

WITHAM THIRD DISTRICT INTERNAL DRAINAGE BOARD

Minutes of the one hundred and second meeting of Witham Third District Internal Drainage Board held on Tuesday, 22nd May 2018 at Minting Village Hall, Lincolnshire, LN9 5RX at 10:30am.

Present:

Cllr. T. Ashton
Cllr. S. M. Avison
Mr. J. Boyall
Mr. W. S. Crane
Cllr. I. G. Fleetwood
Mr. J. R. Garner
Cllr. W. H. Gray
Cllr. W. Grover
Cllr. G. Hewson
Mr. D. C. Hoyes MBE
Mr. P. R. Hoyes (Chairman)
Cllr. G. McNeill
Mr. I. Parker
Mr. J. C. Smithson
Mr. M. I. Thomas (Vice Chairman)
Cllr. P. J. Vaughan
Mr. R. J. Weightman

In attendance:

Miss. Jayne Flower	Executive Assistant
Mr Chris Harris	Audit Director, TIAA
Mr Guy Hird	Engineering Services Officer
Mr. Martin Shilling	Director of Operations and Engineering Services

2623 Apologies for absence.

Apologies for absence were received from Mr. R. Armstrong, Mr. B. Charlesworth, Mr I. M. Clark, Cllr. S. England, Cllr. Mrs. S. Gorst, Mr. R. P. Hairsine, Ms. J. F. Holland, Mr. D. Jackson, Cllr. Mrs. F. M. Martin MBE, Mr. P. A. Spilman, Mr. D. J. Straw, Mr. H. Ward, and Mr. T. Williams.

2624 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.

2625 Chairman's Announcements.

The Chairman welcomed everyone to the meeting, advising that the Director of Operations and Engineering, Mr Martin Shilling would be introducing all items on behalf of the Chief Executive who was absent through illness. He would also deal with all the financial items on behalf of the Finance Consultant who was absent.

It was with regret the Chairman informed members of the death of the Upper Witham Board member James Epton, MBE DL, on 2nd February 2018. James was 83 and had been long standing Member of that Board from March 2008 until his death in February but he had also served as the RFCC Chairman and had served on other IDBs.

Members were reminded that those who had not completed their Register of Members interest forms to do so without further delay. Forms were available at the meeting for completion.

Elected Members were reminded that, as it was an election year, if anyone was considering not standing for re-election in October to let officers know.

The meeting would finalise the 2017/18 financial year with the outturn position for the Board and the Annual Return to be approved for submission to the external auditor by 11th June.

Finally, the Chairman introduced the Internal Auditor, Chris Harris, Audit Director from TIAA who would present his independent audit report which is on the agenda.

2626 Minutes of the Board Meeting, 30.01.18.

The Minutes of the Board's previous meeting held on Tuesday, 30th January 2018 were proposed by Mr. Pat Vaughan, seconded by Mr. Max Thomas and APPROVED as an accurate record.

MATTERS ARISING:

2626.1 Catchment Studies (minute 2618 refers).

The Board's officers had received the final text of the report on the three catchment studies. This was now completed, delivery of the model had been received. The information will be used to design structures to replace those on the Stixwold Engine Drain, replacement motors and pumps at the pumping stations serving the catchments and be made available to developers who require access to the modelled flood levels within our systems.

2627 Minutes of the Standing Committee meeting, 08.05.18.

The minutes of the Standing Committee meeting held on Tuesday, 08th May 2018 were proposed by Cllr. Fleetwood, seconded by Cllr. Pat Vaughan 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.

2628 Minutes of the Joint Services Committee meeting held on 14.05.18.

The minutes of the Joint Services Committee held on Monday, 14th May 2018 were received and noted.

MATTERS ARISING:

2628.1 Insurance Renewal (Minute 9 refers).

The Director of Operations and Engineering gave a brief verbal update. The Boards had undertaken a market test of insurance arrangements ahead of the 2018/19 renewals and established a framework contract which will be available to all IDBs. This framework is hosted by Witham Third DIDB on behalf of the four Boards, but it would be available to other IDBs, ADA etc to use.

The Official Journal of the European Union (OJEU) compliant procurement exercise was undertaken by The Risk Factor Limited on behalf of the Boards, at no cost to the Boards. The process undertaken ensured compliance with the Public Contracts Regulations 2015.

Further work is ongoing to ensure the Boards have relevant and cost effective insurance cover in place, especially in areas such as Cyber Liability cover where a combined policy would be more relevant than 4 separate individual policies. It was noted that in some cases a more appropriate insurance policy has been procured to cover the likely risks and therefore the following tables may not be an exact like for like comparison on a line by line basis. For example, the business combined Policy included a specialist computer policy and a separate Fidelity Guarantee policy was now in place. Further, the value of the risks had also changed, for example Witham Third held more employment contracts than previously and Upper Witham's had reduced.

Witham Third DIDB renewed on 1st July 2018 and the Board's indicative premiums were as follows, generating a 7.74% (W3) saving:

Policy Type	2017 Renewal Premium £	2018 Renewal Premium £	Difference 2017 to 2018 £
Business Combined	12,245.87	13,226.66	980.79
Fidelity Guarantee	n/a	337.12	337.12
Loss Recovery	409.92	n/a	(409.92)
Engineering Inspection	3,537.85	2,945.00	(592.85)
Engineering Insurance	468.39	295.26	(173.13)
Professional Indemnity	1,562.04		
Management Liability	674.50	752.91	(1,483.63)
Personal Accident	359.49	929.60	570.11
Motor Fleet	8,693.70		
Motor legal expenses	215.60	7,170.80	(1,738.50)
Commercial Legal expenses	112.00	508.48	396.48
Cyber Liability	1,058.00	900.00	(158.00)
Revised total	29,337.36	27,065.84	(2,271.52)

Overall, the procurement exercise had generated savings in the region of £22.5k across the 4 Boards, which represented a 23.56% reduction in costs.

Members NOTED the insurance procurement exercise that had taken place and expressed thanks to Steve Larter for the savings it had achieved for each of the four Boards. Members were content with the proposed renewal.

2628.2 Summer Inspection (Minute 12 refers).

The Director of Operations and Engineering gave a brief verbal update on the draft proposals for this year's Summer Inspection to be held on 04th July 2018.

It will be based primarily in North East Lindsey Drainage Board district covering a number of sites of interest.

2629 Chief Executive's Report.

Due to the absence of the Chief Executive there was no report submitted. However, the Director of Operations and Engineering had one item to bring to the attention of Members. He advised of a planned visit by DEFRA to the District on 18th June 2018. DEFRA Policy Advisory Group, with membership made up from a number of flood risk management authorities and conservation groups, IDBs via ADA, RSPB, Environment Agency and Natural England usually meet in London. However on this occasion they had expressed an interest in visiting IDBs and undertaking a site visit. Innes Thomson, ADA Chief Executive had recommended the four Boards that form the Witham and Humber Drainage Boards host the visit.

The visit would consist of a pick-up of visitors at Newark North Gate Train Station, a tour of Lincoln area, including aspects of the Upper Witham, Witham First and Witham Third Districts followed by a meeting and lunch at Whisby Nature Reserve. The Chairmen of the four Boards would be invited.

Members NOTED the update.

2630 Approval of the Electoral Register 2018.

A paper had been circulated with the agenda. The Chairman advised members that a copy of the Electoral Register had been available at Witham House for inspection by interested parties from Monday 30th April to Thursday 17th May 2018 inclusive, as advertised on the Board's website and the Notice Board at Witham House. A copy of the Electoral Register was available during the meeting for inspection, should any members wish to see a copy.

After discussion, members APPROVED the Electoral Register 2018 and Notice of Approval would be advertised on the Board's website.

2631 Risk Register 2018

A report and copy of the Revised Risk Register had been circulated with the agenda. It was proposed to arrange a workshop in September / October to allow members an opportunity to discuss with officers more fully, the corporate risks to be covered by this register.

Following discussion, members were content to APPROVE the Risk Register.

2632 Internal Auditor's Independent Report on 2017/18.

The Internal Auditor's independent report on 2017/18 had been circulated with the agenda.

The Chairman introduced and welcomed Chris Harris, Audit Director with TIAA, who presented his first report to the Board. He informed the meeting that the reports were focused on governance and risk arrangements. He then took members through the

Executive Summary, explaining the rationale and scope and the key recommendations. Pleasingly, the overall assurance assessment for the Board was "Reasonable Assurance".

Members were advised that recommendations 4 and 5 would now come to the September Board meetings (policies).

Members noted the Internal Auditor's independent report, accepted the 'reasonable assurance' rating and AGREED the recommendations within it. The Chairman thanked Chris Harris for a clear and constructive report.

2633 Revisions to the Financial Regulations and Statement of Internal Control.

A report had been circulated with the agenda, recommending changes to the approved Financial Regulations and Statement of Internal Control (revised in November 2017). All four Boards agreed a single set of Financial Regulations and Statement of Internal Control and therefore the same changes are recommended for approval by all four Boards. The changes follow the Internal Audit visit in February 2018 and are as a result of the Internal Audit report.

The changes required (shown in bold italics) were set out as:

FR 1.6 For the purposes of these regulations, all limits exclude VAT. ***'Value' relates to the current book cost of asset items, so if it is a new item then it will be the purchase price or, if older, the amount the item is held in the accounts (i.e. depreciated cost). If the item isn't an asset then the term 'value' relates to the estimated worth of the item (if it is either sold or scrapped).***

FR 11.7 Any sale of Board assets/***office equipment/stocks*** surplus to requirements will either be traded-in, ***subject to auction (including electronic auction sites)*** or subject to invitation of quotations, where the estimated value of the asset ***item*** exceeds £1,000. ***Items subject to quotations will normally be advertised on the Board's website. Where an item below £1,000 is to be disposed, the Chief Executive will agree the most appropriate disposal method which may include auction (including electronic auction sites), internal quotes from staff/members, scrapping, or sale to a reuse company.***

FR 15.3 The payment of all salaries, wages, pension schemes, compensation and other emoluments to all present or former employees shall be made by the Chief Executive or under arrangements controlled by him/her. ***Pay arrears arising after the date of leaving will not normally be paid to former employees unless it is requested.***

Members APPROVED the changes and agreed these be incorporated into a revised set of Financial Regulations and Statement of Internal Control, to be adopted by each Board from May 2018. These would be reissued and uploaded also to the Board's website.

2634 Schedule of Expenditure, 01.01.18 to 31.03.18.

The Schedule of Expenditure for the three months' period 01st January to 31st March 2018 had been circulated with the agenda and was presented by the Director of Operations and Engineering.

Gross expenditure totalled £558,172.68 or, net of £58,984.60 VAT, £499,188.08. Of this, £94,864.55 was recharged to other bodies.

Items highlighted to or raised by members included:

- Item 50: £7,776.00 net to Fenflow Limited for Dogdyke PS overhaul. Members were advised that this was the new name for Shoebridge Engineering, the company that had previously undertaken works for the Board on Pumping Stations.

Members received and NOTED the expenditure incurred between 01.01.18 and 31.03.18.

2635 Financial Performance 2017/18 Outturn Report as at 31st March 2018.

The Director of Operations and Engineering presented the summary 2017/18 financial position as at 31.03.18, which had been circulated with the agenda.

A surplus of (£25,526) had been achieved at the end of the financial year after a contribution of £75k to the One Off Projects Reserve to complete the Kirkstead Flood Wall scheme during 2018/19.

Profiled Budget P12	Actual (Surplus)/Deficit	Variance
£	£	£
0	(25,526)	(25,526)

There was a positive variance of (£25,526) for the end of the financial year. This was summarised as follows:

	Estimate 2017/18	Outturn March 2018	Variance Outturn to Estimate	FRS102 Adjusted	Estimate 2018/19
	£	£	£	£	£
Income	(1,100,807)	(1,221,589)	(120,782)	(1,221,589)	(1,134,976)
Board & General Admin	22,380	18,634	(3,746)	18,634	24,310
One Off schemes	9,000	73,943	64,943	73,943	9,000
Conservation	2,000	1,779	(221)	1,779	2,000
Depot	30,389	55,191	24,802	55,191	30,769
Drains	493,205	429,823	(63,382)	429,823	519,257
Pumping Stations	211,852	221,143	9,291	221,143	211,902
Plant & Wages Recharge	-	-	-	25,493	-
Joint Services/Witham House	124,400	134,400	10,000	148,625	114,274
Consents & Enforcement	14,049	14,860	811	17,306	14,115
Director of Operations/Engineers	71,275	67,884	(3,391)	71,720	87,092
Contrib to Reserves/Contingency	-	-	-	-	-
PWLB	-	-	-	-	-
Rechargeable Works	15,000	73,251	58,251	73,251	15,000
EA Precept	107,257	105,154	(2,103)	105,154	107,257
FRS102 Pension Adjustment (net)	-	-	-	(46,000)	-
(Surplus)/Deficit	-	(25,526)	(25,526)	(25,526)	-

The main income streams were accounted for in terms of Drainage Rates, Special Levy received from each of the three Councils, rechargeable works income and Highland Water monies.

Highland Water claims had been received for 80% of the estimated claim for 2017/18 (£140,000) along with the balance for 2016/17 actual costs of (£69k). An actual claim for 2017/18 had been submitted to the EA totalling £180,341. The balance adjusted for actual 2017/18 spend (£40k) will be payable by the EA in September 2018 along with 80% (£148k) of the estimated 2018/19 claim. Therefore, the overall variance was showing as a positive (£52k).

There was also a book loss on the sale of plant and equipment of £2k.

On drains and Pumping Stations, there were savings of (£9k) on electricity, overtime (£5k), fuel (£12k), depreciation (£9k), CCTV Surveys (£8k) and bank slip repairs (£15k).

On drainage rates, the collection rate for the year was 99.4% (99.5% in 2016/17) with £902.96 outstanding as at 31st March 2018. First reminders were despatched on 10th August 2017 and final reminders were despatched on 21st September 2017. Court was attended on 4th December 2017, so pre court letters were despatched on 12th October 2017 and the Summons were despatched 20th October 2017. All historical outstanding rating queries are now resolved, although land requiring to be transferred to Special Levy does continue to be identified.

Bank balances and investments as at 31.03.18 were set out as follows:

Natwest		£	24,476.75
Co-op (Closed)		£	-
Nationwide Instant Access		£	458,570.80
Nationwide 95 Day Notice		£	514,434.91
	Total	£	997,482.46

The Plant & Machinery Replacement Programme included a new tractor flail combination, which was purchased in January 2018 (the flail at £81k, a tractor for £96k and front flail for £6k). The Claas Arion tractor was traded in for £27k and the McConnell Flail for £8k (the predicted trade in budget was £25k). A mowing bucket was also purchased for £5.5k against a budget of £6k. Therefore, overall there was (£7.7k) under spend on the net budget.

Members were reminded that the Board had a General Reserve Policy of 10% to 15% of budgeted annual income/expenditure which currently had an allocation of £137,777. The surplus of (£25,526) would be allocated to this reserve, thereby increasing the balance to £163,303 which is 14.4% of 2018/19 estimated income and expenditure and therefore compliant with the Board's policy.

Other earmarked reserves exist for Plant & Machinery, Pumping Station Renewal, AWC Renewals and One Off Projects. Members were reminded that if funds were required then the Board was able to approve movements between the reserves at any time.

The 2017/18 surplus position of (£25,526) was allocated to the General Reserve after a contribution of £75,000 to the One Off Projects Reserve to complete the Kirkstead Flood Wall scheme during 2018 (which was intended for 2017/18).

Members NOTED the financial performance for 01st April 2017 to 31st March 2018. Members APPROVED the contribution of £75k to the one off projects reserve to complete the Kirkstead Flood Wall scheme in 2018 and also APPROVED the surplus of (£25,526) being transferred to the General Reserve, giving a closing balance of £163,303 (14.4%).

Members NOTED that the outturn position had been used in the compilation of the Statement of Accounts, IDB Annual return and IDB1 Return.

2636 Annual Governance Statement 2017/18.

A copy of the Annual Governance Statement (AGS) 2017/18 had been circulated with the agenda. The AGS is incorporated into and forms part of the Annual Governance and

Accountability Return (AGAR) for 2017/18. The Board has a statutory duty to complete and approve the AGAR.

The AGS part must be approved prior to the Accounting Statements, either at a separate meeting or in the same meeting, but with the correct order of business on the agenda and this must be evidenced by the meeting minute references and/or dates.

The AGR comprises eight assertions (number nine is not applicable to IDBs) which the Board must consider and agree or provide a detailed explanation for the external auditor where it cannot agree.

Once agreed, the Accounting Statements and overall AGAR can then be approved.

The Chairman took the Board through the 8 statements and a positive response to each was agreed, thereby enabling the Board to APPROVE the Annual Governance Statement for 2017/18.

2637 Annual Report and Statement of Accounts for 2017/18.

A report had been circulated with the agenda and the Director of Operations and Engineering introduced this item, explaining that the Board does not have a statutory duty to produce a full set of Statement of Accounts but that it was considered good practice. The accounts had been produced (where applicable) in accordance with the "Joint Panel on Accountability and Governance (JPAG) Governance and Accountability for Smaller Authorities in England; A Practitioners Guide to Proper Practices to be applied in the preparation of statutory annual accounts and governance statements (issued in March 2018)".

Members APPROVED the unaudited Annual Report and Statement of Accounts and it was agreed that the document would be reproduced on the Board's website to assist in meeting requirements under the Local Government Transparency Code 2015. It was noted that although the Board had approved the Report, as it was not subject to external audit the status of the report would remain "unaudited".

2638 Annual Governance and Accountability Return (AGAR) 2017/18.

A paper for approval was circulated with the agenda. The Board has a statutory duty to complete and approve the AGAR. Once approved by members, the report would be submitted to the External Auditor before 11th June 2018 for review. The AGAR comprises:

- Annual Internal Audit Report 2017/18
- Section 1 – Annual Governance Statement 2017/18
- Section 2 – Accounting Statements 2017/18
- Section 3 – External Auditor Report and certificate 2017/18

Members APPROVED the Annual Governance and Accountability Return for 2017/18, as set out.

2639 DEFRA Annual IDB1 Report for the 2017/18 year ended 31st March 2018 (IDB1).

The IDB1 Annual Report had been circulated with the agenda and was presented by the Director of Operations and Engineering.

Members were advised that the IDB1 Report had to be completed, approved and returned to Defra by 31st August each year.

This form covers three main areas, namely:

- Financial Information
- IDB Reporting
- Declaration – to be signed by the Chief Executive

Members APPROVED the Annual Report (IDB1) for the year ended 31st March 2018, which would be submitted to Defra.

2640 Revision of Policy Statement.

A report and draft Policy Statement based on a template agreed between Defra and ADA had been circulated with the agenda and the Director of Operations and Engineering described the requirement of the policy to Members.

The statement describes how a Board will comply with and contribute to the National Flood & Coastal Flood Risk Management Policy's five strategic objectives set out in the statement. The statement is also an opportunity for the Board to set out a description of the assets that it maintains and operates, in order to reduce the risk of flooding within a defined drainage district. It does not provide details of those assets or structures operated or maintained by other flood risk management authorities.

In particular, the statement lists the following: catchment and district areas, along with the two basic land uses [agricultural and non-agricultural], number of structures and pumping stations, the length of watercourse and/or raised defence maintained by the Board.

Perhaps most importantly, it is this policy statement that may state a Board's target standard of protection that it endeavours to provide to either agricultural or non-agricultural areas of land within the district. Whilst there is no duty to provide a standard of protection, it is reasonable to expect that as a flood risk management authority, it will spend monies that it raises to the benefit of those that occupy land within the district.

The policy also sets out how a Board will address various items including governance and local accountability, regulation and how it may satisfy its environmental duties.

Members APPROVED the Policy Statement and noted this will now be made available via the Board's website.

2641 Health and Safety Report.

A report on Health and Safety matters across the group of four IDBs had been circulated with the agenda and was presented by the Director of Operations and Engineering Services.

Cope Health and Safety, the external Contractor, had completed their annual site visit to Witham Third and no issues were reported. A claim by a Witham Third employee had been settled. This claim was brought after the member of staff tripped over the fork lift tines, in an area outside the designated walkway, on his way to the canteen prior to work. A second Witham Third employee had trapped his foot under the depot gates and fractured a bone on the top of his foot, resulting in him having a cast fitted for ten days. The Operative is now fully recovered.

Members received and NOTED the report on health and safety.

2642 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.

Over the Easter weekend high rainfall [41mm recorded at Metheringham Fen PS] was experienced which led to high flows and levels throughout the district, including the River Witham into which we pump or gravitate all flows. This resulted in extended pumping durations for a number of stations.

The Board's operatives inspected bridge ends and monitored pumping station performance. Several small faults occurred. Southrey, Marsh Lane, Bardney Manor and Horncastle Ings, where pump no.2 tripped out and required attendance on site to re-set.

Some small amounts of water were noted out of banks and onto adjacent arable land. This was for very short periods of time and was due primarily to lack of channel capacity rather than fault or breakdown.

Members were advised that pleasingly there was positive news about the long culvert at Mark Avenue, Horncastle. This had been an ongoing issue for several years. Anglian Water had designed a screen that they would install to replace the current weed screen, which had been the cause of local flooding for many years at concern to local residents.

A further positive result was highlighted to members regarding Goulceby Beck. The multi arch crossing in place at Watery Lane, Goulceby had been replaced to remove a persistent obstruction to the flow of water. The three arch pipe was a constant issue and the replacement of it by a large box culvert will lead to much less work for the Board's workforce.

- **Planned Maintenance Programme**

The planned maintenance programme is in progress. The watercourses that had benefited from winter maintenance this 2017/18season are:

North Delph	10.2km In progress
Swine Syke / Reeds Beck	4.04km Completed
Tumby Drain	1.23km Completed

There had been isolated occasions when the workforce had been employed in clearing 'bridge ends' ahead of or immediately after rainfall events. The pre-emptive work undertaken before the Christmas holiday paid dividends as there was between 40 to 50mm of rainfall over the period. This was sufficient to produce some lively flows on the gravity system within the district and the work to clear culverts and small bridge crossings ensured relatively unobstructed flows.

- **Pumping Stations**

Over the Easter period, faults were reported and remedied at Southrey Pumping Station. This necessitated the call out of a contractor, Interlec, to investigate and remedy the fault.

Dogdyke pump and motor no.2 had been recommissioned, following its periodic refurbishment at a cost of £7,776.

A contractor, Maltby Electricals, had completed the testing of the domestic electrical systems at all the Board's pumping stations. This survey identified a number of faults and deficiencies

which needed to be rectified in a prioritised order. Work at Southrey and Dogdyke stations was completed.

- **Kirkstead Mill Pumping Station**

The Board's officers had commenced work to investigate the condition and potential reinstatement of two structures at Kirkstead Mill Pumping Station. Initially survey work was undertaken to establish the work required to reinstate the flood wall that defends the station and surrounding area. This has been deemed in a poor condition by the Environment Agency for a number of years. However, during this investigation it was found that the wall continues to subside and that the ground immediately above the discharge pipe of the old station has appeared to consolidate to a greater degree than that adjacent to it.

The discharge pipeline to the old station had been surveyed and indicated that whilst there was some minor movement of pipe section, there were no major failures. However, given the age of the structure and the probability of failure during the next 20-30 years, the decision was taken to line the pipe. The pipeline will be re-lined with a CIPP [cured in place pipeline] GRP UV-light cured lining. This lining, no more than 28mm thick, creates essentially, 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 estimated cost of these works was £27,505. Once complete the design and reconstruction of the flood wall above would continue.

The Board had allocated a budget of £50,000 for this work in 2017/18.

- **Plant**

The tractor flail combination ordered from Chandlers Farm Equipment had been delivered. This tractor/flail combination includes the provision of a Kuhn front mounted paddock mower that will also be operated by this tractor.

Following receipt and full evaluation of various tenders for the provision a new tractor/flail combination in line with the agreed plant replacement programme, orders had been placed for the following items of plant. From Doubleday of Boston, a John Deere 6195R tractor at a net cost of £75,300 (excl. warranty & service contract), upon which will be fitted a Herder Grenadier BK512SH side mounted flail at a cost of £84,100. These purchases replaced the Massey Ferguson 6485 & Herder Grenadier flail combination purchased in 2010 and were scheduled for delivery in June 2018.

In addition, a Bomford Turner Euro 250 front mounted paddock mower would be fitted at a cost of £5,200.

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 Operators considering the type of work undertaken.

In addition, all the weed cutting baskets would be refurbished ahead of the start of the summer season and various spare parts had been purchased in preparation for any breakdowns during the summer months.

The Volvo EC210CLR had received its 4500 hrs service, as had the Claas Arion tractor.

Repairs had been required on the telehandler wheel hub and ball joints, identified during a recent insurance inspection. This resulted in repairs totalling £4,122.

- **Public Sector Co-operation Agreement**

The Board had received verbal instructions from the Environment Agency (EA) to undertake a programme of work in 2018/19 similar to that requested in 2017/18, but with 4 additional watercourses. In total, the value of the work undertaken has been estimated at £37,847.

The Board would work on the following watercourses during summer 2018 and continue until 31st March 2019 for the EA:

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

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

- **Catchment Studies**

The Board's officers had now received the final text of the report on the three catchment studies. This had been checked 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 Stixwold Engine Drain, and potentially, the replacement of motors and pumps at the pumping stations serving the catchments. It would be made available to developers who required access to the modelled flood levels within our systems.

- **Workforce**

The Board's Pumping Station attendant, Roy Creasey, retired on 08th April after nearly 35 years' service, having started on 03rd October 1983. A presentation to mark the occasion was made to Roy by the Chairman at a lunch with his work colleagues at the Abbey Lodge on 27th April.

Pete Bourne retired from the Board's workforce on 27th May after nearly 28 years' service, having started on 17th September 1990. His retirement will also be marked with a lunchtime event.

The workforce has undertaken various items of training during this period. It was essential that certification to use various pieces of equipment was kept up to date and that the Board could demonstrate competence of its workforce to others. Training courses had included:

- Stem Injection of Alien Species
- Use of Abrasive Wheels
- Rodent Control
- Operation of Tractor/flail combinations
- Working in Confined Spaces
- Use and maintenance of Chainsaws

- Pesticides Module
- Trailer Towing Course

- **Depot Improvements**

Work to complete the new mess room facility at the depot was nearing completion. This facility included a room that would be used to host training sessions for the Board's workforce and guests, along with a disabled toilet, washing and shower facilities.

- **Woodhall Spa Country Show**

The Board was represented at the Show as part of the display provided by the 4 Boards. The display gave numerous examples of the work it currently undertakes as well as in the past along with the plant we use.

- **Timberland Pumping Station Open Days 2018**

Witham First DIDB's Timberland Pumping Station would be open to the general public on Sunday 03rd June and co-coincide with opening at Dogdyke Pumping Station Preservation Trust to ensure maximum publicity and attendance. It would also open on Saturday 15th September, to coincide with Lincolnshire Heritage Open Days.

- **Lincolnshire Show 2018**

The Board will be represented by the Association of Drainage Authorities' stand in the Environment area of the Show on 20th and 21st June 2018.

Members received and NOTED the report and presentation.

2643 Engineering Services Report.

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

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

2644 Consents and Enforcements Report

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

Byelaw Consent Applications

Reference	Location	Applicant	Details	Date
TD-3877-2018-CON	Top Farm Stainfield	Annakin Farms Ltd	Two water source heat pump pipes under Stainfield Engine Drain	27-02-18

Section 23 Land Drainage Act Consent Applications – District

Reference	Location	Applicant	Details	Date
TD-3705-2017-CON	Witham Road, Woodhall Spa	Broadgate Homes Ltd	15no. access culverts	19-01-18
TD-3806-2017-CON	Dunholme Road, Scothern	Truelove Property & Construction Ltd	Access culvert in and discharges into watercourse	22-01-18

TD-3918-2018-CON	Snelland	Dyer & Butler	Line part of old brick railway culvert	28-03-18
TD-3983-2018-CON	Campney Grange Farm, Bucknall	Pingle Poultry Ltd	Two discharges into ditch - surface water and treated foul	27-04-18

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-3774-2017-CON	Lincoln Eastern Bypass	LCC	Various works downstream of Wragby Road culvert	
TE-3881-2018-CON	72 Scothern Road, Nettleham	Truelove Property & Construction Ltd	Attenuated sw discharge and piping in of ditch across site	22-03-18
TE-3889-2018-CON	Fifty Acres Lane, Roughton	LCC	Extension of highway culvert by 2.5m	07-03-18
TE-3914-2018-CON	Bardney Airfield, Tupholme	Omex Agriculture Ltd	Various works to protect against water contamination	09-04-18
TE-3917-2018-CON	Kennel Lane, Reepham	Harlequin Group Ltd	Access culvert for communications tower	28-03-18

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
TD-3399-2017-ENF	2 Elm Drive Sudbrook, Lincoln	Erosion of bank	Work completed by Board 17-5-18.
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, Friesthorps	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	Culvert has been cleared but maintenance to watercourse outstanding.
TE-3251-2017-ENF	29 Norman Way, Bardney, Lincoln	Possible maintenance to watercourse	Case closed 24-4-18
TE-3322-2017-ENF	Lincoln Road, East Barkwith	Possible maintenance to watercourse	Contacted land owner awaiting response
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-3811-2018-ENF	Highfield Farm, Horncastle	Possible maintenance to watercourse	Case closed 25-4-18
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

Cllr Fleetwood asked that his concern be recorded regarding TE-3251-2017-ENF, despite the case being closed. It was still causing issues for his constituents.

Members received and NOTED the report.

2645 Environmental Report for 2017/18 and plans for 2018/19.

A report had been circulated with the agenda and was presented by the Engineering Services Officer.

Members were advised that an otter had been recorded for the first time in Witham Third DIDB at Duckpool Drain. A wildflower meadow site has been identified at Southrey Pumping Station.

Members received and APPROVED the report on 2017/18 and noted that the report would be submitted to the Greater Lincolnshire Nature Partnership (GLNP), to which the Board is a signatory, for consolidation of data and species reporting.

2646 Any Other Business.

There being no further items of business, the meeting closed at 12:00.

2647 Date, Time and Place of the Board's Next Meeting.

The Board's next meeting was confirmed for Tuesday, 25th September 2018 at 10.30am in Minting Village Hall.



..... Chairman 25-9-18 Date
W3rd BM 22.05.18.