

WITHAM THIRD DISTRICT INTERNAL DRAINAGE BOARD

Minutes of the one hundred and seventh meeting of Witham Third District Internal Drainage Board, held on Wednesday, 22nd May 2019 at The Dower House Hotel, Manor Estate, Woodhall Spa, LN10 6PY at 10:00am.

Present:

Mr. R. Armstrong.
Cllr. T Ashton
Mr. J. Boyall
Mr. B. Charlesworth.
Mr. I. M. Clark
Mr. W. S. Crane
Cllr. I. G. Fleetwood
Cllr. W. H. Gray
Cllr. Mrs. C. Grimble
Mr. R. P. Hairsine
Cllr. G. Hewson
Ms. J. F. Holland
Mr. D. C. Hoyes MBE
Mr. D. Jackson
Cllr. Mrs. F. M. Martin MBE
Mr. I. R. Parker
Mr. M. I. Thomas (Vice Chairman)
Cllr. P. Vaughan
Mr. R. J. Weightman
Mr. T. Williams

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

2711 Apologies for absence.

Apologies for absence were received from Cllr S. M. Avison, Cllr. S. England, Mr. R. J. Garner, Cllr. Mrs S. Gorst, Cllr. W. Grover, Ms. J. F Holland, Mr. P. R. Hoyes (Chairman), and Cllr. G. McNeill.

2712 Declarations of Interest.

Declarations of interest were received from members nominated by City of Lincoln, East Lindsey District and West Lindsey District Councils in matters relating to their respective Councils.

2713 Chairman's Announcements.

In the absence of the Chairman the Vice Chairman, Mr. Max Thomas, chaired the meeting and welcomed everyone to the May meeting of the Board. A particular welcome was extended to the Internal Auditor, Chris Harris of TIAA, who joined the meeting to present his

independent report on the last financial year 2018/19, and also to present his certificate as part of the Annual Governance and Accountability Return (the AGAR).

He also welcomed new member Cllr. Mrs. Caralyne Grimble nominated by West Lindsey District Council (WLDC). The Vice Chairman advised that Caralyne was apparently to replace Cllr. Giles McNeill on the Board, now leader of WLDC, albeit confirmation of IDB membership was awaited from WLDC. It was noted that ELDC's AGM was this evening, following which membership would be confirmed. City of Lincoln Council's five nominated representatives are unchanged for the civic year 2019/20.

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

2714 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. I. Fleetwood seconded by Cllr. P. Vaughan and APPROVED as an accurate record.

MATTERS ARISING:

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

2715 Minutes of the Standing Committee meeting, 07.05.19.

The minutes of the Standing Committee meeting held on Tuesday, 07th May 2019 were proposed by Mr I. Fleetwood, seconded Mr. I. M. Clark and APPROVED as an accurate record and the recommendations to the Board were NOTED.

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

2716 Minutes of the Joint Services Committee, 13.05.19.

The minutes of the Joint Services Committee had been circulated with the agenda.

MATTERS ARISING:

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

2717 Chief Executive's Report.

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

- 2717.1 All four IDBs within the Witham and Humber Group had healthy 2018/19 year end positions as at 31.03.19:
- NELDB (£7,197) surplus
 - Upper Witham £30, 856 deficit* (*includes £31k enabling works & £7k professional fees on the North Hykeham Depot Scheme).
 - Witham First (£38,032) surplus
 - Witham Third (£61,233) surplus

2717.2 Upper Witham IDB replacement depot and four IDBs' joint office scheme at Meadow Lane North Hykeham.

The Chief executive advised that the contract with Taylor Pearson (Construction) Ltd for the replacement depot and joint office scheme was signed on 19.03.19 in the sum of £1,072,335.12. The contract start date was 01.05.19 and would run for 40 weeks to 05.02.20.

Since January, the existing Upper Witham IDB depot site had been cleared in preparation for handing over the keys to the contractor. The site opposite the depot, on land owned by Upper Witham IDB, had been fenced and temporary welfare facilities had been installed. Enabling works, including levelling of the temporary site and road plannings for the surface cost £31k (£38k including professional fees).

The depot site was cleared completely and utilities disconnected for Friday 29.03.19. The site keys were handed to Taylor Pearson (Construction) Ltd.

Taylor Pearson appointed main contractors, electrical contractors, architects and the demolition contractor. Demolition started on 07.05.19 with an allocated three weeks, as asbestos sheets were being removed by hand.

2717.3 IDB Governance ADA Training Events: Doncaster 20.03.19 & Peterborough 28.03.19.

On 14.11.18 ADA launched the "Good Governance Guide" for IDB members. Members were advised that the publication was available online on the ADA website at <https://www.ada.org.uk/2018/11/ada-publishes-guide-to-good-governance-for-internal-drainage-board-members/>

A series of five training events was held around the country, the nearest two for the four Boards being Peterborough on 28.03.19 and Doncaster on 20.03.19.

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.

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

2717.4 Annual Inspection on Thursday, 19th September 2019.

As agreed last year, it was confirmed that the Annual Inspection had moved to the end of the summer, to hopefully make it easier for members to attend.

This year the event will again be a half day tour, commencing in the morning. Details would be confirmed but it was intended to start from Witham Third DIDB'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 Witham First District, possibly Washingborough Hall Hotel, or on return to Woodhall Spa.

Members were asked if they could confirm whether they are / are not able to attend 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.

2717.5 Staffing Issues

Following the retirement of Witham Third DIDB's Barry Holland on 31st January 2019, the Board appointed Wayne Bourne as Witham Third DIDB 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 DIDB and Upper Witham IDB during the Summer 2019 weed cutting season. Envisaged the post holder will then work substantially for Witham First DIDB.
- 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 DIDB JCB JS160 tracked excavator. Post holder replaces Wayne Bourne who is now Witham Third DIDB Foreman.

Following interviews on 24.04.19, Thomas Freeman was appointed to the Witham Third role and started on 20.05.19, Aaron Ward to the Upper Witham role (starting 03.06.19) and Shaun (Billy) Reddish to the Witham First role (from Upper Witham). As this created a vacancy on Upper Witham, Darren Gowshall was appointed to the LDO tractor / flail role on Upper Witham starting 03.06.19.

2717.6 External Consultancy Costs 2018/19.

At the Board's January meeting, information was requested on the cost of external consultancy support during the year 2018/19.

The cost of financial consultancy support to the four Boards was £83,846.78 for the year from 01.04.18 to 31.03.19.

The cost of HR consultancy support to the four Boards for the year from 01.04.18 to 31.03.19 was £53,794.62.

This totals therefore £137,641.40 for both Finance and HR support.

This support was charged to the budget for the Senior Finance and Ratings Officer post at £68,900 and the external support budget of £21,500, which therefore covers £90,400 of the total cost (a variance of £47,241.40).

The costs have been contained within each Board's revenue positions for 2018/19.

2717.7 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 member) and Lionel Grooby (Vice Chairman North East Lindsey DB).

The session was a very useful exploration of how IDBs, and indeed predecessor organisations, have shaped the natural landscape, particularly in a county like Lincolnshire. The role of IDBs continues to develop from our 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 of our front-line Operatives who know well the local landscape and our IDBs' watercourse maintenance regimes. This will be combined with our pre- summer maintenance training day for our Operatives organised for Thursday, 23.05.19.

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

2717.8 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 DIDB received notification from Defra on 13th March 2019 that Applewhites had appealed a decision made by Natural England regarding the Applewhite's exiting an environmental scheme (a 10 year scheme which ended 31.10.17).

Natural England were investigating a potential 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 to the Board. 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.

On Wednesday 03rd April the Chief Executive and Martin Shilling met with Ed Applewhite and Stephen Cobb, Witham First Board members.

Members received and NOTED the report and verbal update.

2718 Internal Auditor's Report and AGAR certificate 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 and certificate to the Board. He informed the meeting that the report was focussed 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".

Mr. Terry Williams thanked Chris Harris for his very comprehensive report which he found to be very useful. He asked if it would be possible to include a succinct summary report as a covering report for future submissions, which he felt would be of great benefit to members.

Members noted the Internal Auditor's' independent report on 2018/19, 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.

2719 Schedule of Expenditure, 01.01.19 to 31.03.19.

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

Gross expenditure totalled £488,383.22 or, net of £42,546.56 VAT, £445,842.64. Of this, £42,381.87 was recharged to other bodies.

Items highlighted to or raised by members included:

- Items 19-21: £14,440.00, £2,030.00, £3,125.00, and £1,725.50 (all net) to Certas Energy UK for fuel. Payments for fuel indicated the lower usage during the winter maintenance season but also the rising costs of that fuel.
- Item 23: £36,895.00 (net) to Chandlers (Farm Equipment) Ltd. This was the purchase of the new McConnell Robomower as part of the approved plant programme 2018/19.
- Item 51: £11,045.00 (net) payment to Edgar Allen Mining Products. This was for the removal, repair and recommission of Southrey PS pump motor no.1 as part of the pump lift programme.
- Item 69: £1,075.00 (net) to ID Spares & Service Ltd. This was also at Southrey PS for the repair to the weedscreen cleaner.
- Item 111: £3,300.00 (net) to Lincoln College. Brent Charlesworth asked who and what this was for. It was confirmed that this was the year one tuition fees for the HNC Diploma in Construction and the Built Environment, a course undertaken by the Technical & Operations Assistant (Trainee) appointed in April 2018. Discussion took place on the benefits of training staff rather than paying higher salaries for qualified employees. Cllr Caralyne Grimble stated that it is possible for contracts to stipulate the refund of course fees, should an employee leave within a specified period of time, should the Board wish to implement such a clause in future recruitment practices.
- Item 216: £7,050.00 (net) to Scott Trailers Ltd. This item was the purchase of a double bunded diesel bowser (1000ltrs) which was not on the approved plant programme, but the old one was leaking and therefore this was an emergency replacement.

Mr. Stuart Crane asked two questions, firstly who did the fuel payments relate to and secondly, why purchases of safety equipment came from various different sources. He thought it would be more effective for everything to come from one supplier. Mr. Martin Shilling advised that the fuel purchases were for the Operations Manager's company vehicle. He further advised members that the specialist safety equipment that was required by Operatives was supplied by specialist stores and related to very specific equipment, therefore it was not widely available through just one supplier, although some PPE (clothing for example) was purchased through a single supplier where appropriate.

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

Cllrs. P. Vaughan, D. Jackson and G. Hewson left the meeting at 10:50.

2720 Financial Performance Outturn Report to 31st March 2019, month 12 of 2018/19.

The Finance Consultant presented the summary financial position as at 31st March 2019, which had been circulated with the agenda:

	2018/19 Budget	Actual	Variance	FRS102 Adjusted	Estimate 2019/20
	£	£	£	£	£
Income	(1,134,976)	(1,292,702)	(157,726)	(1,292,702)	(1,185,403)
Board & General Admin	24,310	26,051	1,741	26,051	21,260
One Off Schemes	9,000	29,397	20,397	29,397	90,000
Conservation	2,000	1,484	(516)	1,484	2,000
Depot	30,769	53,661	22,892	53,661	30,939
Drains	519,257	475,163	(44,094)	475,163	551,205
Pumping Stations	211,902	196,923	(14,979)	196,923	211,818
Joint Admin/Witham House	114,274	129,638	15,364	141,208	123,881
Consents & Enforcement	14,115	12,082	(2,033)	14,368	14,290
Director of Operations/Engineers	87,092	89,541	2,449	96,828	94,003
Contrib to/from Reserves	0	0	0	0	(76,250)
PWLB	0	0	0	0	-
Rechargeable Works	15,000	112,374	97,374	112,374	15,000
EA Precept	107,257	105,154	(2,103)	105,154	107,257
FRS102 Pension Adjustment (net)	0	0	0	(45,000)	-
Wages & Plant Holding Account	0	0	0	23,857	-
(Surplus)/Deficit	0	(61,233)	(61,233)	(61,233)	-

The Board achieved a 31st March 2018/19 year-end surplus of (£61,233).

The main variance between budget profile and the actual position was on income, where there was a positive variance of (£157,726). The bulk of this additional income was from rechargeable works, which was (£95k) ahead of profile. Much of this related to PSCA works undertaken on main river for the Environment Agency. Sundry income, mostly from recharges to the Group of three other Boards, was (£35k) ahead of profile.

Highland Water claims were submitted to the Environment Agency for the 2018/19 actual claim balance of (£44,962) and for the 2019/20 Estimate of (£196,000). Of the estimated claim for 2019/20, 80% (£156,800) will be paid in September 2019 along with the balance on the 2018/19 actual claim (£44,962), i.e. a total of (£201,762).

The Massey Ferguson tractor and Herder flail had been traded in, achieving a net book surplus of (£13k) as the new John Deere tractor/flail was delivered in August 2018.

On expenditure, £20k had been incurred at Kirkstead on the relining of the outfall pipe. Whilst this was to be funded from (£75k) set aside for the purpose of the 2017/18 year-end, the expenditure to date had been contained in-year, leaving the reserve to fund completion of remaining works in 2019/20.

Depot expenditure was £23k above profile, reflecting a number of improvements undertaken in 2018/19 including installation of a new roller door, security windows to the office, health and safety signage and provision of defibrillators. Expenditure on drains repairs and maintenance was (£5k) less than budget, there were (£4k) savings on insurance costs, fuel was (£9k) under budget, electricity expenditure in the overall dry year was (£10k) less than budget, PS roof replacement costs were (£4k) less than budget and bank slip repairs were (£10k) less than budget. Joint Services costs were £15k over budget, now recharges between Boards had been completed for 2018/19.

On Drainage rates, the collection rate was 99.8%, (compared with 99.4% at the same point in 2017/18), which was an excellent position. The year-end arrears balance of £324 had been included in 2019/20 Drainage Rate demands, which were despatched on 11th April 2019.

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

Natwest	£	80,984.95
Nationwide Instant Access	£	310,593.28
Nationwide 95 Day Notice	£	<u>518,636.36</u>
Total	£	<u>910,214.59</u>

On plant and machinery, the new John Deere tractor flail combination was delivered on 13.08.13 as follows:

John Deere 6195R Tractor	£125,160
Herder Grenadier BK512SH flail	£84,100
Bomford 250 front flail	<u>£5,200</u>
Total	<u>£214,460</u>

The Massey Ferguson 6485 tractor and herder flail were traded in at a value of £38,000.

Other purchases completed in the year included the Robomower at £37k, midi digger at £15k with associated trailer at £6k (the latter was purchased from Upper Witham IDB).

Members noted the financial performance for month 12 of 2018/19, as at 31st March 2019. It was AGREED to allocate the surplus of (£61,233) by splitting it into two sums. The First £50,000 to be allocated to the Plant and Machinery reserve and the balance of £11,233 to the General reserve.

Members noted the outturn position had been used in the compilation of the Statement of Accounts, IDB Annual Return and IDB1 Report to Defra.

2721 Annual Governance Statement.

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.

2722 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.

2723 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 2718 refers).

The Annual Governance Statement was a separate item, 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.

2724 DEFRA Annual Report (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.

2725 Health and Safety Report.

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 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 NELDB's Works Supervisor and one by each of the Foremen (for W1st, W3rd and UW). 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 Lincolnshire 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. NELDB does not currently have welding facilities.

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

2726 Environment Report for 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 had 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 districts. The species recorded over 18-19 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 was National Bee Day on 21st May 2019. 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.

2727 Director of Operations & Engineering Services' Report.

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

- **Planned Maintenance Programme**

The 2018/19 winter maintenance work programme had been completed on the following watercourses:

Watercourse		Length of work
Viking Drain	[part]	490m
Stainfield Fen Drain	[part]	760m
Southrey Catchwater	[part]	1460m
Pingle Drain	[part]	155m
North Delph Phase II	[part]	4400m
Monks Drain	[part]	1760m
Stixwould Engine Drain	[part]	180m
Total		9205m

- **Pumping Stations**

An order had been placed for the design, building and commissioning of a replacement pump control panel at Southrey Pumping Station. Tenders were requested from four companies, with three priced tenders being returned by the due date:

CEMA Ltd.	£ 40,552.94
Paktronic Ltd.	£ 46,040.30
Inter Lec Ltd.	£ 40,330.00

After a technical evaluation and arithmetic check, this work was awarded to Inter Lec Ltd. of Retford. It was expected that the new panel would be in place and commissioned during September 2019.

Also at Southrey PS, repairs were undertaken by ID Spares to correct a fault on the automatic weedscreen cleaner. The trolley wheels carrying the grab mechanism and cables had to be replaced at a cost of £1,075 (net).

Following a re-wind of the motor coil of no.2 motor, both pumps were recommissioned at Southrey PS. The refurbishment of the motor was undertaken by Edgar Allen Mining Products Ltd., at a cost of £11,045 (net).

Dogdyke PS pump and motor no.1 had been refurbished by Perry's Pumps of Lincoln at a cost of £12,100 (net). As previously reported, repairs to Horncastle Ings PS were undertaken to replace the electrical connections, damaged by rodents, at a cost of £1,732 (net).

A bunded fuel bowser had been purchased at a cost of £7,050 (net) due to the failure of the existing one. The new bowser included a solar panel to trickle-charge the battery [that powers the pump] and a separate compartment for discharging AdBlue to the Board's plant when out on site. This was an emergency replacement, and as such was not included in the approved plant programme 2018/19.

- **Plant**

An order for the provision of a new JCB JS160 tracked excavator, with 12m reach [with sliding dipper extended], had been awarded to TCHarrison JCB Ltd. of Lincoln. Their bid met the technical specification and was the lowest of those tenders received. The machine was programmed for delivery to the Board in June 2019, in time for the summer maintenance season. This was included in the approved 2019/20 plant programme.

A McConnell 'Robomower' had been purchased at a cost of £36,895 (net). This mower was fitted with both a 1.5m front mounted flail and a flat 'paddock mower' type blade. The Robomower would be used to maintain pumping station compounds, raised defence embankments and public open spaces. It would also be used to maintain the Horncastle Flood Alleviation Scheme (FAS) embankment for the EA from 2020 onwards. This machine being more robust than the usual ride-on type mowers, would handle heavy vegetation and work well on sloped ground.

The Board purchased from Upper Witham IDB a Kubota mini excavator complete with attachments and low loader trailer for transportation. The excavator had proved invaluable when accessing watercourses where vehicular access was restricted, for example at Grove Drive, Woodhall Spa for maintenance of Woodhall Sewer.

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

The Board had combined core maintenance work with additional work, undertaken in partnership with the Environment Agency. In total, the value of the work to be undertaken during 2019/20 was estimated at £93,279 (net).

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
Welton Beck	£ 26,234.00
Tilehouse & Snakeholme Drain	£ 8,681.00
Duckpool Catchwater Drain	£ 12,667.00
Thunker Drain	£ 5,809.00
Barlings Eau	£ 23,794.00
Marsh Drain	£ 5,915.00
Stainfield Beck	£ 10,179.00
Total	£ 93,279.00

This work consists mainly of channel vegetation control and grass cutting but includes some chemical application in isolated locations. This is an increase on PSCA works in 2018/19.

Cllr Fiona Martin advised members that she was aware of the high level of work and development in the area and had concerns regarding the pressure on Thunker Drain, requesting the detail of what work would be undertaken on it. The Director of Operations advised that the commissioned work covered the whole length of the bed of the watercourse and 1m of both sides. With the works being done in June and July and again in September and October. A monthly obstructions run was also included. This work consisted of handwork. It was confirmed that all land beyond Thunker Drain was the responsibility of ELDC.

Mr Ray Weightman informed members that an EA appointed Consultant "Lesley Stubbs" had liaised with him and was monitoring the work undertaken on the River Waring and part of Thunker Drain. Officers confirmed that they had not been made aware of this by the EA.

- **Workforce**

Interviews were held on 24th April for a Land Drainage Operative and Thomas Freeman was appointed. His main role will be operating a tractor & flail combination or an excavator in any of the three Witham Boards' districts. Whilst he will be employed by the Board, his duties will take him across the three districts, subject to workloads and needs, and his time allocated and recharged accordingly. His starting date is Monday, 03rd June 2019. He replaced Wayne Bourne in the role, Wayne having been appointed to the role of Working Foreman, a role he started on 11.02.19.

- **Woodhall Spa Country Show**

The Board was represented at the Show on Sunday, 19th May, as part of the display provided by the four Boards. The display gave numerous examples of the work it currently undertakes as well as the past history of IDBs.

- **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 was 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 report and the verbal update.

2728 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 of concern, however the following item was highlighted with regard to Thunker Drain:

S/086/02438/18 & S/086/02449/18 & S/086/01100/15
TD-2176-2015-PLN

Environmental Impact Assessment residential development of 98no. dwellings and associated access roads and drainage. LAND SOUTH OF 35, WINCEBY GARDENS, HORNCastle

The response was submitted as follows:

"Thank you for the opportunity to comment on the above application. The site is within the Witham Third District Internal Drainage Board area.

As stated in the FRA, Thunker Drain is EA Main River up to the western boundary of the site, then riparian ownership through the site. It is further noted a surface water discharge rate of 10l/s which acceptable to the Board”.

Comment and information to Lincolnshire CC Highway SUDs Support

A permanent undeveloped strip of sufficient width should be made available adjacent to the top of the bank of all watercourses on Site to allow future maintenance works to be undertaken. Suitable access arrangements to this strip should also be agreed.

Access should be agreed with the Local Planning Authority, LCC and the third party that will be responsible for the maintenance in consultation with the Internal Drainage Board. The proposed layout appears to be acceptable, however it is essential that the future responsibility it is established and documented.

Comment and information to Agent/Applicant

Under the terms of the Land Drainage Act. 1991 the prior written consent of the Board is required for any proposed temporary or permanent works or structures within any watercourse including infilling or a diversion.

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

2729 Consents and Enforcements Report

The Consents and Enforcements Report had been circulated with the agenda and was presented by the Engineering Services Officer.

Byelaw Consent Applications

Reference	Location	Applicant	Details	Date
TD-4454-2019-CON	Poachers Lane, Sudbrooke Beck	Lincolnshire Rivers Trust	Reprofile 100m for biodiversity	13-02-19

Section 23 Land Drainage Act Consent Applications – District

Reference	Location	Applicant	Details	Date
TD-4064-2018-CON	Barlings Lane, Langworth	Mr A Curtis	6m long access culvert	25-03-19

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
TE-4459-2019-CON	Green Lane, Cherry Willingham	CM & B Ltd	2no. outfalls from 5no. dwellings	28-01-19
TE-4460-2019-CON	Monument Road, Woodhall Spa	Dr S Rhys-Davies	8m long access culvert	28-01-19
TE-4498-2019-CON	Wass Lane, Hatton	LCC	Replacement highway culvert	20-03-19

Enforcement Issues – District

Reference	Location	Description / Comments	Actions
TD-3439-2017-ENF	32 Hunters Lane Coningsby	Possible maintenance required in watercourse	Awaiting work to be completed
TD-3701-2017-ENF	Claybridge/Torrington Beck. A158	Bank slip	Awaiting remedial works

TD-3980-2018-ENF	Chapel House, Legsby	Flooding in garden	Awaiting LCC to jet road culvert
TD-4002-2018-ENF	Linwood Drain, Friesthorpe	Saplings on watercourse	Ian to look at this and carry out work if necessary

Enforcement Issues – Extended Area

Reference	Location	Description / Comments	Actions
TE-3359-2017-ENF	Lemar, North Road, Tattershall Thorpe	Stagnant water in watercourse	Investigations on going
TE-3823-2018-ENF	New Apley, Market Rasen	Blocked culvert	Awaiting LCC to confirm work completed
TE-3908-2018-ENF	Woodhall Spa Road, Stixwold	Road flooding	Awaiting LCC to jet culvert
TE-3911-2018-ENF	Badgers Holt, Bushlingthorpe	Flooding in garden	Awaiting LCC to jet culvert
TE-3938-2018-ENF	Great Sturton, Horncastle	Property flooding	Remedial works ongoing
TE-3981-2018-ENF	Bleasby, Market Rasen	Road flooding	Awaiting response

Members received and noted the report.

2730 Catchment Studies undertaken by JBA.

The Director of Operations and Engineering Services gave a presentation and verbal update on the outcomes of the three catchment studies undertaken for:

- Bardney Manor Farm, Stixwold, Duckpool, Southrey
- Woodhall & Kirkstead
- Dogdyke, Marsh Lane, Park Beck

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 model output shows overtopping at 1 in 2 year events and indicates an issue at a 1 in 10 year event. This requires further investigation.

Members noted the update and how the catchment studies will inform practices within the drainage district.

2731 Any Other Business.

There being no further items of business, the meeting closed at 12:15.

2732 Date, Time and Place of the Board's Next Meeting.

The Board's next meeting was confirmed for **Tuesday**, 26th September 2019 at 10.30am in Minting Village Hall.



..... Chairman

26 Sept 2019 .
..... Date

W3rd BM 22.05.19.