

## DONCASTER EAST INTERNAL DRAINAGE BOARD

Minutes of a Meeting of the Board held at 2.00 p.m. on Friday, 25th May 2018, at Armthorpe Community Centre.

- |                                     |                               |
|-------------------------------------|-------------------------------|
| Mr M. Brooke                        | * Mrs C. Anderson             |
| * Mr P. Cornish                     | * Mrs R. Chapman              |
| Mr K. Durdy                         | Mr C. Crowe                   |
| * Mr R. Durdy                       | * Mr L. Garrett               |
| Mr P. Horne (Vice-Chairman)         | * Mrs P. Hagan                |
| * Mr G. Parker                      | * Mr J. Hoare                 |
| * Mr G. Platt                       | * Mr C. McGuinness (Chairman) |
| * Mr P. Wilkinson                   | * Mr M. Oldknow               |
| Mr N. Williams                      | * Mr D. Ridge                 |
| Vacancy                             | Mrs S. Wilkinson              |
| Vacancy                             | Vacancy                       |
|                                     | Vacancy                       |
| * <i>Present</i>                    |                               |
| * A. McGill (Chief Executive)       |                               |
| * D.J. Sisson (Engineer)            |                               |
| * J.D. Watson (Operations Director) |                               |
| * R. Brown (Operations Manager)     |                               |
| * <i>In attendance</i>              |                               |

### 2018.19 APOLOGIES

Apologies for absence were received from Messrs M. Brooke, P. Horne and N. Williams.

### 2018.20 DECLARATIONS OF INTEREST

Mr P. Wilkinson - agenda item 10 (2:3 Simms Hill Drain).

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### 2018.21 NOTIFICATION OF ITEMS OF ANY OTHER BUSINESS

The Chairman circulated the minutes of an Extraordinary Meeting which were detailed on Pink Paper and asked for these to be handed back at the end of the meeting. It was agreed to discuss these under Matters Arising.

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### 2018.22 BOARD MINUTES - 9TH FEBRUARY 2018

RESOLVED

That the minutes of the meeting of the Board held on 9th February 2018 be confirmed as a correct record.

### 2018.23 MATTERS ARISING

The minutes of the Extraordinary Meeting held on 17th May 2018 were approved by the Board. The Chairman gave an update on the position which, due to the confidential nature of the discussion, was recorded on Pink Paper.

## 2018.24 WATER LEVEL MANAGEMENT COMMITTEE MINUTES - 23RD MARCH 2018

The attached minutes were presented for consideration.

Regarding Minute 7:1 (Thorne and Crowle Moors SSSI - Restoring the Humberhead Peatlands Life Project) the Chairman reported that following a meeting and discussions with Natural England and the Environment Agency (EA), confirmation had been received from the EA that the underspend on the project could be transferred back to Natural England who would undertake any outstanding work on the site. In response to Mr M. Oldknow who asked for clarification on the role of the existing Steering Group, the Chief Executive reported that Natural England would be drawing up heads of terms which would also confirm liability. Once confirmed, the Steering Group would be disbanded.

The Chairman reported that the final report by Faithful and Gould would be circulated once their investigation was complete.

### RESOLVED

That the minutes of the meeting of the Water Level Management Committee held on 23rd March 2018 be confirmed as a correct record and the recommendations made be adopted by the Board.

## 2018.25 FINANCE COMMITTEE MINUTES - 23RD MARCH 2018

The attached minutes were presented for consideration.

### RESOLVED

That the minutes of the meeting of the Finance Committee held on 23rd March 2018 be confirmed as a correct record and the recommendations made be adopted by the Board.

## 2018.26 DRAINAGE RATES AND SPECIAL LEVIES

The Chief Executive reported that the balance outstanding at 16th May 2018 totalled £381,212.68; this included £1,485.93 brought forward from last year. The collection rate to date showed 31.1% for drainage rates and 51.1% for special levies.

In response to Mr P. Cornish, the Chief Executive stated that any write-offs would be presented to the Board for approval. The usual process for collecting outstanding drainage rates would be to issue reminders then, if necessary, to instigate court proceedings and instruct Enforcement Agents.

### RECEIVED

## 2018.27 FINANCE

### (a) Final Accounts for the Year Ending 31st March 2018

The DRAFT Final Accounts were presented for consideration. The Chairman stated that these had been presented to the Finance Committee for consideration by the Accountant from Forester Boyd. Mr Oldknow who had chaired the meeting gave an overview of the discussion and the recommendations made by the Committee, in particular, the fixed assets.

### RESOLVED

That the Final Accounts for the year ending 31st March 2018 be approved by the Board subject to an amendment of the tangible assets policy (amended Final Accounts attached).

(b) Audit of Accounts for the Year Ending 31st March 2018

The Chairman stated that Brodericks GBC Accountants had conducted the Internal Audit up to the end of December 2017 and he had received the report. The Internal Audit for the period January to the end of March was being undertaken by TIAA Ltd on 7th and 8th June 2018 and the report would be circulated to the Chairman and Vice-Chairman for consideration.

RESOLVED

- (i) That the appointment of the Internal Auditors as reported above be approved.
- (ii) That the Chairman and Vice-Chairman be granted delegated authority to review and accept the Internal Audit reports once completed.

(c) Annual Governance Statement and Review of Internal Control

The Annual Governance Statement was presented for consideration. This was considered in detail.

RESOLVED

That the Annual Governance Statement be approved and signed by the Chairman upon completion of the Internal Audit.

(d) Accounting Statements 2017/18

The Chief Executive presented the annual Accounting Statement for consideration. There were still some queries to be addressed regarding the figures and the Chairman would be raising these with the former administrators. The Finance Committee had reviewed the accounts in detail and agreed that these accurately reflected the current financial position of the Board.

The total fixed assets figure had been adjusted in the DRAFT version and was awaiting identification of the assets. Once complete this figure may be adjusted; this would have no material effect on the income/expenditure of the Board.

RESOLVED

That the Accounting Statements for 2017/18 be approved and signed by the Chairman upon completion of the Internal Audit and verification of the fixed asset figure.

(e) Income and Expenditure Report

Officers presented a report detailing income and expenditure from 1st April to 30th April 2018 which showed income of £742,980 and expenditure of £14,220 giving an overall balance of £1,488,300.

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(f) Cash Reserves and Investments

Balances totalled £1,093,779.04 and loans outstanding £631,761.08 at 30th April 2018.

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(g) Schedule of Payments over £500

The attached schedule of payments over £500 had been approved by the Finance Committee.

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2018.28 OPERATIONS REPORT

Officers presented the attached report for information.

Regarding 2:3 (Simms Hill Farm Drain), slips required repair and full costs on reforming of the watercourse would be brought back to the Board for consideration.

Regarding 2:5 (Cuckoo Lane Pumping Station), officers had met with representatives of the Coal Authority to clarify responsibility for the asset and surrounding watercourses. It appeared that the Board was responsible for the culverted section and the Coal Authority for the open watercourse. Officers were therefore working on a proposal and costing the necessary works for consideration by the Coal Authority and the Board. Cleaning of the sump and the new grate was approved. It was noted that there was also a fault with Pump Number 1 at the station and this was being investigated.

It had been agreed with the Environment Agency that the Board's contractors would undertake maintenance work on the Digging Dyke at Woodhouse on a rechargeable basis.

The Board's trailer had now been collected and was being stored at Owston Ferry when not in use.

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2018.29 ASSET RENEWAL AND REFURBISHMENT CAPITAL PROJECTS

(a) Update on Projects

Officers presented an update on projects. It was noted that English Nature would lead on delivering extra works on the Thorne and Crowle Moors SSSI Project.

(b) Hydraulic Modelling Project

The Engineer reported that discussions had been held with the Environment Agency (EA) on a possible collaborative approach to the required hydraulic modelling on a catchment wide holistic basis. The EA had suggested that the best way forward would be to link with PUD5 as a way of delivering projects within ODU rules. Officers felt that this could be the best way forward as the EA already had a lot of information and knowledge of the catchments. The EA was keen to start with the Dirtiness Catchment which was in the programme for the current year, taking it beyond the basic modelling.

The indicative cost for the modelling was £136,675 (£40,000 local levy contribution, the remainder to be funded by the Board). The estimated timescale for completion was to scope the work during June, seek tenders and quotations in July with a view to work commencing in August for completion March 2019. Mr L. Garrett queried whether this was a realistic timescale but the Engineer was confident this was achievable and stated that the work must be completed within the timeframe in order to obtain local levy funding.

RESOLVED

- (a) That the Board proceed with the hydraulic modelling as detailed above.
- (b) That tenders be sought for the survey works and that the Finance Committee be granted delegated authority to approve the most suitable tender up to a cost of £40,000.

2018.30 DELEGATED MATTERS - PLANNING, BYELAWS AND SUPERVISORY ROLE

(a) Byelaw Applications

None since the last Board meeting.

(b) Section 23 Applications

The following consents had been issued since the last Board meeting:

DEIDB/LDC/2018/002 - Earthworks to the realignment of Rossington Drain including installation of reed beds and 11 clay check dams, construction of four culvert crossings with reinforced concrete headwalls and the construction of eight reinforced headwalls for future drainage connections and the construction of a hydro-brake chamber with inlet and outlet headwalls at national grid reference SK 60390 48825 at the former Rossington Colliery, Pheasants Bank, West End Lane in the parish of New Rossington.

DEIDB/LDC/2018/003 Temporary and permanent works in connection with the installation of a surface water outfall with headwall in a riparian watercourse discharging surface water from a new unit at King Edward Road at national grid reference SE 69177 14131 in the parish of Thorne.

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(c) Planning Applications

Officers had commented on 11 planning applications since the last Board meeting. No objections had been raised.

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2018.31 WEST MOOR PARK DEVELOPMENT

A request had been received for the Board to adopt a 200 metre section of open watercourse and two access culverts at West Moor Park Development.

Officers understood that this had been considered by the Board previously and that the request was refused as when it was presented at the November 2017 Board meeting it was stated that the commuted sum agreement would require ministerial approval.

However, the current Officers did not believe that this was the case. The applicant had requested that the Board reconsider its decision and Officers suggested that a commuted sum be sought from the applicant to cover the cost of future maintenance.

The Operations Manager further reported that a planning application had been submitted for Phase 2 of the works and it was expected that a further application may be made to the Board for swales etc. as part of this and Phase 3 of the works at a later date.

Members stated that the detail of the work was not available when the original decision was made and they agreed to reconsider the application. In response to Mr L. Garrett, the Operations Director reported that the commuted sum would include the maintenance cost of the watercourse plus any necessary inspections and repair costs for the culverts. The commuted sums would be calculated on a depreciating cost over a 75 year period.

In response to Mrs C. Anderson, the Chief Executive reported that another option was for the Board to undertake the work and recharge the cost of this and charge an ongoing maintenance cost. However, this could cause problems in the future if the land was sold; a commuted sum was therefore the preferred option to cover future maintenance costs. The Operations Director confirmed that the watercourse discharged into the Board's system and it would be preferable to have it under the Board's control. Mr D. Ridge stated that the watercourse and culverts must be designed to the Board's standards and in good condition before they were adopted. Officers reassured him that they would be inspected prior to transfer and that appropriate access for machinery would also be assured for the future. Mr G. Parker reported that the Board had had issues with access in the past and that this must be considered in the future. The Engineer stated that access arrangements would be considered at the planning stage.

#### RESOLVED

That the Board agree in principle to taking over responsibility of the open watercourse and access culverts at West Moor Park Development and that Officers calculate the commuted sum necessary for the future maintenance and enter into negotiations with the applicant regarding this and Phases 2 and 3 of the work; full report and costs to be presented to the Board for approval.

#### 2018.32 HEALTH AND SAFETY

There were no incidents to report.

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#### 2018.33 STAFFING

A request had been received from one of the Board's employees to take flexible retirement. Members were keen for him to train up any new members of staff and to pass on his knowledge of the area before his retirement. A discussion followed on succession planning.

#### RESOLVED

That the Chief Executive be granted delegated authority to review and proceed with the best way forward.

CHAIRMAN