

WITHAM THIRD DISTRICT INTERNAL DRAINAGE BOARD

Minutes of the one hundred and fourth meeting of Witham Third District Internal Drainage Board held on Tuesday, 25th September 2018 at Minting Village Hall, Lincolnshire, LN9 5RX at 10:30am.

Present:

Mr. R. Armstrong
Cllr. S. M. Avison
Mr. J. Boyall
Mr. B. Charlesworth
Mr I. M. Clark
Mr. W. S. Crane
Cllr. S. England
Cllr. I. G. Fleetwood
Mr. J. R. Garner
Mr. R. P. Hairsine
Cllr. G. Hewson
Ms. J. F. Holland
Mr. D. C. Hoyes MBE
Mr. P. R. Hoyes (**Chairman**)
Mr. D. Jackson
Cllr. Mrs. F. M. Martin MBE
Mr. I. Parker
Mr. J. C. Smithson
Mr. M. I. Thomas (**Vice Chairman**)
Cllr. P. J. Vaughan
Mr. T. Williams

In attendance:

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

2648 Apologies for absence.

Apologies for absence were received from, Cllr. T. Ashton, Cllr. Mrs. S. Gorst, Cllr. W. H. Gray, Cllr. W. Grover, Cllr. G. McNeill, Mr. P. A. Spilman, Mr. D. J. Straw, Mr. H. Ward and Mr. R. J. Weightman.

2649 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. Mr T. Williams also declared an interest as a trustee, of Dogdyke Pumping Station Preservation Trust.

2650 Chairman's Announcements.

The Chairman welcomed members and officers to the September meeting of the Board, which was by convention a lighter agenda for the meeting in comparison with the other three meetings during the year.

Thanks and best wishes were extended to John Smithson who attended his last meeting as a member of the Board. John had given 46 years' service to the Board and attended his first meeting on 06th February 1973. He was of course for many years the Board's Chairman. His long service and commitment to the Board over such a long period was noted and best wishes were extended on behalf of members and staff, past and present.

Today was also the last Board meeting for John Garner as John had decided that he would not seek re-election from 01st November. John attended his first meeting on 23rd July 1974, so had completed 44 years' service to the Board. The Chairman recorded his thanks to John for his very long service to the Board.

Saying farewell and thank you to both John Smithson and John Garner led the Chairman on to this years' Elections.

The Election was for those members who were owners or occupiers of land, or those nominated by owners / occupiers, and the Election did not affect members who were nominated by the three councils. There were two vacant seats on the Board, given both John Smithson and John Garner were standing down. One for the Electoral Ward of Kirkstead, replacing John Smithson and one for the electoral ward of Horncastle and River Bain to replace John Garner. Pleasingly, the Chairman had spoken to Richard Garner, John's son, who was willing to stand for election to the Horncastle and River Bain seat. He had completed a nomination paper. The Chairman had also spoken to members about a potential candidate to fill the vacant Kirkstead seat.

Members were reminded of the need for completion and return of nomination papers to Witham House by no later than 12 noon on Friday, 28th September. Officers were available at the end of the meeting to provide assistance to any member that required guidance with the form. Should there be more candidates than vacant seats in any electoral ward, then election day was on Thursday, 25th October. If by Friday, 28th September there were not more candidates than vacant seats then a "Notice of No Poll" would be issued and advertised from 04th October. Members would receive a letter confirming their membership of the Board for a three year period from 01st November 2018 to 31st October 2021.

The Chairman thanked all members for their continued service to the Board.

It was highlighted to members that the position statement on the Notice of Closure for last year's Annual Governance and Accountability Return for last year 2017/18, which the Board approved on 22nd May and had been with the new External Auditors PKF Littlejohn for review had moved on.

He was pleased to confirm that the External Auditor PKF Littlejohn had issued the Notice of Conclusion of Audit and this had been advertised on the Board's website and in the drainage district since 19th September, giving rights of inspection. No qualifications or other matters of concern had been raised, so 2017/18 had been given a clean audit.

There were still some Members' Interest Forms not completed from November 2017. These needed to be completed to ensure the Register of Members' Interests from November 2017 to November 2018 was complete and available for inspection by the public.

Members' Interest forms for November 2018 would be sent out with the papers for the Board's next meeting on 27th November.

2651 Minutes of the Board Meeting, 22.05.18.

The Minutes of the Board's previous meeting held on Tuesday, 22nd May 2018 were proposed by Mr. Pat Vaughan, seconded by Mr. Ian Clark and APPROVED as an accurate record.

MATTERS ARISING:

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

2652 Minutes of the Standing Committee meeting, 11.09.18.

The minutes of the Standing Committee meeting held on Tuesday, 08th May 2018 were proposed, seconded 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.

2653 Minutes of the Joint Services Committee meeting held on 23.07.18.

The minutes of the Joint Services Committee held on Monday, 23rd July 2018 were received and noted.

MATTERS ARISING:

2653.1 ADA Lincolnshire Branch Pay & Conditions Committee update and local negotiations. (Minute 10 refers).

A report to the JSC updated members on the current Pay and Conditions Committee work during 2018/19 and what was needed to be negotiated locally within the Boards. The JSC had discussed the last of these areas proposed by employers, the removal of a full year's holiday pay on retirement.

The position on the Lincolnshire-wide discussions was noted and members moved on to an update on what, in the light of those discussions and a revised ADA White Book being issued, would need to be negotiated locally. Taking into account the work that the Pay and Conditions Committee intends to undertake in 2018/19, in order to negotiate, agree and issue a revised White Book from 01.04.19, with the support of JSC it was recommended that local negotiations were convened.

The JSC had AGREED that following the JSC meeting, a local negotiation forum be established to undertake this work. The Chief Executive confirmed that a meeting had been arranged for 12th November 2018.

2653.2 Upper Witham Depot replacement and potential co-location of Witham House (Minute 11 refers).

The Chief Executive gave a brief verbal update on the position of the project, advising that this would be covered later in the agenda.

2654 Chief Executive's Report.

2654.1 Electricity Contract Renewals.

The bulk of the contracts for electricity supply for Upper Witham, Witham First District and Witham Third District were due for renewal during September and October 2018. The supplies for North East Lindsey were in contract with Total Gas & Power until 2020 and 2021.

The Boards had a mixture of meter types at pumping stations. Half Hourly (HH) were generally larger pumps which had a KVA requirement to ensure sufficient power was available when required. Smart meters were installed and a meter reading taken automatically every half hour. These were currently supplied by Haven Power for Witham First DIDB & Witham Third and SSE for Upper Witham. The smaller supplies known as Non Half Hourly (NHH) were supplied by SSE across all three Boards. Some of these were billed monthly and some were billed quarterly.

Tenders were run on 17th August 2018 via two brokers Guild Energy and Inenco and Eastern Shires Purchasing Organisation (ESPO). The brokers returned various tenders from different suppliers, but these were not prepared on a consistent basis and not all the data required was returned to allow like for like comparison. ESPO did not return a tender, as they did not have sufficient data.

The tender exercise was re run on 03rd September 2018 via the same brokers and ESPO, using a standard format of usage data. Returns were received for a mix of 2 year and 3 year contracts from Guild Energy quoting on behalf of Opus and Total Gas & Power (Total G&P quoted for Upper Witham only), Inenco who quoted on behalf of Dual Energy and Haven, and ESPO who administer the public sector Total Gas & Power framework. The results were set out:

	OPUS 3yr	OPUS 2yr	TOTAL 3yr	TOTAL 2yr	ESPO 2yr	DUAL 3yr	HAVEN 3yr
UW	£ 41,930.07	£ 41,800.46	£ 42,551.77	£ 42,610.91	£ 36,551.02	£ 39,563.14	£ 43,194.18
W1	£ 71,503.50	£ 71,434.22	£ -	£ -	£ 58,544.17	£ 77,175.45	£ 70,945.55
W3	£ 50,150.66	£ 49,931.76	£ -	£ -	£ 44,353.14	£ 49,133.44	£ 54,585.92
	£ 163,584.23	£ 163,166.43	£ 42,551.77	£ 42,610.91	£ 139,448.33	£ 165,872.03	£ 168,725.65

ESPO were significantly cheaper, due to lower brokerage costs. ESPO administered a framework contract for Electricity which was already established, had been through the full Official Journal of the European Union (OJEU) process and was therefore fully compliant with procurement procedures.

As the tender prices had to be refreshed daily, the Chief Executive, after discussions with the Finance Consultant, awarded the contract until 30th September 2020 to ESPO (Total Gas & Power being the Electricity supplier).

Once the meters had transferred, Total Gas & Power have also agreed to discuss installing smart meters at those sites that do not currently have them, to remove the need for reading and submitting meter readings. This would give better management information as more meter readings took place than through the manual process.

The only sites not covered by the new contract were those in North East Lindsey, who were already contracted with Total Gas & Power. Also, in Witham Third, Dogdyke Diesel is in contract with SSE until 30.09.2020 and would have a concurrent termination date with the new contracts at that point.

ESPO would be renewing the Electricity framework ahead of its termination date of September 2020, so the Boards had the option of being part of this exercise.

2654.2 Proposed replacement depot for Upper Witham IDB and joint office accommodation for the four Boards, replacing Witham House.

Upper Witham depot facilities were not good quality and that Board had asked officers to develop proposals for a replacement depot using the current depot site (initially other options / locations were considered).

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

A specification was developed, planning permission was granted by North Kesteven District Council and the build specification was put out to 'invitations to tender', with a closing date of 31.08.18. Of 13 invitations sent out, three were returned and these were opened on 04.09.18. A fourth tender was received on 07.09.18 and accepted for evaluation.

Upper Witham's Finance & General Purposes Committee met on 05.09.18 and the following process was put in place:

2654.2.1 Tuesday, 11.09.18 - Take Witham Third Standing Committee and Witham First Exec Committee through the position statement following receipt of tenders for the new Upper Witham depot/ joint offices and the assurances Upper Witham's F&GPC is seeking from the other 3 Boards as to joint occupation on the office element of the scheme.

2654.2.2 Monday, 17.09.18 - position statement to UW Board and seek mandate and minute to enable application to Defra for approval to apply to PWLB for necessary loan. Apply for loan subsequently. Obtain approval to commence enabling works on land opposite the depot.

2654.2.3 25.09.18 – at W3rd and W1st Board meetings obtain Board approval for Chairman to have delegated authority to sign up to the implications of the joint office element of the scheme at a meeting to be held late October.

26.09.18 – at NELDB Board meeting obtain Board approval for Chairman to have delegated authority to sign up to the implications of the joint office element of the scheme at a meeting to be held late October.

2654.2.4 Consents and Enforcements Officer to undertake non-financial evaluation of tenders, aiming for results to allow:

- UW Chairman briefing first week in October
- Mid- October meeting of Depot sub-group [sub-group of UW's F&GPC], so any questions/ queries can be further addressed. Written evaluation report, business case and funding options, implications for each Board etc to be available
- Convene meeting of Chairmen, 16.10.18.
- Wednesday, 07.11.18 meeting of UW's F&GPC to go through the Depot/ Office case, evaluation of tenders with aim of Committee being in a position to recommend approval to the Board on 19.11.18.

- Tuesday, 13.11.18 – report progress to W3rd Standing Committee, W1st Executive Committee and Chairmen's action for endorsement
- Monday, 19.11.8 – UW Board approval
- Tuesday, 26.11.18 – NELDB Board report outcome of meeting and Chairman's action for endorsement.
- Wednesday, 27.11.18 – subject to confirmation of Defra approval to apply for required PWLB loan and PWLB loan being approved, confirm contract terms with preferred supplier before Christmas.
- Project Plan for start date on site of April/ May 2019 [Consents and Enforcements Officer to take on 'client side' project manager role and appointed contractor to appoint CDM compliant project manager arrangement].

2654.3 Dogdyke Pumping Station Preservation Trust (W3rd).

On 15.08.18 the Director of Operations and Engineering Services and the Chief Executive attended the Trust's open evening. They met with Trustees and agreed to support the Trust as follows:

The electrical contractor to Witham Third DIDB, Darren Maltby, had provided an inspection of electrical works at the Trust and itemised necessary works. The Board had committed a financial contribution to remedial works of up to £1k. The trust was liaising with Historic England.

The Trust wished to improve the current fuel storage arrangements and Witham Third DIDB's staff would assist with capping an existing tank and with the installation of a replacement bunded fuel storage tank.

The Trust had previously asked for assistance in strengthening its governance arrangements given it has achieved Charitable Trust status. Alan Gardner, former Engineer to three of the four Boards, had joined the Board of Trustees and so too had Witham Third DIDB Board member, Terry Williams.

2654.4 Risk Management Workshop, Wednesday 03.10.18.

The four Boards' Internal Auditor was leading a Risk Management Workshop at Riseholme College on Wednesday 03.10.18 from 9.30am to 3pm.

If any members had an interest in joining this training, they were asked to register intent of attending at the end of the Board meeting.

Members NOTED the update and AGREED to give delegates authority to the Chairman (minute 2654.2.3 refers) to attend briefings about the proposed new Upper Witham Depot and joint office accommodation, signing up the Board to the impact for Witham Third DIDB.

2655 External Auditors' Notice of Closure on the IDB Annual Governance and Accountability Return (AGAR) 2017/18.

A report had been circulated with the agenda. The Annual Return 2017/18 was agreed at the Board meeting on 22nd May 2018, subsequently published on the Board's website for public inspection and despatched to the External Auditor on 8th June 2018. The public inspection period was from 11th June 2018 until 20th July 2018. A new External Auditor, PKF Littlejohn, had been appointed for the review of the 2017/18 Annual Returns for a 5 year period as part of a national appointment process, as previously reported to the Board. The External Auditor

had a statutory deadline of 30th September to complete their external audit and publish the formal Completion of Audit certificate. Pleasingly, no issues had been reported to the Board and the certificate was provided to the meeting. A copy had been displayed since 19th September on the Board's website and on the office noticeboard giving public right of inspection.

2656 Elections 2018

Members were reminded by the Chief Executive that the closing date for receipt of completed nomination forms was 12 noon on Friday, 28th September 2018.

For any member that required assistance with completion of their nomination paper, a copy of their 2015 paper and assistance was available at the end of the meeting.

The Chief Executive advised that if any directly elected members did not intend to stand for election, it would be useful to have confirmation of this as soon as possible to enable alternative candidates to be encouraged to complete nomination papers and ensure an orderly transition.

If in any electoral district there were more candidates than available seats, the election day would be on Thursday, 25th October 2018. If no election was required, the "Notice of No Poll" would be advertised on Thursday 04th October 2018 and candidates declared as elected. The term of office runs from 01st November 2018 to 31st October 2021.

2657 Financial Performance Report to 31st August 2018, month 5 of 2018/19.

The Finance Consultant presented the summary financial position as at 31.08.18, which had been circulated with the agenda.

Profiled Budget P5 £	Actual (Surplus)/Deficit £	Variance £
21,977	(4,604)	(26,581)

The Board had anticipated a deficit position of £21,977 as at 31.08.18, but the actual Month 5 position was a small surplus of (£4,604), i.e. a positive variance at this point in the year of (£26,581). Members were reminded that it had been a very dry summer and if there was a wet autumn / winter high spend areas like electricity usage at pumping stations could change the current spend pattern.

The main income streams had been posted in terms of Drainage Rates raised (not necessarily paid) and Special Levies actually received (£378k) for the first half year payment. The second Special Levy half year payment was due from the three Councils in November. Ongoing action was taking place against unpaid drainage rate accounts.

Rechargeable Works were undertaken again for the EA, with income received monthly 'on account' rather than in lump sums when works were completed. Therefore, the Rechargeable works income was currently (£15k) ahead of profile based on the invoice profile being followed. Sundry Income was (£9k), for mainly recharges to the other Boards.

Highland Water claims were submitted to the Environment Agency for the 2017/18 actual claim with a further balance of (£40,340) due and for the 2018/19 Estimate of (£185,000). Of the estimated claim for 2018/19, 80% (£148,000) was paid in September 2018 along with the balance for 2017/18 actual (£40,340), ie a total of £188,340 had been received.

The Massey Ferguson tractor and Herder flail had been traded in, as the new John Deere tractor/flail combination was delivered on 13.08.18. This achieved a net book surplus of (£13k), i.e. (£38k) sale value less (£25k) assumed residual values.

The EA IDB precept budget was on target. The first half yearly amount of £52,577 was paid to the EA in July 2018 and the second and final payment was due in November 2018. The 2018/19 budget included a 2% increase, but the Precept was not increased for 2018/19.

The overall position on income and expenditure was summarised as follows:

	2018/19 Estimate	Profiled Budget	Actual	Variance
	£	£	£	£
Income	(1,134,976)	(508,412)	(547,618)	(39,206)
Board & General Admin	24,310	9,977	9,288	(689)
One Off Schemes	9,000	0	28,247	28,247
Conservation	2,000	605	555	(51)
Depot	30,769	21,661	20,687	(974)
Drains	519,257	161,999	155,395	(6,604)
Pumping Stations	211,902	75,370	76,955	1,585
Joint Admin/Witham House	114,274	90,456	99,255	8,799
Consents & Enforcement	14,115	16,815	17,622	807
Director of Operations/Engineers	87,092	49,219	41,324	(7,895)
Contrib to/from Reserves	0	0	(28,247)	(28,247)
PWLB	0	0	0	0
Rechargeable Works	15,000	3,792	29,178	25,386
EA Precept	107,257	53,629	52,577	(1,052)
FRS17 Pension Adjustment (net)	0	0	0	0
Wages & Plant Holding Account	0	46,866	40,181	(6,685)
(Surplus)/Deficit	0	21,977	(4,604)	(26,581)

For Drainage rates the collection rate was 96.5%, being a slight increase on the previous year (which was 95.8% at the same point in 2017/18). First reminders were despatched on 01st August 2018 and final reminders were despatched this week. A court date was set for 03rd December 2018. All historical outstanding rating queries were resolved and only land transfers from in year were now being actioned.

The Plant & Machinery Replacement Programme 2018/19 was discussed. The tractor flail arrived on 13th August 2018 at a cost of:

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

The Massey Ferguson 6485 and Herder Flail was traded in achieving a trade in value of £38,000. Approved plant purchases, yet to be completed, were the ride on mower, midi digger and flat bed trailer.

Bank balances and investments as at 31.08.18 were set out as follows:

Natwest	£	151,394.29
Co-op (Closed)	£	-
Nationwide Instant Access	£	233,570.80
Nationwide 95 Day Notice	£	514,434.91
Total	£	899,400.00

Members noted the financial performance for month five of 2018/19, as at 31st August 2018.

2658 Schedule of Expenditure, 01.04.18 to 31.08.18.

The Schedule of Expenditure for the five months' period 01st April to 31st August 2018 had been circulated with the agenda and was presented by the Finance Consultant.

Gross expenditure totalled £958,673.75 or, net of £90,166.71 VAT, £868,507.04. Of this, £67,290.82 was recharged to other bodies.

Items highlighted to or raised by members included:

- Item 16: £53.06 net to Beacon UK for Protective gloves and toilet rolls. Brent Charlesworth queried this cost. The Director of Operations and Engineering confirmed that it was likely that the bulk of this cost would have been made up by the various types of protective gloves required by the Operatives for their different duties.
- Item 41: £1,188.35 net to Chandlers Ltd. Confirmed as repairs to the Massey Tractor FX09 EJE.
- Item 43: £608.48 net to Chandlers Ltd. This payment was for the 50 hour service to the other Massey Tractor FX67 AOW
- Items 122 to 141: £various amounts to Go Plant Fleet Services Ltd. Roy Hairsine asked if leasing was a good idea for the Board's vehicles. It was confirmed that this had been agreed as part of the contracts for the Operatives. However, although this saved money on the previous system of paying travel expenses, the Board would always look at lease / purchase options as vehicles come up for renewal.
- Items 173 to 179: £32,210.80 net total to Inspiring Lives Ltd. Cllr Hewson asked if it would be more economically viable to employ a permanent member of staff rather than pay for HR Consultancy Services. It was confirmed that there had been an unusually high number of HR and staffing issues which had required external support. These payments had also been proportionally recharged to other Boards as per the Joint Services Agreement, so the full amount had not been incurred by Witham third alone.
- Item 181: £28,180 net to Intelligent Drainage Solutions. This payment was the planned works at Kirkstead Pumping Station for the relining and enabling works as part of the flood wall refurbishment scheme.
- Items 402 & 403: £12,677.60 net to Perry's Pumps. Planned maintenance programme for pump refurbishments at Kirkstead.

Members received and NOTED the expenditure incurred between 01.04.18 and 31.08.18.

2659 Write-off of Drainage Rates.

The Board had a policy for writing off Drainage Rate demands under £2.50. The following 31 accounts were outstanding as at 31st August 2018 but were under the £2.50 limit for 2018/19 and so invoices had not been posted to account holders:

Account	Value £
728	0.92
740	1.38
745	1.84
822	2.3
869	1.84
903	2.3
918	1.01
927	2.12
943	0.92
992	1.38
1035	1.84
1082	1.84
1146	0.46
1170	1.38
1192	2.3
1248	1.38

Account	Value £
1300	0.92
1303	2.3
1353	2.12
1378	2.49
1382	2.49
1385	1.84
1411	1.1
1455	1.56
1468	1.47
1474	2.39
1475	0.83
1494	0.55
1501	0.92
1517	1.75
1523	2.12
TOTAL	50.06

As each account was under £2.50, the Board was recommended to write off the debt, totalling **£50.06**.

Approval was also sought for the write off of Drainage Rates on 'Unregistered Land' accounts, as follows:

Account 1503 held Drainage Rates for land unregistered with Land Registry. This land had been periodically checked against the Land Registry records, but to date the rates uncollectable was **£80.68**. Should Officers be made aware of the owners / occupiers of these parcels, the Board may be able to recover some of these rates. It was requested that the Board write-off this amount.

Members AGREED the write-off of the total **£130.74** for Drainage Rates in 2018/19.

2660 Biosecurity Policy, Whistleblowing Policy, Anti-Fraud and Corruption Policy, Health and Safety Policy.

Four policies had been circulated with the agenda and the Chief Executive took members through each one.

The biosecurity policy was based on a standard ADA approved template to cover activities undertaken by the IDB daily to reduce the spread and damage from invasive non-native species. The Board was responsible for reviewing and approving the content and implementation of the Policy, ensuring any new contracts let included reference to it, where a risk was considered to exist arising from the works involved.

The Whistleblowing Policy and the Anti-Fraud and Corruption Policy were complimentary. The aim of the policies was to set out policy and the response plan to be alert to and to respond appropriately to suspected or detected non-financial and financial irregularities. All four Boards were committed to ensuring the highest standards of service and ethical standards. It was the responsibility of all employees of the Boards to report a situation where

this objective may be compromised and the two policies aimed to clarify and support staff in how to raise concerns.

The four Boards had previously approved a policy document ensuring their responsibilities with regard to the health and safety of their employees were satisfied. The Health and Safety Policy required review and approval by the Board to reflect the recent changes (eg employee numbers in some Boards, change of contractor in NELDB etc). There had been no changes to those regulations listed within the Policy with which the Board had to comply and COPE H&S advisors had independently reviewed this list.

Board members APPROVED the four policies as set out.

2661 Health and Safety Report.

A report on Health and Safety updates across the group of four IDBs had been circulated with the agenda. There were no near misses or issues to report relating to Witham Third. Ian Parker asked if all new tractor / flails had been fitted with height limiters and it was confirmed by Officers that indeed they had.

Training for all employees across the four Boards continued during the period, including Risk Assessment training. Overhead Cable Awareness courses were booked for 16.10.18.

Members received and noted the report on Health and Safety.

2662 Plant Programme 2019/20.

A briefing note had been circulated with the agenda and was presented by the Chief Executive.

The plant, vehicle, machinery and equipment replacement programme is considered by the Board annually as part of the budget setting process for the subsequent financial year. For approval, the Board needs reassurance that the programme was affordable in terms of the initial purchase costs (resourced from the Plant Replacement Reserve) and the annual depreciation charges can be met from its Revenue Budgets each year. During previous years two main issues had arisen. Firstly, the initial cost of purchase had increased, especially items that were manufactured abroad. This had been notable for example with weed baskets and flails. As many firms would increase prices from 01st January 2019, the Plant Programme was being brought to the Board earlier for 2019/20, enabling orders to be placed by December 2018. Secondly, the lead in timescales from order placed to receipt of goods had also extended considerably, with plant often arriving after the start of the weedcutting season. This gave operational issues if the old plant had been traded in. Hence, it was considered worthwhile to place orders by December 2018, for delivery by 30th June 2019.

Before moving to 2019/20, the position on the current year 2018/19 was set out:

Item	Budget £	Actual to Date £	Variance £
Acquisitions			
Tractor/Flail	180,000		}
• John Deere 6195R		125,160	}
• Herder Grenadier BK512H		84,100	}
• Bomford Euro250 front flail		5,200	}
<i>Sub total tractor flail</i>	<i>180,000</i>	<i>214,460</i>	<i>34,460</i>
Ride on Mower	20,000		(20,000)
Midi Digger (Second Hand)	15,000		(15,000)
Loader Trailer for Midi Digger	7,500		(7,500)
Total Acquisitions	222,500	214,460	(8,040)
Sales			
Massey Ferguson Tractor FX10 EOA	(20,000)	(28,000)	(18,000)
Herder Flail		(10,000)	
Ride on Mower	(1,000)		1,000
Total Sales	(21,000)	(38,000)	(17,000)
Overall Total (Net)	201,500	176,460	(25,040)

The new tractor flail was delivered on 13th August 2018. The tenders for the replacement Upper Witham midi-digger were received on 10th September 2018, which included trade in values to establish a reasonable sale figure for the existing machine to this Board. The loader trailer will transfer with the machine. Tenders for the ride on mower would be sent out shortly with subsequent sale/trade in of the current mower but other options were being considered (eg flail-bot type machine), depending on the likely future PSCA work for the EA.

The proposed plant programme for 2019/20 was discussed:

ACQUISITIONS		DISPOSALS		NET COST
2019-20				
Tracked Excavator	£140,000	Tracked JCB JS160 YN13 DWD	£15,000	
Weed Basket	£6,500	Weed Basket	£600	
TOTAL	£146,500		£15,600	£130,900

To date, excavator prices had not seen the same price increases as other items of plant and therefore the budget for remained as in the previous years programme at £140k. However, the cost of weed baskets had increased and therefore this budget had been increased to £6.5k from £6.0k.

An assessment had been completed for the affordability of both the initial purchases (to be met from the Plant Renewal Reserve) and the ongoing affordability of the depreciation charges to be made to the Revenue Account. It was confirmed that the initial purchase cost could be met from the Plant Renewal Fund with the lowest balance of the reserve being £270k in 2019/20. It was also confirmed that the depreciation in the short to medium term was within current budgets. In the longer term (2020/21 onwards) up to a £15k increase was required based on the programme and costs outlined.

Having considered 2019/20, the indicative plant programme for a further five years 2020/21 to 2024/25 was set out as follows:

ACQUISITIONS		DISPOSALS		NET COST
2020-21				
Tracked Excavator 15.0m	£140,000	Tracked Volvo EC210 AE61 BTY	£20,000	
Weed Basket	£6,500	Weed Basket	£600	
TOTAL	£146,500		£20,600	£125,900
2021-22				
Tree Cutter	£20,000	Habbig Tree Cutter	£1,000	
TOTAL	£20,000		£1,000	£19,000
2022-23				
Wheeled Excavator	£140,000	Atlas 150W Sliding Dipper FX15 JYP	£15,000	
Rear Mounted Paddock Flail	£10,000	Rear Mounted Paddock Flail	£2,500	
Weed Basket	£6,500	Weed Basket	£600	
TOTAL	£156,500		£18,100	£138,400
2023-24				
Midi Digger/Flail	£50,000	Midi Digger/Flail (Second Hand)	£5,000	
TOTAL	£50,000		£5,000	£45,000
2024-25				
Tractor/flail combination	£180,000	Tractor/flail 2017/18	£15,000	
Defer to 2025-26				
TOTAL	£0		£0	£0

Members were content to APPROVE the Plant & Machinery Replacement Programme for 2019/20 as set out.

Members further APPROVED the Plant & Machinery Replacement Programme for the subsequent five years 2020/21 to 2024/25, subject to the proviso that any changes required in either items to be purchased or budget allocated be referred to the Board for approval.

2663 Director of Operations & Engineering Services' Report.

The Director of Operations and Engineering Services' Report had been circulated with the agenda and was presented to members, along with a verbal update:

- Planned Maintenance Programme

The planned winter maintenance programme 2017/18 had been completed. The watercourses that had benefitted from winter maintenance last season were:

North Delph	Phase I Complete
Swine Syke / Reeds Beck	Complete
Tumby Drain	Complete

The Winter Work programme for the winter season 2018/19 was set out as follows:

<u>Watercourse</u>	<u>Length of work</u>
Viking Drain	490m
Stainfield Fen Drain [part]	760m
Southrey Catchwater [part]	1460m
Pingle Drain [part]	155m

North Delph Phase II [part]	4400m
Monks Drain [part]	1760m
Stixwold Engine Drain [part]	<u>180m</u>
Total	<u>9205m</u>

The summer 2018 maintenance work began with a variety of sites and station compounds being cleared by hand, ahead of the main plant based programme beginning in July. Conditions had been very dry and dusty, with all vegetation being thick and heavy work to cut through. Despite these conditions, and issues relating to workforce resources, the programme has been substantially completed, although work continues.

Ground conditions had been very firm, but this lack of water had meant some of the watercourses had to be cut whilst dry, which made the process difficult. The lack of water lubricating the reciprocating cutter blade on the weedbaskets resulted in the mechanism becoming clogged with cut material and stones wedged between the two halves of the blade.

- Pumping Stations

The flat roofs at Dogdyke and Marsh Lane pumping stations were re-felted to ensure they remained watertight. The original coverings were showing signs of wear and leakage.

A number of the automatic weedscreen cleaners had suffered faults over the previous year and these were highlighted during the wet spring months. Some required attention by a specialist contractor, but other works were undertaken in-house along with preventative maintenance. For example, the replacement of worn cables and hoses before they failed.

A pump and motor at both Coningsby and Dogdyke stations were removed for refurbishment this year. This work was part of the Board's planned maintenance programme.

Further electrical checks were undertaken at Southrey Pumping Station to assess the condition and performance of motor No1. This revealed a variety of faults of differing severity. Motor No2 required a set of new carbon brushes at an estimated cost of £876. Motor No1 was removed from site to have the rotor re-wound. This work was estimated at £11,045 including transport and re-commissioning. This was in addition to that described in the planned programme but deemed necessary preventative work.

- Kirkstead Mill Pumping Station

The work to refurbish the discharge pipeline from Kirkstead Mill pump No1 had been completed. The pipeline was re-lined using a CIPP [cured in place pipeline] GRP UV-light cured lining. This lining creates a new pipeline within the existing sections with a life expectancy of up to 100 years. Including the temporary damming off to allow the work to progress, the cost of these works was £27,505. Now completed, the design and re-construction of the flood wall above, continued. The Board had allocated a budget of £50,000 for all work on this scheme.

- Plant

The Massey Ferguson FX67 AOW tractor flail combination ordered from Chandlers Farm Equipment in April 2017 had been delivered. This tractor/flail combination included the provision of a Kuhn front mounted paddock mower.

The Director of Operations and Engineering Services also confirmed the delivery on 13th August 2018 of the new John Deere 6195R tractor and Herder Grenadier BK512SH side mounted flail combination, in line with the agreed plant replacement programme. These items

were purchased from Doubleday of Boston, at a total net cost of £164,600 including a Bomford Turner Euro 250 front mounted paddock mower.

These items were purchased as they demonstrated the potential for the best long-term value for money for the Board's investment, assuming a working life of seven years. The tractor chosen was also the preferred model of the Board's Operatives when considered against the type of work they will be undertaking.

In addition, all the weed cutting baskets had been refurbished ahead of the start of the summer season and a number of spare parts were purchased to complete this work and in preparation of any breakdowns during the summer months.

- Public Sector Co-operation Agreement

The Board received written instructions to undertake a programme for work for the Environment Agency similar to that requested in 2017/18. In total, the value of the work undertaken in 2018/19 had been estimated at £37,847.

The Board worked on the following watercourses during the summer and the programme of work continued until 31st March 2019 for the EA, as follows:

Welton Beck	£12,280.85
Tilehouse & Snakeholme Beck	£7,626.80
Duckpool Catchwater Drain	£12,282.00
Thunker Drain	£5,658.00
Total	£37,847.65

The amount of work requested had been increased on the Duckpool Catchwater Drain, where the request included the whole of the main river length rather than part of it, as in previous years.

- Catchment Studies

The Board's officers had received the final text of the report on the three catchment studies (Dogdyke, Kirkstead and Woodhall). This had been reviewed and signed-off. The results indicated a number of locations that may not provide the expected standard of service or protection from high flows when compared against the original design. The information contained within it would be used to design structures to replace those on the Stixwold Engine Drain, and potentially, the replacement of motors and pumps at the pumping stations serving the catchments and be made available to developers who required access to the modelled flood levels within the Board's systems.

- Workforce

The Board's workforce had seen recent changes but will be up to a full complement by 01st October 2018. However, it was noted that the vast majority of the workforce were relatively new to the Board. Six of the eight drivers had four or less years' service with the Board. Two were new this year. This resulted in an increase in the amount of time the Working Foreman was required to direct and guide the new starters.

Despite this, most of the Board's planned summer maintenance programme will be completed before Christmas. This required the extension of the period when overtime was worked, to ensure as much of the work was completed whilst ground conditions and periods of daylight working were reasonable.

- Defra Policy Advisory Group

The four Boards were invited to host a meeting of this group and to demonstrate some of the areas in which drainage Boards work and the variety of issues in which they were involved. The group visited the district on 18th June and were taken on a tour of sites within the Lincoln area to illustrate the wide variety of duties and responsibilities of a Board and the importance of its work, not just in agricultural areas, but also residential and industrial areas. Officers took the opportunity to show the group members the work undertaken by the Board in partnership with others eg the new Stamp End Pumping Station due to transfer shortly to the Board (awaiting completion of three legal agreements).

- Timberland Pumping Station Open Days 2018

The station was open to the general public on 03rd June 2018 and 15th September 2018 to coincide with the opening of the Dogdyke Pumping Station Preservation Trust to ensure maximum publicity and attendance. The weekend's display formed part of the Lincolnshire Heritage Open Day weekends when many properties were open to the public. The station would open to the public again next year on 02nd June and 14th September 2019.

- Lincolnshire Show 2018

The Board was represented by the Association of Drainage Authorities' stand in the Environment area of the Show on 20th and 21st June 2018. For the second year running, the stand won the Gamekeeper Cup for best stand within the Countryside sector. The stand contained contributions from Lincolnshire County Council, Environment Agency, IDBs and Lincolnshire Chalk Stream project.

Members received and NOTED the report and presentation.

2664 Consents and Enforcements Report

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

A date is shown only when the consent has been given, or an enforcement issue closed.

Byelaw Consent Applications

Reference	Location	Applicant	Details	Date
None received				

Section 23 Land Drainage Act Consent Applications – District

Reference	Location	Applicant	Details	Date
TD-4006-2018-CON	Land off The Sidings, Horncastle	Shinn Developments Ltd	Attenuated discharge into ditch from residential development	21-05-18
TD-4219-2018-CON	To rear of Five Mile House, High Street, Fiskerton	Mr M Would	Attenuated discharge into ditch from residential development	

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-4070-2018-CON	8 High Street, Nettleham	Mr W Tree	Raised platform adjacent to Beck	20-06-18
TE-4105-2018-CON	Bardney airfield, Tupholme	OMEX Agriculture	350m long diversion of culverted watercourse	28-08-18

Enforcement Issues – District

Reference	Location	Description / Comments	Actions
TD-3222-2017-ENF	Paul's Lane Tattershall Thorpe	Possible blocked culvert causing field flooding	Awaiting LCC to jet road culvert
TD3439-2017-ENF	32 Hunters Lane Coningsby	Possible maintenance required in watercourse	Awaiting work to be completed
TD-3701-2017-ENF	New Clay Bridge A158 Bullington / Torrington Beck	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, Friesthorps	Saplings on watercourse	Ian to look at this and carry out work if necessary
TD-4213-2018-ENF	5 Suffolk Ave, Coningsby	Slip in bank	Investigations ongoing

Enforcement Issues – Extended Area

Reference	Location	Description / Comments	Actions
TE-3250-2017-ENF	Doddington Road, South Willingham, Louth	Overgrown watercourse & blocked road culvert	Case closed 12-9-18
TE-3322-2017-ENF	Lincoln Road, East Barkwith	Possible maintenance to watercourse	Case closed 18-8-18
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, Stixwoud	Road flooding	Awaiting LCC to jet 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

Members received and noted the report.

2665 Engineering Services Report.

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

The Board received a number of consultations and had commented on planning applications to the various planning authorities, with particular cases highlighted for members:

S/215/01685/17 & S/215/01426/16 TD-3049-2016-PLN:

Erection of 16 no. dwellings and construction of internal roads. Erection of acoustic fencing. Railway Hotel, 195 Witham Road, Woodhall Spa

"Thank you for the opportunity to comment on the amendments to the application. The site is within the Witham Third District Internal Drainage Board area adjacent to the Board maintained watercourse. Barrow Pits.

The Board **OBJECTS** to proposed amendments. The block plan now shows a pond within the Board Byelaw distance of 9m from the top of the bank of Board maintained watercourse 'Barrow Pits', as previously stated this is an area that is expected to remain clear of obstructions to allow for maintenance, repair and improvement, in addition access to and across the site will be required for the Board's heavy plant. Byelaw consent would not be given for the proposed layout and therefore if any works were carried out they would be illegal and the Board would take enforcement action.

Comment and information to Agent/Applicant

Under the terms of the Board's Byelaws, the prior written consent of the Board is required for any proposed temporary or permanent works or structures (including outfalls) in, under, over or within 9m of the top of the bank of a Board maintained watercourse. Consent forms are available on the Board website for the use of the Agent.

Comment and information to Lincolnshire CC Highway SUDs Support

It is noted it is now proposed the surface water is to be discharged into the Anglian Water surface water sewer. Where Surface Water is to be directed into a Mains Sewer System the relevant bodies must be contacted to ensure the system has sufficient capacity to accept the additional Surface Water".

138041 TE-4197-2018-PLN :

Erection of 25 dwelling houses. Land at Good's Farm, Meadows Lane, Reepham

"Thank you for the opportunity to comment on the above application. The site is partly within the Witham Third District Internal Drainage Board area. On the East boundary is the Board maintained Reepham Beck (2016).

The Board **Objects** to the proposed development because the layout includes features (house and garage on plot 23, fencing and planting) that are within the Board Byelaw distance of 9m which prevent access for the Board. At this location a clear unobstructed access strip is required adjacent to the watercourse to undertake, maintenance, improvement and repairs. There applicant should submit a revised detail.

Note the Board proposes to carry out 'Winter' work within the next few years and access will be required from both banks".


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

2666 Any Other Business.

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

2667 Date, Time and Place of the Board's Next Meeting.

The Board's next meeting and Annual Public Meeting was confirmed for Tuesday, 27th November 2018 at 10.30am in Minting Village Hall.

 Chairman 27-11-18 Date
W3rd BM 25.09.18.