

WITHAM FIRST DISTRICT INTERNAL DRAINAGE BOARD

Minutes of the one hundred and ninth meeting of Witham First District Internal Drainage Board, held on Wednesday, 22nd May 2019 in Branston Booths Village Hall at 2pm.

Present:

Mr. P. Gilbert **Chairman**
Mr. E. Applewhite
Mr. P. Carrott
Mr. R.A. Fletcher
Mr. M. D. Harrison
Cllr. M. Head
Cllr. G. Hewson
Mr. R. Hickling
Mr. A. G. Hodgson
Mr. D. Jackson
Mr. S. B. Leggate
Cllr. P. Lundgren
Mr. I. J. Mair
Ms. B. Maplethorpe
Mr. A R. Means
Cllr. P. Vaughan

In attendance:

Miss Jayne Flower	Executive Assistant
Mrs Jane Froggatt	Chief Executive
Mr Chris Harris	TIAA, Internal Auditor
Mr Steve Larter	Finance Consultant
Mr Martin Shilling	Director of Operations and Engineering Services.

2280 Apologies for absence.

Apologies for absence were received from Mr. D. C. Armstrong, (Vice Chairman), Mr. D. K. Busby, Cllr. I. Carrington, Mr. S. F. Cobb, Mr. J. R. Crust, Mr. W. R. B. Grantham, Mr. D. G. Leggate, Mr. S. Maplethorpe, Mr. C. R. Oxby and Dr. V. Stanton.

2281 Declarations of Interest.

Declarations of interest were received from members nominated by City of Lincoln Council and North Kesteven District Council, in matters relating to their respective Councils. Mr. Ed Applewhite declared a personal interest in an item on the agenda in the Chief Executive's report, paper D, item 13.

2282 Chairman's Announcements.

The Chairman welcomed everyone to the May meeting of the Board. A particular welcome was extended to Internal Auditor, Chris Harris of TIAA, who would present his independent report on the last financial year 2018/19 and also present his certificate as part of the Annual Governance and Accountability Return (the AGAR).

Some changes in the composition of NKDC, following the local elections on 02nd May, were highlighted which in turn have affected the Board's membership.

NKDC has 43 seats and the Conservatives held 20 seats, Lincolnshire Independents held 16, Independents held 6 seats and 1 seat of 2 at Billingham was unfilled and subject to a by-election. NKDC's Council met last Thursday evening and the Board had been advised of revised membership of the Board.

Existing member Cllr. Ian Carrington will remain a member of the Board. The Chairman welcomed new NKDC nominated members Cllr. Mervyn Head and Cllr. Peter Lundgren.

Ron Oxby did not stand for re-election to NKDC. He will however continue as a Board member as he had been nominated to fill the vacant seat for Walcott and Dales Fen.

There were two former members of the Board, Cllr. John Money and Cllr. Mike Clarke who had now therefore left the Board. The Chairman put on record his thanks for their service to the Board and the Chief Executive will write to each of them.

The Board therefore had one vacant seat remaining on the Board, for the Electoral district of Sleaford.

As anticipated, the May agenda was largely papers relating to the closure of the last financial year 2018/19.

2283 Minutes of the Board meeting, 29.01.19.

The Minutes of the Board's previous meeting, held on Tuesday, 29th January 2019, were proposed by Cllr. Pat Vaughan, seconded by Cllr David Jackson and APPROVED as an accurate record.

MATTERS ARISING:

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

2284 Minutes of the Executive Committee meeting, 07.05.19.

The minutes of the Executive Committee meeting held on Tuesday, 07th May 2019 were proposed by Mr. Mark Harrison, seconded by Mr. Ed Applewhite and APPROVED as an accurate record and the recommendations to the Board were NOTED.

MATTERS ARISING:

2284.1 Write off of a debt relating to a tenancy agreement (minute 9 refers).

The Chief Executive advised members of the outcome of discussion and the agreement reached regarding an outstanding debt to Board.

A paper had been tabled at the Executive Committee which outlined the basis of a debt to the Board of £1,200 relating to a tenancy agreement on 6.19 acres of land owned by the Board at Dales Head Bank, Metheringham Delph.

The land in question had been let to the former tenant since November 2005, but rent has not been paid by that tenant since 2015.

The debt accrued is £1,200, made up of invoices:

21/12/2015	s/d 0160	£300.00
01/12/2016	s/d 0236	£300.00
14/12/2017	s/d 0297	£300.00
10/01/2019	s/d 0365	£300.00
TOTAL		£1200.00

(N.B.: invoices in advance, e.g. 10.01.19 one is for period 01.01.19 to 31.12.19).

It was confirmed that the debt payment had been chased extensively, but the former tenant had not responded. Formal communications regarding cessation of the tenancy had been unsuccessful, as had attempts at debt collection. The land is now vacant and the Board has interest from a third party in taking on a new tenancy agreement.

After discussion, Executive Committee members were not satisfied to recommend the debt write off to the Board, as the whereabouts of the individual are known. It was felt that officers should endeavour to recoup the outstanding income due to the Board and continue to pursue the debt.

Members were informed that further action would be taken by Officers. However, this matter would require resolution by the November Board meeting, at which point a request for formal write off will be made if payment has not been received.

Members APPROVED the minutes of the Executive Committee and were content to ratify the decision of the Committee in relation to the tenancy agreement debtor.

2285 Minutes of the Joint services Committee meeting, 13.05.19.

The minutes of the Joint Services Committee meeting held on Monday, 13th May 2019 had been circulated with the agenda for information. The Chief Executive highlighted to members:

2285.1 Joint Services Budget Monitoring Report for 2018/19 as at 31.03.19 (minute 7 refers).

The final financial monitoring report for 2018/19 on the Joint Services Budget as at 31st March 2019 had been circulated with the JSC agenda.

This set out the approved Joint Services budget of 2018/19 at £781,630. Against this, the actual expenditure incurred was £843,859, a variance of £62,229 (7.96%). The impact of the variance, when allocated across each Board, was £20,784 to Upper Witham, £10,267 to NELDB, **£13,005 to Witham First** and £18,173 to Witham Third DIDB.

It was confirmed that each Board's overall year-end 31.03.19 outturn position had contained the share of the £62,229 variance and the overall bottom line positions were:

<u>Board</u>	<u>Outturn (Surplus) / Deficit</u>	<u>Notes</u>
NELDB	(£7,197)	
UW	£30,856	Depot enabling works £31k + £7k fees included
W1ST	(£38,032)	
W3RD	(£61,233)	

Members received and noted the report on the final joint services financial position as at 31.03.19 and that Witham First DIDB had contained this within the Board's year-end surplus 2018/19 of (£38,032).

Members received and noted the Joint Services Committee minutes of 13.05.19.

2286 Chief Executive's Report.

The Chief Executive's report had been circulated with the agenda. The following items were highlighted:

2286.1 IDB Governance ADA Training Events

On 14.11.18 ADA launched the "Good Governance Guide" for IDB members. This publication is available online on the ADA website:

<https://www.ada.org.uk/2018/11/ada-publishes-guide-to-good-governance-for-internal-drainage-board-members/>

A series of five training events were organised around the country, the nearest two for the four Boards were in Peterborough on 28.03.19 and Doncaster on 20.03.19 which members and officers had attended.

In summary, topics covered included the role of IDB members and IDB Chairmen, meetings procedures and attendance requirements, elected members and members appointed by Special Levy paying Councils, Notices of Entry / permissive powers for works, consents, byelaws, planning and development control, environmental duties, partnership working, PSCAs, managing risks and hazards, information governance, funding of IDBs and financial management.

At this year's training event for members a summary video, to be issued by ADA, will be incorporated. This is likely to be in mid/late November.

At the Lincolnshire Clerks' meeting the Chief Executive was asked if our four Boards would host the training event this year for all Lincolnshire IDBs, with financial support from the ADA Lincolnshire Branch.

2286.2 Annual Inspection Thursday, 19.09.19.

It was agreed last year to move the annual inspection to the end of the summer season, to hopefully make it easier for members to attend.

This year the event would again be a half day tour, commencing in the morning. Details would be confirmed but it was intended to start from Witham Third Districts IDB's Depot in Woodhall Spa, visit the EA's Horncastle FAS reservoir and Beeswax Dyson Farms with a visit to their anaerobic digester at Nocton Fen.

The event would close with lunch at either a venue within the Witham First District, (possibly Washingborough Hall Hotel), or on return to Woodhall Spa. Members were requested to confirm whether they were / were not able to attend the inspection, on (01522) 697123 or email jayne.flower@witham3idb.gov.uk This would help to confirm numbers and make event planning for coach and lunch numbers easier.

2286.3 Staffing Issues

Following the retirement of Witham Third DIDB's Foreman on 31st January 2019 the Board appointed Wayne Bourne as Witham Third Foreman and he took up post on 11.02.19. In addition, three Boards advertised three vacancies, as follows:

- Upper Witham IDB (base North Hykeham): Operative will primarily be on the 9.5 tonnes midi-digger and flail. Replacement Operative for Martin Needham who left on 31.03.19.
- Witham First DIDB (base Timberland): Operative will primarily be on a tractor / flail combination. Initially, to provide tractor / flail capacity on Witham Third and Upper Witham during the Summer 2019 weed cutting season. Envisaged the post holder will then work substantially for Witham First.
- Witham Third DIDB (base Woodhall Spa): Operative will be peripatetic, working in teams in three of the IDBs, but initially will be deployed on the Witham Third JCB tracked excavator. Post holder replaces Wayne Bourne who is now Witham Third Foreman.

Following interviews on 24.04.19, Shaun (Billy) Reddish was appointed to the Witham First role (from Upper Witham) and starts on 01.07.19, two Operatives were therefore appointed to Upper Witham and start on 03.06.19 (Darren Gowshall and Aaron Ward) and Tom Freeman was appointed to the Witham Third role and started on 20.05.19.

2286.4 Past Floods Matter Research Project.

Dr Jane Rowling, Postdoctoral Research Associate at Hull University, is leading a Lincolnshire case study on Past Floods Matter project to research the history of flood risk management and community flood resilience in England, 1750-2018.

The work has two primary aims:

- To examine models of community flood risk management in the past, principally but not exclusively in the form of IDBs, to assess the value of their learned historical experience and determine their viability as a basis for present and future planning policy; and
- To develop a methodological approach that places people and environment at the centre of a more historically-oriented understanding of the nature of present day flood risk.

An initial presentation by and discussion with Dr Jane Rowling took place on Wednesday, 13th February 2019 at Witham House and was attended by officers and Jeff Boyall (Upper Witham, Witham First & Witham Third IDB member) and Lionel Grooby (Vice Chairman North East Lindsey DB).

The session was a very useful exploration of how the role of IDBs, and indeed predecessor organisations, has shaped the natural landscape, particularly in a county like Lincolnshire. The role of IDBs continues to develop from the original role as Land Drainage Authorities, to now being also water Level management organisations and Flood Protection Authorities. Some of the local projects emerging, like the Beeswax farming one, were mentioned regarding water quantity and quality with Witham First DIDB at Nocton Fen, illustrating how the role of IDBs continues to grow and develop to meet national imperatives and pressures [e.g. the work of Water Resources East and the future predictions about concerns to future public water supply volume and quality].

Dr. Rowling would be happy to have further discussion with any member who was unable to attend but would still like to participate.

To further assist the research, Dr Rowling will speak with some front-line Operatives who know well the local landscape and IDBs' watercourse maintenance regimes. This will be combined with our pre- summer maintenance training day for Operatives organised for Thursday, 23.05.19.

If any members wish to know more about the project or to contribute, they were encouraged to contact Dr. Jane Rowling direct on j.e.rowling@hull.ac.uk

2286.5 Applewhite vs Natural England Appeal.

The Chief Executive raised this issue to highlight the importance to members of being fully aware of all implications when entering into a Stewardship Scheme.

Witham First District IDB received notification from Defra on 13th March 2019 that Applewhite's had appealed a decision made by Natural England regarding the Applewhite's exiting environmental scheme (a 10 year scheme which ended 31.10.17).

Natural England were investigating a breach of the EIA (Agriculture) Regulations in the Washingborough area. To assist with the investigation they had requested the Board confirm whether the IDB had any records/reports/survey data for or near to areas indicated on maps provided. They were looking for any information held by the IDB on water levels management that detailed water levels in this area over that period.

Applewhite had been requested to reinstate all water retaining structures that were reportedly removed in July 2018. This instruction was given by Natural England on 16th July 2018.

On 27th March 2019 on behalf of Witham First District IDB the Chief Executive registered an interest with Defra in the matter of the Applewhite Appeal hearing given that, representations being made to the Board, the Board as an interested party may wish to make representation in the Appeal hearing. It was seen as appropriate for the Board to disclose all relevant information held to Natural England in this process. The Appeal is to be determined by written representations rather than a local inquiry.

On Wednesday 03rd April the Chief Executive and Martin Shilling met with affected Witham First District IDB members.

The Chief Executive's report and update was noted.

2287 Internal Auditor's Report and AGAR certificate on 2018/19.

The Internal Auditor's independent report on 2018/19 together with the completed audit certificate section of the AGAR had been circulated with the agenda.

The Chairman introduced and welcomed Chris Harris, Audit Director with TIAA, who presented his report to the Board. He informed the meeting that the report was focused on governance and risk arrangements. He then took members through the Executive Summary, explaining the rationale, scope and the key recommendations. Pleasingly, the overall assurance assessment for the Board was once again "Reasonable Assurance".

Members noted the Internal Auditor's independent report, accepted the 'reasonable assurance' rating and AGREED the report recommendations. Members further noted the completion of the AGAR auditor's certificate ready for submission to the External Auditor. The Chairman thanked Chris Harris for a clear and constructive report and for his work during 2018/19.

2288 Schedule of Expenditure, 01.01.19 to 31.03.19

The Schedule of Expenditure for the three months' period from 01st January to 31st March 2019 had been circulated with the agenda and was presented by the Finance Consultant.

Gross expenditure totalled £197,741.31 or, net of £20,941.63 VAT, £176,716.42. Of this, £10,167.87 was recharged to other bodies.

Items highlighted to or raised by members included:

- Item 34: £2,366.00 (net) to Len Kirk Plant Hire Ltd. Payments for 240 tonnes of road plannings. To be used for levelling of the depot yard surface.
- Item 56: £17,212.50 (net) to Perry's Pumps Ltd. This was confirmed as the refurbishment and repairs on pump and motor no.2 at Chapel Hill Pumping Station, all part of the approved pump lift programme 2018/19.

Members received and NOTED the expenditure incurred between 01.01.19 and 31.03.19.

2289 Financial Performance Outturn Report to 31st March, month 12 of 2018/19.

The Finance Consultant presented the Financial Performance Report to 31.03.19, month 12 of 2018/19, which had been circulated with the agenda.

A summary table of the overall income and expenditure position was presented, as follows:

	2018/19 Budget	Actual	Variance	FRS102 Adjusted	Estimate 2019/20
	£	£	£	£	£
Income	(868,536)	(932,436)	(63,900)	(932,436)	(895,200)
Board & General Admin	16,653	12,581	(4,072)	12,581	15,653
One Off Schemes	25,000	19,308	(5,692)	19,308	25,000
Conservation	1,750	1,149	(601)	1,149	1,750
Depot	12,396	23,400	11,004	23,400	12,456
Drains	323,660	327,713	4,053	327,713	339,392
Pumping Stations	182,346	179,986	(2,360)	179,986	185,331
Joint Admin/Witham House	81,792	92,789	10,997	92,789	88,668
Consents & Enforcement	10,083	9,426	(657)	9,426	10,208
Director of Operations/Engineers	62,337	64,089	1,752	71,275	67,284
Contrib to Reserves/Pay Contingency	17,500	17,500	0	17,500	15,000
PWLB	30,327	29,729	(598)	29,729	29,766
Rechargeable Works	20,000	33,702	13,702	33,702	20,000
EA Precept	84,692	83,031	(1,661)	83,031	84,692
FRS102 Pension Adjustment (net)			0	(24,000)	-
Wages & Plant Holding Account	0	0	0	16,814	-
(Surplus)/Deficit	0	(38,032)	(38,032)	(38,032)	-

The table shows income and expenditure levels estimated in the 2018/19 budget, actual levels during the year and variances (alongside the approved Budget Estimates for the new year 2019/20). The Board's year-end position as at 31st March 2019 was a modest (£38,032) surplus.

The most significant variance was on income, where (£63,900) more than anticipated was received. This was due largely to income from rechargeable works, particularly PSCA works for the EA. Rechargeable works income was estimated at (£20k) for the year, the actual income received was (£55.6k) so there was a positive variance of (£35.5k). As the level of PSCA works commissioned by the EA is not confirmed when the Board sets the annual budget each January, income estimates are cautious. There was also a positive variance of (£10k) on income due on Highland Water claims from the EA on the balance of the claim on 2018/19 whrer (£12,644) is due to the Board. The estimated claim for 2019/20 has been submitted at (£18,000), of which 80% (£14,400) will be paid in September, along with the balance due on 2018/19, making a total due to the Board in September 2019 of (£27,084). The 2018/19 element of claim is higher than usual, due to the de-silting works undertaken on Sleaford Drove in June 2018 which are on a drain attracting a higher percentage contribution.

In terms of main sources of income to the Board, of £483,685.81 raised in Drainage Rates for 2018/19, as at 31.03.19 £481,552.44 had been received. This is a collection rate of 99.3%. This left £3,243.37 to be collected. The arrears had been included in 2019/20 drainage rates demands which were posted out on 11th April 2019.

Bank balances and investments were set out as follows, as at 31.03.19:

Natwest	£	42,798.64
Nationwide Instant Access	£	357,231.32
Nationwide 90 Day Notice	£	-
Total		£ 400,029.96

PWLB Loan - Balance Outstanding **2.41%** **£ 207,798.24**

*Original loan £354,480. Loan period 14.5 years from 17/12/2012. Maturity date 17th June 2027
Repayments made 17th June and 17th December each year.*

Members were reminded that the Board has a General reserve Policy of 10% to 15% of budgeted annual income / expenditure which currently has an allocation of £125,277. The surplus of (£38,032) if allocated to this reserve would increase the balance to £163,309, which would be 18.2% of 2019/20 estimated income and expenditure (£895,200). It was therefore proposed to allocate the surplus as follows:

- £30,000 to the Plant & Machinery Reserve (making it up to £210k)
- Balance of £8,032 to the General Reserve (making it up to £133k /14.9%)

Other earmarked reserves exist for Pumping Station Renewal (£50k) and Commuted Sums (£12.9k). Members were reminded that the Board can approve movements between the reserves at any time.

Members noted the financial performance for 01st April 2018 to 31st March 2019 and APPROVED the allocation of the 31st March 2019 year-end surplus of (£38,032) to reserves, as specified. Members further noted that this outturn position had been used in the compilation of the Statement of Accounts, IDB Annual Return and IDB1 Report elsewhere on the agenda.

2290 Annual Governance Statement 2018/19.

A copy of the Annual Governance Statement (AGS) had been circulated with the agenda. This document is incorporated into and forms part of the Annual Governance and Accountability return (AGAR) for 2018/19. The Chairman went through and asked all members to acknowledge and agree the eight statements.

Members completed the AGS 2018/19 and agreed it be included in the overall Annual Governance and Accountability Return 2018/19.

2291 Annual Report and Statement of Accounts 2018/19.

The Annual report and Statement of Accounts 2018/19 had been circulated with the agenda and was presented by the Finance Consultant.

The Board does not have a statutory requirement to produce a full set of Statement of Accounts, but it is deemed good practice to do so.

Once approved, the document will be loaded onto the Board's website to help meet its requirements under the Local Government Transparency Code 2015. It was noted this document is not subject to audit, as only the AGAR is subject to external audit and therefore its status will remain as 'unaudited' Annual Report and Statement of Accounts.

Members were content to APPROVE the Annual Report and Statement of Accounts for 2018/19.

2292 Annual Governance and Accountability Return (AGAR) 2018/19.

A report had been circulated with the agenda in preparation for the statutory requirement of completion and approval of the AGAR. This was presented by the Finance Consultant.

The AGAR comprises four separate sections to be approved at a full Board meeting before 1st July 2019. The report must be submitted, along with additional requested information, to the External Auditors PKF Littlejohn by 1st July 2019. Alongside this, the rights of public inspection also commence on Monday, 10th June 2019 until Friday, 19th July 2019, incorporating the first 10 working days of July as required by statute.

The AGAR comprises the following key sections:

- Annual Internal Audit Report 2018/19 (received earlier in the meeting)
- Section 1 – Annual Governance Statement 2018/19 (completed earlier in the meeting)
- Section 2 – Accounting Statements 2018/19 (this item)
- Section 3 – External Auditor Report and Certificate 2018/19 (presented by the IA)

The Annual Internal Audit Report had been completed by the Internal Auditor (minute 2287 refers).

The Annual Governance Statement was a separate item and was approved before the AGAR was approved in full.

The Accounting Statements utilised the information used in the preparation of the Statement of Accounts 2018/19 and Section 2 was presented, comparing the 31.03.19 and 31.03.18 positions.

It was noted that once approved, the document would be published on the website, meeting requirements under the Accounts and Audit Regulations 2015.

The statutory deadline by which the AGAR and signed external auditor report and the Notice of Conclusion of Audit must be published is Sunday, 30th September 2019.

The Board approved section 2, the Accounting Statements, and thereby completed the Annual Governance and Accountability Return (AGAR) 2018/19 and approved the publishing of the AGAR 2018/19 on the Board's website, along with the notice to operate the period of public rights of inspection from Monday, 10th June 2019 to Friday, 19th July 2019.

2293 DEFRA Annual Report 2018/19 (IDB1) to 31.03.19

The IDB1 Report (draft) had been circulated with the agenda and was presented by the Finance Consultant.

The Report must be completed, approved and submitted by 31st August each year to:

- Defra.
- Environment Agency.
- The Chief Executives of:
 - o All local authorities that pay special levies to the Board (the five Councils).
 - o All County Councils or London Boroughs within which the Board is situated (Lincolnshire County Council).

The form is in 3 sections covering:

- Financial information
 - o Special Levies issued for 2019/20.
 - o Income & expenditure Account for year ending 31 March 2019.
- IDB Reporting
 - o Policy Delivery Statement.
 - o Information on the National Flood and Coastal Defence Database.
 - o Biodiversity.
 - o Access to environmental expertise.
 - o Asset Management.
 - o Guidance and Best Practice
 - o Board Membership and Attendance.

- o Complaints Procedure
- Declaration – to be signed by the Chief Executive.

Following discussion and it being noted that the actual IDB1 forms had not yet been issued by DEFRA, the Board APPROVED the Defra Annual Report for the year ended 31 March 2019 (IDB1) in draft form in order for the actual forms to be completed (on receipt) and submitted as set out.

2294 Health and Safety Update.

A Health and Safety update prepared by the Operations Manager had been circulated with the agenda and was presented by the Director of Operations and Engineering.

Cope Health and Safety, the current external Health & Safety contractor, had now visited Witham First and Witham Third for their annual visits and reports had been completed. There were no issues to report. The Board was advised that the current Health & Safety advisor, Leila Quirke, had left Cope and confirmation would be received shortly of who the new advisor would be.

There was one "Near Miss" reported since the last Health & Safety Report to the Boards, which occurred not on Witham First District IDB but on Witham Third. An employee was standing at the side of the Low Loader whilst it was being lowered to the ground and trapped his foot under the deck. He alerted the driver who lifted the trailer back up. Fortunately, no injury occurred. All employees had since been spoken to regarding this incident and instructed to stand clear of any moving machinery. It was confirmed that the Operative was wearing safety boots at the time, as part of the full PPE provision. The importance of a learning culture, where 'near miss' incidents are reported, was emphasised.

Training continued with employees from all four Boards, including 'Overhead Cable Avoidance' for new and current Operatives. Operatives and some office staff had also completed 'Emergency First Aid at Work', incorporating Defibrillator training and 'Chainsaw Injuries Training'. A 'Brushcutter' course was undertaken on 30th April and a 'Telehandler' course took place on the 15th and 16th May.

Defibrillators had been purchased for all Boards and the Office (10 in total). One is located at each of three depots (Witham Third DIDB at Woodhall Spa, Witham First DIDB at Timberland and Upper Witham IDB at North Hykeham). One is carried by North East Lindsey IDB's Works Supervisor and one by each of the Foremen (for Witham First, Witham Third and Upper Witham IDBs). One is located at the main office at Witham House, one is carried as a mobile with the Operations Manager (Ian Coupland) and one by the Director of Operations and Engineering (Martin Shilling).

The Boards have invested £10,500 (including VAT) in the purchase of the 10 defibrillators (the unit cost per defibrillator reduced at more than nine). They are for use solely by the Boards and are not publicly available which would require them to be available and positioned at an accessible point at all times. This does not mean that should the need arise they would not be used on a member of the public. Unison had made a financial contribution of £500, an offer it made to all IDBs.

Legislation has changed regarding welding, requiring the Operatives to have either suction ventilation or air fed welding helmets. Air fed helmets had therefore been purchased to meet this new legislation for Witham First, Third and Upper Witham IDBs. North East Lindsey IDB does not currently have welding facilities.

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

2295 Environment Report 2018/19 and Plan for 2019/20.

A report prepared by Fiona Scott, GIS and Environment Technician, had been circulated with the agenda and was presented by the Director of Operations and Engineering Services.

The IDBs continued to work hard to achieve their duty to 'conserve and enhance the environment' in line with the Natural Environment and Rural Communities Act 2006 (NERC).

On 29th November 2018, an environmental training presentation was given by Fiona Scott to all Operations staff. The presentation focused on working around badgers and badger setts, and the correct protocols to follow when doing so.

Another environmental training morning for staff was planned for 23rd May 2019, which would provide a general overview and update of the Board's environmental practices.

Each Board's Biodiversity Action Plan (BAP) states that certain species should be recorded. These species have been identified as having significance within Lincolnshire and are species which would benefit from specific management or actions by the IDBs. The overall aim of monitoring these species is to ensure that habitat and species targets are translated into effective action within each Board's district. The species recorded over 2018/19 by Witham First District, Witham Third District, Upper Witham and North East Lindsey IDBs included barn owls, eels, grass snakes, kingfishers, otters, reed buntings, toads and water voles. The figures recorded were set out.

ADA's Technical and Environment Committee is still awaiting guidance from DEFRA on the rewriting of IDB BAPs, in accordance with Biodiversity 2020. This is due to be introduced in November 2019 and members noted that until this guidance is received the Boards are not rewriting the BAPs.

There was much discussion on the report, and also discussion the topical subject of bees, it being National Bee Day earlier this week. Fiona Scott had recently attended a pollinators workshop and an approach from a local beekeeper's club within Witham First DIDB had been made requesting assistance for hosting hives at Timberland Fen, Walcott Bank. This would be a good pilot to see if the initiative would be suitable to extend to other Boards. Plans for the new year 2019/20 were set out, including the continued maintenance and expansion of the owl box scheme.

Members noted the Environment report for 2018/19 and plans for 2019/20.

2296 Director of Operations & Engineering Services' Report.

The Operations report had been circulated with the agenda and was presented, together with a verbal update, by the Director:

- **Planned Maintenance Programme**

Bushing work had been undertaken upstream of Dorrington Bankside Drain and would continue at this location, periodically, over the next 2-3 years as resources allowed and to lessen the local impact of the removal of mature trees and bushes. In addition, work was undertaken on Black Barn Drain to improve access to the channel and clear obstructions from the channel.

The following watercourses were identified as requiring de-silting and were included in the winter work programme 2018/19:

Watercourse	Length m	Miles	% Completed
Metheringham Main Drain	430	0.3	100%
Water Dyke	3100	1.9	100%
Metheringham Fen Drain	1410	0.9	100%
Dunns Dyke	1040	0.6	100%
Ulyatts Drain	1200	0.7	100%
Parsons Drain	710	0.4	100%
Bottom Twelve Foot Drain	1890	1.2	100%
Brook Drain	1350	0.8	100%
Mill Drain	2510	1.6	100%
Metheringham Delphside	1210	0.8	100%
Coppingsyard Drain	680	0.4	100%
Total	15530	9.6	100%

The de-silting of these channels began in January and was completed by the end of April. Additional work was undertaken at the request of the riparian owners to clear the upper reaches of the Water Dyke.

- **Pumping Stations**

A motor & pump, having been removed from Chapel Hill PS as part of the planned maintenance programme, had been re-commissioned during April. It is planned to remove both pumps at Nocton Fen [No.2 last lifted in 2001] & Metheringham Fen [No.2 last lifted in 1997] PS this financial year.

Repairs were required to replace the hose reel spring at Timberland PS automated weedscreen cleaner. These were undertaken by ID Spares at a cost of £795.

- **Public Sector Co-operation Agreement [PSCA]**

The Board continues to undertake work on behalf of the Environment Agency. The bulk of the summer maintenance work will be undertaken between July and October with usual obstruction runs completed on a monthly basis.

The Director of Operations and Operations Manager met with the Environment Agency on 19th December and 17th January to discuss work programmes for the 2019/20 year as follows:

Watercourse	Estimated Work Value
Anwick Catchwater	£ 7,106.00
Farroway Drain	£ 7,477.00
Ruskington Catchwater Drain	£ 3,602.00
Sandhill Beck	£ 3,829.00
Digby Beck	£ 12,823.00
Leasingham Beck	£ 2,130.00
Ruskington Beck	£ 1,599.00
Nine Foot River	£ 710.00
Old River Slea	£ 3,849.00
River Slea	£ 3,257.00

Ancaster Beck £ 3,139.00

Total £ 49,521.00

This work consists mainly of channel vegetation control and grass cutting, but includes some chemical application in isolated locations.

- **Plant**

An order for the provision of a new tracked JCB JS160 excavator, with 12m reach, had been issued to TCHarrison JCB Ltd. of Lincoln. Their bid met the technical specification and was the lowest of those tenders received. The machine is programmed for delivery to the Board in time for the summer maintenance season. The net cost to the Board was £101,500 plus the following extras;

- i. Additional LED working lights - £400
- ii. Double action auxiliary circuit - £6,250 [allows the use of a tree clipper attachment]
- iii. Cab vandal guards - £850

The machine was due to be delivered in June.

- **Workforce**

Interviews were held on 24th April for a Witham First Land Drainage Operative. This post would initially undertake work within any of the three Witham Boards. Whilst the main role would be operating a tractor & flail combination, duties would include operating an excavator and other general operative duties. The successful candidate was Shaun (Billy) Reddish who will join the workforce on 01.07.19, from Upper Witham IDB.

- **Woodhall Spa Country Show**

The Board was represented at the Show on 19.05.19 as part of the display provided by the four Boards. The display gave numerous examples of the work undertaken by IDBs along with the plant we use.

- **Timberland Pumping Station Open Days 2019**

The pumping station will open to the general public on Sunday, 02nd June, coinciding with the opening of the Dogdyke Pumping Station Preservation Trust site and to ensure maximum publicity and attendance. A second opportunity to view the station has been arranged for Saturday, 14th September, as part of the Lincolnshire Heritage Weekend of events.

- **Lincolnshire Show 2019**

The Board will be represented by the Association of Drainage Authorities' stand in the Environment area of the Show on Wednesday, 19th and Thursday, 20th June 2019. ADA has issued an invitation to all to attend the stand to understand how the Boards work in partnership with Lincolnshire County Council, District Councils and the Environment Agency to manage the risk of flooding and water level management. There is an ADA Chairman's event from 3pm to 4.30pm on Wednesday, 19th June 2019.

Members received and noted the Operations report and presentation.

2297 Engineering Services Report.

The Engineering Services Report had been circulated with the agenda and was presented by the Director of Operations and Engineering Services.

There were no issues to highlight to members on this occasion.

Members noted the Engineering Services report.

2298 Consents and Enforcements

A Consents and Enforcements report had been circulated with the agenda. Cases were summarised as follows:

Byelaw Consent Applications

Reference	Location	Applicant	Details	Date
FD-4458-2019-CON	Nocton Fen in 6no. Board Drains	Beeswax Dyson Farming Ltd	24.3km long buried irrigation ring main	06-02-19
FD-4461-2019-CON	Middle Fen Lane Drain Washingborough Fen	S M Alford & Sons	3no. 80mm dia field drain outfalls	28-01-19
FD-4487-2019-CON	Dales Drain, New Road Martin Dales	Mr D G Leggate	Bridge replaced by wider culvert	14-03-19

Section 23 Land Drainage Act Consent Applications – District None received

Section 23 Land Drainage Act Consent Applications – Extended Area

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

Reference	Location	Applicant	Details	Date
FE-4560-2019-CON	Rear of 44 & 46 Main Street , Scopwick	Lincolnshire Rivers Trust	60m of coir berms in Scopwick Beck	25-03-19

Enforcement Issues – District

Reference	Location	Description /Comments	Actions
FD-3835-2018-ENF	Sleaford Rugby Club	Blocked watercourse	Awaiting response from Network Rail
FD-3880-2018-ENF	Leavingham beck field	Issue with watercourse	Suggested course of action awaiting response.
FD-4612-2019-ENF	Billingham South Soke Dyke	Unconsented work in the watercourse	Unconsented work to be removed

Enforcement Issues – Extended Area

Reference	Location	Description /Comments	Actions
FE-3913-2018-ENF	A607 & Mill Lane	Flooding of road	Awaiting maintenance work on watercourses
FE-3960-2018-ENF	The Jungle Conservation Area, Branston	Breach in bank	Awaiting response from owner, only their land affected.
FE-4212-2018-ENF	Drayton Welding & Tool Connections. Unit 9, Woodbridge Road, Sleaford.	Unauthorised work in a watercourse	Awaiting confirmation of ownership
FE-4335-2018-ENF	Fen Road Washingborough	Maintenance to watercourse	Awaiting response from owner
FE-4525-2019-ENF	Fen Road Bilingham	Possible maintenance to watercourse	Monitoring condition

Cllr. Peter Lundgren requested additional information with regard to FE-3960-2018-ENF, as a member of the Parish Council who own the land in question, he felt he would be able to

assist. Mr Garry Winterton, Enforcements officer would be asked to provide detail directly to Cllr. Lundgren.

Members noted the report on Consents and Enforcements.

2299 Catchment Studies undertaken by JBA.

The Director of Operations and Engineering Services gave a presentation and verbal update on the outcome of the catchment study undertaken for Timberland and Billingham.

This work has been fully funded by the EA. The final report has not yet been received from the Consultants. However, a draft has been provided.

This model was commissioned as Billingham is a large single pump which is too big to run on a day to day basis. Timberland pumping station therefore, does 90% of the work within the district.

It was explained to the meeting that the reports covered two main areas, namely:

- Rainfall Assessment
 - Soil conditions
 - Baseflow within watercourses
 - Rainfall profiles

- Flow Estimation
 - How big the catchment is
 - What soil type it is
 - Responsiveness of the catchment
 - Features that provide attenuation (lakes, ponds etc)
 - Standard Average Annual rainfall (SAAR)

All information gathered is then fed into the catchment model. A further element of the model is the Pumping Station area. This is to ensure that the pumping station and the automatic weedscreen cleaner are working efficiently and effectively as possible and can operate under 1 in 10, 1 in 100 and 1 in 1000 year flood events.

The draft model output report for Billingham indicates poor drainage and therefore differentials were requested. It became evident that one or two culverts are higher than they should be. Billingham Pumping Station is too large for the channel and it can empty it in minutes. It was built in 1976 and it is a possible solution that this structure is retained and a new smaller pump is installed to rectify the issue.

The model will also investigate effectiveness of penstocks. They are substantial constructions and the Director of Operations advised that he would be reassured to see evidence of penstocks in operation as it is likely, as they were constructed in the 1970's, that they are too cumbersome and inefficient to operate. He had concerns that they may not be able to be operated when most needed during an emergency event.

Once the final version of the model has been received the outcomes can be assessed and action prioritised.

Members noted the update and the ongoing work on catchment studies.

2300 Malvern Avenue Riparian Watercourse, Washingborough - request for adoption.

A report had been circulated with the agenda and was presented to members by the Director of Operations and Engineering Services.

The Board received on 13.01.19 a request from Washingborough Parish Council to adopt a riparian watercourse and to add it to the schedule of maintenance. The watercourse runs alongside Washingborough Parish Council's playing fields, plus private land, and runs into Longstongs Delph and the South Delph. The request for adoption is from Washingborough Parish Council and follows on from the Board's adoption on 29.01.19 of a parallel riparian watercourse, with similar logic applying.

Lincolnshire County Council completed a surface water drainage scheme that remedied a number of faults within the Keeble Drive area of Washingborough. During periods of high rainfall, residential properties previously repeatedly experienced instances of internal flooding. Whilst the majority of the flows from this piped system flowed into the Washingborough Roadside South Drain [Environment Agency main river], an overflow structure was built into the scheme's outfall. Should the Roadside South piped system be at capacity, any additional water would be diverted into a riparian watercourse. It is this watercourse to which the request refers.

The Council applied for Land Drainage Consent from the Board as the outfall structure was situated within the District. A calculation was undertaken by the Board's Engineer as part of the consideration of the consent application. It was found that over the design life of the scheme it would generate an additional 11,000m³ water per annum. This equates to approximately £50 worth of pumping at the station per annum.

Having reviewed the drawings submitted to support the LCC consent application, it would appear that this riparian watercourse was identified as a receiving watercourse [Ditch 1 of 2] from the Keeble Drive Scheme. Technically, the reasons for adoption by the Board would be the same as those argued following the Applewhite application approved by the Board in January 2019.

This being the case it would be difficult to decline the Parish Council's request.

Should the Board approve such a request, Officers would confirm the scheme's catchment and incorporate this information into the Board's Highland Water calculation to cover the potential additional cost incurred by the Board whilst dealing with water received from outside the district.

These estimates from several years ago may be updated and reviewed to include maintenance costs as well as additional pumping amounts.

An inspection of the channel was undertaken on 02nd May 2019. It was noted that access to a short reach of the drain will be obstructed by the presence of fences on both sides of the watercourse. Discussions were required with the riparian owner of the right hand bank to request its removal or alteration such that machine access to the watercourse is possible. A small crossing point has been created at the downstream end of the channel and this too will have to be removed so that both access and flows are un-obstructed. These works had all now been completed and access was now provided to the Board's satisfaction.

There is a pre-existing post and barbed wire/mesh stock-proof fence along the right hand bank of the channel along its full extent. The Board will accept no responsibility for its repair or maintenance in the future. It remains the responsibility of the riparian owner/occupier. There are some faults that exist and these, where visible, have been recorded at the time of inspection.

Following discussion Members AGREED that the Board adopt and accept responsibility for the regular maintenance of this watercourse, on the understanding that it remained the channel that accepts the over-flow from the Keeble Drive surface water drainage scheme. The standard of maintenance provided by the Board will be that deemed appropriate for its use as described. As with all scheduled watercourses, should a riparian owner/occupier deem it appropriate to provide a higher, or different standard of maintenance, then this can be put in place by them at their cost.

Members APPROVED the adoption of the watercourse.

2301 Any Other Business.

There were no further items of business and the meeting closed at 16:10.

2302 Date, Time and Place of the Board's Next Meeting.

The Board's next meeting was confirmed for Tuesday, 26th September 2019 at 2pm in Branston Booths Village Hall.

Peter Curwin Chairman *24.09.19* Date
W1st BM 22.05.19