

Minutes of a Meeting of the Doncaster East Internal Drainage Board held at 2.00 p.m. on Friday, 9th February 2018, at the Civic Office, Waterdale, Doncaster.

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| * 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. McGuiness (Chairman) |
| * Mr P. Wilkinson | Mr M. Oldknow |
| * Mr N. Williams | * Mr D. Ridge |
| Vacancy | * Mrs S. Wilkinson |
| Vacancy | * Mrs K. Winnard |
| | Vacancy |
| * <i>Present</i> | |
| * A. McGill (Chief Executive) | |
| * D.J. Sisson (Engineer) | |
| * J.D. Watson (Operations Director) | |
| * R. Brown (Operations Manager) | |
| * C.J. Manning (Environmental Officer) | |
| * <i>In attendance</i> | |

2018.1 APOLOGIES

Apologies for absence were received from Messrs R. Durdy and M. Oldknow.

2018.2 DECLARATIONS OF INTEREST

Mr P. Wilkinson - agenda item 13a (planning application number PA/2017/2140).

In response to Mr G. Platt, the Chief Executive reported that a Register of Members' Interest was held and would be reviewed annually. Other specific interests should be declared at each meeting.

The Chairman suggested that induction training should also be undertaken for all Board members. This would be reviewed and discussed at a future meeting.

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2018.3 NOTIFICATION OF ITEMS OF ANY OTHER BUSINESS

Mr P. Cornish queried progress with the Reconstitution of the Board. The Chairman stated that this had already been agreed but the implementation of this would need to be discussed at a future meeting.

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2018.4 BOARD MINUTES - 10TH NOVEMBER 2017

RESOLVED

That the minutes of the meeting of the Board held on 10th November 2017 be confirmed as a correct record.

2018.5 MATTERS ARISING

None.

2018.6 FINANCE COMMITTEE MINUTES - 7TH DECEMBER 2017

RESOLVED

That the minutes of the meeting of the Finance Committee held on 7th December 2017 be confirmed as a correct record and adopted by the Board.

2018.7 DRAINAGE RATES AND SPECIAL LEVIES

The Chief Executive reported that the data had extracted and transferred to the DRS rating system at the Lindsey Marsh offices but there were currently no digitised land parcels. A timescale for digitising the rating land parcels together with the cost would be reported to a future meeting for consideration.

A report on rate collection was presented; this showed a total of £3,573.29 outstanding in respect of drainage rates for 2017/18. The report showed a difference between the figures taken from the new rating system and those reported at the previous meeting (£86.74 in respect of balance outstanding from 2016/18 and £146.59 in respect of rates demanded in April 2017). These were being investigated by the Rating Officer and an update would be given at the next meeting.

Mr M. Brooke reported that the maintained drain maps had not been updated (Hatfield Chase area) since the new motorway was constructed and showed the drains running a different way. He had asked for this to be updated but was not sure whether it had been done. Officers agreed to investigate and report back to a future meeting.

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2018.8 FINANCE

The Chief Executive presented a report on the financial position which showed a total of £1,149,267.77 invested and borrowing of £658,951.23.

Following a meeting with the Chairman and Vice-Chairman, Officers had completed bank mandates for the change of signatories on the Lloyds Bank account with limits as follows:

Payments up to £5,000	One signatory - Chairman, Vice-Chairman, Chief Executive or Engineer
Payments between £5,001 and £20,000	Two signatories – Chairman, Vice-Chairman, Chief Executive, Engineer
Payments over £20,000	Chairman or Vice-Chairman and Chief Executive or Engineer
Opening and closing bank accounts, ordering of debit/credit cards, agreeing loans and overdrafts	Chairman or Vice-Chairman and Chief Executive or Engineer
Online banking	Chief Executive or Engineer

The Chief Executive reported that a separate Organisation had been set up on the Lindsey Marsh Exchequer Enterprise accounting system and electronic data from JBA was awaited and would then be uploaded; there was a problem with extracting the data from the old system. Wages were being paid to the two directly employed members of staff and an account had been set up with the Inland Revenue for PAYE.

Officers reported that detailed financial reports would be prepared for consideration once the information had been uploaded.

In response to Mrs K. Winnard, the Chief Executive reported that online banking was in the process of being set up and the limits for these and cheque signing would be as above. He confirmed that the Financial Regulations would also be reviewed and any amendments reported back to the Board for consideration. Mrs C. Anderson stated that the Public Sector Procurement Regulations would also apply.

RESOLVED

That the above signatories and limits be agreed for the Board's bank accounts.

2018.9 ESTIMATES OF INCOME AND EXPENDITURE - 1ST APRIL 2018 TO 31ST MARCH 2019

The Chief Executive presented the attached report together with two options for the estimates for 2018/19; Option 1 for a rate of 4.75p in the pound and Option 2 for a rate of 4.845p in the pound.

The Chairman suggested that there should be some grant aid set aside for smaller organisations who struggle to compete for grant funding against the National Flood Defence Grant in Aid criteria. The Chairman undertook to raise the issue at the Trent Regional Flood and Coastal Committee and emphasised that the Board may need to prioritise work in the future should sufficient funds not be available. It was noted that a review of all pumping stations would be undertaken and once this was complete the Board would have a better indication of the work required. In the interim, the Chairman recommended a 2% increase in the rate.

The Vice-Chairman highlighted that there could be some additional expenditure not allowed for in the 2017/18 estimate arising from the changeover of contractor providing support services.

Mr G. Platt reported that at a recent National Farmers' Union meeting alternative ways of funding for demaining had been discussed which included the possibility of collecting rates from the extended area up to the five metre mark to increase income.

It was proposed by Mrs R. Chapman and seconded by Mr N. Williams that the Board increase the rate by 2% for the year 2018/19.

RESOLVED unanimously

- (a) That the attached estimates of expenditure for the year commencing 1st April 2018 be approved (an increase of 2% on 2017/18).
- (b) That the amounts to be raised by means of drainage rates in respect of agricultural land and buildings, and special levies on the local charging authorities for the year commencing 1st April 2018 be as follows:
 - (i) by drainage rates levied in respect of agricultural land and buildings - £79,698,
 - (ii) by special levy on Doncaster Metropolitan Borough Council - £640,412,

- (iii) by special levy on North Lincolnshire Council - £12,748,
- (iv) by special levy on Bassetlaw District Council - 10,141,
- (c) That the drainage rate for the financial year commencing 1st April 2018 be made and sealed in the total sum of 4.845 pence in the pound.

2018.10 OPERATIONS REPORT

The Operations Director presented the attached report for information. A further report on the status of the Board's assets showed all pumping stations operating satisfactorily but highlighted a minor issue with the time clock at Wikewell Pumping Station.

Officers reported on the following issues being dealt with:

- (a) Slip on the Environment Agency (EA) Idle Bank North Drain - the Board would be undertaking repairs on behalf of the EA and recharging the cost. This watercourse was essential to the Board's systems.
- (b) Anchor Drain M180 South Soak Dyke at Hatfield Chase - watercourse in riparian ownership currently not maintained and holding up water. Officers were investigating the possibility of the Board undertaking the maintenance of this watercourse and were in discussions with the landowners.

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2018.11 ASSET RENEWAL AND REFURBISHMENT CAPITAL PROJECTS

The Engineer presented the attached report for consideration. A review of all capital projects was being undertaken and a full report would be presented to the Board on the outcome of this in October 2018. He emphasised that the Coal Authority would be preparing their budgets towards the end of the year and would require to be notified of any funding required from them within the next six months.

Officers presented an overview of the current Pumping Station Renewal and Refurbishment Programme up to 2034. This was currently being reviewed by Officers and updates would be presented to the Board as the review progressed.

Regarding item 2 (the Thorne Moors Project), Officers had met with Natural England for a briefing on the scheme. Several issues needed to be addressed and these were being investigated. The areas of concern included matters such as issues surrounding a shortfall in match funding, the Board's authority and position as the responsible partner to Natural England with regard to the project, the project underspend and availability of those funds beyond April 18 to complete additional works along with other governance and finance matters that required further clarification. The Chairman stated that the auditors were already looking into the areas of governance and financial management.

Regarding item 3 (Hydraulic Modelling), the Engineer confirmed that the Board had reserved funding in place to enable the work to be undertaken in 2018/19. There had also been local levy funding from the Environment Agency (EA) agreed for 2017/18 and the Engineer would be discussing potential roll over to 2018/19 with the EA. Officers would be meeting with the EA shortly to discuss what information was already available but it was doubtful that the modelling previously undertaken by them would be detailed enough. The Engineer stated that this would be a very worthwhile project which would assist with management decisions in the future.

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2018.12 ENVIRONMENTAL REPORT

The Environmental Officer presented the attached report for consideration.

Regarding item 2 (Haxey Grange Fen SSSI), in response to Mrs S. Wilkinson, the Environmental Officer reported that he was not aware that any funding was in place. Investigations were being undertaken and an update would be presented at a future meeting.

RESOLVED

That the attached report be noted and Waste Exemptions and Licences be renewed for a further three years.

2018.13 DELEGATED MATTERS - PLANNING, BYELAWS AND SUPERVISORY ROLE

(a) Applications and Consents

Officers presented a report detailing 14 planning applications to which appropriate comments had been made. Objections had been raised to two applications where development was within nine metres of a Board maintained watercourse.

The Chairman stated that although the Board was not a statutory consultee, it was now included on the official form so that it would be consulted by Doncaster Metropolitan Borough Council on planning applications within the area.

Mr K. Durdy understood that there was a large development to be built at Harworth and although this was not in the Board's area, the runoff would go into the Torne and then to Keadby Pumping Station. The Operations Manager was aware of this and had commented appropriately on the application on behalf of the Board.

It was noted that the land at Tudworth Hall Farm which had previously been Crown exempt was not sold; the Rating Officer would be asked to review this.

One Byelaw Consent had been issued for the construction of a surface water outfall into the Board maintained Mother Drain at national grid reference SE 58835 00667 at Mallard Way, Doncaster.

RESOLVED

That the following delegated authority be granted to the Chief Executive and Engineer:

- (i) to approve all byelaw applications which are in accordance with the Board's policy.
- (ii) to approve all crossings of Board maintained watercourses by utility companies.
- (iii) to approve all byelaw applications for culverted lengths up to 25 metres.
- (iv) to refuse any byelaw applications that do not comply with the Board's 'Code of practice for protecting Board maintained watercourses and culverts'.

- (v) to respond to all planning applications on the Board's behalf.
- (vi) to respond to all Section 23 applications on the Board's behalf.

(b) Enforcement Issue - High Water Levels in the Digging Dyke Area, Armthorpe

The Engineer reported that recent works by Highways England on the M18 toe drains had been hampered by high water levels in the Board maintained Village Drain and Diggin Dyke. Investigations had highlighted that this was caused by lack of maintenance of a section of Diggin Dyke between the Board maintained length and the Environment Agency (EA) maintained length approximately half a mile downstream. This section (adjacent to the Armthorpe Reservoir) was in the past maintained by the EA but it appeared that maintenance ceased some years ago along with the operation of Armthorpe Pumping Station as both assets were deemed low consequence.

Officers of the Board and the EA were in discussion to find a solution to the problem as it was considered inappropriate for this section of watercourse which linked the Board's system to the EA main river to be under riparian control. Officers suggested that enhanced maintenance could be undertaken by the Board under a Public Sector Cooperation Agreement (PSCA) to bring the watercourse up to standard and it could then be adopted by the Board.

Mr M. Brooke stated that he would like a meeting with the EA to discuss this and the possibility of cleaning out the remaining section of the watercourse controlled by the EA under the PSCA. The Engineer confirmed that a price for cleaning out the whole length of the watercourse had been obtained and this had been suggested to the EA. However, as the EA deemed this a low consequence watercourse little funding was allocated to it. He further reported that although the EA's section protected only a few houses, the Board's served a built up area. Members queried why this had been deemed as low consequence as water drained into here from Ikea etc and the top of Armthorpe. Mr G. Platt reported that this also took the overflow from the reservoir and runoff from the motorway. The Engineer suggested that the EA may have delayed maintenance work to undertake higher priority work.

Officers stated that should the EA not be able to undertake the work or agree to it being undertaken under the PSCA, the Board may have to consider adopting this stretch of watercourse.

RESOLVED

That Officers continue to work with the EA to raise the consequence level of the Diggin Dyke and pursue the possibility of the Board undertaking maintenance of the whole section under the PSCA.

2018.14 ENVIRONMENT AGENCY MATTERS

Officers briefed the Board members on the key areas of the De-maining of Snow Sewer. It was reported that the project had not gone to Public Consultation in Jan 18 as planned as the final details surrounding the costs of transfer of the asset had not been resolved. Discussions continued and it was planned that the transfer would move to Public Consultation later in the year.

The Engineer reported that the area covered by the Isle of Axholme Strategy was broken down into sub catchments based on the drainage catchments. The sub catchments have then been used to apportion the economic damages across the area (should flooding etc.

occur). An estimated amount of flood defence grant in aid was then calculated for each sub catchment and each asset in a similar manner to benefit apportionment. The outcome from this work has been scrutinised extensively by the various management groups within the governance structure of the Isle of Axholme flood Risk Management Strategy. This extensive involvement across all flood risk management authorities involved has ensured that the principles and outcomes of the apportionment are robust.

A detailed presentation by the Engineer. It was noted that although Tickhill showed as outside the area, it would benefit. A total of £4.75B was to be apportioned for the benefit of the whole area and all the Board's assets (including those part owned) within the benefit area were included.

In response to Mrs K. Winnard, the Engineer stated that a spreadsheet was available detailing the percentage allowed for each asset should members wish to view.

It was noted that the Board was represented on the Keadby Project Board by the Chief Executive and on all the various Isle of Axholme Flood Risk Strategy Governance Groups. Officers were monitoring progress of the Isle of Axholme Strategy very closely. Mr L. Garrett and the Chief Executive were also members of the Isle of Axholme Strategy Board and the Engineer a member of the Management Group. Doncaster Metropolitan Borough Council had agreed to the apportionment process.

RESOLVED

- (a) That the attached report be noted.
- (b) That the Benefits Apportionment methodology be approved.
- (c) That the outline business case for Keadby Terminal Outfall Pumping Station be prepared.

2018.15 HEALTH AND SAFETY

The Operations Director/Health and Safety Advisor would be undertaking a review of the Board's Health and Safety Policy, Risk Assessments etc. over the next 12 months and would make any necessary recommendations to the Board as this progressed.

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2018.16 BOARD MEETINGS AND COMMITTEES

The Chief Executive suggested that the Board set provisional dates for Board and Committee meetings for the year ahead.

It was noted that an annual meeting was usually held with the Environment Agency; this would be discussed with the Operations Manager after the meeting.

RESOLVED

That the following meeting dates be provisionally scheduled for 2018:

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| 1.00 p.m. | 23rd March - Water Level Management Committee |
| 2.00 p.m. | 23rd March - Finance Committee |
| 2.00 p.m. | 25th May - Board Meeting (Final Accounts approval) |
| 1.00 p.m. | 27th July - Environment Committee |
| 2.00 p.m. | 27th July - Finance Committee |
| 2.00 p.m. | 5th October - Board Meeting |

1.00 p.m. 9th November - Finance Committee
2.00 p.m. 9th November - Water Level Management Committee
2.00 p.m. 30th November - Board Meeting

2018.17 CONTRACT HANDOVER

Due to the confidential nature of the business being discussed, in accordance with Section 2 of the Public Bodies (Admission to Meetings) Act, 1960, details of this item are recorded on Pink Paper.

2018.18 ANY OTHER BUSINESS

(a) Association of Drainage Authorities (ADA) Trent Branch Meeting

The Engineer reported that the next Branch meeting would be held at 10.00 a.m. on Thursday, 22nd February 2018, at the Doncaster Knights Rugby Club, Armthorpe Road, Doncaster.

RESOLVED

That the Chairman, Messrs C. Crowe and N. Williams represent the Board at the ADA Trent Branch meeting on 22nd February 2018.

(b) Governance

In response to Mr C. Crowe, the Chief Executive confirmed that a review of Policies and Procedures would be undertaken over the coming year.

In response to the Vice-Chairman, the Chief Executive reported that he would be meeting with the Board's insurance broker within the next week to review what was in place and this would include members' insurance.

Regarding the Board's internal audit, Officers would review the existing contract with Brodericks to see what was already in place for the coming year. It was noted that the Lincolnshire Boards had recently tendered for an internal auditor and, should there not be a contract in place elsewhere, a cost would be sought for him to undertake this work.

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CHAIRMAN