

MINUTES OF THE INFORMAL BOARD MEETING OF THE OUSE AND HUMBER DRAINAGE BOARD HELD AT 9.00AM ON TUESDAY 5 AUGUST 2014 AT BOOTHFERRY GOLF CLUB, SPALDINGTON LANE, HOWDEN, DN14 7NG

PRESENT: Mr J Atkinson (Chair), Cllr K West (Vice Chair), Mr S Martin, Mr J Hick, Mr A Wraith, Mr R Nicholls, Cllr V Aitken, Cllr C Bayram, Mrs H Ellis, Cllr S Lane, Mr S Towse.

IN ATTENDANCE: Mr A Morritt (Chief Executive) Mrs Y Huitson (Secretary).

APOLOGIES: Cllr P Pollard, Mr R Patchett (Vice Chair), Mr T Featherby, Mr J Wright, Mr J Traill, Mr C Mowforth, Cllr A Burton, Cllr C Mole, Cllr N Evans, Mr Allen (Chief Engineer) .

ABSENT: Mr J Sweeting, Mr R Falkingham, Mr I Screeton

In response to the Chair, the Chief Executive confirmed that the required quorum of 12 members were not present and therefore this meeting could not constitute a formal meeting of the Full Board and no formal or binding decisions could be made.

The Chair delayed the start of the meeting until 9.30am to allow for late arrivals and allow the Chief Executive to contact absent members. A quorum could not be achieved; therefore the Chair suggested that an informal meeting be held following the existing agenda, acknowledging the limitations previously explained by the Chief Executive. This was agreed by members present.

2. DECLARATIONS OF INTEREST:

Mr Hick declared an interest in item 12(i) on the agenda.

3. MINUTES OF THE PREVIOUS MEETING OF THE FULL BOARD: held on Tuesday 13 May 2014 and previously circulated were considered by the members present.

It was:

Proposed: Cllr Bayram

Seconded: Cllr West

And **AGREED** that the next Full Board meeting should **ACCEPT** these as a true and proper record.

4. MINUTES OF THE EXECUTIVE COMMITTEE MEETING held on Wednesday 2 July 2014 and as previously circulated were considered by the members present.

It was:

Proposed: Cllr Bayram

Seconded: Cllr Lane

And **AGREED** that the next Full Board meeting **APPROVE** and **ADOPT** these minutes.

5. FINANCE AND AUDIT REPORTS:

i. Defra IDB1 Forms and Annual Audit

The Chief Executive summarised the previously circulated report. He also updated members on the proposed changes resulting from the abolishing of the Audit Commission and the ADA's response on behalf of IDB's to the associated consultation.

ii. Income and Expenditure Report

The Chief Executive summarised the contents of the previously circulated report.

In response to Mr Martin, the Chief Executive informed members present that the 'overspend' on machine maintenance was a result of works that had overrun from the 2013/14 works programme.

It was:

Proposed: Cllr Bayram

Seconded: Mr Martin

And **AGREED** that members present **SUPPORT** the **APPROVAL** of the Income and Expenditure Report as presented at the next Full Board meeting.

iii. Balance Sheet

The Chief Executive summarised the previously circulated Balance Sheet for the quarter 1 April 2014 to 30 June 2014.

It was:

Proposed: Cllr Bayram

Seconded: Cllr Lane

And **AGREED** that members present **SUPPORT** the **CONFIRMATION** of the Balance Sheet as presented at the next Full Board Meeting.

iv. Invoices Paid and Accounts Settled

The previously circulated report was considered by members present.

In response to Mr Nicholls, the Chief Executive confirmed that transaction number 6777 was for pump hoses lost or misplaced during the confusion of the tidal surge and that it might be possible to claim this expense as part of the Environment Agency restoration grant.

It was:

Proposed: Cllr Aitken

Seconded: Mr Nicholls

And **AGREED** that members present should **SUPPORT** the **CONFIRMATION** of the report as presented at the next Full Board Meeting.

v. **Investments**

The Chief Executive summarised the previously circulated report and confirmed that management of the Boards investments had been delegated to the Executive Committee who would be considering this matter at their next meeting.

It was:

Proposed: Cllr Aitken

Seconded: Mr Wraith

And **AGREED** that members **SUPPORT** this item at the next meeting of the Full Board.

6. GOVERNANCE AND POLICIES

i. Schedule of Matters Reserved and Division of Responsibilities

The Chief Executive summarised the previously circulated report and supporting documents in particular that they provide a clear definition of the duties and roles of the Internal Drainage Board, Board Members and Executive officers thereby allowing a clear, transparent and fully accountable management process.

In response to Cllr Bayram, the Chief Executive confirmed that all the Board policies were based upon ADA model documents.

Cllr Aitken suggested a specific report/information document be provided to members prior to the next Full Board meeting.

In response the Chief Executive drew members' attention to the summary documents previously provided, outlining the main Acts of Parliament, their core requirements and their impact on IDB activities and policies.

Mr Martin felt that the documents presented were very sensible.

In response to Mr Martin, Mr Towse and the Chair confirmed that these documents had been discussed at length by the Executive Committee, who were happy to **RECOMMEND** them to the Full Board.

7. BOARD MEMBERS AND STAFF:

i Training

The Chief Executive summarised the training undertaken by staff and members, circulating the report provided by Kay Sidebottom, and recommending that training should be a regular activity

Mr Martin felt that short training sessions could be included as part of or after Board meetings.

The Chief Executive asked members present to provide feedback on what areas of training they might desire as additional training.

ii **Staffing**

The Chief Executive summarised the previously circulated report and recommendations.

A discussion followed regarding future staffing strategy, in sourcing/out sourcing works, equipment requirements etc.

The Chief Executive expressed his concern that any delay in the recruitment of replacement staff could compromise operational activities due to a staffing shortfall.

Mr Martin felt that members should acknowledge that the Executive Committee had considered this in great detail and supported the recommendation made by Board Officers

Members **AGREED** that it would be prudent to commence the recruitment process as described.

8. **HEALTH AND SAFETY:**

The Chief Executive summarised the previously circulated report emphasising recent HSE concerns regarding works near power cables.

9. **RIVER FOULNESS AND MARKET WEIGHTON CANAL:**

The Chief Executive summarised the previously circulated report, emphasising the type of work no longer being funded by the Environment Agency/Government and the risks to Board operations this posed.

Mr Martin was concerned that the Efra Committee Report into the Winter Floods whilst supportive of the main issues could not make binding recommendations on Government policy.

Mrs Ellis explained the concerns of landowners adjacent to the Foulness, and the increasing chance of waterlogging due to river levels and land shrinkage.

The Chief Executive confirmed that land shrinkage was more evident on the north bank of the Foulness.

The Chief Executive confirmed that actual river/canal levels were well within the specified retained summer levels of -0.075m to 0.4m AOD.

Further discussion followed on the current level of funding and maintenance on Market Weighton Canal and a possible Public Sector Cooperation Agreement (PCSA).

The Chair drew this discussion to a close stating it was obvious that those present agreed that the current situation had to be addressed.

Therefore it was:

Proposed: Cllr Aitken

Seconded: Cllr Lane

And **AGREED** that members present **SUPPORT** the continued development of a PCSA subject to final **APPROVAL** by the Full Board.

10. **HUMBER STRATEGY:**

i. **Repair Works**

The Chief Executive summarised the previously circulated report, explaining the delays caused by the Environment Agency's change to the WEN Framework and the subsequent decision to revert back to the IDB's undertaking the work and the resulting delay this had caused (5 months).

Members felt it was unwise to delay the process any longer and that Executive Managers should continue the procurement process as a matter of urgency.

It was:

Proposed: Cllr Lane

Seconded: Cllr Aitken

And **AGREED** that the procurement of these repairs be considered **EMERGENCY WORKS** and that manager's continue the procurement process, reporting progress to the next Full Board meeting.

11 **REPLACEMENT VEHICLE:**

The Chief Executive summarised the previously circulated report and updated members present of subsequent progress. Details of the quotes provided were circulated.

The Chief Executive confirmed that further Board Approval was not required as an allocation of £28k had been included in the Approved Budget for 2014/15; he also confirmed that at £17,900 the best quote was within the delegated authority of the Chief Executive and Chair.

12. **CAPITAL WORKS:**

- i. The Chief Executive summarised the previously circulated report and current progress with the Eastington and Laxton, and Gilberdyke and Blacktoft schemes.

In response to Cllr Aitken the Chief Executive confirmed it was still intended to be in a position to award contracts in late December 2014 or early January 2015.

The Chief Executive also confirmed that a public open event would be organised later in the year.

In response to Mr Wraith, the Chief Executive confirmed that affected land owners were aware of current progress and that a further meeting was to be arranged with Yokefleet Estates.

ii. **Horsefair Development**

The Chief Executive explained the current situation regarding the proposed development.

In response to Cllr Bayram's request, the Chief Executive felt it was inappropriate for the Board to provide information to members at present, as the developer had yet to confirm details of the development.

iii. **Wholsea Bridge**

The Chief Executive updated members present on the current position regarding Wholsea Bridge.

The current repairs were estimated at £30,000 to £35,000 and as they include some betterment the developer had agreed to make a 50% contribution thereby offsetting the additional betterment costs and some of the Board's costs. Legal agreements are to be drawn up accordingly.

It was

Proposed: Cllr Lane

Seconded: Cllr West

And **AGREED** that members present **SUPPORT** this approach at the next Full Board meeting.

13. MAINTENANCE UPDATE:

The Chief Executive summarised the previously circulated report.

A discussion followed regarding the Lower Derwent SSSI and its relationship with agricultural land that drained through or into it.

Members present felt it was useful for officers to be involved in any work to restore the wetlands as this could benefit the Board.

14. CONSENTS

The Chief Executive confirmed that the consent to directional drill under the Foulness for the wind turbine cable has been issued.

15. ASSOCIATION OF DRAINAGE AUTHORITIES

The Chief Executive summarised the changes resulting from ADA's recent incorporation.

Members present were informed of the ADA AGM to be held on 12 November 2014.

The Chief Executive gave feedback on the ADA stands at the Yorkshire and Driffield shows. Both had been well attended and gave a useful PR opportunity.

14. ANY OTHER BUSINESS:

Mr Towse informed members present of the Holme upon Spalding Moor Parish Councils interest in the footpath on the 5 yard strip adjacent to Delphin Drain.

The Chief Executive informed members present he was in contact with the Parish Council and East Riding of Yorkshire Council and would assist where appropriate.

The Chair thanked members for their contribution and closed the meeting at 11.15 am.