



# Goole & Airmyn

Internal Drainage Board

**Virtual Meeting**

**Microsoft Teams**

**Log-in Instructions to be issued nearer the date**

## **Meeting Papers**

**Wednesday, 10 June 2020**

**5:00pm**



# Shire

Group of IDBs

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## Meeting Papers

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## Purpose

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# 1. Governance

## Recommendations:

- 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

## 1.2 Declaration of Interest

## 1.3 Minutes of the Meeting held 13 February 2020

Member	31.01.18	23.5.18	13.11.18	12.2.19	22.5.19	13.11.19	13.02.20
Mrs Rosemary J Webster (Chair)	✓	✓	✓	✓	✓	✓	✓
Mr John Richard Fawbert	A	✓	✓	✓	✓	✓	✓
Mr Graham W Martinson	-	-	-	-	✓	-	-
Mrs Rita Brough	✓	✓	✓	✓	✓	✓	✓
Mr Mally Boatman	✓	✓	✓	✓	✓	✓	✓
Mr Keith Moore	✓	A	A	A	✓	✓	✓
<b>ERYC</b>							
Mr Brent Huntington	✓	✓	A	✓	A	✓	✓
Cllr Liz Sargeantson						New -	-
Cllr Nick Coultish						New ✓	A
Cllr David Jeffreys						New ✓	A
Cllr Barbara Jeffreys						New ✓	A
Cllr Anne Handley						New ✓	A

### In attendance on behalf of JBA Consulting, Clerk and Engineer:

Craig Benson (Clerk)  
Roger Smith (Engineer)

Cl.  
Eng.

### GOVERNANCE.

**2020.1.** Introductions for benefit of all Members.

**2020.2.** Apologies for absence were received from Cllrs Coultish, D Jeffreys, B Jeffreys and Handley. Apologies were also given for Officers IB and AB.

**2020.3.** Declaration of interest – none.

The Chair asked members for approval to discuss an item not on the Agenda at this point. Members present agreed.

**2020.4.** The Engineer gave an overview of the Board's management of their pumping station assets, commencing with the Board's employee to the present arrangement with a neighbouring IDB. The role included checking the security of the sites, general site maintenance, raking weedscreens, recording pump hours and greasing pumps. A briefing note had been circulated at the meeting that detailed the Engineer concerns with regard to the future role. The options available to the Board were discussed in detail by members and they disregarded the option to employ an individual to undertake the role. Members asked the Officers to leave the room whilst they contemplated their

options. After further deliberation, it was recommended by the Chair that JBA Consulting would carry out this function of the Board from the 1 April 2020. – **RF proposed this recommendation, seconded MB, all in favour.**

- 2020.5.** Minutes of Meeting 22 May 2019 – Amendments to be made to show correct spelling of members names., agreed. **KM proposed Minutes be signed as true record, seconded BH, all in agreement.**
- 2020.6.** Matters arising not discussed elsewhere on Agenda – none.
- 2020.7.** Complaints - none.
- 2020.8.** KPI – Members noted.
- 2020.9.** Training – New Member training noted.

#### CLERKS REPORT

- 2020.10.** Legislation – Environment Bill – Clerk reported. Bill incorporates ability for IDBs to extend boundaries particularly to include higher ground previously outside Districts. Members would look to support NFM projects within the Board's district if these were forthcoming.
- 2020.11.** National F&CERMS – This is still to be adopted as the National Strategy.
- 2020.12.** Humber FRMS Comprehensive Review – Members noted progress.

#### FINANCIAL REPORT

- 2020.13.** Rating Report – The special levy 2<sup>nd</sup> payment has been received. Rates outstanding now £33.81.
- 2020.14.** List of Payments - Members considered List of all Payments noting total of £88,541.27. Of which £7,514.72 were approved by Officers only. **KM moved payments be approved for signature by Chairman, RB seconded all in agreement.**
- 2020.15.** Internal Audit – Members noted the minutes of the internal audit review meeting.
- 2020.16.** Risk Register – members reviewed the risk register that had been circulated with the meeting papers. **KM proposed that the risk register be approved by the Board. RB seconded and all in agreement.**
- 2020.17.** Estimates for the Year Ending 31 3 2021 –

The Board considered an Estimate of Income and Expenditure for the year ending 31 March 2021, copies of which had been circulated to members.

In accordance with Section 37 of the Land Drainage Act, the Board determined that aggregate annual value of chargeable properties in the district on the aggregate value of all other land in the district as a 31<sup>st</sup> December 2019 for the financial year beginning 1<sup>st</sup> April 2020 as follows:-

a) Aggregate annual value of chargeable properties	£5,164,979
b) Aggregate value of all other land	£ 111,963

It was agreed that for the purpose of defraying costs, charges and expenses etc, incurred by the Board under the Land Drainage Act 1991 for the period 1<sup>st</sup> April 2020 to 31<sup>st</sup> March 2021, and in pursuance of the Internal Drainage Board (Finance) Regulations 1992, that the Board make a drainage rate for their district in respect of agricultural land and agricultural buildings and a Special Levy as follows:-

The amount of the Board's expenses to be met by drainage rates was £5,486 by way of an Occupiers rate of 4.9p in the £ on the basis of the annual value of agricultural land and agricultural buildings in the District.

The amount of the Board's expenses to be met by Special Levy was:-

East Riding of Yorkshire Council            £253,084

MB proposed the 4.9p penny rate and that the Chairman and Clerk were authorised to seal the rate and the Special Levy on the Local Authority in accordance with the Act and Finance Regulations. This was seconded by BH and approved by all.

**2020.18.** 5-year budget estimate – Board noted the forecast.

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

**2020.19.** The Engineer's report that had been circulated with the meeting papers was noted by the Board.

**2020.20.** The Chair raised a matter with regard to the condition of Hook Clough and whether or not the Engineer had visited the site. The Engineer confirmed that he had and that there was plenty of freeboard in the adjacent watercourses for the land to be drained. RF added that the likely cause of the ponding in the fields was poor drainage.

**2020.21.** Asset Management – The Engineer informed Members that he was looking at promoting Planned Preventative Maintenance on the Board's assets as a way of managing the sties in a more cost effective manner.

**2020.22.** Pump Stations – Members noted the comments with regard to the planned works on Downes Ground and Southfield Lane pumping stations.

**2020.23.** Telemetry – BH enquired if the system had improved following the hardware upgrades. The Engineer confirmed that there were some improvements.

**2020.24.** Hydraulic Model – 100% FCERM grant had been received. The model was 85% complete and it was agreed that a presentation would be given at the next meeting of the Board by the modellers. The Engineer confirmed that the model will take into account the new developments at Capitol Park. The Engineer if there were any issues with Rawcliffe Road to which he advised that the site was restricted to greenfield run-off and therefore would have no adverse impact.

**2020.25.** Ordinary Watercourses – The maintenance works were virtually complete and the proposed additional works would now be undertaken during the forthcoming maintenance season.

**2020.26.** MB raised an issue with regard to a watercourse near Thorntree Lane. Discussions followed and the concerns were resolved.

**2020.27.** Planning, pre-application advice and consents – Members were made aware of the approach made by Sangwin Associates for retrospective consent for the development at Len Hutton Drive. The Engineer confirmed that he could not issue retrospective consents and that he would send an appropriate response to the company.

**2020.28.** MB raised an issue with regard to debris in Anderson Road Drain. The Engineer would write to the relevant landowners.

MB had to attend another meeting, gave his apologies and left the meeting.

#### **ENVIRONMENTAL REPORT**

**2020.29.** Members noted the Environmental report.

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

**2020.30.** Members noted the H&S Report.

#### **REPRESENTATION**

**2020.31.** Noted.

#### **ANY OTHER BUSINESS**

**2020.32.** None.

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

**2020.33.** 10 June 2020 and 11 November 2020.

2020.34. Meeting closed

## 1.4 Matters arising not discussed elsewhere on Agenda

## 1.5 FOI/Complaints

Board Officers received a complaint on the 8<sup>th</sup> May 2020 in relation to the condition of the watercourses, and some recent actions undertaken following instruction from the Board's Engineer in the vicinity of Southfield Lane PS. A written response was provided and shared with the Chair and Vice Chair at the time. The matter is resolved.

## 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
- Agree support for any NFM projects within the District (Item 2.1.1)
- To Approve the revised Standing Orders.

### 2.1 Legislation

Nothing to Report

### 2.2 Policy

Members are asked to review and approve the revised Standing Orders which can be viewed at Appendix A.

### 2.3 Environment Agency

#### 2.3.1 National Flood & Coastal Erosion RMS

This has not yet been adopted as the National Strategy but is expected to be so by summer.

#### 2.3.2 Humber 2100+ - Humber FRMS

A workshop was held in March, attendees included EA, IDBs, NFU, RSPB, Wildlife Trusts, University of Hull and several other organisations.

The 3 strategic approaches of

- Managing the tide
- Adapting to the tide
- Keeping out the tide

were considered in terms of the scenario development principles which align with the overall strategy objectives and the sustainability assessment criteria.

The principles are:

- Flood Risk & Resilience - (flood risk now and in the future)
- Climate adaptation and mitigation - (flood risk now and in the future)
- Technical feasibility
- Economics & funding
- Place & Community
- Connectivity
- Water environment
- Economic development – (Spatial land use opportunities and constraints)
- Sustainable agriculture – (Spatial land use opportunities and constraints)
- Cultural heritage
- Habitat & biodiversity – (Spatial land use opportunities and constraints)
- Key infrastructure – (Spatial land use opportunities and constraints)

The United Nations Sustainable Development Goals informed the principles as well as the Climate Change Act 2008 and the 2019 amendment, the government's 25-year Environment



Plan, the draft National F&CERMS, the Agency's eMission2030 and carbon ambitions to achieve Net Zero.

Attendees were advised of areas of moderate risk, key areas of significant and very significant flood risk and substantial areas at risk considered to be amongst the most deprived across multiple measures as of 2021 and then considered the current predicted future risk to 2021 in terms of sea level rise, % increase in peak fluvial flows, % more rainfall predicted.

EA modelling highlighted estuary interconnectivity therefore the need to take an estuary wide approach. Matters considered were associated with large-scale flood storage inland in specific and different places and large-scale flood storage downstream of the Humber Bridge. Also considered was the impact of raising defence levels in specific places, flood storage within the tidal rivers and tide-locking influences on inland flood risk.

Large scale storage, dependent upon the site chosen, lowered water within the estuary and reduced flood risk elsewhere; different places had quite different localised effects. Flood storage below the Humber Bridge had a negligible effect until 2046 when sea levels had risen more.

Raising defences estuary wide had the negative effect of increasing levels upstream on the tidal rivers and communities far upstream on the tidal rivers would be impacted.

Consideration was given to technical feasibility as well as the case for economics and funding, which highlighted the need for additional Partnership Funding which in turn unlocked further national investment.

Consideration was given to the siting of a tidal barrage across the Estuary in several places and the effect on tidal surge and upstream flood water. Siting of a tidal barrage across the Trent and Ouse were also part of the considerations.

Attendees were also asked to think the unthinkable, particularly in terms of a business as usual H++ climate change scenario.

The EA project team will now begin the complex task of formalising, analysing and summarising the outputs of these sessions. From now through to May, the results will be reviewed by different levels of the Humber2100+ project governance groups. Once this process has been completed, the Agency hopes to share a full workshop summary with all attendees, probably early June.

A lot of the material shared yesterday, including interim modelling results, is sensitive and/ or still under review. The Agency requests this information is not shared outside the Humber FRMS partnership until they have produced the final workshop summary.

It is the Agency's expectation that much of the information shared at the workshops will ultimately be made public as part of the first round of consultation later this year.

## 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 2020
- 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 31 March 2020: -

	£	£
Balance Brought forward at 1 April 2019		-6.03
<b>2019/2020 Drainage Rates and Special Levies</b>		
Drainage Rates		5,486.17
Special Levies – East Riding of Yorkshire Council	253,084.00	253,084.00
<b>Total Drainage Rates Due</b>		<b><u>258,564.14</u></b>
<b>Less Paid: -</b>		
Drainage Rates		5,480.14
Special Levies – East Riding of Yorkshire Council	253,084.00	253,084.00
<b>Total Drainage Rates Paid</b>		<b><u>258,564.14</u></b>
<b>Balance Outstanding as at 31 March 2020</b>		<b><u>NIL</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>2020</b>						<b>£</b>	
Jan	3rd	d/d	-	Lloyds Bank plc	Commercial Banking Fees	50.00	*
	15th	d/d	83	Vodafone	Telemetry Lines	38.45	*
		d/d	-	HSBC	Bank Fees	6.50	*
	20th	d/d	59	Woldmarsh Producers Ltd	Supply to Orchard Cottage PS	813.20	*
	21st	d/d	-	Lloyds Bank plc	Bank Fees	5.08	*
Feb	3rd	d/d	-	Lloyds Bank plc	Commercial Banking Fees	50.00	*
	13th	d/d	63	Vodafone	Telemetry Lines	38.45	*
	18th	d/d	-	Lloyds Bank plc	Bank Fees	3.01	*
		d/d	-	HSBC	Bank Fees	6.50	*
	20th	d/d	64	Woldmarsh Producers Ltd	Supply to Orchard Cottage PS	318.25	*
					Supply to Hook Clough PS	2,048.36	*
					Supply to Southfield Lane PS	212.10	*
					Membership Fees	282.83	*
	21st	000035	67	Danvm Drainage Commissioners	Site Visits in District	483.55	
		000036		JBA Consulting	Fee Accounts: -		
			65		Management Fees - January 2020	3,440.56	
			66		IDB Modelling Study	14,091.60	
Mar	6th	d/d	-	Lloyds Bank plc	Commercial Banking Fees	50.00	*
	17th	d/d	69	Vodafone	Telemetry Lines	38.45	*
		d/d	-	Lloyds Bank plc	Bank Fees	1.98	*
	20th	d/d	69	Woldmarsh Producers Ltd	Supply to Orchard Cottage PS	304.13	*
					Supply to Downes Ground PS	5,107.04	*
					Supply to Potter Grange PS	670.03	*
		000037	70	Danvm Drainage Commissioners	Site Visits in District	403.09	
		000038		JBA Consulting	Fee Accounts: -		
			72		IDB Modelling Study	5,702.40	
			73		Management Fees - February 2020	3,440.56	
		000039	71	The Courtyard	Meeting Expenses	131.15	
		d/d	-	HSBC	Bank Fees	6.50	*
Apr	3rd	d/d	-	Lloyds Bank plc	Commercial Banking Fees	50.00	*
	16th	d/d	79	Vodafone	Telemetry Lines	38.45	*
	18th	d/d	-	HSBC	Bank Fees	7.40	*
	20th	d/d	79	Woldmarsh Producers Ltd	Supply to Orchard Cottage PS	437.11	*
		d/d	-	Lloyds Bank plc	Bank Fees	2.13	*
	24th	000040	78	Danvm Drainage Commissioners	Site Visits in District	580.46	
		000041		JBA Consulting	Fee Accounts: -		
			1		Management Fees - March 2020	3,722.41	
			3		IDB Modelling Study	7,152.70	
					<b>Total Amount of all Payments</b>	<b>49,734.43</b>	
					<b>*Total Amount of Direct Debits &amp; Cheques Approved by the Clerk Only</b>	<b>10,585.95</b>	

**NB** – internal transfers between bank accounts not reported.

### 3.3 Audit

#### 3.3.1 Internal Audit

The Internal Audit of the Board's financial statements for the year ended 31 March 2020 is underway and a report will be given at the meeting.

#### 3.3.2 External Audit

The Board's financial statements and AGAR will be sent to the Auditors within the predetermined timescales.

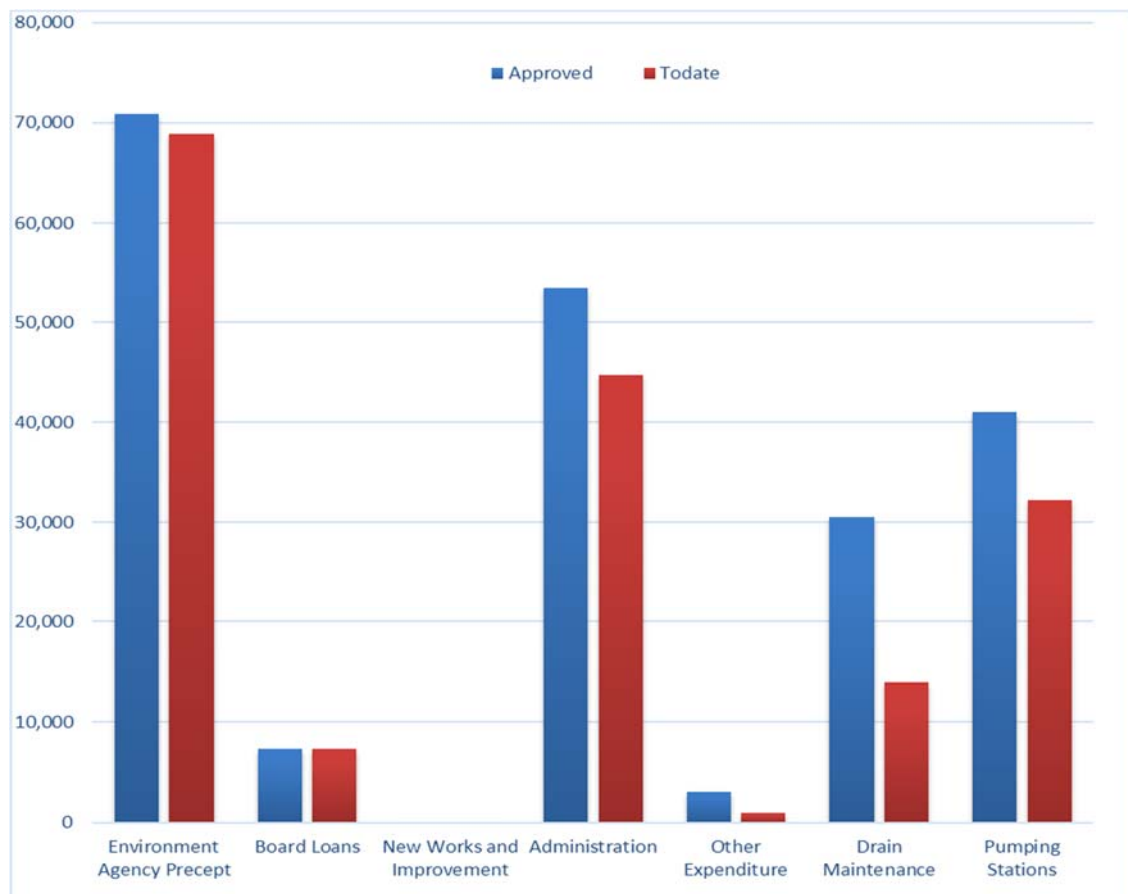
### 3.4 Annual Governance and Accountability Return (AGAR) Section 1 – Annual Governance Statement 2019/20

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

### 3.5 Accounts for the Year Ended 31 March 2020

The accounts for the year ending 31 March 2020 are included as a separate item in your pack.

### 3.6 Budget Comparison for the Year Ended 31 March 2020



### 3.7 Annual Governance and Accountability Return (AGAR) Section 2 – Financial Statements 2019/20

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

### 3.8 Five Year Budget Estimate

The five-year budget estimate is shown below:

Goole & Airmyn IDB		0	1	2	3	4	5
Revenue Account	2020/21	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26
	App Budget	Estimated Out-turn					
Income		£	£	£	£	£	£
Drainage Rates	5,486	5,486	5,486	5,486	5,486	5,598	6,158
Special Levies	253,084	253,084	253,084	253,084	253,084	258,249	284,074
Highways England Contribution	20,000	20,000	20,000	20,000	20,000	20,000	20,000
Other Income		-	-	-	-	-	-
Grant in Aid		-	-	-	-	-	-
Bank Interest, consents etc	50	50	100	100	100	100	100
<b>Total Income</b>	<b>278,620</b>	<b>278,620</b>	<b>278,670</b>	<b>278,670</b>	<b>278,670</b>	<b>283,947</b>	<b>310,332</b>
<b>Expenditure</b>							
Flood Defence Levy	70,926	70,926	70,926	70,926	70,926	70,926	70,926
New and Improvement Works		-	-	-	-	-	-
Drain Maintenance	31,500	31,500	32,445	33,418	34,421	35,454	36,517
Other Expenditure	3,500	3,500	3,500	3,500	3,500	3,500	3,500
Pumping Stations	44,975	44,975	46,324	47,714	49,145	50,620	52,138
Administration	54,595	54,595	56,233	57,920	59,657	61,447	63,291
PWLB Loan	7,374	7,374	7,374	7,374	7,374	7,374	7,374
New Loan							
<b>Total Expenditure</b>	<b>212,870</b>	<b>212,870</b>	<b>216,802</b>	<b>220,852</b>	<b>225,024</b>	<b>229,320</b>	<b>233,746</b>
Surplus/(Deficit)	65,750	65,750	61,868	57,818	53,646	54,627	76,586
Balance Brought Forward	232,283	268,706	259,456	246,324	229,142	232,789	237,415
Transfer to Capital Reserve Acc	75,000	75,000	75,000	75,000	50,000	50,000	50,000
<b>Balance Carried Forward</b>	<b>223,033</b>	<b>259,456</b>	<b>246,324</b>	<b>229,142</b>	<b>232,789</b>	<b>237,415</b>	<b>264,001</b>
<b>Penny Rate in £</b>	4.90p	4.90p	4.90p	4.90p	4.90p	5.00p	5.50p
<b>Penny Rate £52,771</b>	4.90p	4.90p	4.90p	4.90p	4.90p	5.00p	5.50p
<b>Commuted Sum Balance</b>	190,389	190,287	190,287	190,287	190,287	193,057	193,057
<b>Capital Reserve Account</b>	161,637	161,730	236,805	266,880	316,980	267,080	195,148
% of Expenditure		121.88%	113.62%	103.75%	103.45%	103.53%	112.94%

	2020/21	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26
Capital Reserve Account	App	Estimated Out-turn					
	Budget						
	£	£	£	£	£	£	£
<b>Income</b>							
WLM Strategy Grant							
Interest/Other income	-	50	75	75	100	100	100
PWLB Loan				-	-	-	400,000
FGIA Grant				30,000			
PS Scheme Contributions							250,000
Catchment Modelling- Contribution		-					
<b>Total Income</b>	<b>-</b>	<b>50</b>	<b>75</b>	<b>30,075</b>	<b>100</b>	<b>100</b>	<b>650,100</b>
<b>Expenditure</b>							
Telemetry - Total Catchment		-	-	-	-	-	-
Catchment Modelling	-	18,539					
Asset Inspections							
Pumping Station Asset inspection		20,000	-	75,000			
New Loan - Capital		-	-	-	-	-	22,032
Pumping Station Refurbishment			-	-	-	100,000	750,000
<b>Total Expenditure</b>	<b>-</b>	<b>38,539</b>	<b>-</b>	<b>75,000</b>	<b>-</b>	<b>100,000</b>	<b>772,032</b>
Surplus/(Deficit)	0	(38,489)	75	(44,925)	100	(99,900)	(121,932)
Balance Brought Forward	86,637	125,219	161,730	236,805	266,880	316,980	267,080
Transfer from Revenue	75,000	75,000	75,000	75,000	50,000	50,000	50,000
Transfer from Commuted Sum							
<b>Balance Carried Forward</b>	<b>161,637</b>	<b>161,730</b>	<b>236,805</b>	<b>266,880</b>	<b>316,980</b>	<b>267,080</b>	<b>195,148</b>

## 4. Engineer's Report

### Recommendations:

- Note the information contained in this report

### 4.1 Asset Management

#### 4.1.1 Moving toward Asset Management

Nothing to report.

#### 4.1.2 Pumping Stations

Storm Ciara, Dennis, and Jorje:

Storm Ciara was the first of 3 rainfall events in the month of February which affected the boards district. Ciara hit on the 8<sup>th</sup> February with over 120mm recorded in some areas within a 24hr period. This form of flash flooding caused rapid peaks in water levels and in this manor was the most destructive.

Storm Denis recorded 80mm plus of rainfall over a 48hr period and as a result much of the drainage systems were brought back to some of the trends previously noted.

Although Jorje was predicted to be repeat of Storm Denis, the rainfall received was no more than a heavy rainfall event, during a saturated period.

As with any rainfall event the Boards Officer monitored the pumping station water level trends utilising the telemetry. Weather patterns, rainfall received and communication with other flood risk authorities took place.

Due to COVID – 19 the opportunity to have an official handover between Danvm IDB and LAW's electrical didn't arise.

Since the 1<sup>st</sup> April the Board Engineer has attended the pumping stations periodically to check the site security, monitor the grease usage, and to ensure there are no blockages at the weedscreen.

The removal of the pump at Southfield Lane PS and Downes Ground PS has been delayed because of COVID – 19. Although the weather condition have been ideal, many of the refurbishment organisations, have not been in operation in recent months.

Oriel Telemetry: - Board Officers are still encountering similar issues with the provider.

#### 4.1.3 Hydraulic Modelling

The boards hydraulic model is in draft format. The appointed consultants will be commissioned to undertake additional modelling beyond the original scope of works. The consultants will present their findings to the board at the next non virtual board meeting.

### 4.2 Maintenance

#### 4.2.1 Ordinary Watercourses

A few minor blockages have been removed from the watercourses near Southfield Lane Pumping Station. A couple of gate / lock problems have arisen within the same area, Sweeting Brothers, have undertaken some works, but are due to return to complete.

#### 4.2.2 Planning Applications

Between 25 January 2020 and 27 May 2020 board officers have reviewed planning applications which may affect the board and commented on 13 of these.

Board Officers continue to communicate with ERYC & ARUP (Consultant Engineers) on the proposed development within Capitol Park. Due to the complexity, and the significant likely hood of increasing flood risk the Board Engineer has encouraged the use of the Board's hydraulic model, and stipulated again the necessity of the Board byelaw's in relation to structure / assets within 9.0metres of a board maintained watercourse. Little consideration had been given to future maintenance of the assets, increased flood risk, and current & future flow data.

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

3 consent applications granted between 25 January 2020 and 27 May 2020.

#### **4.2.4 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 Biodiversity Action Plan 2015-2020

Nothing to Report

### 5.2 Policy

Nothing to report.

## 6. Health and Safety Report

**Recommendations:**

- To note the information contained in the report

### 6.1 Contractor Management

Board Officers provided a letter of authorisation to Messrs. Sweeting Brothers for essential travel during the COVID – 19 pandemic.

Board Officers provided SSOW information to Messrs Sweeting Brothers to utilise and share amongst employees, incorporating COVID – 19.

### 6.2 Risk Assessment

Nothing to report.

## 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	
Humber Nature Forum	Comprehensive Review Humber FRMS working group	

## 8. Date of Next Meeting

11 November 2020

## **9. APPENDIX A - Standing Orders**

A copy of the draft Standing Orders can be found over the following pages.



# Goole & Airmyn

## Internal Drainage Board

**RULES made by the Goole & Airmyn Internal Drainage Board (hereafter referred to as 'the Board') with the approval of the Secretary of State under Paragraph 3(1) of the Second Schedule to the Land Drainage Act, 1991. The relevant statutory provisions governing the proceedings of an Internal Drainage Board are set out in the Annex to these Rules for reference purposes**

### ***Regulations as to Proceedings***

1. Meetings of the Board will be open to the public and press who will on the invitation of the Chairman be able to speak at the meeting. The Board can name a resolution to exclude the public and/or press from a meeting or part thereof:
  - (a) The Board will hold an Annual General Meeting in November at which the election of Chairman and Vice Chairman will be made.
  - (b) The Board will hold a meeting at which the drainage rate and special levies will be set to enable the latter to be served on the special levy council by no later than the 15<sup>th</sup> February in respect to the following financial year.
  - (c) In the event of the need for an emergency meeting the notice will be waived.
2. For each meeting, other than one arranged as an emergency meeting, members will receive an Agenda and any accompanying papers by post or other means despatched at least seven days before the meeting.
3. No business shall be transacted by the Board, other than that which appears on the Agenda, unless 75% of the members present agree to any such additional issue being discussed.
4.
  - (a) A formal meeting of the Board cannot be conducted unless one third of the current members are present at the start of and during the meeting (currently five). If departures reduce the number below this then the Chairman will terminate the meeting at that point.
  - (b) All resolutions and proposals will be decided by a majority of votes of the members present.
  - (c) In the case of an equality of votes at any meeting, the Chairman for the time being of such meeting shall have a second or casting vote.
5. The Board shall meet at a venue to be determined from time to time with such venue being confirmed in the agenda for that meeting.
6. The Board shall, as soon as they conveniently can, appoint a Chairman and Vice-Chairman. The term of office of such Chairman and Vice Chairman shall continue until the first meeting of the Board after the next election following his appointment
7. If any vacancy occurs in the office of Chairman or Vice-Chairman, the Board shall as soon as they conveniently can after the occurrence of such vacancy, choose some one of their number to fill such vacancy.
8.
  - (a) At any meeting of the Board the Chairman, if present, shall preside.
  - (b) If the Chairman is absent from a meeting of the Board, the Vice-Chairman, if present, shall preside.



# Goole & Airmyn

## Internal Drainage Board

- (c) If at any meeting of the Board both the Chairman and Vice-Chairman are not present at the time the members present shall choose from someone of their number to be Chairman of such meeting.
9. The Board shall cause Minutes to be made of all meetings and recorded in an appropriate form:
- (a) of all appointments of Officers made by the Board
  - (b) of the names of the members present at each meeting of the Board and Committees or Sub-Committees of the Board
  - (c) of all orders made by the Board and Committees or Sub-Committees of the Board, and
  - (d) of all resolutions and proceedings of meetings of the Board and of Committees or Sub-Committees of the Board

The Board will approve, with or without amendments, the minutes of the preceding meeting and these will be duly signed by the Chairman together with any financial statements presented at the meeting

10. All proceedings, resolutions and reports of every Committee or Sub-Committee intended to be laid before the Board shall be circulated among the members of the Board at least seven days before the meeting of the Board at which the same are to be submitted

### ***Committees or Sub-Committees***

11. The Board may appoint such Committees or Sub-Committees as they think fit but all acts of any Committee or Sub-Committee shall be subject to the approval of the Board unless the Board has delegated its powers to that Committee or Sub-Committee to deal with specific issue
12. A Committee or Sub-Committee may elect a Chairman of their meetings. If no such Chairman is elected, or if he is not present, the member present shall choose from one of their number to be Chairman of such meeting.
13. A Committee or Sub-Committee may meet and adjourn as they think proper. Proposals at any meeting shall be determined by a majority of votes of the members present, and shall be decided by a show of hands. In case of any equal division of votes the Chairman shall have a second or casting vote.
14. Regulations 9 and 10 shall apply to Minutes of Committees and Sub-Committees

### ***Standing Orders Order of Debate***

15. Every proposal or amendment, other than a proposal for the approval of a Committee or Sub-Committee, shall be proposed and seconded and shall, if required, be written out and handed to the Chairman who shall read it out before it is further discussed or put to the meeting.
16. The Chairman will invite members to speak on the subject under discussion.
17. Members must declare whether they have an interest in a matter to be discussed, the Chairman then deciding what if any part of the member can take in any ensuing discussion and whether the member can vote.



# Goole & Airmyn

## Internal Drainage Board

18. A proposal or amendment once made shall not be withdrawn without the consent of the Board.
19. Every amendment shall be relevant to the proposal to which it is applied.
20. Whenever an amendment upon an original resolution has been proposed and seconded, no second or subsequent amendment shall be moved until the first amendment shall have been dealt with but notice of any number of amendments may be given.
21. If an amendment is rejected then other amendments may be proposed on the original resolution or proposal.
22. If an amendment is carried the proposal as amended shall take the place of the original proposal and shall become the question upon which any further amendment may be moved.
23. No proposal to rescind any resolution which has been passed within the preceding six months, nor any proposal to the same effect as any proposal which has been negated with the preceding six months shall be in order unless; (a) notice thereof has been given and specified in the Agenda and (b) the notice bears, in addition to the name of the member who proposed the resolution, the names of two other members; and when such resolution or proposal has been disposed of by the Board, it shall not be competent for any member to propose a similar proposal within a further period of six months.
24. Order 23 shall not apply to proposals which are moved by the Chairman or other members of the Committee or Sub-Committee in pursuance of the report of the Committee.

### ***Common Seal***

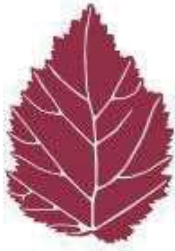
25. The Common Seal of the Board shall be kept in some safe place. All deeds and other documents to which the Common Seal of the Board shall require to be affixed shall be sealed in pursuance of the Board, and in the presence of both the Chairman and the Clerk of the Board.
26. Copies of all sealed documents must be retained.

### ***Suspension of Standing Orders***

27. Any one or more of the standing orders, in any case of urgency or upon resolution or proposal made on a notice duly given, may be suspended at any meeting, so far as regards any business at such meeting, provided that 75% of the members of the Board present and voting are in agreement

### **Special Circumstances – Coronavirus \***

28. In relation to any meeting held before 7th May 2021, "presence" at a meeting includes physical attendance and being present through remote attendance. "Remote attendance" means attending or participating in a meeting by electronic means, including by one or more of the following:
  - i) telephone conference,
  - ii) video conference,
  - iii) live webcast,



# Goole & Airmyn

## Internal Drainage Board

- iv) live interactive streaming.
29. In relation to any meeting held before 7th May 2021, regulation 5 is suspended, and the Board shall instead provide members with relevant details to enable members to attend and participate in meetings, including remotely. The board shall provide confirmation of these details in the agenda. For these purposes, “details” includes one or more of the following:
- i) the venue,
  - ii) the availability of a telephone conference facility and the manner of accessing such facility,
  - iii) the availability of a video conference facility and the manner of accessing such facility,
  - iv) the availability of a live webcast facility and the manner of accessing such facility,
  - v) the availability of a live interactive streaming facility and the manner of accessing such facility.

\*Clauses 28 and 29 were added to the Board's proceedings on 17 April 2020.



# Goole & Airmyn

## Internal Drainage Board

### STATUTORY PROVISIONS REGARDING THE PROCEEDINGS OF AN INTERNAL DRAINAGE BOARD SET OUT IN PARAGRAPH 3 OF SCHEDULE 2 TO THE LAND DRAINAGE ACT 1991

#### *Proceedings of Internal Drainage Board*

3. (1) An Internal Drainage Board may, with the approval of the relevant Minister, make Rules:
- (a) for regulating the proceedings of the Board, including quorum, place of meetings and notice to be given of meetings;
  - (b) with respect to the appointment of a Chairman and Vice-Chairman.
  - (c) for enabling the Board to constitute committees; and
  - (d) for authorising the delegation to committees of any of the powers of the Board and for regulating the proceedings of committees, including quorum, place of meetings and notices to be given of meetings.
- (2) The first meeting of an Internal Drainage Board shall be held on such day and at such time and place as may be fixed by the relevant Minister; and the relevant Minister shall cause notice of the meeting to be sent by post to each member of the Board not less than fourteen days before the appointed day.
- (3) Any member of an Internal Drainage Board who is interested in any company with which the Board has, or proposes to make, any contract shall
- (a) disclose to the Board the fact and nature of his interest; and
  - (b) take no part in any deliberation or decision of the Board relating to such contract;

And such disclosure shall be forthwith recorded in the Minutes of the Board.

- (4) A Minute of the proceedings of a meeting of an Internal Drainage Board, or of a Committee of such a Board, purporting to be signed at that or the next ensuing meeting by a describing himself as, or appearing to be, the Chairman of the meeting to the proceedings of which the Minute relates:-
- (a) shall be evidence of the proceedings; and
  - (b) shall be received in evidence with further proof
- (5) Until the contrary is proved –
- (a) every meeting in respect of the proceedings of which a Minute has been so signed shall be deemed to have been duly convened and held;
  - (b) all the proceedings at any such meeting are the proceedings of a committee, the committee shall be deemed to have been duly constituted and to have had power to deal with the matters referred to in the minute.





# Goole & Airmyn

## Internal Drainage Board

- (6) The proceedings of an Internal Drainage Board shall not be invalidated by any vacancy in the membership of the Board or by any defect in the appointment or qualification of any member of the Board.

**At the meeting of the Board held on 10th June 2020 the Board Resolved to accept the foregoing Rules of Proceedings.**

..... Chairman

..... Clerk

**ANCHOLME, GOOLE AND AIRMYN, GOOLE FIELDS, SCUNTHORPE &  
GAINSBOROUGH, SOW AND PENK INTERNAL DRAINAGE BOARDS**

**STANDING ORDERS**

The Secretary of State for Environment, Food and Rural Affairs, by virtue of the power contained in paragraph 3 of Schedule 2 to the Land Drainage Act 1991, **HEREBY APPROVES** these standing orders.



C A Tidmarsh  
for and on behalf of the  
Secretary of State  
Date: 17 April 2020

## **10. APPENDIX B – Sections of the AGAR**

Copies of the relevant sections of the Annual Governance & Accountability Return can be found over the following pages.

## Section 1 – Annual Governance Statement 2019/20

We acknowledge as the members of:

GOOLE & AIRMYN IDB  
ENTER NAME OF AUTHORITY

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 2020, 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 <i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>

\*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 must 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

AUTHORITY WEBSITE ADDRESS

## Section 2 – Accounting Statements 2019/20 for

GOOLE & AIRMYN IDB  
ENTER NAME OF AUTHORITY

	Year ending		Notes and guidance
	31 March 2019 £	31 March 2020 £	
			<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	337,019	452,017	<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	258,570	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	21,024	83,247	<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	0	0	<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</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	157,222	202,145	<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	452,017	584,315	<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	469,281	580,813	<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	67,801	63,429	<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.</i>
			<i>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 2020 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

DD/MM/YY

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

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Peterborough  
Saltaire  
Skipton (Belle Vue Mills)  
Skipton (Head Office)  
Tadcaster  
Thirsk  
Wallingford  
Warrington**

