



Goole & Airmyn

Internal Drainage Board

**The Courtyard
Goole
DN14 6AE**

Meeting Papers

*Wednesday 14 June 2017
5:00pm*



Shire


Group of IDBs


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Meeting Papers

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Purpose

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1. Governance

Recommendation:

- Note the information contained in this report

1.1 Apologies for Absence

1.2 Declaration of Interest

1.3 Minutes of the Meeting held 8 February 2017

Member	11.2.2016	24.3.2016	23.6.2016	01.09.2016	01.11.2016	08.02.2017
Mrs Rosemary J Webster (Chair)	✓	✓	✓	✓	✓	x
Mr John Richard Fawbert	✓	✓	A	A	✓	x
Mr G W Martinson	✓		-			
5 VACANCIES						
East Riding of Yorkshire						
Mrs Rita Brough	✓	✓	✓	✓	✓	x
Cllr Malcolm Boatman	✓	✓	✓	✓	✓	x
Cllr Keith Moore (V Chair)	✓	✓	✓	✓	✓	A
Cllr Brent Huntington	A	A	✓	✓	✓	x
Cllr Josie Head	A	✓	✓	✓	✓	x
Mick Head (ER)	✓	✓	-	✓	A	A
Stephen Harrison		✓	A			
Cllr Caroline Fox	✓	✓	✓	✓	A	A
1 VACANCY						

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

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

Apologies for Absence

2017.1 Apologies for absence were received from Ian Benn, Caroline Fox, Michael Head, Keith Moore. Agreed to write to non-attendees reminding of obligations and if continued non-attendance would be removed from the Board under LDA.



Declaration of Interest

2017.2 None received

Minutes of the Meeting 1 November 2016

2017.3 PH proposed Minutes as true record for signature by Chair, seconded JH, all in agreement

Matters Arising not discussed elsewhere on the Agenda

2017.4 **Amalgamation and Reconstitution (2016.147)** – Members discussed the positive support reported from the last meeting of the other Board. Members agreed the arrangement for meetings between Chairs of each Board to progress. BH thought this represented a positive move for Total Catchment Management

FOI request and complaints

2017.5 None.

CLERKS REPORT

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

ERYC Scrutiny

2017.6 Members noted the Clerk and Administrator/Environment Officer had attended at the request of ERYC and matters discussed. It was reported notes on meeting were outstanding.

Legislation

2017.7 Administrator advised importance of Members understanding power and duty of an IDB, particularly undertaking any Flood Risk Management activities which must have regard to the local flood risk management strategy.

Environment Agency

2017.8 Pollution incident – Members advised straw bales remain in the drain placed by YW. ERYC is aware of the situation as is the Environment Agency whose responsibility it is to investigate. Eng. reported YW had CCTV the system. Members were supportive of the Board's involvement in investigation of the issue. The EO advised ERYC and the EA were the appropriate bodies to take this forward with YW. The Board's involvement could not be justified, it did not own the watercourse, it was not responsible for any prosecution relating to environmental damage however local authority members could continue to advise on progress to local residents.

2017.9 The EO reported the Comprehensive Review commenced beginning of February, expected to take 3 years. Hoped sufficient information will be available quickly to inform EA 6-year plan. Boundary extension now means 19 IDB districts are affected. Previously there was no seat for IDB representation on the Joint Strategic Unit which is part of the decision-making process. One seat has now been offered however the EA approached ADA National to represent the 19 local Boards. Extensive discussions took place, particularly regarding the paucity of IDB representation when all Local Authorities were represented. **JH proposed the Board informs the EA it considers 1 IDB seat is insufficient to represent 19 Boards and it considers any IDB representation should be local, not ADA national, seconded RF, all in agreement**

KPI

2017.10 Noted. Members considered whether water framework directive compliance was suitable as a KPI as it had little control over WFD requirements



FINANCIAL REPORT

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

Rating

2017.11 FO advised all rates had now been collected, no balance outstanding.

List of Payments

2017.12 Members considered list of Payments noting total of £87828.06 of which £852.64 sanctioned by Clerk only. JH proposed whilst meeting at the Courtyard members should bring their own drinks which were charged at £2.10. RW suggested the Board should attempt to renegotiate room hire fee. MB suggested Lowther Hotel, Goole. **BH moved LoC, all in agreement.**

2017.13 Internal Audit Review Meeting – Risk Register – FO advised specific risks incorporated relevant to this Board. **MB proposed Board approve the Risk Register, RW seconded, all in agreement**

Rates, Estimates & Special Levies

2017.14 FO took Members through the estimated and out-turn for y/e 31.3.2017 and estimates for 2017/18 financial years. Members requested to approve rate of 4.8p. Noted Board is also budgeting for returning monies into the commuted sum account previously spent. RW proposed Board acceptance of 4.8p rate, JH seconded, all in agreement

5-year Budget Estimate

2017.15 Members noted information in the papers

ENGINEER'S REPORT

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

2017.16 Asset condition survey – longer daylight hours will permit start of this work.

2017.17 Downes Ground – Eng. is obtaining quotes for eroded discharge area

2017.18 Capitol Park Scheme – BH asked for clarification about reasons why Land Trust are taking the attenuation ponds rather than ERYC. Eng. confirmed officers had been dealing with HCA and they had been negotiating with ERYC which presumably did not want to take on the liability of the two attenuation ponds and associated remaining drains. JH confirmed it was an issue of future funding. The EO advised the Board had advised it would maintain the reed bed attenuation pond every 5 years.

2017.19 Pre-planning advice - Noted advice had been given on abstraction for a landowner with current abstraction licence.

2017.20 Maintenance Contract – Eng. advised the maintenance contract should be put out to tender formally for the Board to show appropriate use of public money. He advised preparation of a specification was not within the terms of the current contract. **RW proposed the Eng. be allocated up to £500 for the preparation of a maintenance specification, BH seconded, all in agreement.**

ENVIRONMENTAL REPORT

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



Eels (England and Wales) Regulation 2009

2017.21 Members considered request for IDB contribution to R&D on Eel behaviour at pump stations to facilitate match funding through Defra. **MB proposed a contribution of £500 be made by the Board, BH seconded, all in agreement.**

Biodiversity Action Plan

2017.22 Members were hopeful a photograph of the barn owl could be obtained.

Health & Safety Report

2017.23 Nothing to report

Representation

2017.24 Members noted the fora at which the Board had been represented

Date of Next Meeting

2017.25 14 June 2017 and 1 November 2017 commencing 17.00 at The Courtyard, Goole, DN14 6AE.

AOB

2017.26 JH suggested an invitation be extended to Goole Fields IDB for the June meeting if the agenda was short and the Board receive a presentation on Humber FRMS.

1.4 Matters arising not discussed elsewhere on Agenda

1.5 FOI/Complaints

None received

2. Clerks Report

Recommendation:

- Note information contained in the report

2.1 East Riding Yorkshire Council

Notes from the Internal Drainage Board Panel Review arranged by ERYC which took place in February have not yet been released.

2.2 Policy

2.2.1 Complaint and Persistent Complainant Policy

ADA issued a notice to IDBs in February regarding websites. The National Audit Office has issued a draft report on IDB Governance to ADA which has prompted the review. **This is available to view on the Boards website.**

This Board together with others in the Shire Group of IDBs has taken this open and transparent approach to Board business for several years; officers consider the Shire Group to be at the forefront of evidencing good governance. ADA has suggested a list of policies and procedures; however, a Freedom of Information Policy is not required, compliance with the Freedom of Information Act is a question of legislative compliance.

Officers follow a complaints procedure for all within the Shire Group however the Board may wish to consider a formal Complaints Policy, incorporating the procedure. Should the Board wish to formally approve this policy and procedure, it is available for consideration at Appendix A.

ADA suggestions for Board websites:

- Board meeting dates, confirmed minutes (less aspects conducted under Confidential Business [e.g. tenders]) and appropriate papers
- Consortium agreement(s) – example WMA - <http://www.wlma.org.uk/governance/>
- Complaints procedure – example SDBC - <http://www.somersetdrainageboards.gov.uk/notice-board/complaints-procedure/>
- Financial statements, accounts and notice of conclusion of audit
- Election notices
- Notice of drainage rates and special levies
- Standing Orders
- Publication Scheme
- Employers code of conduct
- Division of responsibilities
- Bylaws
- Policies
 - Gifts and Hospitality policy
 - Anti-Bribery policy
 - Anti-Fraud and Corruption policy
 - Whistle blowing policy
 - Freedom of information policy
 - Data Protection policy

2.3 Legislation

<https://ico.org.uk/about-the-ico/news-and-events/news-and-blogs/2017/03/new-data-protection-law-gives-people-greater-control-over-their-own-information/>

General Data Protection Regulations (GDPR), which come into force in May 2018, will give people stronger rights to be informed about how their personal information is used.



Under GDPR, UK citizens will benefit from new or stronger rights:

- to be informed about how their data is used;
- around data portability across service providers;
- to erase or delete their personal information;
- over access to the personal data an organisation holds about them;
- to correct inaccurate or incomplete information; and
- over automated decisions and profiling.

Strengthened rules around consent will give consumers genuine choice and ongoing control over how organisations use their data, as well as ensuring an organisation is transparent and accountable.

The GDPR will also introduce a duty on all organisations to report serious data breaches to the regulator, and in some cases to the individuals affected.

2.4 Defra

Nothing to report

2.5 Environment Agency

2.5.1 Humber Flood Risk Management

Slides from the Humber Liaison Forum which took place on 28th February 2017 at the Deep Business Centre, Hull are available on the Boards website.

H. Todd led a presentation on the Humber Strategy Comprehensive Review (SCR). This involved a short section on the background events that have led to the Humber SCR. A review of the existing (2008) strategy began in 2011, however due to the events of 5th December 2013 MPs around the Humber submitted a business case to the treasury which was, in turn, presented to the Environment Agency for review. Given the changes in legislation, i.e. the introduction of the Flood and Water Management act (2010), and changes to the funding structure it was decided to undertake a full comprehensive review.

Following this H. Todd provided an explanation to what the Humber SCR will involve. The main aim of the Humber SCR is to redefine the strategic approach to Flood Risk Management, this has entailed extending the boundary of the strategy to include the tidally dominated reaches of the rivers Ouse, Aire, Don and Trent to allow for a more holistic overview of tidal flood risk. The scope for the Humber SCR was developed with the Humber Strategy Officer Group and addressed the detailed aspects of what the work should cover, as a result it is not just an Environment Agency strategy, but a Humber wide strategy.

2.5.2 Preliminary Flood Risk Assessments

The Lead Local Flood Authority (LLFA), its role, and requirements for the review of the Preliminary Flood Risk Assessments is available to view on the Shiregroup website.

2.6 Association of Drainage Authorities (ADA)

2.6.1 Floodex 2017 - Peterborough

The Clerk delivered Health & Safety seminars over the two-day event. The workshops were designed for two audiences; for an IDB workforce operating in the field and for Board Members for understanding Board responsibilities. Feedback from attendees has been very positive.

2.6.2 Technical & Environment Committee

The next meeting is scheduled for Thursday 8th June



2.6.3 Policy & Finance Committee

The next meeting is scheduled for Wednesday 7th June

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	Adquate	Good	Very good
Management of the Board	Compliance with internal audit requirements					
	Governance					
	Health & safety					
	Partnership working					
	OVERALL					
Reduction of water logging 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 Payment
- To Approve Annual Return - Section 1 Annual Governance Statement
- To Approve the Accounts for the Year Ending 31 March 2017
- To Approve Annual Return – Section 2 Accounting Statements

3.1 Rating Report

Details of the Rates and Special Levies issued and payments received up to and including 31st March 2017: -

	£	£
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	5,341.48	5,540.12
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>252,986.12</u>
Less Paid: -		
Drainage Rates – District 1	198.64	
Drainage Rates – District 2	5,305.71	5,504.35
Special Levies – East Riding of Yorkshire Council		
District 1	243,881.00	
District 2	3,565.00	247,446.00
Total Drainage Rates Paid		<u>252,950.35</u>
Admin Adjustment		<u>-35.77</u>
Balance Outstanding as at 31st March 2017		<u>NIL</u>



3.2 List of Payments

3.2.1 Cheques

DATE		CHEQUE	REF	PAYEE	DESCRIPTION	TOTAL	
		NO.				CHEQUE	
2017						£	
Feb	3rd	104457	96-101	British Gas	Supply to Orchard Cottage PS	350.21	*
		104458	93	British Gas	Supply to New Potter Grange PS	797.40	*
		104459	95	ADA	Annual Subscription	1,725.60	*
	8th	104460	91,103	JBA Consulting	Management Fees - December to January 2017	6,487.50	
	22nd	104461	107	Danvm Drainage Commissioners	Workforce Costs November to January 2017	1,338.17	
		104462	104	Oriel Systems Ltd	Telemetry Installation	18,160.92	
	23rd	104463	113	F Peart & Company	Lubricants	557.28	*
Mar	24th	104464	109	JBA Consulting	Management Fees Feb 2017	3,240.00	
		104466	108	Doncaster East IDB	Website Procurement Fees, etc.	124.73	*
		104467	114	F Martinson & Son	Mobile Pump Maintenance	198.00	*
		104468	110	The Courtyard	Meeting Expenses	90.00	*
	28th	104469	111	Danvm Drainage Commissioners	Website Development	31.75	*
Apr	13th	104470	116	Danvm Drainage Commissioners	Workforce Costs February to March 2017	583.76	*
		104471	115	Rocksure Systems Ltd	Lone Worker Monitoring	244.08	*
		104472	3	Towergate Insurance	Directors & Officers Liability Insurance	696.00	*
		104474	1	Environment Agency	Flood Defence Levy	17,215.00	
	20th	104475	-	NFU Mutual	Insurances	5,503.62	
				Total Amount of all Cheques		57,344.02	
				*Total Amount of Cheques sent out signed by the Clerk's		5,398.81	

3.2.2 Other Payments

DATE		REF	PAYEE	DESCRIPTION	PAYMENT
2017					£
Jan	11th	123	O2	Mobile Telephone	11.56
	16th	89	Vodafone	Telemetry Lines	226.20
	18th	-	HSBC	Bank Charges	11.21
Feb	9th	124	O2	Mobile Telephone	11.56
	15th	54	Vodafone	Telemetry Lines	177.90
	18th	-	HSBC	Bank Charges	13.50
	20th	106	Woldmarsh Producers Ltd	Membership Fees	108.80
Mar	14th	125	O2	Mobile Telephone	11.56
		5	Vodafone	Telemetry Lines	45.00
		110	Woldmarsh Producers Ltd	Supply to Orchard Cottage PS	700.79
				Supply to Hook Clough PS	362.49
				Supply to Downes Ground PS	982.31
				Supply to Southfield Lane PS	575.98
				Supply to New Potter Grange PS	979.00
	21st	-	HSBC	Bank Charges	10.00
Apr	3rd	2	Public Works Loan Board	Loan Repayment	3,687.02
	11th	138	O2	Mobile Telephone	11.56
	13th	45	Vodafone	Telemetry Lines	45.00
	18th	-	HSBC	Bank Charges	7.90
	20th	117	Woldmarsh Producers Ltd	Supply to Orchard Cottage PS	453.46
			Total Amount of all Payments		8,432.80

3.3 Audit

3.3.1 Internal Audit

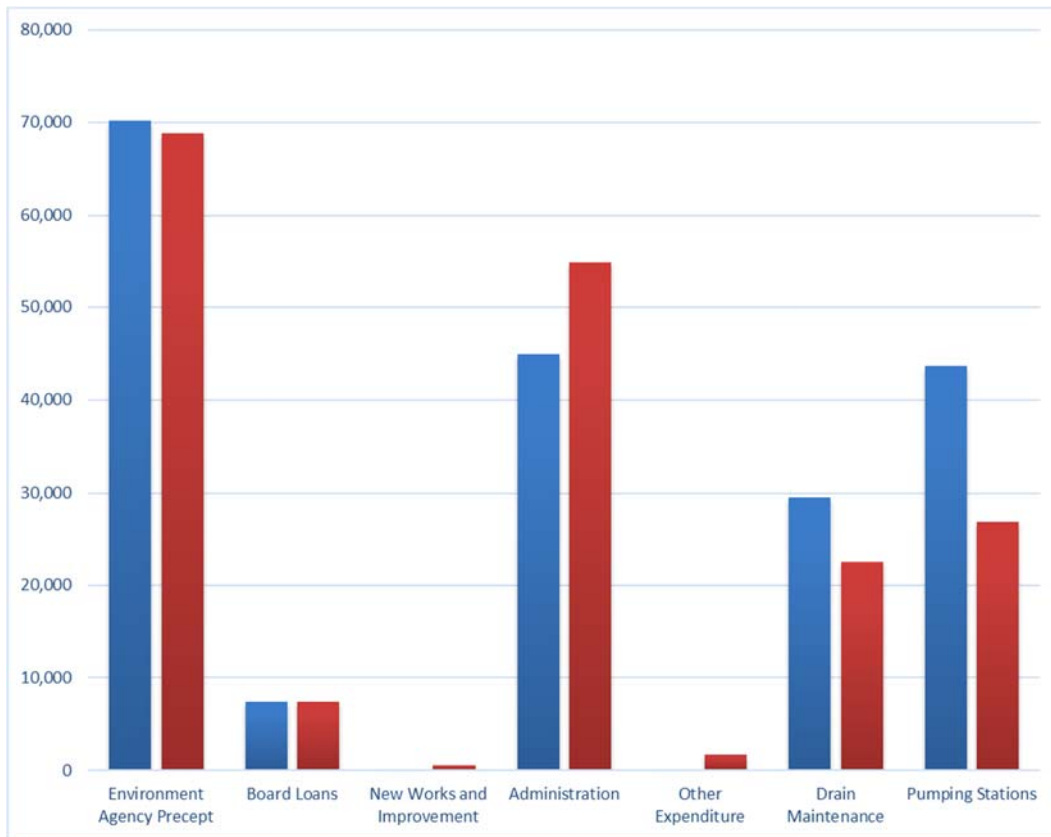
The internal audit of the Board's financial statements is underway.

3.3.2 Annual Return – Section 1 Annual Governance Statement

The Board are required to review and approve Section 1 of the Annual Return which can be viewed at Appendix A.

3.4 Budget Comparison for the Year Ended 31 March 2017

The comparison of the expenditure incurred against the budgeted total is shown over the page.



3.5 Accounts for the Year Ended 31 March 2017

The accounts for the year ending 31 March 2017 are attached as a separate document.

3.5.1 Annual Return – Section 2 Accounting Statements

The Board are required to review and approve Section 2 of the Annual Return which can also be viewed at Appendix A.

3.6 Five Year Budget Estimate

The five-year budget estimate is shown over the page.



Goole & Airmyn IDB	0	0	0	0	1	2	3	4	5
Revenue Account	2016/17	2016/17	2017/18	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23
	App	Actual	App	Estimated Out-turn					
	Budget	Out-turn	Budget						
Income	£	£	£	£	£	£	£	£	£
Drainage Rates	5,189	5,504	5,372	5,372	5,372	5,372	5,372	5,372	5,372
Special Levies	247,446	247,446	247,919	247,919	247,919	247,919	247,919	247,919	247,919
Highways England Contribution	20,000	25,987	20,000	20,000	20,000	20,000	20,000	20,000	20,000
Other Income	-	-	-	-	-	-	-	-	-
Grant in Aid	-	-	-	-	-	-	-	-	-
Bank Interest, consents etc	-	662	50	50	50	50	50	100	100
Total Income	272,635	279,599	273,341	273,341	273,341	273,341	273,341	273,391	273,391
Expenditure									
Flood Defence Levy	70,237	68,860	70,926	68,860	70,926	73,054	75,245	77,503	79,828
Refurbishment Costs	-	-	-	-	-	-	-	-	-
New and Improvement Works	-	549	13,000	15,000	-	-	-	-	-
Drain Maintenance	29,500	22,548	35,000	28,000	28,840	29,705	30,596	31,514	32,460
Other Expenditure		1,773	2,500	2,500	2,575	2,652	2,732	2,814	2,898
Pumping Stations	43,620	26,909	31,000	38,000	39,140	40,314	41,524	42,769	44,052
Administration	44,925	54,877	51,372	51,372	52,913	54,501	56,136	57,820	59,554
PWLB Loan	7,374	7,374	7,374	7,374	7,374	7,374	7,374	7,374	7,374
New Loan									
Total Expenditure	195,656	182,890	211,172	211,106	201,768	207,600	213,607	219,794	226,166
Surplus/(Deficit)	76,979	96,709	62,169	62,235	71,573	65,741	59,735	53,598	47,225
Balance Brought Forward	(50,009)	(59,393)	20,536	37,316	99,551	121,124	136,865	146,600	150,198
Transfer to/from Com Sum Accounts	-	-	-	-	-	-	-	-	-
Transfer to Capital Reserve Acc	-	-	-	-	50,000	50,000	50,000	50,000	40,000
Balance Carried Forward	26,970	37,316	82,705	99,551	121,124	136,865	146,600	150,198	157,423
Penny Rate in £	4.90p	4.90p	4.80p	4.80p	4.80p	4.80p	4.80p	4.80p	4.80p
Penny Rate £52,769	4.90p	4.90p	4.80p	4.80p	4.80p	4.80p	4.80p	4.80p	4.80p
Commuted Sum Balance	193,057	193,057	193,057	193,057	193,057	193,057	193,057	193,057	193,057
Capital Reserve Account	-	-	9,500	6,500	56,500	106,500	156,500	206,500	246,500
% of Expenditure	13.78%	20.40%	39.16%	47.16%	60.03%	65.93%	68.63%	68.34%	69.60%



	2016/17	2016/17	2017/18	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23
Capital Reserve Account	App	Actual	App	Estimated Out-turn					
	Budget	Out-turn	Budget	£	£	£	£	£	£
	£	£	£	£	£	£	£	£	£
Income									
Interest	-	-	-	-	-	-	-	-	-
PWLB Loan		-	-						-
FGIA Grant									
PS Scheme Contributions									
Total Income	-	-	-	-	-	-	-	-	-
Expenditure									
Telemetry - Total Catchment	-	30,500	-	-	-	-	-	-	-
Asset Inspections		-		3,000					
New Loan - Capital	-	-	-	-	-	-	-	-	-
Pumping Station Refurbishment	-	-	-	-	-	-	-	-	-
Total Expenditure	-	30,500	-	3,000	-	-	-	-	-
Surplus/(Deficit)	0	(30,500)	0	(3,000)	0	0	0	0	0
Balance Brought Forward	-	-	9,500	9,500	6,500	56,500	106,500	156,500	206,500
Transfer from Revenue	-	-		-	50,000	50,000	50,000	50,000	40,000
Transfer from Commuted Sum		40,000	-						
Balance Carried Forward	-	9,500	9,500	6,500	56,500	106,500	156,500	206,500	246,500

3.7 Insurance

Following a failure of a weedscreen cleaner, contact was made with the Board's current insurers to determine if the breakdown was covered and to hopefully make a claim against the policy. However, it very quickly became apparent that the weedscreen cleaners had not been subject to the statutory annual inspection of lifting equipment, as per LOLER regulations. A formal complaint has been registered with the insurers and steps have been taken to cancel the existing policies and transfer the business to another provider. The Clerk has asked for a refund of premiums as the NFU has not fulfilled the contract requirements.

4. Engineer's Report

Recommendations:

- Note the information contained in this report

4.1 Asset Management

4.1.1 Asset Condition Survey

The boards Asset Survey is well underway.

4.1.2 Pumping Stations

A cost has been obtained from Messrs Sweeting Brothers, for repairing the outfall at Downes Ground Pumping Station, additional quotes will be sought.

4.1.3 Telemetry

The instalment of the new telemetry system at the pumping stations is proving to be a great asset.

4.2 Maintenance

4.2.1 Pumping Station attendant

The services of Danvm DC continue to be used.

4.2.2 Ordinary Watercourses

The maintenance contract has been produced and is in the process of being distributed to potential contractors.

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. 7 planning applications upon which the Board is required to comment have been made between 14 January 2017 and 19th May 2017

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

2 consent have been issued between 8th February 2017 and 19th May 2017.

A consent has been applied by Kremer Properties Ltd, but not issued. Awaiting supporting documentation.

4.3.3 Pre-application advice

Has been given to Kremer Properties Ltd, Capitol Park, AECOM – Galiford – Try, and G Haigh and Sons.

5. Environmental Report

Recommendation:

- Note the information contained in this report
- Resolve: Include Bats general within BAP. Erect summer bat roost boxes at New Potter Grange PS. Include Grass snake within BAP. Erect compost compounds at Downes Ground PS. Erect invertebrate hibernacula in pump station compounds. (Item 5.1.3)

5.1 Legislation

5.1.1 Eels (England and Wales) Regulations 2009

To date this Board's pump stations have not yet appeared on the National Database. Work being done by the EA and Hull International Fisheries Institute is suggesting whilst eel may pass through fish friendly pumps physically intact on the exterior, that internally they have been affected and either die latterly or are predated due to their impairment.

5.1.2 Conservation of Habitats and Species Regulations 2010

This Board has a boundary with the Humber Estuary Ramsar site and has duties as a Responsible Authority under the Conservation of Habitats and Species Regulations 2010. Under that and the Land Drainage Act 1991 (as amended), Natural England has been served notice of Board function within the vicinity of the site.

5.1.3 Biodiversity Action Plan 2015-2020

Water Vole and other species surveys have been undertaken from late March, available at Appendix B.

Bat Boxes – Inclusion as general species within Board BAP. Members are requested to consider erecting summer bat roost boxes at New Potter Grange PS.



Photo: Bat Conservation Trust

Grass snake – Inclusion within Board BAP. Downes Ground PS potential site for compost heap of weed screen arisings, covered with tarpaulin or corrugated sheet creating appropriate nesting habitat for Grass Snake to lay eggs. Should not be disturbed from June to September or over winter when grass snake hibernate.



Photo: Froglife

Invertebrate hibernacula – Provision of suitable hibernation sites for invertebrates at pump station compounds.



gardens

Photo: Wild about

5.1.4 Humber Estuary Relevant Authorities Group (HERAG)

This Board as a Relevant Authority (Habitats Regs) is represented on HERAG works to implement environmental benefits as part of the Humber Management Strategy which has recently commenced a 3-year review. The Estuary is designated Ramsar for the following species:

- Bar-tailed godwit (*Limosa lapponica*)
- Black-tailed godwit (*Limosa limosa islandica*)
- Dunlin (*Calidris alpina alpina*)
- Golden plover (*Pluvialis apricaria*)
- Knot (*Calidris canutus*)

Natural or near natural estuary:

- Redshank (*Tringa tetanus*)

Aquatic:

- Sea lamprey (*Petromyzon marinus*)



- River lamprey (*Lampetra fluviatilis*)
- Grey seal (*Halichoerus grypus*)
- Shelduck (*Tadorna tadorna*)
- General Waterbird assemblages

Work proposed includes engagement with the agricultural community around the estuary, particularly related to the bird declines in the area, many of which such as Lapwing and Plover breed on agricultural land, not the estuary.

6. Health and Safety Report

Recommendations:

- To note the information contained in the report

6.1 Floodex

The Clerk held workshops for Health & Safety issues relating to Internal Drainage Board function over the two days of Flood Ex held in Peterborough as ADA's Health & Safety Adviser.

Day 1 – Wednesday, 17th May – Directors/Board Members/CEOs/Clerks

0900 – 0930 – General registration for FLOODEX, refreshments, etc

0930 – 1030

- *Presentation 1 –*

- Policy
- Planning
 - training
- Organisational structure
- Moral, legal and financial reasons
 - Nobody should be injured at work
 - Legal duties
 - Loss of public face

- *Presentation 2 –*

- Risk Profiling
- Corporate Manslaughter
- Competent advice
- Construction Design Management
- Worker involvement and consultation
- Delivery

- *Discussion*

1030 – 1045 - Comfort Break / Refreshments

1045 – 1200

- *Presentation 3*

- Measuring performance
- Accidents, incidents and near misses

- *Presentation 4*

- Performance measurement
- Understanding Workplace behaviour
- Disseminating lessons learned

- *Discussion*

- *Summary messages*



Day 2 – Thursday, 18th May – IDB Operational Staff

0900 – 0930 – General registration for FLOODDEX, refreshments, etc

0930 – 1030

- ***Presentation 1***

- Hazard identification
 - Working near water
 - Overhead power lines
 - Buried services
 - Noise at work
 - Hand arm vibration
 - Confined spaces
 - Chainsaws
 - Vehicle overturns
 - Work areas around 360 machinery
 - Work at height

- ***Presentation 2***

- Risk assessment
- Employee duties
- Removal of safety features

- ***Discussion***

1030 – 1045 - Comfort Break / Refreshments

1045 – 1200

- ***Presentation 3***

- Welfare
- Personal Protective Equipment (PPE)

- ***Presentation 4***

- Accident, incident and near miss reporting
- competence
- Right to refuse to work

- ***Discussion***

- ***Summary messages***

6.2 Contractor Management

6.2.1 Accidents and Incidents

On the 15th May 2017 the RHS wire strop on the weed screen grab failed. Nobody was injured. The lifting plant is notifiable under the LOLER regulations, so HSE have been made aware of the incident. The repair will be undertaken by Danvm Drainage Commissioners.



6.2.2 Lone Worker Arrangements

The current system is working effectively; however, we continue to look for replacements for the Sonim phones which are now nearing the end of their useful life. We are working with SoloProtect to either provide Identicom devices or an 'App' (application) loaded on an Android phone.



7. Representation

Officers represent the Board in several fora:

Environmental	Flood Risk Management	Other
Humberhead Levels Steering Group	Humber Flood Risk Management Steering Group	ADA Northern branch meeting
Humber Estuary Relevant Authorities Group	Meeting with East Riding of Yorkshire Council FRM Officers	ADA T&E
	East Riding of Yorkshire Council Review Committee	ADA P&F
	Humber Liaison Forum	

8. Date of Next Meeting

1 November 2017

9. Appendix A: Annual Return

Copies of the relevant sections of the Annual Return can be found over the following pages.

Section 1 – Annual governance statement 2016/17

We acknowledge as the members of:

Enter name of
smaller authority here:

GOOLE AND AIRMYN INTERNAL DRAINAGE BOARD

our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2017, that:

	Agreed		'Yes' means that this smaller authority:	
	Yes	No*		
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.	
2. We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.	
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and proper practices that could have a significant financial effect on the ability of this smaller authority to conduct its business or on its finances.	✓		has only done what it has the legal power to do and has complied with proper practices in doing so.	
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.	
5. We carried out an assessment of the risks facing this smaller authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered the financial and other risks it faces and has dealt with them properly.	
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.	
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.	
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this smaller authority and, where appropriate have included them in the accounting statements.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year-end if relevant.	
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	NA	has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.

This annual governance statement is approved by this smaller authority on:

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

Signed by Chair at meeting where approval is given:

SIGNATURE

Clerk:

SIGNATURE

*Note: Please provide explanations to the external auditor on a separate sheet for each 'No' response. Describe how this smaller authority will address the weaknesses identified.

Section 2 – Accounting statements 2016/17 for

Enter name of smaller authority here:

GOOLE AND AIRMAN INTERNAL DRAINAGE BOARD

	Year ending		Notes and guidance
	31 March 2016 £	31 March 2017 £	
			Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.
1. Balances brought forward	175 436	133 664	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	198 977	252 950	Total amount of precept (or for IDBs, rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	117 314		Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	12 677	0	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5. (-) Loan interest/capital repayments	7374	7374	Total expenditure or payments of capital and interest made during the year on the smaller authority's borrowings (if any).
6. (-) All other payments	338012		Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	133664		Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6)
8. Total value of cash and short term investments	161667		The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	1771682	1771682	This cell shows the value of all the property the authority owns. It is made up of its fixed assets and long-term investments.
10. Total borrowings	79807	75981	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council acts as sole trustee for and is responsible for managing Trust funds or assets. N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2017 the accounting statements in this annual return present fairly the financial position of this smaller authority and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer:

SIGNATURE

Date

DD/MM/YYYY

I confirm that these accounting statements were approved by this smaller authority on:

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

Signed by Chair at meeting where approval is given:

SIGNATURE

10. Appendix B: Water Vole & Other Species Surveys

A copy of the report can be found over the following pages.

General Details

Location

Goole & Airmyn district, Airmyn area drains.

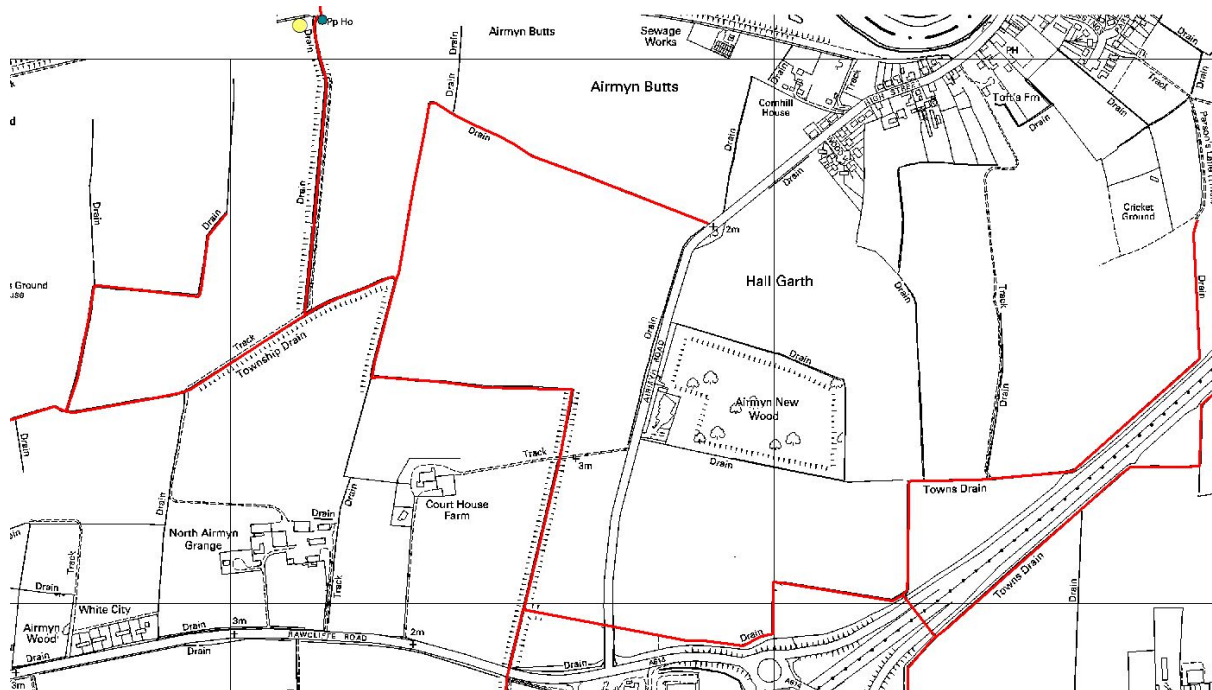


Figure 1. Extent of drains surveyed Airmyn district

Survey Date

24/03/2017 09:34

Purpose

To understand the habitat suitability of Board maintained watercourse and the distribution of population of water vole (*Arvicola amphibus*) within the Board's District. The survey will also record sighting of any other species for which action plans are in place as detailed in the Board's Biodiversity Action Plan.

Site description/conditions

Bright sunny morning, cool breeze, bright. Heavy rain earlier in week. Soft ground

Many of the watercourses have been timber toe piled, particularly on the sands and gravels shown yellow on Figure 2. In this part of the District, underlying bedrock geology is Sherwood sandstone.

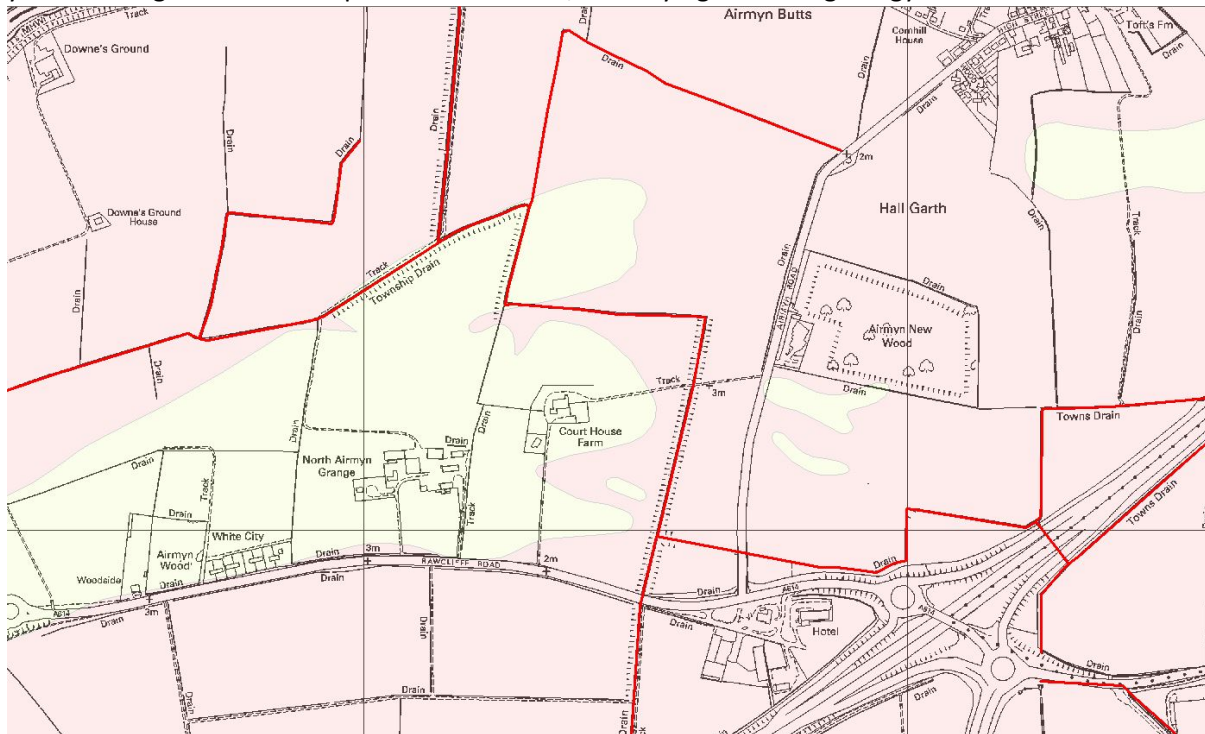


Figure 2. Geological superficial deposits. Yellow sands and gravels, pink clay, silt, sand & gravel.

Survey start Township Drain north of Rawcliffe Road. The water is clear but little aquatic vegetation in the drain.

Township drain adjacent new development factory, has banks almost vertical and slips are starting to form ready to break away. There is little opportunity to reprofile these banks without cutting into land owned by Elite Furnishings. The soils in this area are predominantly clays and silts with sands and gravel and should offer suitable habitat for water vole burrows however the majority of this drain is sheet piled on the Elite Furnishings side therefore offering no opportunity for burrowing. The drain contains some areas of aquatic vegetation namely water starwort.

Township Drain upstream of Elite Furnishings is reasonably clean water although reasonably sparse in aquatic and emergent vegetation. At the outfall from the Township Drain east the water changes dramatically and becomes very silt laden and eutrophic in nature; large quantities of floating pollution are evident. An investigation later in the survey revealed this to come from Towns Drain upstream of the M62 culvert.

Drains north of Court House farm, Township Drain and Downes Ground Drain offered reasonable water quality, drains contained water starwort (*Callitriche sp.*), common reed (*Phragmites australis*) and some areas of fool's water cress (*Apium nodiflorum*). There was no decisive evidence of water vole (*Arvicola amphibious*) in this area although some drain banks contained burrows however this is evidence of a burrowing mammal, not necessarily water vole.

GISmapp

North of Court House Farm two pairs of mallard (*Anas platyrhynchos*) were identified in the drain, three roe deer (*Capreolus capreolus*) were seen at in Township Drain as it turned north. Reed bunting (*Emberiza schoeniclus*) were amongst the stems of bulrush (*Typha*) in the Court House Farm attenuation ponds. The smaller drain of Downes Ground Drain offers more suitable water vole habitat however no evidence of occupation was noted.

Within Township Drain before becoming Downes Ground Drain, in several places quantities of frog (*Rana temporaria*) spawn were noted, particularly on the areas colonised by water starwort.

The Barn Owl box on the pump station appears to be used by pair of stock doves (*Columba oenas*) but it is worthwhile noting that stock doves are on the UK Amber list, following the decline in recent years. Frog spawn was also noted in the ponds on Airmyn Butts.

Airmyn Butts Drain to Airmyn Road appears suitable water vole habitat however no presence was identified; the drain holds some water starwort. Closer to the road there is an abundance of duck weed (*Lemna minor*).

Returned down Airmyn Road to Township Drain East to identify source of polluted material. The drain is piled in several places, with a large old slip on the north bank but not obstructing flow. Where the bank has slipped, it offers suitable water vole habitat. The bank top is used frequently by deer. On approaching the M62 culvert it was noted the headland is bulging and slipping pushing at the piling; the polluted material in the watercourse comes from upstream. This drain takes water from the Capitol Park area and further investigation will be required to identify the source.

A water vole was seen slipping under old piling on Towns Drain, upstream of the M62 culvert, disturbing silt as it returned to burrow behind the old piling.



Township Drain adjacent

Elite Furnishings, bank slips imminent, angle of drain batter near vertical.

GISmapp



Floating pollutant Township Drain



Sheet Piling Elite Furnishings bank

GISmapp



Pollution north Court House Farm



Airmyn Butts Drain, water starwort

GISmapp



Airmyn Butts Drain facing north



Township Drain before junction with Downes

Ground Drain. Good stands of vegetation protecting toe of drain

GISmapp



Frogspawn in Township Drain on water

starwort



Airmyn Butts Drain

upstream

GISmapp



Upstream of Township Drain east, floating pollutant flowing into culvert under Airmyn Road



Slips on Township Drain east below gastro-pub

GISmapp



culverted section

Township Drain east, long



adjacent M62 culvert

Township Drain east collapsing sheet piling

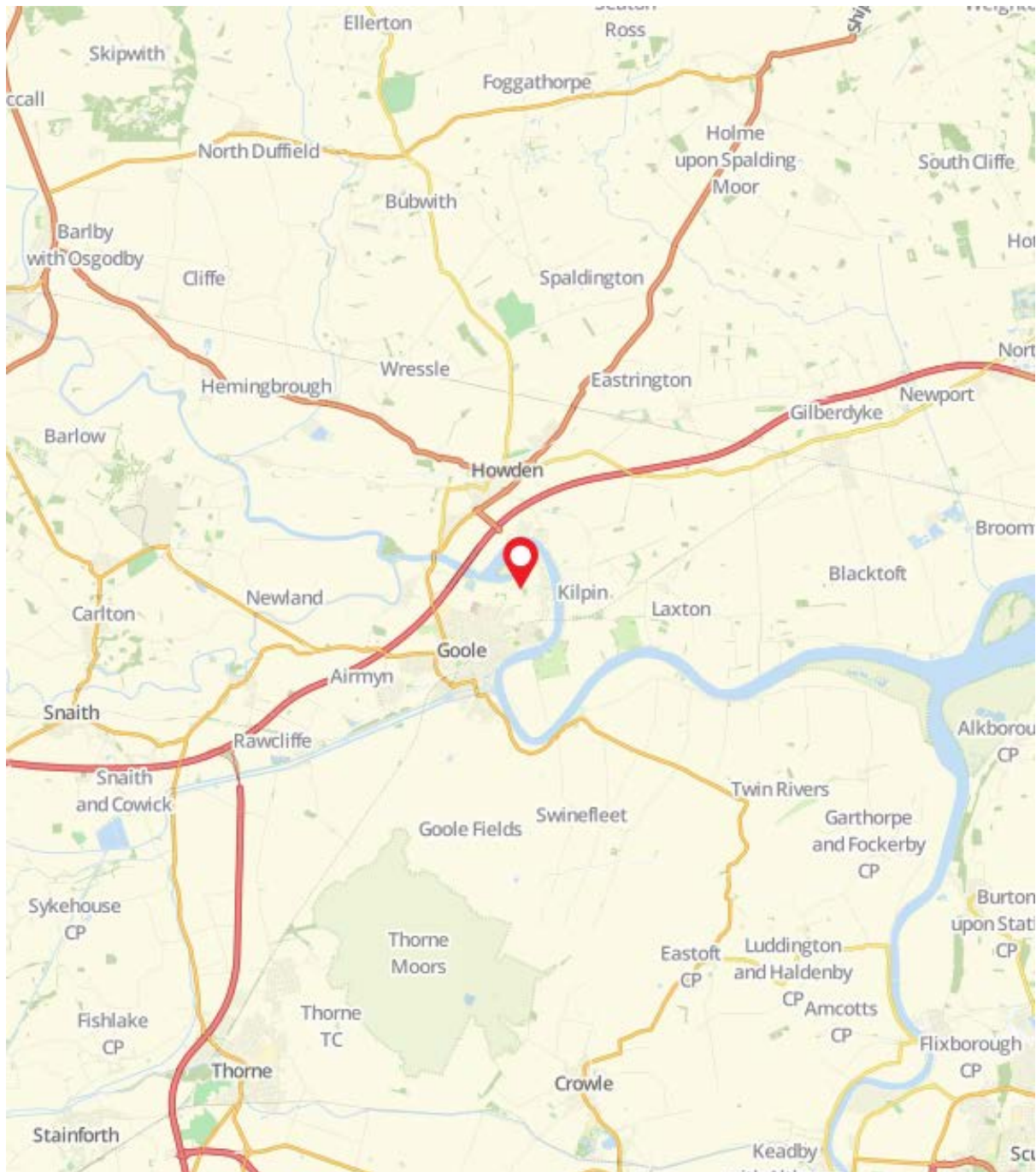
GISmapp



M62 culvert from which turbid water is flowing.

With the exception of one sighting of water vole on Towns Drain, upstream of M62 culvert, no other evidence of the presence of vole was noted. The presence of frog spawn in Towns Drain leading to Downes Ground Drain is interesting, the amphibians using the slow-moving waters of the drain in which to breed. The Board's maintenance of these drains is important to the continued use as a breeding ground, and are also capable of being used by newt.

GISmapp



General Details

Goole & Airmyn District, Hook area. Biodiversity Action Plan water vole survey

GISmapp

drain, where in 2016 several water vole burrows were located there are none and the bank is devoid of vegetation (Picture 5).

As Hook Drain passes between Whin Croft and Hook Carr, north of the bridge into the development, the Peter Ward show house car park is fenced so as to prohibit access for drain maintenance.

Returning to the junction of Hook Drain and Southfield Lane Drain as it passes below the Whin Croft development a large number of burrows were identified together with several latrines indicating a large, water vole (*Arvicola amphibious*) population. The drain holds fools water cress (*Apium nodiflorum*), water starwort (*Callitriche sp.*) and common pond weed (*Potamogeton natans*).

Southfield Drain becomes Blenheim Drain where a Great Crested Newt (*Triturus cristatus*) was identified; as it turned to swim to the drain bed, a flash of yellow from its underside was seen providing identification. The adjacent land offers suitable hibernaculum for newt, the rough grass and weed giving protection. This site is proposed for development. Further into Blenheim Drain/Southfield Drain a smooth newt (*Lissotriton vulgaris*) was identified swimming toward the drain bed. Southfield Drain as it continues to the corner of Mayfield, held several burrows and latrines evidencing a strong water vole (*Arvicola amphibious*) population.

General Photographs

1. Hook Drain north.

Several burrows and spoil heaps indicative of rat.



2. Hook Drain north and corner Hook Drain south and east upper

Apparent pollution from Hook Drain S and E upper as it joins Hook Drain north



3. Hook Drain south and east upper

Discharge comes from field under drainage system



4. Southfield Lane Drain

Over deepening of drain during de-silting operations



5. Hook Drain Peter Ward Developments
Bank reprofiling, lack of vegetation, seeding required



GiSmapp

6. Hook Drain Peter Ward Developments

Several burrows evident along drain, several latrines and one water vole seen



7. Hook Drain Peter Ward Developments

Lack of access for maintenance



GISmapp



General Details

Drain Name

Goole & Airmyn, Capitol Park area drains

Location

Lon: -0.8906105719515035

Lat: 53.7008980382733938

GISmapp

Accuracy: 5

Location source: GPS

Location co-ordinates: -0.8906105719515035 53.7008980382733938

Local co-ordinates: 473339 423289

Local system: OSGB36

Survey Date

16/05/2017 09:22

Site description

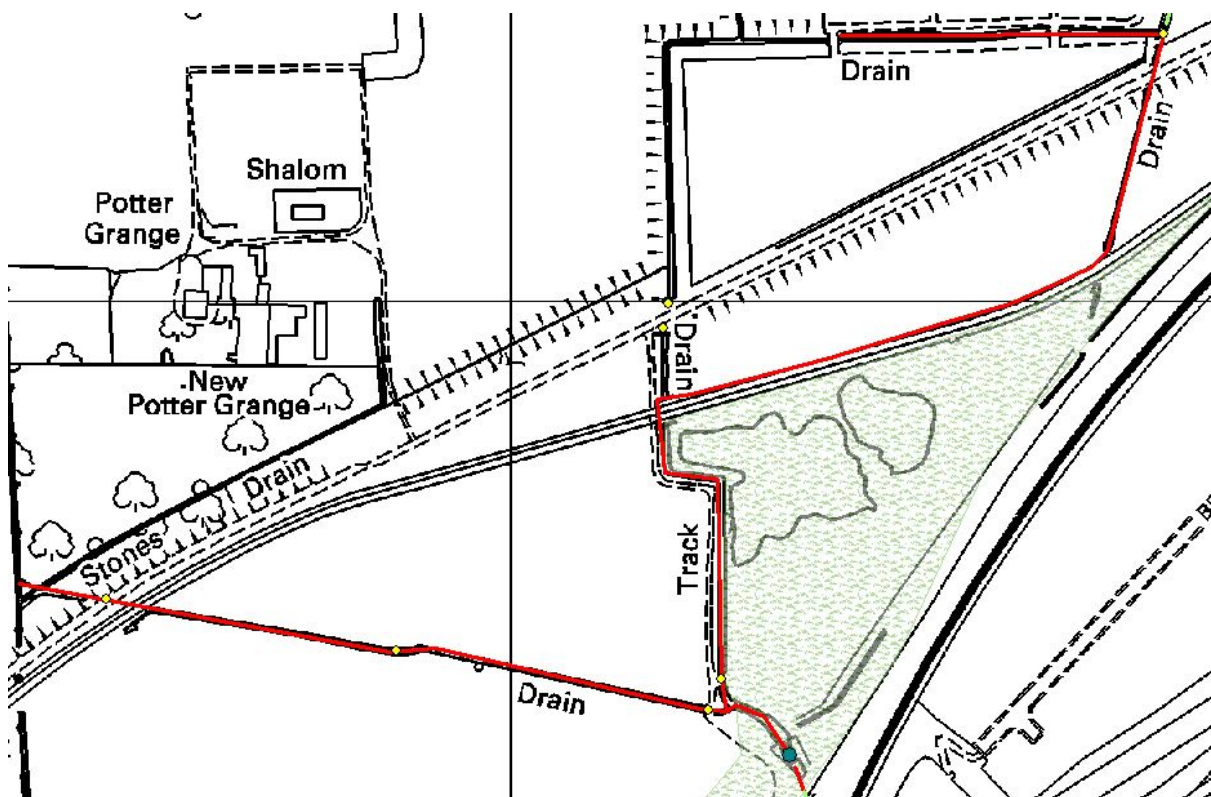
Bedrock geology of the area is Sherwood Sandstone, overlain with superficial deposits of alluvial clay, silts, sand and gravel

Conditions

Warm at 16°C, heavy rain showers.

Watercourses

Old Potter Grange Drain, Anderson Road Drain, New Potter Drain



Anderson Road drain, contains large stands of *Elodea sp.*, an invasive non-native but an oxygenator. Recommend when watercourse ready for in channel maintenance this is removed carefully and taken from site. Mallard male and female using drain. Stands of Common Pond weed (*Potamogeton*

natans) occur along drain length with stands of Common Reed (*Phragmites australis*), Fools Water Cress (*Apium nodiflorum*), a feathery leaved pond weed (*Potamogeton sp.*), Water Plantain (*Alisma plantago-aquatica*) and Curly leaved pondweed (*Potamogeton crispus*). Closer to Anderson Road the water was very dark and turbid however it became clearer toward the culvert under the railway. Toward the culvert, the Elodea is replaced with Common Hornwort (*Ceratophyllum demersum*), a native plant. The drain also holds many tadpoles and several Ramshorn snails (*Planorbidae*). Large stands of rush (*Juncus*) are located along the banks in several places. This section of drain is relatively new but contains already a reasonable diversity of species.

Upstream of the culvert within Oakhill site, a Kingfisher (*Alcedines*) was observed using the drain and the bank sides contain large stands of Comfrey (*Symphytum officinale*), a good source of nectar for bees.

New Potter Drain appears to be good water vole (*Arvicola amphibus*) habitat however no evidence was noted. The drain is crossed in several places by badger (*Meles meles*) tracks and prints in the mud.

1.5km Board maintained drain surveyed.

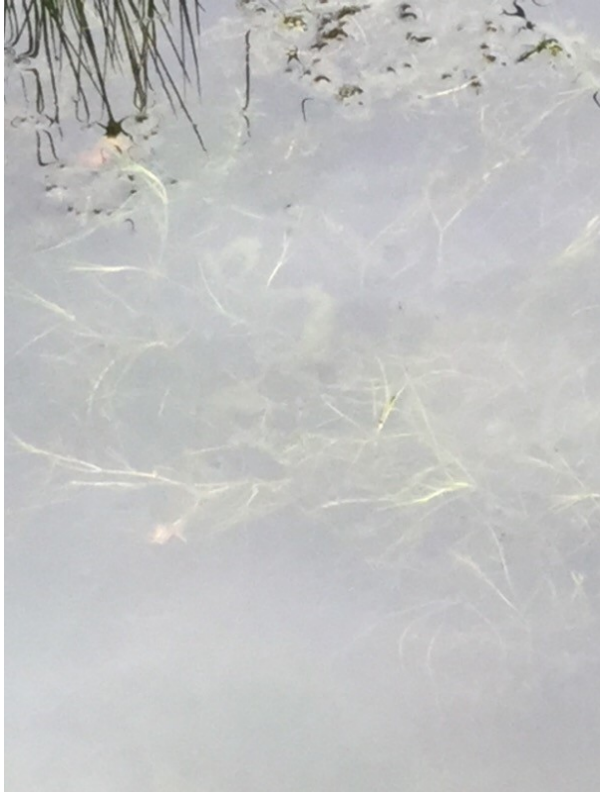
General Photographs



pondweed and Common Reed

Common

GISmapp



Feathery pondweed (*Potamogeton sp.*)



Water plantain and Elodea

GISmapp



Under railway, Common Pondweed



Curly pond weed

GISmapp



Hornwort



Drain upstream of track over Anderson Road Drain

GISmapp



Comfrey



New Potter Drain, good water vole habitat

GISmapp



Badger tracks across bank



Badger prints, claws showing

GISmapp



New Rush growth



Bank side vegetation growing well in places



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Shire

Group of IDBs

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Skipton (Head Office)
Tadcaster
Thirsk
Wallingford
Warrington**

