

WITHAM THIRD DISTRICT INTERNAL DRAINAGE BOARD

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

Present:

Mr. R. Armstrong
Cllr. T. Ashton
Mr. J. Boyall
Mr. B. Charlesworth
Mr I. M. Clark
Cllr. I. G. Fleetwood
Mr. J. R. Garner
Cllr. W. H. Gray
Mr. R. P. Hairsine
Cllr. G. Hewson
Ms. J. F. Holland,
Mr. D. C. Hoyes MBE
Mr. P. R. Hoyes (**Chairman**)
Mr. I. Parker
Mr. J. C. Smithson
Mr. M. I. Thomas (**Vice Chairman**)
Cllr. P. J. Vaughan

In attendance:

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

2603 Apologies for absence.

Apologies for absence were received from Cllr. S. M. Avison, Mr. W. S. Crane, Cllr. S. England, Cllr. Mrs. S. Gorst, Cllr. W. Grover, Mr. D. Jackson, Cllr. Mrs. F. M. Martin MBE, Cllr. G. McNeill, Mr. P. A. Spilman, Mr. D. J. Straw, Mr. H. Ward, Mr. R. J. Weightman and Mr. T. Williams.

2604 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.

2605 Chairman's Announcements.

The Chairman welcomed everyone to the meeting advising members that the January meeting would be necessarily focussed on the Board's financial position, with the approach of the 31st March year end and setting of the Annual Values and the Penny Rate, which in turn determines the Special Levy paid by the three Councils and the Drainage Rates payable for the next financial year.

2606 Minutes of the Board meeting and Annual Public Meeting, 21.11.17.

The Minutes of the Board's previous meeting held on Tuesday, 21st November 2017 were proposed by Mr. Pat Vaughan, seconded by Mr. Jeff Boyall and APPROVED as an accurate record.

There were no matters arising.

2607 Minutes of the Standing Committee meeting, 16.01.18.

The minutes of the Standing Committee meeting held on Tuesday, 16th January 2018 were proposed by Mr. Bob Armstrong, seconded by Cllr. Ian Fleetwood and APPROVED as an accurate record and the recommendations to the Board were NOTED.

There were no matters arising.

2608 Minutes of the Joint Services Committee meeting held on 11.12.17.

The minutes of the Joint Services Committee held on Monday 11th December 2017 were noted.

MATTERS ARISING:

2608.1 ADA Lincolnshire Branch Pay Settlement 2018/19.

The Chief Executive highlighted to members three points agreed by the Joint Services Committee as:

- to support Option three whereby the four Boards wait to see whether a pay cap continues at 1% or whether 90% of the national increase in average earnings is the interpretation IDBs across Lincolnshire implement, given the different interpretation on the Autumn Budget of 22.11.17. The Chief Executive to advise subsequently when there is clarity from the Pay & Conditions Committee.
- To address the Pay and Conditions Committee's third recommendation by agreeing in principle the 'worked example' for Land Drainage Operatives. The Chief Executive would seek to negotiate a local agreement with staff. The objective being to assimilate all staff on to white book pay spines, to standardised pay dates (15th of each month), to move Operatives on to ADA White Book Spine Points in a way which consolidates holiday pay. The 76 hours working fortnight for Operatives to be maintained as is, as part of the deal.
- The JSC deferred a decision on whether or not it wishes to assimilate all staff on to Spine Points in the ADA White Book and, if so, whether it wishes the then remaining three staff to be assimilated as set out. So, at present, this leaves three posts 'as is', at spot salary points outside the ADA White Book pay spine points.

2608.2 Merchant Services.

A paper detailing the current process in place for three of the four Boards to accept payments via credit and debit cards had been discussed by the JSC. This facility, known as “Merchant Services”, is currently provided by Worldpay. This contract had been in place for three years and a soft market test had been carried out to seek informal quotations from four invited suppliers, including the current provider. At its Board meeting in November 2017, North East Lindsey Drainage Board agreed to have this facility extended to include payments for Drainage Rates by card.

Based on the quotes received, the JSC members had AGREED to re-appoint Worldpay as the Merchant Services provider for Upper Witham, Witham Third and Witham First and also agree a new contract for North East Lindsey. It was noted, however, that this was at reduced monthly and annual fixed charges.

2609 Returning Officer and Elections Timetable for 2018.

A paper and timetable had been circulated with the agenda which set out the proposed timetable for the 2018 Elections to each of the four Boards, highlighted the change in relation to Elections advertising requirements since 2016 and asked members to formally nominate the Chief Executive as Returning Officer for the four Elections.

Each of the four Boards has an Electoral term, for those Board members directly elected by the owners or occupiers of land, which runs until 31st October 2018. The new Electoral term of office therefore runs from 01st November 2018 for three years to 31st October 2021.

Members nominated to Boards by those Councils who pay Special Levy monies to the Boards are unaffected by this election process. Those Council nominated members are frequently nominated as “representatives on outside bodies” for the period of one civic year (sometimes two to three civic years), usually from May. That nomination process continues outwith this election process.

Defra issued a Ministerial Direction on 27.04.16, under regulation 28 of the Land Drainage (Election of Drainage Boards) Regulations 1938 (as amended). The effect of the Direction is to confirm that any notice, certificate or declaration required under the Regulations may be advertised through publicly available websites instead of only by insertion in one or more newspapers circulating in the Internal Drainage District. IDBs may still advertise notices in local newspapers if they so wish. IDBs can also place the notice, certificate or declaration in additional places such as publicly available notice boards, local magazines, newsletters and other such circulars distributed to residences and businesses within the Internal Drainage District to ensure access for those people who do not have internet facilities.

Members discussed:

- Were there any existing members who intended to stand down from 31.10.18 and who would not seek re-election? Early notification of this would help to plan an orderly transition and to encourage people to stand for election in those electoral wards where we know there will be a vacant seat. Mr. John Smithson, former Chairman and Board member for 46 years indicated that he would not be standing for election.
- Identification of potential candidates to fill any existing vacant seat.

- Whether or not to make savings on advertising costs by placing the required Elections advertisements on the Board's publicly available website and not in local newspapers. The costs incurred in 2015 for the Elections process for newspaper advertising was £1,100.00. Members suggested that the Notification of Drainage Rates should also include information on the election process.

After discussion, members AGREED:

- That the Chief Executive be nominated as the Returning Officer for the 2018 Election.
- To approve the Elections timetable, as set out.
- That all advertisements and publicity relating to the Elections process be made available on the Board's publicly available website, on Witham House's external Notice Board, at the Depot and that notification of the Election process will be included with the 2018/19 drainage rates demands and sent out in April. Advertisements would not be placed in local newspapers.

2610 Chief Executive's Report.

A report had been circulated with the agenda and items highlighted included:

2610.1 External Audit.

Members were advised that Officers had attended a webinar on 23rd January 2018 which provided guidance and training on new external audit requirements for 2017/18. The IDB Annual Return would be with the 22.05.18 meeting agenda papers for approval, prior to submission for External Audit.

2610.2 Training and Development.

Members were requested to 'save the date' of Tuesday, 20th March 2018 for a joint training event, with venue and programme to be confirmed but likely to be at Riseholme Agricultural College.

2611 Schedule of Expenditure, 01.11.17 to 31.12.17.

The Schedule of Expenditure for the two months' period 01st November to 31st December 2017 had been circulated with the agenda and was presented by the Finance Consultant.

Gross expenditure totalled £252,194.85 or, net of £10,267.60 VAT, £241,927.25. Of this, £25,937.06 was recharged to other bodies.

Items highlighted to or raised by members included:

- Item 43: £52,577.00 net to the Environment Agency for Flood & Coastal Erosion Risk Management IDB Precept, the final payment.
- Item 162: £980.00 net payment to Shoebriidge Engineering for Coningsby Pumping Station, pump maintenance.

Members received and NOTED the expenditure incurred between 01.11.17 and 31.12.17.

2612 Financial Performance Report to 31st December 2017, Month 9 of 2017/18 and forecast year end position as at 31st March 2018.

The Finance Consultant presented the financial performance report to 31.12.17, month nine of 2017/18, and the forecast year end position as at 31.03.18 which had been circulated with the agenda.

The budget profile anticipated a 31.12.17 surplus of (£142,079) in comparison with the actual surplus position of (£224,200). Hence, there was a positive variance of (£82,121) at this point in the year. This was a pleasing position at this point, summarised as follows:

	2017/18 Estimate	Profiled Budget	Actual	Variance	Provisional Outturn	Variance
	£	£	£	£	£	£
Income	(1,100,807)	(1,043,145)	(1,144,420)	(101,275)	(1,194,778)	(93,971)
Board & General Admin	22,380	11,701	11,721	20	19,719	(2,661)
One Off Schemes	9,000	0	0	0	59,000	50,000
Conservation	2,000	2,000	1,275	(725)	2,000	-
Depot	30,389	24,906	40,445	15,539	49,837	19,448
Drains	493,205	384,284	283,415	(100,869)	429,233	(63,972)
Pumping Stations	211,852	119,590	123,745	4,155	213,971	2,119
Joint Admin/Witham House	124,400	141,562	160,871	19,310	131,494	7,094
Consents & Enforcement	14,049	29,825	30,339	514	14,358	309
Director of Operations/Engineers	71,275	55,967	49,480	(6,487)	65,551	(5,724)
Contrib to Reserves/Pay Continge	0	0	0	0	45,000	45,000
PWLB	0	0	0	0	0	-
Rechargeable Works	15,000	12,977	61,338	48,361	61,338	46,338
EA Precept	107,257	107,257	105,154	(2,103)	105,154	(2,103)
FRS17 Pension Adjustment (net)	0	0	0	0	0	-
Wages & Plant Holding Account	0	10,997	52,435	41,437	0	-
(Surplus)/ Deficit	0	(142,079)	(224,200)	(82,121)	1,878	1,878

On income, overall at this point in the year there was a (£82,121) positive variance. This was similar to the position depicted as at 31.10.17 when there was a (£71k) positive variance. Most 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 submitted to the Environment Agency and the claim paid for the balance of 2016/17 actual (£82,873) and for 80% (£140,000) of the 2017/18 claim estimate (£175,000). The balance adjusted for actual 2017/18 spend will be payable in September 2018. This has given a positive variance of (£45k), which it is proposed to transfer to the Pumping Station Reserve to replenish this given the expenditure incurred at Greetwell Pumping Station to install a replacement AWC.

On drains and Pumping Stations, there were savings of (£11k) on electricity, overtime (£5k), fuel (£7k), depreciation (£7k), Insurance (£1k), materials (£2k) and plant hire (£3k). There was also variance on wages and plant recharges, with additional works to provide new mess room facilities at the Depot leading to a negative variance of £16k.

On drainage rates performance for 2017/18, as at 31.12.17 there was a good collection rate of 99.4% (compared with 99.9% at the same point last year). First reminders were posted to account holders on 10.08.17 and final reminders on 21.09.17. All outstanding queries on accounts were now resolved, and Court was attended on 04.12.17. All historical rating queries were resolved although land requiring to be transferred to Special Levy continued to be identified.

Bank balances and investments as at 31.12.17 were set out as follows:

Natwest			£	170,205.09
Co-op (Closed)			£	-
Nationwide Instant Access			£	656,493.22
Nationwide 95 Day Notice			£	511,368.10
		Total	£	1,338,066.41

On plant and machinery, the replacement Massey Ferguson tractor / flail combination had now been delivered to the depot on 24.01.18, having been ordered on 27.04.17. Chandlers would complete the PDI before the Board paid for the tractor.

A projected outturn position had been estimated, based on the month nine position, showing a broadly balanced position of £2k deficit for the year end, 31.03.18. However, members were advised that this figure contained some manual provisions including electricity at an additional £16k spend, pump lifts £33k, improvement works £9k and the completion of the Kirkstead Flood Wall repair at £50k from within the budget (rather than drawing down from reserves as provided for in the Approved Budget for 2017/18).

Members received and NOTED the financial position of the Board to 31.12.17 and the Projected Outturn for 31.03.18.

2613 Joint Risk Register 2018

A report and Risk Register had been circulated with the agenda. The Chief Executive introduced this item, explaining that the Corporate Risk Register would be a new version for all four Boards. The previous version, which three of the four Boards had in place, was becoming cumbersome as more detail was added with each iteration of the Register since it was originally developed in May 2012.

The Register attempts to capture the high-level risks the four Boards face, particularly those generic ones (with any specific risk to a particular Board highlighted). It sets out mitigation measures and this version indicates a direction of travel on individual risks.

The Risk Register is considered by the Board twice annually, in January ahead of agreeing the budget for the following financial year and again in May when the Annual Governance Statement is completed. The new Internal Auditor (Chris Harris, Audit Director at TIAA), will be reviewing the Risk Register when he visits in mid-February 2018.

Members APPROVED the Risk Register.

2614 2018/19 Plant, vehicle and equipment Programme.

A paper detailing the 2018/19 Plant programme and the indicative programme for future years had been circulated with the agenda. This was set out as follows and presented by the Finance Consultant:

2018-19	<u>Purchases</u>		<u>Sales</u>	
Tractor/flail combination	£180,000	Tractor/flail combination (FX10 EOA/Herder 518)	£20,000	
Ride on Mower	£20,000	Countax X15 Ride on Mower 2012	£1,000	
Midi Digger/Flail (New)	£50,000			
Midi Digger/Flail (Second Hand)	£15,000			
Loader trailer for Midi Digger	£7,500			
TOTAL	£222,500		£21,000	£201,500

The Finance Consultant advised members that it had been agreed by the Standing Committee that, rather than purchase a new midi digger / flail, the Board would purchase the second hand machine from Upper Witham IDB. This in turn meant that a new machine would be purchased in 2023/24 and the tractor/flail replacement scheduled for 2024/25 would be deferred to 2025/26. The rationale for this midi-digger purchase was that the Board currently borrows the Upper Witham one and all Boards are using it regularly. Upper Witham will purchase a new, slightly larger one at c. 8 tonnes (to be used flexibly by the Boards) and this provides the Board with an opportunity to see how much use it has for the 5 tonnes one.

The Plant Programme for 2018/19 was proposed, seconded and APPROVED by members.

2615 Estimates for 2018/19, including year 1 of the plant, vehicle and machinery programme, the recommended Joint Services Budget and any one-off schemes.

A report had been circulated with the agenda and the Finance Consultant explained that detailed work had been undertaken to review the actual income and expenditure as at 31st December 2017 and this has been projected forward to provide an indicative outturn position as at 31st March 2018 as covered in the earlier report. This position had then been used to inform the budgets for 2018/19, together with any known cost pressures, necessary developments and known savings.

The summary of the Joint Services budgets were also provided, which were recommended by the four Boards' JSC meeting on 11th December 2017 after the committee had reviewed the proposed budget.

In terms of inflation and other factors, pay and associated costs have been increased by 2%, NNDR by 4%, with all other costs having a 0% inflationary uplift unless any adjustment had been required to rebase the budget.

A balanced budget position can be achieved for 2018/19, based on these assumptions and a proposed 2.00% increase in the Penny Rate.

No increase has been included for Drainage Rates due to the net impact of land movements and Special Levies (£16k) assuming a 2.00% increase in the penny rate in order to set a balanced budget 2018/19 and to protect the baseline in line with inflation. All other income budgets remain unchanged.

Main increases in wages were the inflationary increase for 2% pay award and associated increase in oncosts £20k and additional depreciation required to deliver the plant programme £2k (assuming the purchase of a second hand midi digger rather than a new one). The budget for Pump Lifts remained at £25k. as this work is essential to ensure pumps are inspected on a regular basis and is also a condition of the insurance policy.

The Joint Services Committee, on 11th December 2017, recommended the Budgets to the four Boards for inclusion in each Board's detailed estimates. There was a realignment of budgets to match where posts are actually held, so the Executive Assistant budget has been moved from Upper Witham IDB to Witham Third IDB (to match where the employment contract is now held) and the GIS post has been moved from 'Administration' to 'Engineering' – hence the net shift between these 2 areas.

The cost of the Consents & Enforcement Officer is fully met by income from recharges to Lincolnshire County Council (costs allocated across the three Boards and income received by three Boards). The Memorandum of Understanding had been extended until 31st March 2018 and is currently under renegotiation to extend for a further period. The total of all the

stated Variations is £0k. On this basis, a balanced budget can be achieved for 2018/19 based on the assumptions stated for 2018/19 with a 2.00% 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 the fund balances be allocated on the following basis:

Reserve	2017/18 b/f £	2017/18 c/f £	2018/19 c/f £
Revenue Reserve	(137,777)	(135,899)	(135,899)
Plant & Machinery	(435,731)	(410,364)	(293,927)
Pumping Stations	(294,004)	(294,004)	(294,004)
AWC Renewal	(150,000)	(150,000)	(150,000)
One off projects	(8,991)	(8,991)	(8,991)
Balance	(1,026,503)	(999,258)	(882,821)

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 2018/19 balance is 12.0% of turnover.

The Plant and Machinery reserve funds future purchases of Plant and Equipment. Depreciation charges replenish this fund on an annual basis to fund future purchases. The Pumping Stations reserve may 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 AWC Renewal & Installation reserve will be utilised for the 'one-off' maintenance/replacement of Automatic Weed Cleaning systems. (Not all the Board's 13 pumping stations currently have AWC's). Finally, there is the One Off Projects reserve which helps to smooth expenditure between years for larger one off schemes. The balance on the reserve is earmarked for upgrading telemetry.

	Approved 2017/18 Estimate £	Draft 2018/19 Estimate £	Variance £
Income	(1,100,807)	(1,134,976)	(34,169)
Board & General Admin	22,180	24,310	2,130
One Off Schemes	9,000	9,000	-
Conservation	2,000	2,000	-
Depot	30,389	30,769	380
Drains	493,205	519,257	26,052
Pumping Stations	211,852	211,902	50
Joint Services	124,600	114,274	(10,326)
Consents & Enforcement	14,049	14,115	66
Director of Operations/Engineers	71,275	87,092	15,817
Contrib to Reserves/Pay Contingency	-	-	-
PWLB	-	-	-
Rechargeable Works	15,000	15,000	-
EA Precept	107,257	107,257	-
FRS17 Pension Adjustment (net)	-	-	-
Wages & Plant Holding Account	-	-	-
(Surplus)/Deficit	-	-	-

Based upon a 2% increase in the Penny Rate, Members were content to APPROVE the Estimates for 2018/19.

2616 Annual Value, Penny Rate, Drainage Rates and Special Levies for the three Councils.

A report had been circulated with the agenda and was presented by the Finance Consultant.

The Annual Values are agreed each year as part of the formal setting of the Drainage Rates and Special Levies and must be set before 15.02.18 for the financial year 2018/19.

The Annual Values begin with the brought forward values from last year. The movements required for land that has been developed, and which therefore moves out of Drainage Rates and is allocated to Special Levies for the appropriate Council, are then applied within each of the three Councils.

Land is transferred at the development rate of £4,287.44 per hectare and applied to the movements between 01.01.17 and 31.12.17.

This results in the following Annual Values as at 31.12.17:

	Annual Values 31.12.16 £	Land Transfers 2017 £	Annual Values 31.12.17 £
Drainage Rates	1,777,174	(2,450)	1,774,724
City of Lincoln	2,776,055	0	2,776,055
East Lindsey DC	3,261,987	107,258	3,369,245
West Lindsey DC	2,065,448	6,080	2,071,528
Total	9,880,664	110,888	9,991,552

Penny Rates

The following 'penny rates' will be applicable if the 2.00% increase proposed is agreed:

	Penny Rate (pence)
Current	9.0246
Proposed	9.2051

This will net increase the amount generated from Drainage Rates from £160,383 to £163,365 (+£2,982) in 2018/19.

Special Levies

The proposed 2.00% 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 2017/18 £	Proposed 2018/19 £	Difference £	Increase %
City of Lincoln	250,527.86	255,538.64	5,010.78	2.00
ELDC	294,381.30	310,142.37	15,761.07	5.35
WLDC	186,398.39	190,686.22	4,287.83	2.30
TOTAL	731,307.55	756,367.23	25,059.68	3.43

In summary, income to the Board increases by a net total of £28,042, being an increase of £25,060 in Special Levy income from the three Councils and a net increase in Drainage Rates of £2,982.30.

After discussion Members AGREED the following:

1. To approve the transfer of land from Drainage Rates to Special Levy as set out.
2. The land valuations as at 31.12.17 upon which Drainage Rates and Special Levies are calculated is set at £9,991,552.
3. The 'Penny Rate' be increased from 9.0246 pence to 9.2051 pence (+2.00%) for 2018/19.
4. The Special Levies 2018/19 agreed for each of the three Councils as:
 - 4.1 City of Lincoln £255,538.64.
 - 4.2 East Lindsey District Council £310,142.37.
 - 4.3 West Lindsey District Council £190,686.22.
5. The Chairman and Chief Executive were 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 15.02.18.

2617 Health and Safety Update.

An update on Health and Safety matters had been circulated with the agenda and was presented by the Director of Operations and Engineering. He was pleased to report no near misses or accidents for this Board.

Members received and NOTED the update on health and safety.

At 12:05 Mr. John Smithson left the meeting.

2618 Director of Operations & 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 was drawing to a close and work had started on the winter programme. The watercourses to benefit from winter maintenance would be:

North Delph	10.2km	
Swine Syke / Reeds Beck	4.04km	
Tumby Drain	1.23km	(work on the recently adopted Tumby Drain had been 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 this 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 un-obstructed flows.

- **Pumping Stations**

Over the Christmas / New Year holiday period faults were reported and remedied at Greetwell and Duckpool pumping stations. Neither fault led to high water levels as rainfall continued to be relatively low. Investigations as to the cause of the fault at Dogdyke Pumping Station continue.

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 had been deemed in a poor condition by the Environment Agency for a number of years. However, during investigation it was found that the wall continued to subside and that the ground immediately above the discharge pipe of the old station appeared to consolidate to a greater degree than that adjacent to it. This indicated either the ground covering the pipeline continued to consolidate despite being in place for many years (1954), that there was some very localised loss of material from the surface or that there was a loss of material from underneath, possibly through the discharge pipe serving the old station. Arrangements had been made to undertake a CCTV survey of the discharge pipeline to establish its condition. If the pipeline was found to have failed then the most likely explanation would be a failure at the joint[s] of the concrete pipes from which it was constructed. If this was the case, then the pipeline would 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. Once the condition of the pipeline had been established as sound, or the remedial works completed, then work would commence to design and reinstate the reinforced concrete wall and brick face. The existing wall had failed by rotation at a joint and a design would be chosen that provided the desired standard of protection, was economic and have a design life of at least 50 years. The Board had allocated a budget of £50,000 for this work.

- **Plant**

As previously reported, an order was placed with Chandlers Farm Equipment for the replacement of the tractor/flail combination purchased in 2009. This tractor/flail combination had been delivered on 24.01.18. An order was placed for the provision of a Kuhn front mounted paddock flail that would be operated on this tractor. Clarification was sought from the supplier of the reason for the long delay in delivery and agreeing appropriate extension of warranty.

Tenders were received on 15.12.17 for the provision of a new tractor/flail combination in line with the plant replacement programme for 2018/19. This purchase would replace the Massey Ferguson 6485 & Herder Grenadier MBK518LS purchased in 2010 and was scheduled for delivery by June 2018.

Tender	Model	Net Price	Trade-In	Net Cost
Doubleday	John Deere 6195R	£113,300	£38,000	£75,300
Chandlers FE	Massey Ferguson 7720S	£97,670	£35,000	£62,670
Irelands FM Ltd.	Spearhead Twiga SPV2	£226,848	£36,000	£190,848
Crawford & Son	No tender			
Pecks Agritrac	Case IH Optum 270 CVX	£123,658	£31,000	£92,658
Claas Eastern Ltd	Claas Axion 810C	£97,826	£37,000	£60,826

In addition to the above tenders for the provision of a suitable tractor, the following quotation has been received for provision of the side mounted flail:

Mastenbroek Ltd. Herder Grenadier BK512SH £84,100 [including Prolec system fitted]. This would be required on all the tenders stated, except the Spearhead machine.

Also, prices were received for the provision of a front mounted push/pull paddock flail:

Tender	Model	Net Price
Doubleday	Bomford Turner Euro 250	£5,200
Chandlers FE	Kuhn BPR240	£5,912
Irelands FM Ltd.	No separate tender – included within above tender price on spearhead	
Crawford & Son	Roadmaster 2307 FT	£10,800
Mastenbroek Ltd	Herder KMV	£9,950
Mastenbroek Ltd	Votex Landmaster	£8,050
Pecks Agritrac	Teagle XPro 250	£9,800
Claas Eastern Ltd	KRM UNIKA 2300	£6,760

Authority had been delegated to the Chairman to approve a purchase order, once all the tenders had been evaluated by Officers.

- **Public Sector Co-operation Agreement**

The majority of the work requested under this agreement by the EA had been completed. The remaining work to be undertaken includes monthly obstruction runs on Thunker Drain in Horncastle and Welton Beck.

The Board continues to seek the award of work over longer periods, rather than the annual award that occurs presently.

- **Catchment Studies**

The Board's officers had received the final text of the report on the three catchment studies. This was being checked before sign-off. The information contained within it would 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 would be made available to developers who require access to the modelled flood levels within our systems.

- **Workforce**

The Board's Pumping Station attendant remains on long term sick leave with no date for a return to work. This Operative has been on sick leave since 30th January 2017 and is receiving treatment for a longstanding condition. The Board's Operations Manager and HR Consultant have undertaken welfare visits and his colleagues within the workforce keep in regular contact. An independent Occupational Health Service has been commissioned to provide necessary assessment to satisfy grounds for an ill-health early retirement.

Members received and NOTED the report and presentation.

2619 Engineering Services Report.

The Engineering Services Report had been circulated with the agenda.

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

2620 Consents and Enforcements Report

The Consents and Enforcements Report had been circulated with the agenda.

Byelaw Consent Applications:

Reference	Location	Applicant	Details	Date
TD-3728-2017-CON	Watery Lane, Goulceby	LCC	Replacement road culvert	09-11-17
TD-3804-2017-CON	Chestnut Drain	Anglian Water Services Ltd	New water main, parallel and crossing	04-01-18

Section 23 Land Drainage Act Consent Applications – District:

Reference	Location	Applicant	Details	Date
TD-3705-2017-CON	Witham Road, Woodhall Spa	Broadgate Homes	15no. access culverts	
TD-3741-2017-CON	Snelland	Network Rail	Lining of culvert	22-11-17
TD-3806-2017-CON	Dunholme Road, Scothern	Truelove Property & Construction Ltd	Access culvert in and discharges into watercourse	

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-3680-2017-CON	Wickenby	AMCO Rail	Lining of culvert	31-10-2017
TE-3774-2017-CON	Lincoln Eastern Bypass	LCC	Various works downstream of Wragby Road culvert	

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	Monitoring
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

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	Monitoring

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

Members received and NOTED the report.

2621 Any Other Business

There being no further items of business, the meeting closed at 12:45.

2622 Date, Time and Place of the Board's Next Meeting.

The Board's next meeting was confirmed for Tuesday, 22nd May 2018 at the earlier time of 10.00am in Minting Village Hall.

..... Chairman Date
W3rd BM 30.01.18.