

## **WITHAM FIRST DISTRICT INTERNAL DRAINAGE BOARD**

**Minutes of the one hundred and seventeenth meeting of Witham First District Internal Drainage Board, held on Tuesday, 25<sup>th</sup> May 2021 via video conference at 2pm.**

*Present:*

Mr. P. Gilbert	<b>Chairman</b>
Mr. D. C. Armstrong	<b>Vice Chairman</b>
Mr E. Applewhite	
Cllr B. Bean	
Cllr. I. Carrington	
Mr. P. Carrott	
Mr. S. F. Cobb	
Mr. M.D. Harrison	
Cllr. M. Head	
Cllr. G. Hewson	
Mr. A. G. Hodgson	
Mr. S. B. Leggate	
Mr. C. R. Oxby	
Cllr. P.J. Vaughan	

*In attendance:*

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

### **2452 Apologies for absence.**

Apologies for absence were received from Mr D. K. Busby, Mr. J.R. Crust, Mr. R. A. Fletcher, Mr.W.R.B. Grantham, Mr. R.C. Hickling, Mr. D Jackson, Mr. D. G. Leggate, Cllr. P. Lundgren, Mr I. J. Mair, Dr. B. Maplethorpe, Mr. S. Maplethorpe, Mr. A. R. Means Dr. V. Stanton and Cllr. Mrs. S. Waring.

### **2453 Declarations of Interest.**

Declarations of interest were received from members appointed by City of Lincoln Council and North Kesteven District Council, in matters relating to their respective Councils.

### **2454 Chairman's Announcements.**

The Chairman welcomed everyone to the May meeting of the Board, the fifth meeting held by videoconference. He was pleased to see Martin Shilling join the meeting, following six months recovering from serious ill-health. Martin would initially pick up several projects, including the EA-led Lower Witham Review and the Billingham Catchment Review.

In terms of membership of the Board, North Kesteven District Council had confirmed nomination of 3 existing members, being Cllrs Peter Lundgren, Ian Carrington and Mervyn Head. The Council had also nominated a new member, Cllr Susan Waring, who had tendered apologies for the meeting. No changes to members nominated by City of Lincoln Council had been notified.

The Chairman welcomed Chris Harris, Internal Auditor, to the meeting. Chris would present his independent report on the financial year 2020/21 and his Audit Certificate, part of the Annual Governance & Accountability Return [AGAR] for the Board. As part of the AGAR, the Chairman would take members through the 8 questions in the Annual Governance Statement.

It was highlighted that pleasingly the Board ended the financial year 2020/21 on 31st March 2021 with a healthy surplus of £40,704. This is good news, but the Chairman set it in the context of the previous year's deficit position. The positive year-end surplus goes some way to reinstate the Board's sound financial reserves position.

Finally, the Chairman drew together some of the issues that had been discussed at the last meeting, on which there would be discussion today, including:

- There had been heavy rainfall events in January and February 2021 and once again the Board's pumping stations were operating 24/7 incurring high electricity costs. Thankfully, the situation abated in March and April, but still on an annual budget of £60k for pumping stations electricity, the Board spent £123k in 2020/21.
- The fragility of the EA-maintained River Witham banks and the raised embankments of its tributaries like the Billingham Skirth and Timberland Delph gave considerable cause for concern in recent rainfall events. The water levels were high for a protracted period once more.
- A concern at the last meeting was the flood bank collapse behind AWS's Lincoln Sewage Treatment Plant, following the failure of an EA flapped outfall at Canwick Fen Drain. A detailed presentation would be provided by Guy Hird.
- On a positive note, and despite the restrictions of Covid-19 working practices, the Board's Operatives had completed winter works desilting on Digby Fen Bank Side. Operatives had also undertaken many bank slip reinstatements, although there was quite a big backlog following the Autumn 2019 rainfall events.

### **2455 Revised Standing Orders.**

A copy of the Revised Standing Orders for each of the 4 Witham & Humber Drainage Boards, in order to provide for flexibility in holding Board meetings in person, by video-conference platform or as hybrid meetings after 07th May 2021, had been circulated with the agenda. These had been drawn up using a template provided by Defra via ADA. The Chairman had approved these revised Standing Orders and they had been submitted to Defra to seek Ministerial approval, which had been granted together with a certificate of approval on 17<sup>th</sup> May 2021.

The revised set of IDB Standing Orders was presented for two purposes. Firstly, to ask the Board to ratify Chairman's action in approving them and secondly to ask the Board to adopt the new set of Standing Orders in order that the meeting could proceed using the Zoom video-conference platform.

Members were reminded that a first set of revised Standing Orders received Ministerial approval in April 2020 and at the start of the May 2020 Board meeting, Chairman's action to seek revised Standing Orders was ratified by the Board. However, those flexibilities of New Rules 28 and 29 to permit remote meetings of the Board only extended to 07.05.21. On 27.04.21 ADA confirmed that Defra was content to extend the flexibilities to enable physical meetings, remote meetings and for hybrid meetings of IDBs after 07th May 2021. Unlike Councils, no change to primary legislation is required to enable those flexibilities for IDBs.

Members AGREED to ratify the Chairman's action in approving the revised Standing Orders and AGREED to adopt those revised Standing Orders, which received Ministerial approval on 17<sup>th</sup> May 2021, thereby enabling the on-line meeting to proceed.

#### **2456 Minutes of the Board meeting, 26.01.21.**

The Minutes of the Board's previous meeting, held on Tuesday, 26<sup>th</sup> January 2021 were proposed by Gary Hewson, seconded by Mark Harrison and APPROVED as an accurate record.

#### *MATTERS ARISING:*

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

#### **2457 Minutes of the Executive Committee meeting, 11.05.21.**

The minutes of the Board's Executive Committee meeting held on Tuesday, 11<sup>th</sup> May 2021 had been circulated with the agenda and were proposed by Ed Applewhite, seconded by David Armstrong and APPROVED as an accurate record. The recommendations to the Board from the subcommittee were noted.

#### *MATTERS ARISING:*

##### 2457.1 Request for Adoption of a Section of Riparian Watercourse, near Anwick (minute 13 refers).

The Chief Executive highlighted to members the request that had been submitted to the Board and reviewed by the Executive Committee. The recommendation to the Board from the Committee was to adopt and schedule the stretch of watercourse for future maintenance, whilst being clear that the Board would not adopt any structures on the watercourse. A report had been circulated for discussion later in today's meeting.

#### **2458 Minutes of the Joint Services Committee meeting, 10.05.21.**

The minutes of the Joint Services Committee meeting held on Monday, 10<sup>th</sup> May 2021 had been circulated with the agenda and were noted.

#### *MATTERS ARISING:*

##### 2458.1 JSC Budget Monitoring Report for financial year 2020/21 as at 31.03.21 (minute 7 refers).

As part of the Joint Services Committee's monitoring role, the joint services budget for the period 1st April 2020 to 31st March 2021 had been discussed. This compared the approved budget position for Q4 of 2020/21 at £911,050 to the actual expenditure incurred position for Q4 at £934,212. The overall variance at Q4 was £23,162 against the budget of £911,050 (2.54%), so overall as planned. These figures were included in the individual 4 Boards' year-end positions. A breakdown of some of the main variations, which together amount to £23k, was provided:

Joint Services £27k:

Witham House had a net saving, due to the reduction in NNDR for the office area (£5k). The 2021/22 budget was reduced to reflect this reduction.

W3rd, as the host Board, had a net adverse variation in expenditure for the following reasons:

- External Support £37k for HR support (2021/22 budget increased to reflect actual cost).
- ICT Equipment £6k, including additional laptops to support home working during the Covid-19 pandemic.
- Fuel and mileage savings during the year due to Covid-19 (£8k).
- Stationery, etc, saving (£3k).
- Annual Inspection September 2020 was cancelled, saving (£2.5k).

Engineering and Associated Services (£4k)

- W1st savings (£2k) on fuel and training/conferences, due to absence of Director of Engineering and Operations.
- W3rd savings (£5k) due to some of the part time Engineer being charged to Consents & Enforcement, which is charged to LCC rather than JSC.
- UW variance £3k due to uplift and holiday buy out costs for the Acting Head of Engineering & Technical Services.

JSC members had noted the broadly balanced 31.03.21 year-end position overall on the joint services budget for 2020/21 and that this had been fed through pro-rata into the year-end positions for each of the four Boards.

#### 2458.2 Policies Handbook (Minute 8 refers)

A Briefing Note had been provided to the JSC on 10.05.21 along with the Policy Handbook and 4 policies which were reviewed at the meeting.

Further review work has been completed on establishing the handbook, started in July 2020, as recommended by the Internal Auditor. It is now available on the website. Four Policies were presented to JSC members for approval:

- Vehicles Driving Policy.

As an existing policy is in place this was an update, with very minor changes including speed limits. This is quite a complex area for the vehicles operated by the Boards, particularly for the vans and 4x4s. Most of these vehicles are governed by reduced speed limits.

- Revised Health & Safety Policy.

There is an existing policy. It was confirmed there was little to update, this was a periodic review. The main issue highlighted to members was that the overarching policy [there is a separate H&S Statement] now contains a link to a raft of policies which sit underneath it, e.g., vibration white finger policy, and are provided by COPE our external H&S consultants.

- Young People and Work Experience Policy.

This policy was previously known as the Child Protection Statement but was now out of date and required a significant review. It was put in place to protect anyone that comes into work aged under 18. Sarah Walden had explained to JSC members that we have work experience student placements. Along with our Health and Safety policy, this policy aims to ensure that all are protected whilst being very unfamiliar with the world/place of work, receive training and mentorship as appropriate and are treated appropriately in the workplace.

- Refunds Policy.

This is an additional, new policy. A condition of having the payments system on the website and via Worldpay, in order to enable members of the public to make payments to the 4 Boards, is that we must state how refunds will be given on the services we offer. Drainage Rates, invoices and indeed any refund will be given where appropriate if this is paid. Likewise on Consents, if paid in error refunds will be available, but not if the consent application is withdrawn or refused.

After presentation and discussion, the JSC members had APPROVED the 4 policies, and this was noted by the Board.

### 2458.3 Update on Insurance Renewals (minute 9 refers).

JSC members were reminded that all Boards had a challenging time at insurance renewal in Spring/ Summer 2020. This was for two reasons, the nature of the insurance market in general and due to the claims history we had in IDBs both locally and nationally, given the impact of flood events in autumn/ winter 2019/20.

The Boards undertook a market test for their insurance arrangements ahead of the 2018/19 renewals and established a framework contract which is available to all IDBs. This framework is hosted by Witham Third DIDB on behalf of the group. The OJEU compliant procurement exercise was undertaken by The Risk Factor Limited on behalf of the Boards, at no cost to the Boards. The process undertaken also ensures compliance with Public Contracts Regulations 2015. The framework contract that was put in place means that any IDB in the country can now access their insurance requirements without having to undertake a separate tendering exercise and be compliant with the various public sector procurement regulations. The main insurances were held by Fiducia (Travelers & Lloyds of London) and Zurich Municipal Insurance, large insurance providers in the public sector. The motor cover was transferred from LV to Allianz in 2019, who the Boards were with previously, due to the takeover of LV by Allianz earlier in the year. In 2020/21, due to increases proposed by Allianz, the motor cover had been placed with Unicorn Underwriting for W1 and W3 (it remains with Allianz for UW).

Work is ongoing to ensure the Boards have relevant and cost-effective insurance cover in place especially in areas such as Cyber cover, where a combined policy has been put in place to cover the 4 Boards. Furthermore, the value of the risks

had also changed. For example, the value of plant and equipment had increased mainly due to recent replacements of excavators, and the turnover of the Boards has increased with additional PSCA income.

Through undertaking this procurement exercise, significant savings were made for the Boards of almost £25k in the first year 2018/19.

We had a difficult renewal last year on 01.07.20 for Witham First and Witham Third. This was due to the claims experience, particularly following the rainfall events in Autumn 2019 where we had an excavator incident and the flooding of Stainfield Pumping Station on W3rd, plus a number of theft/damage incidents. Following this, we have had ongoing discussions with our advisors, The Risk Factor, to see how best to structure the insurances.

As part of the Budget process for 2021/22, due to the issues experienced at last year's renewal and the recent claims experience, we built into the budgets additional resources [total £150,450 across the 4 Boards], pre-empting the renewals for 2021/22 as follows:

	<b>Actual 20.21</b>	<b>Budget 20.21</b>	<b>Budget 21.22</b>	<b>Increase</b>	
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	
<b>NEL</b>	£ 10,281	£ 15,450	£ 15,450	£ -	
<b>UW</b>	£ 30,976	£ 26,650	£ 45,000	£ 18,350	
<b>W1</b>	£ 30,301	£ 22,730	£ 35,000	£ 12,270	<i>Had increase in 20.21</i>
<b>W3</b>	£ 51,081	£ 30,340	£ 55,000	£ 24,660	<i>Had increase in 20.21</i>

The other key factor ahead of renewals was changes in the insurance market. Due to the pandemic, there have been a number of operational issues in that arranging insurance and reinsurance/underwriting is still on traditional, paper based procedures. This has caused a lot of delays and some covers not being quoted for by insurers. Also, some insurance companies have pulled out of certain markets, especially Professional Indemnity cover. Additional exclusions and increased excess levels are also feeding through.

In terms of the 4 Boards' current insurance arrangements, the current position regarding the existing framework arrangement [which was on an initial 3 year arrangement 2018-2021, plus an optional 2-year extension for 2021-2023) is:

- Combined coverage offered by Fiducia. They are not proceeding with the available two year extension.
- Personal Accident & Legal expenses & Fidelity offered by ZMI. They are not proceeding with the available two year extension.
- Contractors Plant & Engineering Insurance. Fiducia are continuing to offer the available extension.
- Motor Cover. THB are continuing to offer the available two year extension but they may remarket the insurers within that arrangement

Based on our officer discussions with the Risk Factor and how insurances are structured for some other Drainage Boards that work in a group structure like ours, we have agreed to group our policies/renewals together to enable economies of scale in terms of the quantum of the cover required, to reduce the

number of policies held from 4 to 1 where we can and to simplify administration and claims handling.

To achieve this, policy renewal dates needed to be aligned. Currently, the annual renewal dates are 22nd April for North East Lindsey, 19th May for Upper Witham, and 01st July for both Witham First and Witham Third.

For the insurances companies to agree more favourable terms and hopefully premiums, they prefer a larger quantum of cover on which to base the premium. For example, the cost per vehicle for insurance of a fleet of 100 vehicles will be less per vehicle than it would be for a single or small number of vehicles.

North East Lindsey was the first Board to renew its insurances, in April. However, due to the Board not having its own workforce, plant and machinery etc, the quantum of cover required on this Board is much smaller than for the other Boards. It therefore was not feasible to use the Board's renewal as a base with which to align the larger group policies. It has though, meant that some of the smaller policies have been able to be agreed on a group basis with the following outcome:

<b>Personal Accident (Exc IPT)</b>		
	<b>2020</b>	<b>2021</b>
<b>NEL</b>	£ 263.00	£ 1,473.10
<b>UW</b>	£ 568.00	
<b>W1</b>	£ 426.00	
<b>W3</b>	£ 830.00	
<b>Total</b>	<b>£ 2,087.00</b>	<b>£ 1,473.10</b>
<b>Legal Expenses (Exc IPT)</b>		
	<b>2020</b>	<b>2021</b>
<b>NEL</b>	£ 105.00	£ 793.12
<b>UW</b>	£ 258.00	
<b>W1</b>	£ 348.00	
<b>W3</b>	£ 454.00	
<b>Total</b>	<b>£ 1,165.00</b>	<b>£ 793.12</b>

It was highlighted that although these are only small covers, by doing this savings have been achieved. Also, the Legal Cover was previously for £100,000 but this policy is for £250,000 cover. We have also aligned the 4 Boards' Personal Accident covers (previously NEL was slightly lower-level cover). Engineering Inspection, which is more of a service provided rather than insurance cover, has also been renewed. This was previously with Zurich Municipal who contracted through Zurich Commercial. Zurich Municipal gave notice that they did not wish to renew the cover beyond renewal date. However, we have contacted Zurich Commercial who are happy to continue to provide this service to the 4 Boards from the renewal dates.

In order to align the renewal dates, the rest of the North East Lindsey covers had been extended to the 30th of June 2021 to align with Witham First and Third renewal date. This has been done on a pro rata charge of the current 2020/21

premium, a good outcome. A similar process was undertaken with Upper Witham renewals when they were due on 19th May 2021.

The main covers will then be quoted for based upon a group arrangement to run from 01.07.21. The wording of the policies will be North East Lindsey Internal Drainage Board, Upper Witham Internal Drainage Board, Witham First District Internal Drainage Board and Witham third District Internal Drainage Board t/a Witham and Humber Drainage Boards. The policies cannot be arranged under Witham and Humber Drainage Boards, as this is not a legal entity but a branding for the 4 Boards. Therefore, each Board will be individually named on each policy.

The main covers are currently provided by Fiducia. However, they have also indicated that they are not looking at renewing beyond the current renewal optional extension date. We will therefore be seeking alternative quotations for these covers. As initially these will be for a 12-month period, these will be below the OJEU threshold of circa £190K. We are, however, carrying out a market exercise in this regard as the key insurers we expect to provide terms are based in the Lloyds market and they will not respond to tenders in the first instance. Once we have an acceptable market this year, based upon the group of Boards, we can then look to carry out an OJEU / procure a new framework for next year 2022/23, as most policies will have the same renewal date and the new insurer will then need to respond to this. The alternative to this is that we remarket annually if the covers remain below OJEU thresholds, but longer term (3 year+) policies will be far more cost effective.

Several main benefits to this approach were outlined. Firstly, the Boards are having to duplicate cover such as Employer Liability Cover for £10m and Public Liability cover for £5m. In future it will be a single Employer Liability Cover for £10m and Public Liability cover for £5m, as this is the maximum amount of cover any Board is likely to need. This approach will also reduce some of the potential risks that we currently may have across the 4 Boards where Operatives and machinery are working across the different Boards, particularly for delivering PSCA or reciprocal works.

The JSC members had noted the insurance renewals work for 2021/22 and that a further update will be provided at the next JSC meeting in July 2021 on the outcome of the renewal terms and premiums from 01.07.21.

Board members noted the briefing on insurance to JSC and that an update will go to the next JSC meeting on 19.07.21 after renewals on 01.07.21.

Members received and noted the minutes of the Joint Services Committee meeting on 10.05.21.

### **2459 Chief Executive's Report.**

The Chief Executive's report had been circulated with the agenda and the following items were highlighted:



## 2459.1 Covid-19.

The Prime Minister's announcement on Monday 10.05.21 confirmed easing of lockdown arrangements in England, as step 3, from Monday, 17th May 2021.

The 4 Boards' Management Team continues to review weekly the latest guidance in order to determine any necessary changes to our systems and ways of working. The priorities remain to keep our staff well by maintaining safe systems of work and compliance with national guidance, to maintain a skeleton service both in terms of office-based functions and operationally, and to maintain sufficient resilience in our teams to be able to respond to an emergency flood event should that happen.

Reviewing the latest announcement and guidance on 13.05.21, the guidance remains that staff should continue to work from home whenever they can [this may be eased with step 4 planned for 21.06.21]. When staff do come into the office this should continue to be booked, with a maximum of 4 staff in at any one time. In the light of eased restrictions, particularly in indoor spaces, we have agreed that we should ease some of our current working restrictions for our Operatives. Operatives have observed single cab vehicle usage until now and this will continue whilst using machines [excavator and tractors] and for most of the working day. But with reduced Covid-19 transmission rates, reduced hospitalisation and death rates and with the roll-out of the vaccination programme we have agreed that the Boards' Operatives may share vehicle cabs from when the summer weedcutting season starts, where this helps with maintenance duties, subject to the 4 tests being met and step 3 of lockdown being eased on 21.06.21. Before implementation, this will be kept under review. This should be limited though to instances where sharing cabs improves working arrangements, e.g., a lift to a machine which avoids a long walk for an Operative, and wherever single cab working can be maintained then for the moment it will continue. Also, sharing of vehicle cabs will be limited to Operatives within an individual Board, to minimise risk. We will not at present permit cab sharing between Operatives of different Boards and office staff undertaking site visits will continue to meet Operatives on site rather than going to depots and vehicle cab sharing. Not all duties during winter works programmes lend themselves to 'hands, face, space' and socially distanced working, e.g., major bank reinstatement works undertaken at Reepham Brook on W3rd and Tillbridge Lane on UW. In these instances, for work to continue we have undertaken specific Covid-19 risk assessments for specific duties and schemes. These dynamic risk assessments [rather than the generic ones we have] will continue, to identify Covid-19 risks and to plan works to mitigate transmission risk.

The Boards continue to make PPE available for the use of all staff including gloves, wipes, face coverings and hand sanitiser through to vehicle fogging canisters for use between drivers in depot vehicles and indeed in office space too.

In the light of easing of lockdown arrangements nationally [& more circulation of people outside work] and the availability of Lateral Flow Tests, we are asking staff to take a Lateral Flow Test each Sunday evening and each Wednesday evening before attending work the next morning if the result is negative.

## 2459.2 Staff.

The following summary of some of the changes in staffing arrangements, either those agreed by the Joint Services Committee on 10.05.21 or those arising from the decisions of individual staff, was provided:

- Martin Shilling, Director of Operations and Engineering, returned to work on a phased basis in mid-March, after a period of 6 months ill-health. Martin is initially focussed on 4 projects for the Boards, but it is planned that from July he will resume leadership of the Engineering and Technical Team.
- Guy Hird is Acting Head of Engineering & Technical Services, this to continue to 31.12.21.
- Ian Coupland is Acting Director of Operations, this to continue to 31.12.21.
- Garry Winterton, Enforcements Officer, retired on 30.04.21 having worked for the Boards since February 2013.
- Alan Gardner, Consents Officer, has confirmed he will retire on 24.12.21.
- The Acting Forman for Pumping Stations role [Adrian Skelton] for 3 of the Boards [not NELDB] has been confirmed as substantive in the role.
- The Acting Operations Engineer [Richard Wright] has been confirmed as substantive in the role.
- Recruitment to the role of Enforcement Officer [part-time].
- Recruitment to the role of Planning & Consents Officer.
- Recruitment to the role of Works Supervisor [3 of the 4 Boards, not NELDB where there is a Works Supervisor, and the two posts will operate as mirror roles].
- Following a recruitment process, 7 of the IDBs in Lincolnshire collectively appointed last week [for 3 years to June 2024] a Capital Grants Officer, Georgina Nicholls, to work on the Business Cases and projects to secure flood defence grant monies for schemes. This is a replacement for the post previously held by Nicola McGarry. The contract of employment will be held by Black Sluice IDB and line management will be within Witham & Humber Boards.

The Chief Executive's report and update was received and noted.

## **2460 Electoral Register 2021.**

A paper had been circulated with the agenda and was presented by the Chief Executive.

The current 3-year term of office for those directly elected members of all 4 Boards in the group expires on 31.10.21. The new terms of office will run from 01.11.21 to 31.10.24. Those members nominated by the 3 relevant Councils are unaffected by these elections.

A list of actions and the timetable to complete the elections process within the required timelines was approved at each of the January 2021 Board meetings and the Chief Executive was appointed as Returning Officer.

The four Electoral Registers had been prepared, validated and advertised as available for Inspection from Friday, 30th April to Thursday, 20th May 2021. In practice, given Covid-19 restrictions, interested parties had been asked to phone Witham House on 01522 697123 to make an advance appointment to attend the office reception area, in order to exercise their right to inspect the Electoral Register.

For the next stage, and it was confirmed that arising from the inspection period there had been no objections, inaccuracies or anomalies raised by any inspections by c.o.p. 20.05.21, each Board was asked to formally APPROVE the Electoral Register, following which the approval of the Electoral Register would be advertised on the website [www.witham3idb.gov.uk](http://www.witham3idb.gov.uk) and at Witham House office.

Members were asked to note that Nomination Papers were due to be issued on 31st August 2021, completed and returned by members standing for election by no later than 01st October 2021. Any members not wishing to stand were requested to advise the Chairman or Chief Executive at their earliest opportunity. If any members had a problem with these dates (e.g., away on holiday) or indeed if any members required assistance on completion of the Nomination Paper, they were asked to inform Officers well in advance of the closing date so that assistance may be provided.

Members APPROVED the Electoral Register.

### **2461 Internal Auditor's Report on 2020/21.**

A summary of key findings and conclusions for the 2020/21 Internal Audit had been circulated with the agenda and was presented by Chris Harris, Internal Auditor with TIAA.

The Internal Auditor, Chris Harris, undertook the 2020/21 internal audit remotely during March 2021, due to the continuing COVID-19 restrictions. The key outcomes from the audit he summarised as follows:

- The overall assurance opinion for 2020/21 is Substantial Assurance, two priority three recommendations have been made this year and one Operational Effectiveness Matter (OEM).
- Recommendation one referred to some minor improvements to the information contained on the Board's website about its Policies and Procedures page.
- The second recommendation referred to a purchase over £5,000 that should have been reported to the Board in accordance with the Board's Financial Regulations.
- The OEM referred to poor attendance at the Board meetings by its members on two occasions during the year. This is an important matter, to demonstrate good corporate governance.
- Good corporate governance is practiced by the Board with appropriate Board involvement.
- The accounting records are all in order, up to date and in balance.
- All outstanding recommendations from previous audits have now been implemented.

- It was pleasing to note that reserves were now improving following the high levels of expenditure the previous year as a direct result of the inclement weather.
- Overall, the Board can be satisfied that the governance, risk and control framework is working well, and the finances are all in order.

Members noted the summary presented and were content with the assurance opinion of 'substantial' from the Internal Auditor, this being the second year of this assurance level.

#### **2462 Schedule of Expenditure, 01.01.21 to 31.03.21.**

The Schedule of Expenditure for the three months' period from 01<sup>st</sup> January to 31<sup>st</sup> March 2021 had been circulated with the agenda and was presented by the Director of Finance & Governance.

Gross expenditure totalled £223,541.84 or, net of £36,920.29 VAT, £271,819.16. It was emphasized that this is the invoices paid in the 3 months period, and some invoices relating to the period may not be included [e.g., electricity costs at pumping stations are invoiced in arrears].

Items highlighted to or raised by members included:

- Item 1: £2,571.00 (net) to ADA for IDB Membership subscription 2021.
- Items 15 to 17: £138.15, £135.10 and £136.00 (net) to EE Limited. Steve Cobb queried the mobile phone monthly charges suggesting that it was extremely expensive. It was explained that this was for all the mobile phones on the Witham First account, not just one mobile. Officers agreed to amend the wording to make it clearer.
- Item 60: £15,785.70 (net) to Perry's Pumps Ltd for Farroway PS Refurbishment & Repairs to pump no.1. Peter Gilbert requested an itemised list of repairs be provided subsequently.

Members received and NOTED the expenditure incurred between 01.01.21 and 31.03.21.

#### **2463 Financial Performance Outturn Report to 31<sup>st</sup> March, month 12 of 2020/21.**

The Director of Finance & Governance presented the Financial Performance Report for the year-end 2020/21 position as of 31<sup>st</sup> March 2021. This had been circulated with the agenda. A summary table of the overall income and expenditure position was presented, as follows:

	<b>2020/21 Budget</b>	<b>Actual</b>	<b>Variance (2-1)</b>	<b>FRS102 Adjusted</b>	<b>2021/22 Budget</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Income	(985,865)	(1,037,144)	(51,279)	(1,037,144)	(1,022,281)
Board & General Admin	13,920	13,474	(446)	13,474	14,670
One Off Schemes	25,000	0	(25,000)	0	35,000
Conservation	1,750	705	(1,045)	705	1,750
Depot	12,610	13,679	1,069	13,679	13,440
Drains	351,688	381,349	29,661	381,349	346,040
Pumping Stations	193,860	211,824	17,964	211,824	216,590
Joint Admin/Witham House	96,410	101,846	5,436	101,846	102,192
Consents & Enforcement	10,278	9,209	(1,069)	9,209	10,603
Director of Operations/Engineers	66,452	65,180	(1,272)	76,839	69,336
Contribution to/(from) Reserves	40,000	15,000	(25,000)	15,000	40,000
PWLB	29,207	28,538	(669)	28,538	27,970
Rechargeable Works	60,000	72,604	12,604	72,604	60,000
EA Precept	84,690	83,031	(1,659)	83,031	84,690
FRS17 Pension Adjustment (net)	0	0	0	(43,000)	0
Wages & Plant Holding Account	0	0	0	31,341	0
<b>(Surplus)/Deficit</b>	<b>0</b>	<b>(40,704)</b>	<b>(40,704)</b>	<b>(40,704)</b>	<b>0</b>

The Board's 2020/21 year-end position was a surplus of (£40,704).

The main income streams were in terms of Drainage Rates and Special Levies. Special Levy income was currently at (£385k) received for the full year from the 2 relevant Councils. Drainage Rates income collected as of 31<sup>st</sup> December 2020 was (£505,551.25), of £507,443.42 raised for 2020/21, a collection rate of 99.5% (by comparison, 100.0% at the similar month 12 in 2019/20). After adjustments, £2,667.59 drainage rates income was outstanding to the Board as at 31.03.21. A court date had not been set this year due to COVID-19 restrictions, but all outstanding amounts had been carried forward to the next financial year for collection during 2021/22.

The Bank Balances as at 31.03.21 were set out as follows:

Natwest	£	134,857.40
Nationwide Instant Access	£	359,882.03
Nationwide 90 Day Notice	£	-
<b>Total</b>	<b>£</b>	<b><u>494,739.43</u></b>

The Board's Public Works Loan Board loan was being repaid as follows, with £171,127.80 now outstanding and to be repaid over the next 6 years:

## **PWLB Loan - Balance Outstanding**

**2.41%**

**£ 158,904.32**

*Original loan £354,480. Loan period 14.5 years from 17/12/2012. Maturity date 17th June 2027  
Repayments made 17th June and 17th December each year.*

Following consideration and discussion Members:

- **noted** the financial performance for 1st April 2020 to 31st March 2021.
- **approved** that the surplus of £40,704 be allocated to the Revenue Reserve, giving a Revenue Reserve balance of £128,209 (12.5% of 2021/22 estimated income and expenditure).

- **noted** this Outturn position was used in the compilation of the Statement of Accounts, IDB Annual Return and IDB1 Return for 2020/21.

#### **2464 Annual Governance Statement 2020/21.**

The Annual Governance Statement [AGS] had been circulated with the agenda and was presented by the Chairman.

The Annual Governance Statement is incorporated into and forms part of the Annual Governance and Accountability Return (AGAR) for 2020/21. The Board has a statutory requirement to complete and approve the AGAR.

The AGS 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 AGR 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 may be approved.

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

Members were content to:

- COMPLETE the Annual Governance Statement (AGS) 2020/21.
- incorporate the completed AGS into the overall Annual Governance and Accountability Return 2020/21 [which followed on the agenda].

#### **2465 Annual Report and Statement of Accounts for 2020/21.**

The Annual Report and Statement of Accounts 2020/21 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. Furthermore, a lot of the detailed work undertaken is required to complete the Annual Governance and Accountability Return (AGAR).

The accounts had been produced (where applicable) in accordance with the Joint Panel on Accountability and Governance (JPAG) Governance and Accountability for Smaller Authorities in England; A Practitioners' Guide to Proper Practices to be applied in the preparation of statutory annual accounts and governance statements issued in March 2019.

The Statement of Accounts comprises the following key sections:

- Annual Report 2020/21 – narrative on the work of the Board during 2020/21.
- Statement of Accounts 2020/21 – lists the key components of the statements.
- Board Members – schedule of Board Members who served during 2020/21.
- 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 2020/21.

- Balance Sheet 2020/21.
- Notes to the Accounts.
- Appendices
  - Map of Board's drainage district
  - Organisational Structure Chart
  - Rainfall/Pump Use/Electricity data

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

Members APPROVED the unaudited Annual Report and Statement of Accounts 2020/21.

### **2466 Annual Governance and Accountability Return (AGAR) 2020/21.**

The Annual Governance and Accountability Return (AGAR) for 2020/21 had been circulated with the agenda and was presented by the Director of Finance and Governance. The Board has a statutory requirement to complete and approve the AGAR.

The AGAR has 4 separate sections and must be approved at a full Board meeting before 01st July 2020. It also must be submitted, along with additional requested information, to the External Auditor by 02nd July 2021 for their review. Alongside this, the rights of public inspection will commence on Monday 14th June 2021 until Friday 23rd July 2021. This must incorporate the first 10 working days of July, as required by statute.

The AGAR comprises the following key sections:

- Annual Internal Audit Report 2020/21 [Report and certificate received earlier in the meeting].
- Section 1 – Annual Governance Statement 2020/21 [agreed earlier in the meeting].
- Section 2 – Accounting Statements 2020/21
- Section 3 – External Auditor Report and Certificate 2020/21 [issued subsequently by PKF Littlejohn LLP]

Section 2, the Accounting Statements utilises the information used in the preparation of the Statement of Accounts, and the 10 relevant boxes were presented to the meeting.

Once approved, the document is published on the Board's website to meet its requirements under the Accounts and Audit Regulations 2015. This will be done on Friday 11th June 2021.

The statutory deadline by which the AGAR and signed external auditor report and the Notice of Conclusion of Audit must be published is 30th September 2021.

Following discussion, members were content to:

- **APPROVE** the Annual Governance and Accountability Return (AGAR) 2020/21.
- **PUBLISH** the AGAR on the Board's website, along with the notice to commence the period of public rights from Monday, 14th June to Friday, 23<sup>rd</sup> July 2021.

## **2467 IDB1 Annual Report 2020/21 to Defra.**

A completed IDB1 Annual Report for 2020/21 had been circulated with the agenda and was presented by the Director of Finance and Governance.

The IDB1 Report must be completed, approved and submitted by 31st 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 2021/22 [not 2020/21].
- Income & expenditure Account for year ending 31 March 2021.
- 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 during the year.
- Complaints Procedure
- Declaration, to be signed by the Chief Executive.

Various officers had submitted information to compile the IDB1 Report and after discussion, members **approved** the Defra Annual Report (IDB1) for the year ended 31 March 2021.

## **2468 Health and Safety Update.**

A Health and Safety update had been circulated with the agenda and was presented by the Acting Director of Operations.

Operatives continue to undertake bank slip repairs and winter maintenance. They are having to work in closer proximity than when they were on their machines lone working, and therefore we are still risk assessing each job individually to ensure the protection of our staff. PPE including Face Masks, Gloves, Hand Sanitiser and Fogging disinfectant is always provided and available. All drivers have been instructed to Fog their machines and vans at night before finishing and when anyone else has had access to their machine. We are now also in the position where a lot of our staff have had at least one of their Covid-19 vaccinations, some have had their second. Witham House based office staff remain working from home wherever possible, in line with current national guidance, and measures remain in place to make the office accessible to a limited number of 4 staff at any one time. This is being managed by a booking system, with Jayne Flower managing the requests. The office is currently closed to Members of the Public and Unauthorised Visits, unless by prior arrangement. These arrangements and the Risk assessments are reviewed weekly at the Management Team Meetings and changes in national guidance are kept under review.



Cope, our external Health and Safety Provider, had completed their annual audit visit to Witham Third and to Witham First Boards. They were due to visit North East Lindsey on June 22<sup>nd</sup> and Upper Witham on August the 12<sup>th</sup>. The visit to Witham Third resulted in a few minor actions to be undertaken, i.e., a short section of handrail to install at Greetwell Pump Station and a new hatch to sump area to be manufactured at Stainfield Pump Station. Also, to review and ensure consistent signage be observed.

The findings in Witham First were similar, with some handrails and signage to be installed. We are currently undertaking the actions required to remedy the H&S findings.

The one issue that was flagged as potentially high risk by Cope was the method of installation of wooden piles in the watercourses, and this is frequently used when we are undertaking bank slip reinstatement works at this time of year. This task requires an Operative to be in proximity to the excavator bucket, and as such it is felt this puts them at risk. Therefore, this issue having been raised, we are currently reviewing our options for undertaking this task by some alternative method and will report back.

There had been no accidents or near misses in the 4 Boards since the January Board meeting, but Fenflow (one of our regularly contracted pump repair companies) had an accident at Witham Third's Greetwell Pumping Station in April. The pump had been away for repair and during reinstatement a section of the pump slipped and dropped into the sump, causing the section suspended by the hoist to swing round and trapping one of their employees against the wall. The individual was immediately taken to Lincoln County A&E for examination. Fortunately, they sustained only bruising, there was no bone injury, and the individual was back at work the next day.

We are currently awaiting a copy of Fenflow's incident investigation report into the incident. Witham Third had full copies of Fenflow's RAMS, and our staff on site completed incident statements following the accident, and Fenflow had been given an emergency response and evacuation list by Witham Third. However, whenever there is such an incident it is an opportunity to review and see if our H&S procedures can be improved.

A Health and Safety representatives' meeting was booked for 07<sup>th</sup> June and any issues arising for the Boards from the meeting will be reported.

Training had restarted, limiting course attendance to the Boards' Operatives and staff only. Telescopic Fork truck training has been undertaken for some of our new LDOs and refresher training for our existing users. We have Underground cable avoidance training booked for 02<sup>nd</sup> June, followed by overhead cable avoidance training for our recent new starters on 03<sup>rd</sup> June and CDM training booked for 14<sup>th</sup> June for 12 people [6 morning and 6 afternoon]. Ian Coupland is in discussions with a training provider for Excavator training, and this too should commence soon.

The company retrofitting the excavator Cab Hand Rails [this is retrofitting rails on our older plant, following a fall from height of one of UW's Operatives, new plant comes with the guard rails fitted] have been out to measure up the machines and have started the manufacture of the handrails. This should hopefully see the rails fitted before the start of the weed cutting season this summer.

As reported previously, the ownership of and responsibility for maintenance of the access bridge from the A153 to Ringmoor Pumping Station is still being investigated and disputed (ascertaining ownership via the Environment Agency). And a scheme for Faraway pumping station weed screen platform is to be reviewed, the first design being unaffordable for the Board.

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

### **2469 Environment Report.**

A report prepared by the Environment and GIS Technician, Fiona Scott, had been circulated with the agenda and was presented by the Acting Head of Engineering and Technical Services.

As a public body, under the Natural Environment and Rural Communities Act (2006), Internal Drainage Boards must have regard to the purposes of conserving biodiversity in a manner that is consistent with the exercise of normal functions such as policy and decision-making. 'Conserving biodiversity' may include enhancing, restoring or protecting a population or habitat. The report set out the achievements of the Board's environmental activities from April 2020 to March 2021, and environment plans and activities for April 2021 to March 2022.

#### **Biodiversity Action Plan and Species Recording:**

The 4 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 Boards' districts. The species recorded over 2020/21 by Witham First District, Witham Third District, Upper Witham and North East Lindsey IDBs include barn owl (*Tyto alba*), eel (*Anguilla anguilla*), grass snake (*Natrix natrix*), kingfisher (*Alcedo atthis*), otter (*Lutra lutra*), reed bunting (*Emberiza schoeniclus*), toad (*Bufo bufo*) and water vole (*Arvicola amphibius*).

ADA's Technical and Environment Committee have released their updated Biodiversity Action Plan template to be in line with various legislation and policy including, but not limited to, the Environment Bill (Act) 2020, the Natural Environment and Rural Communities Act 2006, the 25 Year Environment Plan and Water Framework Directive (WFD). The Environment and GIS Technician will use the new template and guidance to update each Board Biodiversity Action Plan appropriately. This new plan will be renamed as a 'Nature Strategy', to be in line with the Greater Lincolnshire Nature Partnership's upcoming Nature Strategy for Lincolnshire. At a workshop held in March 2020, delegates (including the Board's Environment and GIS Technician) agreed that the term 'Biodiversity Action Plan' was outdated, and the future document should be renamed to something to showcase a document that will contain long-term and overall aims.

#### **Barn Owl (*Tyto alba*):**

Since 2011, the Board has been working collaboratively with the Wildlife Conservation Partnership. Lincolnshire IDBs have continued the partnership and supported Lincolnshire barn owl populations with an investment in owl boxes. Situated throughout the four Boards' districts, there are a total of 103 owl boxes that are owned and maintained by the Boards. Due to the success of the Lincolnshire-wide scheme, the Boards have been advised by the Wildlife Conservation Partnership to focus on replacing boxes that have deteriorated over the lifespan of the scheme. New orders for replacements were submitted before Christmas and were delivered in February 2021. The boxes will be replaced once breeding season is over, this usually runs from March to August (inclusive).

Due to the Covid-19 pandemic, the Wildlife Conservation Partnership took the decision to limit the areas that would normally be monitored and did not check boxes in Witham First District and Witham Third District.

2020/21 actions:

Replace and repair owl boxes across the four IDBs, as and when required.

Continue to monitor owl boxes with the help of the Wildlife Conservation Partnership.

2021/2022 actions:

- *Replace and repair owl boxes across the four IDBs as and when required.*
- *Continue to monitor owl boxes with the assistance of the Wildlife Conservation Partnership.*

Kingfisher (*Alcedo atthis*):

Kingfishers remain prevalent within most of the Boards' districts, particularly along drains where fish populations are high, for example in the North Delph in Witham Third District. They require a vertical bank with water directly below it to nest and to excavate a tunnel into the bank, which should be at least a metre long.

A total of 9 kingfisher were seen and recorded by IDB staff members throughout the 4 Board districts in 2020/21. Two in North East Lindsey IDB, 1 in Witham Third DIDB, 2 in Witham First DIDB and 3 in Upper Witham IDB.

2020/21 action:

Kingfisher locations have been continually monitored and sightings have been recorded across the 4 Boards.

2021/22 action:

- *Continue to monitor kingfisher nest sites on Board drains and install canes in the bank where these are identified.*
- *Install Kingfisher nesting pile boards where possible when doing bank restructuring work. Two posts hold a board/plank of wood against the bank, and 2-4 holes are drilled in the board to allow for burrow excavation by the kingfisher.*

Water Vole (*Arvicola amphibius*):

More than 90% of the UK water vole population has died out, making them the country's fastest declining land mammal. However, Lincolnshire is seen as somewhat of a 'stronghold' for water vole populations, which is likely due to the number of watercourses present within the county.

A total of 31 water vole were seen and recorded by IDB staff members throughout the Boards' districts in 2020/21 and added into the species database. 14 of these were in Witham First DIDB and 17 were in Witham Third DIDB.

2020/21 action:

Continue to monitor and record water vole populations and identify population strongholds.

2021/22 action:

- *Continue to monitor water vole populations and identify population strongholds.*
- *Identify banks that require revetments or reconstruction and undertake licensed water vole displacement outside of the breeding season (April to September). The Natural England licence CL24 – to allow Internal Drainage Boards to intentionally displace water voles for work on flood defences, watercourses or drainage systems will allow Boards to undertake this and has been applied for by the Board's Environment and GIS Technician. Deliberate displacement of water voles must not be carried out without this licence and must not be undertaken during the breeding season. For the purposes of this licence, displacement means removal of vegetation*

*followed, where appropriate, by a destructive search of the burrows, where the intention is to displace water voles from their burrows. Water draw-down or removal may be used in parallel with vegetation cutting, where appropriate.*

Reed Bunting (*Emberiza schoeniclus*):

Reed Bunting are predominantly a farmland and wetland bird. Typically found in wet vegetation but has recently spread into farmland and into gardens in winter. When singing, the males will usually perch on top of a bush or reed.

There were 2 reed bunting recorded in North East Lindsey IDB in 2018/19. The lack of recordings can be attributed to the fact that reed bunting are often identified by their call and are hard to see. Like most birds, they will take flight when near noisy machinery, so can be hard to spot.

2020/21 action:

There was no net loss of reed bed in 2020/21.

2021/22 action:

- *Ensure that there is no net loss of reed bed and encourage establishment where possible, especially in IDB districts where no reed bunting have been recorded recently. Gently sloping profiles at the margins of watercourses*

Eel (*Anguilla anguilla*):

The Eels Regulations 2009 (England and Wales) is still in force. 'High Priority' pumping stations still have 'Eel screen exemption notices' and these notices have been renewed for one year until 2022. It is likely that these will continue to be issued year on year until the Environment Agency has decided on a strategy to replace exemptions. 'High Priority' were classified as such by the Environment Agency in 2016 and is based on eel populations in the area of the pumping stations. 'High Priority' pumping stations over the 4 Boards, there being 6 in Witham First DIDB:

Upper Witham	Aubourn	SK9482962502
Upper Witham	Boultham	SK9687969470
Upper Witham	Thorpe	SK9161979451
Witham 1st	Billinghay	TF1884158355
Witham 1st	Blankney	TF1658763599
Witham 1st	Chapel Hill	TF2000154096
Witham 1st	Farroway	TF1462053236
Witham 1st	North Kyme	TF1733653916
Witham 1st	Timberland	TF1777255921
Witham 3rd	Duckpool	TF1576765202
Witham 3rd	Southrey	TF1415166235
Witham 3rd	Stixwould	TF1569465132

2020/21 action:

Eel locations were recorded and passability was considered when new pumping station schemes were designed.

2021/22 action:

- *Continue to record the location of eels and consider passability when designing new pumping station schemes.*

Grass Snake (*Natrix natrix*):

Grass snakes favour wetland habitats but can also be found in dry grasslands and in gardens, especially those with a pond nearby. During the summer, grass snake can be spotted basking in the sun near their favourite ponds or swimming in the water. They hunt amphibians, fish, small mammals and birds. Females lay 10 to 40 eggs in rotting vegetation, such as compost heaps, incubating them until they hatch in early Autumn. Like all reptiles, grass snake hibernate, usually from October to April.

There were two grass snakes recorded in 2020/21 in Witham First DIDB.

2020/21 action:

When removed from the weedscreens, weed is left to dry at the pumping stations which provides a damp and dense habitat for any grass snakes that may reside there.

2021/22 action:

- *Continue to allow grass snakes to use weed taken from weedscreens. Do not remove weed in June and July as this is when females will lay eggs. Once the eggs hatch, the weed can be removed (August onwards).*

Wildflower Meadows:

The U.K. countryside was once full of meadows with a variety of flowering plants, supporting butterflies, insects, farmland birds and other wildlife. However, since the 1930s, over 99% of what are called 'unimproved grasslands' has been lost, and those that are left are fragmented. The grassland surrounding pumping stations offers excellent scope for various types of wildflower meadow.

2020/21 action:

New meadows have been planted at Rosper Road Pits (one wetland mix area and one 100% U.K. wildflower mix area).

The shed at Southrey has been removed due to anti-social behaviour problems. However, the bare ground underneath offers a good area for extending the wildflower area. The meadow will be planted with a 100% U.K. wildflower mix in Spring 2021.

2021/22 action:

- *Identify more suitable sites in Upper Witham IDB and Witham First DIDB for wildflower meadows and purchase more seed (100% Native Traditional British Wildflower seed mix) to plant these with.*

Each Board continues with its aim to reduce the spread and damage from invasive non-native species. The objectives for this Biosecurity Protocol statement are as follows:

- Increase awareness around invasive non-native species via training.
- Identify, and keep a record of, known areas where invasive non-native species are an issue.
- Ensure Operatives take care to avoid transporting water and material between water bodies, where a risk has been identified.
- Ensure ongoing monitoring of invasive non-native species when undertaking operations.
- Remain vigilant when undertaking operations to identify any further areas where invasive non-native species exist.

Bird monitoring continues to take place at Rosper Road Pits in North East Lindsey IDB. The site is home to a variety of wetland birds including UK Conservation Red (globally

threatened) species: Lapwing (*Vanellus vanellus*), Curlew (*Numenius arquata*) and Black Tailed Godwit (*Limosa limosa*)

The 4 Boards hosted a Year 2 Geography student placement from January to April 2021, after being approached by the University of Lincoln as a significant public body in the Lincoln area. The placement introduced the student to Internal Drainage Boards and what they do, as well as showing the student the environment side of IDBs and actions they take to conserve and enhance the environment. The student has written an article for the ADA Gazette about their time on placement which will be published in the summer issue.

The Environment and GIS Technician has undertaken Wetland Bird Survey (WeBS) training with the British Trust for Ornithology online. These skills will be applied working in wetland areas within the Boards' districts. WeBS surveyors monitor the UK's internationally important non-breeding waterbirds. Following a tradition begun in 1947, wetland sites are counted once per month, providing data for population and trends in abundance and distribution.

The Environment and GIS Technician has gained Associate membership of the Chartered Institute of Ecology and Environmental Management (CIEEM). CIEEM is the professional body which represents and supports ecologists and environmental managers. Membership of CIEEM is achieved by providing sufficient evidence of professional competence.

Members received and noted the report on environmental measures in 2020/21 and the plans for 2021/22.

### **2470 Operations Report.**

The Operations report had been circulated with the agenda and was presented by the Acting Director of Operations:

During January and February 2020, we experienced another series of heavy rainfall events, generally our Board maintained systems coped well and the Operatives and staff worked tirelessly to keep the systems running. The difference this time was, unlike in Autumn 2019 when it was mainly our Witham Third and Witham First Drainage Districts that experienced a series of heavy rainfall events, it affected all 4 of our drainage districts which did stretch staff resource. We did have a few worrying moments from EA Main River, as in some of our emergency event discussions with other Flood Risk Management Authorities, there was clear concern from colleagues at the EA about the high-water levels for a protracted period in the Lower Witham system and the fragility of the banks and risk of bank failures.

Witham First had the EA's Billingham Skirth full to bank top for a long duration, which did overtop, and the EA did deploy mobile pumps. Witham First also received a request to turn off the EA's Farroway pump that Witham First control for the EA. We did discuss this request and decided to agree to turn their pump off, it remained off for 3 days with no detriment to the system. There was discussion as to the Board being asked to turn off our Farroway pump, but this was not a written instruction to the Board and the Board's pump remained operational. We also had the EA's Timberland Delph with water running through the bank near the site of the former pumping station, the Chairman having personally visited site and witnessed this. Washingborough had a small earth flood bank partly collapse behind AWS's Lincoln Sewage Treatment Plant, following the failure of an EA flapped outfall, and this allowed excess water to get into the Board's Sandhill System. This system was already taking water from the designed EA overflow and from Anglian Water's Washingborough Sewage Treatment Plant, which was overwhelmed with surface water. Sandhill Pump did

manage to keep on top of the excess water. The issue of a replacement flap valve at Canwick Fen Drain by the EA and a permanent repair to the flood wall, rather than the temporary sandbags, has been raised with colleagues at the EA immediately post-event and on occasions since then.

The issue of Red Diesel use in Tractors was currently a significant issue for IDBs nationally and ADA is leading discussions with the floods minister and with the Treasury officials. The response to letters sent to local MPs by our 4 Chairmen, and then forwarded to HM Treasury [HMT] by those MPs, as part of a national ADA initiative, have so far elicited responses to Fred Myers, Chairman of Upper Witham and to the Board's Chairman, Peter Gilbert from Dr Caroline Johnson, MP. This confirms she has referred the matter of IDBs asking for a similar exemption as that available to the agricultural sector to HM Treasury and suggests the reforms are to encourage users to improve their emissions and upgrade fleet to reduce pollution and improve the energy efficiency of their vehicles.

At present UW and W3rd do each have a tractor running on white diesel, the ones used for haulage, but unless and until our membership body ADA resolves this we do run some plant on red diesel that under the new legislation should be on White, which is a risk to our Boards and to our individual Operatives. However, reference was also made to HMRC Customs Notice 75, which appears to provide permission for single purpose vehicles like Energreen SPV flails and excavators to run on red diesel and for tractors [except haulage] to run on red diesel except from the depot to the place where they start weedcutting.

There was much discussion between members and officers regarding this issue, following which members AGREED that if guidance required the Board to make the switch, then officers should proceed with the change to white diesel, at a timescale no later than that advised by ADA [post meeting note: the issue continues to be discussed and ADA continues to lobby nationally. It is likely that ADA will issue guidance to IDBs to switch to white diesel from April 2022].

#### Staffing:

Witham First DIDB currently have an Operative on long term sickness absence, due to major surgery. He is now recovering well.

#### Timber supplies and prices:

Large quantities of timber, stone etc have been used in undertaking bank slip repair work in the last couple of months. It is noticeable that at present we are experiencing supply problems, having to source timber in a 100 miles radius, and the cost of this has risen steeply.

#### Herder Spares:

Following the Internal Auditor's report and the recommendation, members were asked to approve the departure from the Board's approved Financial Regulations which require 3 written quotes at expenditure of £5k. Officers recommend that the 3 relevant Boards [not in this instance NELDB] approve the purchase and future purchase of Herder parts from the sole UK Importer/ Supplier, as a Special Price Quotation [SPQ]. The current UK Importer/ Supplier of Herder is Mastenbroek of Boston. This would be for the Herder parts only and would regularise the situation where genuine Herder parts are not available from other suppliers and hence, we cannot obtain 3 written quotations as required under Financial Regulations. The sum involved is greater than £5k each year.

Members APPROVED this SPQ and the departure from Financial Regulations regarding the purchase of Herder Spares.

#### Farroway Pumping Station:

The Second pump at Farroway PS that was due for removal and refurbishment had not yet been refurbished, due to the heavy rainfall we had in January / February. This would be programmed in as soon as possible.

During the event at the beginning of the year, Witham First was asked to turn off the EA Farroway pump that the Board operates for the EA. We complied with this request and considering the amount of water around it did not cause any issues.

#### Metheringham Fen Pumping Station:

Three quotes had been obtained for the replacement of the fencing and gates, one element of the refurbishment of the pumping station. These have been evaluated and the contract awarded to Moreby Fencing from Stickney at a quoted price of £11,488.50.

#### Volvo 160 Excavator:

The tracked Volvo 160 has had a major repair to the slew hydraulics, the hydraulics had started to leak oil and needed urgent attention. The cost of this repair was approximately £5,000.

#### Atlas Wheeled Excavator 2014:

Quotations were being obtained for 4 new tyres for the excavator, but prices have risen steeply lately, and an initial quotation suggests this is likely to cost circa £4k.

#### JCB Forklift Truck:

Quotations were also being obtained for 4 new tyres for the forklift, the current tyres have large splits in the sidewalls and have started to perish. The quotations suggest these will be circa £1k.

#### Winter works:

Winter Desilting has taken place on Digby Fen Bank Side. It was also intended to desilt Dorrington Bankside before cutting season. These watercourses had been scheduled for 2019/20, but the heavy rainfall events and saturated ground conditions prevented the work being completed.

Numerous bank slip repairs had been undertaken on Board maintained watercourses. To date slips had been repaired on Allotment Drain, Sharps Drain, Linwood Drain, Singletons Drain, Metheringham Mill Drain, Metheringham Top 12 Foot Drain, Metheringham Waterdyke Drain and Todhill Drain. Several of these watercourses had multiple slips.

Officers are now in receipt of orders for all 4 Boards undertake the 2021/22 PSCA work as agreed. This had not been an easy process this year, and confirmation of orders was only in early May [not before 01.04.21]. Ultimately, this resulted in no orders, official maps or profile paperwork in time for the April cuts. Some paperwork was received in time for the May cuts, but much is outstanding. This has been escalated within the EA and several IDB officers have had discussions at various levels of the EA to expedite this. All the Boards have been requested to undertake a similar level of PSCA works for the EA in 2021/22 as undertaken in 2020/21, so this was a considerable workload to accommodate [circa £600,000 across the 4 Boards] in addition to the 4 Boards' work and required programming with due notice.

Members noted the Operations Report and presentation.



## **2471 Engineering Report.**

A report had been circulated with the agenda and was presented, along with an accompanying PowerPoint presentation (via screen sharing), by the Acting Head of Technical and Engineering Services.

### January 2021 Flood Event (JA-5457-2021-FLD):

This event started with rainfall on the 15<sup>th</sup> January continuing until the end of January. Although the rainfall amounts (approximately 86mm) were not excessively high, the catchments across the whole of Lincolnshire were already very wet and the aquifers were very high [at record levels], with the ground water event having continued really since November 2019. The result was a prolonged January 2021 event with very high-water levels throughout the River Witham system, particularly on the Lower Witham with conditions like those in November 2019. There was concern expressed by EA colleagues again about bank fragility and the risk of breaches in the Lower Witham system. The EA escalated the situation with the Lincolnshire County Council Emergency Planning Local Resilience Forum [LRF] to an emergency, because of this risk. Although on this occasion there were no bank breaches, numerous EA flood banks were sandbagged to reduce overtopping, including Snakeholme Drain, Duckpool Catchwater, Billingham Skirth. Several areas within the 4 Boards' drainage districts were affected.

In Witham First, the recently constructed Digby flood relief scheme operated for the first time, safeguarding part of the village. A flap into Sincil Dyke/South Delph near AWS's Washingborough Treatment Works failed, inundating a large area of land. Water then breached a minor EA flood bank and allowed a significant amount of water into Canwick Fen Drain and on to the Board's Sandhill Pumping Station, which was able to deal with this additional water. Guy Hird took members through further detail on what had happened during the event, with photographic records.

### Canwick Fen Drain:

During the flood event water came through the embankment of the EA main river Sincil Dyke/South Delph, because a flap valve was missing, causing a large area of land to be flooded. This land is outside the catchment of Sandhill Beck pumping station and is drainage for several flapped gravity outfalls discharging back into Sincil Dyke/South Delph. There is a minor EA flood bank which, during the event, breached and allowed a significant amount of water into Canwick Fen Drain and on to Sandhill Pumping Station. This remained in control throughout the event as mentioned earlier.

### Sandhill Beck Pumping Station:

Sandhill Beck is a single pump station in Witham First DIDB, which was designed by Upper Witham IDB for the Board in the 1970s. The original design drawings show the bed level at the pumping station as -0.45m AOD.

The current operating levels are set at:

- Start 0.3
- Stop -0.3
- (Day Start 0.6)
- (Day stop 0.0)

This showed that the station is currently being operated below the original design levels. The blue 'Max Design Storage Level' line is 1.2m at the pump and this would only be for a

1 in 10-year storm event. It shows a freeboard to the lowest land of approximately 600mm. A rainfall event of a higher return period would have higher levels.

Members were shown and talked through a series of photographs showing the Longstone's Drain (water level at Sandhill Beck PS 0.4m) and Canwick Fen Drain downstream of the disused railway, in generally good condition. Officers had visited site and were satisfied that the system was working as intended. Longstone's Drain will continue to be cut as early as practicable, subject to environmental considerations. Canwick Fen Drain upstream of the disused railway is obstructed by reed beds, due to access being obstructed by the Lincoln Eastern Bypass construction. This watercourse will be cleared as a priority, subject to environmental considerations.

The EA used Branston Island washland during the flood event, but the Lincoln Washlands were not operated.

Several properties were flooded, mainly locally from surface water aggravated by ground water.

All the Board's pumping stations ran for prolonged periods and incurred high costs.

Multi agency Rain Gauge Project (JA-5378-2020-ASS):

Officers are exploring on behalf of all four Boards whether to be involved with this multi-agency scheme. Potential partners across Greater Lincolnshire are the 3 Lead Local Flood Authorities [LLFAs] namely Lincolnshire County Council, North Lincolnshire Council and North East Lincolnshire Council. Other partners include Anglian Water and other Internal Drainage Boards, but not the EA who have declined to join. The scheme is proposed to be part funded by the Anglian (Northern) RFCC Local Levy and a draft bid was submitted by Lincolnshire County Council in November 2020. The proposal is to have 'live' web-based rainfall data available to partners during heavy rainfall events and historic data for post-event investigations, including the LLFA led Section 19 investigations. Approximately 50 sites would be located across the area hosted by partners in appropriate secure sites which potentially could be the 4 Boards' Pumping Stations. However, we need to understand more about locations, potential ongoing maintenance costs for which the Boards may be liable etc before agreeing to participate in what is currently an expression of interest stage project. Information is awaited from Anglian Water Services.

Lincolnshire Local Resilience Forum (LRF) (JA-1400-2014-ORG):

The first meeting since April 2019 was held on 6th April 2021. The focus of the meeting was on the Covid-19 pandemic, but the importance of Flood Risk Management, Emergency Response and Recovery was recognised and remains at the top end of Risks for the County.

Lincoln Eastern Bypass (TD-478-2013-PLN):

A meeting was held on the 30<sup>th</sup> April 2021 to discuss the impact of the new bypass on Witham First DIDB and Witham Third DIDB. Lincolnshire County Council have produced a report setting out how the final, as constructed, drainage system for the Bypass affects the pumped drainage systems either side of the River Witham. Because of how systems have been now designed and built, currently using infiltration methods or Sustainable Drainage Systems (SuDS), there is far less impact than envisaged in the original designs in the project where unrestricted direct discharge was planned. Lincolnshire County Council has therefore offered to pay compensation, accordingly, based on a contribution to additional running costs plus the proportion that the highway is calculated to affect the pumping station relative to the cost to construct a replacement station. The amounts proposed were set out to members as:

Witham First District Internal Drainage Board	£19,800
Witham Third District Internal Drainage Board earlier today by Witham Third DIDB's Board].	£10,400 [which had been agreed

Following discussion and with no dissent, members agreed to accept the compensation one-off payment sum of £19,800 from Lincolnshire County Council for the impact on the pumped drainage system from the Lincoln Eastern By-pass.

#### Section 19 Flood Investigations:

Members were provided with detail on the Section 19 Investigations led by Lincolnshire County Council as the LLFA, for which information has been requested from the Board.

#### **Witham First DIDB extended area**

Southgate,Sleaford 14-11-2019

Southgate Sleaford 17-8-2020

#### Metheringham Fen Pumping Station (FD-1143-2014-PRO):

This station has attracted Flood Defence Grant in Aid monies allocated via the EA in the sum of £163,000, subject to a contribution from the Board of a further £5,000 as approved at the June 2020 Board meeting. These monies will be used to replace or refurbish the elements of the site, as follows:

- Replace existing MCC (pump control panel)
- Replace outfall flap valves.
- Refurbish automated weed screen cleaner.
- Health & Safety improvements including fencing, site lighting and steps.

An update was provided on progress on the scheme.

#### Billingham Pumping Station and Timberland Pumping Station (FD-5336-2020-PRO):

A business case is currently being produced for a potential application to the EA for a Flood Defence Grant in Aid. The scheme is looking at both pumped catchments and the interaction between them.

#### Canwick Fen Drain Railway culvert (FD-5492-2021-ENF):

Following the January 2021 Board meeting, Railway Paths and Sustrans were contacted, and a site meeting was subsequently held. The culvert was put in when the railway line was constructed, in the mid-1800s. The construction was in sections of cast iron, bolted together, which is very resistant to corrosion and the culvert is still in very good condition. At some stage in the past, and it could be a very long time ago, both ends have dropped relative to the middle [which would have been due to the ground settling] and what has happened is at one of the joints the bolts have sheered at the top. This has resulted in the culvert 'breaking its back'. This will not have any real effect on the capacity of the culvert, which as it is a railway one would have been constructed much larger than was required [unlike what would have been installed in, say, a road crossing]. Railway Paths inspect the structure every year and it has not changed since at least 2014. Enforcement action by the Board is not justified and Railway Paths would strongly resist any such approach. Also, there are no powers to be able to have the invert lowered to improve the levels up stream. The advice to the Board was that there is no justifiable further action on this matter.

#### Heighington Flooding Group (FE-5548-2021-FLD):

A multi-agency group has been set up, and Guy Hird attended a meeting, following the significant impact of ground water in the village. Although Heighington is remote from the Witham First drainage district boundary there is an impact because the Anglian Water

Services foul sewer system gravitates to Heighington Treatment Works, which is in Washingborough. The foul sewer system gets inundated with ground water, causing flooding in the village and overwhelming the Treatment Works.

Washingborough Works (which takes the water from Heighington). FD-5489-2021-ENF:  
A representative from AWS stated that this does not have a storm overflow, as the EA would not let them have consent for such. The site has a design input flow of 20l but is currently receiving about 80l/s. The water has nowhere to go and that is causing the numerous leaks. Without the EA giving consent there is nothing AWS can do. If any consents were given the discharge would be the same amount of water flow, but into a watercourse. In this case the watercourse would be the Board's North Dales Drain. Officers understand that Board member Ed Applewhite has met someone from AWS on site. From the Board's perspective there is nothing Officers can do, apart from to continue to support AWS in their request to obtain consent from the EA.

An initial meeting was held on the 09<sup>th</sup> March 2021, with further meetings to be arranged following the outcomes from the Scopwick Groundwater Flood Risk Task and Finish Group (FE-5321-2020-FLD).

Lincoln Eastern Bypass, access ramp:

A site visit found that the newly formed ramp to facilitate the Environment Agency's continuity of access for Sincil Dyke/South Delph prevented access to Canwick Fen Drain. A meeting was held with Lincolnshire Country Council and the ramp will be modified to accommodate access for the Board's Operatives.

Structures:

Proposals to replace the existing Weedscreen deck on Farroway Bankside Drain and to provide an alternative access to Ringmoor Pumping Station continue to be developed. Both are health & safety issues for the Board, and so affordable and sustainable solutions are required.

Members received, discussed and noted the report and presentation and **AGREED** the one-off commuted sum payment to be received from Lincolnshire County Council of £19,800, in respect of the calculated impact of Lincoln Eastern Bypass [LEB] on the Board's pumped drainage system.

#### **2472 Planning and Consultations Report.**

The Planning and Consultations Report had been circulated with the agenda and was presented by the Acting Head of Technical & Engineering Services.

There were no issues to highlight to members on this occasion.

Members received and noted the Planning and Consultations report.

#### **2473 Consents and Enforcements.**

A Consents and Enforcements report had been circulated with the agenda and was introduced by the Acting Head of Technical & Engineering Services.

Byelaw Consent Applications:

Reference	Location	Applicant	Details	Date
FD-5521-2021-CON	Linwood Main Drain Blankney Fen	Savills	11no. field drain outfalls	19-02-21
FD-5530-2021-CON	Twelve Foot Drain North Kyme Drove	Paul Low	Treated foul discharge from 6-person plant	03-03-21
FD-5650-2021-CON	Canwick Fen Drain	Galliford Try	Lincoln Eastern Bypass run-off discharge	05-05-21

Section 23 Land Drainage Act Consent Applications – District:

Reference	Location	Applicant	Details	Date
FD-5601-2021-CON	Bonemill Lane, Sleaford	Network Rail	Liner to railway culvert	16-04-21

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
FE-5536-2021-CON	Wheelwright Court, Anwick	HPC Homes Ltd	Restricted discharge from 12no. dwellings	09-03-21
FE-5586-2021-CON	Moor Lane, Potterhanworth	Lindum BMS	Restricted discharge from 8no. dwellings	07-04-21

Enforcement Issues – District:

Reference	Location	Description / Comments	Actions
FD-3835-2018-ENF	Sleaford Rugby Club	Blocked watercourse	Awaiting response from Network Rail
FD-5489-2021-ENF	Anglian Water - Heighington Treatment Works Washingborough	Leaking filter beds which have been inundated with groundwater	This is outside the enforcement power under the Land Drainage Act.  Anglian Water are aware of the issue.  Case closed 02-02-21
FD-5492-2021-ENF	Cannock Fen Drain Washingborough, Lincoln	Culvert in disused railway line embankment	This has been investigated. Discussions and site meeting with Railway Paths and Sustran. Currently the culvert does not restrict flow. Enforcement is not possible. Case closed 04-03-21
FD-5564-2021-ENF	Sleaford Golf Club, Willoughby Road, Greylees, Sleaford, NG34 8PL	Flooding	This is mainly a ground water issue, but also a watercourse requires clearing. Network Rail have been advised.
FD-5588-2021-ENF	New Farm, Drove Lane, Sleaford NG34 8FT	Obstruction in Catchwater Drain	A letter has been sent

Enforcement Issues – Extended Area:

Reference	Location	Description /Comments	Actions
FE-5280-2020-ENF	Edge of Dorrington	Potential obstruction to flow in watercourse	The watercourse has been cleared.  Case closed 25-03-21
FE-5491-2021-ENF	Branston Beck, Branston.	Potentially obstructed watercourse	Investigating
FE-5563-2021-ENF	Waste Away Solutions Ltd Unit 19, Woodbridge Road, Sleaford NG34 7EW	Unconsented work (piles) in a watercourse	The works undertaken also do not match the planning submission, but they are not taking action. LCC are considering whether legal action is appropriate

Members received and noted the report on Consents and Enforcements.

**2474 Request for adoption of a watercourse near Anwick, Sleaford by DG & SJ Padley Farms.**

A report had been circulated with the agenda and was presented by the Acting Director of Operations.

The Board had received a request to adopt a watercourse and to schedule it for future maintenance from Mr Steven Padley of DG & SJ Padley Farms, on behalf of himself as tenant and Mr James Fussey as landowner. The request relates to an 845m length of riparian watercourse that runs into the Board's maintained 2177 South Drain system. Members were advised that the Executive Committee had considered the matter and was recommending the adoption of the watercourse.

The land in the area is subject to occasional flooding and did flood in January/February 2021 during the heavy rainfall events at that time. There is an old, dilapidated, asbestos sheet walled pumping station located in the area. Mr Fussey (landowner and Board Member of North East Lindsey IDB) had queried why it was no longer used, as he was of the understanding that the Board used to pay the Tenant an annual sum to have a tractor available to operate the pumping station. The station has not been used since the late 1980s/early 1990s, following alterations to the drainage of the area and it no longer being required [Farroway PS has in effect made it redundant]. The watercourse in question is in good condition and discharges into the Board's 2177 South Drain.

The Board has an approved Policy for the Scheduling of Watercourses (2014), for land and watercourses within the district. For the Board to consider adopting anything outside the drainage district it would have to be just outside in an area, with a known issue or to be of benefit to the Board. However, the watercourse that is subject to the request is within the district.

The watercourse does not comply with the adoption Policy, given there is a single landowner beneficiary and on this basis the Board would not usually adopt the watercourse [although the Board's Executive Committee discussed this principle on 11.05.21 and queried whether, given larger land holdings becoming the norm, this should be reviewed, and a more flexible approach taken given drainage rates are still paid].

There were two options for the Board to consider:

- Not schedule the watercourse; in this case the responsibility for maintenance would remain with the adjacent riparian landowner.
- Adopt and schedule the watercourse for future maintenance of the extra 845m.

The length of watercourse requested for adoption by the Board is wholly within the Board's District and does benefit from an existing discharge into 2177 South Drain. Adopting the watercourse would have no initial benefit for the Board. The Board would not receive any commuted sum or increase in rateable income to fund additional work. But the watercourse flows into an existing Board maintained drain, it would give continuity and regular maintenance may assist in this quite wet area. It was also noted by the Board's Executive Committee that the area is likely to remain a boggy area, but this might also be helped if the EA investigated apparent seepage from the nearby EA maintained Kyme Eau and Sleas Rivers.

The Board considered whether it wished to depart from its approved Adoption and Scheduling Policy, on the basis that this would not set precedent, primarily to aid drainage in a known wet and boggy area. Members also discussed their position on the old pumping station, which is not a structure/asset of the Board's. The Board discussed the need to be clear that any adoption would be for maintenance purposes only, and the Board would not be willing to adopt and maintain any structures on or within the watercourse, these would remain a riparian responsibility.

Mr Mark Harrison proposed, Mr Simon Leggate seconded, and members AGREED unanimously that the Board supports the request to adopt and schedule for maintenance the 845m of riparian watercourse concerned, adding this to the schedule for 2177 South Drain. This was excluding any structures and features on or within the watercourse, which would remain a riparian responsibility. Members furthermore AGREED that it should be made clear to the tenant and the landowner that the issue of the old Anwick Fen pumping station and any prior agreement with the Board was redundant, and the agreement had been terminated, given the impact of changes made many years ago to the drainage system.

**2475 Any Other Business.**

There were no further items of business and the meeting closed at 17.05.

**2476 Date, Time and Place of the Board's Next Meeting.**

The Board's next meeting was confirmed for Tuesday, 21<sup>st</sup> September 2021 at 2pm, venue and format TBC.

..... Chairman ..... Date  
W1st BM 25.05.21.