

COWICK AND SNAITH INTERNAL DRAINAGE BOARD

MINUTES OF THE FULL BOARD MEETING

THURSDAY 16TH MAY 2019

THE BOARD'S OFFICES, 91 BRIDGEGATE, HOWDEN, DN14 7JJ

PRESENT:

Ratepayer Members: Mr Cooper(C) Mr E Bayston(VC) Mr R Thompson
 Mr I Wood Mr T Bayston Mr A Wood
 Mr Kealey

Appointed Members:

Co-opted Members:

Members Present: 7

APOLOGIES:

Ratepayer Members: Mr W Bayston

Appointed Members:

Co-opted Members: Mr S Wood

ABSENT:

Ratepayer Members:

Appointed Members:

Co-Opted Members:

IN ATTENDANCE:

Officers: Miss Cowen – Corporate Strategy Manager
 Mr Towse – Asset Manager
 Mrs O’Driscoll – Board Secretary (Minutes)

Others:



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490 Welcome, Introductions and Apologies

490.1 The Chairman welcomed Board Members to the meeting and gave apologies from Mr W Bayston and Mr S Wood. He also advised that Cllr Barratt had now retired and was therefore no longer a Board member; also, Mrs S Saxleby had stood down.

491 Declarations of Interest

491.1 None were given.

492 Additional Agenda Items

492.1 The Chairman asked if anyone had any additional items that they would like to discuss.

492.2 The AMgr said he would like to update members on some minor operational issues at the end of the meeting, regarding fire extinguishers, piling at Carr Lane PS, and replacing fencing on one of the Board's watercourses.

493 Minutes of the previous Board Meeting, 10th January 2019

493.1 The Chairman informed that a correction needed to be made to item 477.5; maintenance work had not been carried out between Cowick and Pollington.

493.2 The Chairman also queried if it has been checked when the Public Loan ends; the CSM would look into this matter. **Action CSM**

493.3 It was PROPOSED by MR T BAYSTON and SECONDED by MR A WOOD and UNANIMOUSLY RESOLVED that (other than the corrections listed above) these minutes be adopted as a true record.

494 Matters Arising

494.1 The AMgr noted that the description of the location of the sewage overflow against minute 485.2 needed amending from East Cowick to West Cowick, adding that this matter was still ongoing. **Action CSM**

494.2 With regards item 475.2 the AMgr confirmed that a response had been sent to Yorkshire Water advising that consent would not be given due to this being sewage and not surface water. He added that no further correspondence had so far been received from YW.

494.3 There were no further matters arising.

495 Minutes of ADOC Consortium Meeting 21st February 2019

495.1 The CSM directed Board Members to the minutes for noting.

495.2 The AMgr informed that, due to feedback received from members of other ADOC Boards, Members' names will be abbreviated using their initials as well as surnames so that they can be properly identified.

496 Invoices Paid and Accounts Settled Q4

- 496.1 The CSM directed Board Members to the schedule of invoices paid and accounts settled.
- 496.2 Mr T Bayston enquired if a review of the electricity supplier will be undertaken on a consortium basis when the contract comes to an end.
- 496.3 The AMgr advised that OHDB use Woldmarsh to find the best price on the Board's behalf and that he will be looking at them to find a competitive price. He added that he is looking at this for all of the ADOC Boards.
- 496.4 It was PROPOSED by MR R THOMPSON and SECONDED by MR A WOOD and UNANIMOUSLY RESOLVED that the Board APPROVES the invoices paid and accounts settled as a true record.

497 Risk Register 2019 Review

- 497.1 The AMgr explained that there was to be a slight change to the agenda, advising that item 9, the Risk Register 2019 Review, needed to be approved before the Annual Governance and Accounting Statements. The AMgr directed Board Members to the supplementary meeting papers.
- 497.2 The AMgr explained that as part of good governance, the Board should undertake a regular review of the potential risks and threats that may impact on its operations. He explained that the review looked at whether risks should be managed, insured, transferred or accepted.
- 497.3 The CSM added that although the register will be reviewed annually, it was unlikely to change much from year to year.
- 497.4 The Chairman asked if Board members were insured. The CSM replied that she believed this was the case but that it may not appear separately on the register. CSM to check that Board Members are fully insured. **ACTION CSM**
- 497.5 Subject to clarification regarding Board Members' insurance, the Risk Register was UNANIMOUSLY APPROVED.

498 Health & Safety

- 498.1 The AMgr notified that there was nothing new to report regarding Health and Safety.

499 Asset Management Plan

- 499.1 The AMgr explained that the Asset Management Plan was now complete, adding that this gave a full record of all the Board's maintained watercourses, which would be used to implement the Framework Contract.
- 499.2 He added that all culverts in the Board's district had been digitised and that those not owned or maintained by the Board had been removed from the Framework Contract.

499.3 The AMgr continued that this allowed the Board to tighten-up on checking what contractors were charging for.

500 Framework Contract

500.1 The AMgr informed that the tenders had recently gone out and he was waiting for the documents to be returned, in view to awarding contracts in June. He added that the legal aspects of drawing up the contract had taken longer than planned.

500.2 The AMgr informed members that he needed to look into a contractual issue with a contractor who believed he was still under contract, but the AMgr thought the contract had ended and that current work was being carried out as an extension to the contract.

500.3 He went on to explain how the tender process would work, adding that they were set up on a 60% cost / 40% quality basis, to ensure that the decisions were not solely determined by cost.

500.4 The Chairman asked for a list of the contractors who had been issued with tender documents; the AMgr agreed to forward the list to the Chairman. **ACTION AMgr**

500.5 The Chairman asked if it was possible to find out if the Board owned any of the drains that they maintain. The AMgr advised that a list could be requested from the Land Registry of any land registered in the Board's name. The CSM added that it was £11 for the list and then a further £3 to request a copy of the title deed of any land in the Board's name.

500.6 The AMgr explained that A3 plans would be issued to the contractors and that they would be required to mark them up with work completed and return these with their invoice.

500.7 Mr A Wood asked if Board Members could set up a 'Whats App group' to share pictures to highlight any concerns. The AMgr said this was a possibility but email was preferable. He added that a 10% retainer had been written into the contract pending satisfactory completion of works, to give a greater element of control.

500.8 The Chairman reminded Members that they should not directly contact contractors.

501 Annual Maintenance Plan Approval

501.1 The AMgr explained that, as the annual maintenance programme was predicated on available budget / tender value, it was not yet possible to present this to the Board. He proposed that delegated authority be given to the Chairman and Vice Chairman to approve the programme on behalf of the Board.

501.2 It was PROPOSED by Mr R Thompson and SECONDED by Mr I Wood and UNANIMOUSLY RESOLVED that the Chairman and Vice Chairman be given delegated authority by the Board to agree the annual maintenance programme for 2019/20.

502 Highways England

- 502.1 The AMgr gave an update, explaining that he had had discussions with Highways England directly rather than with A1+. He added that progress was still slow going at the moment.
- 502.2 He added that there had been a bit of work carried out at the Langham Interchange but that this had only been done because the Board drains the land above that area. He continued that while some work was being carried out, he was reluctant to go down the route of serving notice.
- 502.3 Some discussion took place; the AMgr suggested it may be worth setting a meeting up at Cowick with both Highways England and A1+. **Action AMgr**

503 Capital Programme

- 503.1 The AMgr explained that there was not much to update members on regarding the Capital programme; the background work was ongoing in view to having the Capital Maintenance Strategy in place for the next investment period in 2020/21. He added that there had been talk of ring-fencing funds for life-expired assets, but this had not been formally confirmed.

504 Board membership

- 504.1 The CSM advised that due to the forthcoming local elections, there may be changes to the Council-appointed members. Some discussion took place as to what this may mean for the Board.
- 504.2 The AMgr added that it was in the Board's interest to have local members.
- 504.3 The CSM advised that the CEO had been in contact with the Council to see if they would accept suggestions for Board Members. The AMgr added that these would be members appointed by the Council.
- 504.4 The Chairman suggested that it may be worth contacting Croda to see if they wanted a representative on the Board.

505 Chairman's Remarks

- 505.1 The Chairman enquired about the pumping station on Selby Road, which appeared to be pumping when it shouldn't be. The AMgr replied that a letter had been sent to Yorkshire Water and he read out their reply. He continued that the pumping station needed to be monitored regularly in order for the Board to make a strong case to YW.
- 505.2 Returning to membership, the Chairman commented that he thought there should be a least one councillor on the Board.

506 Accounting statements and Annual Return

- 506.1 The CSM asked the Chairman if she could address item 8 on the agenda. She explained that the Board's Accounting Statements for 2018/19 had been prepared by the Board's

accountants, Hunter Gee Holdroyd Ltd, and directed Board members to the Schedule of Accounts provided in a supplementary paper.

- 506.2 She advised that some of the terminology may have changed from that used by the previous administration.
- 506.3 She summarised the Annual Governance Statement, explaining that this must be considered by the Board before considering the Accounting Statements.
- 506.4 She continued that the Annual Return and Accounting Statements would be inspected by the Board's internal auditors before submission to the Board's External Auditors, PKF Littlejohn.
- 506.5 The CSM ran through the Annual Governance Statements followed by the Accounting Statements.
- 506.6 It was PROPOSED by MR I WOOD and SECONDED by MR E BAYSTON and UNANIMOUSLY RESOLVED that the Board APPROVES the Annual Governance Statement for 2018/19.
- 506.7 It was PROPOSED by MR A WOOD and SECONDED by MR T BAYSTON and UNANIMOUSLY RESOLVED that the Board APPROVES the Accounting Statements for 2018/19.

507 Additional items

- 507.1 The AMgr informed that the fire extinguishers in the pumping stations did not appear to have been checked since 2014 and that this should be carried out annually. He added that he intended to use 'Central Fire' for this.
- 507.2 He next informed that the plastic piling at Carr Lane pumping station was failing and therefore the Board may need to look at having this redone.
- 507.3 The AMgr also informed that the fence at the rear of the Scout Hut was falling into the watercourse, and if the Board was to fund the repositioning of the fence, it would give the Board better access to the water course.

508 Date of Next Meeting

- 508.1 It was confirmed that the next full board meeting was scheduled for 9th January 2020, 2pm at the Board's Offices.