

**MINUTES OF MEETING OF THE
THORNTREE INTERNAL DRAINAGE BOARD
HELD ON TUESDAY 29TH MAY 2018
AT THE OFFICES OF TOWNEND CLEGG & CO, 4 BELGRAVIA, GOOLE
COMMENCING AT 08:30am**

PRESENT

D. N. Hinchliffe – Chairman
S Hall
K Fillingham
J Hinchliffe
D Backhouse
S Longthorp
M J Townend - Clerk

1. APOLOGIES

All Board Members were present

2. MINUTES OF PREVIOUS MEETING

The minutes of the Board Meeting held on the 23rd January 2018 having been previously circulated to all Board Members, it was proposed Mr S Hall, and seconded Mr S Longthorp 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

The Clerk reported that the re-vamp of the Board's website had now been completed, the total cost implication was a net price of £1,967.50.

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 5th JANUARY to 31ST MARCH 2018

The Clerk presented a schedule of payments for approval these being invoice numbers 11-13, together with 3 direct debit payments to nPower, and monthly bank charges. It was proposed Mr J Hinchliffe, seconded Mr D Backhouse that the accounts be approved and this carried by the Board.

6. TO APPROVE THE BOARD'S ACCOUNTS FOR THE YEAR ENDING 31ST MARCH 2018

The accounts had been circulated to all Board Members, and are attached at the end of these minutes. An internal audit had been carried out by Diane Taylor, and the accounts were found to be correct. The Clerk reported that the accounts were showing a loss for the year of £2,101.45, which had been predominately as a result of the unbudgeted cost of the re-vamp of the Board's website.

The income for the last year amounted to £16,828.25, and expenditure of £18,929.70.

There was a single rate arrears in respect of Mr Cawkwell in the sum of £1,093.38, together with a further debtor in respect of VAT re-claim in the sum of £2,613.88.

There were creditors in respect of electricity of £1,500.00, and unpresented cheques which had not been cashed by the end of the financial year of £2,700.00.

It was proposed Mr S Longthorp, seconded Mr K Fillingham, that the accounts for the year ending 31st March 2018 should be duly approved and accepted, and this was carried by the Board.

The Clerk reported that the Internal Auditor – Diane Taylor, had signed the relevant section of the Annual Governance and Accountability Return, and had issued her usual report.

a. GOVERNANCE STATEMENT

The Governance Statement within the Annual Governance and Accountability Return had been completed by the Clerk, and it was proposed Mr S Hall, seconded Mr D Backhouse that this should be approved and signed, and this was carried by the Board.

b. ACCOUNTS STATEMENT

It was proposed Mr J Hinchliffe, seconded Mr K Fillingham that the Accounts Statement of the Annual Governance and Accountability Return, should be approved and this was duly carried by the Board.

It was proposed Mr J Hinchliffe, and seconded Mr D Backhouse that the Chairman and Clerk should have the authority to sign the necessary reports and statements, and this was carried by The Board.

7. FINANCIAL MATTERS

The Clerk reported that the various balances as at the date of the meeting were as follows:

Current account:	£10,583.05
Deposit account:	<u>£15,249.55</u>
TOTAL:	<u>£25,832.60</u>

As has been reported in the year end accounts, Mr Cawkwell's drainage rates had been outstanding at the end of the last financial year, and the Clerk reminded Board Members that the drainage rates were payable upon demand, namely when they were issued and not at the year end. The Clerk was authorised that where rate accounts were in arrears, as at the 31st July in any year, then he had the necessary authority without referring back to the Board to proceed with the Small Claims Court claim for unpaid drainage rates. This was proposed by Mr J Hinchliffe, seconded by Mr S Longthorp and carried by the Board. The Board instructed the Clerk to write to Mr Cawkwell advising him that all rate arrears should be paid no later than the 30th June 2018.

8. MAINTENANCE MATTERS

The Chairman reported on two minor slips in the Drainage Board ditches, one in the Johnny Moor Lane roadside drain, with a second slip adjoining the recent piling work carried out to the main pumping drain.

It was agreed that these slips should be monitored, and if any additional remedial work was required then this should be carried out at the time of annual maintenance.

The Chairman reported that Mr Colwill would carry out the normal maintenance programme in October.

9. THORNE MOORS WATER LEVEL MANANGEMENT PLAN UPDATE

No formal response had been heard from Mr Tim Kohler at Natural England, although the Chairman stated that he spoke with Mr Kohler in April, with regard to Natural England's contribution to the Board, and that Mr Kohler was still awaiting a reply from Natural England's Land Agents.

10. ANY OTHER BUSINESS

The Chairman reminded the Board that 2018 was an election year, and this was left in the hands of the Clerk to arrange.

The Clerk reminded Board Members that nomination forms to stand for the Board were available from the Board's website, and the necessary Notice of Election would be placed on the Board's website at the appropriate time.

It was felt that in future Board meetings an additional item should be added to the Agenda in respect of Biodiversity Action Plan, and the Clerk made a note of this point.

Mr J Hinchliffe reported that 26 Adder counts had been held on the Moors area, during which the highest count of Adders at any one time was 25.

The proposed survey for the Large Heath Butterfly would be carried out during June, and the report will be given back to the next Board meeting.

There being no further business the Board Meeting closed at 09:10am.