

NORTH EAST LINDSEY DRAINAGE BOARD

Minutes of a meeting of North East Lindsey Drainage Board, held on Tuesday 17th September 2019 at The Amethyst Hotel, East Halton, North Lincolnshire, DN40 3NS at 2pm.

Present: Mr. S Bedford
Cllr. P. Clark
Alderman I. Colquhoun
Mr. J. Fussey.
Mr. L. Grooby **Vice Chairman**
Cllr. S Harness
Mr. J. F. D. Hargreaves **Chairman**
Mr. P. J. Hoyes
Mr. R. Kirk.
Alderman P. Mills
Cllr. L. Nici
Cllr. M. Patrick
Mr. S Shepherd
Cllr. D. Wells.

In Attendance: Miss J. Flower, Executive Assistant
Mrs. J. Froggatt, Chief Executive
Mr. S. Larter Finance Consultant
Mr. M. Shilling, Director of Operations & Engineering

1. Apologies

Apologies for absence were received from Mr. M Archer, Mr. J. Finch, Cllr. M. Green, Cllr. R. Hannigan, Cllr. B. Parkinson, Cllr. G. Sheridan and Mr. P. Wilkins.

2. Declaration of Members' interests.

Members nominated by North Lincolnshire and North East Lincolnshire Councils declared interests relating to their respective Councils.

3. Chairman's Announcements.

The Chairman welcomed everyone to the September meeting of the Board.

A particular welcome was extended to new members. It was highlighted that in the Chief Executive's update, there was a summary of those three members who had left the Board (Cllr. David Bolton, Cllr. Margaret Cracknell and Cllr. Janet Goodwin) and also those five new members who joined the Board (Cllr. Lia Nici, Cllr. Stephen Harness, Cllr. Gemma Sheridan, Cllr. Marie Green and Cllr. Matthew Patrick), all appointed by North East Lincolnshire Council.

Members were reminded that on Thursday, 19th September 2019 it was the group of four Boards' Annual Inspection. The Chairman thanked those who had indicated whether or not they would be participating, the itinerary and lunch arrangements had been confirmed and hard copies of the brochure would be given out on Thursday morning.

4. Minutes of the Board Meeting held on 21.05.19.

The minutes of the Board's previous meeting held on Tuesday, 21st May 2019 were proposed, seconded and were APPROVED as a true and accurate record.

MATTERS ARISING:

There were no matters arising, all items being covered by the agenda.

5. Minutes of the Joint Services Committee meeting held on 22.07.19.

The minutes of Joint Services Committee meeting held on Monday, 22nd July 2019 had been circulated with the agenda for information.

MATTERS ARISING:

5.1 Insurance Renewals for the four Boards (minute 8 refers).

The Chief Executive highlighted to members that the Boards undertook a market test for their insurance arrangements ahead of the 2018/19 renewals and established a framework contract, available nationally to all IDBs. The framework is hosted by Witham Third DIDB on behalf of the Witham and Humber Drainage Boards.

The procurement exercise was undertaken by The Risk Factor Limited on behalf of and at no cost to the Boards. The process undertaken also ensured compliance with Public Contracts Regulations 2015.

The framework contract allows any IDB in the country to access insurance requirements without having to undertake a separate tendering exercise and to be compliant with public sector procurement regulations. The main insurances were held by Fiducia (Travelers & Lloyds of London) and Zurich Municipal Insurance, large insurance providers in the public sector. The motor cover had been transferred from LV to Allianz, due to the takeover of LV by Allianz earlier in the year.

Work was ongoing to ensure relevant and cost effective insurance cover was in place especially in areas such as Cyber cover where a combined policy was in place to cover the four Boards.

Members were advised that through undertaking this procurement exercise significant savings were made for the Boards of @£25k in total. The renewal exercise for 2019/20 had been undertaken and the following table details the impact for North East Lindsey Drainage Board. Whilst a comparison has been made to the 2017 base premium, this would have also increased over 2 years. Therefore, the actual comparative savings will be more than those stated.

Policy Type	2017 Renewal Premium £	2018 Renewal Premium £	2019 Renewal Premium £	Difference 2017 to 2018 £	Difference 2018 to 2019 £
Business Combined	11,594.83	5,883.92			
Management Liability	1,203.53	813.96	6,350.21	(7,759.11)	(347.67)
Professional Indemnity	1,658.63				
Contractors Combined	n/a	Inc Business Combined	372.40	n/a	372.40
Fidelity Guarantee	n/a	117.60	117.60	117.60	0.00
Loss Recovery	292.60	n/a	n/a	(292.60)	n/a
Engineering Inspection	1,923.64	875.00	1,465.06	(1,048.64)	590.06
Engineering Insurance	520.68	957.60	957.60	436.92	0.00
Personal Accident	186.93	117.60	117.60	(69.33)	0.00
Commercial legal expenses	55.00	294.56	294.56	239.56	0.00
Cyber Liability	930.00	Group Policy W3rd	Group Policy W3rd	(930.00)	0.00
Revised total	18,365.84	9,060.24	9,675.03	(9,305.60)	614.79

*: excludes Commercial Vehicle Policy due for renewal 22.10.19 (estimated premium £670 for Isuzu)

There were minimal changes for North East Lindsey IDB, apart from additional items to inspect as part of the statutory inspections, which have been across all Boards following the first round of inspections undertaken in 2018/19. However, NELDB still made significant savings at the April 2019 renewal of 47.3% compared to the 2017 base and compared to the 50.7% savings in 2018/19.

Members were advised that some premiums had merged and some had been separated. This was part of the ongoing strategy to streamline the insurance arrangements and ensure the most appropriate cover for the risks involved.

Members noted the update.

5.2 High Rainfall and Flood Event of June 2019 (minute 9 refers).

The minutes of 22.07.19 stated that Mr Lionel Grooby had raised issues in relation to the June breach of the Right Hand Bank of the River Steeping Relief Channel at Wainfleet, which following heavy rainfall had led to the evacuation of circa 600 properties and internal flooding to circa 120 properties. He acknowledged that this was not in the Board's drainage district but felt strongly about a range of issues, his family having farmed in the Wainfleet area for many years. He referred to an EA 2016 report assessing the need for bank improvements on that very relief channel bank, improvements that totalled then £1.3 million and for which the Business Case did not progress. Mr Lionel Grooby stressed to the meeting the false economy of that preventative maintenance work not having been undertaken and the far higher social and economic cost of the subsequent breach.

Members noted the minutes of the Joint Services Committee meeting of 22.07.19.

6. Chief Executive's Report.

The Chief Executive's report had been circulated with the agenda and issues highlighted included:

6.1 Annual Governance and Accountability Return (AGAR) 2018/19.

Following the May round of Board meetings, the IDB Annual Governance & Accountability Return (AGAR) for each Board was submitted to external auditors PKF Littlejohn LLP. These incorporated the Accounting Statements and the Internal Auditor's certificate.

All four Boards had received their 'Notice of Conclusion of Audit', which in each case had been published on the Board's website and in hard copy within the drainage district. Pleasingly, none of the Boards received a 'qualification' on the closure of accounts and there were no 'other matters' requested to be brought to the attention of North East Lindsey Drainage Board.

6.2 IDB 1 Report.

The IDB 1 Report on 2018/19 was submitted to the May Board meeting and due for submission to Defra by 30.09.19. It was confirmed that the IDB 1 Report had been submitted on 18.06.19. For several years IDBs had been suggesting that it would be useful to the industry if Defra undertook some analysis of what the 112 IDBs submit and shared this. On 27.08.19 a letter was sent by the Minister, Dr Therese Coffey, to IDB Chairmen. This enclosed an analysis by Defra of the IDB 1 Reports for the previous year 2017/18 and identified significant improvements in Governance arrangements, but also highlighted areas for continued improvement e.g. health, safety and welfare.

The Chief Executive advised that at the Association of Drainage Authorities' (ADA) Policy & Finance Committee Meeting on 04.09.19, it was confirmed that ADA too have just completed an analysis of the 2017/18 IDB 1 Reports and would be circulating this imminently. The Policy & Finance Committee had welcomed this and the benchmark comparative data it would provide. The emphasis being on disseminating good practice and highlighting for investigation where a Board may be an industry outlier, rather than on the development of Key Performance Indicators (KPIs) and a hard targets culture.

6.3 Staffing Matters.

It was confirmed that Mr Steve Larter, Finance Consultant to the four IDBs since 2013, would join the four Boards as Director of Finance and Governance w.e.f. 01st November 2019. The appointment was ratified by the four Boards' Joint Services Committee on 22.07.19.

6.4 ADA Policy & Finance Committee meetings 04.06.19 and 04.09.19.

The Chief Executive had attended both meetings and highlighted to members the EA Consultation on the National FCERM Strategy, which ran until 04.07.19 (a response was submitted on behalf of each of the four Boards). The EA were currently analysing the consultation responses. The ADA Health & Safety survey of the 112 IDBs was also highlighted (75% response rate). ADA was analysing the results and it was likely to lead to a significant piece of work during 2020 and the launch of a 'Good Practice Guide' at the November 2020 ADA Conference.

6.5 Heavy Rainfall Event w/c 10.06.19

The high rainfall event began on Tuesday, 11th June and continued until Friday, 14th June, with a monthly rainfall total of 167mm, 135mm of which fell over a 72 hr period. The impact continued well beyond this period. The impact was very different in each of the four drainage districts and it was confirmed that North East Lindsey Drainage Board's district was not as affected by heavy rainfall and suffered no significant effects.

It was confirmed that at Middle Drain pumping station there were no adverse effects within the system, despite the presence of the dam in the gravity outfall. The new control panel worked as designed. The new flapvalve had been installed w/c 12.09.19.

Support had been provided to other IDBs in Lincolnshire which had been more seriously affected, particularly in the Wainfleet area. Although no claim had been submitted for those staff (like the Director, CX, Environment Officer) who had undertaken shifts in the County Emergency Centre, where additional overtime costs for Operatives had been incurred, these had been submitted as a "Belwin Claim" via Lincolnshire Fire and Rescue and East Lindsey District Council (total claim £7.1k).

It was highlighted that there had been an IDBs' wash-up of the June 2019 floods event on Tuesday, 13.08.19 and a county-wide multi-agency emergency plan review of the event was to be held on 25.09.19 (which Guy Hird as LRF lead for Lincolnshire IDBs and Neil Kemble for LMIDB would attend).

6.6 NELDB Maintenance Contractor.

The Chief Executive raised with members the current maintenance contract held with Eric Carnaby & Son Ltd. This contract was due to end in July 2020, having been a three year contract awarded in July 2017.

Iain Colquhoun stated that as far as he was aware there had been no issues with Carnaby's and he would be minded to extend the contract. Lionel Grooby added that they had a good health and safety record, they were a local company and he felt too that a two year extension would be the sensible option.

Philip Hoyes agreed that the relationship between the Contractor and local farmers / landowners was good and that such continuity is valuable in this line of work.

Cllr David Wells proposed, Sam Bedford seconded that the Carnaby's contract be extended ideally for a further two seasons from July 2020 to July 2022. This proposal was supported by all present. A meeting would be convened with Eric Carnaby and Roland Carnaby of Eric Carnaby & Son Ltd.

The Chief Executive's report was received and noted.

7. External Auditors' Notice of Closure on the IDB Annual Governance and Accountability Return 2018/19.

The Finance Consultant introduced the Notice of Closure on the IDB Annual Governance and Accountability Return (AGAR) 2018/19 that had been circulated with the agenda. It had been agreed at the Board meeting on 21st May 2019, subsequently published on the Board's website for public inspection and despatched to the External Auditor on 7th June 2019. The

public inspection period was from 10th June 2019 until 19th July 2019. The External Auditor PKF Littlejohn LLP had a statutory deadline of 30th September by which to complete their external audit and publish the formal Completion of Audit certificate.

The External Audit report was received on 1st August 2019 and the Notice of Conclusion of Audit was published on 6th August 2019. Pleasingly, there were no matters raised by the External Auditor and no matters to bring to the Board's attention.

Members noted the External Audit Report on the Annual Governance and Accountability Return 2018/19 and that this now concluded the financial year 2018/19.

8. Risk Register.

The Risk Register and accompanying documents had been circulated with the agenda.

The Finance Consultant advised members that currently the four IDBs share a common Risk Register. However, as raised by the Internal Auditor in his 2018/19 report, the Boards do not have a comprehensive approach to the management of risk, including a Policy statement or Risk Strategy.

This report put these documents in place and also provided a revised joint Risk Register. The previous version of the Risk Register had become cumbersome, with more detail added with each iteration.

The Corporate Risk Register captures the high-level risks the Board faces. These are generic to all four Boards with any specific risks to a particular Board highlighted. The five aims / objectives which three of the four Boards developed in a workshop with the then Internal Auditor on 28.05.12 were retained. Members were reminded that Operational Risks were dealt with through a separate process, with detailed and specific Risk Assessments.

The new style joint Risk Register showed the key risks under each Objective and whether the risk can be avoided, reduced or shared (e.g. through insurance). There is then an assessment of how likely (probability) the risk is and what impact (severity) it would have if it materialised.

Being a first draft of the new style Risk Register, it will need refining over the coming months. The Risk Register is considered by the Board at least twice annually. Firstly, in January ahead of agreeing the Budget for the following financial year and secondly in May when the Annual Governance Statement is completed.

The new Internal Audit Director for TIAA (Chris Harris) would revisit the Risk Management arrangements in mid-February 2020.

Following review, members were content to APPROVE the following documents:

- Risk Management Policy
- Risk Management Strategy
- Risk Management Strategy Statement
- Risk Register (corporate)
- Detail of risk included in the Risk Register.

It was noted that it is the (corporate) Risk Register which will come to future Board meetings.

9. Schedule of Expenditure for the period 01.04.19 to 31.08.19.

The schedule of expenditure for the five months ended 31st August 2019 had been circulated with the agenda and was presented to the meeting by the Finance Consultant. The schedule is of invoices paid and therefore expenditure incurred in the five months period.

Items highlighted to or by members included:

- Item 51: £80,509.50 (net) to Environment Agency for the 1st payment (of two) of the 2019/20 IDB precept.
- Items 80 & 81: £175.00 and £525.00 (net) to Lincolnshire Motors. For operational machinery provided to the Works Supervisor.
- Items 101 & 102: £60,831.45 and £7,157.87 (net) to Paktronic Engineering Co Ltd. Payments for the Middle Drain pumping station MCC (panel) refurbishment and associated electrical works totalling £67,989.32.
- Item 104: £3,530.00 (net) to Peter Brett Associates LLP. Professional Services fees which are fully rechargeable to Able UK.
- Item 107: £1,560.00 (net) to PKF Littlejohn LLP. Annual audit fee for the External Audit of the 2018/19 AGAR.
- Items 118 to 160: various payments to Total Gas and Power. These all relate to electricity charges. There has been an ongoing issue with meter readings. As the Board only pays on actuals and not estimates, there are now payments being made on queries from earlier in the year now resolved. Philip Hoyes commented that as the doors at Middle Drain are still open and therefore causing the Pumping Station to operate, any additional pump charges should be monitored and reclaimed from the EA. Lionel Grooby enquired about using smart meters. The Finance consultant advised that as part of the new ESPO contract with Total Gas & Power, smart meters will be installed at Pumping Stations and it was hoped this would be done in the next six months.

There was general discussion following a query raised by Iain Colquhoun on the level of detail contained within the Schedule of Expenditure. The Chief Executive confirmed that the Board is obliged to publish this schedule under the terms of the Local Government Transparency Code 2015. This states that all expenditure above £500 must be reported in the interests of local accountability. It is the view of Officers that it is easier to comply by publishing a full list of expenditure. This is also published on the website.

Members noted the schedule of expenditure incurred for the months to 31st August 2019 which totalled £365,527.02 gross or £329,465.92 net of £41,867.65 VAT. Of this, £17,446.25 was recharged to other bodies.

10. Financial Performance Report to 31st August 2019, month 5 of 2019/20.

The Financial Performance Report to 31st August 2019, had been circulated with the agenda and the Finance Consultant presented the position, summarised as:

	2019/20 Estimate	Profiled Budget	Actual	Variance
	£	£	£	£
Income	(617,352)	(267,419)	(287,527)	(20,108)
Board & General Admin	36,100	11,988	9,207	(2,781)
One Off Schemes	185,000	0	72,614	72,614
Conservation	2,500	1,317	939	(378)
Depot	6,540	2,660	4,933	2,273
Drains	138,420	13,279	15,306	2,027
Pumping Stations	67,915	18,208	13,912	(4,296)
Staffing & Joint Admin	70,001	20,773	22,405	1,632
Consents & Enforcement				0
Engineers & Works Supervisor	133,246	43,450	45,802	2,352
Contribution to/(from) Reserves	(185,000)	0	(72,614)	(72,614)
PWLB				0
Rechargeable Works	0	0	17,446	17,446
EA Precept	162,630	81,315	80,510	(806)
FRS17 Pension Adjustment (net)				0
Wages & Plant Holding Account				0
(Surplus)/Deficit	0	(74,429)	(77,068)	(2,639)

The Board was showing a very slight positive variance of (£2,639) against the budget profile, with an actual surplus position of (£77,068) as at 31.08.19.

The main variation was in respect of income which was (£20,108) ahead of profile. Members were reminded that it was still early in the financial year and some of the more 'high risk' spend areas such as winter electricity had not yet been incurred.

On income, the first tranche of Special Levy payments by the 3 councils had been received in May totalling (£273k), the second Special Levy Payments being due in November 2019. Drainage Rates invoices for 2019/20 had been posted out in April 2019, albeit historical land queries are still being resolved. The collection rate for drainage rates income as at 31.08.19 was 82.1% (compared with 56.3% at the same point in 2018). First reminders had been posted on 01.08.19 and final reminders would be posted w/c 23.09.19. A court date for outstanding account holders was set for 22.11.19.

Also on income, Highland Water claims had been submitted to the Environment Agency, with payment due by 30.09.19. The payment due is the balance on the actual claim for 2018/19 of (£29,339) and the usual 80% of the total claim estimate of (£77,000) for 2019/20, so (£61,600). The Board should therefore be paid (£90,939) by 30.09.19.

Corresponding to PSCA works undertaken for the EA on their main river systems, the Board had now invoiced the EA for (£15k). Further PSCA works had been undertaken which would be recharged to the EA in October 2019. It was noted that the estimated quantum of PSCA works for the EA in 2019/20 is £106k.

On expenditure, following on from the Schedule of Expenditure net expenditure of £329,465.92 to 31.08.19, the variations between budget profile and actual expenditure incurred were detailed. Of note:

- Savings on insurance renewal costs (April 2019) of (£4k).
- In one-off schemes, a topographical survey of Middle Drain at £4k variance.

- Also in one-off schemes, the replacement MCC (pumps control panel) at £61k and a full rewire at £7k were additional costs at Middle Drain Pumping Station and will be met from previously received Developer Contributions fund.
- Variation of £2k expenditure on the New Holland Depot, with £525 for the purchase of a new brush cutter and installation of a fresh air fan to meet Building Regulations requirements at £340 plus electricity costs of £1k.
- On drains maintenance, as at 31.08.19 £11k of the summer works programme had been paid to Eric Carnaby & Son Ltd, compared to a £9k budget profile (so, adverse variance of £2k).
- Staffing and joint services variation in costs of £2k for the first 3 months of 2019/20 to 30.06.19. Qtr 2 joint services recharges due 30.09.19.

The bank balances as at 31st August 2019 were set out as follows:

Barclays Bank plc

Payments Account	£	5,737.77
Receipts Account	£	841.09
General Deposit Account	£	230,000.00
Developer Contributions Account	£	131,557.82
Nationwide Instant Access (Dev Cont's)	£	151,119.40
Total		<u>£ 519,256.08</u>

Members noted the financial performance for 01st April 2019 to 31st August 2019, the first five months of 2019/20.

11. Write-off of Drainage Rates.

A report detailing a request for the write-off of Drainage Rates had been circulated with the agenda and was presented by the Finance Consultant. The write-off of drainage rates is a matter reserved to the Board.

The Board has a policy for writing off Drainage Rate demands under £2.50. The following 26 accounts are outstanding as at 31st August 2019, but are under £2.50 for 2019/20. It was clarified that drainage rates invoices had not therefore been posted on these accounts:

Account	Value £	Account	Value £
59	£ 2.19	333	£ 2.03
72	£ 2.23	368	£ 1.73
95	£ 0.58	375	£ 1.69
107	£ 1.19	377	£ 0.96
108	£ 1.65	388	£ 2.30
129	£ 1.96	394	£ 0.96
144	£ 1.34	398	£ 1.11
162	£ 0.15	410	£ 1.77
174	£ 1.38	0418 (17/18)	£ 1.03
208	£ 1.27	0418 (18/19)	£ 1.03
215	£ 0.73	0418 (19/20)	£ 1.04
237	£ 1.84	0419 (17/18)	£ 1.48
238	£ 1.88	0419 (18/19)	£ 1.48
241	£ 1.96	0419 (19/20)	£ 1.50
244	£ 2.30	0423 (17/18)	£ 1.94
259	£ 2.38	0423 (18/19)	£ 1.94
271	£ 0.96	0423 (19/20)	£ 1.96
288	£ 0.35		
318	£ 1.96	<u>TOTAL</u>	<u>£ 54.25</u>

Account 0250 holds the Drainage Rates for a deceased individual. The land has been sold by the Estate to new owners, who are now paying the Drainage Rates on this parcel. The arrears for 2014/15, 2015/16 and 2016/17 had not been collected and stand at £16.92. It was requested that the Board writes-off this amount, as officers have no way of contacting the Estate for the balance due.

The demand note for account 0186 was returned marked 'Gone Away'. In the Board's records, rates on this account have not been paid for over 10 years. The land has been transferred to the 'Unregistered Land' account and investigations continue to establish the current owner / occupier. It was requested that the balance of £66.20 be written off, as officers do not have any forwarding details for the previous occupier (although he is believed to now be deceased). Once the present owner is found, this charge will be backdated using the standard '1 current year + 1 year in arrears' formula.

Arrears of £134.91 were charged on account 0293. Investigations into the location of this land showed that this parcel was also in the Special Levy calculations and should not have had Drainage Rates charged upon it. It was requested that this arrears balance, from prior to 1st April 2017, be written off as the land features in the Special Levy calculations.

Arrears of £64.26 were charged on account 0337 from years prior to 2016/17. Investigations found that the billed party was not the land owner / occupier and they were therefore invoiced incorrectly. Their account has now been amended (land now in account 0171), and charges from 1st April 2017 correctly allocated, but the balance on the account of £57.76 is uncollectable.

Account 0365 holds the Drainage Rates for land that has been transferred to Special Levy. The balance of transfers that were completed after the Special Levy calculations were carried out stands at £12.70. It was requested that the Board writes-off this amount, as it has been billed incorrectly and should have been within the Special Levy calculations.

As officers continue to ensure accuracy of land records, there are some parcels that are identified as in either two accounts at the same time or out of the Board's drainage district boundary. Where the land is duplicated, it is billed to the correct land owner and the incorrect charges added to this account. Where it is out of the district the parcel is deleted and the arrears of charges placed in this account. As at 31st August 2019 the balance on this account stood at £424.47. It was requested that the Board writes-off this amount, as it has been billed incorrectly.

In summary, members were asked to approve the write-off of the following amounts:

Under £2.50 value 26 accounts	£ 54.25
Uncollectable / Gone away / arrears	£ 275.79
Special Levy	£ 12.70
Duplicated Land / Land out of Drainage district	<u>£ 424.47</u>
Total	<u>£ 767.21</u>

Following discussion, Cllr. Harness proposed, Cllr. Clark seconded and members agreed to the write-off of the total £767.21 in drainage rates 2019/20.

12. Health and Safety Update.

An update on Health and Safety, prepared by the Operations Manager, across the group of four IDBs had been circulated with the agenda and was presented by the Director of Operations and Engineering.

Cope Health and Safety, the current external contractor, had visited with their new Health and Safety Advisor, Simon Cross. There were no actions outstanding within any of the four Boards.

Two 'Near Misses' had been reported since the last Health & Safety Report to the Boards. One on Witham Third, where an employee reported almost colliding with a car on some bends with his Tractor Flail. The Operator has fitted an extra beacon to front flail and has been advised to approach bends more slowly. The second occurred on Upper Witham, where an employee reported a near miss whilst driving out of the temporary depot site due to the blind bend. The area around the entrance and along the road has been strimmed of the vegetation obscuring visibility and a sign has been put up warning traffic of a hidden gateway. All employees have been spoken to regarding this and instructed to be extra vigilant when leaving the site.

One accident had been reported. An employee on Upper Witham received an injury whilst using a hand bow saw. As the Operative slipped he dragged the saw across his hand. This required him to be taken to A&E by his colleague to have it dressed. The Operative returned to work the next day, therefore this incident was not reportable under Riddor.

Training for employees from all four Boards continued, with overhead cable avoidance training for new staff booked for the 29/10/19. All the workforce currently trained would undergo their annual refresher training on the 18/09/19 (including North East Lindsey's Works Supervisor).

The role of Health and Safety Representative had been instigated within the Workforce and the Office staff, with one representative from each Board and one from the Office.

The Chief Executive reported to members that the North East Lindsey Works Supervisor had been involved in a minor incident where his (the Board's) vehicle had been rear ended early on the morning of 13th September 2019. No injuries were reported, minor damage had occurred to the vehicle and the insurance company had been informed. It was apparently the fault of the third party driver, who had approached the junction and not noticed the stationary vehicle. Road conditions were good, it is possible that visibility was impaired by the very low early morning sun. However, the third party driver had accepted full responsibility for the accident.

Members received and noted the update on Health and Safety issues.

13. Director of Operations & Engineering Services' Report.

A report had been circulated with the agenda and was presented by the Director of Operations and Engineering Services along with a verbal update.

- **Planned Maintenance**

The Board's contractor, Eric Carnaby & Son Ltd, continued with the summer programme of maintenance to the maintained channels around the drainage district. The programme included all the watercourses scheduled for maintenance (members were reminded of the

variation to contract to now undertake annual maintenance on all watercourses). It required the clearance of vegetation from the channel bed by both excavator mounted weed baskets and by hand. Tractor mounted flails were used to cut the grass on the channel sides and bank tops.

- **Public Sector Co-operation Agreement**

The Board's officers met with the Environment Agency and Carnaby's on 04th April to confirm the range of work to be completed on the EA's main river systems under this agreement for the year 2019/20. This work would include the mowing of channel batters and raised embankments along with the clearing of vegetation from the channel bed on the following watercourses. The PSCA work specified was estimated at the following values:

Watercourse	Estimated Work Value	
East Halton Skitter	£	15,233.00
Brocklesby Beck	£	1,364.00
Stallingborough North Beck	£	31,899.00
Oldfleet Drain	£	17,725.00
Buck Beck & Goosepaddle Drain	£	39,704.00
Total	£	105,925.00

- **Middle Drain Pumping Station**

The installation of the new pump control panel (MCC) at Middle Drain PS had been completed by Paktronic Ltd. of Grantham. It began in late May and took around 3 weeks to complete. Delivery of the new panel required the removal of the station house door and its frame. The individual elements of the panel were then lifted into place, using the station's own overhead crane. The panel includes the facility to monitor and control the operation of the station remotely.

The opportunity was taken to re-wire the domestic wiring to the station house, providing a new water heater to the washroom and power sockets within the mess room. New LED lighting to both internal and external working areas will improve visibility at all times of the day. The cost of all work, excluding VAT, was £67,989.32.

Discussions had been held with the EA regarding their temporary works damming off the gravity discharge. These temporary works have resulted in pumping being required on an almost daily basis, a point highlighted earlier in the meeting by Philip Hoyes. Records of these additional hours are being kept and the cost for the additional power consumption will be reimbursed by the Environment Agency. Officers have been advised that the new flap valve was to be installed during the week commencing 12th September, subject to good weather and tides. The gravity tunnel had been cleared of accumulated silt before the installation of the new flap valve. The Director of Operations and Engineering confirmed that he had advised the EA that work may be required to remove accumulated silt from the intake basin. The cost of any additional work would need to be met by the Agency.

- **East Halton Skitter Branch 3**

This watercourse had suffered a slip to a steep bank. The landowner had been reluctant to work with the Board and allow any taking of land, due to an environmental scheme that was being operated in this location. The Board will undertake repairs within the limitations given by the landowner. However, members were advised that this operation to reinstate the bank was not proceeding in a manner the Board would recommend.

- **Mawmbridge Pumping Station, Outfall Pumps 3 & 4**

It was reported to members that two panels had blown off the debris screen. This allowed debris such as stones to find their way into the watercourse and potentially cause a blockage. Repairs to this outfall were not budgeted but the potential serious impact of a blockage required urgent attention and the cost of necessary repairs would be a budget pressure this year.

- **Skitterbeck Branch 2**

The works previously advised on this disused railway culvert would be commencing shortly. Cllr David Wells reported that the Skitter Beck barriers had been fenced in, describing the handrails as being fitted with mesh. Officers would investigate.

- **Lincolnshire Show 2019**

The County's Drainage Boards planned attendance at the show on 19th and 20th June had to be cancelled due to the high rainfall event that badly affected many areas of the county starting w/c 10th June. Technical and administrative staff were working shifts to cover 24hr days to respond to this event.

Members received and noted the report and presentation.

14. Engineering Services Report.

A report had been circulated with the agenda and was presented by the Director of Operations and Engineering. The report provided information on the planning applications received by the Board and detail of the comments submitted to the relevant Local Planning Authority (LPA).

One particular application was highlighted to members:

PA/2019/824
ND-4664-2019-PLN

Planning permission to erect single storey rear extension and convert garage to living room 11 St Chads Way, Barton Upon Humber, DN18 5EN

Members were advised that the following response and comments had been submitted with regard to this application:

“The Board **Objects** to the proposed application.

Reason;- The original house design was to have ‘no living accommodation on the ground floor’ because of Flood Risk. This should remain for the life of the development.”

Members noted the report.

15. Consents and Enforcements Report.

A report had been prepared by the Consents and Enforcements Officers, circulated with the agenda and was presented by the Director of Operations and Engineering, as follows:

Byelaw consent applications:

Reference	Location	Applicant	Details	Date
ND-4600-2019-CON	Drain 8 outfall embankment, Queens Road, Immingham	Associated Petroleum Terminals Ltd	Concrete path and steps for access to South side of Drain 8	16-05-19
ND-4606-2019-CON	Able Humber Ports between Areas H & J	Able Humber Ports	Reprofiling, widening of Drains 10A and 10B	09-05-19
ND-4607-2019-CON	Able Humber Ports Access Road 3	Able Humber Ports	Twin box culvert under Access Road 3	09-05-19
ND-4608-2019-CON	Able Humber Ports Access Road 3	Able Humber Ports	Box culvert 3S3	09-05-19
ND-4609-2019-CON	Able Humber Ports Access Road 3	Able Humber Ports	Box culvert 3S4	09-05-19
ND-4655-2019-CON	Pasture Road South, Barton on Humber / Drain 16E	Mr Keith Stamp	Treated foul water discharge	23-05-19
ND-4673-2019-CON	SE of Shetland Way, Immingham / Drain 8B	Gleeson Homes	Attenuated stormwater discharge	07-06-19
ND-4675-2019-CON	Off Falkland Way, Barton on Humber / Drain 16E	Wren Kitchens Ltd	Treated foul water outfall and land drain outfall	15-08-19
ND-4676-2019-CON	Able Humber Ports between Areas H & J	Able Humber Ports	Headwall for outfall into Drain 10A	20-06-19
ND-4699-2019-CON	Carr Farm, Ulceby / Drain 12H	Cadent Gas	Borehole for cathodic protection anode	26-06-19
ND-4701-2019-CON	Kings Road, Immingham / Drain 8A	Balfour Beatty	Ducted electric cables over culvert	15-08-19
ND-4704-2019-CON	Manby Road, South Killingholme / Drain 8G	Integrated Utility Services Ltd	Two ducts for electric cables	01-07-19
ND-4747-2019-CON	North Moss Lane, Stallingborough / Drain 6	KIA Motors UK Ltd	Piled bridging structure over existing culvert	22-08-19
ND-4750-2019-CON	North Moss Lane, Stallingborough / Drains 6 and 6D	KIA Motors UK Ltd	Reduce Board access width to a minimum of 6m	22-08-19
ND-4751-2019-CON	North Moss Lane, Stallingborough / Drain 6	KIA Motors UK Ltd	Surface water discharge	22-08-19
ND-4753-2019-CON	A1173 road North of Immingham / Drain 8D	Balfour Beatty	Ducted electric cables over culvert	15-08-19
ND-4790-2019-CON	Manby Road, Immingham / Drain 8D	Integrated Utility Services Ltd	Two ducts for electric cables	22-08-19
ND-4792-2019-CON	Off Falkland Way, Barton on Humber / Drain 16E	Northern Powergrid (Yorkshire) Ltd	33kV underground cable	28-08-19

Section 23 Land Drainage Act Consent Applications – District:

Reference	Location	Applicant	Details	Date
ND-4627-2019-CON	Humber Bank Link Road	North East Lincolnshire Council	V notch plate flow control outfall from ditch	

ND-4628-2019-CON	Humber Bank Link Road	North East Lincolnshire Council	600mm dia culverts:- 6no. extensions and 4no. new	
ND-4629-2019-CON	Humber Bank Link Road	North East Lincolnshire Council	900mm dia culvert for protection of gas main	
ND-4674-2019-CON	Off Moody Lane, Grimsby	Associated British Ports	Modifications to on line attenuation storage for further development	24-06-19
ND-4692-2019-CON	Killingholme Haven	Able UK	Steel sheet piles to protect culvert	26-06-19
ND-4700-2019-CON	South Marsh Road, Stallingborough	EP SHB	Box culvert	26-06-19
ND-4748-2019-CON	North Moss Lane, Stallingborough	KIA Motors UK Ltd	Site entrance access culvert	22-08-19
ND-4749-2019-CON	North Moss Lane, Stallingborough	KIA Motors UK Ltd	600m infilling of ditch / swale	22-08-19
ND-4789-2019-CON	Bystaple Level Crossing, Ulceby	Network Rail	UV cured in place liner to brick culvert	28-08-19

Section 23 Land Drainage Act Consent Applications – Extended Area:
None received.

Enforcement Issues – District:

Reference	Location	Description / Comments	Actions
ND-3462-2017-ENF	South Brocklesby	Previously consented temporary works culvert too high	MS & DS Investigating

The Director of Operations and Engineering confirmed that ND-3462-2017-ENF had been investigated and completed and would ensure removal of this item from the list for the next meeting.

Enforcement Issues – Extended District:
None received.

Members received and NOTED the report on consents and enforcement cases.

16. Immingham Motor Cycle Track Project.

A briefing note had been circulated with the agenda and the Chief Executive reminded members that at the May Board meeting there had been discussion regarding the future of land owned by the Board (2.17 hectares) off King's Road near Immingham, adjacent to the A1173. The land was currently not being used for any purpose, neither was it an environmental asset at present. It had become scrubland.

On 30th June 2003 the Board entered into a lease agreement with North East Lincolnshire Council relating to this land. The Board acted as landlord and the lease allowed for the 'permitted use' of the land by the council for an off-road motorcycle course for informal recreational purposes and the siting of one transport container for the storage of motorcycles and spare parts, all in accordance with planning permission for said use (planning permission being granted by NELC on 07.12.2001, reference DC/967/01/IMM). A rental sum of £1.00

per annum was paid by NELC. There was also a 'sub-tenant', the Immingham Motor Bike Project Ltd.

The intent of the motorcycle project was supported by the then policing supervisor for the area, as an effort to reduce motorcycle anti-social behaviour. It reduced complaints, turned around the lives of youngsters and turned them away from offending behaviour. The project terminated when national and local authority funding ceased. Approaches had been made to the Board and members were invited to discuss options.

The Board had been approached by NELC's ASB Co-ordinator (retired policing supervisor involved with the previous motorcycle project). He had asked the Board to consider a new interest in the land. NELC had apparently received calls for the police service and for Local Authorities to address local concerns about lack of youth facilities. Public consultations suggested vehicle ASB (motorcycles) were at the top of the list of concerns. Working with Immingham Town Council's new Town Clerk, NELC's ASB Co-ordinator proposed to resurrect the Immingham Motorcycle Project (IMP).

The Board had been asked to consider entering once again into a lease agreement with NELC regarding the land. In addition, and whilst this was outside of the Board's remit, NELC and Immingham Town Council were apparently also interested in the adjacent parcel of land also being part of the project involving land owned by the Brocklesby Estate.

Following much discussion, the view of the Chairman and Vice Chairman was to support the initiative.

Members had agreed and the Chief Executive confirmed to members that the project had been presented to Immingham Town Council environment sub-committee on Wednesday, 11th September 2019 for ratification. No communication had been received from Immingham Town Council prior to the Board meeting, but it was hoped an update would be available for the November meeting after the full Town Council meeting in October 2019.

17. Any other Business.

17.1 Environment.

Lionel Grooby provided a verbal update.

The Rosper Road pool reservoir was providing a valuable wildlife location. Waders were a common sight at high tide. Members were advised that a high number of mallard ducks had been reported which is a rare species in the Humber region. There had been a recorded 13 species in total. For the benefit of new members, he confirmed that this area is managed for the benefit of wildlife, it is monitored on a regular basis and Fiona Scott, Environment and GIS Technician, surveys the area on a regular basis. The grassland behind it is owned by the EA although talks had been ongoing now for several years with regard to the Board taking ownership of this grassland.

17.2 Retirement of Chairman

Julian Hargreaves announced that this would be his last meeting as Chairman. He would officially step down as Chairman at the November Board and Annual Public Meeting. However he would remain a member of the Board. He gave his thanks to

all members and officers, past and present for their support during his five year term of office as Chairman.

There were no further items of business and the meeting closed at 16:30.

18. Date, Time and Place of Next Meeting.

The next meeting of the Board and Annual Public Meeting was confirmed for Tuesday, 19th November 2019 at The Amethyst Hotel, East Halton. It will commence at 2.00pm.

.....*P. Hoyle*.....Chairman.....*19. 11. 19.*.....Date

NEL BM 17.09.19.

