

Doncaster East Internal Drainage Board

Minutes of a Meeting of the Board held via Microsoft Teams on Friday, 26th March 2021 at 2.00 p.m.

- * Mr M. Brooke
- * Mr P.A.M. Cornish
- * Mr R. Durdy
- * Mr P. Horne (Vice-Chairman)
- * Mr G.C. Parker
- Mr W.G.S. Platt
- * Mr N.V. Williams
- * Mr C. Crowe
- Mr L. Garrett
- * Mr P. Hagan
- * Mr J. Hoare
- * Mr C. McGuinness (Chairman)
- * Mr M. Oldknow
- Mr D. Ridge
- * Mrs S. Wilkinson

* *Present*

- * Mr A. McGill (Chief Executive)
- * Mr N. Kemble (Engineer)
- * Mr A. Malin (Senior Operations Manager)
- * Mr D. Braddy (Operations Manager)
- * Mrs N. Hind (Finance Manager)
- * Mrs C. Davies (Corporate Services Manager)

* *In attendance*

Observers

- * Mr I. Dixon
- * Mrs H. Norford

It was noted that Mr C. McGuinness may be late. In his absence Mr P. Horne chaired the meeting.

Members welcomed Mr Dixon and Mrs Norford to the meeting.

2021.22 APOLOGIES

Apologies for absence were received from Messrs W.G.S Platt, C. Crowe, and L. Garrett.

2021.23 DECLARATIONS OF INTEREST

None.

2021.24 NOTIFICATION OF ITEMS OF ANY OTHER BUSINESS

None.

2021.25 BOARD MINUTES

RESOLVED

That the minutes of the meeting of the Board held on 29th January 2021 be confirmed as a correct record.

2021.26 MATTERS ARISING

2021.11(b) - Summer Maintenance Programme

Mr M. Brooke stated that job cards must be provided to contractors well in advance of the work.

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Minute 2021.12(a) - Telemetry

The Engineer confirmed that telemetry would be installed in all stations but the units would be salvaged when any stations were removed from service (e.g. Idle Stop, Langholme).

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Minute 2021.11(a) - Emergency Drain Repairs

Mr M. Brooke emphasised that two thirds of the width of the drain had been lost due to the slips along Sandtoft Road. Officers confirmed that the Board's contractors were undertaking emergency repairs.

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2021.27 HEALTH AND SAFETY

The Senior Operations Manager reported that 22 incidents had been recorded across the Consortium for the year 2020, which was lower than expected. It was noted that the agriculture, forestry and fishing industry had the highest rate of workplace injuries and work-related ill health. In accordance with the Health and Safety Executive (HSE) recommendations, an action plan had been produced with 39 action areas to be considered, with a target of achieving 90% completion. In response to Mr P. Horne, the Senior Operations Manager confirmed that new staff were given a health and safety induction, all employees were supplied with copies of the Safe Systems of Work, Risk Assessments and regular health and safety training and awareness was given through training and tool box talks. The direct labour organisation also completed regular health and safety assessments such as plant checks and point of work risk assessments.

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2021.28 DRAINAGE RATES AND SPECIAL LEVIES

The amount outstanding at 10th March 2021 totalled £241.32; an overall rate collection to date of 99.70%.

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2021.29 FINANCE

(a) Management Accounts for the Period ending 31st January 2021

The Finance Manager presented the attached Income and Expenditure Accounts, Balance Sheet and Project Report Summary for the period up to 31st January 2021.

The variance report showed that the income was lower than anticipated for the ten-month period resulting in a negative variance of £20,614.23. This was largely due to PSCA income which had yet to be billed. In response to Mr P. Horne, the Finance Manager confirmed lease costs had been billed for land at Balby Carr of £100 a year for a period of three years.

It was noted that the Maintenance and Development Expenditure was lower than expected as invoices were still awaited from contractors, resulting in a positive variance of £67,732.69. Electricity bills received for February were higher than expected.

The Supportive Expenditure was lower than anticipated, resulting in a positive variance of £10,166.37.

The Finance Manager expected a positive balance at the year-end of £89,170.

The Balance Sheet was presented. In response to Mr M Oldknow, the Finance Manager confirmed that the time spent working on projects by the Consortium's Engineering Team was split and allocated to the individual project. The figures in the Balance Sheet were inclusive of VAT. The Chief Executive confirmed that the balance in the Thorne Moors accounts would be paid to Natural England once all outstanding invoices had been settled.

RESOLVED

That the attached Management Accounts for the period ending 31st January 2021 be approved.

(b) Cash Reserves and Investments as at 31st January 2021

It was noted that £1,199,735.17 was currently invested in three instant access accounts at an interest rate of 0%. Ten loans totalling £477,518.00 remained outstanding.

RESOLVED

That the Board's cash balances and borrowings be noted.

(c) Payments over £500

The attached schedule of payments was circulated for approval.

RESOLVED

That the schedule of payments over £500 made since the last Board meeting be approved.

2021.30 BYELAW APPLICATION - UNITY CONNECT

The Engineer reported that Waystone Hargreaves had submitted three applications for the next stages of the works adjacent to the new access road for the Unity Connect site.

The first application was for the relocation of Water Voles from the Wormsley Bridge Drain between chainage 600m and 900m to enable the subsequent re-alignment and increase in capacity within the watercourse.

The second application was for the temporary works and work method for the installation of a 30m long, twin 825mm culvert for the previously consented drainage channel works. This culvert crossed beneath the Cuckoo Lane Outfall Drain.

The third application was for the cutting of a new watercourse to the south of the Cuckoo Lane Outfall Drain, the subsequent redirection of flows from the watercourse and the relinquishment and infilling of the watercourse between chainage 150m and 550m.

The Engineer reported that these applications were received with short notice prior to the Board Meeting and required formal consent outside of officers' powers.

Mr M. Oldknow asked if any planning applications had been submitted since the last meeting. The Engineer confirmed that the applications had not been included due to the virtual tour but confirmed that a list could be distributed to members.

In response to Mr M. Brooke, the Engineer confirmed that officers are aware of the slips on the drain parallel to the new cut in the Cuckoo Lane area. It was confirmed that some slips had occurred but were being dealt with accordingly. He further reported that the track would be reinstated once the ground had dried out and this would be paid for by the Coal Authority.

RESOLVED

That delegated authority be granted to the Chairman, Vice Chairman and Engineer to determine and grant consent for the three applications reported above, the outcome to be reported at the next Board meeting.

2021.31 LEGAL AGREEMENTS

The Board's officers had continued discussions with Catesby Estates of First Point Business Park, Waystone Hargreaves LLC of Unity Connect and Huxterwell Pumping Station. All agreements were progressing in line with previous reports to the Board and once subject to a final review by solicitors would be ready for signing. These Agreements would:

- Formalise the upgrades to be funded by the developer of First Point Business Park (£183,213) to the Board's Cuckoo Lane, Kirton Lane and Wikewell Pumping Stations.
- Commit the developer of Unity Connect to a commuted sum of £117,472 in respect of maintenance of the diverted watercourses and attenuation areas.
- Conclude the adoption of a watercourse agreed by the former Potterick Carr IDB and commit the IPort owner to 81% of future costs in respect of Huxterwell Pumping Station.

Provided there were no changes to the terms set out within the agreements, the Board was recommended to grant authority to the Chairman to sign the agreements on behalf of the Board.

RESOLVED

That delegated authority be granted to the Chairman to sign on behalf of the Board the legal agreements for First Point Business Park, Unity Connect and Huxterwell Pumping Station.

2021.32 REGISTER OF MEMBERS INTERESTS

The Corporate Services Manager reported that it was essential that Members' Declaration of Interest forms were completed annually for good governance and for

review by the Internal Auditor. Members who had not yet confirmed their declarations or completed a new form were to contact the Corporate Services Team to do so.

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2021.33 CORPORATE SERVICES UPDATE

Members were provided with an updated staff structure for the Consortium and the Corporate Services Manager gave an update on changes. It was noted that the Mechanical and Electrical Field Engineer had commenced work and the Rating Officer position (vacant due to retirement) had been filled internally. It was noted that staff remained home working due to Covid-19 for the majority of the time.

The new electronic working system was due to implemented in May 2021 and would allow staff to complete their timesheets and point of work risk assessments online, request holidays, and access the training portal and a library of health and safety documents. As well as saving time for the DLO, there would be a significant reduction in the amount of time spent by head office staff processing timesheets. Phase 2 of the electronic working would commence later this year.

Officers were looking to implement a new Asset Management System for the Consortium to collate all asset information in one location, giving quicker, more efficient access to all staff.

The land registration process was underway to ensure all land owned by the Board was registered in the correct name.

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2021.34 RECONSTITUTION OF THE BOARD

The Corporate Services Manager reported that DEFRA had confirmed the Reconstitution was on schedule for 1st April 2021.

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2021.35 THORNE AND CROWLE MOORS SSSI – RESTORING THE HUMBERHEAD PEATLANDS LIFE PROJECT

It was agreed that an Extraordinary Board meeting should be held on 16th April 2021 to discuss the above.

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2021.36 VIRTUAL TOUR

A virtual tour was presented to Members giving an update on the Operations department and an overview of completed and forthcoming Engineering projects.

(a) Operations Update

The Operations Manager reported that Summer maintenance had not been carried out on Thorne Road Drain and Gatewood Drain 2 for some time, therefore

contractors had been contacted to carry these works out, taking into consideration bird nesting season. It was also noted that the local community had installed a throttle on Common Drain which Officers were intending to remove, along with undertaking additional maintenance to this drain.

It was noted that since the last Board meeting, winter works involving the repair of a bank slip on Wood and Ealand Common Drain had been completed. Winter works were roughly 40% complete which was slightly less than anticipated.

The Operations Manager reported that PSCA works for the year had been postponed due to weather events and Covid-19. In response to the list of watercourses with planned works for 2021/2022, Mr M. Brooke suggested that the Boating Dyke should be included in these works.

It was noted that an accident had occurred involving an HGV which caused damage to the Board's South Idle Drain. Officers would be seeking reimbursement of the cost for the necessary emergency drain repairs.

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(b) Engineering Overview

The Engineer gave an overview of all works underway and planned to be undertaken over the next few years, including maps and photographs of the area and assets.

The Engineer reported that emergency pump repair works had been undertaken on Elmhirst Pumping Station. It was also reported that Cuckoo Lane Pumping Station was due to be refurbished with two fish friendly pumps. It was noted that the Woodland and Ealand Common Drain culvert had been cleared and surveyed and there were no issues found. The Engineer reported that the majority of the Board's area had now been surveyed and modelled.

In terms of the new telemetry system, trials had been undertaken at two of the Board's pumping stations which were Balby Carr and Huxterwell. Both trials were successful, and Factory Acceptance Tests (FATs) had been completed. The Engineer reported that installations would soon be started.

Mr C. McGuinness joined the meeting.

It was reported that one of the pumps at Low Ellers Pumping Station had been refurbished earlier this year and that Newington Pumping Station was due for major refurbishment within the next year including new pumps, control panel and weedscreen. Emergency pump repairs were needed on South Thorn Bank Pumping Station, however, it was more cost effective to replace it with a new pump rather than repair the old one. The Engineer reported that demolition of Parsons Carr Pumping Station was commencing imminently as the station was no longer needed. The Outline Business Case was currently being prepared for the refurbishment of Park Drain Pumping Station and the rationalisation with Idle Stop Pumping Station. It was mentioned that Severn Arches Pumping Station was about to be refurbished. It was also noted that the weedscreen from Parsons Carr Pumping Station was to be relocated to Huxterwell Pumping

Station which would be highly beneficial for this station due to the amount of weed washed down.

He stated that there was an investment of £4.249 million including Flood Defence Grant in Aid (FDGiA) for the Asset Renewals and Refurbishment Programme for the years 2020-2027; this was a significant investment with 50% of the Board's stations due some works during this period.

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2021.37 ANY OTHER BUSINESS

None.

CHAIRMAN