

**Minutes of the Meeting held 24 May 2018****Present:**

Member	4.11.16	3.2.17	23.6.17	2.11.17	2.2.18	24.5.18
Catherine Anderson (DMBC)	✓	-	✓	✓	✓	✓
David Atkinson (Dun District)	✓	✓	✓	A	A	✓
Wayne Atkins (Barnsley DC)			✓ new	✓	✓	✓
Andrew Cooke (Went District)	✓	✓	A	✓	✓	A
Chris Crowe (Coal Authority) (Knottingley to Gowdall District)	✓	✓	A	A	✓	A
John Duckitt (Dun District)	✓	✓	✓	✓	✓	✓
Martin Falkingham (Went District)	✓	✓	✓	✓	✓	✓
Terry Grady (Doncaster MBC)	✓	A	✓	✓	A	✓
Mel Hobson (Selby DC)	✓	-	-	✓	A	-
Charlie Hogarth (Doncaster MBC)	✓	-	✓	-	-	✓
Gillian Ivey (Chair) (Selby DC)	✓	✓	✓	✓	✓	✓
Frank Jackson (Vice Chair) (Doncaster MBC)	✓	✓	✓	✓	✓	✓
Mike Jordan (Selby DC)	✓	A	✓	A	✓	Res
Steve Lomas (Dun District)	✓	✓	✓	✓	✓	A
Paul Maddison (Wakefield MDC)	✓	✓	A	✓	✓	A
Cllr Dave Peart (Selby DC)			-	✓	A	-
David Platt (Knottingley to Gowdall District)	✓	✓	✓	A	✓	A
Robert Robinson (Dun District)	A	A	✓	✓	✓	✓
Barry Roughley (DMBC)	A	x	A	✓	✓	✓
Richard Thompson (Dun District)	A	A	✓	✓	✓	✓
Cllr Debbie White (Selby DC)	A	A	-	-	A	A
Kyle Heydon (DMBC)	✓	✓	✓	✓	✓	✓
Neil Welburn (Went District)	✓	✓	✓	✓	✓	✓
Martin Drake (Went District)			new	✓	A	✓
Michael Rogers (D&D District)			new ✓	✓	A	✓

Officers attending:

Ian Benn – CEO
 Alison Briggs – Environment Officer
 David Blake – Finance Officer
 Martin Spoor – Asset Manager
 Mark Joynes – Finance Officer

Public attendance – one



Governance

2018.26 Apologies for absence were received from David Platt, Chris Crowe, Debbie White, Steve Lomas, Paul Maddison, Andrew Cooke

2018.27 Public forum –a request had been submitted by email following change of meeting date, copies of which had been issued to Members. Chairman read the request for new Management KPI to issue draft Minutes within four weeks of meeting.

Discussion included comments:

- circulated for Member perusal and approval in terms of correction to typographical or minor errors only, not material alteration
- inappropriate as minutes not approved until following meeting and drafts could be subject to justification at public request if material correction required
- not something highlighted by DMBC Audit 2014/15
- not a process adopted by remainder of industry as neither was publishing an Agenda or any Meeting Papers.
- could be considered appropriate, subject to Management agreement
- public interest in seeing Minutes of meetings, noting draft Minutes were usually correct but subject to change until approved by the Board.

Chair proposed Board publish draft Minutes within 6 weeks of meeting, and Minutes will be clearly marked “Draft, not subject to challenge”, seconded FJ, majority in favour, 1 abstention.

2018.28 Formal approval of Kyle Heydon to Policy & Finance Committee, **all in agreement**

2018.29 Declaration of Interest – JD an interest in Clay Dyke, Fishlake. Chair advised depending up nature of discussion under Agenda, JD may be asked to leave the room

2018.30 Minutes of meeting 2 February 2018 – **WA proposed approved for signature by Chairman as true record of meeting, seconded MF, all in agreement.**

2018.31 Matters arising not discussed elsewhere on the Agenda – Minute 2018.23 – awaiting feedback from Yorkshire Water in response to information issued. Lead in time on any eventual notice must be sufficient to provide for alternative arrangements. Legal advice has been given as to appropriate period. Chair considered issue required resolution before onset of bad weather later in year.

2018.32 Complaints/FOI requests – Several had been received as advised in the papers. Admin advised since issue of meeting papers, a further 3 FOI requests had been received. These had either been dealt with or were in the course of being dealt with within the statutory 20-day period

Clerks Report

2018.33 Recommendations to agree achievement of Board KPI - **approval by Members proposed by CH, seconded MD, all in agreement**

2018.34 Management KPI – CH advised Minutes issued for member comment, not approval. **Chair proposed accepted, RR seconded, all in agreement**

2018.35 **GDPR Policy** – guidance from ADA has not materialised, ADA appears to have overlooked this piece of legislation until very recently. Management has drafted policy, data sharing agreement, covers employees, contractors and involves processes. Chair advised error at 4.4, agreed to amend to e.g. Members noted Board is Data Controller and Management is the Processor of that data. Members wished to be clear that any breach of data is reported back to the board. Admin. advised all emails to Board would be blind copied unless all agreed email could be shared with other Members. Agreed



DRAFT Minutes – not subject to challenge

form would be provided for return to Admin. Admin advised had issued ADA with Data sharing agreement as Member addressed used for quarterly gazette. **Chair proposed adoption of policy, FJ seconded, all in agreement**

2018.36 ADA Policy Statement on Water Level and Flood Risk Management – CEO recommended Board review document in terms of current Policy. Chair noted it duplicated existing policies and expressed concerns over extent of text, suggesting Board bring existing Flood Risk policy up to date ensuring correct legislation referred to. Advised various ADA contributors to document over several years. **Chair proposed Board does not adopt in current format and to review existing Flood Risk policy, seconded FJ, all in agreement.**

2018.37 Financial Report

2018.38 FO noted Committee Chair not in attendance and delivered Finance & Policy Committee recommendations.

Finance & Policy Committee recommendations

2018.39 Alteration to bank mandate – Mandate £5,000 whereas financial regs permit Clerk & Engineer to expend all budgeted items. Budgeted items are specific. Chair concerned at suggestion of change following internal audit report which complemented Board on its payment processes. Payment authorisation requests to her were accompanied by details of whether budgeted item or not; questions asked where necessary and answers received, and this process was considered most risk free. Admin. advised issue was associated with discrepancy between Financial Regulations and bank mandate. FO advised monthly payments to HMRC are approaching £5,000, Chair advised would discuss with Officer best approach. **Following the debate, there was no proposer for the recommendation, therefore it was deemed to be lost and no vote was taken**

2018.40 Delegation of Policy Production to Committee – **Chair proposed agreed, RT seconded, all in favour**

2018.41 Board obtain legal opinion in association with Sykehouse Main Drain - RT declared an interest and did not speak. Asset Manager advised followed publication from Institute of Civil Engineering regarding land drainage and flood defence responsibilities and position taken in relation to riparian ownership. Article suggested that installation of structures using public funds may not necessarily be subsequent riparian responsibility. Board implementation of several historic schemes, dating from 1940's to more recently including culverting and piling. Sykehouse Main Town drain one of largest of such assets. Legal advice previously said if challenged, Board would require case by case legal advice. Recommendation was Board required advice on general principle regarding this publicly funded scheme. **Chair proposed obtain legal advice, FJ seconded, all in agreement.**

2018.42 New Bailey type bridge to access Norton Common – AM advised options discussed by Committee on access into Norton Common PS. Preferred option was to utilise existing Board land to site new bridge structure that would allow Board direct access across its own land with no manoeuvring issues associated with other option routs. Cost will become deciding factor but is important access issue for station protecting 3,086 properties which requires resolution. **FJ proposed Management proceed to work up access cost, seconded Chair, all in favour**

2018.43 Broadband at Kirk Bramwith – operational difficulties with poor internet connection and telemetry system, commercial broadband facility required for extensive telemetry data. **FJ proposed Board agree to upgrade, seconded RT, all in favour.** BR noted Finance minute should read 2018.21

2018.44 Alternative depot – Chair noted may be obsolete when considering recommendation from Management. AM suggested taking forward both options, information gathering to be presented to Board for decision. Chair queried timing in association with Norton Common access. Advised benefits in looking at Norton Common access and Lake Drain development together. **Chair proposed agree management investigation of both Lake Drain and A19 site, seconded FJ, all in**



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agreement. CEO advised site on A19 looked very favourable, cheapest option, central to district, all services available. Asset Manager noted site would retain value of outline permission for housing.

- 2018.45** Audit – Internal Audit – emailed to members, no major issues to report.
- 2018.46** Annual Return, Section 1 Governance Statement – reviewed by internal auditor. Assertions met requirements and approval by Board to be signed by Chair and Clerk. **RT proposed approved, NW seconded, all in favour**
- 2018.47** Accounts for y/e 31.3.2018 – distributed with meeting paper pack. FO took members through all account sections in detail. More detailed analysis of accounts was discussed, breakdown of all costs associated with pump stations, plant maintenance, direct labour costs. **Chair proposed approval of accounts, CH seconded, all in agreement**
- 2018.48** Annual Return Section 2 – Financial Statements – **CH proposed approved for signature once Chair has received detailed analysis of figures provided, seconded CA, all in favour.**

Note: this was done following the meeting

Engineering Report

- 2018.49** Harron Homes, Whitley Lodge – further request from Harron Homes Board reconsiders its original decision regarded commuted sum payment. Chair queried changes since November meeting. Advised Developer had contacted ADA requesting it provided assist to resolve issue. ADA and Developer had been in contact with Engineer. Advised without Board assistance, developer would experience difficulties in adoption of surface water sewers through Yorkshire Water.

Noted an historic matter. Went IDB had agreed commuted sum however Developer not paid in full and no commutation of drainage obligation agreement signed. Board being asked to maintain following Yorkshire Water issues but refused because commuted sum no longer fit for purpose and full agreed commuted sum with Went IDB had not been provided. Members noted Developer had missed the opportunity. Members noted since 2011 more mining activity had taken place; increased level of maintenance are now required to keep system open. Board policy not to accept commuted sums. Completion of Great Heck Scheme may provide improved connection and positive benefits but as subsided basin, would always be prone to flooding. Discussed future Legitimate Expectation of householders should Board accept commutation of drainage obligation and structure responsibility, even if time limited agreement. WA advised local authority does not adopt balancing features, insisting go to a Management Company, KH agreed, advising Board should refuse. Member noted alternatives available to Developer and may consider Board easiest route. JD advised if Board commuted drainage obligation and flooding occurred, Board could be in position of being liable for any damage. NW agreed particularly in view of continuing ground movement. **In view of comments made FJ proposed Board refuse request, KH seconded, all in agreement.**

- 2018.50** MEICA team – Members noted the thanks received from Wakefield MDC for work recently undertaken by the MEICA team

- 2018.51** Temporary pumping and incident response –Board aided C&RT at Sykehouse during inundation period preventing further flooding to property. AM requested Board consider what its position is in terms of role as a RMA. If an incident responder, it needed to consider how that is resourced to deal with such events. Through Shire Group, Management secured loan of this type of pump from Goole & Airmyn IDB. It took longer to deploy Board 3 pumps from Kirk Bramwith to Sykehouse than to obtain from Goole & Airmyn and set up at Sykehouse. G&A pump newer, same size as old Board pumps but functioned better than 3 Board pumps combined. No duty or obligation on Board regarding flood incident response. Board could choose to support Category I and II responders on a cost recovery basis. Pumps would also support Board if failure at a pump station. AM requested Board steer on how and where any deployment should



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occur, noting Board should exercise caution and not build a Legitimate Expectation from others for assistance.

BR advised if required to protect Board own interest, purchase would have merits but if not required, would be capital expense of little use. Agreed final options information on hydraulic model will better inform situation. Board has ability to hire pumps however large call on temporary pumps during inundation events. Clerk reminded Members the Board is a RMA, referring to p31 of papers showing number of properties protected from surface water flooding within district through Board function. RT considered Board should have suitable temporary pumps within its ownership as old pumps worn and inefficient, incapable of task required. RR advised Board is replacing existing worn assets. BR considered flooding often localised in this area therefore pumps may not be required by Board but could be utilised elsewhere within Doncaster Borough. Noted pumps identified were purpose made trailer mounted, larger is better but at greater cost. Advised choice should be linked to station capacity, larger unit would cover greater range of stations. MF advised pump station age suggested pump purchase appropriate. Chair suggested final decision made on hydraulic outcomes. RT suggested result of hydraulic model irrelevant, pump failure was pump failure. AM advised pump failure had less risk associated with agricultural catchment which can stand water but not catchments where houses would be affected. **Chair proposed Management proceed to investigate temporary pump suppliers and identify whether Board required 1 or 2 pumps, seconded CH, all in agreed**

Environmental Report

2018.52 Consider contribution to Eel Regulation research – EO advised hoped results of work would be available this year. Had been invited to London meeting by EA Project Team leader to view outcomes however cost associated with time and travel. **Chair proposed £1,000 contribution from BAP budget, MR seconded, all in agreement.** MR advised could attend meeting in London through Humberhead Levels if permitted by project team.

2018.53 Adoption of Environmental Position Statement – MR thought good piece of work from EO and asked Board considered including reduction of single use plastics through a pragmatic approach to reducing Board consumption. Depot location could also be included, use of vehicles, reduction of transport movement, reduction in plant and equipment movement, reduction of carbon emissions. **Chair proposed Board approved Position Statement subject to MR and EO producing appropriate wording to cover above discussions, FJ seconded, all in agreement.**

CH discussed Board being paperless noting extensive meeting papers, particularly for Authority members which had agreed to be paperless. Agreed members to be paperless unless Members advised Admin. to the contrary, with exception of Chairman and Vice-Chairman as it was felt that paper copies were required to enable them to run the meeting effectively. NW and TG request paper copies. Suggested environmental position statement should reflect Members encouraged to be paperless. **Chair proposed all appropriate wording be delegated to MR and EO, seconded FJ, all in favour**

2018.54 Biosecurity Policy – produced by Management, required under new IDB1 to identify whether Board had one. Noted did Board BAP referred to INNS as did Environmental Statement. **Agreed adopted by all Members.**

Information Only



2018.55 Members noted information contained in the papers

2018.56 Date of next meetings, meeting closed 11.42

Board	Finance & Policy Committee
2 November 2018	5 October 2018
	7 December 2018
1 February 2019	
24 May 2019	
1 November 2019	