can be provided at the meeting on a laptop computer instead of the paper records.

Light Valley Solar Farm

The Clerk noted the above project which potentially could be a significant infrastructure project. He had circulated a map of the location which will impact on the Board's drainage district. This could see a significant number of solar panels installed and all the associated cable connections.

(SEE APPENDIX TO MINUTES)

PLANNING CONDITIONS CLAUSES UPDATED FOR 2025

The Clerk referred to the list of planning application letter clauses, these being referred to in the planning summary lists circulated at the meetings. A copy of which had been circulated with the agenda. These usually being referenced as CON (requested conditions if permission is granted), INF (requested informatives if permission is granted) or OBJ (Board objection to the proposal).

Members noting and supporting the streamlined and refreshed clauses now being used.

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.

The Clerk reporting that all this information was now digitised and a copy can be provided at the meeting on a laptop computer instead of the paper records.

(SEE APPENDIX TO MINUTES)

BANK STATEMENTS

The Clerk produced the Bank Statements for the Board's Current Account with a credit balance of £654,287.16 with Barclays Bank as at the 3rd January 2025.

The Board also having £200,000 in a Barclays Treasury Fixed Term Deposit Account which is achieving 2.66% gross per annum.

The Virgin Bank account has an additional credit balance of £372,587.35. The Board placing funds into a twelve-month deposit account which is achieving 4.50% gross per annum. It being noted the bank is very difficult to deal with regarding its deposit accounts and achieving its publicised interest rates. The arrangements being much worse for arranging deposits since the bank has changed from the Yorkshire Bank.

The Nationwide Building Society account has an additional credit balance of £97,905.90. The Board placing funds in a 95-day business saver account which is achieving 3.90% gross per annum.

The total balance of the Board's funds held in these accounts is £1,324,780.41.

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

DATE OF NEXT MEETING

It was directed that the next Meeting of the Board is due to be held at the Escrick & Deighton Club, Escrick, York on **Tuesday 24th June 2025** commencing at **10am**.

DATES OF FUTURE MEETINGS

Tuesday 21st October 2025

ANY OTHER BUSINESS

The Chairman closed the meeting at 11.41am as there was no other business.

(APPENDICES TO FOLLOW)