

1. Governance

Recommendations:

- Note the information contained in this report
- Elect a Chair of the Board
- Elect a Vice Chair of the Board

1.1 Election of Chair

1.2 Election of Vice Chair

1.3 Apologies for Absence

1.4 Declaration of Interest

1.5 Minutes of the Meeting held 26 June 2025

Member	7.11.23	6.2.24	18.6.24	12.11.24	4.2.25	12.3.25	26.6.25
Mrs Rosemary J Webster (Chair)	√	√	√	√	√	√	√
Mr John Richard Fawbert	-	-	-	√	√	A	√
Mr Graham W Martinson	-	-	-	-	-	-	-
Mrs Rita Brough (Vice Chair)	√	√	√	√	√	√	√
Mr Mally Boatman	√	√	√	√	√	√	A
EYRC							
Mr Brent Huntington	√	√	√	√	√	√	√
Cllr Liz Sargeantson	-	-	-	-	-	-	-
Cllr Nick Coultish	A	√	-	-	-	√	-
Cllr David Jeffreys	√	√	A	√	√	√	√
Cllr Anne Handley	-	-	-	-	-	-	-

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

Craig Benson (Clerk)
David Blake (Finance Officer)
Roger Smith (Engineer)
Janette Parker (Rating Officer)
Catherine Porter (Environment Officer)

Clerk
FO
Eng
RO
EO

Also in attendance: Elliott McDevitt on behalf of Wildlife Recovery Trust

Clerk thanked the Eng for the tour of the district and BH with regards the visit to Oakhill Nature Reserve. Members concurred.



GOVERNANCE

- 2025.32** Apologies for Absence – Mr Mally Boatman.

WILDLIFE RECOVERY TRUST

- 2025.33** A presentation was given by Elliott McDevitt, Lead Project Officer at the WRT regarding mink and their efforts to eradicate and how the Board could participate in the project. He confirmed that the Trust could supply the traps at a cost of £2,150 for the first year with £400 per year thereafter based on 5 traps. He added that they could help with setting the traps, provide training and potentially assist with sourcing someone to despatch the caught minks. Clerk thanked him for the presentation and advised the EO would be in contact once the Board had discussed further. He then left the meeting.

GOVERNANCE

- 2025.34** Declaration of Interest – None.
2025.35 Minutes of Meeting held 4 February 2025 – **Minutes considered and proposed as true record by DJ and seconded by RB.**
2025.36 Minutes of Extraordinary Meeting held 12 March 2025 – **Minutes considered and proposed as true record by RB and seconded by DJ.**
2025.37 Matters Arising – Clerk advised that a thank you letter had been received from Dementia UK regarding the Board's recent donation, and this was circulated to Members at the meeting.
2025.38 FOI/Complaints – Clerk advised that correspondence had been received from a Mr Les Rogers. BH declared an interest as knew Mr Rogers. Clerk read out the email received and proposed that himself, the Eng and EO arrange to meet him on site to discuss his concerns. **Discussions took place with All Members in agreement to proposal.**
2025.39 Board Key Performance Indicators – Noted.

CLERK'S REPORT

Clerk advised his report was for note with the following update.

- 2025.40** Re-Constitution – Clerk advised this had now progressed further and was expected shortly.
2025.41 Election Year – Clerk confirmed the procedure, and the register of electors was circulated to Members. **Approval proposed by DJ and seconded by RF.** The Clerk did add that dependent upon when the reconstitution was finalised then there may not be a requirement for an election, but he would keep Members updated.
2025.42 ADA – Clerk suggested the Board consider re-joining ADA adding that they had assisted IDBs with the red diesel issue and more recently, the Storm Recovery funding from DEFRA. **Discussions took place with the Members agreeing that costs should be provided at the next meeting for them to consider.**

FINANCIAL REPORT

- 2025.43** Rating Report – FO advised the outstanding drainage rates were now £338.
2025.44 List of Payments – Chair queried the £39,000 error payment to British Gas. FO explained that British Gas had used the wrong payment details for a different IDB and that this had now been corrected. BH asked how many others in the Shire Group were with British Gas. FO confirmed all had made the transfer from Woldmarsh. RB queried why a fee was still being paid to Woldmarsh. FO explained this was to enable the Board to purchase diesel for the pumps. Discussions took place with the decision made to cancel this contract. **Approval to the List of Payments proposed by RB and seconded by RF.**
2025.45 Internal Audit – FO confirmed this was now completed and that the Auditor had stated the Board was underpinned by sound management.
2025.46 Annual Governance and Accountability Return (AGAR) Section 1 – FO took Members through and **approval proposed by RF and seconded by DJ.**
2025.47 Accounts for the Year Ended 31 March 2025 – FO took Members through advising that a surplus of £152,382 had been made for the year and following the transfer to the Capital Reserve

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Account this resulted in a balance carried forward of £332,630. **Approval proposed by DJ and seconded by RF.**

- 2025.48** Budget Comparison for the Year Ending 31 March 2025 – Information noted following review of Accounts previously.
- 2025.49** Capital Reserve Account – Noted.
- 2025.50** Annual Governance and Accountability Return (AGAR) Section 2 – FO took members through and **approval was proposed by DJ and seconded by RF.**
- 2025.51** Five Year Forecast Estimate – Noted.
- 2025.52** Clerk advised that a DEFRA consultation was ongoing which would change the Grani-In-Aid process. The proposals were for applications up to 3 million these would be 100% grant funded with applications over 3 million likely to be 90% funded with Boards expected to contribute 10%. He added if the proposed changes went ahead then the Board may not need to utilise as much of its own capital as currently forecast.

ENGINEERS REPORT

Engineer advised the report was for note with the following added

- 2025.53** Pump Stations – Eng confirmed that Pump 2 at Downes Ground needed the motor removing for refurbishment and, based on estimated costs of £4/5,000 asked for Board approval to arrange. **Approval proposed by BH and seconded by RF.**
- 2025.54** Storm Recovery Fund – Information noted with Eng adding that costs were still being reviewed.
- 2025.55** Hydraulic Modelling – Eng stated that JBA Consulting were still waiting approval from HBD and or ERYC to commence modelling options in relation to the proposed works at the Freeport site. Discussions took place on this and other developments within the district and Eng reported that ERYC were not listening to the comments made by the Board and some works were going ahead without any approval at all. DJ queried who had been contacted at the Council to which the Eng confirmed the case officers stated in the meeting papers. The Eng advised that a meeting took place over 12 months ago with James Chatfield to discuss the historic and current issues the Board are dealing with. He added that following discussions between himself and the Clerk it was proposed that concerns were raised with the CEO of ERYC. RB stated that some Council representatives failed to attend meetings yet they state that the Board not doing anything when every attempt is being made to engage with them. BH suggested as a representative for the Council on the Board he could attend Council meetings. It was agreed that a response on the Freeport site needed to be pushed for.

ENVIRONMENTAL REPORT

- 2025.56** Legislation – Information noted.
- 2025.57** Biodiversity Action Plan – EO took members through the proposals for the next 5 years with **BH proposing approval of, RB seconding and all in favour.**
- 2025.58** Mink Eradication – Discussions were held following the presentation by the WRT and whilst all agreed the Board needed to act on this and that traps should be placed at each of the pumping stations the stumbling block would be in despatching of those caught. RF offered to contact Ian Cox to see if he would be interested in undertaking this whilst the Clerk stated he and the EO would investigate contractors who could provide this service and report back to the Chair and Vice Chair with costs. FO suggested that the costs incurred should be in addition to BAP budget set, allowing the EO to begin to implement the BAP. **BH proposed approval of the action with RF seconding and all in favour.**

DJ left the meeting.

HEALTH & SAFETY REPORT

- 2025.59** Information noted.

REPRESENTATION

- 2025.60** Information noted.

DATE OF NEXT MEETINGS

- 2025.61** 11 November 2025 and 3 February 2026.

11/11/25