

WITHAM THIRD DISTRICT INTERNAL DRAINAGE BOARD

Minutes of the one hundredth meeting of Witham Third District Internal Drainage Board held on Tuesday, 19th September 2017 in Minting Village Hall at 10.30am.

Present:

Mr. R. Armstrong
Cllr. T. Ashton
Mr. J. Boyall
Mr. B. Charlesworth
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)
Cllr. G. McNeill
Mr. J. C. Smithson
Mr. M. I. Thomas (Vice Chairman)
Cllr. P. Vaughan
Mr. T. Williams

In attendance:

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

2562 Apologies for absence.

Apologies for absence were received from Cllr. S. M. Avison, Mr I. M. Clark, Mr. W. S. Crane, Cllr. Mrs. S. Gorst, Cllr. W. H. Gray, Cllr. W. Grover, Mr. D. Jackson, Cllr. Mrs. F. M. Martin MBE, Mr I. R. Parker, Mr. P. A. Spilman, Mr. D. J. Straw and Mr. H. Ward.

2563 Declarations of Members' Interests.

Members nominated by the three Councils declared interests relating to respective Councils (East Lindsey District Council, West Lindsey District Council, and City of Lincoln Council).

2564 Chairman's Announcements.

The Chairman welcomed Cllr. Giles McNeill to membership of the Board and his first meeting. Cllr. McNeill has nominated by West Lindsey District Council, and his nomination fills the vacant seat the Board has carried for some time.

He also welcomed new member Cllr. Tom Ashton, nominated by East Lindsey District Council and who replaces former member Cllr. Richard Avison. It was Cllr. Ashton's first meeting but he had joined the Board in time to attend the Summer Inspection on Wednesday 19th July. Cllr. Ashton confirmed to members he is also a member of the Anglian (Northern) RFCC, as too is Cllr. Ian Fleetwood, which the Chairman highlighted as a useful link for the Board to have with two members who, in other capacities, serve on the RFCC.

The Chairman advised members of the death of Mr. Mark Welsh, Lincolnshire County Council's lead Highways Officer for Flood and Drainage. Mark died prematurely on 06th July, following a road traffic collision whilst he was attending a meeting in London. There was a large turnout for Mark's funeral on 04th August and the Board was represented by Bob Fletcher, ADA Lincolnshire Branch Chairman, and Jane Froggatt. Mark was a big supporter of and friend to IDBs and instrumental in the Boards providing a consents and enforcements service for LCC in our extended catchments.

2565 Minutes of the Board Meeting, 30.05.17.

The Minutes of the Board's previous meeting held on Tuesday, 30th May 2017 were proposed, seconded and APPROVED as an accurate record.

MATTERS ARISING:

2565.1 IDB1 Report (item 2556 refers):

It was confirmed that the new IDB1 Report format had been received from Defra, completed and returned for 2016/17. It was highlighted that new questions on governance applied this year, including average attendance of members.

2566 Minutes of the Standing Committee Meeting, 09.05.17.

The minutes of the Standing Committee meeting held on Tuesday, 05th September 2017 were proposed by Mr Bob Armstrong, seconded by Mr Dennis Hoyes and APPROVED as an accurate record and the recommendations to the Board were NOTED.

MATTERS ARISING:

There were no matters arising.

2567 Minutes of the Joint Services Committee Meeting, 24.07.17.

The minutes of the Joint Services Committee meeting held on Monday, 24th July 2017 were received and noted.

MATTERS ARISING:

2567.1 Letter from JBA Consulting regarding NEL Board (minute 6.3 refers):

It was confirmed that no response from JBA had yet been received to the rebuttal of their challenge to the model of Joint Services between the four Boards rather than a procurement process by NELDB.

2567.2 Internal Audit Services (minute 8 refers):

Members were advised that the ADA Lincolnshire Branch had accepted the Committee's suggestion of the benefits of a 50% / 50% split between quality and price for the evaluation of tenders for the joint procurement exercise for Internal Audit Services. Tenders were due in on Monday 18th September and the evaluation process would begin shortly.

2567.3 Potential "Strapline" for the collective group of four Drainage Boards (minute 11 refers):

It was highlighted to members that whilst it was duly agreed, following a vote, that the new strapline for the four Boards would be "Witham and Humber Drainage Boards", it was emphasized that the four Boards would remain separate legal entities and for Business purposes their individual entities, websites, headed paper etc would all be retained.

2568 Chief Executive's Report.

The Chief Executive's Report had been circulated with the agenda. Items highlighted included the official opening of Horncastle Flood Alleviation Scheme on 28th July 2017. Paul Hoyes and Denis Hoyes had attended the opening as too had Board member Fiona Martin (for Horncastle Town Council). It was noted that the reservoir, upstream of Horncastle on the River Bain, is now fully operational providing a 1 in 100 year standard of protection and reducing the volume of water by temporarily holding water during high flows. The scheme reduces the risk of flooding to 169 homes and businesses.

Members received and NOTED the Chief Executive's report.

2569 External Auditors' Notice of Closure on the IDB Annual Return 2016/17.

The Chief Executive reported that since the agenda had been posted, the formal Notice of Closure on the IDB Annual Return for 2016/17 had been received from the External Auditors, Grant Thornton. Pleasingly, there was no qualification and also this year there were no "other matters to report to the Board". The formal Notice of Closure was now published on the Board's website, at Witham House and in the drainage district at the Board's Woodhall Spa depot. This concluded work on the financial year 2016/17 and both the Chairman and Chief Executive thanked Mr Steve Larter for his work on the financial closure for 2016/17.

2570 Financial Performance Report 2016/17 to 31.08.17.

The Financial Performance Report to 31st August 2017, month five of 2017/18 had been circulated with the agenda. Members were reminded that as Witham Third is the lead Board in terms of Joint Services between the now four Boards, there is a much higher spend. However recharges are made to the other three Boards as appropriate. As this was the first financial performance report of the financial year, some of the budget profiles may need refining to better reflect the actual profile of spend as the financial year progresses. These have mainly been based upon last year's actual spend by period.

The financial performance as at 31st August 2017 was summarised as:

Profiled Budget P5 £	Actual (Surplus)/Deficit £	Variance £
(14,758)	(9,639)	5,119

Whilst the Board was currently showing a modest negative position against budget of (£14,758), there were no areas of concern and members were advised that this was an excellent position to be in at this point in the financial year. Members were reminded that it is early in the financial year and some of the 'high risk' spend areas have not yet been incurred (e.g. overtime during cutting season, and electricity during winter months).

The Finance Consultant then outlined the detail behind the summary position.

- Income (£19k)

The main income streams had been posted in terms of Drainage Rates raised (not necessarily paid) and Special Levies received in May for the first half year payment. The second Special Levy half year payment by the three Councils is due in November.

Rechargeable Works are being undertaken again for the EA with income received monthly 'on account' rather than in lump sums when works are completed. Therefore, the Rechargeable works income is currently (£17k) ahead of target, based on the invoice profile being followed.

Highland Water claims had been submitted to the Environment Agency for 2016/17 actual costs, with a further balance of (£37,362) due and for the 2017/18 Estimated claim (£175,000). Of this, 80% of the estimated claim for 2017/18 (£140,000) will be paid in September 2017 along with the balance for the 2016/17 actual claim (£37,362). The balance adjusted for the actual 2017/18 claim will be payable the following September 2018 by the EA.

- Board & General Administration spend variation was £1k, being the additional insurance costs for Cyber Liability cover.
- One off Schemes £0k - On target.
- Conservation (£1k) - On target.
- Depot £12k - Additional works to provide a new depot mess room for Operatives and associated shower / lavatory and wet gear drying facilities.
- Drains (£10k) and Pumping Stations £2k – Wages & Plant Holding Account (6k), overall net (£14k). There are savings on electricity (£7k), CCTV surveys (£3k), and fuel (£2k).
- Joint Admin/Witham House £21k

The first three months' invoices for 2017/18 as at 30.06.17 had been produced and paid by the four Boards. The next invoices will be prepared at the end of September 2017. The Joint Services Committee monitors these budgets and at the last quarter end there was overall minimal variance. The main variance for this Board is the replaced Team Secretary position, which is still budgeted in Upper Witham IDB but is now employed via Witham Third DIB in accordance with the Joint Services Agreement. The costs are still reapportioned quarterly via the joint services recharges

so will equal out by 31.03.18 and the budgets will be realigned in the 2018/19 Budget setting process.

- Consents & Enforcement £0k. The actual costs incurred for the year will be invoiced in full to Lincolnshire County Council and therefore are 'nil' cost to this Board. This is under a Memorandum of Understanding which has been extended to 31/03/2018.
- Director of Operations/Engineers (£3k) The first three months' invoices as at 30.06.17 had been produced and paid by the four Boards. The next invoices will be prepared at the end of September 2017. The Joint Services Committee monitors these budgets and at the last quarter end there was overall minimal variance.
- Contribution to Reserves/Pay Contingency £0k. No contribution to reserves has been provided for in the 2017/18 estimate. No separate pay contingency was provided for, although the base estimates for wages and salaries included a 1% uplift.
- Rechargeable Works £8k. This is the additional works undertaken which will be invoiced mainly to the EA over the course of the year and includes recharges to the other Boards.
- EA Precept (£1k). On target. The first half yearly IDB precept to the EA of £52,577 was paid in July 2017 and the second payment is due in November 2017. The 2017/18 budget included a 2% increase, but the Precept was not increased for 2017/18, so there will be a (£2k) saving on this budget head over the full year.

The total of all these Variations is £5k, explaining the adverse variation at this month 5 position in the year but with no areas of concern and there is still a (£9,639) surplus position as at 31.08.17.

- Drainage Rates 2017/18

The drainage rates collection rate stands at 95.8% as at 31.08.17 (96.0% @P5 2016/17). First reminders were despatched on 10th August 2017 and final reminders will be despatched the week commencing 25th September 2017. A court date had been set for 04th December 2017. All historical outstanding rating queries had now been resolved and only land transfers in year are now being actioned.

- Plant & Machinery Replacement Programme

The Plant & Machinery Replacement Programme included provision for a new tractor/flail combination, which is ordered and awaiting delivery. The new mowing bucket has been purchased at a cost of £5,450.

- Bank Balances and Investments as at 21st August 2017 were as follows:

Natwest	£	67,483.39
Co-op (Closed)	£	-
Nationwide Instant Access	£	506,493.72
Nationwide 95 Day Notice	£	511,368.10
Total	£	<u>1,085,345.21</u>

Members noted the financial performance 2017/18 for 01st April to 31st August 2017.

2571 Statement of Expenditure, 01.04.17 to 31.08.17.

The Statement of Expenditure incurred for the five months to 31st August 2017 had been circulated with the Agenda.

Expenditure totalled £311,424.02 or, excluding £18,770.05 VAT, the net amount of £292,663.97. Of this, £23,689.95 was rechargeable expenditure to other bodies.

Items raised by or highlighted to members included:

- Items 35 to 36 – £1,844 (net) and £1,805 (net) to Chandlers Oil and Gas. It was confirmed to members that three quotes for fuel are always obtained before the final order is placed with the lowest price for the requested delivery.
- Items 56 and 57 – £6,990 and £4,054.20 NNDR to ELDC for sheds 1 and 2 respectively at the Depot. The NNDR remains unchanged, despite the recent re-evaluation exercise this year by Councils for business rates.
- Item 70 – Members were advised that this was an error by the supplier, Essential Fleet Services, and the corresponding credit will be detailed in the September schedule of expenditure (which will be brought to the next Board meeting in November). This relates to Commercial lease vehicle FE17 XOY
- Item 138 and 139 – £3,891 (net) for Kirkstead Pumping Station and £3,214 (net) for Greetwell Pumping Station to K L Morbey Fencing. The fencing at two pumping stations totalling £8,526 was for security reasons.

Members received the report and NOTED the expenditure incurred in the five months to 31.08.17.

2572 Write-off of Drainage Rates 2017/18.

The Board has a policy for writing off Drainage Rate demands under £2.50. Details of the 34 accounts, totalling £46.71, had been circulated to members with the agenda and were set out as follows:

Account	Value £
0728	0.90
0740	1.35
0745	1.80
0822	2.26
0869	1.80
0903	2.26
0918	0.99
0927	2.08
0943	0.90
0992	1.35
1035	1.80
1082	1.80
1146	0.45
1170	1.35
1192	2.26
1248	1.35
1300	0.90
1303	2.26

1353	2.08
1378	2.44
1382	2.44
1385	1.80
1411	1.08
1455	1.53
1468	1.44
1475	0.81
1494	0.54
1501	0.90
1517	1.71
1523	2.08
TOTAL	46.71

Members APPROVED the write-off of Drainage Rates totalling £46.71, a matter reserved to the Board.

2573 Health and Safety Report.

An update on Health and Safety issues had been circulated with the agenda.

It was highlighted that the supply and issue of High Vis clothing is now complete and the three Boards that have Depots were now all High Vis areas. Although it was acknowledged that initially the new uniform had not been universally welcomed, a recent visit to the construction site for the new Lincoln Eastern Bypass by the Chairman did demonstrate that it was very much standard practice, indeed at this particular site there were mandatory drug and alcohol tests for all Operatives and visitors. It was noted and welcomed by members that the Board's staff are operating to industry standards.

A "Buddy system" had been introduced this year, for Operatives working alone during the weed cutting season.

Members received and NOTED the update on Health and Safety

2574 Director of Operations and Engineering Services' Report.

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

- **Planned Maintenance Programme**
The planned summer maintenance programme had continued through this period. After a warm, dry June/July, the changeable weather through August adversely effected harvest, which in turn hampered access onto those drains abutted by arable fields. The ideal growing conditions also produced thick, vigorous growth on both the banksides and within the channel, making the cutting of the vegetation somewhat slow at times.
- **Plant**
An order had been placed with Chandlers Farm Equipment, for the replacement of the tractor/flail combination purchased in 2009. This planned purchase is due for delivery in September to the Board's depot in Woodhall Spa and will

include a Massey Ferguson 7719 tractor, a Herder Grenadier mid-mounted flail and a Khune BPR240 front/rear mounted paddock mower.

A variety of minor repairs had also been required, as expected during the busy summer weed cutting period when plant and machines are well used. These repairs include the usual hydraulic hose replacements as well as more unusual oil seals on a Herder flail.

The watercourses that will benefit from winter maintenance this coming season are:

North Delph

Swine Syke / Reeds Beck (suffers from slips due to sandy conditions).

Tumby Drain (new watercourse, requires some attention).

The work planned includes de-silting of the channel bed to reinstate the original drain profile, the repairing of slips and the removal of bushes and trees that will be obstructing access for the Board's plant and machinery. Formal Notices had been sent to the occupiers of the land to which entry will be required and advising those opposite of the intended working that work will be undertaken during the winter months.

Although this constitutes 7.55 miles and four watercourses, there is within this some intensive desilting of 6.4 miles of North Delph.

- Pumping Stations

Despite this being the relatively dry period of the year, several faults had occurred during this period.

Coningsby Pumping Station. Pump no.1 requires the replacement of the bearings to the top of a pump and motor, due to there being a lack of lubrication applied. It is this pump that was refurbished in only October 2015. This work will be heavily discounted due to the short length of time the pump has been in situ since its refurbishment. However, the exact cause of this failure cannot be determined with any certainty.

Dogdyke Pumping Station. Pump no.1 is drawing a higher amount of amps when in use than expected and this indicates that there is a fault with the pump. This pump was due to be lifted as part of the planned maintenance programme in 2018, having not been lifted since 2003. Pump no.2 was last lifted in 2009.

Shortferry Pumping Station. Pump no.2 had seized and investigations were undertaken to establish whether the pump or the motor is at fault. This pump was last lifted and refurbished in 2011. An oil leak to the automatic weed screen cleaner had also been repaired. Members were updated that this repair has been completed and all is now working satisfactorily.

New security fencing had been installed at Greetwell PS [to replace the existing boundary chain link fencing] and Kirkstead PS [where an adjacent residential property occupier was using the weed screen deck area for unauthorised additional parking, leaving the Board's Operatives unable to access the site].

- **Public Sector Co-operation Agreement**

The Board had received orders from the Environment Agency to undertake in 2017/18 a programme of work similar to that requested in 2016/17. In previous years, the value of the work allocated to the Board has been estimated at £30,812. This work will be undertaken by the Board's workforce to a programme and specification agreed with the EA, such that it dovetails with the Board's own summer maintenance programme.

Part of the work requested by the EA requires the cutting of the embankment tops and this is where the fitting of the paddock mowers to the tractors becomes very useful and economically viable (as on the new Massey Ferguson to be delivered shortly).

- **Catchment Studies**

The work to survey all the drains within the catchments of Marsh Lane & Park Beck, Kirkstead, and Bardney Manor Farm, Duckpool, Southrey, Stixwold and Woodhall had been completed along with the testing and calibration of the hydraulic model. The draft final report was delivered to the Board in March 2017. The Board's officers are currently providing comments and seeking clarifications with regard to the text of the report and the flood outlines predicted by the model.

- **Workforce**

The Board's Pumping Station Attendant, Roy Creasey, remains on long term sick leave with no date for a return to work. Roy has been on sick leave since 30th January and is receiving treatment for a longstanding condition. The Board's Operations Manager and HR Consultant have undertaken a welfare visit with Roy, and his colleagues within the workforce keep in regular contact.

Lewis Phinn started as a Land Drainage Operative on 26.06.17 and Tony Steels started work as a Land Drainage Operative with the Board on 21.08.17. During the summer maintenance period, Tony will chiefly be employed operating the Atlas 150W wheeled excavator. This was until recently operated by Adrian Skelton, who has moved across to cover the Pumping Stations.

Operatives from the three Boards along with the Supervisor from North East Lindsey DB enjoyed a visit on 26.07.17 to the factory of JCB Heavy Plant Division at Rocester, Staffordshire. The day included a factory visit and tour of the 'JCB Experience' similar to that which members have enjoyed in the past, but in addition the Operatives were given the chance to operate a variety of heavy plant and equipment at the company's testing ground at a nearby quarry. One of the Board's new operatives, Lewis Phinn, was the overall winner of the competition.

Members received and NOTED the report and presentation.

2575 Engineering Services Report.

The Engineering Services Report had been circulated with the agenda. It was highlighted to the members that there had been a noticeable increase in the rate of planning applications.

Case TE-3520-2017-PLN was highlighted and discussed. This was an application to WLDC for no. 68 dwellings with associated garages and a footpath / cycle way link to Sudbrooke at the rear of 72 Scothern Road in Nettleham. The Board had not objected and it was noted there is an attenuated discharge (11.31/s) into Sudbrooke Beck.

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

2576 Consents & Enforcements.

A report outlining the current position on consents and enforcement cases, both within the drainage district and in the extended rainfall catchment where the Board acts for and on behalf of Lincolnshire County Council as the Lead Local Flood Authority, had been circulated. Detail was as follows:

Byelaw Consent Applications

Reference	Location	Applicant	Details	Date
TD-3418-2017-CON	Reepham Beck	Ruth King & Sons (Reepham) Ltd	Extend culvert by 7.5m	13-06-17
TD-3504-2017-CON	North Delph, Lincoln Eastern Bypass	Carillion Construction	Temporary access culvert	12-07-17
TD-3513-2017-CON	Sudbrooke Beck	Jackson & Jackson Developments Ltd	2no. new + 1no. replacement culverts; sw outfall	31-08-17
TD-3586-2017-CON	North Delph, Lincoln Eastern Bypass	Network Archaeology Ltd	Investigations between North Delph / R Witham	22-08-17

Section 23 Land Drainage Act Consent Applications – District

Reference	Location	Applicant	Details	Date
None				

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-3511-2017-CON	Cliff Road, Welton	Linden Homes East Yorkshire	SW outfall into Welton Beck	12-07-17
TE-3537-2017-CON	Lodge Lane, Nettleham	Stirlin Developments Ltd	SW outfall to culverted drain	03-08-17
TE-3576-2017-CON	Nettleham Beck, Riseholme	University of Lincoln	Various works to reconnect Beck with flood plain	22-08-17
TE-3589-2017-CON	High Street, Scampton	Pride Homes (Lincoln) Ltd	SW outfall to ditch	06-09-17
TE-3604-2017-CON	Near Poolham and Langton	Beeswax Dyson Farming Ltd	6no. field underdrainage schemes	06-09-17

Enforcement Issues – District

Reference	Location	Description / Comments	Actions
TD-2688-2016-ENF	<i>Willow farm, Bardney Rd, Tupholme</i>	Road flooding	Complete 6-7-17
TD-2813-2016-ENF	<i>35 Holme Drive, Sudbrook</i>	Erosion of bank	Complete 16-7-17
TD-2874-2016-ENF	<i>Gravel Pit Culverts, Tattershall Thorpe</i>	Obstruction in road culvert	Complete 27-7-17
TD-3222-2017-ENF	<i>Paul's Lane Tattershall Thorpe</i>	Possible blocked culvert causing field flooding	Awaiting LCC to jet road culvert
TD-3399-2017-ENF	<i>2 Elm Drive Sudbrook Lincoln</i>	Erosion of bank	Monitoring

Enforcement Issues – Extended Area

Reference	Location	Description / Comments	Actions
TE-3250-2017-ENF	<i>Doddington Road, South Willingham, Louth</i>	Overgrown watercourse & blocked road culvert	Culvert has been cleared and maintenance to watercourse outstanding.
TE-3251-2017-ENF	<i>29 Norman Way, Bardney, Lincoln</i>	Possible maintenance to watercourse	Monitoring
TE-3322-2017-ENF	<i>Lincoln Road, East Barkwith</i>	Possible maintenance to watercourse	Contacted land owner awaiting response
TE-3359-2017-ENF	<i>Lemar, North Road, Tattershall Thorpe</i>	Investigate standing water in watercourse	Closed case 6-9-17
TE-3044-2016-ENF	<i>Lincoln Rd, Dunston</i>	Weed growth in Nettleham Beck, Nettleham (u/s Sudbrooke Beck)	Closed case 6-9-17

Members received and NOTED the Consents and Enforcements report.

2577 Catchment Studies Presentation.

At 12:05 Cllrs McNeill, England and Fleetwood left the meeting.

Martin Shilling, Director of Operations and Engineering Services gave a presentation on the three catchment studies completed for Marsh Lane & Park beck, Kirkstead and Bardney Manor Farm, Duckpool, Southrey, Stixwould and Woodhall. This is a computer based model to look at the management of water levels and to assess if it can be done better. It produces hydrographs of rainfall events, based on 10, 100 and 1000-year events. There are also sensitivity tests, whereby courses are made rougher or improved and the differences and results are then assessed.

Members noted the purpose of the three catchment studies and how the information from them will be used to manage the performance of the watercourses within each catchment.

2578 Any Other Business.

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

2579 Date, Time and Place of Next Meeting.

The next meeting and Annual Public Meeting (APM) of the Board was confirmed for Tuesday, 21st November 2017 in Minting Village Hall, commencing at 10.30am.

.....Chairman.....Date
W3rd BM 19.09.17.