



Danvm

Drainage Commissioners

Shire Group of IDBs
Epsom House
Malton Way
Adwick le Street
Doncaster DN6 7FE

Meeting *Papers*

Friday 23 June 2017
9.30am




Shire


Group of IDBs

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Meeting Papers

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Purpose

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1. Governance

Recommendation:

- Approval of Minutes of meeting 3 February 2017 (Item 1.5)

1.1 Apologies for Absence

Apologies have been received from Barnsley MBC appointee Wayne Atkins, Chris Crowe, Barry Roughley

1.2 Declaration of Interest

1.3 Public Forum

No requests have been received

1.4 Board Key Performance Indicators

Indicator	Achievement to date	Anticipated target June 2017
Adherence to Complaints Procedure	100%	100%
Meeting Papers issued in accordance with Standing Orders	100%	100%
Percentage of rates collected	Landowners 60% Special Levies 51.3%	Ratepayers 60% Special Levies 50%
Percentage of planned watercourse maintenance work completed	0%	0% pre maintenance period

1.5 Minutes of the Meeting held 3 February 2017

Member	4.11.16	23.2.17
Catherine Anderson (DMBC)	✓	-
David Atkinson (Dun District)	✓	✓
VACANCY (Barnsley DC)	✓	-
Andrew Cooke (Went District)	✓	✓
Chris Crowe (Coal Authority) Knottingley to Gowdall District	✓	✓
John Duckitt (Dun District)	✓	✓
Martin Falkingham (Went District)	✓	✓
Terry Grady (Doncaster MBC)	✓	A
Mel Hobson (Selby DC)	✓	-
Charlie Hogarth (Doncaster MBC)	✓	-
Gillian Ivey (Chair) (Selby DC)	✓	✓
Frank Jackson (Vice Chair) (Doncaster MBC)	✓	✓
Mike Jordan (Selby DC)	✓	A
Steve Lomas (Dun District)	✓	✓
Paul Maddison (Wakefield MDC)	✓	✓
Cllr Dave Peart (Selby DC)		
David Platt (Knottingley to Gowdall District)	✓	✓
Robert Robinson (Dun District)	A	A
Barry Roughley (DMBC)	A	x
Richard Thompson (Dun District)	A	A
Cllr Debbie White (Selby DC)	A	A
Richard Ward (Doncaster MBC)	✓	✓
Neil Welburn (Went District)	✓	✓
VACANCY Went District		
VACANCY D&D District		

Officers attending:

Ian Benn – Clerk
Craig Benson – FO
Alison Briggs – EO
Paul Jones - Eng.

Public attendance – none

Governance

2017.1 Chairman welcomed Barry Roughley to his first meeting. Members agreed the Board required nameplates available for the next meeting. Members introduced themselves.

2017.2 Apologies for absence were received from Cllr Debbie White, Cllr Mike Jordan, Cllr Dave Peart, Terry Grady, Richard Thompson and Robert Robinson. Chair noted Selby Councillors had another meeting at which attendance was required.

2017.3 Declaration of Interest - none

2017.4 Public forum – no request received

2017.5 Key Performance Indicators - noted

2017.6 Minutes of meeting 4 November 2016 – **RW proposed adopted, SL seconded, all in favour**

2017.7 Matters arising not discussed elsewhere on the Agenda – CEO advised annual H&S report would be issued to Members. Members also noted position regarding disciplinary hearing arising out of H&S issues. Chairman requested delegated authority be given to Chair and Vice Chair to deal with. Noted missing key card for pump station locks had been cancelled and a new one would be issued. JD queried status of workforce numbers. Noted it may require an additional meeting to discuss Board requirements.

2017.8 Chair advised regarding Minute 2016.104 it had been agreed, subject to ratification and procurement advice the Board would instruct existing contractor to proceed with optioneering. Procurement advice was this could not happen and work had to be tendered. EA funding has been passed over into 2017/18 financial year for which the Chair thanked the Engineer in arranging a meeting with the EA and obtaining deferment of the grant.

2017.9 Chair also noted several vacancies on board and need to consider who might be appropriate to co-opt onto Board.

2017.10 Complaints/FOI requests – none received

CEO Report

CEO advised report for information only with one update

2017.11 Environment Agency – CEO advised content of correspondence received from Defra Minister regarding de-maining process. De-maining and asset transfer the Board is the appropriate authority however funding is required to be a consideration in negotiations. RW advised paper from Yorkshire RFCC on de-maining was issued last week.

ACTION RW to circulate

2017.12 NW declared an interest, enquiring whether Board was to take River Went and Ea Beck under de-maining, noting the Ea Beck had not received EA maintenance for several years. Both Went IDB and Dun DC used to undertake maintenance in 1950's. CEO suggest possible for Board to cut back on smaller drains and concentrate on its high-level carriers. Eng. advised cost benefit will need to be considered however can request shapefiles from EA and model information. AC queried if the Board was to consider if undertaking work on main river whether that included maintenance work on flood defence banks particularly on Ea Beck. CEO advised possible to use PSCA to do work on main river. Chair declared interest in Went as did AC, CC and MF.

ACTION Eng to progress, investigating EA forward maintenance plans and request flood outline shapefiles from EA to identify any impact on surrounding farmland.

2017.13 Legislation – SL commented on legislation and with particular reference to slips. Noted Board has a hydraulic pile driver hammer used in slip repair work when timber toe piling. Suggested WLM Committee look at Board maintenance of main drains, which were cut for benefit of community.

CEO suggested good idea to consider maintenance on annual basis however reminded Board operates under permissive powers.

2017.14 CEO reported on his attendance at launch of NFU Flood Manifesto representing RFCC.

Engineers Report

Members considered the Engineers report previously circulated.

2017.15 Public Sector Cooperation Agreement – Eng reported on the request under PSCA to use Board MEICA team for Black Drain DB 3 pump stations. Chair confirmed she had discussed this with Chair of Black Drain. Eng. confirmed current MEICA team had capacity to undertake that work. **Chair proposed Board enters PSCA with Black Drain, PM seconded, all in favour.**

2017.16 Drainage District Hydraulic Model – Eng. presented information on model outputs of flood outline within Kirk Bramwith PS catchment to Members. EA surface water flood maps shown first outlining a 1:1000-year surface water event. Board's 1:1000 storm event with more specific detail was superimposed, showed an improved understanding of 1:1000 storm event. Considerably more land was affected; the Board is now able to demonstrate it is restricting flooding to the west of Kirk Bramwith, storing it on land and the pump station still able to function.

Another scenario run by the model was a 1:100 storm event on Kirk Bramwith catchment with a pump failure. The result identified a 1:100-year storm event together with a pump failure exhibited the same flooding extent as a 1:1000 event. This provided evidence that Board function has dramatic effect on reducing flood risk.

Members considered the Fosterhouses system at Blackshaw Clough. 1:1000-year event from the EA surface water map superimposed with a 1:100-year event and a Blackshaw Clough pump failure would cover same area as 1:1000 EA surfaced water map. Again, this illustrated the benefit of Board function. JD advised Blackshaw Clough high level carrier was silted up. SL advised EA had previously agreed it would maintain the clough. Eng. advised model accounts for river levels preventing any gravity discharge through the event. If the river was low enough to take gravity the model demonstrates benefit. CEO advised model important for scientific evidence based decision making.

Eng presented Lake Drain PS system with surface water flood 1:1000, the model predicted a 1:100-year storm together with Lake Drain pump failure would create a greater flood event than the Agency 1:1000-year event flood map. Eng. reiterated the importance of the model data. Data should be shared with LLFA, RMA's are obliged to share information with other RMA's however the model will be of use to Planners and raising importance of pumped systems and reliance on pumps which developers may not understand. PM confirmed model vitally important to Planners where LLFA must comment on planning applications. Potential also for an income allowing Developer use of the model. RW very supportive of work done and tool of immense assistance particularly in Development and Planning. This information had potential to change EA flood outlines. CEO noted various fora at which Officers can advise of model availability. Chair suggested could be presented at next ADA branch. PM noted RFCC Chair felt it important for RFCC members to understand what IDBs do, this will assist.

ACTION: Eng. to produce information for next meeting on possible charges that could be raised against Developers for use of model.

Eng. advised next phase was optioneering; further analysis of the model £140,000 allocation has been moved into 2017/18 financial year, this is 100% local levy funded for further optioneering. Work will include flood outlines during a saturation event, i.e. the 2012 with another 1:1000-year storm, pumps working then pumps not working, blockage scenarios through culverts which could impact infrastructure and agriculture. Plan to model at least 210 blockages which can also focus Board workforce attention during storm events. EA very keen and supportive of this model. AC considered involvement with locals familiar with the district would be useful. Infrastructure on the map he had seen under water in 2007 but not coloured in on the plan. Eng. advised model calibration was critical and the flood outlines would be checked. Could hold workshops with any interested members and the flood warden groups that have already been contacted.

2017.17 WLM Strategy – Coal Authority comments received and in position to public on Board website to allow and invite any comments on Strategy. 8 strategic options considered throughout the document for the sub-catchments. All high-level options for each sub-catchment. This will create a catchment description for members and public, understand the potential for the catchments and

presenting certain options which can be modelled/tested. Within commission already made, money is aside for some of these options to be modelled. Chair suggested full report be emailed out to Members for a response. Eng. confirmed EA require a copy of the document.

ACTION Eng. to email to all Members with a 2-week deadline for comment.

2017.18 Consenting – RW advised research project by LGA to explore cost of land drainage consents and how this compares to current £50 fee.

Finance Report

Members considered the Finance report previously circulated.

2017.19 FO advised on recommendations and referred to the Town Drain PS incident late 2015 where a blockage caused flooding ultimately costing the Board approximately £12,000. YW surge chamber was linked to Board system and a YW access cover had blocked the discharge open into the sump from river water. YW does not contribute toward funding of this station, installed at the request of Wakefield MDC in 1980's. Legal arguments between YW and board had ensued, Solicitor instructed who advised Board accept YW offer of 50% cost. Recommendation is asking Board to support officers with YW and WMDC in discussions regarding that particular station. PM declared an interest advising WMDC did not perceive a benefit to it of that station. **AC proposed Board approves 2 recommendations, 1) to approve Chairman's decision and 2) to support officers on YW and WMDC discussions. SL seconded, all in agreement**

2017.20 Rating – current balance £3,500. Finance Committee had agreed to w/o £1,400 bad debt.

2017.21 Finance Committee Minutes – AC advised on a discussion at Finance Committee Minute 2016.57 which had been deferred relating to IT equipment required by the workforce, secure email service and use of either a .org or .gov domain name for Board employees. DB had considered .gov.uk domain name more appropriate. AC advised Board approval would be required to delegate the Chair responsibility for making decisions regarding domain procurement, IT equipment and iPads. **AC proposed adopt a.gov.uk domain name and Chair given delegated responsibility for iPads. FJ seconded, all in agreement.**

AC also noted the previously recommended drainage rate by the Committee had been reduced as some costs were now less than originally anticipated.

2017.22 Estimates rates special levies – recommendation 9.5p. FO advised Board would give special levy payers an indication of future rates for next 5 years. When Board has approved the rate information will be sent to the Councils. **DA seconded, all in favour**

2017.23 **Finance Committee ToR** – Noted Board had delegated these powers to the Committee and should be included within Committee ToR. Chair noted Committee members need formally changing to 7. Noted also difficult to ensure the appropriate bare majority. **Chair proposed FC is 7 members, seconded FJ, all in agreement.** Chair noted wording around Chairman attending as an observer whereas current Chair is also a member of the Committee. Board is required to consider what is now requires. Chair advised her preference to continue as member of Committee, **AC proposed Chair remains a Finance Committee Member and current V/C to attend as an observer, seconded PM, all in favour.** PM commented on quorum and requirement for 4 members would provide just over half Committee membership. SL suggested main meeting could be seen as a tick box exercise and requested any Board member be allowed to observe both Finance and Water Level Management Committee meetings. Chair advised that this was possible already as meetings were open to the public although no one had attended recently. EO advised Boards within Shire Group to be most open and transparent within the industry. FO advised all papers are presented on the Board website for members and the public to view. **Chair proposed ToR approved with small amendments as discussed, DP seconded, all in agreement.**

2017.24 **Audit – Internal Audit Review Meeting** - noted auditors had still not commented on 2015/16 audit; the issue had been discussed by Internal Audit Review members. FO had been repeatedly told report will be issued but not received to date. Members noted the cost to Board of the

Electors questions would be over £500. FO advised new auditors will be in place by 2018. Chair requested letter be sent in her name to Auditors.

ACTION – FO to issue appropriate letter to Board Auditors

2017.25 **Risk Register** – specific risks to this Board are detailed. CC queried item 16 suggesting risk be higher than estimated. FO noted it depended upon the asset. **Chair proposed Board approve, PM seconded, all in favour.**

Environment

Members considered the Environment report previously circulated

2017.26 Members noted the information contained in the report

2017.27 EO advised Members on the background to the request for supporting funds and the Chairman's action in contributing £1000 unspent BAP monies to the Eel R&D fund. **CC proposed agreed support for Chair's actions noting the extensive work undertaken at Coal Authority funded sites regarding regulation compliance. RW seconded, all in favour.**

2017.28 Shirley Pool –EO advised on the problems encountered by the third-party Project Managers in getting the specialist contractor to agree a start time for the scrub clearance work which had to be before the start of bird breeding season. A start date of 16.2.2017 had now been given.

Representation

2017.29 noted

Date of next meeting

2017.30 as detailed in Board papers

2017.31 CEO advised on update following ADA Conference. JD had brought up Board workforce work with EA at 2015/16 flooding in north of district. Peter Holmes (EA) has received all correspondence between Board CEO and EA and has notified agreement to reimburse Board.

1.6 Matters arising not elsewhere on the Agenda

2017.1 CA apologies were received post meeting.

1.7 Complaints/FOI requests

Stat us	Date Receiv ed	Submitte d By:-	Ack by:	For mat	Concern ing	Nature of Complaint	De alt wit h by: -	Response / Action Taken	Matter resolved to satisfacti on of Complain ant?	Location of Correspond ence	Date of respo nse
FOI	11.04.2017	Mrs Riley	PJ	email	M.Gould & Fishlake Subsidence Scheme	Info relating to payments between 2013 and 2015	PJ	Acknowledged, and Full Response provided	unknown	2014s1005-5-L014-001, 2014s1005-5-L014-002, 2014s1005-5-L014-003	12.05.17
FOI	21.04.17	Environment Agency	PJ	email	Blowell Drain	Correspondence between CA & IDB	PJ	Full response provided	yes		24.04.17

2. Clerk's Report

Recommendation:

- Resolution on 2 Casual Vacancy nominations for two seats (Item 2.1)

2.1 Casual Vacancies

Two nominations have been received to fill the casual vacancies on the Board of which there is two, arising from the Dearne & Dove and the Went Districts.

The nominees are:

Proposer: Chairman. Mr Martin Drake is a ratepayer from Fishlake. Mr Drake has an understanding of good governance and has experience of the Board as a landowner/rate-payer.

Proposer: Yorkshire Wildlife Trust. Mr Michael Rogers, Living Landscapes Team Leader with Yorkshire Wildlife Trust. Yorkshire Wildlife Trust is a ratepayer of the Board both in the Dearne & Dove District at Denaby Ings and in the Dun District at Fishlake. Mr Rogers heads the team that manages these and several other sites within the District, and is involved with the Humberhead Levels Nature Partnership.

3. Finance Report

Recommendations:

- **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 Audit

3.1.1 Internal Audit

The audit of the Board's financial statements is complete and the report is attached as a separate document.

3.1.2 Annual Return – Section 1 Annual Governance Statement

The Board is required to review and approve Section 1 of the Annual Return which is attached as a separate document.

3.2 Accounts for the Year Ending 31 March 2017

The accounts are attached as a separate document.

3.2.1 Annual Return – Section 2 Accounting Statements

The Board is required to review and approve Section 2 of the Annual Return which is attached as a separate document.

Information Paper

The following is for information only

CEO Advice Legislation

Data Protection Act

<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.

This could have implications for the Board surrounding its Data Sharing Agreement and Contractors.

Public Sector Co-operation Agreement (PSCA)

Agreements have been signed between the Board and Black Drain DB and with Goole & Airmyn IDB in connection with work done by the MEICA team. Income arising from staff time recharge cost is circa £20,000.

National Audit Office Report – ADA Recommendations

ADA issued a notice to IDBs in February regarding information available to the public and good governance. The National Audit Office has issued a draft report on IDB Governance to ADA which prompted the notice. **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.

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

Humber Flood Risk Management Strategy

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.

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.

ADA

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. All presentations are available to download from the website.

<https://www.shiregroup-idbs.gov.uk/2017/05/22/health-safety-presentation-floodex-17th-18th-may/>

Technical & Environment Committee

A meeting took place on Thursday 8th June.

Policy & Finance Committee

A meeting took place on Wednesday 7th June.

ADA Northern Branch Meeting – 69th Annual Conference

Took place on Friday the 2nd June at Cave Castle Hotel.

The majority Members present supported the nomination of Ouse & Humber IDB CEO Andrew McLachlan as the new ADA Northern Director.

A visit to Bransholme Surface Water Pumping Station and Reservoir was arranged (courtesy of Yorkshire Water). Bransholme Estate houses 17,000 properties. Only surface water is directed to this station which outfalls into the River Hull. At high tides or times of inundation when the

gravity system cannot discharge, a large storage lagoon can be used until river levels lower. During times of high inundation, the ultimate decision-making responsibility whether to pump if the lagoon is full and the possibility of flooding downstream as a result lies not with Yorkshire Water but with Gold Command as part of the Flood Risk response plans within the Council.

Construction Design Management Regulations (CDM) 2015

Please see below the questioned posed, and the subsequent response from the HSE regarding the application of CDM 2015 to an IDBs general maintenance works (Flail mowing and the removal of emergent growth from drains and watercourses)

The application of CDM 2015. "I act as H&S adviser to several different Internal Drainage Boards (IDBs). These IDBs carry out bank and channel maintenance to watercourses and drains in areas of special drainage needs. This work primarily is undertaking the flail mowing of banks and removal of emergent growth from watercourses. Typically, these works do not involve the breaking of ground. I wish to clarify the applicability of CDM 2015 to these general works. It is fully accepted that any improvement works involving the excavation or the creation of new drainage systems would require CDM 2015 to be followed. However, several of my colleagues question whether CDM 2015 should be applied to what is effectively grounds maintenance activity. Can you please comment?

Further information on IDBs can be found here: <https://www.shiregroup-idbs.gov.uk/> and here: <http://www.ada.org.uk/>

Thank you

HSE Response

Mr Benn,

Thank you for your enquiry to the Health and Safety Executive in regard to if your work comes within the definition of construction.

It is for those involved to consider and decide whether the work involved (including maintenance) is in fact 'construction work' as defined in Reg. 2(1) of CDM 2015 depending on the circumstances of the activity. To assist in cases of uncertainty as to whether an activity is construction work or not, the attached Q&A briefing has been produced by HSE for its inspectors in relation to 'An approach to interpreting the term construction work' (note: this is not formal HSE guidance and has not been made available on HSE's website, but has been shared with industry and is widely available externally). It is a useful tool in deciding whether something is construction work or not by setting out the two-step process to be followed. In essence for an activity to be classed as construction work and for CDM 2015 to apply, it must fall within one or more of the three categories set out in the definition of 'building work', 'civil engineering', or 'engineering construction work'. If it does then the work will fall under the scope of CDM 2015. If it does not then CDM 2015 does not apply.

Construction (Design and Management) Regulations 2015. Guidance on Regulations

I hope this assists you.

Therefore, based on this response, further review of the regulations and an informal legal opinion it is suggested IDBs fully apply the principals of CDM 2015 to all maintenance activity.

Health and Safety Report

On 12th April 2017, a Board Operative was undertaking seasonal vegetation maintenance within the Norton Common Pump Station compound. The vegetation comprised mixed coarse vegetation, including grass, nettles & brambles because of the mixed nature the Operative chose to use the metal blade attachment as opposed to the nylon cord head.

The vegetation being cut at the time of the cable strike was immediately adjacent to the edge of the Pump Station Inlet Chamber concrete slab. The armoured cables concerned were associated with the power supply to the weedscreen cleaner and run from the Pump Station control building underground to the side of the slab before emerging up the side of the slab, before running along the top of the slab to the base of one of the Cleaner guide rail stanchions before entering the stanchion and then up to the cleaner trolley above.



Immediate actions taken

- The employee concerned has undertaken the necessary NPTC training for the use of the Plant & Equipment involved. Before future operation of the plant & equipment he will be advised to familiarise himself with its safe operation and ensure the correct cutting head device is selected. Toolbox talks to all staff will be undertaken immediately to reinforce this and the need for thorough pre-start or operational checks.
- The choice to use metal cutting blades **has subsequently been withdrawn** and these will be replaced by retractable nylon blade heads.
- A 300mm wide setback zone is to be put in place in relation to strimming next to concrete slabs and other structures. This zone is to be sprayed to control vegetation growth.
- Pre-start inspections of the area to be strimmed is to be reinforced and all compounds inspected to determine the presence of exposed cables and or other services, which therefore need to be clearly marked and placed within appropriate conduit/trunking.

Medium or Longer-Term actions to be taken:

- Additional conduit/trunking is to be installed as part of the cable repairs. Any further sites with exposed cabling will also receive additional conduit/trunking protection.
- During any future Station refurbishments or new builds all external cabling is to be specified with appropriate conduit/trunking protection, especially where runs change from buried to above ground.

Scheduled training to be undertaken –

- All staff to receive the NPTC training on strimmers; course booked for those who currently haven't attended

Representation

The Board is represented at several fora:

Environmental	Flood Risk Management	Other
Humberhead Levels Steering Group	Humber Flood Risk Management Steering Group	ADA Technical & Environment Committee
Humberhead Levels Partnership Group		ADA Policy & Finance Committee
EA Eel Liaison Group		

Date of next meeting

Board	Joint Finance and WLM Committee
3 November 2017	6 October 2017
	1 December 2017

Engineering Advice

Workshop: Hydraulic Model and Strategy

A workshop demonstration of the outputs from the model including flood extents will be available after the Board meeting.

The Strategy was published on 10th March and the options identified are to be tested within the hydraulic model as discussed during the demonstration.

Danvm MEICA Team

Traditionally, the Commissioners have appointed Contractors to undertake fault finding and rectification of issues with pumps and electrical panels / switch gears across c.45 pump stations within the District.

Since appointment of the MEICA Engineer, Andrew Rawnsley, and thereafter the MEICA Apprentice, Callum Fox, the dependency on Contractors has reduced for initial fault finding and rectification resulting in cost savings for the Commissioners, as well as Employees taking 'ownership' of the assets from a catchment perspective on behalf of the Commissioners.

Furthermore, Danvm's MEICA Team skills and experience are being acknowledged and utilised within other IDB Districts and asset partners, namely, Black Drain DB, Goole & Airmyn IDB and The Coal Authority.

The pictures below are from a demonstration of the new ABB Variable Speed Drives installed by IDS and funded by the Coal Authority at Blowell Pumping Station. The new VSD will use less energy for low flows and will therefore create operational efficiencies e.g. a 20% reduction in flow rate should lead to a 50% reduction in energy use.

At the same demonstration, the Apprentice highlighted that he had bought a 67p junction box and added the various components to take to each pump station to test the 'pump seal leakage' and 'over temperature' fault indicators. The Apprentice noted that the only way this fault-finding activity could have been undertaken in the past would have been to re-wire the pumps to cause a fault!

This new tool will allow the MEICA Team to provide an efficient and safe means to fault find across all of the Commissioners operated assets and will only further benefit our partners and neighbouring IDBs.



Financial Advice

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		4,161.62
2016/2017 Drainage Rates and Special Levies		
Drainage Rates		144,098.31
Special Levies		
Barnsley Metropolitan Borough Council	36,278.00	
Doncaster Metropolitan Borough Council	390,062.00	
East Riding of Yorkshire Council	12,178.00	
Rotherham Metropolitan Borough Council	2,416.00	
Selby District Council	376,286.00	
Wakefield Metropolitan District Council	93,325.00	910,545.00
Total Drainage Rates Due		<u>1,058,804.93</u>
Less Paid:-		
Drainage Rates		144,821.02
Special Levies		
Barnsley Metropolitan Borough Council	36,278.00	
Doncaster Metropolitan Borough Council	390,062.00	
East Riding of Yorkshire Council	12,178.00	
Rotherham Metropolitan Borough Council	2,416.00	
Selby District Council	376,286.00	
Wakefield Metropolitan District Council	93,325.00	910,545.00
Total Drainage Rates Paid		<u>1,055,366.02</u>
Admin adjustment		<u>-1,782.93</u>
Balance Outstanding as at 31st March 2017		<u>1,655.98</u>

Five Year Budget Estimate

The five-year estimates are presented below.

Danvm Drainage Commissioners	0		0	1	2	3	4	5
Income & Expenditure Account	2016/17	2017/18	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23
	Actual	App	Est	Est	Est	Estimated	Estimated	Estimated
	Out-turn	Budget	Out-turn	Out-turn	Out-turn	Out-turn	Out-turn	Out-turn
	£	£	£	£	£	£	£	£
Income								
Drainage Rates	142,315	148,062	148,062	155,855	171,441	187,026	194,819	210,404
Special Levies	910,545	951,690	951,690	1,001,779	1,101,957	1,202,135	1,252,224	1,352,401
Other Income	67,357	12,200	12,200	12,810	13,451	14,123	14,829	15,571
Contribution to Pumping Stations	37,998	52,578	52,578	54,155	55,780	57,453	59,177	60,952
Contribution to Other Works	63,796	30,500	30,500	21,500	21,500	21,500	21,500	21,500
Easements/Rents	9,422	8,978	8,978	9,000	9,000	9,000	9,000	9,000
Bank Interest	1,706	500	500	525	551	579	608	638
Total Income	1,233,139	1,204,508	1,204,508	1,255,624	1,373,679	1,491,816	1,552,156	1,670,467
Expenditure								
Environment Agency - Flood Defence Levy	306,482	315,676	306,482	315,676	325,147	334,901	344,948	355,297
New Works	2,632	-	-	-	-	-	-	-
Administration Costs	222,215	226,823	226,823	233,488	245,000	251,000	258,000	260,000
Pumping Stations	115,170	172,672	172,672	177,852	183,188	188,683	194,344	200,174
Other Authority Assets	-	-	-	-	-	-	-	-
Drain Maintenance	379,726	421,450	421,450	434,094	447,116	460,530	474,346	488,576
Other Expenditure (Depot Costs)	12,640	22,000	22,000	22,660	23,340	24,040	24,761	25,504
Loan Repayments:-	11,678	11,678	11,678	11,678	5,839	-	-	-
New Loan Repayments	-	-	-	-	-	52,713	117,312	194,831
Total Expenditure	1,050,543	1,170,299	1,161,105	1,195,448	1,229,630	1,311,867	1,413,711	1,524,382
Surplus/(Deficit)	182,596	34,209	43,403	60,176	144,049	179,948	138,445	146,085
Balance Brought Forward	529,444	537,822	632,040	525,443	455,619	429,668	489,617	478,062
Transfer to NW&P	80,000	150,000	150,000	130,000	170,000	120,000	150,000	150,000
Balance Carried Forward	632,040	422,031	525,443	455,619	429,668	489,617	478,062	474,147
New Works and Plant Account	132,912	174,263	326,781	265,794	99,807	62,087	299,487	277,707
Penny Rate in £	9.25p	9.50p	9.50p	10.00p	11.00p	12.00p	12.50p	13.50p
Penny Rate £115,763	60.16%	36.06%	45.25%	38.11%	34.94%	37.32%	33.82%	31.10%

Joint WLM/Finance Committee

Minutes of the meeting jointly held with the Finance Committee on 26th May are at Appendix A.

Schedules of Payments

At the meeting on 26 May 2017 the WLM/Finance Committee approved schedule of payments made since the last committee meeting. Cheques raised totalled £249,734.17, of which £875.00 were signed by the Clerk & Engineer. Payments made directly from the bank account totalled £1,358,821.71, of which £338,713.64 were direct debits and payments approved by the Clerk & Engineer only.

Environmental Advice

Legislation

Eels (England and Wales) Regulations

Kirk Bramwith PS has received a timed exemption notice until 2015/26 before needing to be eel regulation compliant.

Bramwith Rands culvert requires eel regulation compliance as a matter of urgency. Proposals have been put forward on the best cost-effective solution for compliance which Environment Agency has indicated will be acceptable to it as Regulator.

Policy

Biodiversity Action Plan 2015-2020

From late Marsh water vole surveys have been undertaken on circa 35 kilometres of watercourse within the District in the old Went and Knottingley to Gowdall areas namely: Birka Drain, Bradley Drain, Womersley Beck from Womersley to Lake Drain, Blowell Drain from A19 to Lake Drain, Marsh Drain to Old Hee PS, Marsh Drain/Ings & Tethering Drain to Hensall pump station. These are drains where the Board has historic records of water vole however no evidence of water vole presence was identified within any Board maintained watercourse. Whilst there is anecdotal evidence of mink within the area west of A19, no evidence of mink was identified, i.e. footprints.

Water vole diet comprises grasses, common reeds, sedges, less frequently rushes in spring and summer; roots, tree bark and fruit in autumn and winter. Very occasionally insects and other invertebrates are eaten. The preferred habitat is grassy banks along slow moving rivers, ditches, streams, lakes, ponds, canals, as well as marshland and upland. They dig burrows in steep grassy banks, which often include underwater entrances. Board maintained drains should provide the ideal habitat and consideration should be given to why previously recorded populations have disappeared. Threats to population stability apart from predation include habitat loss and fragmentation from unsympathetic riverside management and water pollution. It remains largely unknown what effect the considerable amounts of pollutants, such as pesticides, farm waste and chemicals, that used to enter rivers and waterways in the past had on water voles, though it could have led to a direct decline in numbers. However, more recently tighter legislation and better pollution advice has improved water quality in Britain, evidenced by the return of otter to most counties.

The Board has a Species Action Plan for water vole within its BAP and maintenance in accordance with best practice should enhance the watercourse for this species.

Workforce training

The workforce received training on environmental best practice, BAP species and invasive non-native species early June.

Water Level Management Plans

Shirley Pool SSSI

Work on water level control piling commenced 31st^h May with specific Assent for the work from Natural England.

APPENDIX A: DRAFT Minutes Joint Committee 26 May 2017

Present:

Andrew Cooke (AC) (Chairman)
Gillian Ivey (GI)
Richard Thompson (RT)
Catherine Anderson (CA)
David Atkinson (DA)
Martin Falkingham (MF)
Steve Lomas (SL)
Paul Maddison (PM)
Neil Welburn (NW)

Observer:

Frank Jackson (FJ)

Officers:

Craig Benson (CB)
Ian Benn (IB)
Paul Jones (PJ)
Martin Spoor (MS)

2017.1 Apologies - Received from Mike Jordan and Richard Ward.

2017.2 Declaration of Interest – AC declared an interest in item 6.5 and NW declared an interest in item 7.3.

2017.3 GI took the opportunity to explain to those present the thoughts behind a joint WLM and Finance Committee meeting. It was apparent that both committees had similar items on their Agendas and it was felt that a better decision-making process would be the outcome of his joint venture.

2017.4 Minutes of the Finance Committee meeting held on the 2 December 2016.

Proposed approved GI, seconded AC, all in Agreement.

SL enquired whether or not those in attendance could vote on all issues that were to be discussed. AC Confirmed that members could.

2017.5 Matters arising:

2016.50 Budget - GI asked if the Special Levy paying Councils were given a five-year budget estimate of their Levy. CB confirmed that this had been included with the Section 48 Notice that had been issued to them in February.

AC enquired if the Board could use committed reserves and what if any interest payments would be made. CB confirmed that the Board can spend committed reserves with the proviso that they recognise that the “asset” the monies had been set aside for, would still remain the responsibility of the Board and monies would have to be found in the future for its replacement. CB added that he was aware of an IDB that spent Commuted Sum monies and that he had raised this issue with the External Auditors who confirmed that no action would be taken as a result. He added that he would not recommend the Board to spend any commuted sum monies on anything other than what they were designated for and that the funds received from the sale of the property should only be spent of capital items.

CA asked who updates the Risk Register and was it available on the Board's website. CB confirmed the register is posted on the website and that it was the Boards responsibility to review and update,. The Register is currently circulated to members once a year for comment and review.

2017.6 WLM Committee – Matters Arising

2016.41 Canal & River Trust – MS confirmed that he was in discussion with CRT with regard to organizing a pre-start meeting. He also commented that good progress has been made with CRT so far. MF stated that the doors were in need of desilting again and MS confirmed that

this was in CRT's programme of works. MF added that they (CRT) have worked better. In the area of the Heck Basin the North and South Soak drains require works.

NW asked if the leak in the canal had been resolved. MS confirmed that he has left this with CRT to manage.

2015.52 Riparian Responsibilities Culverts – MS confirmed that the Board are still required to approve the letter that had been drafted to send out to the riparian owners. GI asked MS to explain the nature of the letter. MS confirmed that it related to Sykehouse Main Drain. This culverted system is a riparian owner responsibility if and when it fails. The letter was to notify all riparian owners of their responsibilities.

SL noted that the Board had only permissive powers to maintain watercourses. He circulated some photos dating back to 1988 when the Town Drain culvert was installed. PJ explained to members the common law rights. NW thought that not all riparian owners would accept their responsibilities and that it could get messy. SL declared an interest in this matter due to a bank slip on his land. RT enquired if the landowners were made aware of their responsibilities when the pipes were laid. MS reiterated that he was making the Board aware of their options re maintenance of culverts, if the Board chose to accept responsibility this would be inconsistent to the view taken with CRT, Highways England and others and could be at great financial expense. AC asked to know the scale of the problem to enable the Board to reach a decision. MS stated it was fundamentally riparian owner responsibility supported by documented legal caselaw.

IB noted (re Sykehouse) an alternative solution had been proposed to divert the water from the culvert but this had been opposed by several landowners and residents. He suggested as a way forward to hold surgeries in the area to discuss this issue with the riparian owners but recommended the Board consider a policy on this issue moving forward.

Discussions followed over the Board's legal position. Noted; the Board has a "No Culverting Policy" and supports the "daylighting" of culverts. MS stated that information from the model could be used to identify the number of areas where culverts and responsibilities may be an issue.

RT declared an interest as he had a culvert on his land. In his opinion where the Board installed the pipeline (culverts) they should take responsibility. He added that he sits on another IDB and this discussion never takes place.

PJ reaffirmed the approach taken with CRT, Network Rail and Highways England as riparian owners.

PM stated they he could not support the Board taking responsibility for culverts that were clearly the responsibility of individual land owners/householders. This position was echoed by CA.

IB suggested that in light of discussions, the Board should consider revisiting the "riparian owner" training session that was delivered last year.

GI confirmed that the Board need to make a decision and added that more information was required before this could be done. Once the data had been run through the model and critical points identified the findings should be brought back to the Board. GI proposed that Officers should carry out work to identify the extent and bring the findings back to the Board. PM seconded this action and was approved by the Committee.

2017.7 Health and Safety – Accidents, Incidents and Near Misses IB confirmed that staff had completed training and were following new working practices as a result of the incident at Norton Common PS.

Training - MS confirmed that a number of training courses had been arranged for the workforce and added that they were in the adjoining room on a training course on safe working in the vicinity of overhead power lines.

2017.8 Finance – Audit – CB confirmed that the internal audit was underway.

2017.9 Accounts for the Year Ending 31 March 2017 – CB reviewed the unaudited accounts and compared the figures with the budget. It was noted that the Board were in a healthy financial position at the year end and that the reserve levels were in keeping with the Board's Reserve Policy. GI queried the electricity costs at four of the pumping stations.

2017.10 Five Year Estimate – Members noted the forecasted income and expenditure of the next five years. CA made a formal request for electronic copies of the financial data produced by the FO. CB refused her request stating that the data was his intellectual property rights.

2017.11 Vehicle and Plant – Members discussed the options with regard to the maintenance plant requirements for the forthcoming year. NW suggested not replace the flail as the Board (Went IDB) never used to flail its watercourses. However it was conceded that for health and safety reasons the banks should be mown. It was proposed by GI, seconded by AC and approved that repairs would be undertaken to the excavator and tractor and flail unit at an estimated cost of £41k.

MS confirmed that there was no requirement at present to purchase any vehicles for the workforce.

2017.12 Coal Authority Pumping Station Schemes – Members noted the information contained in the meeting papers.

2017.13 Hydraulic Model – PJ gave a brief presentation and updated members on the current position.

2017.14 List of Payments – Members approved a list of cheque payments totalling £249,734.17 of which £875.00 were approved by the Officers. Members all approved a list of payments made direct from the Board's account totalling £1,353,821.71 of which £338,713.64 were approved by the Officers only.

2017.15 Watercourse Maintenance Statement. – It was agreed that the Maintenance Statement would be circulated to members with the minutes of this meeting for comment.

2017.16 Watercourse Maintenance 2017/18 – The workforce are currently carrying out drain inspections to help determine the extent of maintenance works that are required during 2017. It was suggested that the final proposal is presented to the Chairman and Vice Chairman to approve before publication. MS also discussed the possibility of the use of chemical applications.

2017.17 MEICA Team – Members noted the work undertaken by the Team on behalf of other IDBs. GI requested that a cost-benefit assessment of the team is carried out before the end of the apprenticeship.

2017.18 VFD – Board noted the VFD innovation and its operation at Blowell PS. MS also informed members of the possible Lease arrangements with Controlstar with respect to the provision of Telemetry at pumping stations. It was agreed to obtain costs for the Board and present at a future meeting.

2017.19 Norton Common Access – MS advised members of the access issues the Board has faced in removing and replacing a pump at this station. Access is currently being made via a convoluted route. An option would be to utilize Board owned land to create a new access. This would involve obtaining DMBC highways approval to open up a new access off the A19 and agreement with a landowner to cross part of their land. A meeting has been arranged with DMBC to establish if the proposal is acceptable. Once details have been confirmed, the matter will be brought back to the Board.

2017.20 Bramwith Rands – PJ confirmed that the inlet structure must comply with Eel Regulations. It was necessary to take levels of the existing arrangements to introduce new control steps that would conform to Eel Regulations. Members agree for the Chairman to approve costs associated with survey and implementation of any minor works in line with the Financial Regulations.

2017.21 Network Rail – MS informed members that he has met with Network Rail and there is no longer a requirement to serve notice on them to carry out works. Network Rail would like the Board workforce to carry out the works. NW declared an interest in this item and added that he had undertaken work 2 years ago and Network Rail had not yet paid him. MS stated that he would be requesting an upfront payment before any works are carried out.

2017.22 Canals & Rivers Trust – CRT have been in discussions with the Board to produce a maintenance regime. The likelihood is that they would be undertaking desilting works on the two aqueducts.

2017.23 Environment Agency – Members were informed that the Board are currently working closely with the EA and Coal Authority to enter in to a data sharing agreement.

2017.24 River Went – Information/ flood outlines have been requested from the EA to add to the model to understand the benefit of the River Went to the district. PM advised that WMDC have a scheme that is proposed at South Elmsall that might need adding to the model in July. PJ encouraged PM to pass on the details when they were available. NW, in relation to the cost benefit analysis, what value had been applied to agricultural land. PJ explained his thoughts on the issue based upon his experience over 15 years of economic assessment. MF stated that on the River Went the banks were in need of repair due to vermin damage. MS encouraged all landowners to report the matter to the EA and stated that he would also raise the issue on behalf of the Board.

2017.25 Any Other Business – MF requested an update on the Hensall Scheme. PJ stated that it currently sits with the Coal Authority and the Heck scheme would precede the Hensall scheme. PJ encouraged all landowners to submit damage notices if evidence of damage could be associated with mining. He added that levels had been taken and that an options report had been passed to the Coal Authority.

2017.26 GI asked members if they thought the joint meeting was beneficial and should it continue. NW agreed, DA stated that there was more knowledge in the room, SL added that Dun had similar committees and CA stated that you cannot separate costs from the activity. It was agreed to hold another joint meeting and check on the representation of such a group.

2017.27 It was agreed that a small tour of inspection should be undertaken to visit a couple of sites to enable new members to understand and see works on the ground. It was suggested that Kirk Bramwith PS and the Fishlake area would be visited. Officers to organize sometime in July.

2017.28 Date of Next Meeting – Friday 6 October 2017, commencing at 10am.

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