

MINUTES OF SELBY AREA IDB MEETING
HELD ON THURSDAY 27th AUGUST 2020
AS A VIRTUAL MEETING

- 47 **Present** Mr J Dennis (Chairman), Mr J Cattanach, Mr I Chilvers, Mrs J Chilvers, Mr J Deans, Mrs M Fagan, Mrs G Ivey, Mr C Lunn, Mr P Roberts.
- In attendance Mr N Everard (Clerk of the Board), Mr P Jones (Consulting Engineer), Mr I Chapman (Works Supervisor)
- 48 **Apologies** Mr C Fenteman, Mr J Mackman, Mr C Pearson, Mr R Shepherd, Mr C Tindall, Mr T Wood.
- 49 **Standing Orders** The Board approved the revised Standing Orders to include clauses 28 and 29 to enable the Board to hold virtual meetings based on the model agreed with the Minister.
- 50 **Declaration of Interest** Mr C Lunn declared in interest in Minute number 63.
- 51 **Minutes** The Minutes of the Meeting held on 30th January 2020 were approved and signed and there were no matters arising.
- 52 **Works Supervisors Report/Health & Safety** The Works Supervisor reported on the maintenance carried out since the previous report and of the winter flooding which had seen all of the flood plains for the Rivers Aire and Ouse full of flood water. The area of greatest concern had been the wash lands on the River Aire at Carlton and Hirst Courtney with several properties flooded in the District.
- Due to the Coronavirus lockdown essential wracking works on behalf of the Environment Agency had been completed by contractors with the Board’s direct labour maintaining emergency cover and inspection for the maintained assets including pumping stations.
- Following release of Government guidance a staged return to work commenced from 18th May with suitable risk assessments and method statements and provision of PPE. The Health & Safety advisor provided updated advice which was incorporated in the documentation and arrangements. Employees falling into the more vulnerable groups or who were shielding family members had been assessed on an individual basis and where appropriate, remained at home.
- 53 **Planning Applications/Consents** The Consulting Engineer reported that forty-two planning applications had received comment and five consents had been issued between 28th January 2020 and 6th May 2020.

- 54 **Great Clough Pumping Station** The Consulting Engineer reported that following recent flooding the Environment Agency had agreed that pipe repair works would be considered as emergency work. Contractors H Mell & Son were appointed and completed all the bracing on the discharge pipeline. Bedford Pumps are due to return for the final retest on the system.
- Under the emergency works permit the gravity adjacent to the pump station was desilted and restored to operational capacity.
- 55 **Coates Marsh Pumping Station Refurbishment** The Consulting Engineer reported that site access had been restricted due to flooding, Xylem had now confirmed their updated tender cost after a site inspection at [REDACTED] which fell within the GiA and the Board's approved scheme cost. The Board confirmed approval to the updated costs.
- 56 **Cawood Marshes Pumping Station Refurbishment Scheme** The Consulting Engineer reported that all prices of steelwork, panels, inverters, external cabling had now been received. On the basis that the cost fell within the GiA and Board approved scheme costs the appointment of Labtec Services Ltd for the supply and installation of switch gear/panels up to [REDACTED], Circle Control & Design Systems Ltd for the external cabling up to [REDACTED] and Invertor Drive Systems Ltd for the inverters of up to [REDACTED] were approved. The Board delegated powers to the Chairman/Vice Chairman to approve the appointment of a weedscreen cleaner supplier
- 57 **Temple Hirst Pumping Station Refurbishment Scheme** The Consulting Engineer reported that all prices of steelwork, panels, invertors, external cabling had now been received. On the basis that the cost fell within the GiA and Board approved scheme costs the appointment of Labtec Services Ltd for the supply and installation of switchgear/panels up to [REDACTED], Circle Control & Design Systems Ltd for the external cabling of up to [REDACTED], Inverter Drive Systems Ltd for the inverters of up to [REDACTED] and Bedford Pumps Ltd for the sump steelwork and dry working area of up to [REDACTED] were approved. The Board delegated powers to the Chairman/Vice Chairman to approve the appointment of a weedscreen cleaner supplier
- 58 **Brotherton Marsh Pumping Station** The Consulting Engineer reported that the handover from J N Bentley to the Coal Authority and subsequently to the Board had been delayed until an identified defect with the embankment flap valve had been resolved.
- 59 **Ings Pumping Station Scour Remediation Work** The Consulting Engineer reported that the Environment Agency had agreed to fund the remedial works through GiA and an application for funding was currently being prepared. The Board delegated authority to the Finance Committee to progress supplier appointments.
- 60 **Health & Safety Works at Pumping Stations** The Consulting Engineer that due to telemetry changes a Moderation Statement would be submitted to the Environment Agency based upon weed screen cleaners only.

- 61 **Newlands
Community
Engagement Forum** The Consulting Engineer reported that the presentation had been deferred, however it was understood that the Environment Agency were preparing plans for asset recovery.
- 62 **Brayton Canal
Soak Drain
Maintenance** An order was awaited from the Canal & Rivers Trust to enable the works to progress.
- 63 **Town Dyke
Diversion (Flood
Alleviation Scheme)** The Consulting Engineer reported that surveys had confirmed that a diversion was feasible without any alteration to the existing railway culvert at Hambleton Junction. Approximately 320 metres of new cut watercourse would be required with some minor deepening and widening to Town Dyke and Whinney Hags Drain.
- Network Rail are considering a contribution towards the scheme. The Environment Agency had agreed to fund the business case and an application for funding has been submitted. Subject to funding authority was delegated to the Finance Committee to progress the Scheme.
- 64 **Telemetry** The Consulting Engineer reported that seven potential suppliers had been identified and approached for expressions of interest. The Environment Agency had been approached to seek Local Levy support excluding the three existing capital schemes which included telemetry. The Board delegated authority to the Finance Committee to approve suppliers for these schemes.
- 65 **Oakney Wood
Drain Diversion** The Consulting Engineer reported that Lidl had completed the diversion adjacent to the new roundabout off Bawtry Road. The Highways Agency had been notified of siltation within the downstream culvert beneath the A63.
- 66 **Selby Forward
Capital Plan** The Consulting Engineer confirmed that the Environment Agency had agreed to fully fund the site inspections and report for future capital works at pumping stations. It was expected that inspections would be undertaken to enable the forward plan to be finalised for the next financial year.
- 67 **Freedom of
Information** It was understood that further correspondence had been received by members. The Clerk confirmed that this had been referred on to the Board's legal advisor who is in correspondence with the Information Commissioner.
- 68 **Direct Labour** In accordance with the approved budget, interviews were held before lockdown for the employment of an Assistant Pump Attendant/Asset Data Collector and a Machine Operator and the new appointees had commenced.
- An application for employment had also been received from an

existing pieceworker and this was approved.

In accordance with the ADA white book, the Finance Committee recommended an increase of 3.7% with effect from 1st April 2020 subject to individual gradings. To ensure the Board met the National Minimum Wage the previous standby allowance was incorporated within the standard pay and a call out allowance was introduced.

In recognition of the exceptional service during the recent flooding and the Coronavirus pandemic and knowledge and experience the Finance Committee recommended that the Works Supervisor be regraded to [REDACTED] and the role retitled to Operations Manager.

The Board approved the recommendations.

A disciplinary process was undertaken following a serious breach of Health & Safety resulting in one final written warning and one dismissal. The Vice Chairman was to hear the appeal of the employee dismissed.

69 **Contractor Rates**

It was proposed to utilise existing contractors for the forthcoming season with approval of rates delegated to the Finance Committee.

70 **Audit**

- a) **The effectiveness of the system of internal control** -the Board approved the internal control review for the year ended 31st March 2020.
- b) **Annual Governance Statements** - the Board approved the Annual Governance Statement (section 1 of the Annual Return) for the year ended 31st March 2020.
- c) **Accounting Statements** – the Board considered and approved the Accounting Statements (section 2 of the Annual Return) for the year ended 31st March 2020.

The documents had been omitted from the Meeting information and the Clerk was instructed to distribute to Members and accept electronic approval. The Chairman and Clerk were authorised to sign on behalf of the Board for presentation to Auditors.

71 **Engineers Contract Rate**

The Board approved the Engineers request for an increase with effect from 1st April 2020 based on [REDACTED]

72 **Clerks Remuneration**

The Board approved the Clerk's request for an increase with effect from 1st April 2020 [REDACTED]

73 **JCB Hydradig Replacement** The Clerk reported that the Finance Committee had reviewed options and recommended a replacement of the JCB Hydradig on a like for like basis. Quotes ex VAT:

P V Dobson Mecalec 11MWR	-	██████████
P V Dobson Mecalec 15MWR	-	██████████
Mastenbroek Mecalec 11MWR Green Job	-	██████████
Mastenbroek Mecalec 9MWR Green Job	-	██████████
T C Harrison JCB Hydradig 110W Long Reach	-	██████████
T C Harrison JCB Hydradig 110W Standard Reach	-	██████████
Aquatic Control Engineering Hooby MH115	-	██████████

The Board approved the purchase of the JCB Hydradig 110W Standard Reach from T C Harrison JCB, with the part exchange of ██████████.

74 **Accounts for Payment** The Board approved the Accounts for Payment schedule numbers 3, 4, 5, 6, 7, 8 and 9 in the amounts of £102,537.57, £62,827.90, £82,982.46, £359,681.26, £128,127.83, £85,020.25 and £171,815.93 respectively.

75 **Next Meeting** The next meeting of the Board will be held on 26th November 2020.

.....Chairman

.....Date