



Danvm

Drainage Commissioners

Finance & Policy Committee

Meeting

**Tuesday 5th December 2017
10.00am**

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Purpose

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1. Appointment of Committee Chair

2. Apologies for Absence

Apologies have been received from Richard Ward, Catherine Anderson and Mike Jordan. Barry Roughley (DMBC) to substitute for DMBC nominated members.

3. Declaration of Interest

4. Minutes of Joint Committee Meeting on 6 October 2017

Present: Gillian Ivey (GI)
Mike Jordan (MJ)
David Atkinson (DA)
Paul Maddison (PM)
Steve Lomas (SL)
Martin Falkingham (MF)
Catherine Anderson (CA)
Richard Ward (RW)
Richard Thompson (RT)

Observer: Frank Jackson (FJ)
Terry Grady (TG)

Officers: Craig Benson (CB)
Ian Benn (IB)
Paul Jones (PJ)
Martin Spoor (MS)
Alison Briggs (AB)

GI advised absence of Finance Chairman. MJ proposed GI chaired the meeting, seconded, all in agreement.

Apologies

2017.29 Received from Andrew Cooke, Neil Welburn

Declaration of Interest

2017.30 Declaration of Interest – none

Minutes of the Joint Committee meeting held 26 May 2017.

2017.31 Approval of Minutes of Joint Committee. GI advised joint group had worked well and other positive comments had been received. No issues raised on Minutes as read, received full approval.

2017.32 Matters arising:

Minute 2017.6 included reference work on culvert responsibility not followed up by Board. Advised Board has legal opinion.

PJ noted final modelling assessment will provide information on culverts and flood risk.

PM asked Committee note that irrespective of modelling, culverts and watercourses are all riparian unless there is a formal agreement in place between a landowner and Board; may require review of the Water Level Management Policy. PM and RW agreed to read current Board Policy and make recommendations to Board. SL advised previous verbal agreements between Board and Landowner particularly around Sykehouse. **Action: PM and RW to review current WLM Policy and make recommendations to Board on current wording regarding culvert responsibility.**

GI noted arrangements to be made to visit a pump station. SL requested inclusion of Stoney Lane and Fieldhouse PS remediation schemes within a tour. **Action: PJ to arrange tour.**

Health & Safety

2017.33 Accidents, Incidents and Near Misses.

Incidents and Near Misses - Members noted information on Near Miss Report and recommendations made upon which IB expanded. Noted no signage had been put out on public right of way at time of incident.

Committee did not support the recommendation of advertising in the newspaper any maintenance work adjacent to a public footpath. The correct signage on site should be sufficient

Committee supported recommendation to consider fitting recording cameras subject to cost.

IB advised on risks associated with flail mowing hedges, currently an activity of the workforce and recent incidents reported on H&S website.

Training – Members noted the training undertaken by Board employees.

Finance

2017.34 Board owned land – AB reported Terms of Reference of Finance Committee included ensuring Board own land maximizes its benefit to the Board. Board Reserves Policy indicates Reserves will be funded by sale of Board owned land.

One FBT has concluded, Board Land Agent has confirmed market value of site and former tenant already expressed an interest in purchase of this and any other land Board is considering selling. AB advised Board obliged to ensure best price is obtained therefore must be through open market. Committee is authorization requested for advertising land sale.

Member suggestion claw back clause to prevent Board losing value on a future sale as development land. DA advised claw back clause would reduce the land value. RW suggested consulting draft local development plan to ascertain land designation. RT agreed sale through open market but felt the Board may be selling into a falling market. AB advised current annual return is £1,400, Board Land Agent confirmed market value in region of £85,000.

GI proposed **Committee in principle supports the sale of land through the open market subject to investigation of a claw back clause for future sale as development land. MJ added decision to be made by Chair with support of VC or Finance Chair.** Four in favour, two against, one abstention. Majority in favour.

2017.35 Audit – Internal – Completed in June but issued late for June papers. Recommendation from Auditor is for discussion at Internal Audit Review meeting. Recommendation any change of bank accounts from supplier must be in writing and from someone known to Board who works for that supplier. GI advised her attendance at the Audit Review meeting.

GI noted recommendation raised in previous audits covering Member attendance impinging on Board decision making process.

Suggestions considered were: reconstitution to fewer Members or this Committee powers being extended. GI noted reconstitution may mean loss of representation for Barnsley and Wakefield authorities. Member suggestion write to both Councils asking opinion on possibility of losing a seat. CB advised where other boards have reconstituted a single seat was shared, ADA nationally is looking at size of Boards and reconstitution, this issue is

common across the industry. GI suggested herself and AB putting letter together to the Councils, CA suggested graphically show attendances over past few years. RT acknowledged the requirement for bare majority but advised elected membership was already at bare minimum of what was required to cover the whole district.

2017.36 Audit – Review of effectiveness - Noted

2017.37 Audit – External. Members were pleased to note that external report had been received and no issues highlighted.

2017.38 Accounts y/e 31.3.2018 – Budget comparison – 91% agricultural rates collected, remaining 50% for Charging Authorities due November.

Revenue account considered, noted had been a dry year and underspend on pumping costs.

New Work & Plant Account – CB advised although the 2017/18 budget allowed for vehicle replacement, the June 17 meeting had agreed a programme of repair instead of replacement. Note repair costs are included in “drains maintenance” costs.

Accounts y/e 31.3.2018 – 5-year budget estimate - CA queried reserve balance above 30% requirement. CB advised need to even out rate across time and more palatable for all to have gradual increase rather than large jumps from year to year. Member felt budget not sustainable as capital expenditure cannot be funded through rate increase alone. CB advised Board previously agreed it would borrow money for large capital works. If modelling revealed catchment amalgamation, then budget would be treated differently.

MJ queried results of hydraulic modelling. PJ advised initial options will be reviewed by end of calendar year and next stage of modelling will provide further information. Potential for combining catchments will be revealed by modelling but any works will tie in with capital replacement programme. GiA application focusses on households, not agricultural land. Board activity protects households within the district, but houses may not be in sufficient numbers to qualify. Noted first asset online 2021, no grant in aid included in calculations but solely loan funded currently. All IDB station sites on list for GiA but not guaranteed levels. RW without hydraulic model as evidence no GiA would be available in any event. IB advised asset management policy for consideration by Board; ISO55000 being adopted by EA, suggests Board follows this route, try to extract more time and life from assets. Modelling has shown major infrastructure of prime importance to the Board are pump stations.

MJ – Flail machine and loaders – previously suggested Board lease rather than purchase. Cost offset against flow of income and can better manage the risk. MF advised costs associated with machinery represented wear and tear not covered by leasing agreements. IB advised this had been considered previously and rejected.

2017.39 Chair requested 5.7 Hydraulic Modelling be discussed at this point in the meeting as RW had to leave. Management staff left the meeting.

2017.40 Members discussed the tender process for Phase 2 but asked for further information before making a decision. Chairman to progress. RW left the meeting 11:30. Management staff returned to the meeting.

2017.41 Vehicle & Plant, Staff Resource – Future maintenance requirements – MS advised wider discussions required around Board intentions for maintenance in future which will determine plant and equipment purchases.

Advised DVSA confirmed Board require Operators Licence to transport own plant around district. Maintenance work has been reliant on third party low loaders because of that issue. Use of third party low loaders not sustainable; problem arises in Dun district where impossible because multiple moves are required on regular basis because of cropping patterns and different landowner issues. Practice this year has been to wait for larger areas to become available to ensure Board delivers value for money transporting into an area. This has impacted on delivery and manner in which workforce has delivered work. GI noted T&F group recommended under 5.5.1 Maintenance issues. **GI, RT, MF, PM, SL agreed to be T&F Group to meet urgently to discuss this and item 5.5.1**

2017.42 Vehicle & Plant, Staff Resource – Catchment Manager – MS advised believed successful.

2017.43 Vehicle & Plant, Staff Resource – MEICA Team – MS advised external appointment for team with WMDC which shows value of MEICA and apprentice. PM noted his Engineer impressed and MEICA team very unbiased. GI advised required Committee ratification in support of Chairman and Vice-Chair's decision to offer Apprentice full position on completion of apprenticeship. MS advised still waiting for college to sign off last pieces of work, completed apprenticeship early. **Requested ratification of Committee – all in favour.**

2017.44 Vehicle & Plant, Staff Resource – Workforce – Training to provide cross overs in terms of roles so no single operation, requirement a multi task workforce. Noted.

2017.45 Operational Management – Maintenance Issues – already agreed to be discussed by T&F Group

2017.46 Coal Authority Pumping Station Scheme – Fieldhouse. PJ advised 100% CA funded, Board leading the project. CA has approached Danvm DC regarding use of MEICA team for switch over. Board insurers contacted in terms of MEICA team taking this position and await response. CA offered to indemnify Danvm but will need to be checked by Board Solicitor. Project Manager has written to liquidator to formally terminate contract.

2017.47 Coal Authority Pumping Station Scheme – Great Heck – Information noted. CA must write formally to Chair on behalf of Board giving its formal approval of costs for Board to place instructions with contractors. Email received from CA confirming financial approval based on tender report to award earthworks to Sweeting Bros at £633,663.38 plus VAT subject to checking on objectors to scheme with regards to amount of habitat loss and compensation required. CA offering more habitat within scheme as mitigation. Once agreed will formally write to Chair. Committee affirmed agreement to Chair providing ratification of scheme.

2017.48 Hydraulic Modelling – Base Model – discussed earlier.

2017.49 Hydraulic Modelling – Optioneering Tender – as advised earlier.

2017.50 List of Payments – Cheque and Direct from Bank Account

Members approved the List of Payments noting payments made by cheque totalled £50,457.65 of which £735 were signed by Clerk and Engineer only. Payments made directly from bank account including direct debits totalled £461,924.40 of which £238,750.49 were authorised by the Clerk and Engineer only.

Pumping Stations and Ordinary Watercourses

2017.51 Watercourse maintenance Statement Review – Noted Members had not reviewed the statement. Statement relating to watercourses serving more than 1 landowner, those that benefit households and those that flow to pump stations one element for review. Question arises as to what Board requires maintaining in future. T&F Group to discuss

2017.52 RT declared an interest in Whitley Lodge, New Drain Maintenance commuted sum – Yorkshire Water will not adopt underground sewage system because Harron Homes have not entered into formal agreement for flood control structure and watercourse. Developer paid pre-amalgamation Board to excavate water course but didn't enter into commuted sum agreement. Recalculation of commuted sum at today's rates, £14,000 previously agreed would be £40,400. No response to date from Harron Homes. MJ noted Board has different policy than previous Board. IB advised possibility of time limiting commuted sum agreement. Noted Harron Homes broken original agreement by not entering into formal agreement and paying commuted sum. **FJ proposed Board do not accept commuted sum. All in agreement.** CB advised members of a balance of original £14,000 given to Went IDB by Harron Homes for the initial work. Since 2011 the drain has been maintained by the Board but the cost of that maintenance exceeds that balance of £1834.75

2017.53 Watercourse Maintenance 2017/18 – MS advised would be taken up by T&F Group but secondary maintenance intervention required resolution. Noted additional costs would

be incurred, suggest included in discussions for T&F Group. Agreed. Minor watercourses similar discussion.

2017.54 VFD Installation & Automated Control & Telemetry Installation – information noted. MS advised VFDs are automated to control pump operation can move toward more effective water management regime, pumps in dry weather work at lower frequency but still moving water.

2017.55 Norton Common access – MS advised Management tasked to look at existing issues at site and potential alternatives for access. New junction onto A19 on Board owned land on south of Went avoiding need to use Stubbs Grange Bridge and weight restrictions. Scheme has budget cost of £100,000 to create which doesn't include land purchase and legal costs. Station in currently good operational condition, capital works refurbishment/replacement access track will be required at appropriate time however pump subject to damage from foreign objects in drain not caught by weed screen.

Alternatives haven't been explored and instructions are required on how to proceed. **GI proposed this matter be “parked” until modelling outputs had been reviewed. All in agreement.**

2017.56 Bramwith Rands pipeline – PJ asked to defer item until later this year. He advised on importance of eel regulation compliance for this and Kirk Bramwith system. Looking at potential to introduce stop logs, using model having negligible impact on upstream water levels. Chair agreed but required advising as to costs.

2017.57 Kirk Bramwith pump station – as above

Third Party Works

2017.58 Network Rail, Doncaster Chord – MS feedback from Network Rail yesterday, entering into national agreement for surveying and investment for whole East Coast railway line as a result of work done through Board Management.

2017.59 CRT Maintenance Programme -noted

2017.60 Environment Agency Main River - noted

Date of Next Meeting

2017.61 1 December 2017

2017.62 Chair requested advice on reconstitution of joint Committee and alteration of Scheme of Delegation. **Action: CB and AB to advise Chair.**