

## **WITHAM THIRD DISTRICT INTERNAL DRAINAGE BOARD**

Minutes of the seventy seventh Meeting of The Witham Third District Internal Drainage Board held on Tuesday, 19<sup>th</sup> June 2012 at Fiskerton Village Hall.

### **Present:**

Mr. J. C. Smithson - Chairman.  
Mr. P. Hoyes - Vice Chairman.  
Mr. R. Armstrong.  
Cllr. J. Boyall.  
Mr. W. S. Crane.  
Cllr. R. Curtis.  
Cllr. R. Coupland.  
Cllr. C .J. Darcel.  
Cllr. W.H.Gray.  
Mr. R. Hairsine.  
Cllr. P. Harness.  
Cllr. G. Hewson.  
Cllr. M.G. Leaning.  
Cllr. D. Jackson.  
Cllr. Mrs. I. Parrott.  
Cllr. P. Phillipson.  
Cllr. P. Spilman.  
Mr. D. J. Straw.  
Mr. M. I. Thomas.  
Cllr. P. Vaughan.  
Mr. N. E. Ward.

### **In attendance:**

Mr. Rex Piggins, Interim Chief Executive.  
Mr. Martin Shilling, Director of Operations.  
Mr. Rob Spaight, Senior Finance and Ratings Officer.  
Mrs. Anna Wilson, Finance and Rating Assistant.

The Chairman welcomed members to the meeting.

### **2071 Apologies**

Apologies for absence were received from Cllr. I.G. Fleetwood, Mr. P.M. Good, Cllr. D.C. Hoyes M.B.E, Cllr. Mrs. L.J. Marfleet, Cllr. Mrs. F.M. Martin M.B.E. and Mr. R.J. Weightman.

### **2072 Declaration Of Interest**

The Chairman invited declarations of interest, other than those previously stated. There were no further declarations.

## **2073 Chairman's Announcements**

### Membership

The Chairman informed members that the Board had been notified of Councillor Members reappointed from City of Lincoln Council, East Lindsey District Council and West Lindsey District Council.

### Dogdyke Pumping Station Preservation Trust

The Chairman reminded the Board that Dogdyke Pumping Station Preservation Trust would be holding an open day on Sunday, 1<sup>st</sup> July between 1.30pm and 4.30pm. At 3pm there would be an unveiling of a plaque dedicated to the late John Porter M.B.E. Members were invited to attend.

### Celebration of 250 years of Land Drainage

The Chairman also reminded the Board that the 'Celebration of 250 years of Land Drainage' event will be taking place from 7pm on Tuesday, 26<sup>th</sup> June 2012 at The Lawn in Lincoln. Those who had not yet responded to the invitation were asked to give their replies to the Interim Chief Executive in order to finalise catering numbers.

## **2074 Minutes**

The Minutes of the Board Meeting held on Tuesday, 24<sup>th</sup> April 2012 were approved as an accurate record.

### MATTERS ARISING

#### **Minutes of the Joint Administration Committee (Minute No. 2056)**

The Interim Chief Executive informed members that the minutes of the meeting held on 16<sup>th</sup> April 2012 have now been approved by all three Boards and the actions therein were being progressed.

#### **Lincolnshire ADA Branch meeting (Minute No.2058)**

The Interim Chief Executive informed members that the next branch meeting will be held on Thursday, 28<sup>th</sup> June 2012 at the new offices of Black Sluice IDB in Swineshead.

#### **Pay settlement for 2012/13 (Minute No. 2063)**

The Interim Chief Executive informed the Board that the pay settlement had now been implemented.

### **Motor vehicle allowances (Minute No. 2064)**

The Interim Chief Executive informed the Board that the decision to freeze the allowances during the current fuel price uncertainty had been well received by all the Board's employees.

### **Election 2012 timetable (Minute No. 2065)**

The Interim Chief Executive informed members that the Electoral Register had been formally advertised and that no-one had requested to view it and no objections had been raised. The Board would be asked to approve the Electoral Register later in the meeting.

### **2075 Risk Register For The Board**

The Board received feedback on the Risk Register seminar facilitated by the Board's Internal Auditor on 28<sup>th</sup> May 2012 and attended by Chairmen, Vice Chairmen, Chief Executive and officers of the three central Lincolnshire Boards.

The Interim Chief Executive explained to the Board the process of agreeing 5 IDB objectives and the risks to achieving identified on the Risk Register, which had been previously distributed, and how and why they were scored.

The Interim Chief Executive explained the need for members to be content with the process which formed a vital part of the governance arrangements for public bodies.

Members duly noted the need to review the register twice a year, and the Risk Register in the present form was APPROVED.

### **2076 Internal Auditor's Report For 2011/12 And Management Responses**

The Interim Chief Executive briefly outlined the report prepared by the Board's Internal Auditor for the year 2011/12 and detailed actions that are being taken to address the concerns raised.

In particular he brought to the Board's attention the increasing need for an updated and fully integrated accounting package as identified in the report. This would enable the Board's officers to more easily monitor and report in-year financial performance. Concerns were raised by members as to the likely cost of this and the training needs. It was agreed that the matter should be fully considered by a meeting of the Joint Administration Committee. Members also indicated they were minded to approve an updated accounting package if the costs were reasonable.

Cllr Darcel asked if it would be possible for the finance reports to include future revenue predictions rather than just being historical. The Interim Chief Executive pointed out that most updated accounting systems had links to excel

spread-sheets so numerous financial reports could be generated. The need to improve financial reporting was something which officers were acutely aware of and had discussed with the Internal Auditor. In-year financial reporting was starting and there would be a report to the Board's next meeting.

The Interim Chief Executive reminded the Board that the risk register was now complete and as a working document it would regularly be reviewed in accordance with the Internal Auditor's requirements

The Interim Chief Executive also informed the Board that the bank mandates were being reviewed with the possibility of changing the levels of authority required. This would save a considerable amount of officers' time. This would be included in the review of the Board's Financial Regulations which would be undertaken with a revised set to come to the Board for approval.

Following these discussions, the Board ACCEPTED the Internal Auditor's Report and rating of "adequate assurance" for 2011/12 and recommendations for improvement.

#### **2077 Annual Accounts 2011/12**

The Interim Chief Executive explained to the Board that the Annual Accounts had been prepared to the same format as in previous years. The need to compare the actual figures with the budgets was identified for future years and had already been discussed alongside the Internal Auditor's Report with the Internal Auditor.

Concern was raised by Members that as the costs of doing work would be increasing, how the Board would cope financially with having pressures to keep rates and levy increases to a minimum.

The Annual Accounts 2011/12 were APPROVED, subject to External Audit by Clement Keys.

#### **2078 Audit Plan For 2012/13**

The Interim Chief Executive presented the Internal Audit Plan for 2012/13 to the Board. It was noted that it amounted to 4 days at a daily rate of £285 (frozen from 2011/12). The plan took into account the risks identified by the Board in the newly approved Risk Register.

The Audit Plan 2012/13 was APPROVED.

#### **2079 Report From The Director Of Operations**

The Director of Operations referred to his report, which had been previously circulated. Matters referred to included highlighting to members:

### **High Flow Event, 29th April 2012**

The Board's workforce responded to the high rainfall event over a two day period. A mobile pump was set up at the outfall of Horncastle Ings Drain. All weed screens, culverts and bridges were monitored closely. No flooding to residential property was reported.

### **Planned Maintenance Programme**

The winter maintenance programme has been completed. The programme included the installation of access gates, maintenance work on the North Delph and North Engine Drain. Also work on the Fiskerton Pits nature reserve with the co-operation of Lincolnshire Wildlife Trust.

### **Pumping Stations**

All regular checks and maintenance on-going. At Fiskerton Pumping Station access steps have been constructed and deck area re-profiled. Contractors have invited to tender for repairs to the intake chamber retaining wall.

### **Drainage Displays**

The Board's stand at the forthcoming Lincolnshire Show on 20<sup>th</sup> & 21<sup>st</sup> June will include the ADA Model.

There was a good turnout at this year's Woodhall Show, despite the weather.

## **2080 Memorandum Of Understanding for Consents And Enforcements in the Extended Catchment Area**

The Interim Chief Executive outlined the Memorandum of Understanding (previously circulated as an agenda paper) between the Board and Lincolnshire's Lead Local Flood Authority (LLFA), Lincolnshire County Council, for the Board to provide a consents and enforcements service on a trial basis (06<sup>th</sup> April 2012 – 31<sup>st</sup> March 2013) in its extended catchment area. The amendments which the Board's officers had requested to the draft had been incorporated in this version which the Board was asked to approve.

The Memorandum of Understanding was APPROVED and would be signed and returned to LCC by the Chief Executive.

## **2081 Consents And Enforcements**

The Interim Chief Executive read through the current list of consents and enforcements. Two consents within the drainage district were noted.

At the present time, one current enforcement case and one application for consent outside the drainage district are in progress. The Board's Engineer, Alan Gardner, will report on progress.

## **2082 Schedule Of Planning Applications**

The Schedule of planning applications received and commented upon was examined and the actions taken were noted retrospectively.

## **2083 Schedule Of Expenditure**

The Interim Chief Executive gave an overview of the Schedule of Expenditure that the Board had incurred from 1<sup>st</sup> April 2012 to 31st May 2012.

It was brought to the Board's attention that a payment had been made to Grundy Agriculture in error. This payment should have been made by Witham First District DIB. A cheque has been issued by Witham First and has been signed for banking by Witham Third DIB, therefore the issue is resolved.

The Chairman asked the Director of Operations if any mats had been bought for excavator access onto Grove Drive, Woodhall Spa given the problems related to the re-instatement works after routine maintenance. The Director of Operations replied that the mats would not be suitable and he was looking at alternative options but that a useful meeting had taken place between the residents of Grove Drive, The Chief Executive and himself on the evening of 30<sup>th</sup> May.

## **2084 Register Of Electors**

Following advertisement and no objections from the public, the Board was asked to approve the Register of Electors as follows:

<u>Electoral Division</u>	<u>Hectares</u>	<u>Acres</u>	<u>Annual Value</u>	<u>Votes</u>
HORNCastle & RIVER BAIN	1974.829	4879911	£242,836	854
BARDNEY	4189.455	10352.356	£487,064	739
LANGWORTH	4900.364	12109.044	£810,747	1122
CITY OF LINCOLN & GREETWELL	1008.312	2491.588	£89,816	214
KIRKSTEAD	719.896	1778.898	£86,356	140
TATTERSHALL	738.923	1825.915	£77,965	109
Totals	13531.78	4908468.8	£1,794,784	3178

The register was APPROVED, signed by the Chairman and it was noted that approval of the Register of Electors would now be published.

**2085 Any Other Business**

There were no further items of business.

**2086 Date, time and place of next meeting**

The Board's next meeting was confirmed for Tuesday, 23<sup>rd</sup> October 2012 at 11am in Fiskerton Village Hall

.....Chairman.....Date