

WITHAM THIRD DISTRICT INTERNAL DRAINAGE BOARD

Minutes of the one hundred and sixth meeting of Witham Third District Internal Drainage Board, held on Tuesday, 29th January 2019 at Minting Village Hall, Lincolnshire, LN9 5RX at 10:30am.

Present:

Cllr. T. Ashton
Cllr. S. M. Avison
Mr. J. Boyall
Mr I. M. Clark
Cllr. S. England
Cllr. I. G. Fleetwood
Mr. R. J. Garner
Mr. R. P. Hairsine
Cllr. G. Hewson
Mr. D. C. Hoyes MBE
Mr. P. R. Hoyes (**Chairman**)
Ms. J. F. Holland
Mr. D. Jackson
Mr. I. Parker
Mr. M. I. Thomas (**Vice Chairman**)
Cllr. P. J. Vaughan
Mr. R. J. Weightman
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 |

2692 Apologies for absence.

Apologies for absence were received from Mr. R. Armstrong, Mr. B. Charlesworth, Mr. W. S. Crane, Cllr. Mrs. S. Gorst, Cllr. W. H. Gray, Cllr. W. Grover, Cllr. Mrs. F. M. Martin MBE and Cllr. G. McNeill.

2693 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.

2694 Chairman's Announcements.

The Chairman welcomed members to the January meeting, advising that a key feature of the agenda was for the Board to approve budget Estimates for the next financial year, 2019/20.

In order to agree the proposed Estimates, the Board also is obliged each year to formally approve the Annual Value, any land movements to 31st December and to set the Penny Rate

in the pound. This year officers are proposing a 0.5% increase in the Penny Rate, as discussed and recommended by the Board's Standing Committee on 15th January.

The Chairman proposed therefore that items 14 and 15 on the agenda (the Estimates report and the Annual Value & Penny Rate report) be considered together, before asking members to approve either, and this was agreed.

2695 Minutes of the Board and Annual Public Meeting, 27.11.18.

The Minutes of the Board's previous meeting incorporating the Annual Public Meeting held on Tuesday, 27th November 2018 were proposed by Mr. T. Williams, seconded by Cllr. I. Fleetwood and APPROVED as an accurate record.

MATTERS ARISING:

2695.1 Staffing Issues (minute 2681.7 refers).

The Chief Executive informed members that long serving Working Foreman, Mr. Barry Holland would retire on 31st January 2019 after 22 years working for the Board, 25 years including three years previous service from 1980 to 1983. His last working day was last Thursday, 24th January 2019, as he is now on leave.

2696 Minutes of the Standing Committee meeting, 15.01.19.

The minutes of the Standing Committee meeting held on Tuesday, 15th January 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.

2697 Minutes of the Joint Services Committee, 10.12.18.

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

MATTERS ARISING:

2697.1 Pay & Conditions Update (item 8 refers).

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

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

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

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

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

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

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

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

2697.2 Joint Services 2019/20 Draft Budget.

Members were advised that JSC members had on 10.12.18 AGREED to recommend the proposed joint services budget 2019/20 which was pro rata incorporated into today's Budget Estimates Report.

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

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

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

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

Overall, there was a budget cost increase of £58k for 2019/20 on £781k spend in 2018/19 (+7.42%). This was allocated £19.3k to UW, £9.6k to NEL, £12.1k to W1st, and **£16.9k to W3rd**. These charges are incorporated in each Board's Estimates for 2019/20 and the full Joint Services budget has been fed into those Estimates.

2698 Chief Executive's Report.

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

2698.1 Proposed Estimates 2019/20

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

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

It was reported that on 21.01.19 Upper Witham IDB had approved a 2.00% increase in the Penny Rate and on 22.01.19 NELDB had approved a 1.00% increase in the Penny Rate.

| <u>Witham Third DIDB (0.5%)</u> | 2018/19 | Change | 2019/20 | Change |
|--|---------------------|--------------------|---------------------|---------------|
| | £ | £ | £ | % |
| Special Levies: | | | | |
| City of Lincoln | £ 255,538.64 | £ 1,276.98 | £ 256,815.62 | 0.50% |
| East Lindsey District Council | £ 310,142.37 | £ 16,385.60 | £ 326,527.97 | 5.28% |
| West Lindsey District Council | £ 190,686.22 | £ 8,516.35 | £ 199,202.57 | 4.47% |
| Total Special Levies | £ 756,367.23 | £ 26,178.93 | £ 782,546.16 | 3.46% |
| Drainage Rates | £ 163,365.12 | £ 24,071.96 | £ 187,437.08 | 14.74% |
| Total Drainage Rates & Special Levies | £ 919,732.35 | £ 50,250.89 | £ 969,983.24 | 5.46% |

It was highlighted that with the proposed 0.50% increase in the Penny Rate, the impact of land movements can drive greater percentage changes in the Special Levy (e.g. 5.28% ELDC for Witham Third DIDB and 4.47% WLDC for Witham Third DIDB).

Members were reminded of the context of the infrastructure costs to support business / economic growth and housing development, which in turn generates NNDR and CT income to the Council. Also, a change within drainage rates accounts can change the position, e.g. drainage rates income increase for 2019/20 of 14.74% in Witham Third DIDB is driven largely by three intensive poultry units.

2698.2 Pay Settlement 2019/20.

As previously reported, after pay claim negotiation, both management and staff sides of the Committee reached agreement on using for 2019/20 100% of the increase in Average Weekly Earnings (AWE) in the public sector, as published on 16.10.18, which was 2.7%. Unison agreed to put this to a consultative ballot.

Members were advised that the process is now the ADA Pay & Conditions Committee has a pay settlement agreed between both parties, this is formally recommended for approval by the ADA Lincolnshire Branch at the next meeting on 21.02.19.

It is then for individual Boards to adopt or reject the ADA Lincolnshire Branch recommended pay settlement each year.

Members AGREED to formally approve and adopt the ADA Lincolnshire Branch pay settlement of 2.7% for 2019/20, subject to this being approved on 21.02.19 by the Lincolnshire Branch and noted that this will then be applied across all salary and wages scales from 01.04.19 and also noted that the impact has been built into Estimates for 2019/20.

2698.3 Upper Witham replacement depot and office at Meadow Lane, North Hykeham.

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

A loan application was submitted to the PWLB on 09.01.19, after the Board's Finance & General Purposes Committee meeting that day.

The Chief Executive confirmed to members that the £1.2 million had been drawn down on 18.01.19.

A meeting had taken place on 17.01.19 with the Board's solicitors to discuss the model contract submitted by Taylor Pearson Construction Ltd. for signature.

Members received and NOTED the report and verbal update.

2699 Schedule of Expenditure, 01.11.18 to 31.12.18.

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

Gross expenditure totalled £297,660.83 or, net of £16,057.09 VAT, £281,603.74. Of this, £23,514.76 was recharged to other bodies.

Items highlighted to or raised by members included:

- Items 15-18: £1,633.50, £1,633.50, £3,125.00, and £3,145.00 all net to Certas Energy UK for fuel. Payments for fuel indicated the higher usage during the summer maintenance season and also the rising costs.
- Item 34: £876.00 net to Edgar Allen Mining Products Ltd. Mr. J. Boyall queried this payment for carbon brushes. It was confirmed that this a large amount of work that had taken place to the Southery PS motor including the supply and fit of carbon brushes.
- Items 37: £52,577.00 (net) payment to the Environment Agency. This was the final payment for the Flood & Coastal Erosion Risk Management Precept.
- Items 55 & 56: £4,776.36 and £5,265.08 net to Inspiring Lives Ltd. Gary Hewson queried these payments, noting that it could be approximately £60k per year for consultancy. The Chief Executive confirmed that this cost was for HR services and was recharged between the four Boards. If an HR practitioner was directly employed, the employer on-costs would be >40%. A breakdown of costs for 2018/19 would be provided for the next meeting. Mr. Terry Williams suggested that unless total costs were >£100k, this was not an issue on which the Board should dwell.
- Items 60 & 61: £1,890.00 and £5,990.00 net to John W. Doubleday Ltd. It was confirmed that these were the final payments for the purchase of the John Deere machine, correcting a previous inaccurate invoice.

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

2700 Financial Performance Report to 31st December 2018, month 9 of 2018/19 and forecast year end position as at 31.03.19.

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

| Profiled Budget P9 £ | Actual (Surplus)/Deficit £ | Variance £ |
|-------------------------|-------------------------------|---------------|
| (97,303) | (143,763) | (46,460) |

The Board had anticipated a surplus position of (£97,303) as at 31st December, but the actual month nine position was a surplus of (£143,763), being a positive variance of (£46,460). Members were reminded that it had been a very dry summer and autumn

however, the potential 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. The main variation related to income streams, which were a positive (£100k) ahead of profile.

Rechargeable PCSA Works were undertaken again for the Environment Agency, with income received monthly 'on account' rather than in lump sums when works were completed. Therefore, the Rechargeable works income was currently (£65k) ahead of profile based on the invoice profile being followed. Sundry Income was (£11k) ahead, being mainly recharges to the other Boards.

Highland Water claims were submitted to the Environment Agency for the 2017/18 actual claim balance of (£40,340) 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 on the 2017/18 actual claim (£40,340), i.e. a total of (£188,340) had been received by the Board.

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

| | 2018/19 Estimate | Profiled Budget | Actual | Variance | Provisional Outturn | Variance |
|----------------------------------|-----------------------------|----------------------------|------------------|-----------------|--------------------------------|------------------|
| | £ | £ | £ | £ | £ | £ |
| Income | (1,134,976) | (1,075,584) | (1,175,348) | (99,764) | (1,227,256) | (92,280) |
| Board & General Admin | 24,310 | 15,930 | 15,238 | (692) | 22,364 | (1,946) |
| One Off Schemes | 9,000 | 9,000 | 29,397 | 20,397 | 29,397 | 20,397 |
| Conservation | 2,000 | 1,105 | 555 | (551) | 739 | (1,261) |
| Depot | 30,769 | 25,624 | 25,619 | (5) | 44,901 | 14,132 |
| Drains | 519,257 | 377,242 | 333,692 | (43,550) | 462,578 | (56,679) |
| Pumping Stations | 211,902 | 133,708 | 135,028 | 1,320 | 229,773 | 17,871 |
| Joint Admin/Witham House | 114,274 | 141,290 | 166,868 | 25,578 | 132,358 | 18,084 |
| Consents & Enforcement | 14,115 | 30,267 | 31,945 | 1,678 | 14,908 | 793 |
| Director of Operations/Engineers | 87,092 | 71,119 | 74,864 | 3,745 | 86,760 | (332) |
| Contrib to/from Reserves | 0 | 0 | 0 | 0 | 0 | - |
| PWLB | 0 | 0 | 0 | 0 | 0 | - |
| Rechargeable Works | 15,000 | 12,847 | 78,403 | 65,556 | 89,468 | 74,468 |
| EA Precept | 107,257 | 107,258 | 105,154 | (2,104) | 105,154 | (2,103) |
| FRS17 Pension Adjustment (net) | 0 | 0 | 0 | 0 | 0 | - |
| Wages & Plant Holding Account | 0 | 52,891 | 34,821 | (18,070) | 0 | - |
| (Surplus)/Deficit | 0 | (97,303) | (143,763) | (46,460) | (8,856) | (8,856) |

On Drainage rates, the collection rate was 98.8%, being a slight decrease on the previous year (which was 99.4% at the same point in 2017/18), but this was an excellent position. Final reminders for outstanding rates accounts were despatched in September. Court was attended on 03rd December 2018 where liability orders were granted and these have been passed to external bailiffs for collection. All historical outstanding rating queries were resolved and only land transfers in-year were now being actioned.

Bank balances and investments as at 31.10.18 were set out as follows:

| | | |
|---------------------------|----------|----------------------------|
| Natwest | £ | 142,820.77 |
| Co-op (Closed) | £ | - |
| Nationwide Instant Access | £ | 483,570.80 |
| Nationwide 95 Day Notice | £ | 514,434.91 |
| Total | £ | <u>1,140,826.48</u> |

Whilst bank balances were comparatively high at this point in the year, due to most sources of income having been received for 2018/19, these will reduce over the next few months as no significant sources of income are due until May 2019.

On plant and machinery the tractor flail combination was delivered on 13.08.13 as follows:

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

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

It was highlighted that on the 2018/19 plant programme, the outstanding matters were the purchase of the robo mower (on order) and consequent disposal of the ride on mower, the midi-digger and associated flat-bed trailer purchase from Upper Witham IDB.

There followed discussion about the forecast 2018/19 31.03.19 year-end position of a small surplus of (£9k). This did make some assumptions, eg that although expenditure on electricity to 31.12.18 was £31k it would increase to £41k (against a budget of £60k) as at 31.03.19. The new depot roller door and windows provisionally included at £15k, new telemetry at Southrey PS £12k, the cost of pump motor rewind at Southrey £16k and that all £25k of the pump lifts budget is utilised. Given these assumptions, the year-end position is forecast to be broadly balanced to plus or minus £10k.

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

2701 Risk Register.

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

Members received the revised Risk Register and were content to approve it.

2702 Estimates for 2019/20.

A report setting out the proposed Budget Estimates for 2019/20 had been circulated with the agenda and was presented by the Finance Consultant.

Detailed work had been undertaken to review the actual income and expenditure as at 31st December 2018 and this had been projected forward to provide an indicative outturn position as at 31st March 2019. This position was used to inform the budgets for 2019/20, together with any known cost pressures, necessary developments and known savings.

A summary table of the proposed budget was outlined as follows:

| | Approved 2018/19 Estimate | Draft 2019/20 Estimate | Variance |
|----------------------------------|--|-----------------------------------|-----------------|
| | £ | £ | £ |
| Income | (1,134,976) | (1,185,403) | (50,427) |
| Board & General Admin | 24,310 | 21,260 | (3,050) |
| One Off Schemes | 9,000 | 90,000 | 81,000 |
| Conservation | 2,000 | 2,000 | - |
| Depot | 30,769 | 30,939 | 170 |
| Drains | 519,257 | 551,205 | 31,948 |
| Pumping Stations | 211,902 | 211,818 | (84) |
| Joint Services | 114,274 | 123,881 | 9,607 |
| Consents & Enforcement | 14,115 | 14,290 | 175 |
| Director of Operations/Engineers | 87,092 | 94,003 | 6,911 |
| Contrib to/(from) Reserves | - | (76,250) | (76,250) |
| PWLB | - | - | - |
| Rechargeable Works | 15,000 | 15,000 | - |
| EA Precept | 107,257 | 107,257 | - |
| FRS17 Pension Adjustment (net) | - | - | - |
| Wages & Plant Holding Account | - | - | - |
| (Surplus)/Deficit | - | - | - |

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

Members were advised that a balanced budget position could be achieved for 2019/20, based on these assumptions and a proposed 0.50% penny rate increase.

Income had been increased to include an increase from Drainage Rates of (£24k), due to the net impact of land movements and additional specialist values for intensive poultry units. Income from Special Levies had been increased by (£26k), assuming a 0.50% increase in the penny rate in order to set a balanced budget 2019/20 and to protect the baseline in line with inflation. All other income budgets remained unchanged.

The 'one-off' schemes for next year include the Shortferry Pumping Station automated weedscreen cleaner to be refurbished at £25k, a new control panel at Shortferry PS at £35k and timber revetment works at Minting Beck at an estimated £30k. These will mainly be funded from fund transfers and the bank slip Budget.

For the budget headings covered under Drains, Pumping Stations, Wages and Plant Holding account the main increases are provision for the inflationary increase for a 2.7% pay award and associated increase in oncosts at £29k. An additional lease vehicle is required for the Working Foreman, whose current vehicle replaces one of the depot vehicles. The bank slip budget was retained at £10k to part-fund the works at Minting Beck and the budget for Electricity remains at £60k. The budget for Pump Lifts remains at £25k, (the work is essential to ensure pumps are inspected on a regular basis and is a condition of our insurance policy). Pump lifts are proposed for Shortferry and Stainfield during the next financial year.

The Joint Services Committee on 10th December 2018 recommended the Joint Services Budgets to the four Boards for inclusion in each Board's detailed Estimates. The main variance is providing for 2.7% pay award, increments and associated oncosts at £25k and to

reflect the servicing of the debt costs relating to the office element of the new depot/office facility £20k. Additional running costs for the fibre IT link (6 months) had also been included at £3k.

The cost of Consents & Enforcement Officer is fully met by income from recharges to Lincolnshire County Council (costs allocated across the three relevant Boards and income received by three Boards). The Memorandum of Understanding has been extended until 31st March 2021.

Transfers from reserves were proposed as follows:

| Scheme | Reserve Utilised | Amount from Reserve £ | Cap Scheme Budget £ | Total Scheme £ |
|----------------------------|------------------|--------------------------|------------------------|-------------------|
| Shortferry AWC | AWC | (25,000) | | (25,000) |
| Shortferry Control Cabinet | Pumping Stations | (35,000) | | (35,000) |
| Minting Beck | General | (16,250) | (13,750) | (30,000) |
| Total | | (76,250) | (13,750) | (90,000) |

An inflationary 2% increase of EA Precept was already included in the base for 2018/19, but no increase was made. Therefore, this uplift remained for any increase in 2019/20.

The total of all the stated variations was therefore £0k. On this basis a balanced budget can be achieved for 2019/20 based on the assumptions stated for 2019/20, with a 0.50% increase in the penny rate.

Members have agreed a policy of holding a general 'Revenue Reserve' for emergencies of 10% to 15% of turnover and the balance held in 'earmarked reserves' for particular requirements.

It was proposed to members that the fund balances be allocated on the following basis:

| Reserve | 2018/19 b/f £ | 2018/19 c/f £ | 2019/20 c/f £ |
|-------------------|------------------|------------------|------------------|
| Revenue Reserve | (163,303) | (163,303) | (147,053) |
| Plant & Machinery | (392,456) | (273,387) | (254,077) |
| Pumping Stations | (294,004) | (294,004) | (259,004) |
| AWC Renewal | (150,000) | (150,000) | (125,000) |
| One off projects | (83,991) | (54,594) | (8,991) |
| Office IT Renewal | (2,779) | (5,558) | (8,337) |
| Balance | (1,086,533) | (940,846) | (802,462) |

The Revenue Reserve is the general 'contingency' reserve and will be utilised for any unexpected or emergency purposes which cannot be contained in the revenue budget. The 2019/20 balance is 12.4% of turnover, so is compliant with the Board's approved policy

Within the Plant and Machinery reserve budget, future purchases of Plant and Equipment are funded. Depreciation charges replenish this fund on an annual basis.

The Pumping Stations reserve will be used for maintaining the fabric, pumps, and other 'one off' spends required at pumping stations. This is judged as necessary given the age now of the fabric of the pumping station buildings and the pumps themselves.

The one off schemes reserve helps to smooth expenditure between years for larger one off schemes. The balance on the reserve is earmarked for upgrading telemetry and completing the Kirkstead Flood Wall scheme.

Following discussion the Board **APPROVED** the Estimates for 2019/20, based upon a 0.5% increase in the penny rate.

2703 Annual Value as at 31.12.18, Land movements 01.01.18 to 31.12.18, setting of the Penny Rate and Drainage Rates and Special Levies.

A paper setting out the Annual Values for 31.12.18, the land movements to 31.12.18, a proposed 0.5% increase in the Penny Rate in the pound and therefore the proposed Drainage Rates and Special Levies for each of the three relevant councils had been circulated with the agenda. This paper was withdrawn and substitute paper was tabled, due to an error in the clarification of one of the land movements.

The schedule of land movements between 01.01.18 and 31.12.18 that required either transfer from Drainage Rates to Special Levy were set out. Land is transferred at the development rate of £4,287.44 per hectare.

This resulted in the following Annual Values as at 31st December 2018:

| | Annual Values 31.12.17 £ | Land Transfers 2018 £ | Annual Values 31.12.18 £ |
|-----------------|--------------------------------|-----------------------------|--------------------------------|
| Drainage Rates | 1,774,724 | 251,382 | 2,026,106 |
| City of Lincoln | 2,776,055 | 0 | 2,776,055 |
| East Lindsey DC | 3,369,245 | 160,367 | 3,529,612 |
| West Lindsey DC | 2,071,528 | 81,757 | 2,153,285 |
| Total | 9,991,552 | 493,507 | 10,485,059 |

The following 'penny rates' in the pound will be applicable if the 0.50% increase proposed is agreed:

| | Penny Rate (p) |
|----------|-------------------|
| Current | 9.2051 |
| Proposed | 9.2511 |

This would give a net increase in the amount of income generated from Drainage Rates, from £163,365 in 2018/19 to £187,437 in 2019/20 (+£24,072). This change is mainly due to three intensive poultry units built in the Drainage Board area during 2018. These were valued by Robert Hurst from Fisher German LLP and the revaluation report was received in June 2018. New rating assessments had been issued to the property owners.

The above increase will have the following impact on Special Levies including the rebasing of the Annual Values for the land transfers for each Council as follows:

| | Current £ | Proposed £ | Difference £ | Increase % |
|-----------------|-------------------|-------------------|------------------|---------------|
| City of Lincoln | 255,538.64 | 256,815.62 | 1,276.98 | 0.50 |
| ELDC | 310,142.37 | 326,527.97 | 16,385.60 | 5.28 |
| WLDC | 190,686.22 | 199,202.57 | 8,516.35 | 4.47 |
| TOTAL | 756,367.23 | 782,546.16 | 26,178.93 | 3.46 |

In conclusion, the income to the Board will increase in 2019/20 by a net total of £50,251 (being an increase of £26,179 in Special Levy and a net increase in Drainage Rates of £24,072, due to the transfer of agricultural land to other developed land).

Following discussion, members were content to APPROVE:

1. The transfer of land from Drainage Rates to Special Levy as set out above is approved.
2. The land valuations as at 31st December 2018 upon which Drainage Rates and Special Levies are calculated is set at £10,485,059.
3. The 'penny rate' in the pound is increased from 9.2051 pence in 2018/19 to 9.2511 pence (+0.50%) for 2019/20.
4. The Special Levies 2019/20 be agreed for each of the three Councils as:

| | |
|-------------------------------|-------------|
| City of Lincoln | £256,815.62 |
| East Lindsey District Council | £325,950.08 |
| West Lindsey District Council | £199,780.46 |
5. The Chairman and Chief Executive be authorised to sign the 'Rate Book', apply the seal of this Board and publicise the revised penny rates, estimated Drainage Rates and Special Levies before 15.02.19.

Cllr. Tom Ashton on behalf of East Lindsey District Council stated that he welcomed the 0.5% increase and was reassured that the majority of the uplift was covered by economic growth within the district. He commented that the work of Witham Third IDB allowed this growth that was beneficial to his constituents.

At 11.40 Cllr. S. England and Mr. T. Williams left the meeting.

2704 Health and Safety Report.

An update on Health and Safety issues across the group of four IDBs had been circulated with the agenda.

Cope Health and Safety, the current external contractor visited Officers at Witham House on the 22nd November 2018 to complete the Annual Review. There were no "Near Misses" reported since the last Health & Safety Report to the Boards in November 2018.

Training continued with employees from all four Boards and NEL Contractor (Eric Carnaby & Son Ltd.). An update meeting for all the workforces was held on 29th November 2018. This session covered a variety of Health & Safety topics including refresher Overhead Cable Avoidance, Underground Services, Leptospirosis (Weill's disease) and Lone Working along with Biodiversity training. The full Overhead Cable Avoidance Training for new Operatives had taken place on the 09th January, in Boston.

First Aid Training is booked for early February, for all Operatives.

Members received and noted the report on Health and Safety.

2705 Environment Report.

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

The owl box camera at Southrey PS continued to work, however there had been no sightings of any roosting barn owls yet.

Winter Works surveys had been completed throughout January in preparation for works starting. All Operatives would be made aware of any environmental concerns or BAP species present which affect working patterns.

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

Mr. Ian Parker asked specifically what works are allowed near badger setts? It was confirmed that the CL27 licence permits Registered Persons and their Assistants to:

Interfere with a badger (*Meles meles*) sett by means of:

- Cutting bank vegetation with hand-tools and/or a tractor mounted flail
- Cutting bank vegetation and processing with a purpose-built harvester.
- Cutting mid-channel vegetation with a 360 excavator.
- Reforming banks with a 360 excavator.
- De-silting drainage beds with a 360 excavator.
- Maintaining low-level drainage culverts with a 360 excavator

Any wheeled machines must not be used in the sett area and must be used on the opposite bank.

Members received and NOTED the report.

2706 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 summer maintenance work continues and despite the thick, heavy vegetation is expected to be completed within the next 10 days.

The Winter Work programme for this coming season was set out as follows:

| Watercourse | Length of Work (m) |
|-------------------------------|---------------------------|
| Viking Drain | 490 |
| Stainfield Fen Drain (part) | 760 |
| Southrey Catchwater (part) | 1460 |
| Pingle Drain (part) | 155 |
| North Delph Phase II (part) | 4400 |
| Monks Drain (part) | 1760 |
| Stixwould Engine Drain (part) | 180 |
| Total | <u>9205</u> |

- **Pumping Stations**

It had been necessary to remove a pump at Horncastle Ings due to the failure of one of the two pumps. It was believed that the electrical connection to the motor was gnawed by rats causing it to fail. This work was completed before Christmas by Perry's Pumps of Lincoln at a cost of £1,732. The Electrical motor rewind on a pump motor at Southrey had been undertaken at an estimated £16k total cost.

- **Plant**

An order for the provision of a new tracked excavator, with 12m reach [with sliding dipper extended], has been given to TCHarrison JCB Ltd. of Lincoln. Their bid met the technical specification and was the lowest of those tenders received. The machine is programmed for delivery to the Board in time for the summer maintenance season in June 2019. The costs are set out, as follows:

| | Tender £ | Budget £ | Variance £ |
|----------------------|---------------------|---------------------|-----------------------|
| Excavator | 122,000 | | |
| Extras | 7,500 | | |
| Total purchase price | 129,500 | 140,000 | (10,500) |
| Trade in | (35,000) | (15,000) | (20,000) |
| Net Cost | 94,500 | 125,000 | (30,500) |

The pump at Dogdyke PS is currently out for refurbishment by Perry's pumps.

Members were advised that the Robomower had been delivered on 28.01.19. This machine was fitted with a flail and had the benefit of being able to operate remotely and would be used in difficult to reach areas and much of the scheduled EA PSCA works.

- **Public Sector Co-operation Agreement**

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

The Director of Operations and the Operations Manager met with the Environment Agency on 19th December 2018 and 17th January 2019 to discuss work programmes for the 2019/20 year. The forthcoming year's programme may include the vegetation control and flailing of 13kms Barlings Eau and the whole of Welton Beck. The Beck was maintained by the Board [as Mickleholme Drain] until the early 2000's when the watercourse was enmained by the Environment Agency.

The Board had undertaken rechargeable work on the River Till. This work was requested by the Environment Agency via Upper Witham IDB. However, that Board does not currently have the resources to undertake the work (as UW's long-reach excavator is on Foston Beck near Grantham doing EA PSCA work) and so Witham Third DIDB had completed the work on their behalf, with the Board being reimbursed costs accordingly.

- **Workforce**

This month saw the retirement of the Board's Working Foreman, Barry Holland after 22 years with the Board. Barry's time with the Board had been mostly occupied as the Operator of the long reach excavator during the year. Whilst his official retirement date was 31st January his last working day was 24th January with a small gathering of his colleagues to mark this occasion.

An advert for his replacement had been placed with a closing date of 18th January, with interviews taking place on 30th and 31st January.

Mr I. M. Clark asked for detail regarding the regulatory limits for the EA cutting reeds on Horncastle Canal.

Mr. I. Parker noted that he had witnessed the EA working on the River Bain and had advised them of a hole on the Witham Bank, requesting that the EA repair it. It was confirmed that Operatives would be alerted to the issue.

Members received and NOTED the report and presentation.

2707 Consents and Enforcements Report

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

Byelaw Consent Applications

| Reference | Location | Applicant | Details | Date |
|------------------|-------------------------------|---------------------------------|-----------------------------|-------------|
| TD-4318-2018-CON | Woodhall Sewer outfall | Jackson Hyder | Structure refurbishment | 12-11-18 |
| TD-4373-2018-CON | Sudbrooke Beck Sudbrooke Park | Daniel Charles Construction Ltd | Temporary works for culvert | 23-11-18 |

Section 23 Land Drainage Act Consent Applications – District

None received

Section 23 Land Drainage Act Consent Applications – Extended Area.

The Board acts as Agent for Lincolnshire County Council, the Lead Local Flood Authority

| Reference | Location | Applicant | Details | Date |
|------------------|-------------------------|-------------------------|---------------------------------------|-------------|
| TE-4311-2018-CON | Biscathorpe | Egdon Resources UK Ltd | Replacement culvert | 12-11-18 |
| TE-4378-2018-CON | Scothern Lane Sudbrooke | J Pike (Properties) Ltd | Restricted discharge from development | 12-12-18 |

| | | | | |
|------------------|------------------------|------------------|---|----------|
| TE-4436-2018-CON | Heath Road Scothern | Mr & Mrs P Maxey | Restricted storm and treated foul discharges from development | 28-12-18 |
|------------------|------------------------|------------------|---|----------|

Enforcement Issues – District

| Reference | Location | Description / Comments | Actions |
|------------------|-------------------------------------|--|---|
| TD3439-2017-ENF | 32 Hunters Lane Coningsby | Possible maintenance required in watercourse | Awaiting work to be completed |
| TD-3701-2017-ENF | Claybridge/Torrington Beck. A158 | Bank slip | Awaiting remedial works |
| TD-3980-2018-ENF | Chapel House, Legsby | Flooding in garden | Awaiting LCC to jet road culvert |
| TD-4002-2018-ENF | Linwood Drain, Friesthorpe | Saplings on watercourse | Ian to look at this and carry out work if necessary |

Enforcement Issues – Extended Area

| Reference | Location | Description / Comments | Actions |
|------------------|---|--|--|
| TE-3250-2017-ENF | Doddington Road, South Willingham, Louth | Overgrown watercourse & blocked road culvert | Case Closed 01-09-18 |
| TE-3359-2017-ENF | Lemar, North Road, Tattershall Thorpe | Stagnant water in watercourse | Investigations on going |
| TE-3658-2017-ENF | The Sewer Woodhall | Fallen tree | Awaiting response from land owner |
| TE-3823-2018-ENF | New Apley, Market Rasen | Blocked culvert | Awaiting LCC to confirm work completed |
| TE-3908-2018-ENF | Woodhall Spa Road, Stixwold | Road flooding | Awaiting LCC to jet culvert |
| TE-3911-2018-ENF | Badgers Holt, Bushlingthorpe | Flooding in garden | Awaiting LCC to jet culvert |
| TE-3938-2018-ENF | Great Sturton, Horncastle | Property flooding | Remedial works ongoing |
| TE-3981-2018-ENF | Bleasby, Market Rasen | Road flooding | Awaiting response |

Members received and noted the report.

2708 Engineering Services Report.

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

It had been a particularly busy period for the Board. Several issues were highlighted to members:

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

This item was highlighted for information to members, however it does not directly affect the Board district. Lincolnshire County Council Highways have put forward this scheme to complete the Bypass around Lincoln linking the Western section at the A46 with the Eastern section at the A15 which is currently under construction.

The proposed road goes through Upper Witham Internal Drainage Board district and passes over a number of Board maintained watercourses. Sections of the road also pass through the extended areas of Upper Witham Internal Drainage Board and Witham First District Internal Drainage Board.

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

S/175/01892/18 & S/175/01505/17. TD-3619-2017-PLN. Erection of a house with an attached single garage in connection with the existing agricultural business. Land off Marsh Lane, Tattershall. Amended FRA submitted.

“Thank you for the opportunity to comment on the revised FRA. The site is within the Witham Third District Internal Drainage Board area. **Adjacent to the Board maintained watercourse, Marsh Lane.**

It is noted the revision includes having FFL of 3.0m some 1.0m above the ground level.

The applicant is reminded that Board Byelaw Consent is required for any works with the 9m Byelaw distance. **Ground raising adjacent to the watercourse ‘Marsh lane’ would not be acceptable”.**

S/215/02287/18. TD-4330-2018-PLN. Erection of 12no. dwellings in total, construction of internal access roads and vehicular and pedestrian accesses. LAND OFF CLINTON WAY, WOODHALL SPA, LN10 6QW.

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

The Board **OBJECTS** to this application because:

- a flood risk assessment (FRA) has not been submitted, it is planning requirement as a major site.
- there is no consideration within the submitted documents how the surface water will be dealt with. The Application form states discharge to surface water sewer – **THERE ARE NONE IN THE VICINITY OF THE SITE**
- the site is in an area which is known to have drainage issues, currently there is **NO IDENTIFIED DRAINAGE DISCHARGE ROUTE.**
- the applicant has failed to identify the site contains/is adjacent to watercourse (the NO box is ticked on the application form). It is essential that provision is made for future maintenance of these watercourses and the person responsible is aware of these responsibilities.

The flood risk assessment must address all these points.

Please note pre-application discussions have taken place and the applicant is aware of these issues.

Comment and information to Lincolnshire CC Highway SUDs Support:

No development should be commenced until the Local Planning Authority, in consultation with the Lead Local Flood Authority has approved a scheme for the provision, implementation and future maintenance of a surface water drainage system. As stated above there is no identified discharge route for this site, there are no surface water sewers and soakaways will not work. Any discharge from the site must be limited to the greenfield rate.

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

Access should be agreed with the Local Planning Authority, LCC and the third party that will be responsible for the maintenance in consultation with the Internal Drainage Board

Comment and information to Agent/Applicant:

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

This application has been subject to a 'PAD' meeting at East Lindsey District Council.

138558. TD-4374-2018-PLN. Planning application for demolition of existing dwelling and erection of new detached house with attached garage.1, Dunholme Road, Welton, Lincoln, Lincolnshire, LN2 3RS.

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

In the absence of a Flood Risk Assessment the Board **Objects** to this application.

The application form submitted fails to identify that the site is in Zone 3 on the Environment Agency flood map (the 'No' box is ticked in section 12).

The applicant should be notified a Flood Risk Assessment should be submitted and appropriate mitigation used.

Comment and information to Lincolnshire CC Highway SUDs Support:

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 any additional Surface Water.

All drainage routes through the Site should be maintained both during the works on Site and after completion of the works. Provisions should be made to ensure that upstream and downstream riparian owners and those areas that are presently served by any drainage routes passing through or adjacent to the Site are not adversely affected by the development. Drainage routes shall include all methods by which water may be transferred through the Site and shall include such systems as "ridge and furrow" and "overland flows". The effect of raising Site levels on adjacent property must be carefully considered and measures taken to negate influences must be approved by the Local Planning Authority".


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

2709 Any Other Business.

There being no further items of business, the meeting closed at 12:20.

2710 Date, Time and Place of the Board's Next Meeting.

The Board's next meeting was confirmed for **Wednesday**, 22nd May 2019 at 10.00am in Minting Village Hall.

.....  Chairman 22 May 2019 Date
W3rd BM 29.01.19.