

# 1. Governance

## 1.1 Apologies

## 1.2 Declaration of Interest

## 1.3 Complaints and FOI

There have been no complaints or FOI's received since the last meeting.

## 1.4 Minutes of Meeting 27 January 2022

**Present**

Ralph Guy	(RG)
Alan Butler	(AB)
Rosemary Carrol	(RC)
Duncan Reynolds	(DR)

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

Craig Benson	(Clerk)
David Blake	(Finance Officer)
Roger Smith	(Engineer to the Board)

### GOVERNANCE

**2022.1** Election of Chair. The Clerk informed members of the intention of the Chair (RG) to stand down at this meeting. AB, the current Vice Chair, was going to take up this role, but unfortunately due to ill health, he advised that this would be his last meeting as he would be resigning as a member.

The Clerk then outlined the role of the Chair and asked RC and DR to consider if they could fulfil this position. After discussions it was proposed by RG, seconded by AB, that RC would be Chair. RC accepted the position.

**2022.2** RG had confirmed that he would act as Vice Chair, which was approved by members.

**2022.3** Apologies for Absence were received from L Bancroft and M Goulthorp.

**2022.4** Declaration of Interest – RG Item 4.1.2.

**2022.5** Minutes of Meeting 24 June 2021 – **Minutes considered and proposed as true record by RG, seconded by AB.**

**2022.6** Matters Arising - There were none.

### CLERK'S REPORT

**2022.7** Policy – **Revised Byelaws proposed for approval by AB, seconded RG.**

**2022.8** Finance Bill – Red Diesel Usage – Clerk confirmed that there had been some movement following discussions between ADA and the Treasury. The latest correspondence indicated that where maintenance works to watercourses benefited agricultural land, red diesel could be used. ADA were seeking further clarification from HM Treasury and members will be updated on any progress.



## **FINANCE REPORT**

**2022.9** Rating Report – FO confirmed that the balance of £55.20 related to 5 ratepayers and that it was expected the rates would be collected before the end of the financial year. It was noted that there were a couple of ratepayers who had in the past been reluctant to pay their drainage rates and one who requested the money to be collected in person. The FO confirmed this information would be passed on to the Rating Officer.

**2022.10** List of Payments, RG asked to test the market for insurance quotes. FO to undertake – **Approval proposed by DR and seconded by RG.**

**2022.11** Audit Review Meeting – Members noted the minutes of the meeting.

**2022.12** External Audit – FO confirmed that the audit had been completed with no issues raised.

**2022.13** Risk Register – FO took members through the Register and explained how the Board's day-to-day operations were covered by the Register. **DR proposed approval of and RC seconded.**

**2022.14** Estimates, Rates and Special Levies for the Year Ending 31 March 2023 – FO took members through the estimate and discussed the variances shown specifically with regard to the watercourse maintenance activity. This was explained by the Engineer and RG that the additional works had been approved. The proposed rate for the forthcoming year was for a 1p increase. **Approval proposed by AB and seconded by RG.**

**2022.15** Five Year Budget Estimate – FO took members through the report. He told members it gives the board a direction of travel. The aim will be to breakeven whilst maintaining an adequate level of reserves.

## **ENGINEER'S REPORT**

**2022.16** Asset Management – Eng reviewed the maintenance works that had been carried out during this financial year and discussed the additional works that were completed. The Eng confirmed that he would bring a proposed schedule of watercourse maintenance works to the next meeting in June for members to review and approve.

**2022.17** Environment Agency – The Eng concerns over the siltation in Earby Beck had been passed on to the EA and it is hoped that this matter would be addressed in this calendar year.

**2022.18** Planning Applications – Eng discussed with members Pendle Borough Councils Local Plan and the implications within the Board's catchment. The Engineer's report was approved by AB and seconded by RG.

## **HEALTH & SAFETY**

**2022.19** Information Noted.

## **ENVIRONMENTAL REPORT**

**2022.20** Biodiversity Action Plan – It was noted that the walkover surveys would be undertaken this year and recorded in the Board's BAP.

**2022.21** The Environment Bill -The Clerk advised that the enactment of this Bill will give the Board the opportunity to consider extending their boundary to the full catchment. The Board's sphere of influence and responsibilities will be extended along with an increase in the monies raised via drainage rates and special levy. This process will be long and involve a public consultation phase at some point.



**ANY OTHER BUSINESS**

**2022.22** RG thanked JBA staff for the professional manner in which they had managed the Board, especially in relation to the paperwork. This was echoed by members. The Clerk thanked members for the feedback which was gratefully received. RG also thanked AB for his service to the Board and wished him every success with his treatment.

**2022.23** The Eng thank RG for his time as Chair of the Board and his sentiments were with full support of those present.

**2022.24** The Eng informed members of the possibility of the Board carrying out a Hydraulic Model of their District that could be then shared with the EA and local planning authorities. The benefits of the model would allow the Board to make evidence based decisions when looking to maintain its assets. It was agreed that the Eng would bring more information to the Board for consideration at the next meeting.

**2022.25** RC updated members that Earby had updated their local flood plan and that the EA had updated their model of Earby Beck. The Eng would seek to obtain further information on both updates.

**DATE OF NEXT MEETING**

**2022.26** 23 June 2022, 2.00pm at Earby Town Council.

**1.5 Matters arising therefrom not elsewhere on the Agenda**