



**Danvm**

Drainage Commissioners


## **Finance & Policy Committee Meeting**

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**Friday 29 March 2019  
09:30 am**

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## Purpose

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# 1. Apologies for Absence

## 2. Declaration of Interest

### 3. Minutes of Finance & Policy Committee Meeting of 7 December 2018

Present: John Gilliver (substitute Andrew Cooke) (JG)  
Paul Maddison (PM)  
Steve Lomas (SL)  
Martin Falkingham (MF)  
Catherine Anderson (CAnd)  
Kyle Heydon (KH)  
Neil Welburn (NW)  
Gillian Ivey (GI)

Officers: Craig Benson (FO)  
David Blake (DB)  
Ian Benn (CEO)  
Paul Jones (Eng)  
Martin Spoor (AssetM)  
Alison Briggs (EO)

#### Apologies for absence

**2018.86** Andrew Cooke, Richard Thompson. GI requested Chair the meeting. Members in agreement.

#### Declaration of Interest

**2018.87** None

#### Minutes of 5<sup>th</sup> October 2018 and 2<sup>nd</sup> November 2018

**2018.88 Matters arising not discussed elsewhere.** 5<sup>th</sup> October 2018 – **Minute 2018.57** AssetM requested to update Committee on VFDs. Report had been produced to Chair, Finance Committee & Board. Price increase associated with original specification of VFD at upper end of operational range of that station. View was, Board should look at larger VFD for trial to ensure use of correct piece of equipment to test with possibility for future use. Cost approximately £5,000, smaller unit £3,800, site installation 3-5<sup>th</sup> January 2019. In response to question, discussed filter used in association with pump. MF queried future use and tendering the work. Advised other VFDs on market, reason for proceeding with this trial because only one marketed purely for water industry. Others are made to fit the required environment rather than specific design. Coal Authority has changed some VFDs previously installed and now looking for consistency of type. Recommendation to date would be there is a case for consistency of use.  
JG attended 10:05.

**Minute 2018.63** and commencement of asset condition inspections. Eng. advised specification remained with EA on its PDU framework of contractors to price. Had followed up again this morning and awaiting information from EA. KH queried why work not being delivered by MEICA team. Advised not a core MEICA service, intrusive asset inspection outside their scope, involving considerably more than M&E work. Management is considering stations for inspection being those MTP due in near future. MS advised similar approach had been taken by EA at Bentley Ings to identify current status before that work was promoted. Results will

help shape MTP in terms of identified replacement life. **KH proposed Minutes 5.10.2018 recorded as true record, CAnd seconded, all in favour.**

**2018.89 PM proposed Minutes 2.11.2018 recorded as true record, KH seconded, all in agreement**  
**Policy**

**2018.90 Policy – Health & Safety** – CEO advised he had recently spoken with workforce regarding health, safety and particularly wellbeing of employees

**2018.91 Task & Finish Group** – A group was required to consider new policy requirements of the Board. **PM, CAnd, GI and MF volunteered for T&F Policy Group**, preferring end of January for meeting. Doodle poll to be issued.

**2018.92 Chair proposed to move to Item 7 Finances before discussing spending requirements. All in agreement**

#### **Finance**

**2018.93 Long term budget estimate** – DB reiterated advice previously provided regarding capital funding requirements. Presentation showed in graphical form the type of expenditure split for 2019/20 financial year. Total estimated capital cost of stations was already on the EA MTP. 2019/20 PWLB repayments would represent less than 1% of total expenditure.

11 stations are due to be repaired or replaced within decade, advising historically the Board had not saved to fund capital outlay and borrowing would be required for this work.

Calculations on repayments had been made using current PWLB interest rates. By 2028/29 Board expenditure could potentially be £2mil, with loan repayments representing 20%. To deliver that programmed work, drainage rate needs to increase over next decade to fund.

Duplicating information from presentations given to previous meetings, DB showed the effect of 0.25p and 0.5p year-on-year rate increase, which illustrated lack of available funds to deliver required investment in either 2022 or 2024 dependent upon rate increase. Potentially GiA would be available however there remains a large amount of Board funded expenditure. Eng. advised MTP submission update completed earlier this year, he warned of the need to avoid double counting and necessity for EA to fund its defence works, Councils to fund surface water schemes and IDBs to fund their schemes, all accessing the same GiA fund. Benefits associated with houses was required by EA and Councils, the Board's input into MTP is based on agricultural damages alone. In previous years the draft list allocation has been received Oct-Dec and the final list released Feb-April, but this has not occurred in recent years.

Eng. advised MTP did not guarantee future capital work schemes would receive GiA funding, all dependent upon monies available from Government. AssetM advised information presented was a worst-case scenario for managing Board asset base considering uncertainties.

Eng. advised discussions with EA reveal it wishes to utilise all properties available within Board District to protect flood risk asset funding. Every authority is putting schemes into MTP and Defra will reveal the amount of funding available in due course, advising government objectives may be changed irrespective of EU Exit. Board can demonstrate the need for funding, but Defra will decide what GiA is available and to which body.

PM aware of Workshops to be delivered on surface water flooding and considered there a lack of understanding by Defra and others what an IDB does, advising work was required as a group to raise Board profile.

Members were advised GiA not available for protection of businesses and land is not valued as equivalent of housing in terms of partnership funding calculator.

Eng. advised in receipt of outputs from model, these will update the surface water flood maps across Danvm District. Advised great dependency in Danvm area on pumping surface water as low-lying geological basin suffering mining subsidence. Water was effectively impounded; if pumping was removed, the flood risk for Doncaster and surrounding area greatly increased.

Members enquired speed at which model outputs would be available for consideration in view of 11 station refurbishments/renewals within next decade. Eng. had provided some output information and advised on extent of input required to MTP. CAnd queried Board position on GiA line of applicants. Eng. advised should EA did receive GiA for flood defence projects on River Don defences, IDB function would be lost in any event.

Eng. showed Members modelling outlines under "do nothing scenario" for northern part of District and the extent of flooding, including motorway effectively revealing outline of Humber

basin. Numerous scenarios had been modelled from 2-year event to 1000-year event and a series of events on saturated catchments and a 24-hour pump station failure. Do nothing outline represents the worst-case scenario, 1 in 10-year event on saturated catchment (1/4" run-off within 24 hours) could have devastating impact on Highways England infrastructure, and impounding water north of motorway.

AssetM advised Sykehouse residents claiming pumps ineffective to protect property, however stations not designed to protect property from flooding; perception of IDB function needs to be changed.

JG queried whether modelling accounted for national resilience, and length of time water would be standing. Eng. advised model demonstrates first attempt at understanding risk and Board response plans will follow out of modelling outputs. Members reminded Board is not an emergency responder under Civil Contingencies Act, and Board may consider whether it has a role in supporting those Emergency Responders, as workforce previously done associated with 2007 floods and December 2013 flood.

Flood outlines are being compared with EA surface water flood maps. National risk maps reflect rain over topography using LiDAR whereas Board model had detailed topographic surveys giving more realistic understanding of surface water overland flow.

Eng. showed HEC-RES model to Members. Model can be used to predict what will happen under certain circumstances, some scenarios model blockages at specific locations to understand where Board attention should be focussed if that should occur.

DB returned to long-term budget estimate, advising detailed asset inspections have potential to move stations forward or back and potentially reduce capital outlay within MTP. If Board is in receipt of indicated GiA for station sites, rate increase required in 10 years may reduce from 16.0p to 13.0p. Eng. meeting with EA next week and hopes to receive steer on MTP current status.

FO advised potential rate budgeted for next year is not affected by GiA or borrowing. Board could postpone any increase however effect would be larger increase required in future. Smooth steady rate increases are better for all ratepayers. He cautioned Committee to look long-term where 13 stations required work within second decade. Reserve balance higher than 30% are required allowing Board to build monies for asset replacement.

**2018.94 5-year plan** – FO advised operational costs increase by inflation, electricity use is linked to pumping activity, dependent on rainfall, noting there can be £100k difference in electricity costs year-on-year.

Capital replacements are dominating reason for rate increases. CEO advised budget prepared on behalf of Board is realistic; pump station assets are toward end of design life. Chair agreed advising presentations were clear, required rate increases were associated with required capital work. CEO advised Board made decision several years ago to borrow to deliver asset refurbishment/replacement, not to save.

A Member suggested Board needed to view hydraulic model outputs and results of asset inspections before any decisions could be made on drainage rate. Eng. advised model and asset condition surveys were designed to provide better information however, the 5-year plan is fixed in terms of end of asset residual life.

NW advised Committee the Board must pump water in perpetuity if the land is to be farmed or developed. He supported a rate increase suggesting the Board must protect the increased income received until work required. CEO advised insufficient time existed to save adequate funds to cover required work; to be effective this should have commenced when assets built. Some IDBs are saving Boards however pre-amalgamation Boards did not consider appropriate, retaining a low drainage rate considered greater importance which has been the case to date.

A Member suggested the Board needed to review operational workforce, depot, plant, machinery and vehicles. All were reminded this had been discussed in T&F meetings from 2017, supported by Finance Committee and received by Board. Chair considered operational resource to be relatively small part of a bigger picture. Officers advised it represented 37% of current expenditure and was an area where savings could be made. Admin. noted DMBC budgets for £100,000 year-on-year increase in Levy raised on behalf of

EA and IDBs, which is received but spent elsewhere. This was acknowledged by DMBC Member informing there remained £2.4 million gap in Council budget.

PM advised Board reaches this point annually and Members must look at requirements of the Board; if Councils wish to alter Special Levy raising, that requires a change in legislation. It was appropriate the Board advised Local Authorities of its future financial requirements, but legislation covers special levy raising. **PM proposed a workshop/seminar for all Board Members to specifically discuss and agree future WLM Strategy. All in agreement.** Date for workshop to be arranged for early New Year.

Members advised all major development within Board area significantly increased special levy requirement from local authorities but that was generally dominated by commercial units, not residential.

CAnd suggested when asset condition inspection costs are available it may be appropriate to undertake all at once as there may be efficiency savings.

AssetM advised substantial number of stations managed for Coal Authority which make significant difference to water level management across district. Doncaster Area Drainage Acts apply requiring Coal Authority commitment to maintaining its assets in perpetuity. Board should uphold that position with Coal Authority, without which, should Authority seek to reduce its legislative responsibility, the Board would risk losing control of water level management across its District. Members requested to consider implications of Coal Authority doing so and where that responsibility might subsequently fall.

Based on Board requirements, suggestion is for an increase of 0.25p to recommend to Board. KH requested cash balance sheet for next meeting.

**2018.95 NW proposed recommendation to Board 0.25p rate increase and increased income be set aside MF seconded, 7 in favour, 2 against, no abstentions.**

**2018.96** Meeting with local authority finance departments to keep authorities informed. **GI, JG, AC, PM volunteered attendance.** 24<sup>th</sup> or 25<sup>th</sup> January.

**2018.97** Budget for y/e 31.3.2020 - noted

**2018.98** List of payments – No queries raised. **DA proposed approved, SL seconded, all in favour**

**2018.99** Financial Regulation amendment – Chair advised red changes had already been to Board, further changes made to sections 11.3 to 11.7 by Members. Chair requested Committee to support to move forward.

CEO advised proposed changes sought to incorporate into Policy amendment of Management contractual T&C. Changes proposed to 11.3 now referenced MTP which contradicts NEC3 core services. Specialist Services in Contract defines production of contract documentation, tender submission, appraisal and contract award, preparation of GiA and Local Levy submissions all to be Specialist Services. Clause 11.7 also varied contract in terms of additional responsibilities and production of monthly reports to Chairman. PM advised he read proposed clause 11.7 to pass the Board's burden onto Responsible Finance officer.

AssetM advised proposed changes to 11.7, if implemented, could become unworkable in terms of station sites managed by Board on behalf of third parties to which it was also a contributor and some sites were managed on behalf of multiple third parties. Members discussed work done by MEICA team for Coal Authority. CEO confirmed suggested wording would cover electricity use currently procured by Board and recharged to third parties; no contributing party would pay in advance.

Questions were raised as to location of Board Contract and what document DMBC Member had consulted which informed opinion on matter of specialist services. It was agreed the requirement for a post-Christmas meeting to discuss what may or may not be core services under current NEC3 Contract.

CAnd agreed a need to draft something that covered the large coal authority funded works currently paid in advance. Chair advised remit of Committee was to report to Board on final changes to Regulations. Members agreed to respond to suggestions by email.

#### **Asset Management**

**2018.100 Town Drain PS Consultation** – Members considered reasons for proposed consultation. PM declared an interest as WMDC officer. Chair requested PM remain in the meeting, his input was valuable. Asset M advised station built at request of WMDC and Yorkshire Water in 1980's. 87.5% capital investment from Yorkshire Water, remainder cost



WMDC however when sum due, its budgetary constraints meant Board funded its share. No contribution ever received from Yorkshire Water since either for maintenance or electricity. Yorkshire Water is in receipt of all relevant information for site however it does not wish to accept transfer of the asset. Legal Advice suggested initial engagement with Yorkshire Water then need to consult with others. PM advised internally requested to arrange meetings within WMDC to discuss. Members reviewed legal opinion noting Board at 2<sup>nd</sup> stage. Members required to advise Management on extent of public consultation it required. Chair considered it “political” consultation and question was how much consultation there should be, noting that potentially this might be unpopular with residents and important that the Board does not have to take any blame. AssetM agreed however case can be made the Board has no liability for this site but it must go through correct process to ensure it avoids judicial review and similar. Chair requested AssetM continue with the process, agreeing a joint approach between Board and Wakefield MDC would be appropriate. **All Members in agreement.**

**2018.101 Maintenance Statement 2019** – meeting with landowners suggested for late April/May. Last year’s rates contained information on access requirement and April/May is closer to maintenance commencement. Crops already planted and if there is to be a margin it will be incorporated already however the meeting is required to set out the approach Board will take where there is no margin and if access is denied where there is a standing crop. **Agreed DA, MF, NW and SL will attend representing Board.** Dates to be sent out.

**2018.102 Board owned Assets** – Monies received from sales currently in current account and not yet invested; Management awaiting instruction as to where capital fund is to be used.

**2018.103 Norton Common Access** – noted new options identified since last Board meeting following Member agreement appropriate for use by third parties. Chair noted the Board’s infrequent use of track and considered it inappropriate for third parties to use. In response to question, it was confirmed a lifting beam was used for pump removal however once pump outside building it has to be transported from site to main road and existing bridge weight limit an issue. Weed screen requires crane to lift and is primary issue, ground conditions at this time of year create impossible access. DA suggested it appropriate for Board to secure a spare pump at the building for circa. £50,000 and remove any faulty pumps from site during dry periods. Weed screen cleaner main issue, ground conditions at this time of year create huge access difficulty. **KH proposed Board proceed with less cost Option 3, CAnd seconded, all in agreement.**

**2018.104 Alternative Depot** – KH considered no comment could be made in absence of business case in support of a move.

Chair advised of another site which she considered visiting to ascertain suitability. AssetM confirmed viewing of site, which offered sufficient space and location suitable for Board use however there were concerns that site has been submitted for reallocation for housing within DMBC core strategy. AssetM could make initial contact exploring potential site, enquiring if land on market for industrial use if Committee wished. JG considered the site worth exploring however would like to see business case for moving site in first instance.

AssetM advised a comparison of sites for a new depot needs to be considered aside the Board’s position on the level of maintenance it intends to deliver in future, considering earlier budget discussions, noting approximately 40% of Board expenditure is associated with operational maintenance. Management requires Board instruction on future level of maintenance required. Information provided to this meeting was previously delivered to T&F Group, it made recommendations then supported by this Committee and Board. Chair confirmed today’s presentation extremely important and Board must plan for future. The FO has advised Board for several years of the considerable future expenditure required and advised of need to increase drainage rate.

Eng. confirmed hydraulic model shows difference between undertaking maintenance and not doing so, advising Highways England, Canal & Rivers Trust, and Network Rail all understand the IDB does not have any duty to undertake maintenance, which remains a riparian owner responsibility in Common Law, but which landowners appear not to accept. Board could be enforcing body serving notice to cleanse systems for greater good of the District.

PM agreed, advising essential if Board wished to review future maintenance activity, it must be done quickly as it was only a year since this exercise was last undertaken associated with the T&F Group work.

**2018.105 Vehicle & Plant** – Members considered no decision be taken in view of earlier discussions. AssetM advised to try and extend Komatsu life further would increase the regular



additional costs associated with its maintenance for with residual value bottomed out; additional costs this year were in the region of £18,000. PM suggested with reference to earlier discussions Board needed to retain Komatsu and continue with its maintenance, reviewing within 12 months; biggest risk to the Board was its pump stations whereas maintenance is a permissive power. Members agreed Board required a meeting early January as a workshop/seminar to discuss pump station refurbishment, maintenance and funding.

**Pump station assets**

**2018.106 Committee Chair had requested report.** PM thought spreadsheet particularly useful and informative. Members expressed concern at the number of automated weed screens not working, now requiring manual raking. Members were advised most sites were Coal Authority funded, the screens were 10-15 years old and at end of operational life. Operational work was recharged to Coal Authority. Management continues to push Coal Authority in relation to issues with its station sites and weed screens. Eng. advised currently trying to find someone capable of replacing electronic element of weed screens rather than complete structure.

**2018.107** Meeting closed 13.20

### **3.1 Matters Arising Not Discussed Elsewhere**

## 4. Policy

### Recommendations:

- To note the information contained herein
- Produce and agree appropriate Board and Management KPI (Item 4.1)
- To approve Policies at Appendix A (Item 4.2)
- Approval use of Board owned land as Carbon Offset for Board activities. (Item 4.3)
- Agree adoption of Health & Wellbeing clause to H&S Policy (Item 4.4)

### 4.1 Board and Management KPI

Draft Minute 2019.7 Board meeting 1 February 2019 refers. Current KPI to be reviewed by Committee.

#### Management KPI:

Indicator	Date of Resolution, Response, Minutes	Date issue
Board resolutions delivered in a timely manner or in accordance with agreed timetable		
Responses to Board member enquiries, acknowledged within 5 working days of receipt		
Completion of draft Minutes for Member comment within 7 days of meeting		
Publish draft Minutes within 6 weeks of meeting		

#### Board KPI:

Indicator	Achievement to date	Anticipated target Feb 2019
Adherence to Complaints Procedure		
Meeting Papers issued in accordance with Standing Orders		
Percentage of rates collected		
Percentage of planned watercourse maintenance work completed		

Member suggestion for additional Board KPI associated with operational status of stations and weed screens managed by Board could be considered.

Information produced in association with MEICA team. 47 stations managed by Board, 9 of which are solely Board financial responsibility.

Majority issues associated with sites managed on behalf of third parties.

<b>P r o b a b i l i t y</b>	<b>High</b>	5	5	10	15	20	25
		4	4	8	12	16	20
	<b>Medium</b>	3	3	6	9	12	15
		2	2	4	6	8	10
	<b>Low</b>	1	1	2	3	4	5
			1	2	3	4	5
			<b>Low</b>		<b>Medium</b>		<b>High</b>
			<b>Severity</b>				

Text in the table below in orange indicates third party determinations required to enable reduction of Retained Net Risk.

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	Risk areas identified	Date added to register	Initial risk assessment			Control procedure(s) identified	Current risk assessment		Action needed: person responsible
			Likelihood (score)	Severity of impact (score)	Overall 'gross' risk		Comment	Retained 'Net' risk	
1	Thornhurst Weedscreen Not Operational	Fault pre-dates register and MEICA team employees	2	2	4	Supply to weedscreen disconnected by others.	Not Operational due to Flood events in catchment area.	4	Weedscreen redundant. Coal Authority notified. Await decision on decommissioning
2	Norwood Flood Evacuation Weedscreen Not Operational	Fault pre-dates register and MEICA team employees	2	2	4	Weedscreen isolated and locked off.	Not Operational due to Flood events in catchment area.	4	Coal Authority notified, awaiting decision
3	Old Hee Weedscreen Cleaner inoperable due to PLC programming issues	Fault pre-dates register and MEICA team employees	2	4	8	Weedscreen Cleaner is isolated, and screen is hand raked	Coal Authority investigating	8	H&S implications from prolonged hand raking. Blackburn & Starling visited on behalf of Coal Authority, awaiting Coal Authority decision MEICA attended with Environmental Services to price refurbishment 28/02/19.
4	East Ings Weedscreen Cleaner inoperable due to sensor fault	Fault pre-dates register and MEICA team employees	2	4	8	Weedscreen Cleaner is isolated Screen is hand raked	Trolley Overtravel	8	H&S implications from prolonged hand raking. To be investigated further by MEICA Team. Scheduled week commencing 12th November. Awaiting Decision. MEICA Visited with Environmental services to price refurbishment 28/02/19.
5			2	5	10			10	

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	Beal Lane Pump 3 fault (Archimedes screw catching on guard)	Fault pre-dates register and MEICA team employees				Pump Isolated but can be reinstated in a major rainfall event	Reduced Pumping Capacity		Pump Capacity can be reinstated in a significant rainfall event. Highways England have procured refurbishment design options for major capital investment to reinstate full capacity and is working with the Coal Authority on subsidence mitigation
6	Fulham Lane Weedscreen cleaner inoperable due to gearbox fault	23/09/2015	2	4	8	Weedscreen cleaner isolated and Screen is hand raked.	Trolley has only very limited forward and backwards movement	8	H&S implications from prolonged hand raking. Reported to Coal Authority, awaiting decision.
7	Lake Outfall automatic control of penstock inoperable due to cable fault on river level sensor	20/06/2016	2	4	8	Penstock is now left closed, as would be reliant on manual interventions to operate in a flood scenario to prevent backflow of water.		1	Pump station refurbishment is currently scheduled for commencement 2020/21, could be brought forward. Decision required as whether to renew cable and downstream sensor. Decision reached to be implemented as part of refurbishment work using commuted sum.
8	Southfield Lane Pump 2 Seal Leak failure	09/08/2016	2	5	10	Pump is Isolated and locked off.	Redundant Pump, waiting for replacement to be fitted.	10	Awaiting Coal Authority decision on the install of two new Flygt pumps and cannisters previously purchased and stored at Kirk Bramwith depot.
9		10/10/2017	2	4	8			8	

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	Norton Common Weedscreen Cleaner inoperable due to drum break failure					Weedscreen isolated and locked off. Screen hand raked	The grab free falls to the ground once lifted.		H&S implications from prolonged hand raking. Requires safe means of access to use the large machinery/equipment required. MEICA Team to determine method of working and liaise with Engineer/Asset Manager re-entry requirements. Scheduled week commencing 5th November. Two quotations received, scaffolding ordered. Erection plan to be agreed with scaffolder
10	Sandall & Nooking Sensor cable failure	12/06/2018	2	3	6	Temporary repairs in place.	Cable fault due to land subsidence.	3	Remote Radio transmitting sensor purchased, to be fitted by MEICA Team w/c 19/11/18. Radio transmitter installed. Requires configuration and separate pulsar unit. Awaiting delivery of pulsar.
14	Goosepool Slip ring wear	08/01/2019	2	5	10	Monitor while repairs are being processed.	As highlighted on defect report.	10	MEICA Team to remove pumps separately and obtain quotation for repair. To be scheduled.



## 4.2 Task & Finish Group Policy consideration

T&F Group meeting 21<sup>st</sup> January 2019 discussed an Investment Policy and Vehicle & Plant Replacement Policy.

Suggested draft Investment Policy, Vehicle & Plant Replacement Policy and Asset Management Policy available at Appendix A are for review with view to adoption.

## 4.3 Policy objectives – Carbon Offsetting

One objective of the Environment Policy to deliver sustainable development is to:

- *consider and implement ways of reducing its CO<sub>2</sub> emissions associated with pumping activity and from vehicle and plant movement.*

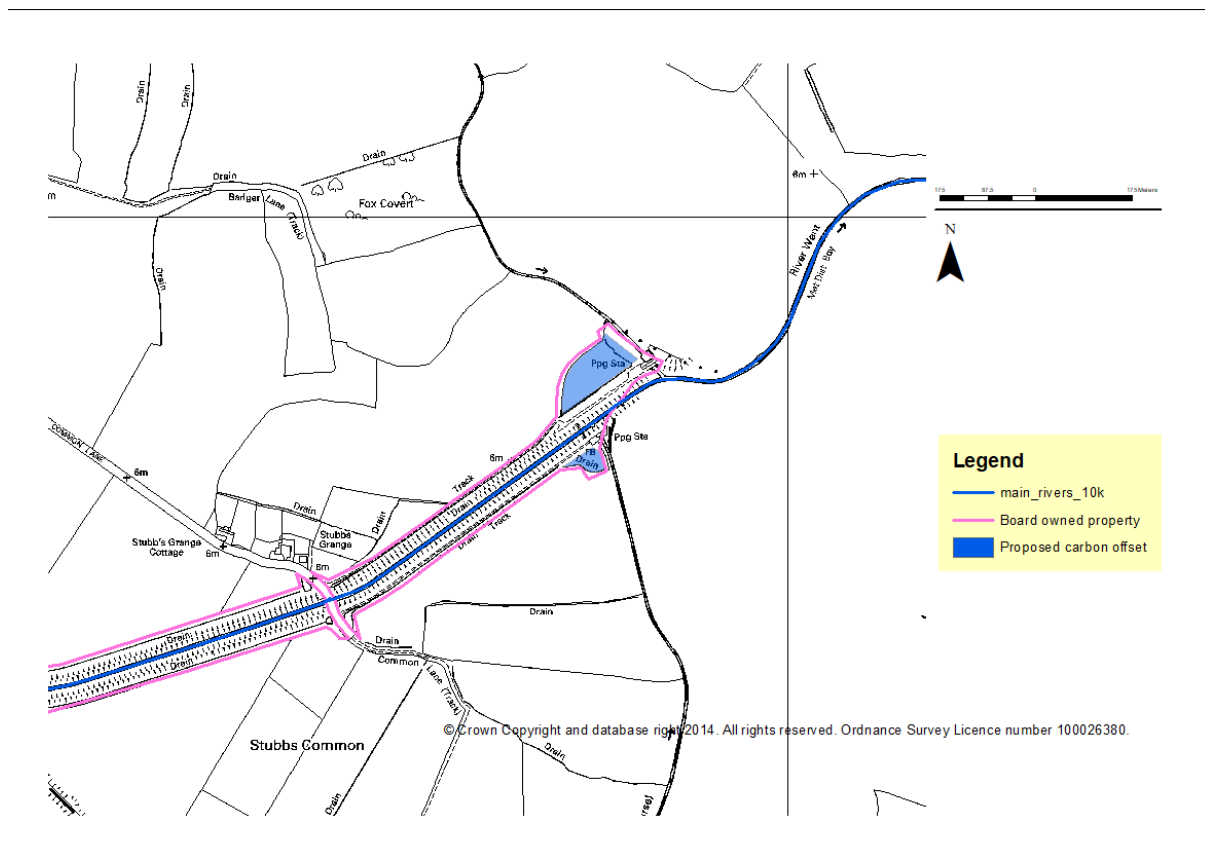
Water level Management Policy Objective PO5 is to:

- *“to conserve and enhance biodiversity..... to recognise the effects of climate change and to consider this in the long -term vision of sustainable water level management”.*

Part of this Committee’s Delegated Power is to “ensure Board owned land maximises its benefit to the Board”

Land at Lake Drain and Norton Common was previously identified and received planning permission for two photovoltaic arrays however the project did not proceed. This site was also identified for potential new depot; building up the low wet ground was a considerable part of the proposed project expense.

The two areas combined are 1.6 hectares.



A baseline Energy Audit on several of this Board's managed stations for dry period April 2011-March 2012 identified Board carbon emission contribution of **12,367 tonnes** of CO<sub>2</sub>e. To capture and store a small percentage of that volume in biomass would be significant and not costly.

### **Trees and Carbon Storage**

The Woodland Carbon Code statistics advise 1 hectare of new native woodland can sequester between **300-400 tonnes** of CO<sub>2</sub>e per hectare (tCO<sub>2</sub>e/ha) by year 50, and **400-500 tonnes** of CO<sub>2</sub>e per hectare by year 100. Information available at:

[https://www.forestry.gov.uk/pdf/Woodland\\_Carbon\\_Code\\_Landowner\\_Leaflet\\_links\\_lowres.pdf/\\$file/Woodland\\_Carbon\\_Code\\_Landowner\\_Leaflet\\_links\\_lowres.pdf](https://www.forestry.gov.uk/pdf/Woodland_Carbon_Code_Landowner_Leaflet_links_lowres.pdf/$file/Woodland_Carbon_Code_Landowner_Leaflet_links_lowres.pdf)

UK woodlands sequester approximately **5.4 tonnes** of CO<sub>2</sub> per hectare per year. More information is available from the forestry Commission at:

[https://www.forestry.gov.uk/pdf/6\\_planting\\_more\\_trees.pdf/\\$FILE/6\\_planting\\_more\\_trees.pdf](https://www.forestry.gov.uk/pdf/6_planting_more_trees.pdf/$FILE/6_planting_more_trees.pdf)

### **Trees and Flood Risk**

Trees also draw water from the ground through transpiration processes, evaporated in the canopy through leaf stomata. Mature broadleaved trees can transpire between **500-2000 litres** of water during the growing season, reducing flood risk and can be considered natural flood management. The Farmers Weekly carried an article in 2016 on the benefits of tree planting to reduce flood risk, available at:

<https://www.fwi.co.uk/news/environment/tree-planting-can-reduce-flooding-20>

The Centre for Ecology & Hydrology has a similar article available at:

<https://www.ceh.ac.uk/news-and-media/blogs/tree-planting-and-reducing-flooding-will-it-work>

Woodland Trust is currently offering for qualifying sites, MOREwoods scheme for next planting season onwards; November 2019-March 2020 available to view at: <https://www.woodlandtrust.org.uk/plant-trees/large-scale/>

The site is suitable for a tree planting scheme reducing the Board's overall emission contribution to climate change. This would be achieved through planting whips from native deciduous trees which will accumulate carbon as they grow in the form of biomass as a function of photosynthesis.

There are several positives using Board own land for this purpose:

- Contribution to Board BAP Target 23: Increase biodiversity
- Assist with delivery of the Government's 2010 Carbon Plan
- Assist with delivery of Government targets in the new 25-year Environment Plan including "*Thriving Plants and Wildlife and Mitigation and Adapting to Climate Change*"
- Contribute to development of the Northern Forest – reported to Board February 2018

Tree planting will not affect station access and egress.

An initial application has been submitted through the Woodland Trust to identify whether the Board would be successful as a MOREwoods applicant under reference MOR1784. If it is, the Trust can assist with design of woodland and select the most appropriate species mix, produce a bespoke site report and assign a dedicated project officer to guide the application.

Should the application to MOREwoods be unsuccessful, tree packs are available, those most appropriate for the site is the wild wood tree pack, comprising trees ideally suited to exposed wet areas of ground. For this area 420 whips will be required at a cost of £395.00

Committee approval is requested for the principal of using Board owned land at Lake Drain and Norton Common primarily as a site of carbon offset and secondly as a flood risk management tool.

## **4.4 Health & Safety Policy**

The following addition is suggested for the Board's H&S Policy:

### **3.25 Mental Health and Wellbeing**

The Board recognises its duty of care to anyone who may be affected or is involved in the delivery of its function. It will therefore take all steps which are reasonably possible to ensure their mental health, safety and wellbeing.

Dealing with problems related to Mental Health and Wellbeing (MHW) in the workplace provide unique challenges for the Boards management. It is an area that requires careful attention and professional support. The Board recognises its duty of care to developing an understanding of employee needs, providing health care and support when required, help staff remain effective in the work environment.

Recognising that an employee's personal circumstances can drastically affect their workplace performance, personal health, self-esteem and how they treat others is the first step toward active health care.

This is a complex area of people management especially as individuals can be incredibly diverse in views on items such as politics, religion, etc. It is therefore vital that middle management receive support and training and is able to present a neutral view on items that an employee feels strongly about.

The Board will provide health and welfare information, instruction, training and supportive supervision to help cement solid foundations to build upon by seeking to;

1. Identify and tackle root causes of ill health,
2. Build a more robust framework to promote good mental health,
3. Strengthen the capability of line managers,
4. Take a holistic approach to managing mental health and wellbeing in the workplace.
5. Ensure there is no place for bullying and harassment at any level to anyone.

Committee is requested to adopt this clause for inclusion within the existing policy.

## 5. Asset Management

### Recommendations:

- Agree venue for ratepayer meeting (Item 5.1)
- Consider request for support for fencing requirement to Blowell Drain (Item 5.3)
- Agree Farm Business Tenancy rental for Board owned assets (Item 5.4)
- Recommendation to Board on Alternative Depot (Item 5.5)
- Resolve Board Vehicle & Plant issue (Item 5.6)

### 5.1 Maintenance Statement 2019

Minute 2018.101 refers.

188 ratepayers are associated with Priority watercourses for which the Board Maintenance Statement 2019 agreed February 2018:

*The Board requires seamless and unfettered access to land to undertake routine maintenance in a cost-effective manner across the District. Should access for maintenance be refused or access barred, the watercourse will not be maintained by the Board within that riparian section until the following season. Nevertheless, the Board reserves the right to serve notice on the riparian owner of the watercourse under Section 24 and Section 25 of the LDA.*

*Primary Watercourses require the provision of access by permanent 5m grass strip and with preference for the ability to alternate sides from which maintenance is undertaken.*

Committee requested to agree hire of central venue to accommodate a meeting with landowners who will receive invitations to attend with Agricultural Rate Demands. Suggested appropriate venue Alexandra House at Askern. Proposed meeting date Tuesday 30<sup>th</sup> April 14:00.

### 5.2 Towns Drain PS

A meeting is being arranged with WMDC Corporate Landlord to discuss.

### 5.3 Blowell Drain

Bank slip repair work is being undertaken by the Coal Authority. Site owners advise significant amount of land has slipped into the drain which supported a path used by the public. Requests have been made for Board support in terms of fencing.

### 5.4 Board Owned Assets

#### 5.4.1 Went Banks, A19 to Stubbs Grange Bridge – FBT

The current FBT expires May 2019. In accordance with Scheme of Delegation, Committee is asked to consider negotiating new FBT 2-year term. Current rental £1200 p/a. The Board's Land Agent reports rent around £1,200 is relatively full considering the nature of the land.

The Agents advise keeping the land on a 2-year Farm Business Tenancy (FBT). An FBT for longer than 2 years (a long form FBT), imposes statutory provisions to protect a tenant's security whereby the lease will not terminate on expiry of the term and will continue periodically unless prior notice is served.

A FBT for 3 years or more must be prepared as a deed and is a more comprehensive document which is more appropriate to larger holdings or holdings with fixed equipment. The cost of preparing such agreement is therefore inherently higher.

The Committee is requested to approve 2-year FBT for the banks of the Went at anticipated annual rental of £1200.

#### **5.4.2 Norton Common Access**

Flood Defence Grant Aid indicative allocation has not yet been released.

### **5.5 Alternative Depot**

Previous discussions and decisions made:

- **Committee Meeting** 5.12.2017 -Minute 2017.84, T&F Group to consider alternative depot
- **T&F Group** 5.1.2018, note 4 - Members agreed alternative depot essential to avoid current access and egress issues. Alternative site preferred at Lake Drain, land already owned. Noted potential difficulties with leasing premises and/or land. Finance Officer to incorporate truer cost of alternative premises into budget. VOL currently unnecessary, will review when new base in place.
- **Board Meeting** 2.2.2018, Recommendation from T&F – Investigation for alternative depot to avoid current access and egress issues – Minute 2018.15 – **Resolution to support recommendations of T&F Group.**
- **Committee Meeting** 23.3.2018, Minute 2018.22 to 2018.26 Alternative Depot – all options considered, own land, purchase land, lease land and build, rent premises and costs associated with life of depot. **Resolved investigate building on Board owned land. All in agreement**
- **Board Meeting** 24.5.2018, Minute 2018.44 Alternative Depot – Management to investigate Lake Drain and A19 sites.
- **Committee Meeting** 5.10.2018 Minute 2018.49 Alternative Depot – requested to revisit costs, need for change, leasing options, vehicle movements, time and fuel savings. **Resolved to meet before November Board meeting to discuss all site options.**
- **Committee Meeting** 2.11.2018, Minute 2018.75 Kirk Bramwith depot – access/egress issues, weight restrictions, flood risk, poor location, security, plant not covered, trailer issues discussed. Costs associated with 50-year depot life considered for rental/lease building options, build at Lake Drain option, purchase land and built option, and The Chase. **Resolved not to proceed with Lake Drain or The Chase.**
- **Board Meeting** 2.11.2018, Minute 2018.70 Alternative Depot – presentation to full Board detailing information provided to T&F Groups and Finance & Policy Committee. **Resolution to seek Finance & Policy deliberation on issue in detail to be brought back to Board.**
- **Committee Meeting** 7.12.2018, Minute 2018.104 Kirk Bramwith Depot – request business case review, potential new site identified, new depot consideration in tandem with extent of maintenance required delivery, agreed essential if further review required must be done quickly, over a year since T&F Recommendations supported.

Following Board resolution at **2018.70** and Committee Minute **2018.104** further deliberation and resolution is required on this matter.

Requirement for new Depot is associated with:

- Position central to district
- Unfettered access and egress (narrow roads through Braithwaite, prohibitive bridge weighting)
- Position not vulnerable to flooding

SWOT analysis has been attributed to the 4 Options previously identified and considered by Board, Committee and T&F Group. Costs previously supplied in association with each of the 4 Options are detailed.

Options 2 and 3 were previously discounted. Option 4 remains the most suitable and cost-effective option.

**Option 1 - Remain at Kirk Bramwith - Financial Cost = running costs circa £13,000**

<p><b>STRENGTH</b></p> <ul style="list-style-type: none"> <li>• Accurate future costing</li> <li>• Minimal expenditure</li> <li>• Retention as satellite base</li> </ul>	<p><b>WEAKNESS</b></p> <ul style="list-style-type: none"> <li>• Limited building options for plant cover/security</li> <li>• Access/egress issues, weight limited bridges, narrow roads</li> <li>• Parked vehicle obstruction</li> <li>• Risk damage to third party assets</li> <li>• Risk of collision</li> <li>• Location subject to flooding</li> <li>• Location on edge of District</li> <li>• Proximity of pump station = no rental value</li> <li>• Grade II listed bridge-potential access issue</li> <li>• Lack of space for MEICA to expand in function and resource</li> </ul>
<p><b>OPPORTUNITY</b></p> <ul style="list-style-type: none"> <li>• Smaller, lighter Energreen type plant operated from Kirk Bramwith would reduce risk associated with some weaknesses: narrow roads, risk of collision, damage to third party assets. Less space required for storage of 2 x Energreen -v- 2 x tractor + 2 x excavator</li> </ul>	<p><b>THREAT</b></p> <ul style="list-style-type: none"> <li>• Plant exposed to weather</li> <li>• Plant exposed to potential theft</li> <li>• Risk of flooding from River Don</li> <li>• Potential to be land locked through access issues</li> </ul>

**Option 2 - Lease/Rent building/land - Financial cost = £50,000 p/a + running costs**

<p><b>STRENGTH</b></p> <ul style="list-style-type: none"> <li>• Suitable location</li> <li>• No access issued</li> <li>• Balanced cash outflow</li> <li>• Termination rights</li> <li>• Limited risk</li> <li>• No ownership – break clause</li> </ul>	<p><b>WEAKNESS</b></p> <ul style="list-style-type: none"> <li>• Rental cost</li> <li>• Limited financial benefits</li> <li>• Full repairing lease</li> </ul>
<p><b>OPPORTUNITY</b></p> <ul style="list-style-type: none"> <li>• None identified</li> </ul>	<p><b>THREAT</b></p> <ul style="list-style-type: none"> <li>• Increased rent over period of lease</li> </ul>



**Option 3 - Build on Board owned land - Financial cost = >£1,050,000 + risk contingency + running costs**

<p><b>STRENGTH</b></p> <ul style="list-style-type: none"> <li>• Land already owned</li> <li>• Unknown ground conditions</li> </ul>	<p><b>WEAKNESSES</b></p> <ul style="list-style-type: none"> <li>• No services – water, electric, broadband</li> </ul>
<p><b>OPPORTUNITY</b></p> <ul style="list-style-type: none"> <li>• None identified</li> </ul>	<p><b>THREAT</b></p> <ul style="list-style-type: none"> <li>• Level of contingencies associated with ground conditions</li> <li>• Planning permission required – green belt – no permitted development right</li> <li>• Resale potential limited</li> <li>• Potential PWLB funding gap</li> </ul>

**Option 4 - Buy commercial building and erect shed A19 corridor - Financial Cost = £813,000 + running costs**

<p><b>STRENGTH</b></p> <ul style="list-style-type: none"> <li>• Majority sub-catchments potential 10km per catchment/per journey reduction. Saving 340km travel.</li> <li>• Saving £12 per plant/operator journey</li> <li>• Saving fuel £0.9per journey</li> <li>• One up front cost</li> <li>• Board owned asset</li> <li>• Good location, central to district</li> <li>• Good access &amp; egress</li> <li>• Retained land value-housing</li> <li>• Services already laid</li> <li>• Existing building utilization for all staff</li> <li>• Opportunity to expand MEICA function</li> <li>• Area size suitable for Board purposes, plant, vehicle accommodation</li> <li>• Board investment of capital monies</li> </ul>	<p><b>WEAKNESS</b></p> <ul style="list-style-type: none"> <li>• 3 sub-catchment journey length increased 4km, total increase per catchment journey 53km</li> </ul>
<p><b>OPPORTUNITIES</b></p> <ul style="list-style-type: none"> <li>• Future development opportunity increasing land value (16 dwellings)</li> <li>• Additional building space</li> </ul>	<p><b>THREATS</b></p> <ul style="list-style-type: none"> <li>• Change of use application – refusal unlikely</li> </ul>

Land sales have raised capital monies of £795,905. All land sales include overage of 30% future developed land value.

## 5.6 Vehicle & Plant

**Committee** 5.10.2018, Minute 2018.60, Committee agreed Board sell excavator at end of season and decide at next Committee meeting as to its type of replacement

**Committee** 7.12.2018, Minute 2018.105, no decision made, suggested requires review of Komatsu sale and new plant purchase with 12 months.

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Cost comparison table below.

<b>Plant Make &amp; Type</b>	<b>Est. Costs *</b>	<b>Finance Options</b>	<b>Replacement Life (Yrs)</b>	<b>Warranty</b>	<b>Residual Value</b>
Komatsu PC170LC-11 Tracked Excavator	£91,500	Single Payment Purchase	8-10	12 months	£15K-20K
Komatsu PC170LC-10 Tracked Excavator	£82,500	Single Payment Purchase	8-10	12 months	£15K-18K
	£83,175	5-Yr Operating Lease 60 payments of £1386.24	5	60 months	Nil machine returned
Komatsu Wheeled	£145,000	Single Payment Purchase £145,000	8-10	12 months	£15-£20K
	£141,210	5-Yr Operating Lease 60 payments of £2356.83	5	60 months	Nil Machine returned
Spearhead Energreen Wheeled	£215,000 **	Single Payment Purchase with £20,000 Trade-in for Komatsu. £195,000	8-10	60 months	£15-30K
	£196,760	Two Annual Payment with £20,000 Trade-in for Komatsu. 2 x £98,380	8-10	60 months	£15-30K
	£195,750	5 Yr Operating Lease with Two Annual Payment 2 x £97,874	5	60 months	Nil Machine returned
	£182,220	5-Yr Operating Lease with 60 Payments of £3,037	5	60 months	Nil Machine returned

\* all new purchases will need to be fitted with wire watch and height limiters – range £2500 to £3,500

\*\* will require flail and weed basket attachments from Herder at a cost of £18,800

**Strengths Weakness Opportunity Threat (SWOT) analysis.**

**KOMATSU TRACKED**

<p><b>STRENGTH</b></p> <ul style="list-style-type: none"> <li>Trackable over poor ground conditions</li> <li>Least cost plant</li> </ul>	<p><b>WEAKNESS</b></p> <ul style="list-style-type: none"> <li>Requires third party movement</li> <li>Ground compaction weight <b>17.7t</b> – increasing run-off and siltation</li> </ul>
<p><b>OPPORTUNITIES</b></p> <ul style="list-style-type: none"> <li>None identified</li> </ul>	<p><b>THREATS</b></p> <ul style="list-style-type: none"> <li>Cost increases associated with third-party movement</li> </ul>

**KOMATSU WHEELED**

<p><b>STRENGTH</b></p> <ul style="list-style-type: none"> <li>No third-party movement required</li> </ul>	<p><b>WEAKNESS</b></p> <ul style="list-style-type: none"> <li>Movement in wet ground conditions constrained</li> <li>Ground compaction <b>17.5t</b> - increasing run-off and siltation</li> </ul>
<p><b>OPPORTUNITIES</b></p> <ul style="list-style-type: none"> <li>Work in other Districts</li> </ul>	<p><b>THREATS</b></p> <ul style="list-style-type: none"> <li>None identified</li> </ul>

**ENERGREEN**

<p><b>STRENGTH</b></p> <ul style="list-style-type: none"> <li>Lightest plant including current tractors</li> <li>Less ground compaction – <b>11t</b></li> <li>Dual purpose ability – will flail and weed cut – permitting dispense with tractors</li> <li>No third-party movement required</li> <li>Efficiency of maintenance delivery</li> </ul>	<p><b>WEAKNESS</b></p> <ul style="list-style-type: none"> <li>Most expensive</li> <li>Breakdown on one action <b>may</b> influence availability of the other</li> </ul>
<p><b>OPPORTUNITIES</b></p> <ul style="list-style-type: none"> <li>Work in other Districts</li> <li>Reduction in other plant requirements</li> </ul>	<p><b>THREATS</b></p> <ul style="list-style-type: none"> <li>None identified</li> </ul>

For comparison with the above, the current tractors with flail attachment weigh **16.3t**.  
Review of situation required which will lead into 2020/21 budget setting.

## 6. Finance

### Recommendations:

- The Committee notes the information in the report
- To make recommendation to Board on drainage rate value collection (Item 6.1)
- To approve List of Payments (Item 6.3)

### 6.1 Outstanding Drainage Rate Collection

**DRAFT Board Minute 2019.15** refers. Committee Chairman queried level at which outstanding rates should be pursued for payment. Interest can be charged under the Late Payment of Commercial Debts (Interest) Act 1998 at 8% above the base rate of the Bank of England. Members are requested to consider any appropriate cut off level at which rates will not be chased but rolled over annually. Interest charged is cumulative.

Figure 1 below illustrates number of agricultural ratepayers within monetary banding. The chart indicates **32** Ratepayers (4%) pay **46%** of all agricultural drainage rates. Figure 2 illustrates the drainage rate banding, income generated and cumulative banding %.

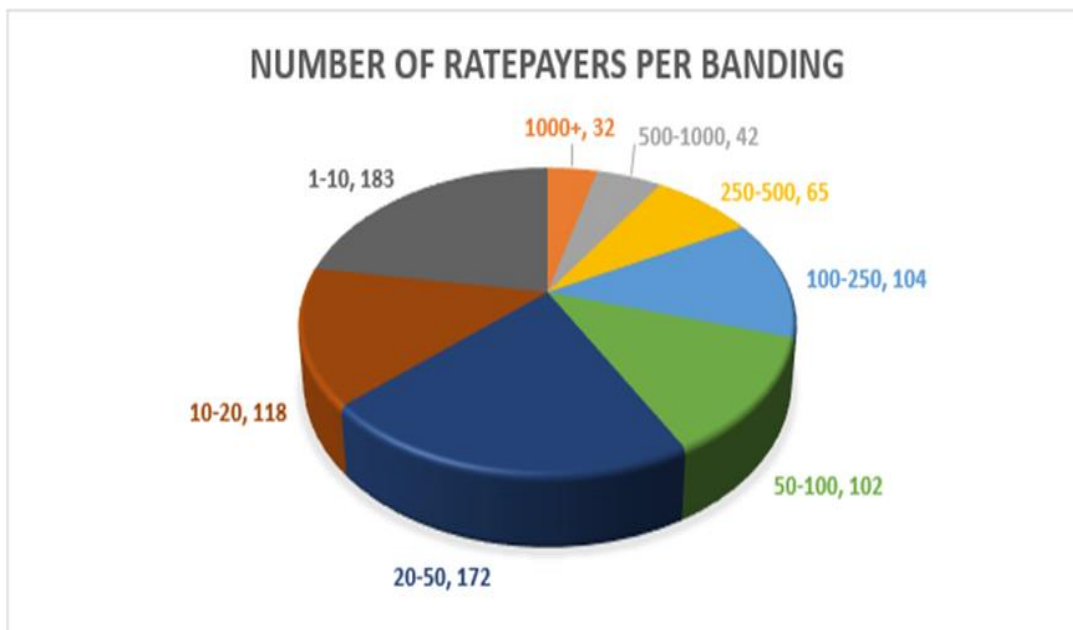


Fig. 1: Ratepayer numbers within drainage rate banding

Figure 2 illustrates the drainage rate banding, the income each banding generates and cumulative banding % of agricultural rate income

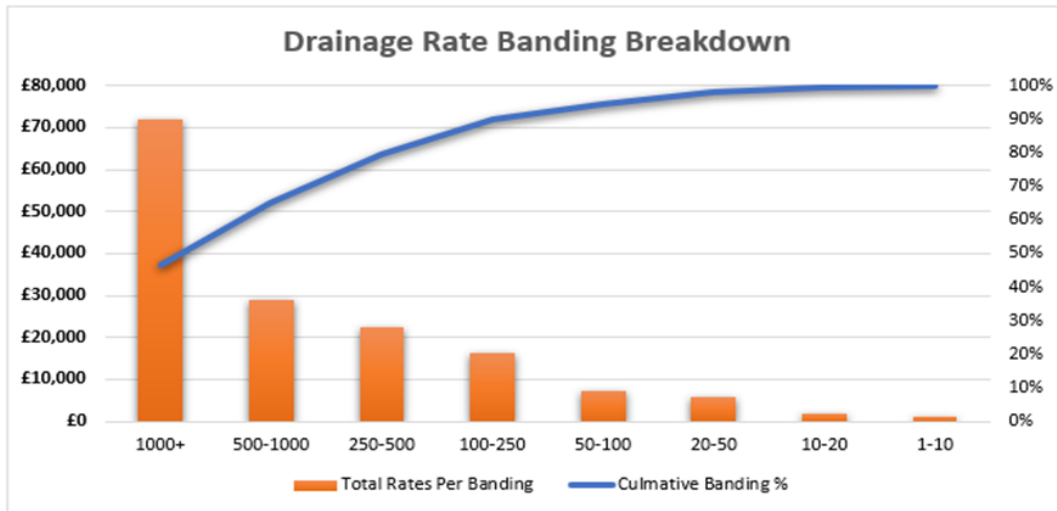


Fig 2: Rate banding, income generated, cumulative banding percentage

Figure 3 highlights that **243** ratepayers (30%) pay **90%** of all agricultural drainage rates.

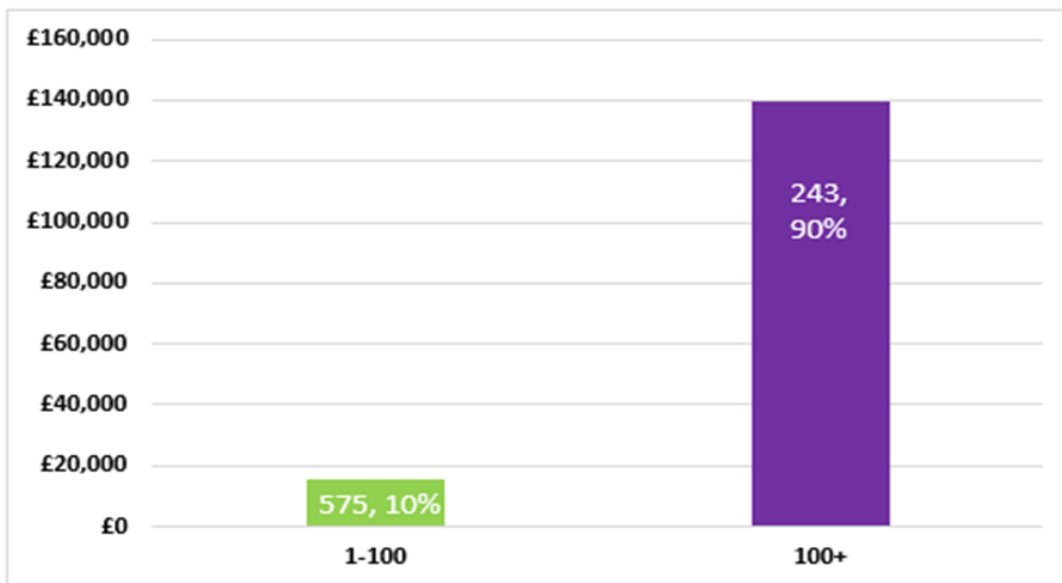


Fig 3: Graph comparison of % income collected within £1-100 band and £100+ band

Figure 4 identifies **41** agricultural ratepayers (5%), each paying less than £50 p/a, owe a total of **<£650**. The smallest annual rate demand is £0.58. One outstanding agricultural demand in £250-500 band is in Probate; this rate will be capable of collection when the Estate is settled.

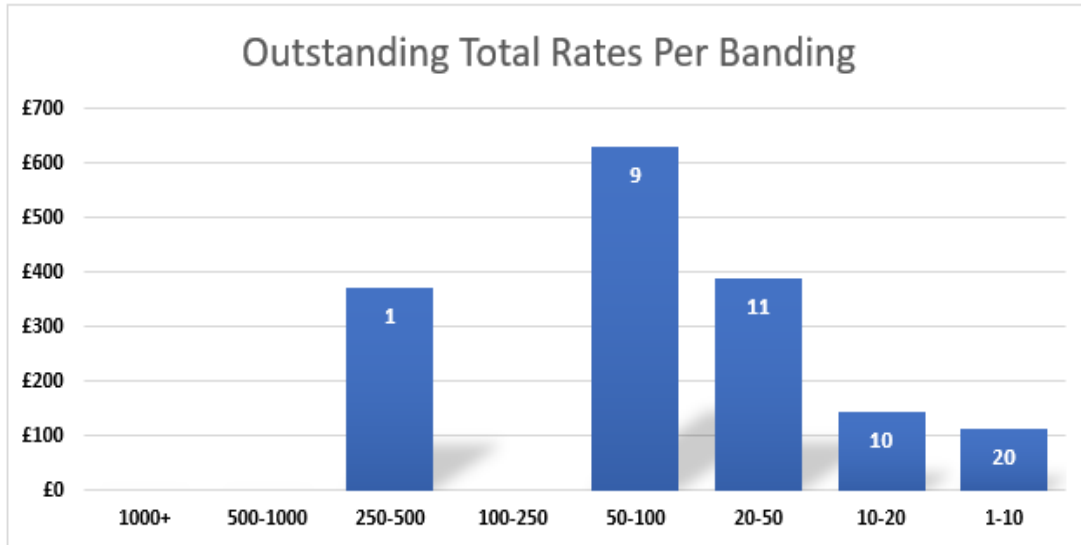


Fig 4: Outstanding rates per banding and number of ratepayers within each band.

Committee recommendation to Board is required as to the value of agricultural drainage rate demand which should be pursued.

## 6.2 Budget 2019/20 and Special Levy Meeting

Invitations were issued to all Special Levy charging authorities on 12<sup>th</sup> December 2018 to attend meeting on 24<sup>th</sup> January. Rotherham, Wakefield, East Riding Authorities declined confirming they were happy with current situation.

Doncaster MBC confirmed on 23<sup>rd</sup> January 2019 due to last minute invitation no-one was available to attend.

Selby DC Finance Officer attended, confirming he would report to Selby DC on the Board's future plans and likely rate increases to deliver its Asset Management programme.

## 6.3 List of Payments

Schedules of all payments made since those reported at the last meeting can be found below.

### 6.3.1 List of Cheques

DATE	CHEQUE NO.	REF	PAYEE	DESCRIPTION	TOTAL CHEQUE £	
<b>2018</b>						
Nov 29th	000212	25	MA Whiteley	Overnight Plant Storage	50.00	*
			<b>Total</b>		<b>50.00</b>	
			<b>*Total signed by Clerks &amp; Engineers Only</b>		<b>50.00</b>	



### 6.3.2 Payments Made Directly from the Bank Account

DATE		REF	PAYEE	DESCRIPTION	AMOUNT	
					£	
<b>2018</b>						
Nov	13th	475	Land Registry UK	Land Registry Searches	9.00	*
	14th	477	Lloyds Bank Cardnet	Cardnet Fees	52.00	*
	15th	416-7,447	F. Peart & Co. Ltd	Gas Oil, etc.	4,820.67	*
	19th	443	BT	Line to Depot	42.52	*
	20th	476	Land Registry UK	Land Registry Searches	3.00	*
		444	Dawsonrentals vans limited	Vehicle Hire	648.33	*
		457	Woldmarsh	Supply to Hensall PS	205.24	*
				Supply to Kirk Bramwith PS	1,385.42	*
				Supply to Old Hee PS	112.58	*
				Supply to Southfield Lane PS	239.75	*
				Supply to Adwick Mill PS	255.40	*
				Supply to Gowdall PS	102.51	*
				Supply to Blackshaw Clough PS	128.22	*
				Supply to Towns Clough PS	125.81	*
				Supply to Whitley Bridge PS	80.70	*
				Supply to Taining Drain PS	61.95	*
				Supply to Woodholmes PS	133.01	*
				Supply to Ackworth PS	50.99	*
				Supply to Church Walk PS	38.41	*
				Supply to Thistlegoit PS	525.58	*
				Supply to Goosepool PS	789.18	*
				Supply to Lake Outfall PS	123.11	*
				Supply to Thornhurst PS	252.07	*
				Supply to East Ings PS	120.00	*
				Supply to Blowell II PS	1,084.27	*
				Supply to Balne Fleet PS	48.92	*
				Supply to Longwood PS	42.48	*
				Supply to Depot PS	235.37	*
				Supply to Park Farm PS	32.35	*
				Supply to Beal Lane PS	388.40	*
				Supply to Jenny Lane PS	84.41	*
				Supply to Sour Lane PS	35.99	*
				Supply to Bramwith Rands PS	12.83	*
				Supply to Rampart PS	63.48	*
				Supply to Town Drain PS	48.85	*
				Taining Drain PS - Meter Operater Service	168.00	*
				Woodholmes PS - Meter Operater Service	168.00	*
				Whitley Bridge PS - Meter Operater Service	168.00	*
				Southfield Lane PS - Meter Operater Service	168.00	*
				Gowdall Clough PS - Meter Operater Service	168.00	*
				Adwick Mill PS - Meter Operater Fees	168.00	*
				Ackworth PS - Meter Operater Fees	168.00	*
				Russells -	1,320.00	*
				Screwfix	10.31	*
				Vodafone Ltd - Mobiles & Telemetry	358.46	*
				Membership Fees	268.37	*
	22nd	425	3 Business Services Ltd	Mobile Broadband Package	181.00	*
	23rd	-	B&CE Holdings	Pension Contributions	530.32	*
		-	Workforce	Wages	12,404.69	*
		-	Lloyds Bank plc	Commercial Online Banking Fees	8.80	*
	26th		JBA Consulting	Fee Accounts: -		
		412		BAP Implementation - Sep 2018	470.64	

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		418		Catchment Manager - Sep 2018	1,917.54	
		479	Westmoreland Civil Engineering Ltd	Great Heck Mining Subsidence Remediation	137,366.39	
		-	Legal & General	Pension Contributions	323.39	*
	30th	502	Land Registry UK	Land Registry Searches	21.00	*
		-	Bank Fees	Bank Fees	10.99	*
Dec	3rd	494-8,505-6	Arco Ltd	Protective Clothing	390.38	*
		466-8,480,499	Bedford House Estates Ltd	Excavator Movements	1,620.00	*
		470	Canal & River Trust	Discharge Licence	336.60	*
		469	Canal & River Trust	Discharge Licence	1,297.20	*
		472,481	Connect Internet Solutions	Website Hosting & Support	753.60	*
		482-3	Dennis Barnfield Ltd	Bucket Parts	1,513.92	*
		474,484	Edmundson Electrical Ltd	Norwood & Sandall Nooking PS - Antenna, etc.	228.02	*
		473	Easy Hire Plant Ltd	Hire of Mobile Welfare Unit	1,170.00	*
		500	Gillian Ivey	Expenses	144.65	*
		501	Holmes Agricultural Services	Excavator Maintenance	352.80	*
		471	Carrier Rental Systems Ltd	Pump Hire at Great Heck PS	2,241.83	*
		503	Marubeni-Komatsu Ltd	Excavator Parts	37.90	*
		504	Metrotech Solutions Ltd	Leased Line to Depot	226.80	*
		491	Torne Valley Ltd	BAP - Bird Seed	48.94	*
		492	Yorkshire Hose & Fittings	Bucket Part	36.67	*
		493	Lloyds TSB Commercial	Card Fees	32.00	*
				Trainline - ADA Conference	276.82	*
		525	F. Peart & Co. Ltd	Grease	395.18	*
		-	SYPA	Pension Contributions	454.86	*
		-	SYPA	Pension Contributions	454.86	*
		-	SYPA	Pension Contributions	454.86	*
	5th	529	Jet Card	Fuel Account	1.20	*
	11th	529	Land Registry UK	Land Registry Searches	6.00	*
	14th	587	Lloyds Bank Cardnet	Cardnet Fees	53.46	*
	17th	517	BT	Line to Depot	63.82	*
	18th	524	Environment Agency	Flood Defence Levy	153,241.00	
		487-89,526-7	JBA Consulting	Fee Accounts: -		
		487		BAP Implementation - Oct 2018	203.76	
		488		Catchment Manager - Oct 2018	1,547.28	
		489		Management Services - Nov 2018	20,034.46	
		526		Management Services - Dec 2018	19,661.26	
		527		Catchment Manager - Nov 2018	3,235.92	
		-	HMRC	PAYE/NI	4,365.01	*
	19th	512	Employee	Expenses	10.90	*
		518	Burn Fencing Ltd	Adwick Mill PS - Fencing Parts	54.00	*
		514-18	Bedford House Estates Ltd	Excavator Movements	1,944.00	*
		520	Cromwell	Grease	124.06	*
		521	Crystal Ball Ltd	Vehicle Tracking	907.20	*
		537-8	Controlstar Systems Ltd	Beal Lane PS - Telemetry Maintenance	1,833.60	*
		508	DC Bichan	Maintenance	900.00	*
		523	Discount Tyre Services	Tyre	60.00	*
		534	Farmstar Ltd	Flail Mower Parts	139.49	*
		519	Carrier Rental Systems Ltd	Pump Hire at Great Heck PS	2,144.38	*
		530	Northmoor Plant Ltd	Excavator Maintenance	210.00	*
		510	NX 1 (UK) Ltd	CCTV Installation at Depot	1,080.00	*
		531	Pulsar Process Measurement Ltd	Kirk Bramwith PS - Level Sensor, etc.	552.48	*
		535	Russell's (Kirkbymoorside) Ltd	Excavator Part	37.40	*
		532	Stoneacre Motor Group	Vehicle Part	115.43	*
		533	Warwick Ward (machinery) Ltd	Excavator Part	48.15	*
		536	Yorkshire Hose & Fittings	Excavator Part	18.29	*
	20th	522	Dawsonrentals vans limited	Vehicle Hire	627.43	*
		485-6	F. Peart & Co. Ltd	Derv Fuel, etc.	4,155.53	*

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		511	Woldmarsh	Supply to Old Hee PS	155.82	*
				Supply to Adwick Mill PS	152.48	*
				Supply to Goosepool PS	888.04	*
				Supply to Hensall PS	228.59	*
				Supply to Kirk Bramwith PS	1,538.53	*
				Supply to Southfield Lane PS	303.10	*
				Supply to Gowdall PS	128.52	*
				Supply to Blackshaw Clough PS	134.91	*
				Supply to Towns Clough PS	125.71	*
				Supply to Whitley Bridge PS	86.05	*
				Supply to Taining Drain PS	66.13	*
				Supply to Woodholmes PS	165.47	*
				Supply to Ackworth PS	56.54	*
				Supply to Thistlegoit PS	725.53	*
				Supply to Church Walk PS	38.75	*
				Supply to Lake Outfall PS	186.42	*
				Supply to Blowell II PS	421.99	*
				Supply to Balne Fleet PS	21.01	*
				Supply to Rampart PS	33.36	*
				Blackshaw Clough PS - Meter Operator Service	168.00	*
				Towns Clough PS - Meter Operator Service	168.00	*
				Screwfix	93.31	*
				Vodafone Ltd - Mobiles & Telemetry	374.92	*
	21st	490	PWLB	Loan Repayment	51,633.56	*
		-	B&CE Holdings	Pension Contributions	552.38	*
		-	Workforce	Wages	12,579.44	*
	24th	507	3 Business Services Ltd	Mobile Broadband Package	179.88	*
		-	Lloyds Bank plc	Commercial Online Banking Fees	9.60	*
	27th	541	Land Registry UK	Land Registry Searches	6.00	*
		-	Legal & General	Pension Contributions	124.68	*
	28th	-	Lloyds Bank plc	Bank Fees	12.15	*
	31st	571	Lloyds TSB Commercial	Pump Sales Direct - Float Switch for Tilts PS	176.34	*
				Express Medicals - Screenings	400.00	*
				Halfords - Floor Mat	15.99	*
	<b>2019</b>					
Jan	8th	570	Land Registry UK	Land Registry Searches	3.00	*
	9th	544	Controlstar Systems Ltd	Telemetry Maintenance Contract	8,978.40	
			JBA Consulting	Fee Accounts: -		
		547		Management Services - Jan 2019	19,660.80	
		548		Catchment Manager - Dec 2018	2,520.00	
		549	Westmoreland Civil Engineering Ltd	Great Heck Mining Subsidence Remediation	92,969.28	
		568	Jet Card	Fuel Account	1.20	*
	11th	550	ADA	Annual Subscription	4,785.60	*
		551-2	Bedford House Estates Ltd	Excavator Movements	1,296.00	*
		539	Cromwell	Tools & Equipment	255.21	*
		546	Carrier Rental Systems Ltd	Pump Hire at Great Heck PS	2,046.92	*
		542	Metrotech Solutions Ltd	Leased Line to Depot	226.80	*
		553	The Print & Design Factory Ltd	Order Pads	124.80	*
		554	Russell's (Kirkbymoorside) Ltd	Tools & Equipment	28.20	*
		556	Schofield Sweeney LLP	Legal Fees - Sykehouse Main Drain	4,771.32	*
		555	Employee	Safety Glasses	129.00	*
		557	Yorkshire Hose & Fittings	Excavator Part	24.17	*
		558	Yorkshire Water	Water Supply to Depot	21.40	*
	15th	588	Lloyds Bank Cardnet	Cardnet Fees	52.00	*
		540	F. Peart & Co. Ltd	Grease	112.32	*
		-	SYPA	Pension Contributions	454.86	*
	18th	565	BT	Line to Depot	27.44	*
	21st	545	Dawsonrentals vans limited	Vehicle Hire	648.33	*

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		574	Woldmarsh	Supply to Depot	750.41	*
				Supply to Park Farm PS	41.71	*
				Supply to Sour Lane PS	51.71	*
				Supply to Bramwith Rands PS	20.67	*
				Supply to Hensall PS	226.59	*
				Supply to Ackworth PS	58.60	*
				Supply to Taining Drain PS	60.63	*
				Supply to Old Hee PS	255.25	*
				Supply to Kirk Bramwith PS	1,670.89	*
				Supply to Southfield Lane PS	280.25	*
				Supply to Adwick Mill PS	271.75	*
				Supply to Gowdall PS	103.40	*
				Supply to Blackshaw Clough PS	166.54	*
				Supply to Towns Clough PS	152.65	*
				Supply to Whitley Bridge PS	91.63	*
				Supply to Woodholmes PS	170.35	*
				Supply to Thistlegoit PS	721.55	*
				Supply to Goosepool PS	1,061.09	*
				Supply to Lake Outfall II PS	173.85	*
				Supply to Church Walk PS	42.86	*
				Church Walk PS - Meter Operator Service	168.00	*
				Goosepool PS - Meter Operator Service	168.00	*
				Thistlegoit PS - Meter Operator Service	168.00	*
				Ripon Farm Services - Tools & Equipment	300.18	*
				Screwfix	13.97	*
	22nd	561	Westmoreland Civil Engineering Ltd	Great Heck Mining Subsidence Remediation	35,398.56	
		595	Land Registry UK	Land Registry Searches	6.00	*
		543	3 Business Services Ltd	Mobile Broadband Package	181.00	*
	24th	562,575-6	Arco Ltd	Tools & Equipment	44.96	*
		577	Burn Fencing Ltd	Woodholmes PS - Gates & Fencing	1,380.00	*
		563-4	Bedford House Estates Ltd	Excavator Movements	1,296.00	*
		578	Cromwell	Kirk Bramwith PS - Pump Parts	285.86	*
		566,580-1	Edmundson Electrical Ltd	Blackshaw Clough PS - VSD Trial, etc.	569.81	*
		579	Easy Hire Plant Ltd	Hire of Mobile Welfare Unit	936.00	*
		567	Holmes Agricultural Services	Excavator Maintenance	2,403.00	*
		569	Keyhole Services	Keys	46.20	*
		586	Lincoln Welding Supplies Ltd	Welding Electrodes	46.30	*
		582	NPower	Hensall PS - Meter Operator Charge	536.40	*
		572	The Print & Design Factory Ltd	Order Pads	124.80	*
		583	Plevey & Sons Ltd	Rudgate Lane - Grass Seed	74.00	*
		584	Pulsar Process Measurement Ltd	Norwood & Sandall Nooking PS - Sensor	919.20	*
		560	Savills (UK) Ltd	Strategic Asset Consultancy	133.74	*
		559	Schofield Sweeney LLP	Legal Fees - Transfer of Land	61.20	*
		585	Torne Valley Ltd	BAP - Bird Seed	62.25	*
		-	HMRC	PAYE/NI	4,466.53	*
	25th	-	Legal & General	Pension Contributions	108.00	*
		-	B&CE	Pension Contributions	547.90	*
		-	Workforce	Wages	12,528.92	*
		-	Lloyds Bank plc	Commercial Online Banking Fees	5.40	*
	31st	596	Lloyds TSB Commercial	Stationery Engine Parts - Kirk Bramwith PS	10.73	*
				National Windscreens - Vehicle Maintenance	107.95	*
Feb	1st	-	Lloyds Bank plc	Bank Fees	10.65	*
	6th	607	Jet Card	Fuel Account	19.20	*
	11th	589-90,599	Bedford House Estates Ltd	Excavator Movements	756.00	*
		591	Doncaster MBC (Road Closures)	Rudgate Lane - Road Closure	650.00	*
		603	Dormar Products	Weed Rake Springs	165.00	*
		615	Environment Agency	Waste Carrier Licence	105.00	*

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		604,614	Edmundson Electrical Ltd	Tools & Equipment	135.34	*
		592	Easy Hire Plant Ltd	Hire of Mobile Welfare Unit	936.00	*
		610	Havi	Vibration Monitoring Kit & On-site Training	1,115.94	*
		601	Carrier Rental Systems Ltd	Pump Hire at Great Heck PS	2,241.83	*
		616	MEC Safe Limited	Training Courses	912.00	*
		597	Metrotech Solutions Ltd	Leased Line to Depot	226.80	*
		612	Ripon Farm Services	Tools & Equipment	47.58	*
		613	Russell's (Kirkbymoorside) Ltd	Tools & Equipment	55.08	*
		617	Torne Valley Ltd	Kirk Bramwith PS - Fittings	1.01	*
		618	University Of Hull	Eel & Pumping Station Project 2018/19 Contribution	1,200.00	*
		-	SYPA	Pension Contributions	454.86	*
		-	HMRC	PAYE/NI	4,432.08	*
12th		620	Land Registry UK	Land Registry Searches	3.00	*
14th		677	Lloyds Bank Cardnet	Cardnet Fees	52.00	*
15th		593,605	F. Peart & Co. Ltd	Derv Fuel, etc.	2,722.22	*
18th		606	Inverter Drive Systems Ltd	Blackshaw PS - Wall Mounted Inverter	6,960.00	
			JBA Consulting	Fee Accounts: -		
		594		Badger Licence Training	174.00	
		626		BAP Implementation - Jan 2019	281.10	
		627		Catchment Manager - Jan 2019	2,100.00	
		628		Doncaster Chord Drainage	1,178.77	
		629		Management Services - Feb 2019	19,661.26	
		630		Town End Drain	835.96	
		611		Hydraulic Modelling & Optioneering	1,309.20	
		600	BT	Line to Depot	24.74	*
19th		645	Land Registry UK	Land Registry Searches	12.00	*
20th		602	Dawsonrentals vans limited	Vehicle Hire	648.33	*
		609	Woldmarsh	Supply to Old Hee PS	419.47	*
				Supply to Hensall PS	833.06	*
				Supply to Kirk Bramwith PS	3,058.21	*
				Supply to Towns Clough PS	771.29	*
				Supply to Whitley Bridge PS	120.57	*
				Supply to Ackworth PS	87.10	*
				Supply to Southfield Lane PS	647.50	*
				Supply to Adwick PS	475.21	*
				Supply to Gowdall PS	151.10	*
				Supply to Blackshaw Clough PS	822.76	*
				Supply to Taining Drain PS	256.60	*
				Supply to Woodholmes PS	402.85	*
				Supply to Thistlegoit PS	1,441.90	*
				Supply to Church Walk PS	60.21	*
				Supply to Goosepool PS	1,973.20	*
				Supply to Lake Outfall II PS	433.49	*
				Supply to Thornhurst PS	543.92	*
				Supply to East Ings PS	277.32	*
				Supply to Longwood PS	92.56	*
				Supply to Beal Lane PS	909.66	*
				Supply to Jenny Lane PS	84.07	*
				Supply to Town Drain PS	50.80	*
				Lake Outfall PS - Meter Operator Service	168.00	*
				Vodafone Ltd - Mobiles & Telemetry - Dec 2018	371.78	*
				Vodafone Ltd - Mobiles & Telemetry - Jan 2019	360.71	*
				Membership Fees	80.76	*
22nd		633-5,657-9	Arco Ltd	Protective Clothing	330.71	*
		651-2	Burn Fencing Ltd	Old River Don PSCA Work - Gates & Post	785.04	*
		636	Bedford House Estates Ltd	Excavator Movements	252.00	*
		638	Canal & River Trust	Discharge Licence	336.60	*

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		637	Canal & River Trust	Discharge Licence	1,297.20	*
		639-40	Cromwell	Tools & Equipment	40.19	*
		619	Discount Tyre Services	Tyre	60.00	*
		624-5,641-2	Edmundson Electrical Ltd	Blackshaw Clough PS - Telemetry Trail, etc.	675.87	*
		623	Easy Hire Plant Ltd	Hire of Mobile Welfare Unit	1,170.00	*
		644	Gillian Ivey	Expenses	45.00	*
		655	HE Services (Plant Hire) Ltd	PSCA Work - Long Reach Excavator Hire	4,878.00	*
		631	Network Rail	Dam Hill Drain	407.89	*
		632	Network Rail	Norton Common Drain	31.40	*
		646	Peter Fowler (Electrical) Ltd	Gate Repairs at Depot	100.80	*
		647-8	Training 4 Industry Ltd	Training Courses	1,082.00	*
		621-2	Westmoorland Waste Recycling Ltd	Skip Hire - Depot	252.00	*
		649-50	Yorkshire Hose & Fittings	Excavator Parts	103.73	*
		598	3 Business Services Ltd	Mobile Broadband Package	183.55	*
25th		-	Legal & General	Pension Contributions	192.26	*
		-	SYPA	Pension Contributions	454.86	*
		-	B&CE Holdings	Pension Contributions	549.06	*
		-	Workforce	Wages	13,054.17	*
		-	Lloyds Bank plc	Commercial Online Banking Fees	8.00	*
			<b>Total</b>		<b>769,764.97</b>	
				<b>* Total amount of direct debits and payments approved by the Clerk Only</b>	<b>240,059.39</b>	

## 7. Date of Next Meeting

4<sup>th</sup> October 2019 budget review,  
6 December 2019 budget setting  
9:30 Epsom House

## 8. Closed session

### 8.1 Salary structure

Employee performance has been reviewed in accordance with salary structure agreed by Committee of which the Clerk will advise at meeting.

## 9. APPENDIX A: Task & Finish Group – Policies

### 9.1 Investment Policy

#### INVESTMENT STRATEGY

##### 1. INTRODUCTION

The Danvm Drainage Commissioners acknowledges the importance of the prudent investment of surplus funds on behalf of ratepayers and other stakeholders. As a result of the financial uncertainties over the last two years the assessment of the risk is now even more important.

This strategy considers and takes account of guidance issued by the Chartered Institute of Public Finance and Accounting Treasury Management in Public Services: Code of Practice and Cross Sectoral Guidance Notes, and Statutory Guidance issued under Section 15 (1)(a) of the Local Government Act 2003.

##### 2. OBJECTIVES

- In accordance with Section 15(1)(a) of the Local Government Act 2003, the Board will have due regard to latest guidance and regulations;
- The Board's investment priorities are the security of reserves, protecting the capital sum invested from loss and the liquidity of its investments ensuring availability for expenditure when needed;
- The Board will strive to achieve the optimum return on investments commensurate with proper levels of security and liquidity without exposure to a high level of risk;
- Investments will be in sterling;
- The Department for Communities and Local Government maintains that borrowing of monies to invest, or lend and make a return, is unlawful; this Board will not engage in this activity;
- Where external investment managers are used, they will be required to comply with this strategy and will have to be authorised and regulated by the Financial Services Authority. Where the Board uses brokers to carry out the transactions on their behalf, they cannot and do not offer investment advice but simply act as an intermediary.

##### 3. SPECIFIED INVESTMENTS

- Specified investments being defined as those offering high security and high liquidity, made in sterling and which must mature within one year. These must be made in high credit-rated financial institutions or groups, as measured by a credit rating agency such as Standard and Poor's, Moody's Investors Service Limited and Fitch Rating Ltd. The credit rating for the institution or group should either be AAA, AA, A or BBB (F1, F2, F3) indicating relatively low to moderate credit risk. These investments can be used with minimal procedural formalities as currently used by the Board;
- For the prudent management of its surplus balances and funds, the Board will use Bank deposits and Building Societies;
- The Board will restrict any such investments to a total of **£1,000,000** with any one Bank or building society;
- The Board limits any investment to a period of twelve months.

##### 4. NON-SPECIFIED INVESTMENTS



- These investments are prone to a higher level of risk and mature after 365 days - examples being investment in the money market, stocks and shares or with bodies not having a high credit rating. The Board will not use this type of investment.

#### 5. LIQUIDITY OF INVESTMENTS

The Senior Finance Officer will determine the investment term so as not to compromise liquidity or the investment term previously approved by the Board.

#### 6. LONG TERM INVESTMENTS

The Guidance defines long term investments as those exceeding 36 months; the Board does not make such investments.

#### 7. INTERNAL CONTROLS

- The Senior Finance Officer carries out a monthly appraisal of the Boards cash flow requirements, from this he determines whether to invest or re-invest funds;
- The Senior Finance Officer reports investment activity at tri-annual Finance and Policy Committee meetings.

#### 8. REVIEW

The Finance and Policy Committee will review this strategy annually.

Approved by the Finance & Policy Committee at its meeting on xxxx xxxxxx 2019

## 9.2 Vehicle & Plant Replacement Policy

**POLICY:** This Policy applies to all major plant/equipment and vehicles that the Danvm Drainage Commissioners has direct responsibility for or control over mainly:

- Tractors
- Flail mowers
- Excavators
- light commercial vehicles
- Welfare vehicles
- various small pieces of plant and machinery

**OUTCOMES:** The Board operates several diverse pieces of plant, equipment and vehicles that are essential to the provision of the Boards Strategic maintenance requirements:

The Objective of this policy is to ensure that sound management techniques are embedded in the management of the Boards plant, fleet and equipment. This can be achieved by ensuring that:

Plant and Vehicle fleet replacement strategies are driven by

- i) defined service levels
- ii) optimisation of use
- iii) performance requirements
- iv) risk exposure

All lifecycle costs are taken in to consideration when determining plant purchases.



Financial resources are properly allocated and managed to optimise investment in plant and equipment.

Lifecycle costs - All costs associated with the life of a plant, vehicle or piece of equipment including but not limited to purchase and disposal, operation, maintenance, depreciation and replacement.

**Plant and Equipment –**

The Boards approach to its plant and vehicle fleet replacement include common and consistent techniques and objectives.

The Board will develop a 5-year plant replacement programs for all Plant and Vehicular requirements which is reviewed annually.

The Board will develop both a 5-year budget to fund the replacement program and 10-year financial plan for continuity purposes taking a 'line of sight' asset management approach.

Performance against this policy will feedback into updates of the financial plan.

The policy will remain flexible to be able to recognise opportunities for plant and vehicle disposal and replacement outside of pre-determined plans, particularly following significant damage, catastrophic failure or changes of legislation and/or regulatory needs.

Purchases will always consider the following;

- i) Risk Management
- ii) Compliance with OH&S Legislation, CE marking etc
- iii) Green fleet initiatives such as vehicle emission levels and fuel economy
- iv) Market trends – optimum changeover, market preferences, and
- v) Extended warranty offers
- vi) Standardisation of fleet and/or equipment.

**Replacement by Type;**

Plant/Vehicle	3 Year	5 Year	7 year	Miles 50,000	Miles 75,000	Miles 100,000
Van/4x4	√					
Welfare Van*		√				
Plant/Vehicle	3 Year	6 Year	9 year	Hrs	Hrs	Hrs
Tractor		√				
Flail Mower**	√					
Excavator		√				
Trailer***						

\* currently rented, purchase of new linked to sale of Komatsu

\*\*Tractor linked into flail for renewal at 6 or 9 years

\*\*\* Retention and replacement of trailer is only an issue if Board chooses to pursue an Operators' Licence and revert to transporting its own machinery around the District

**Responsibility To achieve this Policy**

The following key roles and responsibilities are identified as:

**The Board**

- i) To act as custodians for plant and vehicle assets.
- ii) To approve Boards plant and vehicle replacement annual budget
- iii) To approve the sale and acquisition of large plant and equipment in excess of £100,000

- iv) To ensure appropriate resources for plant and vehicle replacement activities are made available.
- v) To endorse this Plant and Vehicle Replacement Policy.

**The Asset Manager**

- i) To link the Plant and Vehicle Replacement Policy to the Plant and Vehicle Replacement Program using the principles of life-cycle analysis,
- ii) To develop the Plant and Vehicle Replacement Program using the principles of life-cycle analysis
- iii) To present information to the Board in terms of life-cycle risks and costs
- iv) To provide co-ordination for the implementation of the Plant and Vehicle Replacement Policy
- v) To communicate the Plant and Vehicle Replacement Policy to the Board
- vi) To continually monitor and review the policy, in order to ensure the purchasing strategy is fit for purpose.

Approved by the Finance & Policy Committee at its meeting on xxxx xxxxxx 2019

### **9.3 Asset Management Policy**

Attached as separate pdf.

**Shire Group of IDBs  
Epsom House  
Chase Park  
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Newport  
Peterborough  
Saltaire  
Skipton (Belle Vue Mills)  
Tadcaster  
Thirsk  
Wallingford  
Warrington**

