

# Doncaster East Internal Drainage Board

Minutes of a Meeting of the Board held via Microsoft Teams on Friday, 25th June 2021 at 2.00 p.m.

- \* Mr M. Brooke
- \* Mr P.A.M. Cornish
- Mr I. Dixon
- \* Mr R. Durdy
- \* Mr G.C. Parker
- Mr W.G.S. Platt
- \* Mr N.V. Williams
- \* Mr C. Crowe
- Mr L. Garrett
- Mr J. Hoare
- \* Mr P. Horne (Vice-Chairman)
- \* Mr M. Houlbrook
- \* Mr C. McGuinness (Chairman)
- \* Ms H. Norford
- \* Mr M. Oldknow

\* *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)
- \* Mr C. Harris (Internal Auditor)

\* *In attendance*

## 2021.38 APOLOGIES

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

## 2021.39 DECLARATIONS OF INTEREST

Messrs M. Brooke and G. Parker - hydraulic modelling project.

## 2021.40 MEMBERSHIP AND RECONSTITUTION OF THE BOARD

The Chief Executive reported that the reconstitution was proceeding as planned and would be signed off providing there were no objections. The Corporate Services Manager confirmed there had been no objections so far.

The Corporate Services Manager reported on the changes to District Council representatives following the recent election. It was noted that Messrs D. Ridge and P. Hagan and Mrs S. Wilkinson were no longer members of the Board and members welcomed two new representatives: Mr M. Houlbrook and Ms H. Norford. She further reported that following the loss of Mr Durdy, the Board was required to put forward a name to the Minister for an elected member on the reconstituted Board. A vote via email had approved the appointment of Mr I. Dixon to the new Board.

### RESOLVED

That Mr Ian Dixon be appointed as an elected member of the Board and that his name be recommended to the Minister for inclusion on the newly reconstituted Board.

## 2021.41 NOTIFICATION OF ITEMS OF ANY OTHER BUSINESS

### Complaint, Balby

The Chief Executive reported that the Board had been contacted by Yorkshire Water following a complaint to the local media by a resident of a caravan park who alleged that work undertaken a few years ago on a dyke behind their plot had left the bank

prone to erosion. It was noted that the caravans were sited close to the bank top without the Board's consent. The Board's Officers had visited the site previously and could not reasonably attribute movement of the mobile home to any drain clearance work undertaken. Advice had been given to the resident to provide proper evacuation for the rainwater which was currently discharging directly onto the top and side of the bank and to remove bushes and paving from the bank-top, however, this advice had not been heeded. The Chief Executive had issued a press statement in response to the enquiry and the Senior Operations Manager would liaise with Doncaster Metropolitan Borough Council who were already aware of the issue.

RECEIVED

*Mr M. Houlbrook joined the meeting.*

2021.42 BOARD MINUTES

Mr P. Horne enquired whether the legal agreements for First Point Business Park, Unity Connect and Huxterwell Pumping Station were complete. The Engineer confirmed that they were proceeding well and just needed finalisation.

RESOLVED

That the minutes of the meeting of the Board held on 26th March 2021 be confirmed as a correct record.

2021.43 MATTERS ARISING

None.

2021.44 CONSORTIUM COMMITTEE MEETING

Members were presented with the minutes of a Consortium Committee meeting held on the 10th June 2021, in order to approve them and adopt the recommended resolutions.

In response to Mr M. Brooke, the Chief Executive confirmed that the other Consortium Boards had a substitute Chairman for the Consortium Committee. In response to this, Mr C. McGuinness consulted with members and it was agreed that Mr M. Brooke should be nominated as substitute for Consortium Committee meetings, should the Chairman or Vice-Chairman be unable to attend.

It was recommended that the attached Business Plan be adopted and a meeting be arranged with the Chairmen and Vice-Chairmen to consider the workload over the next six years and the resources required to ensure delivery.

It was noted that officers were seeking approval for an apprenticeship scheme for the direct labour organisations which would be offered to each Board. This would incur a £600 training cost and a cost in the region of £8,500 per annum for wages. Mr M. Oldknow welcomed the idea and stated that it would prove beneficial for succession planning and building up specialist knowledge within the organisation and Board's area.

*Ms H. Norford joined the meeting.*

The Committee had recommended that the Boards give notice to withdraw from the pay formula and set their own annual pay increases for staff across the Consortium with effect from 2022. Members agreed that the Consortium was large enough to negotiate with staff independently rather than relying on the Lincolnshire Branch. In

response to Mr M. Oldknow, the Chief Executive confirmed that if this was approved by the Boards, liaison with the staff would be undertaken.

New members were encouraged to contact the office if they required any general information regarding the Board or a particular matter.

Mr M. Houlbrook welcomed the recommendations to prepare additional policies for Climate Change and Inclusion and Diversity, stating that there was a push at Doncaster Metropolitan Borough Council (DMBC) to promote climate change, biodiversity and sustainability and the Council was asking other bodies to buy in to ensure they were carbon neutral by 2030. He was keen to be involved and to see robust environmental and climate change policies in place. The Chief Executive reported that the Association of Drainage Authorities was preparing advice for internal drainage Boards (IDBs) on this and confirmed that the Board did have a Biodiversity Action Plan and dedicated Environmental Officer and biodiversity was an integral part of all the Board's activities.

Main river maintenance was discussed briefly and the Chief Executive stated that unless they were in a good condition it would not be possible to assess the effectiveness and levels of protection. Concern was expressed about the lack of investment in basic maintenance on main rivers. The Chief Executive reported that an Isle of Axholme Strategy meeting was planned for September and suggested that representatives from DMBC should be included.

Mr M. Brooke expressed concern about the potential costs of red diesel and asked what ADA was doing to address this. In response, the Chief Executive reported that ADA had been lobbying MPs and engaging in extensive discussions with the Treasury and DEFRA. The change to red diesel would be effective from April 2022 but ADA would continue to push for an exemption for IDBs. The Board's contractors had been asked to ensure that any additional costs were included in their tenders.

#### RESOLVED

- (a) That the minutes of a Consortium Committee Meeting held on the 10th June 2021 be confirmed as a correct record and the recommendations below adopted:
  - (i) Business Plan approved and meeting to be arranged with the Chairmen and Vice-Chairmen to discuss resources required to deliver the planned six-year asset renewal programme.
  - (ii) Apprenticeship scheme and temporary position to scan files during school holidays be approved.
  - (iii) Withdrawal from ADA Lincs Branch pay formula with effect from 2022.
  - (iv) Training sessions to be set up for members.
  - (v) Additional policies to be prepared for Climate Change and Inclusion and Diversity.
- (b) That Mr M. Brooke be appointed as DEIDB alternate on the Consortium Committee.

2021.45 HEALTH AND SAFETY

The Senior Operations Manager reported that staff continued to work within latest Government Covid-19 guidance, applying any additional measures the SMT considered appropriate to ensure the safety of the staff. It was also noted that lateral flow testing kits had been introduced for staff, particularly those working in the Boards' offices. The Health and Safety Executive (HSE) had carried out three enquiries into Covid-19 measures across Consortium offices and was satisfied with the implemented measures, raising no concerns.

Four incidents had occurred across the Consortium since the last Board meeting. One of these incidents included a staff member being confronted during the removal of horses from Board owned land. Mr M Houlbrook questioned whether there was a process for removing horses from land and the Chief Executive confirmed that there was a formal route to follow.

The Senior Operations Manager reported that amendments had been made to the risk assessments for Field Working and Weedboat Operations after a review and these had been signed off by the Health and Safety Committee. It was also noted that after a review of the Health and Safety Policy, the audit programme that was introduced was now live and progressing well.

Mr P. Horne queried whether staff had adequate employers' liability insurance and the Chief Executive confirmed that this was in place and reviewed annually.

Mr M. Oldknow stated that fly tipping was increasing again and asked what the Board's policy was for dealing with this. In response, the Chief Executive reported that the Board liaised with the local councils and rubbish dumped in a Board maintained watercourse was removed by the Board and taken away by the Council. Cllr M. Houlbrook reported that fly tipping was a big problem for DMBC. Mr C. Crow had raised this at another Board and understood that DMBC had stated that they would not continue to remove rubbish. The Chairman explained that the Council was not responsible for the removal of waste from private land. The Senior Operations Manager added that the Board did have powers to enforce the removal of obstructions from a watercourse if flows were restricted.

RESOLVED

- (a) That the Health and Safety update be noted.
- (b) That the Senior Operations Manager review the procedure around fly tipping and liaise with DMBC, reporting back to the next meeting.

*Mr C. Crowe left the meeting.*

2021.46 DRAINAGE RATES AND SPECIAL LEVIES

The amount of rates and special levies outstanding at 31st May 2021 totalled £464,549.34; an overall collection to date of 49.76%.

It was noted that following the retirement of Mrs Baker, a new Rating Officer (Mrs Richardson) had been appointed from within the organisation.

RECEIVED

2021.47 FINANCE

(a) Management Accounts and Variance Report for the Year Ending 31st March 2021

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

The variance report showed that the income was slightly higher than anticipated for the twelve month period resulting in a positive income variance of £3,989.85. The Maintenance and Development Expenditure was lower than expected resulting in a positive variance of £23,756.31 due to contractor costs for additional drain maintenance works coming in lower than estimated. The January accounts also reported an overspend on pumping station external contractor costs of £6,800 resulting in a final overspend of £13,140. The Supportive Expenditure was higher than anticipated, resulting in a negative variance of £49,956.12 for the twelve-month period. Operations standby costs of £2,300, provided by the Isle of Axholme and North Nottinghamshire Water Level Management Board were not originally budgeted for. The outturn, not relating to schemes, was a positive variance of £46,551.83.

Regarding the Project Summary sheet, in response to Mr N. Williams, the Finance Manager reported that the strategic hydraulic modelling project was still live with £26k remaining.

The estimated surplus cash position within general reserves was £436,470 at the October 2020 Board meeting and the general surplus reserve at 31st March 2021 was £464,087.21, increasing the surplus percentage from 52.99% to 56.34%.

The targeted charge was being reviewed for high energy uses and could substantially increase the Board's electricity costs.

RESOLVED

That the Variance report for the year ending 31st March 2021 be approved by the Board.

(b) Management Accounts for the Year Ending 31st March 2021

The final accounts for the year 2020/2021 had been prepared and were circulated to members for approval.

RESOLVED

That the attached Management Accounts for the year ending 31st March 2021 be approved and the Chairman sign page 2 of the accounts.

(c) Audit of Accounts for the Year Ending 31st March 2021

The Finance Manager introduced the Board's Internal Auditor, Mr C. Harris, who presented the attached report for the year ending 31st March 2021. Mr C. Harris was pleased to report a Substantial Assurance report with no recommendations for improvement.

RESOLVED

That the attached audit report be noted and the actions approved by the Board.

(d) Annual Governance Statement and Review of Internal Controls

The Finance Manager presented the Annual Governance Statement for consideration by Board members.

RESOLVED

That the attached Annual Governance Statement for 2020/21 be approved and signed by the Chairman and Chief Executive.

(e) Accounting Statements of the Annual Governance and Accountability Return

The Finance Manager presented the Accounting Statements for 2020/2021 for consideration by Board members.

RESOLVED

That the attached Accounting Statements for 2020/21 be approved and signed by the Chairman.

(f) Cash Reserves and Investments as at 31st March 2021

It was noted that £1,076,810.56 was currently held in three instant access accounts at an interest rate of 0%. Cllr Houlbrook questioned why the Board was not receiving any interest. In response, the Finance Manager reported that investments would be reviewed shortly.

Mr M. Houlbrook declared an interest in terms of the Thorne Moors Current account as he was a Ward councillor for Thorne Moors. In response to Mr P. Horne, the Finance Manager confirmed that £200,000 had already been transferred back to Natural England and the remainder would be transferred once all invoices had been received and paid and the VAT etc. had been checked.

Ten loans totaling £454,373.72 remained outstanding.

The Chairman reported that balances would be reviewed again in October/November as part of the estimates process.

RESOLVED

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

(g) Payments over £500

The attached schedule of payments made over £500 made since the previous Board meeting were presented for approval.

Mr P. Horne questioned whether the fees to Wilkin Chapman were the last legal fees to be paid to them in regards to Thorne, Crowle and Goole Wetland Management Scheme to which the Finance Manager responded that it was likely all invoices had been received and a final check would be undertaken.

RESOLVED

That the schedule of payments over £500 be approved.

**2021.48 OPERATIONS REPORT**

(a) Emergency Drain Repairs

It was noted that there were no known major slips reported to officers on Board maintained watercourses within the area since the last Board meeting.

RECEIVED

(b) Summer Works Programme

The Senior Operations Manager reported that the existing contract for summer maintenance had been extended. A new NEC Short Form Contract would be sent out for tender with a scheduled start date of April 2022 for a term of three years. It was noted that the release of the contract for tender had been delayed due to the recent uncertainty around the use of red diesel. In response to Mr M. Oldknow, the Senior Operations Manager confirmed that this issue should be factored into the risk register.

RECEIVED

(c) Winter Works Programme

The Senior Operations Manager reported on updates on winter works schemes as detailed below:

- (i) DED230200 Wood and Ealand Common Drain - a repair had been completed on a 30m bank slip.
- (ii) DED300101 Stainforth Drain Branch - tree and bushing and desilting had been completed on a 125m section of watercourse.
- (iii) DED300400 Thorne Lock Drain - a 100m section of tree and bushing work had been completed.
- (iv) DED260200 Thorne Waste Drain - a 400m section had been desilted.
- (v) DED300100 Ground levelling for safe access had been completed on a 600m section of watercourse.
- (vi) DED210300 Repairs had been completed on 15m of bank slips. Mr M. Brooks suggested that more works on this drain were needed as a large amount of the channel of the watercourse had been lost.
- (vii) DED411900 A repair had been completed to 30m of the bank following a road traffic accident where a lorry had ended up in the watercourse.
- (viii) DEPS3601 High Levels Pumping Station - a headwall had been replaced and gate, post and rail fencing replaced after suffering damage from a lorry.

It was noted that the Operations Manager was seeking further quotations to progress the programme further. This would include works on Common Drain, Thorne Golf Course Drain and Brosley Drain, mostly consisting of repairs to bank slips on the watercourses.

Scoping for the winter works programme would commence shortly and quotations sought. Any work not completed this year would be rolled over to the next.

An update on PSCA works would be given after the meeting with the EA on 23rd June 2021.

Mr M. Brooke raised several questions relating to maintenance of Board and EA assets and it was agreed that these would be discussed with the Senior Operations Manager after the meeting.

RECEIVED

2021.49 ASSET RENEWAL AND REFURBISHMENT CAPITAL PROJECTS

(a) Telemetry System Replacement

The Engineer reported that the replacement of the telemetry system was progressing well and that installation in the remaining pumping stations would be completed by the end of June. Officers had received training to access and view the new system.

RECEIVED

(b) Demolition of Parsons Carr Pumping Station

It was reported that an order had been placed with North Lincs Engineering for removal of the pumps and capping-off of pipes. Once this work had been undertaken the station would be ready for demolition. The pumps would be salvaged and saved. The cost relocating the weedscreen cleaner to Huxterwell Pumping Station was prohibitive.

RECEIVED

(c) Strategic Hydraulic Modelling Project and Watercourse Surveys

The Capita modelling contract was now complete and Officers still hoped to hold consultation meetings with landowners before September subject to Covid-19 guidance.

RECEIVED

(d) Emergency Pump Repairs – Elmhirst Pumping Station

Officers reported that work involving flushing out oil in the gearbox and changing the drive belts had been completed.

RECEIVED

(e) High Levels South Pumping Station Refurbishment

Officers had sought authority from the Coal Authority for works to replace the control panel at the station.

RECEIVED

(f) Park Drain Pumping Station Refurbishment

Officers reported that the Outline Business Case (OBC) was nearly complete and would be submitted to the Environment Agency by the end of July.

RECEIVED

(g) Cuckoo Lane Pumping Station

The Engineer reported that Waystone Hargreaves had placed an order with Kamada Ltd for the upgrade of the Coal Authority funded Cuckoo Lane Pumping Station. New fish friendly pumps with a capacity of 2x650 l/s would be installed with variable speed drives and a new control panel and pipework would be



replaced. Once the work was complete, the station would be handed over to the Board and warranties transferred.

Further similar work was anticipated at Kirton Lane and Wikewell pumping stations, this would be funded by Waystone Hargreaves.

The cost of the Board's time spent on this project was being reimbursed by the developer.

RECEIVED

(h) DEFRA GiA Funding and PAFs Refresh

Officers were pleased to report that the Environment Agency had confirmed the flood defence grant-in-aid allocation of £1,100,000 for Park Drain Pumping Station for the year 2021/2022.

RECEIVED

(i) Old Boating Dike Investigations at Thorne

It was reported that notice of entry letters had been served on landowners either side of the Board maintained Old Boating Dike to inform them that ADC (East Anglia) Limited would be carrying out jetting and survey work on the 28th June.

RECEIVED

(k) Electricity Costs

The Engineer stated that electricity costs were expected to increase significantly (between 20% and 50%). Contracts were due to expire in September and various alternative quotations were being sought. In response to members, Officers reported that alternative energy sources would be considered as well as the use of gravity outfalls.

RECEIVED

2021.50 SCHEDULE OF TRANSFER OF BUDGETS

The Engineer reported that an amount of £16.71 was due to be transferred from the Board's reserves to Low Ellers Pumping Station Refurbishment (DE19305) should the Board approve the transfer. A second transfer for approval was a sum of £43,000 to be taken from project DE20304 (weedscreen repairs) and transferred into two different projects; £8,000 moved to DE19300 (weedscreen inspection and critical repair) and £35,000 to DE19301 (weedscreen assess, repair and refurbish).

RESOLVED

That the above transfer of budgets within schemes be approved.

2021.51 ENVIRONMENT AGENCY AND PARTNERSHIP MATTERS

No further updates were given.

2021.52 ENVIRONMENTAL REPORT

(a) Eel Regulations

The Engineer reported that the Environment Agency's "Changes to the Eels Regulations Process" (ChERP) had yet to be completed due to Covid-19. This

was causing delays in approvals for new pumping stations together with additional costs of eel mitigation measures such as fish friendly pumps.

RECEIVED

(b) IDB Biodiversity Action Plan (BAP)

It was reported that ADA had placed the development of BAP metrics on hold to focus on the production on an Environmental Good Governance Guide.

RECEIVED

2021.53 BYELAW APPLICATION – STAINFORTH DRAIN

The Engineer reported that application had been made to culvert a nine-metre section of the Board maintained Stainforth Drain at the rear of 22 Lord Porter Avenue in Stainforth. It was noted that there was currently an embargo in place on the piecemeal culverting of this watercourse.

RESOLVED

That consent to culvert a nine-metre section of the Stainforth Drain be refused.

2021.54 PLANNING AND BYELAW POLICY UPDATE

The previously approved planning and byelaw policy had now been implemented and fees were being charged in line with the policy.

RECEIVED

2021.55 DELEGATED MATTERS

(a) Byelaw Applications (January to March 2021)

The following Byelaw applications had been dealt with under delegated authority since the last meeting:

DEIDB/LDC/2020/014 - Proposed installation of 6 linear metres of 300mm diameter culvert including headwall with penstock to Mother Drain to create wetland habitat on land at Doncaster Greenway, Littleworth in the parish of Rossington at national grid reference 461374 399428.

DEIDB/LDC2020/019 - Installation of 31 metres x 825 mm diameter culvert, into the existing watercourse to facilitate the construction of a new access road on land West of M18 motorway, East of Cuckoo Lane, North of Moto Services in the Pissy Beds Catchment area at national grid reference 466657 411061. During the works, the watercourse would be dammed and overpumped, ensuring that the existing flow and capacity was maintained.

DEIDB/LDC/2020/020 - Installation of 36 metres x 825 mm diameter culvert, into the existing watercourse to facilitate the construction of a new access road on land West of M18 motorway, East of Cuckoo Lane, North of Moto Services in the Pissy Beds Catchment area at national grid reference 466633 411148. During the works, the watercourse would be dammed and overpumped, ensuring that the existing flow and capacity was maintained.

DEIDB/LDC/2020/022 - Installation of 59 metres of a temporary 825 mm diameter culvert, into the existing watercourse to facilitate the continued construction of the road and Northern roundabout, while maintaining the

existing alignment of the watercourse system on land West of M18 motorway, East of Cuckoo Lane, North of Moto Services in the Pissy Beds Catchment area at national grid reference 466518 411536. During the works, the watercourse would be dammed and overpumped, ensuring that the existing flow and capacity was maintained.

RECEIVED

(b) Section 23 Applications (January to March 2021)

The following Section 23 applications had been dealt with under delegated authority since the January 2021 Board meeting:

IOANN/LDC/2020/017 - Works to riparian watercourse to include realignment, regrading, removal of redundant culvert with appropriate remediation works. Also to provide two new surface water discharge points. Land East of Hatfield Lane, Armthorpe, Doncaster (national grid reference 463192 405846).

DEIDB/LDC/2020/021 - Removal of redundant riparian watercourse land West of M18 motorway, East of Cuckoo Lane, North of Moto Services - Pissy Beds Catchment area (national grid reference 466525 411483).

DEIDB/LDC/2021/001 - Works to riparian watercourse to include realignment, regrading, removal of redundant culvert with appropriate remediation works. Also to provide two new surface water discharge points. Land East of Hatfield Lane, Armthorpe, Doncaster (national grid reference 463192 405846).

DEIDB/LDC/2021/002 - Works to riparian watercourse to include realignment, regrading, removal of redundant culvert with appropriate remediation works. Also, to provide two new surface water discharge points. Land East of Hatfield Lane, Armthorpe, Doncaster (national grid reference 463192 405846).

RECEIVED

(c) Planning Applications

Officers had consulted on forty-four planning applications since the January 2021 Board meeting and appropriate comments had been made.

Objections had been raised to three planning applications since the January 2021 Board meeting as they did not comply with the Board's policy regarding development in close proximity to Board maintained watercourses.

RECEIVED

2021.56 ADA TRENT BRANCH

It was reported to members that the date of the next meeting was 6th July 2021 and that it would be held virtually.

RECEIVED

2021.57 THORNE AND CROWLE MOORS SSSI – RESTORING THE HUMBERHEAD  
PEATLANDS LIFE PROJECT

There was nothing further to report.

2021.58 ANY OTHER BUSINESS

None.

CHAIRMAN