

MINUTES OF MEETING OF THE
THORNTREE INTERNAL DRAINAGE BOARD
HELD ON TUESDAY 21ST NOVEMBER 2017
AT THE OFFICES OF TOWNEND CLEGG & CO, 4 BELGRAVIA, GOOLE
COMMENCING AT 08:30am

PRESENT

D. N. Hinchliffe – Chairman
J E. Hinchliffe
D Backhouse
S Hall
S. P Longthorp
M. J. Townend - Clerk

1. APOLOGIES

K Fillingham

2. MINUTES OF PREVIOUS MEETING

The minutes of the Board Meeting held on the 23rd May 2017 having been previously circulated to all Board Members, it was proposed Mr J Hinchliffe, and seconded Mr D Backhouse that these were a true record of the meeting. This was carried and the minutes were signed by the Chairman Mr D N Hinchliffe.

3. MATTERS ARISING

All matters arising would come up under the relevant Agenda item.

4. RELEVANT CORRESPONDENCE

The Clerk had dealt with routine correspondences, there being no specific items from correspondences to bring to the meeting.

5. TO APPROVE INVOICES PAID FOR PERIOD 1ST APRIL 2017 to 31ST OCTOBER 2017

The Clerk presented a Schedule of payments for approval, being invoice numbers 1-8, together with direct debit payments to npower. It was proposed Mr S Longthorp, seconded Mr S Hall, that the invoices paid should be accepted, and this was approved by the Board. The Clerk reported that within the invoices was the invoice from Martin Richardson for flail mowing in 2014, 2015 and 2016, and we were therefore paid up to the current year's work.

6. FINANCIAL MATTERS

The Clerk reported that the various balances were as follows:

Current Account:	£13,319.23
Deposit Account:	<u>£15,245.37</u>
Total:	£28,564.60

There were outstanding drainage rates in respect of Mr Cawkwell, Mr Goodfellow and Mr Holt, and account renders were to forwarded in this respect.

7. TO REPORT ON THE AUDIT OF ACCOUNTS TO THE 31ST MARCH 2017

The Clerk reported that he had received the appropriate certificate following completion of the 2016/17 audit from P K Littlejohn LLP, and that with the exception of a minor error in answering one of the questions on the annual return, all matters were satisfactory. The account for the audit was still awaited.

8. TO REVIEW THE POLICY DOCUMENTS

The Clerk reported that the following policy documents were due for review, updating and confirmation, these being:

- Standing orders
- Environmental policy
- Flood protection and water level management plan
- Byelaws

Following a review of the documents and minor amendments, it was proposed Mr J E Hinchliffe and seconded Mr D Backhouse that the Standing orders, Environmental policy and Flood protection and Water level management plan should be re-confirmed, and this was approved by the meeting.

The Clerk reported that there had been a number of changes of Statutory Authorities identified within the byelaws dated 13th August 1996, particularly in respect of British Rail who are now Network Rail, British Coal who now no longer exist, and similar other bodies. It was the feeling of the Board that it was unnecessary to carry out amendments to the byelaws as legislation, at the time and formation of the various new Statutory Authorities allowed for the name changes, and it was therefore proposed by Mr S Longthorp, seconded by Mr S Hall that the byelaws should be re-confirmed, and this was carried by the meeting.

9. TO DISCUSS THE UPGRADING OF THE BOARD'S WEBSITE

The Clerk reported that he had made initial investigations with our website provider Esk Solutions, with regard to the improvement and upgrading of the website. It was considered that this should be carried out at a reasonable cost, and to that end the Chairman and the Clerk had an initial meeting to discuss the ways in which the website could be improved.

The current general format of the website was still considered to be satisfactory, although it was felt that the navigation section could be improved by including different headings, and the following suggestions were put forward to the Board:

The navigation section should be as follows:

Membership

- A list of Board members
- Details of the election year
- Copies of electoral forms

Board Meetings

- List of dates
- Copies of minutes

Policy/Environmental Statement should be changed to a heading of **Policies**

- Policy Statement on Flood Protection and Water Level Management
- Policy on anti-bribery
- Data sharing policy
- Policy on gifts and hospitality
- Complaints policy
- Reserves policy

Byelaws

- Byelaws

Financial Documents

- Annual Report
- Annual Return
- Financial regulations
- Annual budget

Environmental

- Environmental policy

Standing orders

- Standing orders

Bio-Diversity Action Plan

- Bio-Diversity Action Plan

Planning and Consents

- Consent required form
- Application form

A number of the above documents have already been reviewed at today's meeting, and copies of various other documents have been sourced, and these were to be amended so as to meet the requirements of the Thorntree Internal Drainage Board, before insertion on the new website. The Clerk requested that an additional meeting should be arranged for that purpose, and a date of the 19th December was confirmed. Before the meeting the Clerk was to circulate to Board Members the new documents which require approval and adoption within the new website.

10. MAINTENANCE MATTERS

The Chairman reported that Mr Colwill had carried out 547 chains of weeding cutting, and Martin Richardson had carried out approximately 12 hours of flail mowing of the Board's ditches. Accounts were still awaited from both Contractors.

11. THORNE MOORS WATER LEVEL MANANGEMENT PLAN UPDATE

The Clerk confirmed that a letter had been sent to Tim Kohler of Natural England raising the Board's concerns with regard to the apparent increase of brown water getting into the Board's drains, and the associated additional costs in pumping this water. The Chairman had provided evidence that the average number of pumping hours per year had doubled in the last 5 years, compared to the average from the previous 25 years. This had resulted in increased running costs, and increased maintenance costs and it was felt that a contribution should be made by Natural England. The Clerk had requested a meeting with Natural England to discuss this matter but to date no reply had been received and this matter would be reviewed again at the next meeting in December. There was nothing further to report with regard to the Thorne Moors Water Level Management Plan.

12. ANY OTHER BUSINESS

The Board Meetings for the next financial year were agreed as follows:

23rd January 2018

22nd May 2018

20th November 2018

29th January 2019

There being no further business the Board Meeting closed at 09:05am.