



**Goole & Airmyn**

Internal Drainage Board

**The Courtyard  
Goole  
DN14 6AE**

**Meeting *Papers***

**22 May 2019**

**5:00pm**



**Shire**

Group of IDBs

**Epsom House  
Malton Way  
Adwick le Street  
Doncaster DN6 7FE**

**T: 01302 337798**

**[info@shiregroup-idbs.gov.uk](mailto:info@shiregroup-idbs.gov.uk)  
[www.shiregroup-idbs.gov.uk](http://www.shiregroup-idbs.gov.uk)**

## Meeting Papers

### Prepared by:

Ian Benn - PG Dip H&S and Env Law, Dip NEBOSH, Grad IOSH, MCQI CQP -  
Clerk

Craig Benson - BA Business Studies -Finance Officer

David Blake - BSc (Hons) Accounting -Finance Officer

Alison Briggs - BSc (Hons) Env. Sc., MSc Env. Mngt., Climate Change, CEnv.  
MIEMA – Environment Officer and  
Administrator

Mark Joynes - BSc (Hons) Mathematics – Finance Officer

Janette Parker - Rating Officer

Roger Smith - BSc (Hons) Env. Mngt., HNC Civil Engineering - Engineer

## Purpose

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# 1. Governance

**Recommendation:**

- Note the information contained in this report
- Approve Minute of Meeting (Item 1.3)
- Acknowledgement of Board KPI's (Item 1.6)

## 1.1 Apologies for Absence

Received from Brent Huntington

## 1.2 Declaration of Interest

## 1.3 Minutes of the Meeting held 12 February 2019

Member	11.2.16	24.3.16	23.6.16	1.0.16	1.1.16	8.0.16	16.6.17	14.1.17	31.0.18	23.5.18	13.11.18	12.2.19
Mrs Rosemary J Webster (Chair)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Mr John Richard Fawbert	✓	✓	A	A	✓	✓	-	✓	A	✓	✓	✓
Mr G W Martinson	✓	-	-	-	-	-	-	-	-	-	-	-
5 vacancies												
<b>East Riding of Yorkshire</b>												
Mrs Rita Brough	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Cllr Malcolm Boatman	✓	✓	✓	✓	✓	✓	A	✓	✓	✓	✓	✓
Cllr Keith Moore (V Chair)	✓	✓	✓	✓	✓	A	✓	✓	✓	A	A	A
Cllr Brent Huntington	A	A	✓	✓	✓	✓	✓	✓	✓	✓	A	✓
Cllr Josie Head	A	✓	✓	✓	✓	✓	A	-	A	✓	A	✓
4 vacancies												

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

Ian Benn (Clerk)  
Craig Benson (Finance Officer)  
Roger Smith (Engineer)  
Alison Briggs (Environment & Administration)

Cl.  
FO  
Eng.  
EO

**GOVERNANCE.**

**2019.1** Apologies for absence – Keith Moore

- 2019.2 Declaration of Interest – none.
- 2019.3 Minutes of Meeting 13 Nov 2018 – RB **proposed Minutes be signed as true record, seconded RF, all in agreement.**
- 2019.4 Matters arising not discussed elsewhere on Agenda – none other than detailed in papers.
- 2019.5 Complaints - none.
- 2019.6 KPI – Members noted.

#### CLERKS REPORT

- 2019.7 Policy – Clerk alerted members to work done by Yorkshire Dales Rivers Trust and working with natural processes associated with Natural Flood Management, encouraging them to watch videos and presentations, links provided in the papers.
- 2019.8 De-mainment and Asset Transfer - Members noted the information, it was unlikely to affect this Board.
- 2019.9 Humber FRMS Comprehensive Review – Clerk and Environment Officer were part of strategy review processes. List of options had been reduced by half, engagement with local communities was part of the next steps.
- 2019.10 ADA – Northern Branch – Attended by EO. Innes Thompson to take back to ADA request to push Government for Special Levy to be identified on council tax rate demand. Members resolved draft Minutes of Northern Branch meeting would be made available on ADA website. Noted currently last Branch minutes available on ADA website were from January 2017.
- 2019.11 ADA – Subscriptions – Extensive discussion surrounding benefits Board received from being member, conflicting interests of ADA membership, value for money. **MB proposed Board not renew its ADA subscription, RF seconded, all in agreement.**
- 2019.12 ADA-Governance Workshop – to be held 20<sup>th</sup> March 2019 at Doncaster Knights Rugby Club.
- 2019.13 ADA conference - two good presentations from each John Curtin, EA and Robert Hossen from Netherlands.
- 2019.14 Asset Management Conference – Clerk attended with another IDB Engineer in Shire Group. Clerk congratulated on his Asset Management Certification.

#### FINANCIAL REPORT

- 2019.15 Rating Report – now -£0.15 since papers prepared and issued.
- 2019.16 Rating Adjustments - £5.88 requested to write off. **JH moved write off, all in agreement.**
- 2019.17 List of Payments - Members considered List of all Payments noting total of £52540.90. Other payments direct from bank account totalled £770.36. **Members approved list of payments for signature by Chairman.**
- 2019.18 Audit – Internal Audit Review meeting was held on 26<sup>th</sup> November 2018 at Epsom House. Minutes of meeting available in papers. Useful meeting, looking at the budget process this coming year.
- 2019.19 Audit – Risk Register – Available at Appendix C requiring Member approval. Scoring of risks had been undertaken by Management staff. **Proposed by RB, seconded RF, all in agreement.**
- 2019.20 Investment options – FO reported little interest available irrespective of service provider, he had reviewed banks used by other Boards in Shire Group. Lloyds offered free banking for day to day activities and offered short term rolling deposit interest. JH concerned about all monies being with one bank. MB noted working balance contained an element of Reserves. BH considered use of cheques old fashioned method of payment. Members agreed Board should maximise reserves, ensure all Board monies were not with one bank and use a provider with online banking for payments. Clerk advised Board could consider an Investment Policy.

**MB proposed Board should maximise reserves, ensure Board monies were not all with one provider and use provider with online banking for payments, seconded BH, all in agreement.**

**2019.21** Investment options - **RF proposed Board uses Lloyds for current account and continues to use Barclays for deposit, MB seconded, all in agreement.** FO instructed to proceed to arrange.

**2019.22** Estimates, Rates & Special Levies for y/e 31 March 2020 – Members reviewed the prepared budget and agreed presentation in different format for 2020/21 as evidenced by FO. **BH proposed 4.9p rate and special levy for y/e 31.3.2020, seconded MB, all in agreement.**

**2019.23** 5-year budget estimate – An increase in drainage rate was not forecast until 2024/25.

#### **ENGINEER'S REPORT**

**2019.24** Engineer advised his report was for information only with some updates.

**2019.25** Pump Stations – telemetry – issues with the provider are still being experienced.

**2019.26** Maintenance – Current short contract expires 2019 for initial term but option to extend available within contract. Eng. recommended extension in accordance with Contract. **MB proposed 36-month extension for both flail mowing and de-weeding contracts, seconded BH, all in agreement.**

**2019.27** Planning, pre-application advice and consents – Eng. advised of concerns associated with Capitol Park Goole 36 scheme and current large planning application, noting all plots likely to be purchased this year. Siemens scheme - Yorkshire Water had turned down requests to adopt proposed pump station proximal to Anderson Road as it also took land drainage water which was not its responsibility. Eng. felt to ensure, in terms of any potential failure of this third-party asset and upstream effect which could result, the Board may wish to consider whether it appropriate to negotiate an agreement with Siemens for day to day maintenance/management of the site. This could be done by approaching Danvm DC MEICA team under its PSCA to do so, all costs being recharged to the Developer. EO advised any contract for management/maintenance with Siemens should be drawn up through Board Solicitor and any replacement parts or similar and costed workforce time be paid for in advance of work undertaken. Members agreed this was not an offer to commute any drainage obligation on behalf of Siemens and the Board would not accept a commuted sum. Members were advised part of the proposed development will include improvement or replacement of New Potter Grange PS and Orchard Cottage PS at the developer's cost. **Members agreed appropriate to consult Danvm DC and advise developer of Board approach which required written agreement and must be overseen by Board Solicitor.**

#### **ENVIRONMENTAL REPORT**

**2019.28** Legislation-BAP Actions – noted.

**2019.29** Policy – nothing to report.

#### **HEALTH & SAFETY REPORT**

**2019.30** Contractor Management – noted.

**2019.31** ADA Gazette - noted.

#### **REPRESENTATION**

**2019.32** Members noted the fora at which the Board had been represented. The term of office for both FO and EO had come to an end however EO had been asked to remain on the BAP guidance group and the EA/ADA Eel Liaison Group.

#### **ANY OTHER BUSINESS**

**2019.33** RF reported on sewage into Board maintained dyke at Hook Drain Upper. To be reported to Environment Agency.

#### **DATE OF NEXT MEETING**

**2019.34** 22<sup>nd</sup> May 2019, 13 November 2019. BH gave apologies for 22<sup>nd</sup> May.

**2019.35** Chair requested short governance presentation be given at next meeting.

**2019.36** Meeting closed 18:40

## **1.4 Matters arising not discussed elsewhere on Agenda**

**Minute 2019.33** – This was reported to the Environment Agency on 13<sup>th</sup> February 2019 under EA Reference No. 167 9738.

## **1.5 FOI/Complaints**

None received.



## 1.6 Board Key Performance Indicators

The table presents a reasonable assessment of Board status.

Goole & Airmyn IDB Key Performance Indicators		Inadequate	Work to be done	Adquate	Good	Very good
Management of the Board	Compliance with internal audit requirements					
	Governance					
	Health & safety					
	Partnership working					
	OVERALL					
Reduction of water logging and flood risk to assets	Asset management					
	Flood Risk management					
	Flooding - learning					
	OVERALL					
Environment	Biodiversity Action Plan					
	Partnership working					
	OVERALL					
Financial	Financial statements					
	Drainage rate collection					
	OVERALL					

## 2. Clerks Report

**Recommendation:**

- Note information contained in the report

### 2.1 Legislation

The Rivers Authority and Land Drainage Bill has received its third reading in Parliament which seeks to effectively reintroduce Rivers Authorities with the power of precept raising public and responsibilities for mitigation of flood risk. Creation of this public body arose out of the flooding in Somerset 2014. If thought appropriate locally, Rivers Authorities could be created around the country, where there is a willingness to pay. The Environment Agency currently operates in the area of flood risk under permissive powers.

### 2.2 Policy

Nothing to report.

### 2.3 Environment Agency

#### 2.3.1 Humber Flood Risk Management Strategy

The Engineering workstream associated with the Strategy is looking at the issue of tide locking or outfalls becoming non-operational due sediment build up around the estuary. It is hoped the scale of siltation/tidal locking can be quantified and locations of the issue across the estuary can be mapped in order consideration can be given as to how the Strategy engages and recognises the difficulty. There will be pieces of work, probably within geomorphology and erosion which will play a part in understanding what processes are impacting it, as well as considering what sea level rise/climate change will look like into the future. Considering it at the strategical level will hopefully allow the true scale can be quantified and best practice can be shared as well as a consistent approach to benefit/outcomes sharing.

A shapefile of outfalls currently affected and potential to be affected during the life of the Humber FRMS has been produced and shared with the Strategy Engineering workstream delivery lead.

### 2.4 Good Governance for Internal Drainage Boards

### 2.5 Election Year

2019 is an election year for the Board and the procedure is set out below.

31 October 2019 will see the end of the current three-year term of office of the elected members of the Board, a new Board coming into place on 1 November 2019.

The Board are required to approve certain procedural arrangements in respect of appointment of a returning officer, date of poll if necessary as follows: -

- i) To confirm the appointment of JBA Consulting as returning officer.
- ii) A draft register of electors was prepared on 1 April 2019 and has been advertised on the Board's website. The Board are asked to consider any representations made by the public and approve the register. This approval must then be advertised.

### 3. Financial Report

**Recommendations:**

- To note the information contained in this report
- To approve Section 1 of the AGAR
- To approve the Accounts for the Year Ended 31 March 2019
- To approve Section 2 of the AGAR
- To approve the schedule of payments

#### 3.1 Rating Report

Details of the Rates and Special Levies issued, and payments received up to and including 29 March 2019: -

	£	£
Balance Brought forward at 1 April 2018		3.79
<b>2018/2019 Drainage Rates and Special Levies</b>		
Drainage Rates – District 1	196.19	
Drainage Rates – District 2	5,295.86	5,492.05
Special Levies – East Riding of Yorkshire Council	253,084.00	253,084.00
<b>Total Drainage Rates Due</b>		<b><u>258,579.84</u></b>
<b>Less Paid: -</b>		
Drainage Rates – District 1	196.19	
Drainage Rates – District 2	5,299.80	5,495.99
Special Levies – East Riding of Yorkshire Council	253,084.00	253,084.00
<b>Total Drainage Rates Paid</b>		<b><u>258,579.99</u></b>
<b>Admin Adjustment</b>		<b><u>-5.88</u></b>
<b>Balance Outstanding as at 29<sup>th</sup> March 2019</b>		<b><u>-6.03</u></b>

### 3.2 List of Payments

Payments made since those reported at the previous meeting:

DATE		CHEQUE	REF	PAYEE	DESCRIPTION	TOTAL	
		No.				CHEQUE	
<b>2019</b>						<b>£</b>	
Jan	15th	d/d	60	Vodafone	Telemetry Lines	37.50	*
	18th	d/d	-	HSBC	Bank Fees	7.10	*
	21st	d/d	61	Woldmarsh Producers Ltd	Supply to Southfield Lane PS	-1.92	*
					Supply to Orchard Cottage PS	174.71	*
	29th	104551	62	ADA	Conference Fees	144.00	*
		104552	63-4	Danvm Drainage Commissioners	Site Visits in District, etc.	689.80	*
Feb	13th	d/d	65	Vodafone	Telemetry Lines	37.50	*
	18th	d/d	-	HSBC	Bank Fees	7.90	*
	20th	d/d	66	Woldmarsh Producers Ltd	Supply to Orchard Cottage PS	306.28	*
					Supply to Hook Clough PS	255.61	*
					Membership Fees	319.34	*
	27th	104553	67	Danvm Drainage Commissioners	Site Visits in District	838.28	
		104554	68	JBA Consulting	Management Fees - Jan 2019	3,356.64	
Mar	14th	104555	73	Danvm Drainage Commissioners	Site Visits in District	641.81	*
		104556	69	The Courtyard	Meeting Expenses	89.20	*
	18th	d/d	70	Vodafone	Telemetry Lines	12.10	*
	20th	d/d	72	Woldmarsh Producers Ltd	Supply to Downes Ground PS	1,464.50	*
					Supply to Southfield Lane PS	67.02	*
					Supply to Potter Grange PS	290.04	*
	21st	d/d	-	HSBC	Bank Fees	7.90	*
Apr	3rd	d/d	2	Public Works Loan Board	Loan Repayment	3,687.02	*
	5th	104557	71	JBA Consulting	Management Fees - Feb 2019	3,356.64	
	15th	d/d	74	Vodafone	Telemetry Lines	37.50	*
	17th	000001	1	JBA Consulting	Management Fees - Mar 2019	3,356.64	
		000002	77	Sweeting Brothers Ltd	Maintenance	20,522.52	
	18th	d/d	-	HSBC	Bank Fees	7.90	*
	23rd	d/d	75	Woldmarsh Producers Ltd	Supply to Orchard Cottage PS	573.68	*
					<b>Total Amount of all Payments</b>	<b>40,287.21</b>	
					<b>*Total Amount of Direct Debits &amp; Cheques Approved by the Clerk Only</b>	<b>8,856.49</b>	

### **3.3 Audit**

#### **3.3.1 Internal Audit**

The Internal Audit of the Board's financial statements for the year ended 31 March 2019 is underway and a report will be given at the meeting.

#### **3.3.2 Annual Governance and Accountability Return (AGAR) Section 1 - Annual Governance Statement 2018/19**

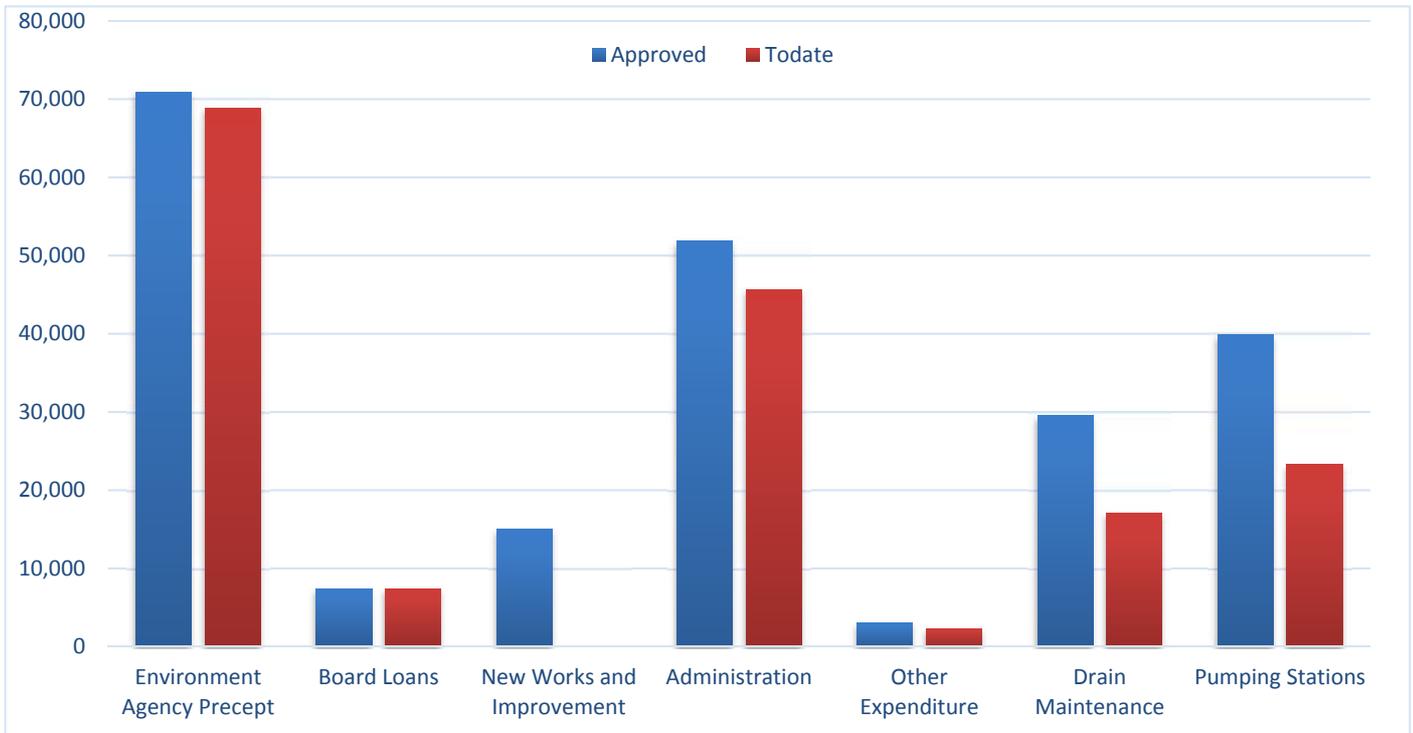
Members are asked to review and approve Section 1 of the AGAR which can be viewed at Appendix A.

### **3.4 Accounts for the Year Ending 31 March 2019**

The accounts for the year ending 31 March 2019 are included as a separate item in your pack.

### 3.5 Budget Comparison for the Year Ended 31 March 2019

2018/19				31/03/2019	2018/19
Approved Estimate		Budget to Date			% of Budget
£	£	£	£		
<b>INCOME</b>					
	196			<b>Drainage Rates on District 1: -</b>	
5,492		5,486		4.9p in £ on Av of £4,004	100%
	5296			<b>Drainage Rates on District 2: -</b>	
				4.9p in £ on Av of £108,079	
<b>Special Levies</b>					
	244097			<b>East Riding of Yorkshire - District 1</b>	
253,084		253,084		4.9p in £ on Av of £4,981,575	100%
	8987			<b>East Riding of Yorkshire - District 2</b>	
				4.9p in £ on Av of £183,404	
<b>Other Income: -</b>					
20,000		20,762		Department of Transport	104%
50		0		Other Income	0%
0		0		Grant in Aid	0%
<u>0</u>	<u>278,626</u>	<u>109</u>	<u>279,441</u>	Bank Interest	0% 100%
<b>EXPENDITURE</b>					
70,926		68,860		Environment Agency Precept	97%
7,374		7,374		Board Loans	100%
15,000		0		New Works and Improvement	0%
51,858		45,663		Administration	88%
3,000		2,318		Other Expenditure	77%
29,500		17,102		Drain Maintenance	58%
<u>39,850</u>	<u>217,508</u>	<u>23,279</u>	<u>164,596</u>	Pumping Stations	58% 76%
	61,118		114,845	Surplus - (Deficit)	187.91%
	115,710		140,248	Balance Brought Forward	<u>121.21%</u>
	<u>50,000</u>		<u>50,000</u>	Transfer to Capital Reserve Acc	
	<b><u>126,828</u></b>		<b><u>205,093</u></b>	<b>Balance Carried Forward</b>	
<b>Previous Years Rates in the £ Penny Rate: £51,613</b>					



### 3.6 Annual Governance and Accountability Return (AGAR) Section 2 - Financial Statements 2018/19

Members are asked to review and approve Section 2 of the AGAR which can also be viewed at Appendix A.

### 3.7 Five Year Budget Estimate

The five-year budget estimate is shown below:

Goole & Airmyn IDB			0	1	2	3	4	5
Revenue Account	2018/19	2019/20	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25
	Estimated	App	Estimated Out-turn					
	Out-turn	Budget						
Income	£	£	£	£	£	£	£	£
Drainage Rates	5,486	5,486	5,486	5,486	5,486	5,486	5,486	5,598
Special Levies	253,084	253,084	253,084	253,084	253,084	253,084	253,084	258,249
Highways England Contribution	20,761	20,000	20,000	20,000	20,000	20,000	20,000	20,000
Bank Interest, consents etc	109	50	50	100	100	100	100	100
<b>Total Income</b>	<b>279,440</b>	<b>278,620</b>	<b>278,620</b>	<b>278,670</b>	<b>278,670</b>	<b>278,670</b>	<b>278,670</b>	<b>283,947</b>
<b>Expenditure</b>								
Flood Defence Levy	68,860	70,926	68,860	70,926	73,054	75,245	77,503	79,828
New and Improvement Works	-	-	15,000	-	-	-	-	-
Drain Maintenance	17,102	30,500	30,500	31,415	32,357	33,328	34,328	35,358
Other Expenditure	2,268	3,000	3,000	3,090	3,183	3,278	3,377	3,478
Pumping Stations	23,279	41,050	41,050	42,282	43,550	44,856	46,202	47,588
Administration	45,714	51,645	51,645	53,194	54,790	56,434	58,127	59,871
PWLB Loan	7,374	7,374	7,374	7,374	7,374	7,374	7,374	7,374
<b>Total Expenditure</b>	<b>164,597</b>	<b>204,495</b>	<b>217,429</b>	<b>208,281</b>	<b>214,308</b>	<b>220,516</b>	<b>226,910</b>	<b>233,496</b>
Surplus/(Deficit)	114,843	74,125	61,191	70,390	64,362	58,154	51,760	50,451
Balance Brought Forward	140,248	154,428	205,091	191,282	186,671	176,034	159,188	160,948
Transfer to Capital Reserve Account	50,000	50,000	75,000	75,000	75,000	75,000	50,000	50,000
<b>Balance Carried Forward</b>	<b>205,091</b>	<b>178,553</b>	<b>191,282</b>	<b>186,671</b>	<b>176,034</b>	<b>159,188</b>	<b>160,948</b>	<b>161,399</b>
<b>Penny Rate in £</b>	4.90p	4.90p	4.90p	4.90p	4.90p	4.90p	4.90p	5.00p
<b>Penny Rate £52,771</b>	4.90p	4.90p	4.90p	4.90p	4.90p	4.90p	4.90p	5.00p
<b>Commuted Sum Balance</b>	190,139	193,057	190,139	190,139	190,139	190,139	190,139	193,057
<b>Capital Reserve Account</b>	56,637	71,637	76,647	151,647	226,647	256,647	306,647	256,647
% of Expenditure	124.60%	87.31%	87.97%	89.62%	82.14%	72.19%	70.93%	69.12%

## 4. Engineer's Report

### Recommendations:

- Note the information contained in this report

### 4.1 Asset Management

#### 4.1.1 Moving toward Asset Management

- Corporate Plan (CP)
- Asset Management Policy (AMP)
- Strategic Asset Management Plan (SAMP)

#### 4.1.2 Pumping Stations

Future considerations:

- Investment strategy
- Reducing capital costs
- Extending asset life
- Running pumps over extended periods at slower speeds helps to build up meaningful operational data
- Start and stop philosophies i.e. ramping up speed after initial 'slow start' to flush out the system.
- Review of current Telemetry provision

#### 4.1.3 Hydraulic Modelling

Buy 2 Buy were appointed to undertake the procurement process on behalf of the board for a sum of £3,120. The tender for the hydraulic modelling services on behalf of the board has been published.

The board were successful in achieving 100% GIA.

#### 4.1.4 FCRM Funding

A meeting was held with the Environment Agency to discuss the boards long term plan on pumping station refurbishment and asset inspection budget costs.

### 4.2 Maintenance

#### 4.2.1 Pump Station MEICA Support

Danvm Commissioners continue to provide support to the board.

#### 4.2.2 Ordinary Watercourses

A section of Township Drain watercourse downstream of Rawcliffe Road has failed, this will require reinstating later in the year.

## **4.3 Planning, pre-application advice and consents**

### **4.3.1 Planning Applications**

Officers have reviewed 77 planning applications between 23 January 2019 and 7 May 2019 5 No. of which have required comment on behalf of the Board.

### **4.3.2 Land Drainage Act 1991 Section 23 and 66 (20<sup>th</sup> Byelaws) Consents**

There have been no consent applications received from 23 January 2019 and 7 May 2019.

### **4.3.3 LDA 1991, Section 23 breach**

Nothing to report.

## 5. Environmental Report

**Recommendation:**

- Note the information contained in this report

### 5.1 Legislation

#### 5.1.1 Conservation of Habitats & Species Regulations 2010

The Environmental Officer has been invited to take a seat on the Humber Nature Partnership Board as a Director. The seat is allocated for a Member representing a Statutory Regulator. The Humber Nature Partnership is one of only 48 Local Nature Partnerships around England and works closely with the Humber Estuary Relevant Authorities Group (HERAG) on which this Board is represented.

The Humber Nature Partnership works with organisations, businesses, communities and individuals to ensure an environment thriving with biodiversity around the Humber. It operates with the Humber Local Enterprise Partnership and others to encourage the growth and prosperity of ports, industry and agriculture promoting sustainable employment and contributing to a healthy Humber estuary.

The Partnership is involved with the Comprehensive Review of the Humber FRM Strategy, working to manage the risk of flooding around the Estuary whilst retaining quality waters of a high ecological status.

The Partnership is also assisting with the development of an ecological mitigation strategy for the South Humber Gateway.

The Board is also represented at the Humber Estuaries Relevant Authorities Group. At a meeting on 1<sup>st</sup> May attendees were advised of the potential nesting site for Lapwing within the vicinity of the attenuation pond adjacent to Glewes Garage, promoting discussion about habitat loss particularly around the Goole area.

#### 5.1.2 Biodiversity Action Plan 2015-2020

**Drain Name**

Towns Drain, Airmyn, Goole

**Survey Date**

18 April 2019

**Site description**

Survey commenced at the bridge over Towns Drain proximal to Downe's Ground House through to Downes Ground drain leading to pump station. At the Downe's Ground House end of the system the drain held no more than 10cm water. The drain is trapezoidal which would normally be considered low habitat suitability however if sufficient water levels were available for protection, because of the watercourse orientation and available sunlight, would be considered good water vole habitat. Drain oriented east-west and receives sun throughout the day.

There is currently little in channel vegetation although water starwort is starting to grow. Several burrows were identified, the size and location of which indicate likely used by water vole. The water starwort as it grows over the season will offer protection from predation for water vole. One water vole was seen accessing a burrow, other burrows appeared used recently with slide marks in the mud and traces of footprint. A total of 5 latrines were identified on the 2.5km drain survey.

Towns Drain flowing from Goole and onto the pump station approach has deteriorated in quality over the last couple of years. On 24<sup>th</sup> March 2017 this drain contained less eutrophic water, water starwort and frog spawn. Pollution was identified in 2017 but the source unknown although it appears from the Goole side of Towns Drain through the M62 culvert.



**Towns Drain from access bridge looking**

**east**



**Towns Drain from access bridge looking**

**west**



**Towns Drain toward A614**



**One of several burrows**



**One of several latrines**



**Latrine proximal to burrow**

**Second survey**

Towns Drain, Glewes Garage to Downes Ground Drain and Towns Drain, Rawcliffe Road north and south

**Survey Date**

24 April 2019

**Towns Drain from Glewes Garage to Downes Ground Drain**

Attenuation pond proximal to Glewes Garage may be nesting site for Lapwing (*Vanellus vanellus*). Two birds extremely agitated during survey.

Watercourse very silty, eutrophic, floating debris appeared sewage related. Little evidence of growth within channel where previously good stands of water starwort had been identified.

#### **Towns Drain from north and south of Rawcliffe Road**

Environmental channel for Capitol Park Development in good environmental condition, contained stands of Common Pond weed (*Potamogeton natans*) and water starwort (*Callitriche sp*). The adjoining area being used by little egret, skylark and buzzard. Barn owl pellet identified.



**Environmental drain**

Disturbed roe deer adjacent to M62 roundabout which ran adjacent to drain to Tom Pudding Way



**roundabout**

**Environmental drain toward M62**



**Barn owl pellet**

#### **Towns Drain north of Rawcliffe Road**

Approximately 6cm water in drain, starting to become eutrophic, floating detritus but no evidence of source. 3 burrows identified which may be those of water vole however little evidence of use (no slide marks). Intention to walk to M62 culvert to locate source of pollution flow, suspected travelling down Towns Drain from above West Park area. Disturbed 3/4 roe deer within wooded headland moving toward M62 slip road. Ceased survey.



2.5km drain surveyed

#### **5.1.3 Eels (England & Wales) Regulations 2009**

The Agency is implementing a new project, Changes to the Eels Regulation Process (ChERP) which is intended to deliver a new regulatory process that can be implemented successfully for the protection and benefit of eels without unreasonably impacting on operators. There are several sectors affected by implementation of the Eels Regulations including Water Companies, Flood Risk and Land Drainage, Thermal Combustion, Hydropower, Agriculture and Nuclear Power. As Regulator, the Environment Agency intends to develop and incorporate new elements into the process to enable decisions by the regulator to be objective and based on best available evidence. The new elements will include Best Achievable Eel protection (BAEP), Economics and Site Specific Eel Risk Assessment (SiERA).

### **5.2 Policy**

Nothing to report.

## 6. Health and Safety Report

### Recommendations:

- To note the information contained in the report

### 6.1 Contractor Management

#### 6.1.1 Accidents and Incidents

Nothing to report.

#### 6.1.2 Lone Worker Arrangements

Nothing to report.

### 6.2 Hedge Cutting prior to flail mowing (for information only)

Any IDB that insists on undertaking hedge cutting activities prior to drain maintenance, should ensure that the tractor is guarded appropriately.

Guidance is available here: <http://www.hse.gov.uk/pubns/ais21.pdf>

The document seeks to give clear guidance and advice on any hedge cutting activity.

Boards who utilise contractors to flail hedges should also be aware of this and immediately question the use of any plant or equipment that is not sufficiently protected.

#### Legal status of HSE guidance and ACOPs

It would also be prudent to highlight the following taken from the HSE website (see below):

In simple terms, if you do not follow the guidance then you should be doing something at least equal or better than what's suggested otherwise you will end up in hot water.....

#### What are HSE guidance notes?

HSE guidance provides advice to help you understand how to comply with the law; explanations of specific requirements in law; specific technical information or references to further sources of information to help you comply with your legal duties. 28 Nov 2013.

#### Legal status of HSE guidance and ACOPs

HSE publishes guidance (in the form of leaflets, books and on its webpages) and Approved Codes of Practice (ACOPs).

HSE guidance provides advice to help you understand how to comply with the law; explanations of specific requirements in law; specific technical information or references to further sources of information to help you comply with your legal duties.

ACOPs describe preferred or recommended methods that can be used (or standards to be met) to comply with regulations and the duties imposed by the Health and Safety at Work etc Act.

The legal status of guidance and ACOPs is given below and will appear in the relevant publications.

#### HSE guidance legal status

This guidance is issued by the Health and Safety Executive. Following the guidance is not compulsory, unless specifically stated, and you are free to take other action. But if you do follow the guidance you will normally be doing enough to comply with the law. Health and safety inspectors seek to secure compliance with the law and may refer to this guidance.

#### Approved Codes of Practice (ACOPs) legal status

Each ACOP is approved by the Health and Safety Executive, with the consent of the Secretary of State. It gives practical advice on how to comply with the law. If you follow the advice you will be

doing enough to comply with the law in respect of those specific matters on which the Code gives advice. You may use alternative methods to those set out in the Code in order to comply with the law.

However, the Code has a special legal status. If you are prosecuted for breach of health and safety law, and it is proved that you did not follow the relevant provisions of the Code, you will need to show that you have complied with the law in some other way or a Court will find you at fault.

## 7. Representation

Officers represent the Board in several fora:

<b>Environmental</b>	<b>Flood Risk Management</b>	<b>Other</b>
Humber Estuary Relevant Authorities Group	Humber Flood Risk Management Steering Group	ADA Northern branch meeting
Humber Nature Forum	Comprehensive Review Humber FRMS working group	

## 8. Date of Next Meeting

13 November 2019.



## **9. APPENDIX A – Sections of the AGAR**

Scans of the relevant sections can be found over the following pages.

## Section 1 – Annual Governance Statement 2018/19

We acknowledge as the members of:

### GOOLE & AIRMYN INTERNAL DRAINAGE BOARD

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2019, that:

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

\*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets should be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

**Other information required by the Transparency Codes (not part of Annual Governance Statement)**

Authority web address

WWW.SHIREGROUP-IDBS.GOV.UK AUTHORITY WEBSITE ADDRESS

## Section 2 – Accounting Statements 2018/19 for

### GOOLE & AIRMYN INTERNAL DRAINAGE BOARD

	Year ending		Notes and guidance
	31 March 2018 £	31 March 2019 £	
			<i>Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.</i>
1. Balances brought forward	237,293	337,019	<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
2. (+) Precept or Rates and Levies	253,291	258,570	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts	22,445	21,024	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs			<i>Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.</i>
5. (-) Loan interest/capital repayments	7,374	7,374	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments	168,636	157,222	<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward	337,019	452,017	<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments	336,309	470,821	<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>
9. Total fixed assets plus long term investments and assets	1,771,682	1,771,682	<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings	71,982	67,801	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	<i>The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.  N.B. The figures in the accounting statements above do not include any Trust transactions.</i>

I certify that for the year ended 31 March 2019 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

SIGNATURE REQUIRED

Date 08/05/19

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chairman of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED



# Shire

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Group of IDBs

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

**T: 01302 337798**

[info@shiregroup-idbs.gov.uk](mailto:info@shiregroup-idbs.gov.uk)  
[www.shiregroup-idbs.gov.uk](http://www.shiregroup-idbs.gov.uk)

**JBA Consulting has offices at**

**Coleshill  
Doncaster  
Dublin  
Edinburgh  
Exeter  
Glasgow  
Haywards Heath  
Isle of Man  
Leeds  
Limerick  
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Skipton (Head Office)  
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Thirsk  
Wallingford  
Warrington**

