

## WITHAM FIRST DISTRICT INTERNAL DRAINAGE BOARD

**Minutes of the one hundred and eighth meeting of Witham First District Internal Drainage Board, held on Tuesday, 29<sup>th</sup> January 2019 in Branston Booths Village Hall at 2pm.**

*Present:*

Mr. P. Gilbert            **Chairman**  
Mr. E. Applewhite  
Mr. D. C. Armstrong **Vice Chairman**  
Mr. D. K. Busby  
Cllr. I. Carrington  
Mr. P. Carrott  
Cllr. M. Clarke  
Mr. R.A. Fletcher  
Mr. W. Grantham  
Cllr. G. Hewson  
Mr. R. Hickling  
Mr. D. Jackson  
Mr. S. B. Leggate  
Mr. S. Maplethorpe  
Cllr. C. R. Oxbby  
Cllr. P. Vaughan

*In attendance:*

Miss Jayne Flower	Executive Assistant
Mrs Jane Froggatt	Chief Executive
Mr Steve Larter	Finance Consultant
Mr Martin Shilling	Director of Operations and Engineering Services.

### **2259 Apologies for absence.**

Apologies for absence were received from Mr. S. F. Cobb, Mr. J. R. Crust, Mr. M. Harrison, Mr. A.G. Hodgson, Mr. D.G. Leggate, Mr. I.J. Mair, Dr. B. Maplethorpe, Mr. A.R. Means, Cllr. J. F. Money and Dr. V. Stanton.

### **2260 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 the item on the agenda concerning the watercourse at Keeble Drive, Washingborough and did not take part in any discussion regarding it (minute 2277 refers).

### **2261 Chairman's Announcements.**

The Chairman welcomed all members to the January meeting. A key feature of the agenda was the Board approving the Budget Estimates for the forthcoming new financial year 2019/20.

The Chairman advised members that in order to agree the proposed Estimates for next year, the Board also needed to formally approve the Annual Values, any land movements to 31<sup>st</sup> December 2018 and to set the Penny Rate in the pound. This year officers proposed no increase in the Penny Rate, as supported by the Board's Executive Committee on 15<sup>th</sup> January 2019. If supported, this will be the third successive year of being able to set a balanced budget with a 0.00% increase in the Penny Rate.

Finally, the Chairman highlighted that there had been a number of land movements during the last year and therefore one of the two Special Levy paying councils, North Kesteven District Council, faced a 13.20% increase (or in cash terms an increase of £26,791.83) in the Special Levy contribution next year. There was no change for City of Lincoln Council, where there had been no land movements.

### **2262 Minutes of the Board and Annual Public Meeting, 27.11.18.**

The Minutes of the Board's previous meeting incorporating the Annual Public Meeting, held on Tuesday, 27<sup>th</sup> November 2018, 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.

### **2263 Minutes of the Executive Committee meeting, 15.01.19.**

The minutes of the Executive Committee meeting held on Tuesday, 15<sup>th</sup> January 2019 were proposed by Mr. David Armstrong, seconded by Mr. Simon Maplethorpe and APPROVED as an accurate record and the recommendations to the Board were NOTED.

#### *MATTERS ARISING:*

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

### **2264 Minutes of the Joint services Committee meeting, 10.12.18.**

The minutes of the Joint Services Committee meeting held on 10<sup>th</sup> December 2018 had been circulated with the agenda for information, the next meeting of the JSC being on 13.05.19. The Chief Executive highlighted to members:

#### 2264.1 Pay & Conditions Update (item 8 refers).

The Chief Executive updated members on discussions that had taken place. Members of the JSC had requested the Chief Executive enter into local discussion with the aim of assimilating Operatives on to ADA Lincolnshire White Book spine points with effect from 01.04.2019.

The reason this was necessary was because terms and conditions within the existing ADA White Book were being renegotiated during 2018 (between management and staff sides of the Pay Committee) and both agreed that the existing 'broadbanding grading structure' within the ADA White Book was outmoded and should be abolished after 31.03.2019. All IDBs party to the ADA Lincolnshire Branch Pay & Conditions Committee had therefore undertaken to

enter into local discussions to assimilate Operatives on to ADA White Book Spine Points.

At 2018/19 pay rates of £21,300 or £10.75 per hour for a 38 hour week (76 hour fortnight), plus £490 p.a. holiday pay based on the locally agreed 20% uplift, this gives an equivalent salary of £21,790 per annum (£11.00 per hour).

It was therefore outlined that based on the principle of no detriment, the nearest Spine Point on to which Operatives would assimilate was therefore Grade 3, Spine Point 14. At 2018/19 pay rates this is £21,984 per annum or £11.10 per hour. However, the local agreement reached was that Operatives will assimilate to Grade 3, Spine Point 15. At 2018/19 pay rates this is £22,704 p.a. (£11.46 per hour).

In addition to the assimilation of all Operatives to ADA White Book Spine Point 15 from 01.04.2019, the following was specifically proposed at the meeting on 12.11.18 and subsequently tested and agreed with Operatives as the basis of the local agreement:

- This assimilation is over and above any Lincolnshire-wide cost of living increase as agreed by the ADA Lincolnshire Branch and adopted by individual Boards (likely to be 2.7%) and would be applied subsequently.
- That the assimilation explicitly buys out the local 20% holiday pay agreement currently in place since 01st April 2015.
- Everyone to be paid monthly, on the 15th of each month (from 15.04.19).
- Overtime would still be paid on Spine Point 15 (the overtime bar is at Spine points above SP26), but in moving to monthly pay overtime would in effect be paid two weeks after the month end.
- The Boards reserve the right for new starters to be appointed on a Spine Point 13 or 14, depending on experience and qualifications, with incremental point progression to Spine Point 15.
- Working hours remain 38 hours per week (delivered as a 76 hours 9 days fortnight).
- The three Working Foremen roles currently on Spine Point 23 be uplifted to Spine Point 24 from 01.04.19.

JSC Members had discussed the remuneration package and the flexibility spine points 13 & 14 would offer for new, less experienced starters. There was further discussion of probationary periods.

It was noted that on 10.12.18 the JSC had endorsed the local agreement, as outlined and the implications had been included in 2019/20 budgets.

## 2264.2 Joint Services 2019/20 Draft Budget (item 10 refers).

Members were advised that JSC had on 10.12.18 agreed to recommend to all four Boards the proposed joint services budget which was brought to today's meeting and included in Budget Estimates.

The budgets are based on the agreed cost sharing arrangements of UW 33.4%, **W1 20.9%**, W3 29.2% and North East Lindsey (NEL) 16.5%. A new Joint Services Agreement signed by all four Boards became operational from 1<sup>st</sup> April 2017.

All JSC costs were charged across the group of four Boards from 1<sup>st</sup> April 2017 in the proportions agreed for an initial period of three years.

The proposed 2019/20 Joint Services budget of £839,620 showed an increase of £57,990 (7.42%) on the approved £781,630 budget for 2018/19. This increase was explained and attributed mainly to:

- pay award (assumed 2.7%) and incremental point increment with corresponding NI & Pension impact amounting to £25k in 2019/20 from 01.04.19.
- general inflation on support contracts, NNDR, ICT, utilities, etc, at £1k.
- changes to budgets for new joint office facility as previously reported being £22k. This is as UW will draw down the PWLB loan facility in early 2019 and start to service the loan repayments during 2019 (May and November repayments).
- additional Technical Trainee post in Engineering Services at £10k. This post at £25k full cost had mainly been funded from savings elsewhere, causing a shortfall of only £10k to be met in the 2019/20 budget.

Overall, there is a budget pressure of £58k for 2019/20 on the £781k approved budget in 2018/19 (+7.42%). This cost was allocated £19.3k to UW, £9.6k to NEL, **£12.1k to W1st**, and £16.9k to W3rd. These charges have been incorporated in each Board's proposed Budget Estimates for 2019/20.

Members received and noted the JSC minutes of 10.12.18.

## **2265 Chief Executive's Report.**

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

### 2265.1 Proposed Estimates 2019/20.

Each of the four Boards was able to set a financially balanced budget for 2019/20, with proposed increases in the penny rate (which in turn drives increases in the relevant Councils' Special Levies and Drainage Rates, including other factors like land movements to 31.12.18), as follows:

	<u>NELDB</u>	<u>UW</u>	<u>W1st</u>	<u>W3rd</u>
2019/20	1.00%	2.00%	0.00%	0.50%

<u>Witham First DIDB (0%)</u>	<u>2018/19</u>	<u>Change</u>	<u>2019/20</u>	<u>Change</u>
	£	£	£	%
<b>Special Levies:</b>				
City of Lincoln	£ 128,863.05	£ -	£ 128,863.05	0.00%
North Kesteven District Council	£ 202,970.04	£ 26,791.83	£ 229,761.87	13.20%
<b>Total Special Levies</b>	<b>£ 331,833.09</b>	<b>£ 26,791.83</b>	<b>£ 358,624.92</b>	<b>8.07%</b>
<b>Drainage Rates</b>	<b>£ 484,810.56</b>	<b>-£ 583.69</b>	<b>£ 484,226.87</b>	<b>-0.12%</b>
<b>Total Drainage Rates &amp; Special Levies</b>	<b>£ 816,643.65</b>	<b>£ 26,208.14</b>	<b>£ 842,851.79</b>	<b>3.21%</b>

The table illustrated that with the proposed increases in the Penny Rate as set out, the impact of land movements can drive greater percentage changes in the Special Levy (e.g. **13.20% for NKDC to Witham First DIDB**). This has to be seen in the context of the infrastructure costs to support business / economic growth and housing development, which in turn generates NNDR and CT income to the Council.

#### 2265.2 Proposed replacement depot for Upper Witham IDB and joint office accommodation for the four Boards, replacing Witham House.

Through the Joint Services Committee, it had been agreed that Upper Witham would lead a project to redevelop its Meadow Lane depot site and include within the brief not only a replacement UW Depot but also a joint office facility as first floor accommodation above the depot, enabling the sale of Witham House.

Approval was obtained at the September Board meetings for the three Chairmen to have delegated authority to sign up to the implications of the joint office element of the scheme for their individual Boards. Upper Witham IDB's Board approved the Business Case on 19.11.18.

An application was made to Defra for approval for Upper Witham Board to apply to the Public Works Loan Board (PWLB) for up to £1.2 million, over a 30 years repayment period. Defra confirmed on 21.12.18 approval for Upper Witham to apply for the loan.

A loan application was then submitted to the PWLB on 09.01.19, after Upper Witham's Finance & General Purposes Committee meeting that day. This loan was drawn down on 18.01.19 at an interest rate of 2.68% over 30 years.

Taylor Pearson Construction Ltd. sent through a model contract and this has been submitted to the Board's Solicitor for review prior to signature. He had raised a number of issues on 04.01.19 and a meeting to go through these took place on 17.01.19.

The contract value is £1,057,335.12 (excl. VAT), the scheme cost being higher to include a 10% contingency sum and the cost of enabling works.

Work had started to clear Upper Witham's Depot; two storage units had been purchased and were delivered on 07.01.19. Ground works are progressing well on the parcel of land opposite the depot site, also owned by Upper Witham.

The Chief Executive's report and update was noted.

**2266 Schedule of Expenditure, 01.11.18 to 31.12.18.**

The Schedule of Expenditure for the two months' period from 01<sup>st</sup> November to 31<sup>st</sup> December 2018 had been circulated with the agenda and was presented by the Finance Consultant.

Gross expenditure totalled £159,252.68 or, net of £9,798.42 VAT, £149,454.26. Of this, £5,188.13 was recharged to other bodies.

Items highlighted to or raised by members included:

- Items 7 & 8: £1,059.50 and £5,895.00 to Certas Energy UK Ltd. Payments for fuel.
- Item 16: £41,515.50 (net) to Environment Agency. This was confirmed as the second and final payment for the Flood and Coastal Erosion Risk Management Precept 2018/19.
- Items 25 & 27: £1,560.21 and £1,100.52 (net) to Go Plant Fleet Services Ltd. Cllr. Clarke asked if lease or purchase was the most cost effective way of procuring vehicles. It was confirmed that both options are considered and compared each time a vehicle is replaced.

Members received and NOTED the expenditure incurred between 01.11.18 and 31.12.18.

**2267 Financial Performance Report to 31<sup>st</sup> December, month 9 of 2018/19 and the forecast year end position as at 31.03.19.**

The Finance Consultant presented the Financial Performance Report to 31.12.18, month nine of 2018/19, which had been circulated with the agenda. The summary position was as follows:

<b>Profiled Budget P9</b>	<b>Actual (Surplus)/Deficit</b>	<b>Variance</b>
<b>£</b>	<b>£</b>	<b>£</b>
(233,112)	(246,268)	(13,156)

The Board had anticipated a surplus position of (£233,112) as at 31.12.18 and the actual month nine surplus was (£246,268), which was a (£13,156) positive variance at this stage in the year. Members were reminded that some of the 'high risk' spend areas had not yet been incurred (e.g. electricity during winter months). However, there were no significant issues of concern as at the end of December 2018.

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

	2018/19 Budget £	Profiled Budget £	Actual £	Variance £	Provisional Outturn £	Variance £
Income	(868,536)	(855,063)	(904,787)	(49,724)	(918,175)	( 49,639 )
Board & General Admin	16,653	12,016	4,854	(7,162)	10,512	( 6,141 )
One Off Schemes	25,000	11,250	17,674	6,424	17,674	( 7,326 )
Conservation	1,750	1,286	418	(868)	557	( 1,193 )
Depot	12,396	9,985	18,109	8,124	22,433	10,037
Drains	323,660	273,056	278,647	5,591	370,329	46,669
Pumping Stations	182,346	82,956	95,433	12,477	160,611	( 21,735 )
Joint Admin/Witham House	81,792	42,640	48,026	5,386	94,735	12,943
Consents & Enforcement	10,083	0	0	0	10,648	565
Director of Operations/Engineers	62,337	57,833	55,835	(1,998)	62,417	80
Contrib to Reserves/Pay Contingency	17,500	0	0	0	17,500	-
PWLB	30,327	28,731	28,302	(429)	29,902	( 425 )
Rechargeable Works	20,000	17,355	31,791	14,436	31,791	11,791
EA Precept	84,692	84,692	83,031	(1,661)	83,031	( 1,661 )
FRS17 Pension Adjustment (net)	0	0	0	0	-	-
Wages & Plant Holding Account	0	151	(3,602)	(3,753)	0	-
<b>(Surplus)/Deficit</b>	<b>0</b>	<b>(233,112)</b>	<b>(246,268)</b>	<b>(13,156)</b>	<b>( 6,035 )</b>	<b>( 6,035 )</b>

Income to the Board was a positive (£50k) ahead of profile, largely due to PSCA works for the EA being (£35k) ahead of profile. In terms of main sources of income to the Board, of £485,435.46 raised in Drainage Rates for 2018/19, as at 31.12.18 £481,537.65 had been received, or a collection rate of 98.9%. This left £5,153.75 to be collected and final reminders were sent out on 25.09.18, court liability orders were granted on outstanding accounts on 03.12.18 and these have been passed to external bailiffs for collection. The second tranche of Special Levy income from each of the two councils had been received by the 01.11.18 due date, a total income for the year from City of Lincoln Council of £128,863.05 and from North Kesteven District Council of £202,970.04. Although less significant income for this Board, Highland Water claims were submitted to the Environment Agency for 2017/18 actual with a further balance of (£1,912) due and for 2018/19 Estimate (£13,700). 80% of the estimated claim for 2018/19 (£10,960) was paid on 3<sup>rd</sup> October 2018 along with the balance for the 2017/18 actual (£1,912), with the balance adjusted for actual 2018/19 spend payable the following September 2019.

On expenditure, electricity was £12k ahead of budget profile, following the heavy rains over the Easter period. The exceptionally dry summer had balanced this, as Pumping Station electricity bills showed a reduction in expenditure.

Insurance expenditures were lower, due to the previously reported savings at renewal of (£5k) on 2017. Fuel expenditure was (£10k) and depreciation was (£5k) better than profile.

The EA IDB precept was on target, with the first half yearly amount of £41,516 paid to the EA in July 2018 and the second payment paid in November 2018. The 2018/19 budget included a 2% increase, but the Precept was not increased for 2018/19, so there was a (£1.6k) saving.

Bank balances and investments were set out as follows, as at 31.12.18:

Natwest	£ 100,990.34
Co-op (Closed)	£ -
Nationwide Instant Access	£ 454,915.02
Nationwide 90 Day Notice	£ -
<b>Total</b>	<b>£ 555,905.36</b>

**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 briefed on the projected year end 31.03.19 financial position. The 31<sup>st</sup> December 2018 position had been used as the baseline and a number of adjustments had been applied, eg it was assumed that as £36k had been spent to date on electricity, a further £12k would be spent up to 31.03.19, making a total spend of £48k against a £53.5k budget for electricity for the year. The Board was purchasing a new trailer, provision was made for a £17.5k budgeted contribution to reserves and also that the full £25k in the budget for pump lifts would be used. These assumptions meant that the forecast year-end position is a broadly breakeven / surplus (£6,035) position, plus or minus £10k.

Members noted the financial performance to 31<sup>st</sup> December 2018, month nine of 2018/19 and the forecast year end position as at 31.03.19.

### **2268 Risk Register.**

The revised joint Risk Register for all four Boards had been circulated with the agenda. The Chief Executive highlighted some minor adjustments that had been made to the Register, mainly being to the "Mitigation Effectiveness" columns, making it more concise and summarised.

Cllr Ian Carrington praised the work on the Risk Register, reminding members that IDBs are complex, technical institutions and the Risk Register should not be reduced to the point of losing the detail and at the expense of risk.

Members APPROVED the revised Risk Register.

### **2269 Budget Estimates for 2019/20.**

A Budget Estimates report had been circulated with the agenda and was presented by the Finance Consultant.

Detailed work had been undertaken to review the actual income and expenditure as at 31<sup>st</sup> December 2018 and this had been projected forward to provide an indicative outturn position as at 31<sup>st</sup> March 2019. This position was then used to inform the budgets preparation for 2019/20, together with any known cost pressures, necessary developments and known savings. A series of staff meetings had taken place during November and December.

In terms of inflation and other factors, pay and associated costs had been increased by 2.7%, NNDR by 2.5%, with all other costs having a 0% inflationary uplift unless any adjustment had been required to rebase the budget to known or required spend.

A summary table of the proposed budget was set out, as follows:

	<b>Approved 2018/19</b>	<b>Draft 2019/20</b>	<b>Variance</b>
	<b>£</b>	<b>£</b>	<b>£</b>
Income	( 868,536 )	( 895,200 )	( 26,664 )
Board & General Admin	16,653	15,653	( 1,000 )
One Off Schemes	25,000	25,000	-
Conservation	1,750	1,750	-
Depot	12,396	12,456	60
Drains	323,660	339,392	15,732
Pumping Stations	182,346	185,331	2,985
Joint Services	81,792	88,668	6,876
Consents & Enforcement	10,083	10,208	125
Director of Operations/Engineers	62,337	67,284	4,947
Contribution to Reserves	17,500	15,000	( 2,500 )
PWLB	30,327	29,766	( 561 )
Rechargeable Works	20,000	20,000	-
EA Precept	84,692	84,692	-
FRS17 Pension Adjustment (net)	-	-	-
Wages & Plant Holding Account	-	-	-
<b>(Surplus) / Deficit</b>	<b>-</b>	<b>-</b>	<b>-</b>



A balanced budget position can be achieved for 2019/20 based on these assumptions and a proposed **0.00% penny rate increase**.

The report set out individual budget headings and these were outlined, including the following matters being highlighted:

A provision of £25k had been earmarked for undertaking one off improvements:

- £10k for Ringmoor Bridge weedscreen deck/alternative access.
- £4k for new depot gates.
- £5.5k for telemetry at Chapel Hill Pumping Station.
- £5.5k for telemetry at Timberland Pumping Station.

On the proposed drains budget, there was a proposed increase of £15.7k, on Pumping Stations – an increase of £3k for the 2.7% pay award and associated increase in oncosts had been included at £14k. Electricity was an increase in the budget of £3k taking the budget to £56,485. Additional Depreciation changes required to deliver the plant programme was built in at £6k. There was a reduced vehicle insurance cost of (£4k). The budget for Pump Lifts remained at £25k.

The Joint Services Committee on 10<sup>th</sup> December 2018 recommended the JSC Budgets to the four Boards for inclusion in each Board’s detailed Estimates. The main variance was providing for 2.7% pay award, increments and associated employer oncosts at £25k and to reflect the servicing of the debt costs relating to the office element of the new depot/office facility at £20k. Additional running costs for the fibre IT link (6 months) had also been included at £3k. The Technical Trainee post in Engineering Services (full cost £25k) was a cost pressure of £10k and this was included. These budgets were apportioned costs at the agreed levels, which is a 20.9% contribution from the Board.

The cost of Consents & Enforcement Officer is fully met by income from recharges to Lincolnshire County Council (costs allocated across the three relevant Boards and income received by those three Boards). The Memorandum of Understanding has been extended until March 2021.

The £17.5k contribution to the Plant & Machinery Reserve had been reduced by £2.5k to £15k, whilst still ensuring the fund had enough capacity to meet the Plant & Machinery Replacement Programme in future years.

The total of all the stated Variations was £0k. On this basis a balanced budget could be achieved for 2019/20 with a **0% increase** in the penny rate.

Members have an agreed policy of holding a general ‘Revenue Reserve’ of 10% to 15% of turnover for emergencies and the balance being held in ‘earmarked reserves’ for particular requirements. It was proposed the reserves fund balances be allocated on the following basis:

Reserve	2018/19 b/f £	2018/19 c/f £	2019/20 c/f £
Revenue Reserve*	(125,277)	(125,277)	(125,277)
Plant & Machinery	(262,421)	(176,444)	(190,182)
Pumping Stations	(50,000)	(50,000)	(50,000)
Commuted Sums	(12,870)	(12,870)	(12,870)
Balance	(270,232)	(401,690)	(348,094)

\* Assumes no surplus/deficit in 2018/19 or 2019/20

The revenue reserve is the general 'contingency' reserve (on which the policy is to have a balance of between 10% to 15% of turnover). The balance, assuming a balanced position on the Revenue Account at the end of the current 2018/19 financial year, will equate to 14.4% for 2018/19 and 14.0% for 2019/20.

The Plant & Machinery reserve meets the initial purchase cost of the plant and equipment and is annually replenished by depreciation charges to the income and expenditure account. It is important that this reserve is regularly reviewed and topped up to ensure adequate balances are available over the medium term to meet future purchase plans.

After discussion of the overall position, the plans detailed in the report and the Joint Services Budget members were content to APPROVE the Budget Estimates for 2019/20, based upon a **0% increase** in the penny rate in the pound.

### **2270 Annual Value, Penny Rate, Drainage Rates and Special Levies.**

A report had been circulated with the agenda in order for the Board to formally set the Annual Values and the Penny Rate in the pound, from which are derived the drainage rates and the Special Levies for the two relevant Councils for 2019/20.

The Annual Values start with those brought forward from last year's rate setting as at 31.12.17, with movements of land that has been developed between 01.01.18 and 31.12.18 which therefore comes out of Drainage Rates and is allocated to Special Levies for the appropriate Council.

The Annual Values as at 31<sup>st</sup> December 2017 were:

	<b>Sub District 1</b>	<b>Sub District 2</b>	<b>Total</b>
	<b>£</b>	<b>£</b>	<b>£</b>
Drainage Rates	319,715	2,004,707	2,324,422
City of Lincoln	1,418,032	0	1,418,032
North Kesteven DC	719,129	605,756	1,324,885
<b>Total</b>	<b>2,456,876</b>	<b>2,610,463</b>	<b>5,067,339</b>
Differential Rating	40%	-	
<b>Adjusted Totals</b>	<b>982,750</b>	<b>2,610,463</b>	<b>3,593,213</b>

A revised developed land transfer rate was agreed by the Board during 2017/18 on 15.11.17 of £8,063.73 per hectare. The land movements between 01.01.18 and 31.12.18 that require transfer from Drainage Rates to Special Levy were summarised as follows:

	<b>Sub District 1</b>	<b>Sub District 2</b>	<b>Total</b>
	<b>£</b>	<b>£</b>	<b>£</b>
Drainage Rates	(1,185)	(712)	(1,897)
City of Lincoln	0	0	0
North Kesteven DC	89,701	82,048	171,749
<b>Total</b>	<b>88,516</b>	<b>81,336</b>	<b>169,852</b>
Differential Rating	40%		
<b>Adjusted Totals</b>	<b>35,406</b>	<b>81,336</b>	<b>116,742</b>

There were no land movements affecting City of Lincoln Council's Special Levy, all related to North Kesteven District Council.

This resulted in the following Annual Values as at 31<sup>st</sup> December 2018:

	Sub District 1	Sub District 2	Total
	£	£	£
Drainage Rates	318,530	2,003,995	2,322,525
City of Lincoln	1,418,032	0	1,418,032
North Kesteven DC	808,830	687,804	1,496,634
<b>Total</b>	<b>2,545,392</b>	<b>2,691,799</b>	<b>5,237,191</b>
Differential Rating	40%		
<b>Adjusted Totals</b>	<b>1,018,157</b>	<b>2,691,799</b>	<b>3,709,956</b>

The following 'penny rates' would be applicable if the 0% increase proposed is agreed:

	Sub District 1	Sub District 2
	p	p
Current	9.0875	22.7186
Proposed +0%	9.0875	22.7186

This would reduce the income generated from Drainage Rates from £484,811 to £484,227 (-£584), due entirely to land movements from 'agricultural land and property' to the category of 'other developed land and property'.

These changes have the following impact on Special Levies, including the rebasing of the Annual Values for the land transfers for each Council as follows:

	City of Lincoln	North Kesteven DC	Total
	£	£	£
Current 2018/19	128,863.05	202,970.04	331,833.09
Proposed 2019/20	128,863.05	229,761.87	358,624.92
Difference	0.00	26,791.83	26,791.83
Increase	0.00%	13.20%	8.07%

Income to the Board therefore increases in 2019/20 by a net total of £26,208 (being an increase of £26,792 in NKDC Special Levy, zero change in City of Lincoln's Special Levy and a reduction in Drainage Rates of £584 due to the removal of some specialist values on land and transfer of agricultural land to other developed land).

Following discussion members **APPROVED**:

1. The transfer of land from Drainage Rates to Special Levy as set out be approved, at the 15.11.17 Board's approved transfer rate of £8,063.73 per hectare.
2. The land valuations as at 31<sup>st</sup> December 2018 upon which Drainage Rates and Special Levies are calculated be set at £5,237,192 (£3,709,956 after 40% differential rating is applied on sub district 1).
3. The 'penny rate' in the pound is not increased and therefore remains at 9.0875 pence for sub district 1 and 22.7186 pence for sub district 2 of the drainage district.
4. The Special Levies for 2019/20 be agreed for each of the two Councils as:
 

4.1 City of Lincoln Council	£128,863.05
4.2 North Kesteven District Council	£229,761.87
5. The Chairman and Chief Executive be authorised to sign the 'Rate Book', apply the seal of this Board and publicise the revised penny rates, estimated Drainage Rates and Special Levies before 15.02.19.

## **2271 Health and Safety Update.**

An update on Health and Safety matters 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 contractor visited Witham House on Thursday, 22 November to undertake the Annual Review and had also completed a fire Risk Assessment.

Pleasingly, no Near Misses had been reported since the last Health & Safety Report to the November Board meetings.

The Board continued with training for employees from all four Boards and North East Lindsey DB's Contractor. A works meeting for all the workforce was held on 29<sup>th</sup> November 2018, covering a variety of Health & Safety topics including Underground Services, Leptospirosis and Lone Working. The Full Overhead Cable Avoidance Training for new Operatives took place on 09<sup>th</sup> January 2019. First Aid training for all Operatives was being held during February.

As reported previously, Witham First access bridge to Ringmoor Pumping Station was still being investigated (ascertaining ownership via the Environment Agency). Once this was clarified Officers could start a project to improve access to the Pumping Station.

On Farroway pumping station weed screen platform, the access track was completed during the week ended 09.11.18 at the land owner's request and ahead of the respective solicitors finalising the Board's purchase of the land concerned.

Members received and NOTED the update on health and safety.

## **2272 Environment Report.**

A report prepared by the GIS & Environment Officer had been circulated with the agenda and was presented by the Director of Operations and Engineering.

The owl box camera at Blankney PS continued to work well, although there had been no footage of any roosting barn owls since installation on the 29<sup>th</sup> November 2018.

All Winter Works surveys for the forthcoming winter work in Metheringham Fen as part of the desilting programme had been completed in early January. Two badger setts were present and marked out on Coppings Yard Drain and Dunns Dyke. The Operations Manager and all Operatives were aware of this and would be taking the appropriate action during the works.

All Witham First Operatives were present on 29.11.18 at the training session 'Working around Badgers'. This session clarified and explained the conditions of the Board's licence to interfere with setts for drainage operations (CL27).

Members noted the report.

## 2273 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**

The summer maintenance work was substantially complete with only Longstongs Drain and Canwick Fen Drain in the north to complete and Dorrington Bankside Drain in the south of the district.

Bushing work has been undertaken at the upstream end of Dorrington Bankside Drain and will continue at this location periodically over the next 2-3 years, as resources allow and to lessen the local impact of the removal of mature trees and bushes.

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

<b>Watercourse</b>	<b>Length m</b>	<b>Miles</b>	<b>% Completed</b>
Metheringham Main Drain	430	0.3 mile	0% complete
Water Dyke	3100	1.9 miles	0% complete
Metheringham Fen Drain	1410	0.9 mile	0% complete
Dunns Dyke	1040	0.6 mile	0% complete
Ulyatts Drain	1200	0.7 miles	0% complete
Parsons Drain	710	0.4 mile	0% complete
Bottom Twelve Foot Drain	1890	1.2 miles	0% complete
Brook Drain	1350	0.8 mile	0% complete
Mill Drain	2510	1.6 miles	0% complete
Metheringham Delphside	1210	0.8 mile	0% complete
Coppings Yard Drain	680	0.4 mile	0% complete
<b>Totals</b>	<b>15533m</b>	<b>9.6 miles</b>	<b>0 % completed</b>

The de-silting of these channels began in January and will continue until complete. It includes the clearance of silt from access culverts. Cllr. Clarke asked what happened to the silt taken from the channels. It was confirmed that all spoil is placed on the immediate drain side, spread as thinly as possible where it is eventually reabsorbed into the land.

- **Pumping Stations**

A motor and pump removed from Chapel Hill PS as part of the planned maintenance programme was recommissioned in January. The other pump and motor would shortly be removed, subject to favourable catchment conditions and weather forecasts. These were the two planned pump lifts / refurbishments in 2018/19.

The Ringmoor Pumping Station access bridge issue continued. The EA had declared no ownership. A temporary surface has now been laid to make pedestrian access more secure.

- **Grant in Aid Schemes**

Work continued on the catchment study of the Timberland & Billingham Fen area. The computer based model had been constructed and various simulations were undertaken to assess the current standard of protection. This project had an estimated value of £50,000 and was fully funded by the Environment Agency's FDGiA programme. The Board's officers met with the consultants, Jeremy Benn Associates, on 28<sup>th</sup> November to discuss the draft outcomes and confirm any amendments to the model that may be required. The draft report indicated that the problem of poor drainage in the Gravel Hill Drove area, near Billingham, was caused by culverts with inverts higher than the channel bed. There was some minor adjustment to be made to the model and it was hoped to have the final report completed by the end of January.

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

The Board continued to undertake work on behalf of the Environment Agency. The bulk of the summer maintenance work was completed in late October and early November. There were elements of work that included the completion of monthly inspections that would continue throughout the year to 31.03.19.

The Director and the Operations Manager had met with the Environment Agency representatives on 19<sup>th</sup> December 2018 and 17<sup>th</sup> January 2019 to discuss work programmes for the 2019/20 year. It appears the Board will be commissioned to complete at least the same levels of maintenance on EA main river systems as in this year.

- **Plant**

An order for the provision of a new tracked excavator, a JS180LR with 12m reach, had been given to TCHarrison JCB Ltd. of Lincoln. This was a replacement for the current JCB JS145 tracked machine (with a reach of approximately 11m) which would be traded in at £28k. 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 in June 2019.

	Tender £	Budget £	Variance £
Excavator	122,000		
Extras	7,500		
Total purchase price	129,500	130,000	(500)
Trade in	(28,000)	(20,000)	(8,000)
<b>Net Cost</b>	<b>101,500</b>	<b>110,000</b>	<b>(8,500)</b>

The net cost to the Board was £101,500 including 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

- **Workforce**

Over the next three months the Board's workforce would somewhat depleted at times, and this would restrict the type and nature of work the Board was able to undertake. The majority of Operatives had significant annual leave remaining to be used before the end of March. In addition, a member of the team is to undergo elective surgery which will require a period of up to eight weeks convalescence. The Board will utilise the Operative (Wayne Bourne) on Witham Third who is providing cover across the group of IDBs, covering leave and sickness absence to help each Board meet its maintenance programme and to utilise plant and machinery (and his time is recharged between the Boards accordingly).

Members received and noted the Operations report and presentation.

### **2274 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-4315-2018-CON	Bristol Way Sleaford / Sleaford Drove Dyke	Roy Fraser	Extension to dwelling	09-11-18
FD-4413-2018-CON	Lintins Drain Washingborough Fen	Cobb & Son	Field underdrainage outfalls	12-12-18
FD-4429-2018-CON	Twelve Foot Drain North Kyme Fen	Mr M Tonge	Replacement road culvert	19-12-18

## 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.*

None received

## 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.

## 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

Members noted the report on Consents and Enforcements.

## **2276 Engineering Services Report.**

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

It had been a particularly quiet period on the planning side and there were no general planning matters to report and only one issue was highlighted to members on this occasion:

NM/0362/LH. UD-3579-2017-PLN. North Hykeham Relief Road, NHRR (Southern Bypass Link).

Lincolnshire County Council Highways have put forward this scheme to complete the Bypass around Lincoln linking the Western section at the A46 with the Eastern section at the A15 which is currently under construction.

The proposed road goes through Upper Witham Internal Drainage Board district and passes over a number of Board maintained watercourses. Sections of the road also pass through the extended areas of Upper Witham Internal Drainage Board and Witham First District Internal Drainage Board. This item was highlighted to members for information only. The Engineering Services Officer was liaising with LCC on a regular basis on the matter. There was no immediate benefit to the district under this scheme.

The scheme is at an early stage and is subject to permissions and funding. Already there had been some useful meetings to discuss drainage.

Members received and NOTED the Engineering Services report.

### **2277 Keeble Drive Riparian Watercourse, Washingborough - request for adoption.**

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

The Board received on 19.12.18 a request for it to adopt and place a riparian watercourse on to its schedule of maintenance. The watercourse is situated within the district downstream of Washingborough and will drain to the Sandhill Pumping Station. The maximum length of the watercourse is 430m with levels being 300ml at the top and 400ml at the downstream point.

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 in to the scheme's outfall. Should the Roadside South piped system be at capacity, any additional water would be diverted in to 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 11,000m<sup>3</sup> water per annum. This equates to approximately £50 worth of pumping at the station.

The open watercourse runs from a point north of Fen Road, Washingborough, northwards with an out fall into the Longstongs Drain (a watercourse maintained by the Board). It had been inspected and is in reasonable condition, showing signs of recent maintenance by flail. Whilst there are signs of some slips within the channel batter towards the lower reaches, these do not obstruct flows. The bed of the channel lies below the invert of outfall structure at its upstream limit, and at the time of survey, minimal flow emanated from the structure. Water within the open channel had a depth of some 75 – 100mm and was free flowing.

The surface water drainage scheme was design by a competent flood risk management authority, Lincolnshire County Council Highways Authority, and with consultation and the



consent of the Board. It was funded by the public purse and was built to relieve flooding to residential properties.

The piped drainage system serving Keeble Drive is outside of the Board's district and will remain the responsibility of others. The Board will not accept responsibility for any other structures that form part of this scheme.

During the inspection of the channel, on 20<sup>th</sup> December 2018, it was noted that two field drain outfalls had been damaged. The Board will not accept responsibility for their repair or replacement or for any other faults or damage already occurred. Nor will it repair existing slips or deficiencies within the channel, unless and until they obstruct the flow of water within the channel and cause a nuisance or detriment to the drainage of the area.

There is a pre-existing post and barbed wire/mesh stock-proof fence along both sides 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.

It was recommended that the Board adopted and accepted responsibility for the regular maintenance of this watercourse, on the understanding that it remains 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 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.

Mr William Grantham asked if there would be any income to the Board or just additional work. It was confirmed that no income would be received. However, the water level is minimal that enters the watercourse. As the Board already regularly undertakes work to the watercourse to the west (for the Parish Council) it was estimated that the extra works would be approximately three hours of flailing work with an additional cost of approximately £50 of pumping costs per annum.

Mr. Bob Fletcher commented that it gets very wet in that particular area and it can only be accessed during summer months, but it was noted that this particular watercourse is on slightly higher ground.

Following further discussion members APPROVED the adoption of the watercourse.

**2278 Any Other Business.**

There were no further items of business and the meeting closed at 3.45pm.

**2279 Date, Time and Place of the Board's Next Meeting.**

The Board's next meeting was confirmed for Wednesday, 22<sup>nd</sup> May 2019 at 2pm in Branston Booths Village Hall.

 ..... Chairman 22.05.2019 Date  
W1st BM 29.01.19

