

## UPPER WITHAM INTERNAL DRAINAGE BOARD

**Minutes of a Meeting of Upper Witham Internal Drainage Board held on Monday, 29<sup>th</sup> June 2020 via video conference at 2pm.**

**Present:**

Mr. A. Buckley  
Mr. N. Craft  
Cllr. Mrs. L. Dales  
Cllr. Mrs. M. Green  
Cllr. G. Hewson.  
Mr. D. Jackson  
Cllr. Mrs. R. Kaberry-Brown  
Cllr. Ms. R. Longbottom  
Mr. F. Myers - **Chairman**  
Cllr. R. Oates  
Cllr. L. J. Pennell  
Mr. G. Rawlings.  
Mr. J.R. Scarborough. - **Vice Chairman**  
Mrs. J.S.P. Smith.  
Cllr. C. Spray  
Cllr. I. Stokes  
Mr. N. Tobin.  
Cllr. P.J. Vaughan. - **Vice Chairman**  
Mrs. J. Wilkinson.

**In Attendance:**

Miss Jayne Flower, Executive Assistant.  
Mrs. Jane Froggatt, Chief Executive.  
Mr. Chris Harris, Internal Auditor, TIAA  
Mr Guy Hird, Engineering Services Officer.  
Mr. Steve Larter, Director of Finance & Governance.  
Mr. Martin Shilling, Director of Operations & Engineering.

**1.20 Apologies:**

Apologies for absence were received from Cllr. C. Benn, Mr. J. Boyall, Mr. B. Charlesworth, Cllr. S. England, Mr. P. Gowen, Mr. R. Hollis, Ms E. E. Jenkinson, Mr. V. Kerr, Mr. D. Knight, Mr. R. Phillips, Mr. G. E Porter, Mr. C. Smith, Mr. T. Speakman, Mr. B. White, Mr. S. White and Mr. P. Wright.

**2.20 Declarations of Members' Interests.**

Members present appointed by the five Councils declared interests relating to their respective Councils, (City of Lincoln, North Kesteven District, West Lindsey District, South Kesteven District Council and Newark & Sherwood District Councils).

**3.20 Chairman's Announcements.**

The Chairman welcomed everyone to the meeting, the first Board meeting held via videoconference. It was new territory for all attendees in this highly unusual period of the Covid-19 pandemic.

A welcome was extended to new Member Giles Rawlings. Giles was attending the Board for his first meeting, having succeeded Richard Parker, Richard having stood down from the Board in January after completing service of 33 years.

He also welcomed Chris Harris, Internal Auditor, to the meeting. Chris would present his independent Report on the last financial year 2019/20 and also his audit certificate arising from that, to form part of the Board's Annual Governance and Accountability Return [AGAR]. Chris had indicated that he would remain throughout the meeting.

Members were advised that much of the agenda at this time of the year was necessarily finance focussed, to close the 2019/20 financial year ended 31st March 2020. However, there was also an update on the new depot and office scheme, various operational issues and pleasingly a successful grant aided scheme to report in relation to Pyewipe Pumping Station in Lincoln.

#### **4.20 Revised Standing Orders.**

A report and revised Standing Orders had been circulated with the agenda.

The Chief Executive advised members that on 23rd March 2020, the PM announced the national lockdown and that people should stay home in order to stay safe, reduce the transmission of Covid-19 to others and to reduce the burden on the NHS. The national lockdown started on 24th March bringing certain challenges to all, both personally and in undertaking work duties. However, Officers and Staff remained under clear Government instruction to stay home and only leave home for essentials such as food or medicine, for work [when that work cannot be done at home and it is essential] or to exercise. This was why the scheduled May Board meetings were post-poned.

The IDBs received confirmation in early April that the statutory reporting deadlines would be extended by three months for all Category 1 and 2 public authorities. This included IDBs. This gave the 4 Witham & Humber Boards the fall-back position that ADA and SAAA had been seeking with regard to all specified deadlines that are part of the Accountability & Governance Annual Return [AGAR] process.

Local authorities were provided with Regulations to enable Council meetings and committees to be held remotely by teleconference or WebEx. IDBs were not included in these regulations.

However, ADA continued to discuss potential amendments with Defra, including those required to IDBs' model Standing Orders to enable IDBs to hold their Board Meetings virtually by WebEx or teleconference facilities akin to the flexibility afforded to other parts of local government. ADA encouraged Defra to provide a straightforward procedure that would enable IDBs to adopt proposed new paragraphs within their Standing Orders quickly and easily.

On behalf of each of the 4 Chairmen, the IDBs requested via ADA that the Defra Minister approve an amendment to each IDB's existing approved Standing Orders to introduce new rules 28 and 29, as set out in revised Standing Orders which had been circulated with the agenda. The basis of the amendment requested and the certificate of approval requested was, given the current circumstances in respect of Covid-19 virus and the restrictions in the UK on meetings in public, to provide flexibility to each Board

to be able to convene and host on-line meetings in order to conduct each Board's business.

Ministerial approval for the revised Standing Orders, including new rules 28 and 29, was granted on 17.04.20 and a certificate of Ministerial approval was provided for the four Boards, naming each legal entity.

The Board APPROVED Chairman's action to seek a revised set of Standing Orders for the Board and ADOPTED the revised set of Standing Orders as circulated, noting new rules 28 and 29 enabling virtual meetings to conduct business until 07.05.21.

### **5.20 Minutes of the Board Meeting, 20.01.20.**

The Minutes of the Board's previous meeting, held on Monday, 20<sup>th</sup> January 2020, were proposed, seconded and APPROVED as an accurate record.

#### *MATTERS ARISING:*

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

### **6.20 Chief Executive's Report.**

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

#### 6.20.1 Covid-19.

When the 4 Boards approved the revised joint Risk Register in January 2020, we did not foresee the significant risk of the impact of the Covid-19 pandemic on our business continuity. Nonetheless, arrangements have been put in place to enable a skeletal service to continue for the 4 IDBs since the PM announced the pandemic lockdown on 23rd March and that everyone should stay home, stay safe and protect the NHS.

In the 3 Boards with a direct workforce including Upper Witham, Operatives have been rostered for and worked different working patterns. They worked from home, avoiding use of the depots and shared mess room/ lavatory facilities. They went straight to work from home, and each covered part of the drainage district, with priorities being the checking and maintenance of pumping stations, the checking of watercourses with obstruction runs and checks on culverts and the clearance of weed screen debris. In order to maintain safe working practices, there has inevitably been additional cost. We are operating a single cab use policy [so there is some duplication in journeys and fuel usage], have purchased additional hand tools to equip Operatives to take these straight from home in work vans and we have provided additional PPE including hand sanitiser gels, gloves, wipes and face masks available to all staff. The 4 IDB depots were not closed to staff, they were there for use as needed, but they were closed to visitors and the public unless by prior arrangement.

From Monday, 18th May, following the PM's announcement of some easing of lockdown arrangements, Operatives have returned to a wider range of duties but again, risk assessments and method statements have been undertaken and Operatives are working in pairs to minimise the risk of cross-infection and the impact on our workforces should any member of staff have Covid-19 symptoms.

Those staff based at Witham House office have worked from home since 24th March, following the PM's announcement, staff taking home their ICT equipment and the Unity phone app being installed to enable the office number 01522 697123 to be answered remotely during office hours. The Boards have supported flexible working practices, recognising that staff have had home schooling and carer responsibilities, and pleasingly [although with some frustrations] the essential work has been done. The newly opened office at Meadow Lane in Hykeham has been closed to visitors, but staff have operated a booking policy to use office facilities when necessary [e.g. to access hard copy records, to seal legal agreements, to use photo copiers, the franking machine, to collate and despatch the hundreds of drainage rates invoices for the 4 Boards in April, to process the payroll each month, to receive and scan post received and distribute it]. National guidance remains to work from home wherever possible and this continues, with staff using Witham House on preferred working days and practices which mean we minimise the number of staff present at any one time and can observe social distancing. These are very different ways of working and fortunately there was a 'New Ways of Working Group' established to contribute to our move to the new Witham House office in mid-February. This forum has continued and proved useful to keep everyone in touch, briefed and able to contribute as we continue to have a videoconference zoom meeting every Tuesday afternoon for an hour. Management Team has met weekly each Thursday, again using zoom video conferencing, and a standing item on our agenda is Covid-19 and a review of our arrangements. On behalf of the 4 Boards we have subscribed to zoom for 12 months at a cost of £1,294.92, enabling unlimited usage and sufficient participants to meet our 4 Boards' meeting requirements. There is an additional cost too in equipping staff with mobile phones and in additional ICT equipment. But it does provide for more flexible, agile working post Covid-19 and will undoubtedly change and modernise working practices. For example, all external meetings have been cancelled but have been largely rearranged as video conferencing meetings, e.g. weekly ADA national meetings.

There have been some interruptions to our services and some things have taken longer than we would wish, e.g. we have found a number of companies to whom we have issued 'invitations to tender' to provide services are unable to respond and some of our pumping station works have slowed as contractors have furloughed their staff [e.g. the refurbishment of W3rd's Stainfield PS, where the pump bearing has now been repaired by Perry's Pumps Ltd (£1,322) and the electrical motor is repaired by Axflow of Huddersfield (£4,058), but we await completion of the MCC before the PS can be operational again.

Nonetheless, the priority has been to provide our staff with a safe system of work, to comply with national guidance and to preserve the ability to respond to an emergency flood event, when necessary, whilst continuing to provide a basic level of service.

#### 6.20.2 End of financial year 2019/20, 31.03.20 Financial Position.

Undoubtedly, the EA's reimbursements of 3 of the IDBs' third-party costs incurred during an excessively wet Autumn 2019 did ease considerably the end of year positions for 3 of the 4 IDBs [unfortunately Upper Witham was not able to make a Statement of Claim]. However, setting aside the costs incurred for the EA, the Boards faced a tough 6 months in 2019/20 and 3 ended the year on 31st March with a deficit position, and there was a modest surplus in NELDB. The report summarised the year-end positions as follows:

NORTH EAST LINDSEY DB	£ 12,883.00	surplus
UPPER WITHAM IDB	£ 92,241.00	deficit
WITHAM FIRST DIDB	£ 45,804.00	deficit
WITHAM THIRD DIDB	£ 11,586.00	deficit

It was confirmed that the respective year end positions can be contained with the allocation of reserves.

However, this will take time to recover the good health of Upper Witham's reserves, and there is always the risk of another series of heavy rainfall events.

#### 6.20.3 Plant and Machinery.

The W3rd Volvo long-reach machine which was damaged in a near-miss incident (when it sank into the bank on North Delph in December, requiring ABBA plant hire to extract it) had been repaired by SMT in Immingham and is once again operational. This is the machine W3rd is keeping as additional resource in the fleet when the new Volvo machine is delivered for the summer season this year. The new Volvo LR EC220ELR excavator at £154,150 (net) is due to be delivered late June 2020. The idea being to provide flexibility across 3 of the 4 Boards for operational purposes.

On W3rd an additional tractor and front flail had been purchased, in consultation with the Chairman, in June 2020. This is outside the approved plant programme for 2020/21, it is an additional purchase. The reason for this purchase was the cost of yet again hiring in for 20 weeks a tractor. When prices were compared of so doing at £575pw and assuming a lifetime use of a used tractor of 10 years, it was less expensive to purchase a used tractor and put a new front flail on this together with the existing offset rear paddock flail. This avoids the hire this year of a tractor and frees up the older Massey Ferguson tractor to be fitted with the existing side flail. Three quotations were obtained by the Operations Manager on used tractors suitable for use with a front flail and the existing paddock flail (a Kubota, a Massey Ferguson and a John

Deere). After comparison, the John Deere 6155M tractor [OY18 FMG] was purchased from Falon JD dealership of Newark at a cost of £62,750 [net] and a new Bomford Euro 280 front flail at £5,350 [net]. The tractor was delivered on 09.06.20. It will run on white diesel and fulfil the role of general haulage tractor, and again provide flexibility in the fleet across 3 of the 4 Boards.

On W1st, the new wheeled Atlas 150W machine with the 3-part sliding dipper arm at £187,150 (net) was due for delivery imminently. It has been supplied by the manufacturer Atlas to distributor TDL in Sheffield and Mastenbroek have supplied to TDL the sliding arm for fitting prior to delivery. W1st's existing Atlas 140W machine will not now be traded in. The Board was offered a trade-in price of £32,000, but this machine will now be purchased by Upper Witham IDB, with the agreement of the Chairman.

Upper Witham IDB will purchase the W1st Atlas 140W wheeled machine at £32,000 to replace its old Atlas Terex machine [which is older and has done many more hours], the Terex being a machine which was retained and not traded in some 2 years ago in order to provide back-up and flexibility in the fleet. UW will then through TDL sell its Atlas Terex machine at £19,000, so there is a net cost to the Board of £13,000 which is not in the approved plant programme for 2020/21. However, in consultation with the Chairman it seemed sensible not to lose the W1st machine from the overall fleet and to dispose of the older Terex machine [deferring for a year from the plant programme the planned purchase of a replacement telehandler to accommodate this].

Part of the rationale for these changes to the plant programmes is to give sufficient flexibility to undertake the PSCA works commissioned for 2020/21 by the Environment Agency on main rivers and to continue with the Boards' own programmes, with as little disruption as practicable.

#### 6.20.4 Capital Schemes in 2020/21.

Since the January Board meetings when a number of schemes were supported in Budget Estimates for 2020/21, a number of other schemes have come forward where, for example, funding was not assured but where Grant in Aid monies have been successful and where for a modest contribution from the Board a worthwhile scheme can be delivered. These include:

- **Pyewipe Pumping Station [UW]-** FDGiA monies totalling £251,100 have been received for the refurbishment of Pyewipe PS. The total scheme cost is £368,950 [£71,000 of this is an upfront contribution from Anglian Northern RFCC which will have to be repaid when the Board receives the S106 developer contribution as part of the Western Growth Corridor development], with a total FDGiA grant allocation of £282,950. A contribution of £15,000 is required from the Board to enable the scheme to proceed from the Capital Receipt of £255,000. This was noted and agreed.

## 6.20.5 Insurance Renewals.

Upper Witham insurance renewals were due on 19<sup>th</sup> May 2020. These are set out as follows, with prior year costs for comparison:

<u>Policy Type</u>	<u>2017 Renewal Premium</u>	<u>2018 Renewal Premium</u>	<u>2019 Renewal Premium</u>	<u>2020 Renewal Premium</u>
	<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>
Business Combined	11,058.50	11,843.38	10,282.26	10,802.43
Professional Indemnity	1,298.48	813.96		
Management Liability	1,066.14			
Contractors Combined	n/a	Inc Business Combined	3,880.80	5,320.00
Fidelity Guarantee	n/a	252.00	282.24	282.24
Loss Recovery	402.60	n/a	n/a	
Engineering Inspection	3,105.49	2,367.00	3,888.40	4,043.21
Engineering Insurance	347.36	319.20	319.20	319.20
Personal Accident	247.41	636.16	636.16	636.16
Motor Fleet	13,424.40	8,405.60	8,763.60	9,284.00
Motor legal expenses	278.67			
Commercial Legal expenses	110.00	288.96	288.96	288.96
Small craft policy (Boat)	244.20	563.36	Inc Business Combined	Inc Business Combined
Cyber Liability	1,040.00	Group Policy W3rd	Group Policy W3rd	Group Policy W3rd
<b><u>Revised total</u></b>	<b><u>32,623.25</u></b>	<b><u>25,489.62</u></b>	<b><u>28,341.62</u></b>	<b><u>30,976.20</u></b>

The Chief Executive's report was received and noted.

## **7.20 Internal Auditor's Independent Report on 2019/20.**

A report had been circulated with the agenda and was introduced by the Internal Auditor, Chris Harris of TIAA. Pleasingly, the overall assurance rating was increased to 'Substantial', which is the highest level possible.

He attended site at the new offices located at Upper Witham IDB Depot on the 2, 3, 4 and 6 March 2020. Whilst on site, a physical inspection of those assets recorded in the asset register for Upper Witham IDB were inspected and confirmed to exist. The key outcomes from the audit were set out in his report as follows:

1. The overall assurance opinion for 2019/20 is Substantial Assurance and no recommendations have been made this year.
2. Good corporate governance is practiced by the Board with appropriate Board involvement
3. The accounting records are all in order, up to date and in balance.
4. A number of outstanding recommendations from previous audits relating to policy and procedures are due to be reported to the May 2020 Board.
5. A detailed review of Health and Safety identified a well organised and managed system for Health and Safety compliance.

Members noted that the May Board meetings having been deferred to June 2020 meant that the Policies Handbook would now instead go to the JSC meeting on 20<sup>th</sup> July. Members furthermore noted the summary of key findings and conclusions from the 2019/20 Internal Audit and the Chairman thanked Chris Harris for his detailed report.

#### **8.20 Schedule of Expenditure, 01.01.20 to 31.03.20.**

The Schedule of Expenditure incurred for the three months of 01<sup>st</sup> January to 31<sup>st</sup> March 2020 had been circulated with the agenda. It was highlighted that this refers to invoices paid in the three months period (so, for example, pumping station electricity invoices relating to March are not included as they are received in April).

Expenditure totalled £672,462.61 gross or, excluding £89,233.44 VAT, the net amount of £583,229.17. Of this, £8,347.11 was rechargeable expenditure to other bodies.

Items raised by or highlighted to members included:

- Item 8: £13,984.59 (net) to AxFlow Limited for Boultham Pumping Station refurbishment and recommissioning of pump no.2.
- Item 57: £8,845.00 (net) to E. Skinns Ltd for Burton Pumping Station fabrication and supply of a weed screen.
- Item 106: £1,690.84 (net) to Maltby Electrical for Boultham Pumping Station Electrical survey work. Cllr Gary Hewson queried this item and was advised that it is the periodic checks that are required by health and safety law, identifying works at the survey which are then completed to ensure compliance.
- Item 241: £8,277.78 (net) to Witham First DIDB for the Director of Operations Recharges. Cllr. Gary Hewson queried this item and it was clarified that this is not a specific item, it is the salary cost of the post. It does not include any other costs.

Members received the expenditure schedule and NOTED the expenditure incurred in the three months 01<sup>st</sup> January to 31<sup>st</sup> March 2020.

## **9.20 Summary Financial Performance Report 2019/20, month 12 to 31<sup>st</sup> March 2020.**

The 2019/20 Financial Performance Report, detailing the 12 months 01<sup>st</sup> April 2019 to 31<sup>st</sup> March 2020, had been circulated with the agenda. The report was presented by the Director of Finance and Governance. The summary position was:

	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
	<b>2019/20 Budget</b>	<b>Actual</b>	<b>Variance (3-2)</b>	<b>FRS102 Adjusted</b>	<b>Estimate 2020/21</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Income	(1,393,051)	(1,622,279)	(229,228)	(1,622,279)	( 1,432,622 )
Board & General Admin	20,322	23,091	2,769	23,565	18,830
One Off Schemes	105,000	6,275	(98,725)	6,275	105,000
Conservation	2,000	995	(1,005)	995	2,000
Depot	64,246	68,667	4,421	68,667	64,420
Drains	574,212	668,753	94,541	668,753	614,202
Pumping Stations	185,051	205,948	20,897	205,948	184,970
Joint Services (Administration)	141,700	168,171	26,471	171,526	144,615
Joint Services (Engineering)	114,025	111,596	(2,429)	116,174	106,178
Consents & Enforcement	16,332	19,615	3,283	19,615	16,444
PWLB	0	0	0	0	-
Rechargeable Works	25,000	54,759	29,759	54,759	25,000
EA Precept	170,163	166,826	(3,337)	166,826	170,163
FRS17 Pension Adjustment (net)	0	0	0	(36,000)	-
Wages & Plant Holding Account	0	(0)	(0)	27,594	-
<b>Operating (Surplus)/Deficit</b>	<b>25,000</b>	<b>(127,584)</b>	<b>(152,584)</b>	<b>(127,584)</b>	<b>19,200</b>
Contribution to/(from) Reserves	(25,000)	219,825	244,825	219,825	( 19,200 )
<b>Net (Surplus)/Deficit</b>	<b>0</b>	<b>92,241</b>	<b>92,241</b>	<b>92,241</b>	<b>0</b>

Based on anticipated income for 2019/20 of (£1,393,051), the profiled income and expenditure position as at 31.03.20 was (£1,622,279).

The Board was showing a negative variation of £92,241 against budget profile as at 31.03.20. This will be charged to the General Reserve.

On income, Special Levies had been received in full. Drainage rates invoices as at 31.03.20 showed (£242,007.95) income had been collected, a collection rate of 99.1%, compared with 98.9% for the same month 12 in 2018/19.

Also, on income the Highland Water claims have been paid by the EA for the balance of 2018/19 actual (£44,386) and for 80% (£150,000) of the estimated claim for 2019/20 (£188,500). The balance adjusted for the actual 2019/20 spend has been calculated and a further (£57,053) will be payable in September 2020 by the EA. This is (£40k) above what was budgeted for.

A FDGiA business case and grant application had been submitted and a grant of £251,100 has now been received for the Pyewipe Pumping Station works. This scheme will be progressed in 2020/21. Therefore it has been contributed to the 'One off schemes reserve'.

On budget headings, variations included £4k variation on expenditure on facilities, repairs and maintenance on the North Hykeham temporary depot site (e.g. security lighting, servicing of welfare facilities). Variations for electricity costs at pumping stations were £79k against a budget of £41k, giving a £38k negative variance. Some of

this (£25k) will be recouped via the Highland Water claims but this was still a significant cost to the Board reflecting the cost of heavy rainfall events and additional pump hours in Autumn 2019. Other variations included £18k overbudget for pump lifts, staffing costs of £28k which related to overtime and depreciation of £11k on machinery.

On bank balances and investments, as at 31.03.20 these were as follows:

Lloyds Current	£	295,769.41
Lloyds Deposit	£	155,000.00
Nationwide Instant Access	£	203,024.63
Nationwide 90 Day Notice	£	14,431.59
<b>Total</b>	<b>£</b>	<b>668,225.63</b>

It was noted that the Nationwide Instant Access account included the balance remaining on the PWLB loan, which is being used to fund the depot / office scheme. This would therefore reduce as further payments are made on the depot / office scheme towards completion.

## **PWLB Loan - Balance Outstanding**

**2.68%**

**£ 1,173,518.35**

*Original loan £1,200,000. Loan period 30 years from 18/01/2019. Maturity date 15th November 2048. Repayments made 15th May and 15th November each year.*

Members received and NOTED the Financial position 2019/20 as of 31<sup>st</sup> March 2020.

### **10.20 Annual Governance Statement 2019/20.**

A copy of the Annual Governance Statement [AGS] 2019/20 had been circulated with the agenda and was presented by the Director of Finance and Governance.

The Annual Governance Statement is incorporated into and forms part of the Annual Governance and Accountability Return (AGAR) for 2019/20. The Board has a statutory requirement to complete and approve the AGAR, which was later on the Agenda.

The AGS part must be approved prior to the Accounting Statements, either at separate meetings 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 AGS comprises 9 assertions (number 9 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 and how it will address any weaknesses identified.

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

The Chairman then took members through the relevant 8 statements and a positive response to each was agreed.

Members duly:

1. completed the Annual Governance Statement (AGS) 2019/20
2. incorporated the completed AGS into the overall Annual Governance and Accountability Return 2019/20

## **11.20 Annual Report and Statement of Accounts 2019/20**

A report had been circulated with the agenda and was presented by the Director of Finance and Governance.

The Board does not have a statutory requirement to produce a full set of Statement of Accounts, but it is deemed good practice. Further, a lot of the detailed work undertaken is required to complete the Annual Governance and Accountability Return (AGAR) which is a statutory requirement.

The accounts have 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 2019.

The Statement of Accounts comprises the following key sections:

- Annual Report 2019/20 – narrative on the work of the Board during 2019/20.
- Statement of Accounts 2019/20 – lists the key components of the statements.
- Board Members – schedule of Board Members who served during 2019/20.
- The Annual Governance Statement – replication of the text in the Annual Report.
- Statement of Responsibilities – list the Board's and Chief Executive's responsibilities regarding the Statement of Accounts.
- Statement of Accounting Policies.
- Income & Expenditure Account 2019/20
- Balance Sheet 2019/20
- Notes to the Accounts.
- Appendices
  - Map of Board drainage district
  - Organisational Structure Chart
  - Rainfall/Pump Use/Electricity data

Once approved, the document is loaded onto the Board's website to help meet its requirements under the Local Government Transparency Code 2015. It should be noted this document is not subject to audit, as only the AGAR is subject to external audit.

Members were content to APPROVE the unaudited Annual Report and Statement of Accounts 2019/20.

## **12.20 Annual Governance and Accountability Return (AGAR) 2019/20.**

A report prepared and presented by the Director of Finance and Governance had been circulated with the agenda.

The Board has a statutory requirement to complete and approve the AGAR.

The AGAR has 4 separate sections and normally must be approved at a full Board meeting before 1<sup>st</sup> July 2020, although due to the current Covid 19 pandemic, this date had been extended to 31<sup>st</sup> August 2020. It also must be submitted, along with additional requested information, to the External Auditor by 1<sup>st</sup> July 2020 (extended until 31<sup>st</sup> August 2020) for review. Alongside this, the rights of public inspection will also

commence on Monday 06<sup>th</sup> July 2020 until Friday 14<sup>th</sup> August 2020. Normally, this must incorporate the first 10 working days of July as required by statute, but this requirement has been removed for 2019/20 and now must be published on or before the 1<sup>st</sup> September 2020.

The AGAR comprises the following key sections:

- Annual Internal Audit Report 2019/20
- Section 1 – Annual Governance Statement 2019/20
- Section 2 – Accounting Statements 2019/2020
- Section 3 – External Auditor Report and Certificate 2019/20

The Annual Internal Audit Report has been completed by the Internal Auditor.

Annual Governance Statement must be approved before the AGAR is approved in full.

Accounting Statements, this section 2, utilises the information used in the preparation of the Statement of Accounts. Members considered and approved this section 2.

Once approved, the document is published on the Board's website to meet its requirements under the Accounts and Audit Regulations 2015.

The statutory deadline by which the AGAR and signed external auditor report and the Notice of Conclusion of Audit must be published is 30<sup>th</sup> November 2020 (usually 30<sup>th</sup> September 2020).

Members were content to:

1. Approve Section 2, the Accounting Statements, of the AGAR
2. Publish the AGAR on the Board's website along with the notice to commence the period of public rights from 06<sup>th</sup> July 2020.
3. approve the Annual Governance and Accountability Return (AGAR) 2019/20 and sign it

### **13.20 DEFRA Annual Report for year ended 31.03.20 (IDB1).**

A report had been circulated with the agenda and was introduced by the Director of Finance and Governance.

The report must be completed, approved and submitted by 31<sup>st</sup> August each year to:

- Defra.
- Environment Agency.
- The Chief Executives of :
  - All local authorities that pay special levies to the Board.
  - All County Councils or London Boroughs within which the Board is situated.

The form is in 3 sections covering:

- Financial information
  - Special Levies issued for 2020/21.
  - Income & expenditure Account for year ending 31 March 2020.
- IDB Reporting
  - Policy Delivery Statement.
  - Information on the National Flood and Coastal Defence Database.

- Biodiversity.
- Access to environmental expertise.
- Asset Management.
- Guidance and Best Practice
- Board Membership and Attendance.
- Complaints Procedure
- Declaration – to be signed by the Chief Executive.

Following discussion Members were content to APPROVE the Defra Annual Report (IDB1) for the financial year 2019/20 year ended 31 March 2020.

#### **14.20 Health and Safety Update.**

A report prepared by the Operations Manager had been circulated with the agenda and was introduced by the Director of Operations and Engineering.

The biggest issue faced since the last report had been the Covid-19 Pandemic.

The decision was taken by the Chief Executive and Management Team, with the support of Chairmen, to have those that could work from home i.e. the Office Staff, do so. This also followed Government advice on lockdown in the PM's announcement of 23.03.20.

Operatives, where able to abide by government guidelines, checked trouble spots, Pumping Stations and responded to any call outs on a rota system. They Lone Worked for the duration of their workday using the Buddy System we already had in place to keep in touch on an hourly basis. This also enabled us to keep all staff safe and have enough staff available should we have another flood event.

Risk Assessments and Method Statements have been completed for each step of the Pandemic and each change of Government advice. RA and MS were reviewed weekly at Management Meetings (held remotely via video conference).

The purchase of lidded bins for potentially hazardous waste (tissues, wipes etc), hand sanitiser, disposable gloves, tissues, anti-bacterial wipes and face masks has taken place and items are available to all staff at each Depot and office. We also purchased additional hand tools, to avoid sharing of equipment.

On the 18.05.20 the Operatives commenced full time days, again in line with national advice. They were provided with all the PPE described and travelled individually in their own vehicle. If working in a team of two they practise social distancing. The office staff are still working from home wherever possible, but measures have been put in place to make the office accessible to a limited number of staff at any one time (maximum of 4). The office is currently closed to members of the public and unauthorised visits, unless by prior appointment.

There were no accidents and no near misses to report.

Due to the weather conditions in January the planned Health and Safety meeting with Health and Safety Reps was postponed and had yet to be scheduled.

All training courses are currently postponed until training providers resume business as usual.

The company fitting the Cab Hand Rails (arising from an accident on Upper Witham, previously reported) have yet to complete this task due to shutting down the factory and furloughing the staff. They had since reopened on reduced staffing levels and will resume as soon as they can.

Members received, discussed and noted the Health and Safety update.

### **15.20 Environmental Report for 2019/20 and details of plans for 2020/21.**

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

The IDBs had continued to work hard to achieve their duty to 'conserve and enhance the environment' in line with the Natural Environment and Rural Communities Act 2006 (NERC).

#### 15.20.1 Biodiversity Action Plan and Species Recording

15.20.1.1 The Boards' Biodiversity Action Plans state that certain species should be recorded. These species have been identified as having significance within Lincolnshire and are species which would benefit from specific management or actions by the IDBs. The overall aim of monitoring these species is to ensure that habitat and species targets are translated into effective action within the 4 Boards' districts.

15.20.1.2 ADA's Technical and Environment Committee is still awaiting guidance from DEFRA on the rewriting of IDB Biodiversity Action Plans in accordance with the government's 25 Year Environment Plan. This has been delayed and is now due to be introduced in November 2020. In March 2020, the Great Lincolnshire Nature Partnership held a workshop for partners to help shape a new strategy for nature recovery across Great Lincolnshire which the Board Environment & GIS Technician attended. The results of the workshop have been delayed due to the ongoing Covid-19 pandemic and staff shortages at the GLNP. However, these are expected soon.

15.20.1.3 Workforces for all Boards were introduced to a new recording system in late May 2019, in the form of a smartphone app called 'iRecord'. iRecord makes it easier for wildlife sightings to be collated and, most importantly, includes co-ordinates. These are imperative for displaying these on a GIS system and allows them to be accurately represented in wider biodiversity records. Periodically, the Board Environment & GIS Technician will log on to each staff member's account and download the data. There has been very good feedback from the workforce, who find it much more convenient than using the old 'pen and paper' method. The Boards' Environment & GIS Technician presented

the success of this app to other Board member and staff members at the ADA Lincolnshire Environment Committee in November 2019. It is hoped that other Boards in Lincolnshire will also see the benefit in using such a method, ensuring that Internal Drainage Boards in Lincolnshire can distinguish themselves in Lincolnshire species recording.

15.20.2 Upper Witham once again had a very successful year in 2019/20 for the barn owl box checks. 14 of the 20 boxes checked contained barn owl (*Tyto alba*), kestrel (*Falco tinnunculus*) or both. All remaining boxes contained either feral pigeon (*Columba livia domestica*), stock dove (*Columba oenas*) or jackdaw (*Corvus monedula*).

15.20.3 Several owl boxes were re-checked on 26<sup>th</sup> September, as generally Lincolnshire had a very successful year and many barn owls were having second broods. The boxes selected were those that were known to have had earlier broods (May-June). Three second broods were discovered – 3 chicks at 6 weeks old, 3 chicks at 4 weeks old and 2 tiny chicks and 2 eggs. It is unlikely that the tiny chicks and the eggs will have survived as the weather turns colder and food becomes scarce. However, the two older broods stood a good chance of survival as they were well fed and much older. The camera in Pyewipe PS box continues to work well and is monitored by Board officers.

15.20.3 Local Wildlife Sites located along Upper Witham IDB drains were re-surveyed in summer 2019 with Jeremy Fraser, Conservation Officer for the Lincolnshire Wildlife Trust. All flora and fauna (excluding invertebrates and fish) species are noted during the surveys. All sites have been recommended to retain their Local Wildlife Site status. This was supposed to be finalised at the GLNP Steering Group meeting on 23<sup>rd</sup> March, however this was suspended due to the Covid-19 pandemic. The sites are as follows:

- Bishop's Bridge to Fosdyke Main Drain
- Boutham Main Drain
- Catchwater Drain, Lincoln
- Main Drain, Tritton Road
- Newark Road to River Witham Drain
- Pyewipe to West Holmes Junction
- Witham Corridor, North of Bracebridge
- Witham Valley South Drain

15.20.4 The badger sett at Oxpasture Outfall drain continues to be monitored. It is not believed that it is a main sett, as camera traps have been used overnight and only one male has been sighted leaving and entering the sett.

15.20.5 A pair of otters were spotted by Upper Witham's pump operative at Burton PS in January 2020. There have been no previous sightings of otters by Board staff in this immediate area, so it is positive news that we know they are present.

15.20.6 All owl boxes were subject to a 'spring clean' in January and February 2020. Any built up detritus was removed from the boxes and bark chippings were used as bedding for the barn owl boxes, and pea gravel for the kestrel rooftop sections. It is important that the boxes are cleared on a dry, calm day

as if any residents are disturbed then they will be able to fly off without risk of becoming cold or wet. Barn Owl feathers are not waterproof, so dry days are essential. The Board Environment & GIS Technician is listed as an Accredited Agent on the Schedule 1 Disturbance Permit for Alan Ball from the Wildlife Conservation Partnership and is therefore permitted to carry out work on Barn Owls where they may be disturbed.

Members received and noted the update.

### **16.20 Briefing note on the new Depot and Office Scheme and the sale of the Board's former Witham House at J1 The Point.**

A report prepared by the Engineering Services Technician had been circulated with the agenda and was presented by the Director of Finance and Governance.

Following a Business Case and procurement process to select a preferred contractor, Upper Witham IDB's JCT demolition and build contract with Taylor Pearson [Construction] Ltd (TPCL) commenced on 01st May 2019, for a 40 weeks period to 05th February 2020.

Office staff began the relocation phase from the old offices at The Point, Weaver Road, to the new offices and depot on Meadow Lane, from the week commencing Monday 10th February 2020, with staff being fully relocated by Thursday 13th February 2020. Some TPCL staff remained on the Meadow Lane site, finishing remaining contract items and work started on checking and formulating a snagging list. The sale of the former office at J1 The Point completed on Monday, 17th February at a sale price of £255,000, which has been paid into a capital reserve for Upper Witham IDB.

Due to the COVID-19 pandemic and following Government guidance, the site was closed to visitors and office staff began to work from home on 19th March 2020. With TPCL making the decision to remove their staff from the site on 24th March 2020, the day that national lock down formally commenced.

As previously reported, client-side progress report meetings had been held every 2 weeks between the Project Manager [Garry Winterton, Enforcement Officer and Building Inspector by background], the Director of Finance and Governance and the Chief Executive, to ensure transparency and control in that any variations authorised by the client representative were agreed by senior management.

Following legal advice from the Board's solicitors, TPCL were issued with a 'Notice of Non-completion' on 7th May 2020 which in effect required a response from them within 14 days for the completion of the remaining items contained within the original JCT Contract.

Contractual Items Outstanding were:

- Tarmac Entrance Bell Mouth
- Painting to workshop floor
- Workshop area heating system
- White Lining to carpark & Health & Safety markings
- Various snagging list items

On 15th May 2020, TPCL entered administration.

On 21st May 2020, JW Butler and AJ Nichols of Redman Nichols Butler were appointed joint administrators of TPCL.

The Board's Solicitor is awaiting a report from the Joint Administrator who appointed Quantity Surveyors to report on the viability of TPCL. This surveyor's work commenced on Tuesday, 26th May 2020 and we are advised that it may take a few weeks before, based on the surveyor's report, the Board will know whether TPCL continues as a going concern or alternatively is put into liquidation. Whilst we await this outcome, it is noted that the assets of TPCL are to be auctioned online on Monday, 15th June 2020. Officers will continue to liaise with the Administrators to see whether the contract will be concluded. If not, the monies not yet paid to TPCL will be utilised to complete any outstanding works.

A break in occurred at the new depot on Friday 24th April 2020 at around 2240hrs. No tools or equipment belonging to the Board were taken. However, TPCL or their sub-contractors had some small plant items stolen. The burglary was reported to Lincolnshire Police, and discussions have taken place since to advise of any changes required to improve security. Following this, an internal review is being completed to investigate where security improvements can be made and will be reported, with proposed costs associated, in due course. A replacement rear Fire Door has been ordered; the original being damaged beyond repair during the break-in when it was used as the entry point to the building. They also tried to access the secure store causing some minor damage to the flood door but did not gain access.

The financial position as at 31st March 2020 is set out in the following table. Since this time, a further payment has been made to TP, so 13 payments have been made to TPCL totalling £1,121,299 (made up of £1,021,440 for the main contract and £99,860 in variations). The table shows the position as at 11th June 2020:

<b><u>New Depot &amp; Offices</u></b> <b><u>(as at 11/06/20)</u></b>	<b>Budget</b>	<b>Payments to Date</b>	<b>Commitment / Allocation</b>	<b>Total</b>	<b>Variance</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Main Contract	1,072,335	1,021,440	35,895	1,057,335	(15,000)
Contingency & Fit Out	107,234	99,859	2,561	102,420	74,584
		76,898	2,500	79,397	
Depot Fit Out	25,000	10,545	5,000	15,545	(9,455)
Interim Office rent	20,000			0	(20,000)
	<b>1,224,569</b>	<b>1,208,742</b>	<b>45,956</b>	<b>1,254,698</b>	<b>30,129</b>
<b><i>Charged to Revenue 2018/19</i></b>					
<i>Enabling Works</i>	<i>20,000</i>	<i>31,259</i>	<i>(7,000)</i>	<i>24,259</i>	<i>4,259</i>
<i>Professional Fees/Contingency</i>		<i>12,253</i>		<i>12,253</i>	<i>12,253</i>
	<b>20,000</b>	<b>43,512</b>	<b>(7,000)</b>	<b>36,512</b>	<b>16,512</b>
<b>Overall Cost</b>	<b>1,244,569</b>	<b>1,252,254</b>	<b>38,956</b>	<b>1,291,210</b>	<b>46,641</b>

The bulk of the contractual works have been completed and there is a further £38k due to be paid to TPCL for outstanding works yet to be completed under the contract and retention monies being held at 2.5%. There is a further £2.5k due to TPCL for acting

as Principal Designer. The payment of these monies will only be due if the administrators agree TPCL is able to complete the contract.

The Board's officers are receiving phone calls from a number of TPCL's sub-contractors stating that they have not been paid for works completed [e.g. the main entrance gates, electrical installation, fire safety works etc], despite the Board having paid TPCL for these works. At this stage, whilst sympathising with these sub-contractors, we are advising them to contact the joint administrators for TPCL with details of their claim as the Board has paid TPCL for all works completed which will include these items.

Based upon the above table, the scheme will cost £1,254,698 excluding the enabling works costs which were funded in 2018/19. The Board drew down a PWLB loan of £1.2m and therefore there is a balance of £54,698 to fund from other sources. It was therefore recommended that, at this stage, an allocation of £60,000 is made from the Capital Receipt of £255,000 received from the sale of the former office to fully fund the scheme.

Members were content to:

- Note the updated report.
- Receive a verbal update of the latest position regarding the main contractor Taylor Pearson (Construction) Limited.
- Agree to allocate £60,000 of the Capital Receipt of £255,000 to fund the balance of the overall scheme costs.

#### **17.20 Director of Operations and Engineering Services' Report.**

The Director of Operations and Engineering Services' Report had been circulated with the agenda.

- Coronavirus [Covid19 Virus]

Following the outbreak of Coronavirus [Covid19] throughout the UK in March, the Government imposed movement restrictions for tasks other than those classed as 'essential' on 24th March 2020. Following consultation with the Chairmen and officers, arrangements were put in place that ensured the core functions of the Boards continued, whilst ensuring the safety of employees.

Prior to the restriction of movement being introduced, a regime of hand washing and barrier protection was put in place at Witham House to protect the officers based there along with visitors to the building. Additional hygiene facilities were also provided to the Operatives along with measures such as no passengers in Board vehicles and social distancing. These measures were introduced to reduce the risk of infection.

With the imposition of essential journeys only on 24th March, the office at Witham House was closed to all but those who were required to undertake tasks that could not be completed at home. All other members of staff were required to work from home. This required the purchase of additional IT equipment, including laptops and mobile phones for those who did not already use them as part of their daily duties.

After lengthy discussion by the management team, it was decided to concentrate the activities to those activities that could be described as 'essential'. Whilst the Boards are classed within Lincolnshire as CAT 2 Responder, not all activities could be described as emergency work or essential in the current definition. Operational work on site was restricted to 3 priorities to ensure the continued operation of the Board maintained systems.

- Pumping Stations; the Operatives were allocated a route covering pumping stations.
- Weed screens, culverts and bridges; particular locations were identified as requiring regular inspection
- Watercourses; those watercourses prone to obstruction from debris or recorded slips following the 2019 high rainfall events.

To reduce the risk of infection through cross contamination, individuals were assigned sites and locations. These locations were then inspected at regular intervals. Again, this routine of an individual having a site allocated to them reduced the risk of cross contamination. It was unclear as to how long the virus would remain live on hard surfaces, possibly up to 76 hours.

Should an emergency occur, then a specific risk assessment will be undertaken, and a clear method statement written, before any work is undertaken.

With the gradual easing of restrictions put in place by the Government, vegetation maintenance within maintained channels began on Monday 18th May. Following the risk assessment of the activities to be undertaken and the creation of suitable method statements, hand work, flailing and excavator weed cutting commenced on channels serving higher risk areas. These are predominantly residential areas.

Operatives were placed in teams of two with defined pieces of equipment and vehicles. Only tasks where social distancing requirements could be achieved were undertaken. Appropriate PPE was provided.

- General Catchment Conditions

The 'monthly water situation report', generated by the Environment Agency, provides a factual description of catchment conditions. The rainfall total for March across England was 49mm, 74% of the long-term average and just over a quarter of that recorded for February [175mm]. Other indications that we have passed from saturated to very dry conditions are illustrated by the following data.

- I. Rainfall totals for the Steeping, Long Eau and Great Eau and South Forty Foot catchments were only 30% of the long-term average and classed as 'notably low'.
- II. Despite this dry end to the year, the 6 month and 12-month cumulative rainfall totals for many catchments were classed as exceptionally, notably high.
- III. Soil Moisture Deficits have varied between almost saturated at the start of March [SMD<10mm] to recording conditions classed as 'drier than average' at the end of the month.
- IV. River flows continue to be recorded at levels above normal, with the average recorded as 129% at Claypole weir on the River Witham upstream of Lincoln and 108% on the Barlings Eau at Langworth on the lower River Witham.

- V. Groundwater level in the central Limestone area are 'above normal' or 'exceptionally high' for the time of year

- Work Programmes

This period was to be used to complete 'winter work' programmes, usually a mixture of bushing, de-silting, slip repairs and repairs or maintenance of the various sites and equipment. Also, subject to the availability of contractors, the lifting of pumps and motors for their periodic maintenance. This has all been delayed or postponed, but not cancelled.

The main element of work that has been delayed because of the current restrictions is that of bank slip reinstatement. Following the high levels and flows experienced during the autumn and winter many slips occurred within the maintained systems. The locations of these, where reported, have been recorded and will be reinstated once close working can be undertaken safely. This type of work cannot be completed whilst complying with the requirement of maintaining a safe 'social distance' of 2m from work colleagues.

However, where the occurrence of slips may have obstructed the flow of water within the system, the material has been removed from the channel bed so that levels are not compromised.

- Planned Maintenance Programmes

The Summer Maintenance programmes for Witham First, Witham Third and Upper Witham Boards were commenced somewhat earlier than in previous years, on 18th May, for several reasons:

- i) The inclusion of slip reinstatement within the usual maintenance programme
- ii) Restrictions caused by Covid-19 regulations will slow down our normal rate of work completion and so an early start will reduce the risk of delays later in the year.

This requires the written recording of visual inspections of reaches to be cut for the presence of ground nesting birds and other protected species. Each reach is walked by the driver immediately prior to the length being cut to reduce the risk of damage to habitat and any nests that may be present.

- Hykeham Pumping Station

This station experienced a chronic fault resulting in many instances where the motor 'tripped out' and required attendance to site to re-set. Through much of the winter and early spring levels were such that a full investigation of the site could not be achieved. Arrangements are in place to remove the motor and pump from site for their periodic refurbishment.

Survey work is also in hand to identify the location of the source of seepage appearing at the station building. Water appeared during high levels within the River Witham. The two potential sources will most likely be from the river, as it seeps through the

raised earth embankment, or the pumping station surge chamber. Work was commenced 8 years ago to seal the chamber, but this remedial work may have failed.

- Thorpe Pumping Station

A design for the reinstatement of the slip at the junction of Tillbridge Lane and a minor road has been received. Tenders have been sought from a list of local contractors to undertake this work. The timing of this work will rely upon prices received and the timing of the road closure required for access to the site.

- Pyewipe Pumping Station

An application for planning approval for the construction of a new pump control house has been submitted to Lincoln City Council. This building will house the new Motor Control Centre [MCC] that will control the 3 electrically driven pumps on the site. The process to receive Grant in Aid monies from the EA was completed in January upon the receipt by the Board of £282,950 plus a further £71,000 contribution underwritten by RFCC. This second sum being the Western Growth Corridor contribution to be used for the provision of an additional weed screen cleaner. The Board will be contributing £15,000 towards the total scheme costs of £368,950.

The scheme includes the provision of.

- i. a new pump control building and MCC,
- ii. the refurbishment of the penstock controlling flows within the syphon under the Fosdyke Canal and,
- iii. the provision of an automatic weed screen cleaner to the 'Old' electric pump that will deal with the flows emanating from the proposed Western Growth Corridor development.

The metal probes that monitor water levels on site had corroded causing the system providing the continuous monitoring of water levels on site to fail. These probes have been replaced and the system reinstated.

- Lincoln Flood Alleviation Scheme

Officers have been involved in detailed discussion with the EA concerning their proposals to automate the operation of this scheme. The electrical control gear of the sites is due for replacement this financial year and the EA are to combine this with the provision of automation and remote operation through an improved telemetry system.

The thresholds of operation and the scheme's effect upon the Board maintained systems and stations remains unchanged, and will continue to be as previously agreed.

Provisions have been made for inclusion by the EA, of the Board's telemetry system.

Members received and NOTED the report, the verbal update and presentation.

## **18.20 Engineering Services Report.**

The Engineering Services Report had been circulated with the agenda was presented by the Director of Operations & Engineering.

The following items were highlighted to members, detailing the responses submitted to the Local Authority:

20/0540/HOUS      **Erection of detached garage and storage building. 25 Saxilby Road, Skellingthorpe, Lincoln. LN6 5TY**  
 UD-5122-2020-PLN      **OBJECTION**

The Board strongly **OBJECTS** to the proposed development.

The culvert section of Upper Witham Internal Drainage Board's maintained watercourse – 3702 – Clifton Drain Branch No.2 runs directly under the proposed development and is subject to a previous written agreement between Upper Witham Internal Drainage Board and The Owner of 25 Saxilby Road, Skellingthorpe.

The board would **NOT** grant Land Drainage Consent for the proposed development.

**Additional Response from UWIDB:**

Thank you for the email. As mentioned in our initial response, the development is in the Upper Witham Internal Drainage Board district and the Board's 3702 – Clifton Drain runs in a culvert directly under the proposed development.

The Board has major concerns, and it is fundamentally wrong to grant Planning Permission, as this would prevent repair or maintenance to a vital flood defense asset. The Board cannot be put in a position where we are using our powers to prevent the development against the District Council's powers when you have been made fully aware of the implications. The culvert provides an outfall for the highway drainage the estate and further areas of Skellingthorpe. If it failed under the garage, this area would have no drainage and be subject to flooding. The garage would have to be demolished to undertake repairs.

We request NKDC planning not to put the Board in a position where we have to use the powers to physically prevent the garage being built. The culvert is a vital piece of infrastructure, the same as a main water main, Gas pipe or electric cable it must not be built on top of.

Members received and noted the report.

**19.20 Consents and Enforcements Report.**

The Engineering Services Officer introduced the Consents and Enforcements Report which had been circulated with the agenda and set out the position, both within the drainage district and in the extended Rainfall Catchment where the Board acts for and on behalf of LCC, as the LLFA:

**Byelaw Consent Applications**

Reference	Location	Applicant	Details	Date
UD-4906-2019-CON	2201 Sykes Lane Branch Saxilby	Ross Smith	Construct pond and short connecting ditch	06-01-20
UD-5043-2020-CON	4600 Pike Drain, Boultham Park, Lincoln	City of Lincoln Council	Removal or working on trees	04-02-20
UD-5164-2020-CON	5300 Newark Road Drain 5400 Pike Drain Newark Road, Lincoln	Skanska Construction UK	Replacement low pressure gas mains	04-05-20
UD-5191-2020-CON	Arden Moor Way, North Hykeham / 6000 North Hykeham Catchwater	Lincolnshire County Council	Concrete invert to corroded corrugated metal culvert	25-05-20

### Section 23 Land Drainage Act Consent Applications – District

Reference	Location	Applicant	Details	Date
UD-5048-2020-CON	Rome Farm, Bransby	Bransby Horses	Two access culverts	26-02-20
UD-5103-2020-CON	Gainsborough Road, Saxilby	Fosdyke Developments	5l.sec <sup>-1</sup> discharge to ditch	05-03-20
UD-5181-2020-CON	Broad Fen Lane, Claypole	QTS Group	Infilling of redundant culvert	28-05-20

### 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
UE-5040-2020-CON	Barrowby Road, Grantham	Countryside Properties UK Ltd	3no. attenuated discharges from 300no. dwellings development	13-02-20
UE-5082-2020-CON	Whisby Road, North Hykeham	Lindum Group Ltd	Attenuated surface and treated foul discharges; 20m long access culvert	04-03-20
UE-5119-2020-CON	Land to the rear of 123 Station Road, Waddington	Engie	2no. attenuated discharges from 42no. dwellings development	19-03-20
UE-5123-2020-CON	30 Clay Lane, Carlton Le Moorland	Mr H Smith	Access culvert	05-05-20

### Enforcement Issues – District

Reference	Location	Description / Comments	Actions
UD-3891-2018-ENF	Long Leys Rd, Lincoln	Waterlogged farm land	LCC land they are aware and have funding to under maintenance. Case closed 20-1-20
UD-4409-2018-ENF	The Oldwood Skellingthorpe	Maintenance to watercourse	Case closed 20-1-20
UD-4851-2019-ENF	The Fosdyke Delph	Material restricting access	Awaiting material to be removed

### Enforcement Issues – Extended Area

Reference	Location	Description / Comments	Actions
UE-4004-2018-ENF	63 Hykeham Road, Lincoln	Flooding in garden	Awaiting action by Lincoln City. Residents have installed diversion pipe. Case closed 4-5-20
UE-4057-2018-ENF	Brant Broughton, Lincoln	Flooding issues	Possible LCC issue Input to LCC Section 19 investigation.

			No further action required case closed 5-6-20
UE-4577-2019-ENF	Hykeham Road, Lincoln	Maintenance to watercourse	Awaiting action by Lincoln City Residents have installed diversion pipe. Case closed 4-5-20
UE-4713-2019-ENF	Grange Lane, Hough on the HILL	Maintenance to watercourse	Awaiting response
UE-4730-2019-ENF	Dyke off Long Leys Rd, Lincoln	Maintenance to watercourse	Awaiting price for work from IC
UE-4882-2019-ENF	White Gables Long Lees Rd, Lincoln	Blocked culvert	Ajet employed to jet culvert which was unblocked, invoice sent to land owner Case closed 2-4-20
UE-4915-2019-ENF	The Green Welbourn	Possible maintenance to watercourse	Investigating
UE-4916-2019-ENF	Hough on the Hill	Possible maintenance to watercourse	Investigating
UE-4919-2019-ENF	Claypole Rd, Stubton	Unconsented culvert	Culvert removed following letter sent. Case closed 16-1-20
UE-4990-2019-ENF	Clay Lane, Wheatley Lane Junction, Carlton Le Moorland	Waterlogging - Possible blocked culvert	Works agreed awaiting completion
UE-5035-2020-ENF	Land off Wheatley Rd, Carlton Le Moorland	Flooding public right of way	Works agreed awaiting completion
UE-5037-2020-ENF	Manor Farm Drive, Sturton By Stow	Possible maintenance of watercourse	Investigating
UE-5117-2020-ENF	A607 Lincoln Road, Carlton Scroop	Property flooding- blocked road culvert	Email sent to LCC
UE-5151-2020-ENF	Carlton Manor, Health Lane, Carlton, Grantham	General Maintenance	Investigating
UE-5197-2020-ENF	54a Saxilby Road, Sturton by Stow	Potential filling or watercourse, Sturton by Stow	Letter sent advising of riparian responsibilities
UE-5200-2020-ENF	Social club, Harlaxton	Potential blocked culverted watercourse	Investigating

Members received and NOTED the report on consents and enforcement cases.

### **20.20 Internal Improvement Scheme – Pyewipe Refurbishment Scheme Update Report June 2020.**

The Board originally applied for Grant in Aid for a scheme to refurbish the 1979 Electric Pump under the grounds of Health and Safety, which was completed in 2011/2012,

with the motor being refurbished in 2013/2014. The proposal also included items to replace and reposition all Pump Control Panels in 2016/2017.

Unfortunately, the rules for Grant in Aid subsequently changed removing the criterion of Health and Safety. This required a full submission using an Ordinary Business Case, referred to as an OBC for the second phase of the works.

The Board benefited from the services of Nicola McGarry working in the post created using funding from the Regional Flood and Coastal Committee (RFCC) to aid the Lincolnshire IDBs to apply for Grant in Aid funding.

Of the overall scheme cost of £368,950, £282,950 has been received as Grant in Aid. The Board's contribution is £15,000 and an additional contribution of £71,000 has been underwritten by the Regional Flood and Coastal Committee for a contribution for an automatic weed screen cleaner from the developers of Western Growth Corridor.

Pyewipe is a low-level catchment and is located to the south of the Fosdyke Canal. The catchment drains a large area to the west. The main drain within the catchment is Skellingthorpe Pump Drain. This drain is a high-level carrier which is fed by the upstream catchment and inflows from two lower catchments, Fen Lane and Decoy. Inflows can also enter the system via Clifton's Drain which drains the west of the catchment. Water is pumped out of the catchment at Pyewipe Pumping Station into the Fosdyke Canal. The catchment is also linked to the Saxilby, Burton and Boultham catchments via flow control structures.

The catchment has an area of 1,408 hectares, containing 1206 properties and agricultural land. The pumping station discharges into the Fosdyke navigation into the River Witham which eventually discharges into The Wash at Boston.

The station was constructed to serve areas of Lincoln that were inundated prior to 1930. The original diesel station was constructed in 1936 and extended in 1942. Half of this capacity was replaced with an electric pump in 1979 with the other half being replaced in 1993 in a different sump. As part of the second scheme a partially separate sump was made available to serve the old railway sidings area that is now the campus of Lincoln University and several other businesses.

All the electrical control panels have now come to the end of their serviceable life. Without replacement the station will become more and more subject to faults and failures, therefore increasing flood risk to the catchment. In addition, the station will fail to comply with the current regulations.

The 1979 sump does not have an Automatic Weedscreen Cleaner and is ineffective at certain times due to weed and debris. In order to maintain the appropriate standard of protection to the proposed development of the area under the current 'Western Growth Corridor' title the developers are expected to provide a contribution for the provision of the Automatic Weedscreen Cleaner. As there is an uncertain time scale to the development the Regional Flood and Coastal Committee has agreed to underwrite this to a value of £71,000.

It has been noted that the extension room in which the electrical supply and some control panels are currently housed has a wall that has moved. The issue is not new and there are signs of repointing having been completed in the past. The wall has

continued to move, and the extension is now considered to be unsafe and not viable for future use. The other control panel is in the diesel station house. It is logical to look at constructing a new building/prefabricated cabinet to hold all the panels.

The Board is aware of the issues at the Tunnel under the Fosseydyke Canal that was constructed in the early 1800's to facilitate a gravity discharge for the area of land North of the Fosseydyke Navigation. This was via main Drain to the now removed syphon under the River Witham into the Sincil Dyke system. The area is now served by Burton PS. With Board pumping stations established north and South of the Fosseydyke Navigation, this Tunnel is now effectively redundant. Walls with penstocks have been constructed to both sides so the Tunnel can be isolated in the event of a failure. These penstocks need refurbishment.

A detailed breakdown of the contributions and cost estimate was provided. The Board's contribution of £15k can be met from the Capital Receipt which currently had an uncommitted balance of £255k, although it was noted that the Board has earlier in the meeting committed £60k off this balance towards the depot scheme and the two together reduce the capital receipt balance to £180k.

The intention is to undertake the works on a competitive tendering basis when circumstances allow, given the current COVID-19 restrictions.

Members noted the update report and APPROVED the use of up to £15k from the Capital Receipt to meet the Board's required partnership contribution.

**21.20 Any Other Business.**

There were no further items of business and the meeting closed at 16.20.

**22.20 Date, Time and Place of Next Meeting.**

The next meeting of the Board was confirmed for Monday, 21<sup>st</sup> September 2020 venue and format TBC.

.....Chairman.....Date  
UWBM 29.06.20