

WITHAM THIRD DISTRICT INTERNAL DRAINAGE BOARD

Minutes of the one hundred and eighth meeting of Witham Third District Internal Drainage Board, held on Tuesday, 24th September 2019 at Minting Village Hall, Bricken Field Lane, Minting, LN9 5RX at 10.30am.

Present:

Mr. R. Armstrong.
Cllr. T Ashton
Cllr. S. M. Avison
Mr. J. Boyall
Mr. B. Charlesworth.
Mr. I. M. Clark
Cllr. S. England
Cllr. I. G. Fleetwood
Mr. R. J. Garner
Cllr. Mrs. C. Grimble
Mr. R. P. Hairsine
Cllr. G. Hewson
Ms. J. F. Holland
Mr. D. Jackson
Cllr. T. Kemp
Cllr. Mrs. F. M. Martin MBE
Mr. S. Matthews
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 Steve Larter	Finance Consultant
Ms. Alex Sayer	Observer
Mr Martin Shilling	Director of Operations and Engineering Services

2733 Apologies for absence.

Apologies for absence were received from Mr W. S. Crane, Cllr W H Gray, Mr. D. C. Hoyes, Mr. P. R. Hoyes (Chairman) and Mr I. R Parker.

2734 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.

2735 Chairman's Announcements.

In the absence of the Chairman the Vice Chairman, Mr. Max Thomas, chaired the meeting and welcomed everyone to the September meeting of the Board.

The Vice Chairman highlighted to members that three new members had recently joined the Board following the start of the Councils' Civic year in May. He was pleased to note that Cllr. Mrs Caralyne Grimble had been nominated by West Lindsey District Council and that Cllr. Tom Kemp and Mr. Sean Matthews had been nominated by East Lindsey District Council.

He also put on record thanks to those three members who had now left the Board. That was Cllr Giles McNeill for West Lindsey District Council and Cllrs. Will Grover and Mrs Susanna Gorst for East Lindsey District Council.

Finally the Vice Chairman put on record his thanks to the team at Witham House and the Group of IDBs' Operatives for the successful joint Annual Inspection held last Thursday, 19th September.

2736 Minutes of the Board Meeting, 22.05.19.

The Minutes of the Board's previous meeting held on Wednesday, 22nd May 2019 were proposed, seconded and APPROVED as an accurate record.

MATTERS ARISING:

2736.1 **Upper Witham IDB replacement depot and four IDBs' joint office scheme at Meadow Lane North Hykeham (minute 2717.2 refers).**

For the benefit of new members, the Chief Executive updated members 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.

A more detailed update would be provided later on the agenda.

2736.2 **Staffing Issues (minute 2717.5 refers).**

Following Land Drainage Operative 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) on 01.07.19. As this created a vacancy on Upper Witham, Darren Gowshall was appointed to the LDO tractor / flail role on Upper Witham and started on 03.06.19.

Following the departure of a Witham Third LDO who had been on long term sick leave, an advert had been placed for a replacement. Interviews would be held on Tuesday, 01st October 2019.

2736.3 **Public Sector Co-operation Agreements (PSCAs) (Minute 2727 refers).**

Cllr. Ian Fleetwood referred to the previous Director of Operations and Engineering Services' report and asked for a progress update on the PSCAs.

The Chief Executive confirmed that she had met with Norman Robinson, Area Director at the Environment Agency on Monday 19th August. PSCAs were discussed along with many other things. The PCSA workload with the EA is steadily increasing and it is a substantial amount of work as members wished to see the additional maintenance on EA main rivers. It is of benefit to the Board to undertake this PCSA work. Five year agreements with the EA for the PCSA work

had ended on 30th November 2018 and the Board had been trying to establish a new contract since then. The EA had provided a draft, which after careful consideration was unacceptable to the Chairmen. The contract wanted IDBs to provide 24 hour service. IDBs simply cannot operate to such Service Level Agreements and have staff on a 24 hour availability with specified 2 hour response times to the EA. There is insufficient workforce.

The Chief Executive and Director of Operations and Engineering had received an email from the EA stating an intention to extend existing PSCA terms from last November until new terms are agreed. The Board therefore continues at risk.

Mr Terry Williams noted that it would be very difficult for the Board to negotiate a compromise in this situation.

Cllr Ian Fleetwood stated that, using the newly purchased Robomower as an example, it was a heavy investment by the Board in gearing up for PSCA work and therefore it was important to tie down the EA on these contracts.

Martin Shilling advised members that the using the Robomower as an example, such machinery will be and is used in many other areas and not purely for PSCA work.

2737 Minutes of the Standing Committee meeting, 10.09.19.

The minutes of the Standing Committee meeting held on Tuesday, 10th September 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.

2738 Minutes of the Joint Services Committee, 22.07.19.

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

MATTERS ARISING:

2738.1 Appointment of Director of Finance & Governance (item 6.1 refers).

The Chief Executive highlighted to members that the Boards are holding vacant the post of 'Senior Finance and Ratings Officer', previously a full time role for the then group of 3 IDBs until May 2013. The budget in 2018/19 for this post was £68,900 and this budget plus the 'external support budget' of £21,500 were used in 2018/19 to meet the costs of the Finance Consultant (Steve Larter) and HR Consultant Support (Sarah Walden), total budget £90,400. The actual cost of the Finance Consultant support was £83,846.78 and the cost of HR Consultant Support was £53,794.62 in 2018/19.

The matter of regularising the position of Director of Finance and Governance and appointing the Finance Consultant to the role was discussed with Chairmen on 11th July 2019. They supported the option to appoint Steve Larter to the post rather than advertise. Regularising the post would provide the extra resilience required within the team, e.g. for County Emergency Centre rotas during flood events and more widely for office cover. It was also recognised that IR35 regulations were now

tighter. Workload pressures also meant the role, previously a full-time role, was warranted as a full time role.

Following discussion, in its capacity as the Terms and Remuneration Committee, the Joint Services Committee members were unanimous in ratifying the decision to appoint the part time Finance Consultant, Mr Steve Larter, to the full time position of Director of Finance and Governance for the four IDBs, with an anticipated start date of 01st November 2019.

2738.2 Environment Agency (Item 6.3 refers).

The Chief Executive advised members about a discussion at the Lincolnshire IDB CXs' forum on 02.07.19 about partnership working with colleagues at the EA and some perceived local difficulties. It had been agreed that the IDBs would prepare a list of issues by 05.07.19 and the list included (but not exhaustive):

- 5-year PSCA Agreements between each IDB and the EA expired 30.11.18.
- Lack of forward planning of PSCA works, short-order requests, making gearing up of staff / plant difficult alongside each Board's own work.
- Different approach from EA depots.
- Lack of EA sharing internal incident investigation reports (e.g. (1) 21.08.17 EA contractor 'left the sea doors open' on NELDB's Middle Drain and tidal flow caused the drain to overtop on to agricultural land (2) EA internal investigation into a complaint about UW's PSCA winter tree / bushing works at Foston Beck in January 2019).
- Lack of response to requests for decisions, e.g. NELDB been requesting a decision for years as to whether the EA will sell / lease a parcel of land locked land behind the NELDB owned Rosper Road Pitts in order to extend the environmental element of the Board's water retention / overspill area.
- Capacity and performance of EA tidal outfalls adversely impacting upon IDB systems (e.g. Goxhill).
- Acceptable standard of maintenance of raised flood defences, especially raised earth embankments (recent asset inspection scores and condition survey scores). A particular issue of badger setts in structures expected to protect adjacent land and property (raised flood embankments, like the EA's Queensdyke in Digby Fen area of Witham First DIDB).

There followed lively discussion about the duty of IDBs to work in partnership with other Flood Risk Management Authorities and the perceived difficulty in local, community-facing smaller public bodies working well with large, national public bodies like the EA when the EA has duties of environmental protection, licencing, abstraction, pollution control, regulation etc which appear to mean rivers maintenance competes to be a priority.

A meeting had taken place with Norman Robinson, the EA's Area Director for Lincolnshire and Northamptonshire, on 19.08.19.

2738.3 Joint Services Budget Monitoring Report for Quarter 1 2019/20, as at 30.06.19 (item 7 refers).

The Chief Executive highlighted to members the financial monitoring report for quarter 1 2019/20 on the Joint Services Budget as at 30.06.19. The monitoring of this joint budget is via the Joint Services Committee.

The JSC compared the budget position for Q1 of 2019/20 to the actual position with the variance shown. The overall variance was £8,450 against a budget of £227,205 for the three months 01st April to 30th June 2019. The approved annual budget 2019/20 for joint services is £839,620.

Most budgets were broadly on target. Witham Third, as the host Board, were showing an adverse variation in expenditure for External Support at £8k and ICT at £2k.

Overall there were no concerns highlighted to members of the JSC at this stage of the financial year.

2738.4 Insurance Renewals for the four Boards.

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

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

Work was ongoing to ensure relevant and cost effective insurance cover was in place especially in areas such as Cyber cover where a combined policy was in place to cover the four Boards. Furthermore, the value of the risks had also changed.

Members were advised that through undertaking this procurement exercise significant savings were made for the Boards of @£25k in total. The renewal exercise for 2019/20 had been undertaken and the following tables detail the impact for the Board. Whilst a comparison has been made to the 2017 base premium, this would have also increased due to the same issues (additional staff, higher equipment values, increased annual turnover, etc). Therefore, the actual comparative savings will be more than those stated:

Policy Type	2017 Renewal Premium £	2018 Renewal Premium £	2019 Renewal Premium £	Difference 2017 to 2018 £	Difference 2018 to 2019 £
Business Combined	12,245.87	13,226.66			
Professional Indemnity	1,562.04	752.91	12,563.56	(502.84)	(1,416.01)
Management Liability	674.50				
Contractors Combined	n/a	Inc Business Combined	4,326.32	n/a	4,326.32
Fidelity Guarantee	n/a	337.12	179.20	337.12	(157.92)
Loss Recovery	409.92	n/a		(409.92)	0.00
Engineering Inspection	3,537.85	2,945.00	4,123.57	(592.85)	1,178.57
Engineering Insurance	468.39	295.26	336.00	(173.13)	40.74
Personal Accident	359.49	929.60	929.60	570.11	0.00
Motor Fleet	8,693.70	7,170.80	8,830.80	(1,738.50)	1,660.00
Motor legal expenses	215.60				
Commercial Legal expenses	112.00	508.48	508.48	396.48	0.00
Cyber Liability	1,058.00	672.00	672.00	(386.00)	0.00
Revised total	29,337.36	26,837.83	32,469.53	(2,499.53)	5,631.70

The Contracts Combined policy had increased due to the additional value of the new equipment purchased during the last two years, mainly the two new tractor/flail combinations, the excavator, robomower, second-hand pump and midi digger/trailer, along with additional/replacement fleet vehicles. The sums insured increased from £578k value at 2017 renewal to £917k value at 2019 renewal. This does reflect the investment in plant and machinery and the considerable volume of additional work, e.g. PSCA work for the EA, being undertaken.

There had been a claim on the Motor Fleet policy in 2018/19 which affected the premium for 2019/20. The claim was settled for the damage to the Board's vehicle which hit a gate post. However, a reserve was maintained for a period of six months (taking it over the renewal period) in case a third party claim was raised in the future against the Board. Whilst unlikely to happen, the reserve remains in place until September 2019, which increased the premium at renewal. This should be resolved for 2020/21.

Overall, across the four IDBs the procurement exercise in 2018 generated savings in the region of £25k across the four Boards which represented a 23.38% cost reduction. More relevant and appropriate cover for public bodies had been procured and further work undertaken to refine and ensure the right cover is in place for the likely risks, at a reasonable premium.

The renewals in 2019 saw a net increase of £9.5k in costs across the four Boards, but still these were £15.5k lower than the 2017 premiums, representing a 14.5% saving to that base. Members were reminded that the 2017 base would also have increased annually for the increases in sums insured, which have been in value of plant and equipment owned, numbers of staff employed, and annual turnover of the Boards, all of which have an impact on insurance premium levels.

In the future, it was recommended to move to more 'self-insurance', thus reducing annual premiums by setting aside an earmarked reserve for insurance claims now that a detailed claims experience is being built up. This will be mirrored with insurance policies that allow a certain amount of claims to be paid directly by the Boards up to a certain level, but with a cap so that if a number of smaller or larger value claims are received, the insurance will respond at an agreed level to meet these costs. The concept of 'self-insurance' was discussed and supported in

principle by the JSC, but with further detail to be put together as we build up the claims history for each Board.

2738.5 Members' training event, 27th November 2019 (item 12 refers).

At the Lincolnshire Clerks' meeting the Chief Executive agreed to extend the four Boards' training event this year to all Lincolnshire IDBs, with financial support from the ADA Lincolnshire Branch. This was agreed by Chairmen and Boards at the May Board meetings and following this agreement, preparation was underway to hold an event. This was now agreed for Wednesday, 27th November 2019. Members wishing to attend were encouraged to register their interest with Officers as soon as possible.

Members received and noted the minutes of the Joint Services Committee held on 22nd July 2019.

2739 Chief Executive's Report.

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

2739.1 Consultation: draft Joint Lincolnshire Flood Risk and Water Management Strategy 2019-2050 (minute 6 refers).

On 23rd May 2019 LCC launched public consultation on the draft Joint Lincolnshire Flood Risk and Water Management Strategy 2019-2050. The draft is the culmination of partner and stakeholder engagement.

The draft strategy sets out a vision of "working in partnership for a resilient future" and has four key aims:

- To move from flood risk management to cover water management
- To develop a more strategic approach to development and land use planning
- To build on the existing strong profile of the Lincolnshire Partnership, ensuring it has a strong influencing role
- To build and develop key lines of communication to promote the aims, ambitions and achievements of the Lincolnshire Partnership

The ambition is that by 2050 Lincolnshire will be an area resilient to flood risk and water resources issues, with a long term strategic vision delivering local benefits.

As Lead Local Flood Authority, Lincolnshire County Council has responsibility for implementing and monitoring a local flood risk management strategy. This latest version has a revised and updated approach to the original strategy, which has been in existence since 2012. It takes a much broader view on managing the impacts of not only flood risk but also water management and resource to help support a strong economic sector in the county whilst also delivering environmental betterment.

The consultation ran from Thursday 23rd May to Friday, 19th July 2019.

Mr Terry Williams enquired what the Chief Executive felt with regard to the level of the Board's input and asked what representations were made on behalf of the Board.

It was confirmed that the four Boards had been very much involved and it was very much a joint strategy. Although the project was led by LCC the Board have input from the beginning. The four key aims of the scheme sit very well with overall aims of the Board.

Members received and NOTED the report and verbal update.

2740 Notice of Closure Report on the IDB Annual Governance and Accountability Return 2018/19.

The Finance Consultant introduced the Notice of Closure Report on the IDB Annual Governance and Accountability Return (AGAR) 2018/19 that had been circulated with the agenda. The AGAR had been agreed at the Board meeting on 22nd May 2019, subsequently published on the Board's website for public inspection and despatched to the External Auditor on 7th June 2019. The public inspection period was from 10th June 2019 until 19th July 2019. The External Auditor has a statutory deadline of 30th September to complete their external audit and publish the formal Completion of Audit certificate.

The External Audit report was received on 18th August 2019 and Notice of Conclusion of Audit was published on 19th August 2019. There were no matters raised by the External Auditor to be brought to the attention of the Board:

Members noted the Annual Governance and Accountability Return as published and the External Audit Report on the AGAR 2018/19 which raised no matters for the Board's attention. This therefore concluded the financial year 2018/19.

2741 Risk Register

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

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

This report put these documents in place and also revised the current Risk Register into something easier to understand and review. The previous version of the Risk Register had become cumbersome, with more detail added with each iteration.

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

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

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

The Internal Audit Director for TIAA (Chris Harris) would revisit the Risk Management arrangements as part of his review in mid-February 2020.

Mr Terry Williams requested an amendment to wording to the Risk Management Policy, paper F1 at paragraph 6:

He advised that the first line of this paragraph was not technically correct – it should read “Board is ultimately responsible (as the Corporate entity)...” and “Board should, at least once a year...”. This amendment was agreed.

Following discussion members were content to APPROVE the following documents, including the aforementioned amendment:

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

2742 Schedule of Expenditure, 01.04.19 to 31.08.19.

The Schedule of Expenditure for the five months’ period 01st April to 31st August 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 £987,193.25 or, net of £90,733.91 VAT, £889,881.32. Of this, £57,570.99 was recharged to other bodies.

Items highlighted to or raised by members included:

- Item 52: £6,600.00 (net) to Chandlers (Farm Equipment) for Hire of MF 7618 tractor for the 2019 season.
- Item 55: £7,012.06 (net) to Chandlers (Farm Equipment) Ltd. Tom Ashton enquired as to the seemingly high charge for a recalibration. It was confirmed that the cost included both the replacement and recalibration of the main ram, which operates the front loading kit of the Telehandler, a major repair.
- Item 105: £52,577.00 (net) payment to Environment Agency. This was for the first payment of the 2019/20 IDB precept.
- Items 146 & 147: £15,990.00 and £2,900.00 (net) to Inter Lec Ltd. for works at Southrey Pumping Station.
- Items 236 to 240: various payments totalling £390.00 (net) to Lindum Group. Tom Ashton asked if these call out charges had been in response to valid security breaches or false alarms. It was confirmed that there had been no break-ins, but a fault on the system at the old depot.
- Items 241 to 243: £3,650.00, £653.00 and £2,065.00 (net) to Listers Timber & Builders Merchants Ltd. These three payments relate to stock items purchased for bank slip repairs
- Items 279 to 305: various payments for Fuel. Cllr Ian Fleetwood asked which vehicle this related to and it was confirmed that the Mitsubishi FX17 XOY was the Operations Manager’s vehicle.

- Item 372: £2,000.00 (net) to PKF Littlejohn for the external audit fees, year ended 31.03.19.
- Item 383: £2,670.00 (net) to Scott Trailers for the purchase of an IFOR Williams trailer.
- Item 426: £15,798.00 (net) to Stuart Group Ltd for the purchase of a used Hidrostral Betsy 125 End 6" suction pump (not in the plant programme 2019/20, the purchase authorised by the Chief Executive during the June 2019 flood event)..
- Item 431: £130,100.00 (net) to TC Harrison for the purchase of the new excavator JS160 YO19 LVD.

Members received and NOTED the expenditure incurred in the five months 01.04.19 and 31.08.19.

2743 Financial Performance Report to 31st August 2019, month 5 of 2019/20.

The Finance Consultant presented the Financial Performance Report to 31st August 2019, month 5 of 2019/20. This had been circulated with the agenda. The summary was as follows:

	2019/20 Estimate	Profiled Budget	Actual	Variance	
	£	£	£	£	
Income	(1,185,403)	(538,553)	(567,460)	(28,907)	
Board & General Admin	21,260	8,657	7,922	(735)	
One Off Schemes	90,000	0	15,990	15,990	
Conservation	2,000	563	339	(224)	
Depot	30,939	25,291	24,782	(509)	
Drains	551,205	239,863	239,737	(126)	
Pumping Stations	211,818	83,770	84,088	318	
Joint Admin/Witham House	123,881	88,868	100,885	12,017	
Consents & Enforcement	14,290	16,062	18,105	2,043	
Director of Operations/Engineers	94,003	47,381	46,133	(1,248)	
Contribution to/(from) Reserves	(76,250)	0	(15,990)	(15,990)	
PWLB				0	
Rechargeable Works	15,000	4,138	63,005	58,867	
EA Precept	107,257	53,629	52,577	(1,052)	
FRS17 Pension Adjustment (net)				0	
Wages & Plant Holding Account	0	(11,141)	(12,236)	(1,095)	
(Surplus)/ Deficit	0	18,528	57,876	39,348	4,648

inc o/s recharges

In terms of the overall position, the profiled budget would indicate a month 5 31.08.19 deficit position of £18,528 whereas the actual position was a larger deficit of £57,876 (an adverse variance of £39,348). This, however, was largely down to the time gap between doing rechargeable works for the EA and invoicing accordingly and then receiving payment. Once the invoices were manually adjusted, the 31.08.19 moves to a broadly balanced position of £4,648 deficit.

On income, the approved Estimates for 2019/20 were (£1,185,403) full-year, with a profiled income estimated to 31.08.19 of (£538,353) and an actual income to 31.08.19 of (£567,460) which is a positive variance of (£28,907).

On main categories of income, Special Levies from the 3 relevant Councils had been received for 01.05.19 (i.e. £162,975.04 ELDC, £128,407.81 City of Lincoln and £99,890.23 WLDC = total £391,273.08). The second and final tranche of Special Levy income for 2019/20 was due 01.11.19.

Also on income the Highland Water claim was submitted to the EA. This was firstly the balance on the actual claim for 2018/19 of (£44,962) and in addition 80% (£156,800) of the total estimated claim of (£196,000) for 2019/20. The EA was therefore due to pay (£201,762) to the Board by 30.09.19.

On Drainage Rates income, of a total £188,219.75 raised for 2019/20, £152,186.68 income had been received as at 31.08.19, which is a collection rate of 80.8% (compared with 96.5% at month 5 2018/19). However, a verbal update was provided to confirm that the account holder on a new intensive poultry unit had now paid the drainage rates due and as at 23.09.19 the collection rate had improved accordingly to 94.26%. First reminders had been posted on 01.08.19 and final reminders would be despatched this week. A court date had been set in Lincoln for unpaid account holders on 29.11.19.

Some of the variations, up and down, were then highlighted on income and expenditure:

- One off schemes, £16k. Part payment for a new control panel (MCC) at Southrey Pumping Station, to be met from reserves
- Joint administration / Witham House, £12k. The first 3 months of invoices to 30.06.19 had been produced and recharged between the group of 4 IDBs. The next invoices will be prepared as at 30.09.19.
- Consents and Enforcements, £2k. The actual costs 2019/20 will be invoiced to LCC at the year end, as per the Memorandum of Understanding with LCC to 31.03.21 as the LLFA.
- Rechargeable works, £59k. Additional works undertaken by the Board to be invoiced to other bodies, mainly the EA for PSCA works undertaken.
- EA IDB precept (£1k). First payment (of two) made by the Board to the EA of £52,577 in July 2019. Second payment due in November.

Capital movements, both sales and purchases, were set out as follows:

	Approved	Actual	Variance
	£	£	£
Sales			
Sale of surplus plant, vehicles & equipment			
- Tracked JCB JS160	(15,000)	(35,000)	(20,000)
- Countax X15 Ride on Mower (from 2018/19)	(1,000)		1,000
- Weed basket	(600)		600
			0
Sale of Surplus Land	0	0	
	(16,600)	(35,000)	(18,400)
Purchases			
Direct Revenue Financing of Capital			
- Tracked Excavator	140,000	130,100	(9,900)
- Weed Basket	6,500	6,500	0
- Hidrostal Betsy 6" Suction Pump + attachments	0	15,798	15,798
			0
Contribution from Plant & Machinery Reserve	146,500	152,398	5,898
	129,900	117,398	(12,502)

Although the additional 6" Hidrostal Betsy pump was not within the approved plant programme for 2019/20 at a cost of £15,798, it was however within the overall programme approved sum. Cllr Tom Ashton stated that he fully endorsed this purchase.

Finally, the report set out bank balances and investments as at 31.08.19:

As at 31st August 2019

Natwest	£	49,208.43
Nationwide Instant Access	£	260,593.28
Nationwide 95 Day Notice	£	518,636.36
Total	£	<u>828,438.07</u>

Terry Williams raised the issue of risk management with regard to holding high amounts with only Nationwide, asking if it would be less burdensome to spread the risk across various establishments. The Finance Consultant stated that this had been considered, but issues had been encountered when trying to source an appropriate financial institution willing to accept new business. It was agreed that this would be further investigated by the Finance Consultant.

Members received and noted the financial performance report to 31st August 2019, month five of 2019/20.

2744 Write-off of Drainage Rates.

A report prepared by the Finance & Ratings Officer had been circulated with the agenda and was presented by the Finance Consultant.

The Board has a policy for writing off Drainage Rate demands under £2.50. The following 31 accounts were outstanding as at 31st August 2019, but are under £2.50 for 2019/20 so invoices had not been raised:

Account	Value £
0728	0.93
0740	1.39
0745	1.85
0822	2.31
0869	1.85
0903	2.31
0918	1.02
0943	0.93
0992	1.39
1035	1.85
1082	1.85
1146	0.46
1170	1.39
1192	2.31
1248	1.39
1300	0.93

Account	Value £
1303	2.31
1353	2.13
1378	2.50
1382	2.50
1385	1.85
1411	1.11
1455	1.57
1468	1.48
1474	2.41
1475	0.83
1494	0.56
1501	0.93
1517	1.76
1523	2.13
TOTAL	48.23

A second category of request for drainage rates write-offs was Drainage Rates on 'Unregistered Land' accounts. Account 1503 holds the Drainage Rates for land that is unregistered with the Land Registry. This land is periodically checked against the Land Registry records, but to date the rates uncollectable stands at £54.61. Should officers be made aware of the owners / occupiers of these parcels, it may be possible to recover some of these rates.

A third category of request for drainage rates write-offs was Drainage Rates on 'Special Levy' accounts. Account 1477 holds the Drainage Rates for land that has been transferred to Special Levy. The balance of transfers that were completed after the Special Levy

calculations were carried out stands at £60.53. It was requested that the Board write-off this amount, as it has been billed incorrectly and should have been within the Special Levy calculations as at 31.12.18.

Members were content to APPROVE the write off of the following drainage rates income for 2019/20, totalling £163.37, Drainage Rates write-offs being a matter reserved to the Board:

Under £2.50	£48.23
Special Levy land	£60.53
Unregistered Land	£54.61
TOTAL	£163.37

2745 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 contractor, had now visited with their new Health and Safety Advisor, Simon Cross who replaced the previous contact point Leila Quirke. There were no actions outstanding within any of the four Boards.

Two Near Misses had been reported since the last Health & Safety Report to the Boards. One of these was Witham Third DIDB, where an employee reported almost colliding with a car on some bends with his Tractor Flail. The Operator has fitted an extra beacon to front flail and has been advised to approach bends slower.

The second near miss occurred on Upper Witham, an employee reported a near miss whilst driving out of the temporary depot site due to blind bend. The area around the entrance and along the road has been strimmed of the vegetation obscuring visibility and a sign has been put up warning traffic of a hidden gateway. All employees have been spoken to regarding this and instructed to be extra vigilant when leaving the site.

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

Training for employees from all four Boards continued, with overhead cable avoidance training for new staff booked for the 29/10/19. All the workforce currently trained will be undergoing their annual refresher on the 18/09/19.

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

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

2746 Plant Programme 2020/21

The Chief Executive advised members that the five year plant programme had previously been approved by the Board and it was agreed that only revision would be brought to the attention of the Board.

Following discussion members were asked to approve a decision to forgo the trade-in value of a long reach machine that was currently out to tender to be replaced in June 2020. Officers

would like to delay the trade in and keep the current machine for a least a year to cover potential EA PSCA work (e.g. potentially on the River Bain). There is a shortage of such machines across the four Boards.

Members were also advised that the lead times for manufacture and delivery was increasing as was the price.

Cllr Mrs. Fiona Martin left the meeting at 12.05

Bob Armstrong informed members that he had recently spoken to the Operator of this machine and he had confirmed that in his opinion it was as good as new. It was acknowledged that the Board's machines are maintained to a high standard, Operatives do take pride in and good care of their machines.

Cllr Ian Fleetwood queried that when recharging PSCA works do Officers charge on the basis of the age and ability of the machine. It was confirmed that the rates are standard for such machine work and not based on the age of the machine in use.

Cllr Tom Ashton stated that he would always support keeping a machine for longer, he recognised the fastidious maintenance programme undertaken by the Operatives and it was pleasing to see that the Board received as much value as possible from the machines.

After discussion, the Board APPROVED this variation to the plant programme 2020/21, such that in addition to the purchase of a new LR Excavator, the existing one would be retained and not traded-in in June 2020.

2747 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

- **High Rainfall Event June 2019**

Over the period 08th to 11th June, the County experienced several bouts of heavy, intense rainfall. The majority of this fell on the south and coastal districts. At Stenigot rain gauge, 153mm of rainfall fell over a 67 hour period. This equates to a 1 in 201 annual chance

event. The Horncastle Flood Alleviation Scheme reservoir, which was designed to contain a 1 in 100 annual chance event was filled to 24% of its capacity.

The vast majority of the Board's maintained system and infrastructure coped well with the rainfall experienced within the catchment. However, there were the usual pinch-points.

The pumping station at Horncastle Ings ran continuously for 10 days. Levels within the Ings system began to rise after the 58mm of rainfall fell on 10th June. The River Bain ran very high and caused the penstock to lower as it is designed to do. The station is designed to provide managed water levels up to a 1 in 75 annual chance event. The rainfall that fell created flows in excess of this and so out of bank flows were experienced. A mobile 6" pump was deployed at the site to remove the standing water as quickly as possible

The area around the pumping station, the supermarket car park, Water Mill Road and the adjacent playground, were all inundated for various amounts of time and depth. No flooding of residential properties was experienced as a result of this penstock and pumps operation.

There were reports of seepage into the district from the River Witham whilst it was at raised levels. These were inspected and the Environment Agency was advised of the locations. The seepage was reported at Kirkstead Mill Pumping Station, but no evidence was found to support the earlier report. Water was also reported to be evident at the Dogdyke Diesel Station pump house. These locations were reported to the Environment Agency for further investigation.

On 18th June, a call was received a call from a riparian owner in Digby Fen in Witham First DIDB's district reporting the collapse of a badger sett. The sett was located within the raised earth embankment conveying Queen Dyke into Dorrington Catchwater. Both water courses are main river and maintained by the Environment Agency. The incident was reported to the Environment Agency [EA] and both they and the Board inspected the site that evening. On the instruction of the EA, Witham First DIDB, assisted by Witham Third workforce, instigated emergency repairs to reinstate the defence.

The collapse of this embankment was caused by the badger sets causing weakness within the embankment. High levels within the main river system had resulted in water flowing through the embankment and eroding the material within the embankment.

Activity at this sett has recommenced [2nd September]. This has been reported to the EA, along with photographs to illustrate the extent of the recent damage. The Board has been advised of plans for the permanent reinstatement of the defence.

- **Pumping Stations**

Work to install and commission the new motor control panel at Southrey Pumping Station began on 03rd September. The installation was programmed to be completed by 06th September. This work is being completed by Inter Lec Ltd. of Retford, at a tender submission price of £40,330.

At Stainfield Fen PS, the pump and motor combination has been removed for refurbishment by Perry's Pumps Ltd of Lincoln. It was returned to site for recommissioning in late August. This pump and motor was last refurbished in 2007.

At Shortferry PS, pump and motor no.2 have been refurbished by Perry's Pumps Ltd of Lincoln. It was returned to site for recommissioning in late August. The pump and motor were last refurbished in 2001.

The PLC, the programmable logic controller or small computer, that controls the operation of the automated weedscreen cleaner, has failed at Shortferry PS. Remedial work will be undertaken to refurbish this, at an estimated cost of £3,500 by Inter Lec Ltd.

Following a re-wind of the motor coil of no.2 motor, both pumps are now 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 have 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.

A bunded fuel bowser has been purchased at a cost of £7,050, due to the failure of the existing. The new bowser includes 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.

- **Plant**

The new tracked excavator, with 12m reach [with sliding dipper extended], has been delivered to the Board's depot by TC Harrison JCB Ltd. of Lincoln. Their bid met the technical specification and was the lowest of those tenders received. This new JCB JS160LC was delivered at a cost of £130,100 (net). The tracked JCB JS160 excavator was traded-in at £35,000.

A reconditioned mobile pump has been purchased at a cost £15,798. During the high rainfall event of June it became evident that a single pump was not always sufficient for the needs of the Board and so the Operations Manager was asked to identify a suitable addition to the Board's plant list. This 6" pump, complete with suction and delivery hoses, was brought from Stuart Group Ltd. of Norwich, and had previously seen limited service with the Environment Agency.

A trailer has been purchased for use by the Board's workforce throughout the district, but it will be used mainly in the transport of the Robocut mower.

The Board's workforce has also undertaken the annual maintenance and refurbishment of the weed baskets prior to commencement of the annual weed cutting programme. Most of the cutting or moving parts on the basket are inspected for wear and damage and replaced as necessary to reduce the risk of breakdown during the busy summer season.

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

The Board has combined its core maintenance work with this additional work, undertaken in partnership with the Environment Agency. In total, the estimated value of the work to be undertaken during 2019/20 is £93,279.

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 undertaken in 2018/19.

A meeting has been arranged for the early discussion of work programmes for the financial year 2020/21. This meeting is to take place on 02nd October 2019.

- **Workforce**

Interviews will be held on 01st October for a Land Drainage Operative. The main role of this post will be operating a tractor & flail combination or an excavator in any of the three Witham Boards' districts. Whilst they will be employed by the Board, their duties will take them across the three districts, subject to workloads and needs, and his time allocated and re-charged accordingly.

- **Timberland Pumping Station Open Days 2019**

The station was open to the general public on Saturday 14th September as part of the Lincolnshire Heritage weekend. This open day co-coincided with the opening of the Dogdyke Steam Pumping Station Preservation Trust to ensure maximum publicity and attendance.

- **Lincolnshire Show 2019**

The County's Drainage Boards' attendance at the show had to be cancelled this year due to the high rainfall event that badly affected many areas of the county. Technical and administrative staff from the Boards affected were working shifts to cover 24 hour days to respond to this event.

Members received and NOTED the report and the verbal update.

Cllrs Grimble, England, Avison and Mr Williams left the meeting at 12.20.

2748 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 to highlight to members.

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

2749 Consents and Enforcements Report

The Consents and Enforcements Report had been circulated with the agenda and was presented by the Director of Operations and Engineering:

Byelaw Consent Applications

Reference	Location	Applicant	Details	Date
TD-4634-2019-CON	2035 Tile House Beck / Hoop Lane, Apley	Mr G Wilde	Treated foul water discharge	08-05-19
TD-4639-2019-CON	2098 Crofts Drain / Tattershall Road, Woodhall Spa	McCarthy & Stone Retirement Lifestyles Ltd	Attenuated stormwater discharge from retirement homes	16-05-19
TD-4648-2019-CON	2085 Topholme Beck / near Low Road Farm	Lincolnshire County Council	Replacement of footbridge	26-06-19
TD-4785-2019-CON	2016 Reepham Beck / Barlings Lane, Langworth	Bransby Horses	New culvert 2.1m dia, 9m long. (Size to be checked)	
TD-4795-2019-CON	2012 Scothern Fen Drain / Northing Lane, Scothern	Anglian Water Services	Pipe crossing under Board drain	28-08-19

Section 23 Land Drainage Act Consent Applications – District

Reference	Location	Applicant	Details	Date
TD-4725-2019-CON	Off Scrivelsby Road, Horncastle	Horncastle Town Council	Surface water discharge into culverted ditch	19-08-19

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-4645-2019-CON	South of St Augustine Road, Lincoln	Persimmon Homes South Yorkshire	Development requires two new culverts	

Enforcement Issues – District

Reference	Location	Description / Comments	Actions
TD-3439-2017-ENF	32 Hunters Lane Coningsby	Possible maintenance required in watercourse	Complete 26-07-19
TD-3701-2017-ENF	Claybridge/Torrington Beck. A158	Bank slip	Awaiting remedial works
TD-3980-2018-ENF	Chapel House, Legsby	Flooding in garden	Complete 28-08-19
TD-4002-2018-ENF	Linwood Drain, Friesthorpe	Saplings on watercourse	lan to look at this and carry out work if necessary

It was confirmed to members that regarding TD-3701-2017-ENF at A158 Claybridge / Torrington, the design works were well underway.

Enforcement Issues – Extended Area

Reference	Location	Description / Comments	Actions
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 update from LCC re jetting culvert
TE-3911-2018-ENF	Badgers Holt, Buslingthorpe	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, follow up sent

Members received and noted the report on Consents and Enforcement cases.

2750 Any Other Business.

There being no further items of business, the meeting closed at 12:35.

2751 Date, Time and Place of the Board's Next Meeting.

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

..... Chairman Date
W3rd BM 24.09.19.

