

## WITHAM THIRD DISTRICT INTERNAL DRAINAGE BOARD

**Minutes of the ninety fifth meeting of Witham Third District Internal Drainage Board held on Tuesday, 07<sup>th</sup> June 2016 at Minting Village Hall, Lincolnshire, LN9 5RX.**

*Present:*

Mr. P. R. Hoyes (**Chairman**)  
Mr. M. I. Thomas (**Vice Chairman**)  
Mr. R. Armstrong  
Cllr. S. M. Avison  
Mr. J. Boyall  
Mr. B. Charlesworth  
Mr. I. M. Clark  
Mr. W. S. Crane  
Cllr. S. England  
Cllr. I. G. Fleetwood  
Mr. J. R. Garner  
Cllr. Mrs. S. Gorst  
Cllr. W. H .Gray  
Cllr. G. Hewson  
Mr. D. C. Hoyes MBE  
Cllr. Mrs. F. M. Martin MBE  
Mr. I. Parker  
Mr. J. C. Smithson  
Cllr. P.J. Vaughan  
Mr. H .Ward  
Mr. T. Williams  
Mr. R. J. Weightman

*In attendance:*

Mrs. Jane Froggatt	Chief Executive.
Mr. Steve Larter	Finance Manager.
Mr. Martin Shilling	Director of Operations and Engineering Services.
Mrs. Anna Wilson	Finance and Rating Officer.
Mr. David Gowing	Internal Auditor.

### **2457 Apologies for absence.**

Apologies for absence were received from Cllr. R. M. Avison, Cllr. A. Bridgwood, Cllr. W. Grover, Mr. R. P. Hairsine, Ms. J. F. Holland, Mr. D. Jackson, Mr. P. A. Spilman and Mr. D. J. Straw.

### **2458 Declarations of Interest.**

Declarations of interest were received from members nominated by City of Lincoln, East Lindsey District and West Lindsey District Councils in matters relating to their respective Councils.

## **2459 Chairman's Announcements.**

The Chairman welcomed members and staff to the June meeting of the Board, by tradition heavily focussed on Governance issues relating to the closure of the last financial year (eg. Risk Register, Internal Audit Report, Statement of Accounts, IDB Annual Return and IDB1 Report). He welcomed in particular Mr. David Gowing, Internal Auditor, to present his independent assessment and report on 2015/16 and Mr. Terry Williams, new member nominated by West Lindsey District Council (replacing Cllr. Malcolm Parish). Other West Lindsey District Council nominated members remain Cllr. Alexander Bridgwood, Cllr. Steve England and Cllr. Ian Fleetwood.

The Board had received confirmation from City of Lincoln Council that the 5 nominated members remain for the new Civic year as Cllr. Gary Hewson, Cllr. Pat Vaughan, Mr. David Jackson, Mr. Brent Charlesworth and Mr. Jeff Boyall. Members were advised that David Jackson and Brent Charlesworth are no longer serving Councillors, neither having stood for election in the 07<sup>th</sup> May 2016 City of Lincoln Council elections.

Members nominated by East Lindsey District Council remain Cllr. Mrs. Fiona Martin MBE, Cllr. Stan Avison, Cllr. Richard Avison, Cllr. Mrs. Susanna Gorst, Cllr. William Gray and Cllr. William Grover.

Members were reminded to familiarise themselves with the Board's approved Code of Conduct and to ensure they have completed an updated Register of Members' Interests.

The Chairman reminded members of the 3 Boards' joint Summer Inspection on Wednesday, 20<sup>th</sup> July 2016. We will convene at Upper Witham's Meadow Lane Depot in North Hykeham at 2.30pm. After a tour of the depot, the coach will depart at 3pm for aspects of all 3 drainage districts, returning to the depot for 6.30pm. For those staying for dinner, members are invited to The Pyewipe Inn at 7pm for 7.30pm. Members were asked to indicate whether or not they would be attending.

## **2460 Minutes of the Board meeting held on Tuesday, 26th April 2016.**

The Minutes of the Board's previous meeting held on Tuesday, 26th April 2016 were proposed, seconded and APPROVED as an accurate record.

### ***MATTERS ARISING:***

#### **2460.1 Revised Organisational Arrangements for the 3 Boards (minute 2440.2 refers).**

It was confirmed that the organisational restructuring was now complete. Accordingly, Upper Witham's Engineer had now completed his service with the Board on 31<sup>st</sup> May 2016. He had been appointed to the role of Senior Engineer with Mouchel, where he had been on secondment since 01.11.14, from 01<sup>st</sup> June 2016.

#### **2460.2 Vehicles Driving Policy (minute 2440.4 refers).**

It was confirmed that all 3 Boards in the Group had agreed at their April 2016 meetings to classify the use of E cigarettes/vaporisers as smoking materials and that their use is therefore prohibited under the recently approved Vehicles Driving Policy. The policy would be updated accordingly.

### **2460.3 Request for the Board to Adopt and Schedule a stretch of Reepham Beck.**

At the Board's last meeting it was resolved not to adopt and schedule the 760m length of Reepham Beck, as had been requested.

The Chief Executive updated members that, following that decision, she had yesterday (06.06.16) received a letter from Reepham Parish Council's Clerk to mirror the concerns raised by local landowners/ farmers about the perceived increased risk of flooding due to potential housing growth in the catchment area of Reepham Beck (to the west and north). The Parish Council was requesting the Board take responsibility for the stretch of Reepham Beck.

Members discussed the recent request from Reepham Parish Council. It was AGREED that, for similar reasons as discussed on 26.04.16, the Parish Council should be advised why at this time the Board had resolved not to adopt and schedule the watercourse.

### **2461 Minutes of the Standing Committee meeting on 24.05.16.**

The minutes of the Standing Committee meeting held on Tuesday, 24<sup>th</sup> May 2016 were proposed, seconded and APPROVED as an accurate record and the recommendations to the Board were NOTED.

#### ***MATTERS ARISING:***

#### **2461.1 Kirkby on Bain Pumping Station (minute 13.1 refers).**

It was confirmed that Mr. Ken Pratt at Mouchel had indicated that he would be picking up the brief on the proposed pumping station for Kirkby on Bain (in this financial year 2016/17).

### **2462 Minutes of the Joint Services Committee on 16.05.16.**

The minutes of the Joint Administration Committee held on Monday, 16<sup>th</sup> May 2016 were NOTED, together with the recommendations from the Committee to the Board.

There were no matters arising.

### **2463 Chief Executive's Report.**

The Chief Executive's Report had been circulated with the agenda. Issues highlighted included:

#### **2463.1 Insurance Policy Renewals 2016.**

It was noted that Upper Witham IDB's insurances had been renewed in May and meetings with Towergate, the insurance broker, had been held for both Witham Third and Witham First DIDBs to review and update cover provision. Quotations from insurers were awaited, the renewal date being 01.07.16, and these would be reported to the September meeting of the Board.

#### 2463.2 North East Lindsey IDB.

It was reported that following the Group of 3 Boards' April meetings, where each had approved in principle North East Lindsey IDB joining the existing Group as a fourth partner from 01.04.17, NEL IDB had similarly approved joining the partnership at the Board's meeting on 12.05.16.

#### 2463.3 Partnership Approach to Catchment Management.

Following discussion about potential EA de-maining of identified stretches of main rivers on 01.12.15 (ie the EA potentially withdrawing from its permissive powers to undertake maintenance on unfunded watercourses), the EA appears now not to wish to go through a formal de-maining process.

Terms of Reference for the work now badged as a 'partnership approach to catchment management' have been drafted and will go to the Lincolnshire Water Management Strategy Group on 13.06.16 and to the RFCC meeting on 15.07.16.

The work does potentially now need to be considered in the context of the EA having a 5 year revenue funding settlement with Defra (2016/17 being year 1), which potentially means £1.7 million per annum additional for Anglian (Northern) RFCC, of which £1 million per annum is additional for Lincolnshire. Potentially, this settlement may increase the use of our Public Sector Co-operation Agreement (PSCA) with the EA, as a vehicle for this additional maintenance work to be done. However, for IDBs to plan and gear up for this it would be helpful to have more than one year of financial certainty and this remains an issue.

#### 2463.4 Flood Forum on Friday, 20.05.16.

The Chief Executive had attended a flood forum convened in Louth by Victoria Atkins, MP for Horncastle and Louth. Representatives of the Environment Agency, Lincolnshire County Council, Lindsey Marsh IDB, AWS and East Lindsey District Council had also been panel members. Questions had focused particularly on Anglian Water Services.

#### 2463.5 IDB Chairmen and Chief Executives' meeting with ADA Lincolnshire Branch on Thursday, 02.06.16.

The 3 Boards had paid "1% on account" as a pay settlement for 2015/16, pending an agreed pay recommendation being reached and recommended to individual Boards by both sides of the Pay Committee.

Given that there is no agreed position for the pay uplift from 01.04.15 (it now being 2016/17 and a further uplift is eligible from 01.04.16), Chairmen and Chief Executives met on 02.06.16, the meeting having been convened by the ADA Lincolnshire Branch.

The outcome of that meeting was reported, in that a clear steer was provided in writing to the Pay Committee Chairman, copied to staff side, by the ADA Lincolnshire Branch Secretary on 07.06.16.

Cllr. Gary Hewson raised his concern at the situation of no agreed pay settlement between both sides of the Pay Committee. Cllr. Lance Pennell, as the 3 Boards' representative on the Committee, had been invited to only one meeting on 09.09.15.

It was hoped that once both sides receive the brief in writing it will kick start discussions to resolve the impasse, for both 2015/16 and 2016/17, prior to the next ADA Lincolnshire Branch meeting on 14.07.16.

Members received and NOTED the report.

#### **2464 Risk Register for the Board.**

A revised Risk Register (version 10) as at May 2016 had been circulated with the agenda. This version was an integrated Risk Register for the group of 3 Boards, as most risks were of a generic nature and common to the 3 Boards. Where a particular risk is specific to an individual Board, this is indicated.

The Register uses the 5 original objectives, agreed at a Risk Management seminar on 28.05.12. It then assesses the risks, controls, gaps and action plan to mitigate/manage risk.

The changes to the Register were shown in italics. An additional risk incorporated into the Register this time was that of 'cyber security and fraud'. This recognised the problems experienced in local public bodies in recent months, causing loss of business continuity and also potential financial loss if, say, internet banking was involved.

Members APPROVED the revised Risk Register.

#### **2465 Internal Auditor's Independent Report on 2015/16.**

Mr. David Gowing, Internal Auditor, presented his independent report on 2015/16 which had been circulated with the agenda.

The main findings of the audit were presented as:

- continued good control, management and governance of the Boards.
- accurate and well-presented accounting records.
- the majority of agreed recommendations from previous audits have been implemented.
- improved information and action on drainage rate records and arrears with excellent collection rates from 98% to 99% in the 3 Boards.
- the 2013/14 annual audit report highlighted a concern with the special levy calculations. Archived documentation has now been found for Witham First District that proves the current transfer value is substantially understated, and has been for about 20 years. The other Boards are correct.
- in compliance with the Lincolnshire ADA "White Book" and recent legislation workforce staff should be paid at least a twelve week average earnings hourly rate when on sick leave rather than their basic hourly rate
- the methodology used to calculate staff back pay in respect of the 2014/15 pay award was overcomplicated.

- the payment of back pay highlighted there is no policy on whether to automatically pay those who would have been entitled to a payment at the new rate but have left their employment or to wait until this is requested
- a few policies need to be reviewed or determined and the part-time employment of a HR specialist will ensure this can be completed.
- official purchase orders are not always completed in advance when appropriate
- monthly system reconciliations have not been completed on a timely basis
- despite reminders, there are two Upper Witham Members, six Witham Third Members and two Witham First Members that have yet to complete a current Register of Interests form (Code of Conduct).
- the recording system to monitor rechargeable works differs between Boards. To help joint working and staff flexibility this should be the same.

The Internal Auditor highlighted the issue on non-compliance with the ADA Lincolnshire Branch White Book in terms of sick pay. This was an issue in several Boards, not just the group of 3, and Boards are acting differentially on this aspect on Terms and Conditions, one Board having formally agreed a dispensation to depart from the White Book on this issue. This led to a discussion of the need for the Pay Committee to (jointly undertake with staff side) a review of some Terms and Conditions.

The recommendations in the report were set out in a management action plan, which the Internal Auditor confirmed he had discussed with staff and management responses were included in the action plan.

The Internal Auditor confirmed his report provided, for those areas assessed, an “adequate assurance” on the system of controls in 2015/16.

Members received and noted the report, presentation and overall assessment of ‘adequate assurance’ for 2015/16. The Chairman thanked David Gowing for his attendance and presentation.

### **2466 Financial Performance Outturn Report for 2015/16.**

The Financial Outturn report 2015/16 as at 31<sup>st</sup> March 2016 had been circulated with the agenda. This was the first and most detailed of four linked financial reports for 2015/16 on the agenda.

The Finance Manager outlined that this report included significant detail and information feeds through to the next 3 reports (the Annual Accounts for 2015/16, the IDB Annual Return and the IDB1 Annual Report to Defra).

In summary, the report included:

- the approved Estimates for 2015/16.
- the actual spend 01.04.15 to 31.03.16.
- variances.
- the FRS17 Pension adjusted position (which is a technical adjustment not affecting the bottom line).
- for comparative purposes, the approved Estimates for 2016/17.

In terms of the overall financial performance for 2015/16, the Board ended the year on 31<sup>st</sup> March 2016 with a surplus of (£45,077). This is a positive movement from the year end

cautiously predicted at a (£29k) surplus at the April Board meeting. It was confirmed that the movement was entirely due to Highland Water income, now the actual claim for 2015/16, payable in September 2016 by the EA, was known.

Income to the Board was a healthy (£129k) above profile for the year. Some of the reasons for this included:

- rechargeable works income, particularly PSCA works undertaken for the EA, was (£43k) ahead of profile.
- Sundry Income was (£8k) ahead of profile, mainly expenditure relating to Upper Witham and Witham First District IDBs.
- Year end interest received on investments at (£7k).
- Highland Water Income of (£211k) had been received in September 2015, being the balance on 2014/15 and 80% on account for the estimated claim for 2015/16. This is an increased balance on income of (£69k) between budget and claim submitted, although this does assume that the 16% administration element of £32k will indeed be paid in September 2016 by the EA.

On expenditure, issues of note included:

- Board and General Administration, £1k. This variance reflected spend on the 2015 Election process and advertising.
- One off schemes, £10k. This adverse variance reflected expenditure against a £15k budget. It included the £10k deposit on the Greetwell replacement AWC and part-payment of £15k towards the catchment studies at:
  - Bardney Manor Farm, Duckpool, Southrey, Stixwold and Woodhall Catchment Study.
  - Dogdyke, Park Beck and Marsh Lane Catchment Study.
  - Kirkstead Catchment Study.
- At the depot, £17k variance reflected additional costs to improve the welfare facilities at the depot and dispose of unwanted items from the yard. The buildings had also been repainted, the yard relevelled and signage improved.
- On Drains and Pumping Stations there were net savings of (£9k) against budgets due to lower electricity usage (£17k) after paying for Southrey high voltage repairs at £3k. Bank slip repairs were less than budget at (£20k) saving, repairs and maintenance (£13k and £9k) and savings of fuel at (£10k) due to lower fuel prices during the year.
- Depreciation costs were £22k variance from budget as the teleporter was purchased and fully funded in March 2016, replacing the fork lift. Additional pump lifts were undertaken at Bardney Fen, at £6k.
- On Joint Administration and Witham House there was a £11k variance as, due to the trading position of the 3 Boards and ongoing issues with the IT infrastructure at Witham House, the purchase of the new server was brought forward to March 2016. Further, following Cope health and safety assessments, some new chairs and screen risers were also required. Additional external support for Finance and HR issues was also required.
- On Consents and Enforcements the variance was £2k above budget. The actual costs incurred for the year were invoiced and paid in full by Lincolnshire County Council (included in income) and therefore are 'nil' cost to the Board. This is under a Memorandum of Understanding which has been extended to 31.03.2018.

- On Operations and Engineering there was a £4k variance, as the interim arrangements in place from 01.11.14 were budgeted for part-year in 2015/16 but UW's Engineer's secondment was subsequently extended.
- On the EA Precept budget there was a (£2k) positive variance. The first half yearly amount of £52,577 was paid to the EA in May 2015 and the second payment of £52,577 was paid in November 2015, totalling £105,154 for the year. The 2015/16 budget included a 2% increase but the Precept was not increased for 2015/16, so there is a (£2k) saving.

The report then outlined the position on:

- Drainage Rates 2015/16. The collection rate was 98.7%, with £158,464.85 collected as at 31.03.16 and a balance of £313.43 carried forward into 2016/17.
- On Bank Balances these were detailed:

**As at 31st March 2016**

Natwest	£ 44,383.30
Co op	£ -
Nationwide Instant Access	£304,230.72
Nationwide 95 Day Notice	<u>£507,299.28</u>
<b>Total</b>	<b><u>£ 855,913.30</u></b>

- Pages 7 to 14 of the report provided a breakdown by budget heading of approved budgets, actual expenditure and variances. This level of detail comes to the Board twice each year.

On reserves, members were reminded that the Board has a General Reserve Policy of 10% to 15% of budgeted annual income/expenditure. The general reserve had an allocation of £150,000. Other earmarked reserves exist for Plant and Machinery, Pumping Station Renewal, AWC Renewals and one-off projects and the full breakdown of Reserves was provided within the Statement of Accounts.

Following discussion, the Board:

- noted the financial performance for the period 01<sup>st</sup> April 2015 to 31<sup>st</sup> March 2016.
- approved the allocation of the (£45,077) surplus to the Plant and Machinery Reserve.
- noted that the information in the outturn report had been used in the compilation of the Statement of Accounts 2015/16, the IDB Annual Return and the IDB1 Annual Return to Defra.

**2467 Annual Report and Statement of Accounts for 2015/16.**

The Annual Report and Statement of Accounts for 2015/16 had been circulated with the agenda.

The Annual Report set out background information about the Board and how it operates highlighting works undertaken in 2015/16.



The Statement of Accounts, in summary, provided:

- the Statement of responsibilities, the Statement of Accounting Policies, the Income & Expenditure Account, the Balance Sheet and Notes to the accounts.
- details of Board membership for 2015/16 (including part year).
- the Annual Governance Statement, to be signed by the Chairman and Chief Executive on behalf of the Board.

The Finance Manager highlighted that there had been no changes to the Accounting Policies since last year.

The Income and Expenditure Account for the year ended 31<sup>st</sup> March 2016 reconciled to the (£45,077) surplus in the Financial Outturn Report for 2015/16 and also included the position, for comparative purposes, as at 31<sup>st</sup> March 2015.

The Balance Sheet set out assets and liabilities as at 31<sup>st</sup> March 2016, against the position as at 31<sup>st</sup> March 2015.

Note 14 set out the Board's Funds and Reserves as at 01.04.15 and as at 31.03.16.

The Report also provided a map of the Board's drainage district and extended catchment, a current organisational chart for the Group of 3 Boards (as at 01.06.16) and data/charts setting out the inter-relationship between rainfall, pump hours at pumping stations and electricity costs for a five years period.

The Finance Manager advised that the status of the Annual Report and Statement of Accounts 2015/16 would remain 'unaudited', as there is no requirement any longer to produce a set of Accounts. However, the requirement will be reintroduced from next year for 2016/17.

Following discussion, the Board approved the Annual Report and Statement of Accounts, and specifically:

- approved the Annual Governance Statement, authorising the Chairman and Chief Executive to sign this on behalf of the Board.
- approved the Statement of Responsibilities for the Statement of Accounts, authorising the Chairman to sign this on behalf of the Board.
- noted the Accounting Policies applied.
- approved the Income & Expenditure Account for the year ended 31<sup>st</sup> March 2016, authorising the Chairman to sign this.
- approved the Balance Sheet as at 31<sup>st</sup> March 2016, authorising the Chairman to sign this.
- noted the Notes to the Accounts.

It was noted that the Annual Report and Statement of Accounts 2015/16 would be posted on the Board's website [www.witham-3rd-idb.gov.uk](http://www.witham-3rd-idb.gov.uk) and a copy would be included with the minutes of the Board meeting in the minutes book.

### **2468 IDB Annual Return 2015/16.**

A copy of the IDB Annual Return 2015/16 had been circulated with the agenda and was presented by the Finance Manager.

It was highlighted that the format of the form had changed this year, it being a generic form for all smaller authorities in England with an annual turnover of £6.5 million or less (eg. IDBs, Parish Meetings, Parish Councils).

Section 1 was now the Annual Governance Statement for the year and needed to be approved prior to Section 2, the Accounting Statements 2015/16. Accordingly, the Chairman took members through the 8 governance questions. Members were content to agree all eight statements.

Section 2 provided the Accounting Statements for the year ending 31.03.16 and this was compared with 31.03.15. It was pointed out that Box 4 had changed this year as it was now staff costs. It has previously been drainage and pumping station costs.

Also within Section 2, it was pointed out that Box 9, total fixed assets plus long term investments and assets, had been restated for 31.03.15 in order to tie back to last year's external audit.

It was noted that Section 3, the External Auditor's Certificate, would be completed by Grant Thornton, after examination of the Annual Return, and returned to the Board in due course.

The final section was the Internal Auditor's report on 2015/16, which had been completed (with controls A to J deemed satisfactory) following his most recent visit on 17.05.16.

In conclusion, the Board:

- Approved the 8 Governance statements for the year ended 31<sup>st</sup> March 2016, as set out in Section 2 of the Annual Return.
- Approved Section 2 of the Annual Return, the Accounting Statements, for the year ending 31<sup>st</sup> March 2016.
- Noted Section 3 would be completed by the External Auditors, Grant Thornton.
- Noted the Internal Auditor's completion of the internal audit report 2015/16.

#### **2469 IDB1 Annual Report to Defra for the year ended 31<sup>st</sup> March 2016.**

The final report on 2015/16 was the IDB1 Annual Report which is submitted to Defra each year, before 31<sup>st</sup> August. It is also submitted to the Environment Agency in Bristol, the Chief Executive of Lincolnshire County Council and the Chief Executive of the 3 Councils who pay Special Levy to the Board.

On Section A, financial information on Special Levies issued by the Board, it was noted that the information is for 2016/17 (not 2015/16). This was as follows:

<u>Council</u>	<u>2016/17 Forecast £</u>
• City of Lincoln	248,663
• East Lindsey District Council	282,829
• West Lindsey District Council	<u>183,494</u>
Total Special Levy	<u>714,986</u>

Section A also set out total Income at £1,191,356 and Expenditure at £1,147,279 (plus an 'exceptional item' or loss arising from the disposal of fixed assets at (£1,000)). This reconciled to the stated net operating surplus for 2015/16 of (£45,077).

It was highlighted that the report also asked Boards to report on a number of Defra high level targets, as follows:

- HLT1 – Publically available policy statement (yes, the Board has this and it is published on [www.witham-3rd-idb.gov.uk](http://www.witham-3rd-idb.gov.uk)).
- HL13 – Biodiversity Action Plan and access to environmental expertise (yes).
- Asset Management – geographical locations of assets held on the GIS system and the Board has continued to undertake visual inspections and update the asset database.
- Information on Board membership and training.
- IDB Review (Section C) – the Board was able to confirm all actions, eg. Standing Orders were approved by Ministers on 22.03.2006 and Byelaws on 27.02.1990, there is a members' Code of Conduct and Register of Members' Interests and there are approved Financial Regulations in place.

The Board APPROVED the IDB1 Annual Report, authorising the Chief Executive to sign and submit it to Defra, the Environment Agency, Lincolnshire County Council and the 3 District Councils who pay Special Levies.

### **2470 Statement of Expenditure, 01.04.16 to 30.04.16.**

The Statement of Expenditure incurred for the month to 30<sup>th</sup> April 2016 had been circulated with the Agenda and was presented by the Finance and Ratings Officer.

Expenditure totalled £153,427.05 or, excluding £14,017.91 VAT, the net amount of £139,409.14. Of this, £21,215.75 was rechargeable expenditure to other bodies.

Items highlighted included:

- item 20, £7,018 to East Lindsey District Council and
- item 21, £3,872 to East Lindsey District Council (both being the full year 2016/17 Business Rates paid on the two buildings at the Woodhall Spa depot).
- Item 52, £2,829.29 (net) to LCS IT Solutions Ltd for the ICT support contract to 31.03.17 (recharged).

Members NOTED the expenditure incurred.

### **2471 Financial Performance Report 2016/17, to 31.05.16.**

Members received a verbal report on the first two months of financial performance in 2016/17, to 31<sup>st</sup> May 2016.

It was reported that the first tranche of Special Levies due on 01.05.16 from the 3 Councils had now been received. On drainage rates income, invoices had been sent out to account holders on 05.04.16 and of £161,149.92 to be collected, as at 31.05.16 £103,867.97 or 64.45% had been collected.

Bank balances as at 31.05.16 were £401,798.46. Members were advised of an impending reduction in the interest rates on investments on 21.07.16. Nationwide will reduce the 95 day notice account interest from 1.05% to 0.95%. Nationwide will also reduce the instant access account interest rate from 1.00% to 0.80%.

In terms of expenditure incurred, or due to be incurred shortly, a deposit had been paid on the replacement Greetwell Pumping Station AWC with the balance of the £68,200 (excl.

VAT) due in June/July on installation. Insurance renewals were due on 01.07.16 and quotations are currently awaited. The 3 approved catchment studies were underway, with completion due in September/October and staged payments as work progresses. A wall at the depot (second shed) had been damaged by a fork lift driver delivering to AWS and the repairs were subject to an insurance claim, via AWS insurers.

Other expenditure was as anticipated.

Members received and NOTED the verbal briefing on financial performance for the first two months of 2016/17.

#### **2472 Write-off of drainage rates.**

The Finance & Rating Officer had prepared a paper, circulated with the agenda, which requested the Board write-off 31 account values totalling £47.48, as each is under the £2.50 value for 2016/17. Write-offs of drainage rates is a matter reserved to the Board.

Members AGREED to write-off the accounts under £2.50, totalling £47.48 for 2016/17.

#### **2473 Director of Operations & Engineering Services' Report.**

The Director of Operations and Engineering Services' Report had been circulated with the agenda and was presented, together with a verbal update.

#### **• Planned Maintenance Programme.**

Recently a number of smaller, but important, maintenance activities had been done across the Board's district, following completion of winter works 2015/16. For example:

- Pumping station compounds had the grass cut and trimmed and rough areas sprayed off.
- Cleaning of the flap valve that outfalls into Coningsby Ings system (that had been the subject of a complaint).

The planned programme of winter works 2016/17 had been discussed and the following watercourses were to be included in the winter programme:

<b>Drain.</b>	<b>Length (m).</b>	<b>Length.</b>
Snakeholme Drain	980m	(0.6 miles)
Horncastle Canal	740m	(0.5 miles)
Claybridge & Torrington Beck	1200m	(0.75 miles)
Claybridge & Torrington Beck	880m	(0.55 miles)
Little Swine Syke Drain	1230m	(0.75 miles)
Swine Syke/Reeds Beck	660m	(0.4 miles)
Barlings River - Bushing	860m	(0.5 miles)
Abbey Fen Drain	610m	(0.35 miles)
Stixwold Engine Drain	1650m	(1.0 miles)
Stainfield Engine Drain	2110m	(1.3 miles)
<b>Totals</b>	<b>10.92km</b>	<b>(6.8 miles)</b>

The programme of work will include de-silting of open channels to ensure unobstructed flows and the removal of bushes that also obstruct access.

- **Plant.**

Work to refurbish the moving parts on the weed baskets had been undertaken ahead of the summer 2016 programme. This work reduces the risk of breakdowns and ensures the most efficient use of the Board’s plant during the busy summer season.

Minor repairs and preventative maintenance has been undertaken to the Board’s plant, e.g. hydraulic ram cylinder on the 2010 Herder Grenadier flail.

A new brush-cutter has been purchased and this will be used to good effect at the Pumping Station compounds and on the access routes to maintained structures.

- **Pumping Stations.**

The Horncastle Ings pump and penstock had been used on a number of occasions over the winter/spring period and worked well, providing the most efficient use of storage within the Ings system and pumping capacity to reduce the risk of out of banks flow in the Prospect Street area of Horncastle.

- **Public Sector Co-operation Agreement.**

The Board had received a verbal instruction from the Environment Agency to undertake a programme for work similar to that requested in 2015/16. In total, the value of the work allocated to the Board is estimated at £30,812.

- **Public Displays.**

The Board was part of the display at Woodhall Spa Country show on 22<sup>nd</sup> May. Plant and pictorial displays described the work undertaken by the 3 Boards in the area. The Lincolnshire Branch of the Association of Drainage Authorities will have a display at the Lincolnshire Show on 22<sup>nd</sup> & 23<sup>rd</sup> June, to which the Board will contribute examples of works undertaken during the past year plus exhibit plant.

### **2474 Report on Consents & Enforcements.**

A report outlining the current position on consents and enforcement cases, both within the drainage district and in the extended rainfall catchment where the Board acts for and on behalf of Lincolnshire County Council as the Lead Local Flood Authority, had been circulated. Detail was as follows:

- **Byelaw Consents.**

<b>Reference</b>	<b>Location</b>	<b>Applicant</b>	<b>Details</b>	<b>Date</b>
TD-2665-2016-CON	The Green Cherry Willingham	Mr D Sempers	Reroute watercourse	Rejected 20-5-16
TD-2666-2016-CON	Park Beck	Environment Agency	Refurbishment of bridge	12-5-16
TD-2781-2016-CON	Goulceby Beck	Mr I Peet	Cattle crossing	
TD-2793-2016-CON	The Green Cherry Willingham	Mr D Sempers	Reroute watercourse	

- **Section 23 Land Drainage Act Consent Applications – Board’s District.**

The Board had received the following applications for Section 23 Consent. Each applicant had been advised that, on behalf of the Board, their application has been consented, but some with conditions.

Reference	Location	Applicant	Details	Date
TD-2736-2016-CON	Low Fields Bungalow, Tupholme	Mr A Wilding	New SW & treated FW outfall into existing watercourse	22-4-16
TD-2782-2016-CON	Three Horse Shoes, Goulceby	Mr I Peet	Culverting to form new field crossing	

- **Section 23 Land Drainage Act Consent Applications – Board’s Extended Area.**

The Board acts as Agent for Lincolnshire County Council, the Lead Local Flood Authority.

Reference	Location	Applicant	Details	Date
TE-2731-2016-CON	Holly House, Belchford	Mr Allister	New outfall into existing watercourse	22-4-16

- **Enforcement Issues – District.**

Notification of the current position

Reference	Description	Comment	Recommended Action
TD-1825-2015-ENF	Musgraves Orchard, Welton	Maintenance to watercourse	Complete 18-5-2015
TD-1999-2015-ENF	Holmelea, Newball	Possible maintenance required to watercourse	Complete 18-5-2016
TD-2360-2015-ENF	13-16-23-24 Abbey Drive, Woodhall Spa, Woodhall Spa	Possible unauthorised connections to culvert and building over board maintained culvert.	Case closed 27-5-16
TD-2413-2015-ENF	Manitou - Fieldside View, Tattershall Road, Woodhall Spa.	Culvert may be blocked	Case closed 17-5-16
TD-2414-2015-ENF	Hall Farm Cottages, Tattershall Road, Woodhall Spa.	Culvert may be blocked	Case closed 19-5-16
TD-2688-2016-ENF	Willow farm, Bardney Rd, Tupholme	Road flooding	Road gullies and culvert may be blocked contacted LCC. No response
TD-2716-2016-ENF	Sudbrook Beck Rear of 67 Wragby Road, Sudbrook	Possible work required to watercourse	Case closed 19-5-16

- **Enforcement Issues – Board’s Extended Area.**

Notification of the current position

<b>Reference</b>	<b>Description</b>	<b>Comment</b>	<b>Recommended Action</b>
TE-849-2014-ENF	Lodge Lane, Nettleham road has flooded	Culvert appears blocked under entrance to AW pumping station.	Case closed 20-5-16
TE-1005-2014-ENF	Thorpe Road, Tattershall Thorpe. Road flooding issue	LCC reports a flooding issue at Church Lane.	Case closed 20-5-16
TE-1863-2015-ENF	Grange Farm, Market Rasen	Maintenance required to watercourse	Case Closed 17-5-16
TE-1866-2015-ENF	New Apley, Market Rasen	Maintenance required to watercourse	Case Closed 17-5-16
TE-1916-2015-ENF	Mill Street Scamblesby	Possible maintenance to watercourse	Monitoring ongoing
TE-2400-2015-ENF	East Barkwith, Wragby	Possible maintenance required	Case closed 4-4-16
TE-2477-2015-ENF	6 Thornton Crescent, Horncastle	Possible maintenance to watercourse required	Case closed 25-4-16
TE-2478-2015-ENF	8 College Park Horncastle	Rubbish in watercourse	Case closed 27-4-16
TE-2532-2016-ENF	A 158 Crowders Cottages	Bank slip into watercourse	Contacted owner awaiting response
TE-2548-2016-ENF	Hall Lane, Fiskerton	Possible blocked culvert from pond	Case closed 21-4-16

Members NOTED the report on Consents and Enforcements.

**2475 Engineering Services’ Report.**

The Engineering Services Report had been circulated and was summarised:

**A. General Planning Matters.**

**TD-2764-2016-PLN Scothern Parish Neighbourhood Plan – comments submitted:**

Part of the Parish is within Witham Third District Internal Drainage Board. Within the District there are a number of watercourses that have been scheduled. This means the Board undertake regular maintenance to ensure the flow of water and minimise the flood risk.

Originally the Board’s District did not cover the village of Scothern but following flooding in October 1993, as illustrated in the photograph, the Board started the process to extend the District. The lengthy legal process was finally completed in late 2007. In addition to the village being taken into the District Scothern Beck was scheduled. It was brought up to standard over the following Winter and has been maintained annually since. Note that the Board’s official name for Scothern Beck is Scothern South (Fen Drain).

Section E4 in the draft Neighbourhood Plan refers to Scothern Beck, it identifies the flood risk and importance of watercourse to carry flows through the village. While the Board will support environmental enhancements it is essential that the channel and the working area for plant to maintain it is kept clear of vegetation or any other obstacles. The Board undertakes maintenance of the watercourse using permissive powers, it does not own any of the land or have any responsibilities for the structures. This rests with the adjacent land owners. Lincolnshire County Council should also be approached to see if they responsible for the retaining walls adjacent to the road.

Under the terms of the Board's Byelaws, the prior written consent of the Board is required for any proposed works or structures in, under, over or within 9 metres of the top of the bank of the watercourses the Board maintains within the District. For all other watercourses in the District consent is required under the Land Drainage Act 1991 for any proposed temporary or permanent works or structures within any watercourse. This is independent of the Planning Process.

Also under the provisions of the Flood and Water Management Act 2010, and the Land Drainage Act 1991, the prior written consent of the Lead Local Flood Authority (Lincolnshire County Council) is required for any proposed works or structures in any watercourse outside those designated main rivers and Internal Drainage Districts. In this area the Board acts as Agent for the Lead Local Flood Authority and as such any works, permanent or temporary, in any ditch, dyke or other such watercourse will require consent from the Board. This is independent of the Planning Process.

It is suggested that the Neighbourhood Plan should support the idea of sustainable drainage and that any proposed development should be in accordance with National and Regional Flood Risk assessments and Management plans. Any new developments would be expected to include a Sustainable Development System or SuDS for the surface water discharge to attenuate run off and ensure the development does not have any adverse effect.

No new development should be allowed to be built within flood plain. The 'Flood Maps' on the Environment Agency website provides information on areas at risk, information can be found by searching 'EA flood maps'. Also risk from surface water flooding should also be considered, information can also be found on the Environment Agency website. It can be found by search using 'EA surface water flood map'. I have attached an extracts from the flood maps for the parish and the village of Scothern.

## **B. Planning Applications.**

The Board received a number of consultations and Officers have commented on various planning applications to the various planning authorities. Major comments were summarised. A full schedule was also shown. Section C of the report was responses and included no objections or minor standard comments.



The following observations were highlighted that have been submitted to the appropriate authority:

S/094/00900/16

TD-2759-2016-  
PLN

**Planning Permission - Erection of 4no. holiday cottages and a detached double garage and a workshop/store to be used in connection with the existing dwelling. BEAGLE BARN ACRELEA, ROUGHTON ROAD, KIRKBY ON BAIN, WOODHALL SPA, LINCOLNSHIRE. LN10 6YL.**

The site is shown in Zone 3 on the Environment Agency flood maps and also historic flooding is recorded on the site. While the Flood Risk Assessment disputes the levels it only considers direct flooding from the adjacent watercourse and not water coming out of bank further upstream and over land flow to the site from the local catchment. The Flood Risk Assessment quite rightly points out the design levels are only a prediction but actual flood levels can also be higher not just lower. East Lindsey DC must be satisfied that the proposed finished floor levels are high enough and appropriate mitigation is taken.

The Applicant fails to identify that the site is within 20m of a watercourse when in fact the site is adjacent to the Horncastle Canal, which at this location is an Environment Agency maintained watercourse and therefore byelaw consent will be required for anything within the by-law distance. The Board would recommend that a clear strip is left to allow the Horncastle Canal to be maintained.

The suitability of new soakaways, as a means of surface water disposal, should be to an appropriate standard and to the satisfaction of the Approving Authority in conjunction with the Local Planning Authority. If the suitability is not proven the Applicant should be requested to re-submit amended proposals showing how the Site is to be drained. Should this be necessary this Board would wish to be reconsulted.

134295 &  
133190

TD-2175-2015-  
PLN

**Planning application for residential development of 38no. dwellings-resubmission of 133190. Land At, Nettleham Road, Scothern, Lincoln.**

Thank you for the opportunity to comment on the above application. The site is within the Board's District.

The Board has no objection to the proposed development provided it is constructed in accordance with the submitted details and Flood Risk Assessment.

134318

TD-2757-2016-  
PLN

**Outline planning application to build a dormer style bungalow with all matters reserved for subsequent application. Chiltern, Scothern Lane, Langworth, Lincoln, Lincolnshire, LN3 5BH.**

Thank you for the opportunity to comment on the above application. The site is within the Board's District.

The Board Objects to this application because the proposed development site is in Zone 3 on the Environment Agency flood maps and has a known

history of flooding as referenced in the Flood Risk Assessment.

Any proposed ground raising will reduce flood plain storage and create a dam to flood flows or drainage in general.

134257

TD-2758-2016-  
PLN

**Planning application to erect single storey side extension. Lindum Wold, 6, Scothern Lane, Langworth, Lincoln, Lincolnshire, LN3 5BH.**

I refer to the above application which is within the Board's District.

The applicant has correctly identified that the site is in Zone 3 on the Environment Agency flood and is at risk of flooding, the site has suffered actual flooding in the recent past. It is noted that the proposed development is very small and the rudimentary Flood Risk Assessment is included in the Application that contains appropriate mitigation.

L/0643/14 &  
L/0110/13

TD-478-2013-  
PLN

**Lincoln Eastern Bypass - includes case for additional Short Ferry pump**

Thank you for the opportunity to comment on the above application. The site is partly within the Districts of Witham First District IDB and Witham Third District IDB the Board's Agent has been in contact with the Board and Land Drainage Consents have been issued for the permanent structures. The Agent is also aware that further consents may be required for temporary works that affect watercourses for the whole length of the proposed road.

Lincolnshire County Council has also agreed to contribute to modifications required at Land Drainage Pumping Stations operated by Witham Third District IDB.

### **C. Schedule of Planning Applications that have been commented on.**

#### **City of Lincoln Council:**

No applications were considered from City of Lincoln Council.

#### **East Lindsey District Council:**

S/035/00681/16	Costello & Tokelove	Erection of a 2no. pairs of semi-detached bungalows each with detached single garage on the site of existing buildings. The Old Dairy, Park Lane, Coningsby, Lincoln, LN4 4SW.
S/215/00657/16	Mrs J Perkins	Rear extension to existing dwelling to provide a dining/living area. Installation of solar panels. OAKWOOD HOUSE, 45 MILL LANE, WOODHALL SPA.
S/175/00793/16	Away Resorts Ltd / A&M Architectural Partnership	Planning Permission - Extension to existing entertainment complex. TATTERSHALL LAKES COUNTRY PARK, SLEAFORD ROAD, TATTERSHALL, LINCOLN, LN4 4LR.

S/176/00790/16	LLP Willow Holt Caravan Park	Planning Permission - Change of use of part of the existing touring caravan site for the siting of 11no. static caravans. Willow Holt Caravan Park, Lodge Road, Tattershall, Lincoln, LN4 4JS.
S/094/00900/16	Mr M Crute	Planning Permission - Erection of 4no. holiday cottages and a detached double garage and a workshop/store to be used in connection with the existing dwelling. BEAGLE BARN ACRELEA, ROUGHTON ROAD, KIRKBY ON BAIN, WOODHALL SPA, LINCOLNSHIRE. LN10 6YL.
S/176/00823/16	Ms A Jagger / Misura Architectural Design	Planning Permission - Erection of a dormer bungalow and a detached double garage. Orchard Cottage, Thorpe Road, Tattershall Thorpe, Lincolnshire, LN4 4PL.

### West Lindsey District Council:

134296/131322/134007	Mr A Sale / Building by Design	Reserved matters application to erect 1no. dwelling-following outline planning application 131322 granted 9 July 2014 -amendment to 134007. Between Manor Barn and Manor Barn, Bungalow, Barlings Lane, Langworth, Lincoln, Lincolnshire, LN3 5DF
134295 & 133190	Allison Homes Ltd /Robert Doughty Consultancy Limited	Planning application for residential development of 38no. dwellings-resubmission of 133190. Land At, Nettleham Road, Scothern, Lincoln.
134246	Mr & Mrs A Bostock / e: Roger Wright Architect	Planning application to erect 2 bedroom occupational dwelling to oversee access and provide management and security for the caravan site and commercial fishery. Langdale Lakes, Station Road, Langworth, Lincoln, LN3 5BB.
134318	Mr J Dearman	Outline planning application to build a dormer style bungalow with all matters reserved for subsequent application. Chiltern, Scothern Lane, Langworth, Lincoln, Lincolnshire, LN3 5BH
134257	Mrs N D Davis	Planning application to erect single storey side extension. Lindum Wold, 6, Scothern Lane, Langworth, Lincoln, Lincolnshire, LN3 5BH

**Lincolnshire County Council:**

L/0643/14 & L/0110/13

Lincoln Eastern Bypass –  
includes case for additional Short  
Ferry pump

Members received and NOTED the report and the comments submitted to Local Planning Authorities.

**2476 Environmental Report for 2015/16 and detail of plans for 2016/17.**

A copy of the Environmental Report on 2015/16 together with the plan for 2016/17 had been circulated with the agenda.

The report covered training for Members and Operatives, engagement with South Hykeham Community Primary School to plant a wildflower meadow, identify invertebrates within a watercourse and tour the pumping station. The results from the Owl & Kestrel Boxes programme were also included and Species sightings.

The Board APPROVED the report and noted it would be submitted to the GLNP and ADA Lincolnshire Branch Environment Committee.

**2477 Any Other Business.**

2477.1 Cherry Willingham Parish Council.

Mr. Henry Ward advised members that Cherry Willingham Parish Council wished to apply for consent to redirect a footpath and was advised accordingly.

**2478 Date, Time and Place of the Board's Next Meeting.**

The Board's next meeting was confirmed for Tuesday, 27<sup>th</sup> September 2016 at 10.30am in Minting Village Hall.

..... Chairman ..... Date  
W3rd BM 07.06.16