

Goole and Airmyn Internal Drainage Board

The Courtyard
Goole
DN14 6AE



Meeting Papers

*Thursday 3 November 2016
5:00pm*


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Meeting Papers

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Clerk to the Board

Purpose

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1. Governance

Recommendation:

- Note the information contained in this report
- Approval of Draft Minutes meeting 1 September 2016 (Item 1.3)

1.1 Apologies for Absence

1.2 Declaration of Interest

1.3 Appointment of Chair and Vice Chair

1.4 Minutes of the Meeting held 1 September 2016

Member	11.2.2016	24.3.2016	23.6.2016	01.09.2016
Mrs Rosemary J Webster (Chair)	✓	✓	✓	✓
Mr John Richard Fawbert	✓	✓	A	A
Mr G W Martinson	✓		-	
5 VACANCIES				
East Riding of Yorkshire				
Mrs Rita Brough	✓	✓	✓	✓
Cllr Malcolm Boatman	✓	✓	✓	✓
Cllr Keith Moore (V Chair)	✓	✓	✓	✓
Cllr Brent Huntington	A	A	✓	✓
Cllr Josie Head	A	✓	✓	✓
Mick Head (ER)	✓	✓	-	✓
Stephen Harrison		✓	A	
Cllr Caroline Fox	✓	✓	✓	✓
1 VACANCY				

In attendance on behalf of JBA Consulting, Clerk, Engineer and Environmental Officer:

Ian Benn (Clerk)	Clerk
Craig Benson (Finance Officer)	FO
Roger Smith (Engineer)	Eng.
Alison Briggs (Environment & Administration)	EO

Also in attendance for the next item:

Craig Burman (Solicitor, Schofield Sweeney)	CB
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Clerk thanked members for attendance. It was agreed Matters Arising not discussed elsewhere on the Agenda in connection with Minute 2016.98 would be discussed first on the Agenda. KM proposed the Board move into private session, RJ seconded, all in agreement. RW concerned about cost of Solicitor and keeping him waiting. Members agreed, KM proposed private session, RJ seconded.



Section Redacted



Section Redacted



Section Redacted

Apologies for Absence

2016.114 Apologies for absence were received from Richard Fawbert and Stephen Harrison.

Declaration of Interest

2016.115 BH declared an interest in Heptonstalls.

Minutes of the Meeting 23 June 2016

2016.116 Proposed accepted as a true record of the meeting by BH, seconded JH and approved by the Board.

Matters Arising

2016.117 BH requested opportunity to view telemetry as this was the reason for the change in meeting venue. Clerk confirmed this would take place and the Eng. advised that the new telemetry had not been installed as yet so it would be the current system. Members took the opportunity to view the system.

FOI request and complaints

2016.118 None.

Board Policies

2016.119 Reserves Policy

FO confirmed this had been compiled and would be emailed to all members with the minutes of this meeting. The policy will then be discussed at the next meeting.

CLERKS REPORT

The Clerk's Report, copies of which had been circulated to members with the Meeting papers, was considered.

2016.120 Election Year – Clerk reminded members that it was an Election Year and advised that FO would act as the Returning Officer with nomination papers being available shortly on the website.

2016.121 Website – Clerk advised that the tender for the new website had been awarded to Connect in Liverpool and was due to go live in the next few weeks. RW queried cost to the Board. FO confirmed this was under £600.

2016.122 Board Key Performance Indicators - Clerk stated these had been taken from DEFRA and although work still needed to be done they provided a solid position moving forward.

2016.123 JH queried as a result of the referendum to withdraw from the EU whether there would be any changes to regulations. Clerk advised in his opinion that there would be very little change moving forward. BH said that in ADA statement it stated they were working to the EU philosophy.

2016.124 Clerk took members through a time/cost allocation schedule with regard to value for money for services provided. BH queried if this was intended to be updated on a regular basis and the Clerk confirmed it would be. KM queried what would happen if Eng. away on holiday. Clerk confirmed Danvm DC would handle the day to day work regarding the pump stations and that cover would be provided by the other Engineer and Asset Manager within the Shire Group.

2016.125 Clerk advised members that in and around Goole there were a number of other small drainage board's and, as previously mentioned to the Chair, Goole Fields were interested in working with other Boards with a possibility of amalgamating. He continued stating that there was a distinct lack of agricultural members on this board and that were relying on the rural areas within the district to take the water so it was important to engage with them. He suggested that members consider a joint meeting between the two Boards

to share services and consider merging and that there would come a point when matters will progress and it was a choice as to whether to be proactive or wait until necessary. Discussions took place with Clerk pointing out that there was no obligation but re-iterating that the Board did need to encourage more land owners to become members. RW stated that the situation with the previous Clerk needed resolving before this was considered.

FINANCIAL REPORT

The Financial Report, copies of which had been circulated to members with the Meeting papers, was considered.

Rating

2016.126 FO advised that there was no change to the report provided.

MB left the meeting.

List of Payments

2016.127 BH raised query over payment to Goole Fields. FO advised a ratepayer had paid his Goole and Airmyn rates and Goole Fields District rates into the Board's account so transfer necessary. Discussions took place over who has sight of the invoices with agreement reached that they would be emailed to RW for approval followed by cheques for signature. FO advised that the intention was to move to electronic payments in the future. RW queried excessive payment to Npower with regard Downs Ground PS. FO explained was estimated reading then final bill and that a third was recovered from the Highways Agency due to the motorway. Confirmed account now moved to Woldmarsh where significant savings were likely. RW enquired if there was a fee payable to Woldmarsh to which FO confirmed there was a £210 joining fee but that the reductions achieved made this worthwhile. **CF proposed approval of list of payments from account, JH seconded.**

Audit

2016.128 Internal audit – FO referred to report in papers, advising that did not make very good reading but advised that steps were in place to address the issues reported.

5 Year Budget Estimate

2016.129 FO took members through report advising that would need readjustment as funds would be required to resolve legal claims. He also confirmed that the Auditor had seen the estimate and was pleased that the Board were now planning ahead.

ENGINEER'S REPORT

The Engineer's Report, copies of which had been circulated to members with the Meeting papers, was considered.

Asset Management

2016.130 Eng. referred to the Asset Conditions Survey mentioned at the last meeting and stated that this was proposed with the use of ArcGIS and GISmap and would cost £1,950 plus VAT. BH enquired who would undertake the survey and report to the Board. Eng. confirmed he would do the initial survey and it would then be an ongoing process to keep up-to-date. **JH proposed Board agree Eng. recommendation, KM seconded.**

2016.131 Discussions took place regarding issues with several drains and the problem of fly-tipping. Clerk advised that the Board do not own any drains and they are the responsibility of riparian owners and that if the Board removes anything from the drains then it becomes responsible for it. KM asked who responsible for the obstruction if restricting water flow. Eng confirmed that in instances where he had done inspections water flow wasn't restricted and that it would be for the riparian owner to remove, adding that the Board had powers to enforce. CF stated that had issues within Airmyn parish and that she was contacted regarding these as a member of the Parish Council. Clerk stated that a presentation could be given to the Council along with members of the public explaining how

the Board works and the responsibilities of riparian owners. CF agreed that would be advantageous, advising that a meeting was in the process of being arranged and would confirm the date when agreed.

Pump Stations

2016.132 Eng. confirmed New Potter Grange had been re-wired following rodent infestation.

Telemetry

2016.133 Eng. confirmed that the order had been placed for the new system.

Maintenance

2016.134 Eng. confirmed that works had started on 20th July with both Martinsons and Sweetings and that should all be completed before end of September.

ENVIRONMENTAL REPORT

The Environmental Report, copies of which had been circulated to members with the Meeting papers, was considered.

Biodiversity Action Plan

2016.135 Clerk advised that formal approval was required for the EO to undertake the BAP implementation as discussed at the previous meeting. **BH proposed acceptance, KM seconded, all in agreement.**

Friends of Oakhill

2016.136 BH advised that the trustees wished to extend their thanks to the Board and Alison Briggs for attending the recent meeting and that going forward they were hoping to foster a good relationship.

HEALTH & SAFETY REPORT

2016.137 Members noted information in report.

DATE OF NEXT MEETING

2016.138 3 November 2016 5.00pm at The Courtyard, Goole, DN14 6AE.

1.5 Matters arising not discussed elsewhere on Agenda

2016.98 Board offer was accepted and payment has now been made.

Solicitors invoice for work on the original tender has been paid and a copy of their file of papers requested. The file has not yet been received.

1.6 FOI/Complaints

1.7 Board Policies

Board to consider and approve the Reserves Policy

2. Clerks Report

Recommendation:

- Note information contained in the report

2.1 Amalgamation and reconstitution

2.2 Board Website

2.3 Legislation

Nothing to report

2.4 Defra

Nothing to report

2.5 Environment Agency

2.5.1 Humber Flood Risk Management Strategy

For discussion. PowerPoint presentation accompanies the meeting papers.

2.6 Association of Drainage Authorities (ADA)

2.6.1 Technical & Environment Committee

Discussions included:

- Greater representation by IDB Members at FloodEx
- Eel regulation and potential IDB funding contributions toward Hull International Fisheries Institute research work
- Proactive IDB approach toward Health & Safety
- Driver for delivery by 2018 of de-maining/asset transfer pilot projects
- Developing guidance for IDBs on de-maining and asset transfer
- Cost of updating ADA website
- Wording for BAPs incorporating aims and objectives of Biodiversity 2020

2.6.2 Policy & Finance Committee

Discussions included:

- Production of new IDB Policy statement
- Proposed new IDBs in Cumbria
- Local Authority 100% retention of business rates
- Assistance provided to Local Authorities to understand Special Levy
- Alternative approach to valuation of non-agricultural land
- ADA Business Plan
- Subscription renewals

2.7 Board Key Performance Indicators

The table presents a reasonable assessment of Board status.

Goole & Airmyn IDB Key Performance Indicators		Inadequate	Work to be done	Adequate	Good	Very good
Management of the Board	Compliance with internal audit requirements					
	Governance					
	Health & safety					
	Partnership working					
	OVERALL					
Reduction of waterlogging and flood risk to assets	Asset management					
	Flood risk management					
	Flooding - learning					
	OVERALL					
Environment	Biodiversity Action Plan					
	Water Framework Directive					
	Partnership working					
	OVERALL					
Financial	Financial statements					
	Drainage rate collection					
	OVERALL					



3. Financial Report

Recommendations:

- To note the information contained in this report
- To approve the schedules of payments

3.1 Rating Report

Details of the Rates and Special Levies issued and payments received up to and including 12th October 2016:-

	£	£
Balance Brought forward at 1 April 2016		NIL
2016/2017 Drainage Rates and Special Levies		
Drainage Rates – District 1	198.64	
Drainage Rates – District 2	5,257.30	5,455.94
Special Levies – East Riding of Yorkshire Council		
District 1	243,881.00	
District 2	3,565.00	247,446.00
Total Drainage Rates Due		<u>252,901.94</u>
Less Paid:-		
Drainage Rates – District 1	198.64	
Drainage Rates – District 2	4,734.91	4,933.55
Special Levies – East Riding of Yorkshire Council		
District 1	121,940.50	
District 2	1,782.50	123,723.00
Total Drainage Rates Paid		<u>128,656.55</u>
Balance Outstanding as at 12th October 2016		<u>124,245.39</u>

3.2 List of Payments

3.2.1 Cheques

DATE		CHEQUE NO.	REF	PAYEE	DESCRIPTION	TOTAL	
						CHEQUE	
2016						£	
Aug	23rd	104421	50	Land Registry	Registration	30.00	*
		104422	30	Fire Solve Ltd	Fire Extinguisher Maintenance	151.20	*
		104423	46	Danvm Drainage Commissioners	Workforce Costs March to July 2016	1,875.63	
		104424	41	JBA Consulting	Management Fees - July 2016	3,516.18	
		104425	40	Oriel Systems Ltd	Telemetry System - Maintenance Contract	3,770.40	
Sep	27th	104426	51	British Gas	Supply to New Potter Grange	440.19	*
		104427	54	Danvm Drainage Commissioners	Website Development, etc.	199.51	*
		104428	53	Doncaster East IDB	Land Registry Searches, etc.	96.28	*
		104429	52	JBA Consulting	Management Fees - August 2016	3,240.00	
		104430	48	Lincoln Electrical Services Ltd	New Potter Grange PS - Weedscreen Cleaner	1,902.00	
		104431	47	Oriel Systems Ltd	Telemetry System Upgrade	15,847.56	
		104432	57	Sweeting Brothers Ltd	Maintenance	5,556.00	
		104433	55	Schofield Sweeney LLP	Legal Fees - Dispute	4,290.60	
Oct	12th	104434	many	A&F Consulting Engineers LLP	Engineer's Fees	42,500.00	
	13th	104435	60	ADA Northern	Contributions	150.00	*
		104436	64	British Gas	Supply to Orchard Cottage PS	1,205.47	*
		104437	67	Cowling Swift & Kitchen	Legal Fees - Appointment of Clerk	900.00	*
		104438	62	PKF Littlejohn LLP	Audit Fee 2015/16	960.00	*
					Total Amount of all Cheques	86,631.02	
					*Total Amount of Cheques sent out signed by the Clerk's	4,132.65	

3.2.2 Other Payments

DATE		REF	PAYEE	DESCRIPTION	Value	
2016					£	
Aug	1st	-	Scottish Power	Supply to Hook Clough PS	180.00	*
	10th	-	O2	Mobile Telephone	11.56	*
	12th	29	Vodafone	Telemetry Lines	37.80	*
	18th	-	HSBC	Bank Charges	12.88	*
	19th	31	Information Commissioner	Data Protection Registration	35.00	*
	22nd	42,44	Eon	Supply to Southfield Lane PS	49.65	*
Sep	1st	-	Scottish Power	Supply to Hook Clough PS	180.00	*
	9th	-	O2	Mobile Telephone	11.56	*
	12th	43	Vodafone	Telemetry Lines	37.92	*
	18th	-	HSBC	Bank Charges	8.80	*
	27th	56	Eon	Supply to Southfield Lane PS	33.55	*
				Total Amount of all Payments	598.72	



3.3 Audit

3.3.1 Internal Audit: Internal Audit Review Meeting

The meeting will take place on Monday 28 November 2016, commencing at 10:00am at Epsom House, Chase Park, Doncaster.

3.3.2 External Audit: Financial year 2015/16

The external audit of the Board's financial statements is complete. The comments made by the auditor are shown below.

External auditor report (ACHU0097)	
On the basis of our review of the annual return, in our opinion the information in the annual return is in accordance with proper practices and no matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.	
Other matters not affecting our opinion which we draw to the attention of the smaller authority:	
We note that there has been a complete change in the administration of the Board during 2015/16. Whilst significant weaknesses in many areas of financial management and governance have now been addressed, we note that the Board has had to restate its prior year accounts, overcome a negative revenue budget that had been set and introduce improved internal controls including risk management, which we have qualified our opinion on for the past two years. We note the comments of the internal auditor in the annual internal audit report and in his detailed report, which have drawn attention to these and other significant weaknesses. In view of the work carried out in relation to the setting of the new budget and the approval of risk management documentation, which the internal auditor has acknowledged in his detailed report, we believe that it was acceptable for the Board to answer 'Yes' to the relevant assertions in Section 1, although this appears to contradict the internal auditor's conclusions on this Annual Return.	
We note that one of the balances given in the year end bank reconciliation was confirmed as at 1/1/2016 and not as at the year end date. Please ensure that year end bank statements are obtained and used in future.	
External auditor signature	PKF Littlejohn LLP
External auditor name	PKF Littlejohn LLP
Date	17/9/16
Note: The NAO issued guidance applicable to external auditors' work on 2015/16 accounts in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)	

3.4 Budget Comparison as of 18 October 2016

Approved Estimate	2016/17		Budget Todate		2016/17 % of Budget
£	£	£	£		
				INCOME	
199		199		Drainage Rates on District 1:- 4.9p in £ on Av of £4,054	100%
4,991	5257	4,376		Drainage Rates on District 2:- 4.9p in £ on Av of £107,292	88%
				Special Levies	
243,881		121,941		East Riding of Yorkshire - District 1 4.9p in £ on Av of £4,977,159	50%
3,565		1,783		East Riding of Yorkshire - District 2 4.9p in £ on Av of £72,755	50%
20,000		25,987		Other Income:-	
0		600		Department of Transport	130%
0	272,636	13	154,897	Other Income	0%
				Bank Interest	0%
				EXPENDITURE	
70,237		28,215		Environment Agency Precept	40%
7,374		7,374		Board Loans	100%
0		555		New Works and Improvement	
				New Works and Improvement	0%
44,925		35,114		Administration:-	
				Administration	78%
0		1,773		Other Expenditure	
				Other Expenditure	0%
29,500		4,916		Drain Maintenance	
				Drain Maintenance	17%
43,620	195,656	17,169	95,116	Pumping Stations	
				Pumping Stations	39%
	76,980		59,781	Surplus - (Deficit)	77.66%
	(50,009)		(59,393)	Balance Brought Forward	118.77%
	26,971		387	Balance Carried Forward	

Previous Years Rates in the £
Penny Rate : £51,613



3.5 Five Year Budget Estimate

	2016/17 App Budget	2016/17	Year 1 2017/18	Year 2 2018/19	Year 3 2019/20	Year 4 2020/21	Year 5 2021/22
Revenue Account							
Income	£	£	£	£	£	£	£
Drainage Rates	5,189	5,456	5,456	5,456	5,456	5,456	5,456
Special Levies	247,446	247,446	247,446	247,446	247,446	247,446	247,446
Highways England Contribution	20,000	25,986	20,000	20,000	20,000	20,000	20,000
Bank Interest, consents, etc.	-	50	50	50	50	50	100
Total Income	272,635	278,938	272,952	272,952	272,952	272,952	273,002

Expenditure							
Flood Defence Levy	70,237	68,860	72,344	70,926	74,515	73,054	76,750
New and Improvement Works	-	555	-	-	-	-	-
Drain Maintenance	29,500	33,000	30,385	33,990	31,297	35,010	32,235
Other Expenditure	-	2,500	2,500	2,500	2,500	2,500	2,500
Pumping Stations	43,620	44,000	44,929	45,320	46,276	46,680	47,665
Administration	44,925	53,000	46,273	46,000	47,661	47,380	49,091
PWLB Loan	7,374	7,374	7,374	7,374	7,374	7,374	7,374
Total Expenditure	195,656	209,289	203,805	206,110	209,623	211,997	215,615

Surplus/(Deficit)	76,979	69,649	69,147	66,842	63,329	60,955	57,387
Balance Brought Forward	(50,009)	(59,393)	10,256	79,403	96,245	109,574	110,529
Transfer to Capital Reserve Acc	-	-	-	50,000	50,000	60,000	60,000
Balance Carried Forward	26,970	10,256	79,403	96,245	109,574	110,529	107,915
Penny Rate in £ D1	4.90p	4.90p	4.90p	4.90p	4.90p	4.90p	4.90p
(Penny Rate £51,613) D2	4.90p	4.90p	4.90p	4.90p	4.90p	4.90p	4.90p
Commuted Sum Balance	193,057	193,057	193,057	193,057	193,057	193,057	193,057
Capital Reserve Account	-	-	-	50,000	100,000	160,000	220,000
% of Expenditure	13.78%	4.90%	38.96%	46.70%	52.27%	52.14%	50.05%

	2016/17 App Budget	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22
Capital Reserve Account							
Income	£	£	£	£	£	£	£
Total Income	-	-	-	-	-	-	-

Expenditure							
Telemetry - Total Catchment	-	30,500	-	-	-	-	-
Total Expenditure	-	30,500	-	-	-	-	-

Surplus/(Deficit)	-	(30,500)	-	-	-	-	-
Balance Brought Forward	-	-	9,500	9,500	59,500	109,500	169,500
Transfer from Revenue	-	-	-	50,000	50,000	60,000	60,000
Transfer from Commuted Sum	-	40,000	-	-	-	-	-
Balance Carried Forward	-	9,500	9,500	59,500	109,500	169,500	229,500



4. Engineer's Report

Recommendations:

- Note the information contained in this report

4.1 Asset Management

4.1.1 Asset Condition Survey

Nothing to Report

4.1.2 Pumping Stations

Nothing to Report

4.1.3 Telemetry

The new telemetry apparatus is currently being installed.

4.2 Maintenance

4.2.1 Pumping Station attendant

The services of Danvm IDB continue to be used.

4.2.2 Ordinary Watercourses

It should be noted that the board must take the approach of NOT adopting additional watercourse's, it appears that this has been a trend in the past. The list of the boards historic maintained watercourse's and the previous asset survey do not correspond. The additions are White City Drain, Balk Lane Drain, Airmyn South Drain, Hook Drain North Extension and Westbourne Grove Drain.

The board do NOT own any open watercourses they purely maintain. If there are any serious land drainage issues as a result of poorly maintained watercourses, then the board can enforce their powers and assist with resolving the situation. Any watercourse's which have been adopted in the past will be maintained, but will not take priority.

Westbourne Grove Drain, which is a culverted section and lies north east of Goole, the land within the asset is not documented within the land registry. It appears that it is likely to be owned by ERYC, in the past ERYC have installed concrete inspection chambers in connection with this asset, the land east of the area was once owned by ERYC.

Additionally, any localised flooding issues within built up areas, where the water discharges into road gullies for example is the responsibility of Yorkshire Water and not the board. When property and lives are at risk then this is the responsibility of the emergency services.

The flail mowing undertaken by Graham Martinson has been completed in relation to this year's maintenance works. The de weeding works been carried out be Sweeting Brothers is due to be completed shortly.

4.3 Planning, pre-application advice and consents

4.3.1 Planning Applications

The Board may only comment on surface water run-off in excess of the green field run-off rate of 1.4 litres per second per hectare. No planning applications upon which the Board is required to comment have been made

4.3.2 Land Drainage Act 1991 Section 23 and 66 (Byelaws) Consents

1 consent issued between 1 September and 18 October 2016



4.3.3 Extended District Consents (Land Drainage Act 1991 Section 23)

Nothing to report

4.3.4 Pre application advice

Nothing further report.



5. Environmental Report

Recommendation:

- Note the information contained in this report

5.1.1 Eels (England and Wales) Regulations 2009

Environment Agency Fisheries presented at the EA Brampton depot in Cambridgeshire in September. Whilst the timed exemptions for High Priority sites are now effectively obsolete following issue of the November 2015 guidance, the work done on pump station prioritization remained relevant in so much as it provides the Agency's methodology to understand which station sites it considered most important to passage for eel.

It was noted solutions for eel passage require further study to avoid spending public money on a fix that doesn't necessarily work for the species as well as hoped. Research has provided evidence that that large mixed flow pumps with low rotation and few blades worked better for eel passage. Research on a fish friendly pump was one where the associated pipework had not been altered therefore it was unknown whether the eel deaths were as a result of pipework issues.

Eel exhibit abnormal behaviour as they came into contact with a weed screen, following which some swam upstream to sites higher than that at which they had been released, perhaps seeking an alternative route for migration.

The Board's pump stations were not identified as having any priority with regard to passage of eel.

5.1.2 Biodiversity Action Plan 2015-2020

Work undertaken this year has included Water Vole Species Action Plan work and erection of a Barn Owl box at Downes Ground Pump station. Danvm M&E apprentice has reported seeing Barn Owl flying in the vicinity of the pump station

5.1.3 ADA T&E Biodiversity 2020 working group

ADA required easy access to work done by IDBs in connection with BAPs which could be collated in order to advise Defra the extent of IDB assistance with delivery of the aims and objectives of "Biodiversity 2020: A strategy for England's wildlife". Unfortunately, due to Defra funding cuts and lack of uptake, the Biodiversity Action Reporting System (BARS) is being taken down and alternative methods of BAP action reporting nationally will have to be identified.



6. Health and Safety Report

Recommendations:

- To note the information contained in the report

6.1 Contractor Management

6.1.1 Accidents and Incidents

Graham Martinson the boards flail mowing contractor had a minor incident and caught an electricity pylon straining wire. The repair works was undertaken immediately by the appropriate utilities organisation.

An awareness correspondence will be sent to the boards maintenance contractors.

6.1.2 Lone Worker Arrangements

Nothing to report

7. Representation

Officers represent the Board in a number of fora:

Environmental	Flood Risk Management	Other
Humberhead Levels Steering Group	Humber Flood Risk Management Steering Group	
	EA-CIRIA Partnership Funding Opportunities	
	Meeting with East Riding of Yorkshire Council FRM Officers	

8. Date of next meeting



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