

WITHAM THIRD DISTRICT INTERNAL DRAINAGE BOARD

Minutes of the ninety seventh meeting of Witham Third District Internal Drainage Board, incorporating the Annual General Meeting, held on Tuesday, 15th November 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
Cllr. Mrs. S. Gorst
Cllr. W. Grover
Cllr. G. Hewson
Mr. D. C .Hoyes MBE
Cllr. D. Jackson
Cllr. Mrs. F. M. Martin MBE
Mr. I. Parker
Mr. J. C. Smithson
Mr. D.J. Straw
Cllr. P. Vaughan
Mr. R. J. Weightman
Mr. T. Williams

In attendance:

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

2498 Apologies for absence.

Apologies for absence were received from Cllr. R. M. Avison, Mr. J. R. Garner, Cllr. W. Gray, Mr. R. P. Hairsine, Ms. J. F. Holland, Mr. P. A .Spilman and Mr. H. Ward.

2499 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.

2500 Election of Chairman.

The Chief Executive invited nominations for the role of Chairman. Mr. Paul Hoyes was proposed and seconded and, there being no further nominations, elected unanimously for the forthcoming year.

2501 Chairman's Announcements.

The Chairman thanked members for electing him for a further year and, having had a difficult year health-wise, he looked forward to a better 2017. He thanked members, particularly his Vice Chairman, and officers for their support over the last few months.

The Chairman advised members that as Cllr. Alexander Bridgwood had resigned from the Board on leaving West Lindsey District Council in July, the Board is now carrying a vacancy for a member nominated by that Council. The Council's Member Services Officer is endeavouring to resolve this.

2502 Election of Vice Chairman.

The Chairman invited nominations for the role of Vice Chairman. Mr. Max Thomas was proposed, seconded and, there being no further nominations, elected unanimously for the forthcoming year.

Max Thomas thanked members for re-electing him.

2503 Election of seven members to the Board's Standing Committee.

Seven members were proposed, seconded and there being no further proposals, elected to the Standing Committee for the forthcoming year to November 2017. These were the Chairman (Paul Hoyes), Vice Chairman (Max Thomas), Mr. Bob Armstrong, Mr. Ian Clark, Mr. Denis Hoyes, Cllr. Ian Fleetwood and Mr. John C. Smithson.

2504 Election of three members and two deputies to the Joint Services Committee.

Three members were proposed, seconded and there being no further proposals, elected to membership of the Joint Services Committee for the forthcoming year. These were the Chairman, Vice Chairman and Mr. Ian Clark. Cllr. Ian Fleetwood and Mr. Bob Armstrong were proposed, seconded and there being no further proposals, elected as the two members to deputise on the Committee.

2505 Board and Standing Committee meeting dates for 2017.

Board Meetings (Minting Village Hall at 10.30am):

- Tuesday, 31st January.
- Tuesday, 30th May (please note the meeting will commence at 10am).
- Tuesday, 19th September.
- Tuesday, 21st November (+AGM).

Standing Committee Meetings (Woodhall Depot at 10am):

- Tuesday, 17th January.
- Tuesday, 16th May.
- Tuesday, 05th September.
- Tuesday, 07th November.

After discussion, members APPROVED the meeting dates, as set out.

2506 Members' Code of Conduct & Register of Members' Interests.

A copy of the Members' Code of Conduct, approved by the Board on 23.04.13, had been circulated with the agenda. In addition, a copy of the associated Register of Members' Interests form had been circulated. Members were requested to complete this, returning it to Witham House, so that an up-to-date Register is maintained. Members were advised of the importance of this being an accurate record. The information in the register may be subject, for example, to an F.O.I. request and public disclosure.

2507 Minutes of the Board meeting, 27.09.16.

The Minutes of the Board's previous meeting held on Tuesday, 27th September 2016 were proposed, seconded and APPROVED as an accurate record.

MATTERS ARISING:

2507.1 Kirkby on Bain Pumping Station (minute 2582.1 refers).

It was reaffirmed that LCC, as the lead authority promoting the proposed new pumping station in Kirkby on Bain, was asking Mouchel to complete the design work and the Business Case with a view to a scheme attracting FCERM grant monies in 2017/18.

2507.2 North East Lindsay IDB (minute 2484.1 refers).

The Chief Executive reported on progress in North East Lindsey IDB joining the existing group of 3 IDBs from 01.04.17. She had attended a second NEL IDB Board meeting on 08.11.16 and a temporary member of staff had been appointed to help with the migration of NEL data on to computerised systems (GIS and DRS initially). Members from NEL had been invited to Witham House on 08.12.16 and to the subsequent development session that afternoon.

2507.3 Future Office Provision (minute 2484.2 refers).

It was confirmed that Upper Witham IDB was taking the lead in considering reprovision of that Board's depot facility on the North Hykeham Meadow Lane site, which Upper Witham owns. The secondary issue of whether or not the brief should include the provision of office accommodation, to replace the existing Witham House, was also part of the feasibility study delegated to Upper Witham's Finance & General Purposes Committee.

It was confirmed that an initial feasibility study document would go to the Joint Services Committee meeting on 05.12.16, as a written update and briefing on the current position.

Members noted that a feasibility study was being led by Upper Witham IDB.

2507.4 Efficiency Requirements (minute 2491 refers).

It was highlighted that the Chief Executive and Finance Manager would attend a further joint meeting of IDBs, ELDC and Boston Borough Council about IDB efficiencies (to be held at Manby on 12th December 2016).

Advance information would be provided to ELDC about both the work on the draft budget Estimates for 2017/18, which will come to the Board on 31.01.17, and also the land movements, from 'agricultural land & buildings' to 'other developed land' (on which Councils pay Special levy), between 01.01.16 and 31.12.16. Members were advised, however, that there were 23

known land movements this year, of which 20 were in ELDC's area. Whilst this had consequences for increased Special Levy, it was good that this reflects additional housing and business growth in line with the Council's priorities and on which Council Tax and NNDR income would be received. This development could only continue on well drained land.

Members noted the on-going discussion with Councils generally, and ELDC specifically, for 2017/18.

2507.5 Partnership Approach to Catchment Management Group.

An update was provided on the work of the Lincolnshire and Northamptonshire wide PACM Group, a group convened following the RFCC meeting on 15.07.16 to consider how best to maintain watercourses and related assets on a catchment basis between respective flood risk management authorities.

The work was outlined as looking across catchments by:

- Developing an approach to understand and align flood risk and water level management within a system to achieve multiple benefits.
- Take a local level review of all benefits and costs of asset systems.
- Look at partnership management options for unfunded or part-funded systems, including asset transfer, Internal Drainage Board (IDB) boundary changes and the impact of limited resources, promoting efficiencies and ensuring options are fit for purpose.
- Draw this together in an operations-focused document to assess the best management options for a system that is aligned with strategic plans already in place.

The work was being addressed in three phases, as follows:

Phase 1: January 2016 - March 2017.

- Develop a guidance document and assessment tool to assess management of a catchment for flood risk, water level management and additional benefits.
- Scope out demonstration catchments in the area to promote this new approach locally and nationally.

Phase 2: April 2017 – March 2018.

- Test the guidance document on previously identified demonstration catchments and ensure it is fit for purpose and achieves the aim of the work.

Phase 3: April 2018 onwards – implementation.

- Apply the principles of catchment management through the guidance document across the Anglian Northern RFCC area.

It was noted that the Chief Executive was a member of the Group, chaired by LMIDB's David Sisson, and there were representatives on it from the EA, other IDBs, LCC and Northamptonshire CC. Either she or the Director of Operations & Engineering Services would be attending meetings/workshops, as this was a significant issue for Boards. Progress would be periodically reported to the Board.

2508 Minutes of the Standing Committee meeting, 01.11.16.

The minutes of the Standing Committee meeting held on Tuesday, 01st November 2016 were proposed, seconded and APPROVED as an accurate record and the recommendations to the Board were NOTED.

MATTERS ARISING:

There were no matters arising outwith the agenda.

2509 Chief Executive's Report.

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

2509.1 Members' Development Session on 08.12.16.

Members were asked to confirm whether or not they would be attending the event at The Pyewipe Inn on Thursday, 08th December 2016 starting at 2pm.

2509.2 North East Lindsey IDB joining the existing Group of 3 IDBs.

NEL IDB's Chairman, Mr. Julian Hargreaves, had announced at the ADA Lincolnshire Branch meeting on 20.10.16 that, after considering a range of options, the Board would be joining the existing Group of 3 Witham Boards from 01.04.17.

It was reported that, following a meeting with the Boards' Solicitors, Sills & Betteridge, on 22.08.16 a revised Joint Services Agreement between the 4 Boards is to be developed for 01.04.17. A first draft is to be completed for 25.11.16 in order that this can be discussed at the next Joint Services Committee meeting on 05.12.16. It was noted that three members of NEL IDB had been invited to join the Joint Services Committee from 05.12.16 onwards.

Members received and NOTED the report and update.

2510 Financial Performance Report to 31st October 2016, Month 7 of 2016/17.

The Finance Manager presented the financial performance report to 31.10.16, month 7 of 2016/17, which had been circulated with the agenda.

The budget profile anticipated a 31.10.16 surplus of (£364,874) in comparison with the actual surplus position of (£328,348). Hence, there was an adverse variance of £36,526 at this point in the year. This does, however, include payments on the 3 catchment studies of £49,824 to date, which the Board had approved from the 2015/16 surplus via reserves. With this netted off, the variance moves to a positive variance of (£13,298) as at 31.10.16, albeit the fund transfer is being delayed until later in 2016/17 when an assessment is made about whether or not the position can be contained in-year without a fund transfer.

On income, overall at this point in the year there is a £12k negative variance. Most income streams are accounted for, in terms of Drainage Rates, Special Levy received from each of the 3 Councils and PSCA rechargeable works income being a positive (£11k) ahead of profile based on invoices.

Highland Water income had been received from the EA, at 80% of the claim Estimate for 2016/17 (£132,000) and the balance owing on 2015/16 (£69,000). In fact (£80,000) was due

but the administration element of the claim (£11,000) was not paid, leaving a shortfall on anticipated income of £11,000. However, this is not being disputed as overall £201,000 Highland Water income was received for 2015/16 compared to the budget of £174,000 (the claim included a proportion of the replacement Greetwell PS AWC).

Most of the negative variance on income is attributable to the former AWC at Greetwell PS, as this had not been fully depreciated over its lifetime before replacement and hence there was a balance of £10k to be written off on the old weedscreen on replacement.

On expenditure, the total cost of the 3 catchment studies is £69k, with £15k having been paid in 2015/16. There is planned expenditure therefore of £54k in 2016/17, of which £50k costs had been incurred to 31.10.16.

On drains and Pumping Stations there was a (£25k) and (£31k) surplus respectively, but it was noted that £18k in the wages and plant holding account will be charged out to these budgets over the year. There were currently savings within drains for CCTV surveys of (£8k) and for bank slip repairs of (£9k) but this may be needed for expenditure over the winter maintenance programme. Likewise, current savings on electricity of (£4k), repairs (£9k) and pump lifts of (£6k) may well catch up over the winter period (eg. it is planned to lift the pumps at Woodhall Spa).

On drainage rates performance for 2016/17, as at 04.11.16 there was an excellent collection rate of 99.9% (compared with 98.8% at the same point last year), with £226.06 outstanding. First reminders were posted to account holders on 01.08.16 and final reminders on 12.09.16. All outstanding queries on accounts were now resolved and a Court date (for all 3 Boards) had been set for 30.11.16. The Board has currently only one account holder listed for court.

Bank balances and investments were set out as follows, as at 04.11.16:

Natwest	£ 574,689.74
Co-op	£ 258.79
Nationwide Instant Access	£ 229,230.72
Nationwide 95 Day Notice	£ 507,299.28
Total	<u>£ 1,311,478.53</u>

Whilst this is a healthy current position, it was highlighted that it included most drainage rates income and the second tranche of special Levy payments from all 3 Councils. There would be no further significant income anticipated until May 2017, so balances will reduce over the next few months.

Members received and NOTED the financial position of the Board to 31st October 2016.

2511 Statement of Expenditure, 01.09.16 to 31.10.16.

The Statement of Expenditure for the two months' period 01st September to 31st October 2016 had been circulated with the agenda and was presented by the Finance and Rating Officer.

Gross expenditure totalled £279,577.44 or, net of £25,957.63 VAT, £253,619.81. Of this, £14,806.14 was recharged to other bodies.

Items highlighted included:

- item 40 - £2,000 (net) to Grant Thornton UK LLP, for the external audit fee on 2015/16.
- item 53 - £600 (net) to Inter Lec Ltd for repairs to telemetry at Horncastle Ings PS. Stuart Crane queried this payment, the installation being relatively recent.

- items 54 & 55 - £4,111 (net) and £3,543 (net) to Jeremy Benn Associates Ltd. These were interim payments on the 3 catchment studies.
- item 67 - £712 (net) to Lincoln Rural Training Group for arm mounted flail cutter training. Ian Parker queried this item of expenditure and it was confirmed this was refresher training for Operatives.
- item 91 - £54,560 (net) to Ovivo UK Ltd. This was the bulk of the payment for the replacement Greetwell PS AWC.
- items 98 & 99 - £660 (net) and £3,391 (net) to SM Allen and Sons for hand work on Thunker Drain (Horncastle) and Welton Beck respectively in September 2016. This is recharged to the EA under the PSCA.

Members received and NOTED the expenditure incurred between 01.09.16 and 31.10.16.

2512 Health and Safety.

An update on Health and Safety matters had been circulated with the agenda.

All 3 Boards use Cope as their external health and safety advisors and a combined annual review meeting was held on 18.10.16, both to review the work in each Board over the last year and to discuss priorities for the forthcoming year.

Some of the issues discussed were:

- Accident reporting, documentation and records keeping.
- Personal Injury claims.
- Designated Hi-Viz working areas.
- Near miss accident training and reporting for Operatives in all 3 Boards.
- Risk assessments ('safe systems of work'), triple branded and similar index. Hazards identification, assessment and scoring system depending on likelihood and severity of impact. Control measures to reduce likelihood (and to a lesser extent, severity).
- Review of range of policies to be updated or developed, with consistent approach and clarifying responsibilities. Setting out the 'what' we do, as 3 Employers, from a health and safety legal perspective. These included asbestos, confined spaces, CDM regulations, control of contractors, electric fires/heaters, first aid at work, hazardous substances, health and safety, lead, LOLA (lifting), lone working, manual handling, PPE, stress, safety signs and signals, vibration, working equipment, plant checks, WTD (what it is, breaks, and opt out), working at height.

Members received and NOTED the update on health and safety.

2513 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

The planned summer maintenance programme had progressed well and was well advanced. All those reaches accessed from arable fields have been completed and Operatives now working on lengths accessed by grass strips and access tracks or roads

- Plant

Tenders are being written for the 2017/18 procurement process for a replacement of the tractor/flail combination purchased in 2009. This planned purchase will be confirmed at the January 2017 meeting, forming part of the Board's Plant & Vehicle Replacement Programme.

No significant repairs had been reported during this period. However, both Massey Ferguson tractors have required major services. All items of plant continue to perform as expected.

- Pumping Stations.

The automatic weed screen cleaner had been installed at Greetwell Pumping Station (work started 19.07.16). Installation was completed on 18th October.

The construction of Stamp End Pumping Station has commenced. This project, promoted by Lincolnshire County Council, is due for completion later this financial year. Once complete, the Board will adopt and accept future maintenance and operation upon receipt of the agreed commuted sum of £75k.

- Public Sector Co-operation Agreement.

The Board had received written orders 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 has been estimated at £30,812.

A meeting was held with the Environment Agency on 03rd November when the amount of work allocated to the Board under this agreement was discussed and the programme for the forthcoming three years was confirmed as similar to this year.

The use of the Board's workforce to complete additional work during the winter months was also discussed. This type of work would include bushing of reaches of raised embankments adjacent to main river.

- Workforce.

A member of the workforce had completed 20 years' employment with the Board. The Chairman presented Barry Holland with a gift to recognise his service to the Board, following a 'fish supper' at the depot on 19th October. Barry spends most of his time operating the Volvo excavator and combines these duties with that of Working Foreman.

- Catchment Studies.

As previously reported in September 2016, 3 catchment studies were commissioned from JBA Consulting of Skipton. The work to survey all the drains within the catchments of Marsh Lane & Park Beck, Kirkstead, and Bardney Manor Farm, Duckpool, Southrey, Stixwold and Woodhall has been completed. The models are now being constructed.

The final report will be delivered to the Board by the end of November 2016.

Members received and NOTED the report and presentation.

2514 Engineering Services Report.

The Engineering Services Report had been circulated.

On comments submitted to ELDC regarding planning application S/215/01426/16, for the proposed erection of 30 dwellings on the site of the Railway Hotel in Woodhall Spa, it was noted that the Board was satisfied that a 9 metres access strip was to be included to support future maintenance.

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

2515 Any Other Business

There were no further items of business and the meeting closed at 11.40am.

2516 Date, Time and Place of the Board's Next Meeting.

The Board's next meeting was confirmed for Tuesday, 31st January 2017 at 10.30am in Minting Village Hall.

..... Chairman Date
W3rd BM 15.11.16.