

UPPER WITHAM INTERNAL DRAINAGE BOARD

Minutes of a meeting of Upper Witham Internal Drainage Board, held on Monday, 20th May 2019 at the Natural World Centre, Whisby Nature Park, Moor Lane, Thorpe on the Hill, Lincoln, LN6 9BW at 2pm.

Present:

Mr. J. Boyall.	
Mr. A. Buckley.	
Mr. B. Charlesworth.	
Mr. N. Craft.	
Cllr. Mrs. M. Dobson	
Mr. P. Gowen	
Cllr. M. Green	
Cllr. G. Hewson.	
Mr. J. R. Hollis	
Mr. D. Jackson	
Mr. V. Kerr	
Mr. D. R. Knight	
Mr. F. H. Myers	-
Cllr. L. J. Pennell	
Mr. R. J. Phillips	
Mr. G. E. Porter.	
Mr. J.R. Scarborough.	-
Mr. C. Smith	
Mrs. J.S.P. Smith.	
Cllr. C. Spray	
Cllr. I. Stokes	
Mr. N. Tobin.	
Cllr. P.J. Vaughan.	-
Mr. P. Wright.	

In Attendance:

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

Apologies: Apologies for absence were received from Cllr. S. England, Ms. E. E. Jenkinson, Cllr. Mrs. R. Kaberry-Brown, Ms. R. Longbottom, Cllr. R. Oates, Mr. R. W. Parker, Mr. T. Speakman, Mr. B. F. White and Mr. S. H. White.

1.19 Declarations of Members' Interests.

Members present nominated by the five Councils declared interests relating to respective Councils.

2.19 Chairman's Announcements.

The Chairman welcomed everyone to the May meeting of the Board. A particular welcome was extended to the Internal Auditor, Chris Harris of TIAA who joined the meeting to present his independent report on the last financial year 2018/19, and also

to present his audit certificate as part of the Annual Governance and Accountability Return (the AGAR). The Chairman then highlighted some changes in the composition of NKDC, one of five special levy paying councils, following the local elections on 02nd May.

NKDC's Council met last Thursday evening and informed the Board on Friday of the representation on the IDB. Long-standing NKDC member Cllr. Mrs. Pat Woodman MBE and NKDC Deputy Leader, Sue Howe, both members of the Board, were not re-elected on 02nd May. The Chairman recorded his thanks to both of them for their service to the Board. He further recorded thanks to Cllr. Peter Burley, who was also a member nominated by NKDC who had now left the Board.

Four members were nominated by NKDC to the Board last Thursday. A welcome was extended to returning member Cllr. Lance Pennell and two of the three new members namely Cllr. Mary Green, and Cllr. Chris Spray. Cllr. Robert Oates had not been able to attend today's meeting at short notice. It was noted that confirmation of membership from other councils was awaited, following their respective AGMs.

3.19 Minutes of the Board Meeting, 21.01.19.

The Minutes of the Board's previous meeting held on Monday, 21st January 2019 were proposed, seconded and APPROVED as an accurate record.

MATTERS ARISING:

3.19.1 Vacant Seats on the Board (minute 74.18.1 refers).

The Chief Executive confirmed to members that one of the two vacant seats on the Board (those being for North Scarle, Broadholme and Skellingthorpe and for Long Bennington, Barkston and Normanton) was now filled. Mr Nick Craft had been nominated to the Long Bennington, Barkston and Normanton seat and he would therefore continue as a member of the Board, having not stood for election to SKDC on 02.05.19.

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

4.19 Minutes of the Finance & General Purposes Committee Meeting, 08.05.19.

The minutes of the Finance & General Purposes Committee meeting held on Wednesday, 08th May 2019 were proposed by Mr. Nick Craft, seconded by Mrs Jacky Smith and APPROVED as an accurate record and the recommendations to the Board were NOTED.

MATTERS ARISING:

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

5.19 Minutes of the Joint Services Committee meeting, 13.05.19.

The minutes of Joint Services Committee meeting held on Monday, 13th May 2019 had been circulated with the agenda for information and were noted.

MATTERS ARISING:

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

6.19 Chief Executive's Report.

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

6.19.1 Summary 2018/19 IDB end of year positions as at 31.03.19.

All four IDBs within the Witham and Humber Group had healthy 2018/19 year end positions as at 31.03.19:

- NELDB (£7,197) surplus
- Upper Witham £30, 856 deficit* (*includes £31k enabling works & £7k professional fees on the North Hykeham Depot Scheme).
- Witham First (£38,032) surplus
- Witham Third (£61,233) surplus

6.19.2 Annual Inspection on Thursday, 19th September 2019.

As agreed last year, it was confirmed that the Annual Inspection had moved to the end of the summer.

This year the event will again be a half day tour, commencing in the morning. Details would be confirmed but it was intended to start from Witham Third District IDB's Depot in Woodhall Spa, visit the Environment Agency's Horncastle Flood Alleviation Scheme (FAS) reservoir and Beeswax Dyson Farms with a visit to their anaerobic digester at Nocton Fen. The event would close with lunch at either a venue within Witham First District, possibly Washingborough Hall Hotel, or on return to Woodhall Spa in Witham Third's district.

Members were asked if they could confirm whether they are / are not able to attend on (01522) 697123 or email jayne.flower@witham3idb.gov.uk This would help to confirm numbers and simplify event planning for coach and lunch numbers.

6.19.3 Applewhite vs Natural England Appeal.

The Chief Executive raised this issue to highlight the importance to members of being fully aware of all implications when entering into a Stewardship Scheme.

Witham First DIB received notification from Defra on 13th March 2019 that Applewhite's had appealed a decision made by Natural England regarding the Applewhite's exiting environmental scheme (a 10 year scheme which ended 31.10.17).

Natural England were investigating a breach of the EIA (Agriculture) Regulations in the Washingborough area. To assist with the investigation

they had requested the Board confirm whether the IDB had any records/reports/survey data for or near to areas indicated on maps provided to the Board. They were looking for any information held by the IDB on water levels management in this area over that period.

Applewhite had been requested to reinstate all water retaining structures that were reportedly removed in July 2018. This instruction was given by Natural England on 16th July 2018.

On 27th March 2019 on behalf of Witham First District IDB the Chief Executive registered an interest with Defra in the matter of the Applewhite Appeal hearing given that, representations being made to the Board, the Board as an interested party may wish to make representation in the Appeal hearing. It was appropriate for the Board to disclose all relevant information held to Natural England in this process.

On Wednesday 03rd April the Chief Executive and Martin Shilling met with Ed Applewhite and Stephen Cobb, Witham First Board members.

Mr. Ray Phillips reinforced that it was essential that landowners understood fully the implications of entering such schemes.

The Chief Executive's report was received and noted.

7.19 Internal Auditor's Report and AGAR certificate on 2018/19.

The Internal Auditor's independent report on 2018/19 together with the completed audit certificate section of the AGAR had been circulated with the agenda.

The Chairman introduced and welcomed Chris Harris, Audit Director with TIAA, who presented his report and audit certificate to the Board. He informed the meeting that the report was focused on governance and risk arrangements. He then took members through the Executive Summary, explaining the rationale, scope and the key recommendations. Pleasingly, the overall assurance assessment for the Board was once again "Reasonable Assurance".

Members noted the Internal Auditor's independent report, accepted the 'reasonable assurance' rating and AGREED the report recommendations. Members further noted the completion of the AGAR auditor's certificate ready for submission to the External Auditor. The Chairman thanked Chris Harris for a clear and constructive report and for his work during 2018/19.

8.19 Sundry Debtor Write off (Seas UK).

A report had been circulated with the agenda and was presented by Mr. Steve Larter, Financial Consultant. Members were advised that the Internal Auditor had identified and suggested during his recent audit review that this particular bad debt with Seas UK should be brought to the Board for write off.

As the Board does not maintain a bad debt provision (as usually all of its debts are paid) then this amount would affect the income and expenditure account in 2019/20.

The Sundry Debt was in the sum of £3,300.17. The invoice related to rechargeable works carried out in 2013 for Seas UK.

The history of the issue was outlined to members. The Board had been requested to undertake a rechargeable works job at Burton Pits during August 2013. An excavator and Operative were provided for seven dates during August 2013, including 24th and 25th August over the Bank Holiday weekend.

The original invoice was raised on 15th January 2014 for the sum of £3,510.23 (£2,925.19 + VAT £585.04), to the owner of the business in his personal name.

However, the individual disputed both the amount and to whom it had been invoiced. A revised (reduced) invoice was then issued to Seas UK for £3,300.17 (inc VAT) on 27th March 2014, broken down as follows:

	Hours	Cost £
Total Operative	55.5	1,380.75
Total Machine	47.75	1,074.38
Mileage to site		45.00
Sub Total Operative & Machine		2500.13
Supervision & Admin		250.01
Net Invoice		2750.14
Vat		550.03
Gross Invoice		3,300.17

Unfortunately, in August 2013 the Board had not issued a quote in writing and therefore the exact beneficiary of the works was not clear (the individual or Seas UK) and the Board's lack of written quotation would mean a weak position if the debt was pursued through court action.

At a similar time the Board's Works Supervisor, who had quoted for and agreed the works, also retired (2nd August 2013). Systems and processes are now clear, such that written quotations for rechargeable works are provided and it is clear who is the responsible beneficiary.

Following the revised invoicing, a reminder letter was sent on 24th July 2014. This generated a telephone response from the debtor requesting a detailed breakdown of the costs. He further stated he was verbally quoted £400 per day. Detailed timesheet records were provided in a letter dated 29th July 2014. In that letter an offer was also made by the Board to settle the matter at the £400/day allegedly quoted (£2,400 + VAT).

A second reminder letter was issued on 23rd September 2014, as no payment had been received. A further letter was issued on 6th August 2015, which also elicited no response. No further correspondence has taken place since this date.

This debt remains outstanding even though it is now several years old. The Board would face a number of challenges if it tried to pursue the debt via the courts due to no written quote being issued and it not being clear who was the beneficiary of the works.

Board members AGREED they were content to write off the sundry debt, as it was deemed uncollectable. Should information come to light in the future which would allow the debt to be collected then the debt would be reinstated in full or part at that time.

9.19 Schedule of Expenditure, 01.01.19 to 31.03.19.

The Schedule of Expenditure incurred for the three months of 01st January to 31st March 2019 had been circulated with the agenda. It was highlighted that this refers to invoices paid in the three months period.

Expenditure totalled £503,974.84 or, excluding £60,993.71 VAT, the net amount of £442,981.13. Of this, £33,663.08 was rechargeable expenditure to other bodies.

Items raised by or highlighted to members included:

- Item 4: £9,400.00 (net) to Agri-Linc Ltd. for the HERBST 20ft Beavertail Plant Trailer for the midi-digger. This was part of the approved plant programme 2018/19.
- Item 10: £2,250.00 (net) to B&B Tree Specialists. Pike Drain tree works including the disposal and removal of a tree on the Board's land at the request of local residents.
- Item 14: £5,250 (net) to Britcab Ltd for the purchase of a welfare unit at the depot compound for the duration of the new depot scheme.
- Item 16: £44.12 (net) to BSN for the purchase of a kettle, which was deemed expensive by Cllr. D Jackson. It was explained that the kettle was not just for domestic usage (one or two cups at a time once or twice a day) but needed to be substantial enough for making up to nine drinks at a time.
- Item 31: £73,400.00 (net) to BTE Plant Sales Ltd. This was the purchase of the Kuboto Midi Excavator as part of the approved plant programme 2018/19.
- Item 95: £11,682.00 (net) to K L Morbey Fencing for the erection of fencing at the new compound, opposite the depot site.
- Items 308 & 309: £400.00 and £4,264.38 (net) to Witham Third DIDB for reimbursement of costs incurred on helping with EA PSCA Works for tree removal at Boutham. Cllr Hewson stated that he believed that the tree that was still blocking the watercourse and had not yet been fully removed. This would be investigated.>(*post-meeting note: there is a tree obstruction, not at the location where PSCA works were undertaken, which has been brought to the attention of the EA).
- Items 70 & 71: £5,575 (net) and £37.50 (net) to Exac-One Ltd for the mini flail head for the new Kuboto Midi digger.
- Items 32 & 33: £4,800 (net) and £3,200 (net) to C R Hansard Ltd for 3 20' second hand containers and 2 20' second hand containers respectively. Purchased as part of the enabling works for the new depot, for clearing of the existing depot and storage.
- Item 107: £3,439.30 (net) to Len Kirk Plant Hire Ltd for 300t of crushed concrete and road plannings for the compound on Meadow Lane, opposite the depot site, as part of depot enabling works.
- Items 108 to 111: £125 (net), £595 (net), £618 (net) and £160 (net) to Lincoln Rural Training for membership renewal subscription and a variety of training courses for Operatives.
- Item 134: £7,663.98 (net) to Mastenbroek Environmental Ltd for Herder spares for preparation of the flails for 2019/20 season.

- Item 135: £4,000 (net) to Mastenbroek Environmental Ltd for a new mowing bucket and head for the Kubota machine, part of the 2018/19 plant programme.
- Items 236 to 268: Associated payments to Total Gas & Power Ltd in respect of Electricity charges at Pumping Stations, the depot and at Witham House (the latter being recharged between the four IDBs). It was noted that under the ESPO framework this is the new electricity provider.

Members received the expenditure schedule and NOTED the expenditure incurred in the three months to 31st March 2019.

10.19 Financial Performance Outturn Report 2018/19 to 31st March 2019.

The Financial Performance Report to 31st March 2019, detailing the 2018/19 year-end position, had been circulated with the agenda. The report was presented by the Finance Consultant.

The summary position was set out as follows:

	2018/19 Budget	Actual	Variance	FRS102 Adjusted	Estimate 2019/20
	£	£	£	£	£
Income	(1,258,659)	(1,357,809)	(99,150)	(1,357,809)	(1,393,051)
Board & General Admin	21,322	17,854	(3,468)	18,116	20,322
One Off Schemes	0	0	0	0	105,000
Conservation	2,000	1,560	(440)	1,560	2,000
Depot	24,126	83,012	58,886	83,012	64,246
Drains	562,355	582,862	20,507	582,862	574,212
Pumping Stations	200,731	178,341	(22,390)	178,341	185,051
Joint Services	130,711	152,943	22,232	154,905	141,700
Consents & Enforcement	16,132	18,852	2,720	18,852	16,332
Director of Operations/Engineers	106,119	108,920	2,801	111,574	114,025
Contrib to Reserves/Pay Contingency	0	0	0	0	(25,000)
PWLB	0	0	0	0	-
Rechargeable Works	25,000	77,494	52,494	77,494	-
EA Precept	170,163	166,826	(3,337)	166,826	25,000
FRS102 Pension Adjustment (net)			0	(19,000)	170,163
Wages & Plant Holding Account	0	0	0	14,123	-
(Surplus)/Deficit	0	30,856	30,856	30,856	-

The budget profile for 31.03.19 anticipated a balanced year end position, whereas the actual position was a deficit of £30,856.

However the deficit end of year position was wholly due to the cost of depot enabling works, amounting to £31k and professional fees of £7k incurred to facilitate the redevelopment of the depot site. Without these costs, the Board would have ended the year with a modest surplus of (£7k). The Enabling works had been charged in full to the revenue budget, in order to maintain the full 'capital' monies for the main building contract of £1.072m, contingency £0.107m and fit out allocation £0.025, (total £1.204m) available in 2019/20.

Income received was (£99k) greater than planned, mainly due to rechargeable works income received (£71k), largely PSCA works for the Environment Agency. Investment interest of (£3.3k) had been received and an insurance claim settled (£0.7k) for the JCB excavator broken into during the previous financial year.

On drainage rates income, of £241,834.70 invoices raised, a total of £236,688.74 had been received, giving a collection rate of 98.9%. That left an outstanding balance of

drainage rates income owing to the Board of £2,582.76 (after adjustments). This amount was included in 2019/20 Drainage Rate demands, which were despatched on 11th April 2019.

On bank balances and investments, as at 31.03.19 these were as follows:

Lloyds	£	150,973.55
Nationwide Instant Access	£	1,298,227.96
Nationwide 90 Day Notice	£	14,302.51
Total		<u>£ 1,463,504.02</u>

PWLB Loan - Balance Outstanding **2.68%** **£ 1,200,000.00**

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.

It was noted that the balances shown include the £1.2m loan which had been drawn down from the PWLB and would be utilised in 2019/20 for the depot scheme, thus reducing the balance significantly.

Members noted the financial performance for 01st April 2018 to 31st March 2019, resulting in a deficit of £30,856 which would be resourced from the General Reserve leaving a closing balance of £159,920 (11.5%) in that reserve, which is within the Board's policy of 10 to 15%.

Members further noted the 31st March 2019 year end position had been used in the compilation of the Statement of Accounts, IDB Annual Return and IDB1 Report considered later in the agenda.

11.19 Annual Governance Statement 2018/19.

A copy of the Annual Governance Statement (AGS) had been circulated with the agenda. This document is incorporated into and forms part of the Annual Governance and Accountability return (AGAR) for 2018/19. The Chairman went through and asked all members to acknowledge and agree the eight statements.

Members completed the AGS 2018/19 and agreed it be included in the overall Annual Governance and Accountability Return 2018/19.

12.19 Annual Report and Statement of Accounts 2018/19.

The Annual report and Statement of Accounts 2018/19 had been circulated with the agenda and was presented by the Finance Consultant.

The Board does not have a statutory requirement to produce a full set of Statement of Accounts, but it is deemed good practice to do so.

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. Therefore its status will remain as an 'unaudited' Annual Report and Statement of Accounts.

Members were content to APPROVE the Annual Report and Statement of Accounts for 2018/19.

13.19 Annual Governance and Accountability Return (AGAR) 2018/19.

A report had been circulated with the agenda in preparation for the statutory requirement of completion and approval of the AGAR for 2018/19. This was presented by the Finance Consultant.

The AGAR comprises four separate sections to be approved at a full Board meeting before 1st July 2019. The report must be submitted, along with additional requested information, to the External Auditors PKF Littlejohn by 1st July 2019. Alongside this, the rights of public inspection also commence on Monday, 10th June 2019 until Friday, 19th July 2019, incorporating the first 10 working days of July as required by statute.

The AGAR comprises the following key sections:

- Annual Internal Audit Report 2018/19 (received earlier in the meeting)
- Section 1 – Annual Governance Statement 2018/19 (completed earlier in the meeting)
- Section 2 – Accounting Statements 2018/19 (this item)
- Section 3 – External Auditor Report and Certificate 2018/19 (PKF Littlejohn)

The Annual Internal Audit Report and Audit certificate had been completed by the Internal Auditor (minute 7.19 refers).

The Annual Governance Statement was a separate item was approved before the AGAR was approved in full (minute 11.19 refers).

The Accounting Statements utilised the information used in the preparation of the Statement of Accounts 2018/19 and Section 2 was presented, comparing the 31.03.19 and 31.03.18 positions.

It was noted that once approved, the document would be published on the website, meeting 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 Sunday, 30th September 2019.

The Board approved section 2, the Accounting Statements, and thereby completed the Annual Governance and Accountability Return (AGAR) 2018/19 and approved the publishing of the AGAR 2018/19 on the Board's website, along with the notice to operate the period of public rights of inspection from Monday, 10th June 2019 to Friday, 19th July 2019.

14.19 DEFRA Annual Report (IDB1) to 31.03.19

The IDB1 Report (draft) had been circulated with the agenda and was presented by the Finance Consultant.

The Report must be completed, approved and submitted by 31st August each year to:

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

The form is in 3 sections covering:

- Financial information
 - o Special Levies issued for 2019/20.
 - o Income & expenditure Account for year ending 31 March 2019.
- IDB Reporting
 - o Policy Delivery Statement.
 - o Information on the National Flood and Coastal Defence Database.
 - o Biodiversity.
 - o Access to environmental expertise.
 - o Asset Management.
 - o Guidance and Best Practice
 - o Board Membership and Attendance.
 - o Complaints Procedure
- Declaration – to be signed by the Chief Executive.

Following discussion and it being noted that the actual IDB1 forms had not yet been issued by DEFRA, the Board APPROVED the Defra Annual Report for the year ended 31 March 2019 (IDB1) in draft form in order for the actual forms to be completed (on receipt) and submitted as set out.

15.19 Health and Safety Update.

A Health and Safety update, prepared by the Operations Manager, across the group of four IDBs had been circulated with the agenda and was presented by the Director of Operations and Engineering.

Cope Health and Safety, the current external Health & Safety contractor, had now visited Witham First and Witham Third for their annual visits and reports had been completed. There were no issues to report. The Board was advised that the current Health & Safety advisor, Leila Quirke, had left Cope and confirmation would be received shortly of who the new advisor would be.

There was one “Near Miss” reported since the last Health & Safety Report to the Boards, which occurred not on Upper Witham IDB but on Witham Third. An employee was standing at the side of the Low Loader whilst it was being lowered to the ground and trapped his foot under the deck. He alerted the driver who lifted the trailer back up. Fortunately, no injury occurred. All employees had since been spoken to regarding this incident and instructed to stand clear of any moving machinery. It was confirmed that the Operative was wearing safety boots at the time, as part of the full PPE provision. The importance of a learning culture, where ‘near miss’ incidents are reported and we learn from them, was emphasised.

Training continued with employees from all four Boards, including 'Overhead Cable Avoidance' for new and current Operatives. Operatives and some office staff had also completed 'Emergency First Aid at Work', incorporating Defibrillator training and 'Chainsaw Injuries Training'. A 'Brushcutter' course was undertaken on 30th April and a 'Telehandler' course took place on the 15th and 16th May.

Defibrillators had been purchased for all Boards and the Office (10 in total). One is located at each of three depots (Witham Third DIDB at Woodhall Spa, Witham First DIDB at Timberland and Upper Witham IDB at North Hykeham). One is carried by NELDB's Works Supervisor and one by each of the Foremen (for W1st, W3rd and UW). One is located at the main office at Witham House, one is carried as a mobile with the Operations Manager (Ian Coupland) and one by the Director of Operations and Engineering (Martin Shilling).

The Boards have invested £10,500 (including VAT) in the purchase of the 10 defibrillators (the unit cost per defibrillator reduced at more than nine). They are for use solely by the Boards and are not publicly available, which would require them to be available and positioned at an accessible point at all times. This does not mean that should the need arise they would not be used on a member of the public. Unison had made a financial contribution of £500, an offer it made to all IDBs.

Legislation has changed regarding welding, requiring the Operatives to have either suction ventilation or air fed welding helmets. Air fed helmets had therefore been purchased to meet this new legislation for Witham First, Third and Upper Witham IDBs. NELDB does not currently have welding facilities.

Members received and noted the update on Health and Safety issues.

16.19 Environment Report for 2018/19 and Plan for 2019/20.

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

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).

On 29th November 2018, an environmental training presentation was given by Fiona Scott to all Operations staff. The presentation focused on working around badgers and badger setts, and the correct protocols to follow when doing so.

Another environmental training morning for staff was planned for 23rd May 2019, which would provide a general overview and update of the Board's environmental practices.

Each Board's Biodiversity Action Plan (BAP) states that certain species should be recorded. These species have been identified as having significance within Lincolnshire and 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 each Board's district. The species recorded over 2018/19 by Witham First District, Witham Third District, Upper Witham and North East Lindsey IDBs included barn owls, eels, grass snakes, kingfishers, otters, reed buntings, toads and water voles. The figures recorded were set out.

ADA's Technical and Environment Committee is still awaiting guidance from DEFRA on the rewriting of IDB BAPs, in accordance with Biodiversity 2020. This is due to be introduced in November 2019 and members noted that until this guidance is received the Boards are not rewriting the BAPs.

There was much discussion on the report, with members reporting sightings of Kingfishers in the Grantham area and also discussion on the topical subject of bees, it being National Bee Day. Fiona Scott had recently attended a pollinators workshop and an approach from a local beekeeper's club within Witham First DIDB had been made requesting assistance for hosting hives at Timberland Fen, Walcott Bank. This would be a good pilot to see if the initiative would be suitable to extend to other Boards. Plans for the new year 2019/20 were set out, including the continued maintenance and expansion of the owl box scheme.

Members noted the Environment report for 2018/19 and plans for 2019/20.

17.19 Director of Operations and Engineering Services' Report.

The Director of Operations and Engineering Services' Report had been circulated with the agenda and was presented to members, along with a verbal update.

- **Planned Maintenance Programme**

The winter 2018/19 maintenance season consisted of a number of locations where bushing work and slip repairs were most urgently required, e.g. River Till slip repairs. A complaint was received regarding the condition of a tree adjacent to the Pike Drain where the Board owns the adjacent land on Glenbank Close, Lincoln. Following environmental surveys and a condition report, the tree was removed by B&B Tree Specialist of Washingborough at a cost of £2,250 (net).

- **Depot Redevelopment**

Work to clear the existing depot and create a temporary compound facility had been completed by the Board's Operatives. With the assistance of Witham Third DIDB, the existing site was clear for demolition, which started on 07.05.19. The power supply had been disconnected and a temporary supply installed for use by the contractor during construction. The site fencing had also been renewed around the compound.

The temporary facility experienced unauthorised entry on the evening of 13th/14th April. A trailer loaded with the Habig tree clipper was removed from site. However, a member of the public reported a trailer parked in a dangerous location on the outskirts of Newark in the early hours of 14th April. This led Nottinghamshire Police to recover the trailer and its contents, which were removed to a secure compound. The Board's Foreman collected the trailer on the morning of Monday, 15th April for a release fee of £150. Further security arrangements are now in place on the compound with Lindum and discussion will be had to agree security with Taylor Pearson's contractor when they establish their site compound for the new depot.

- **Plant**

A Kobota KX080-4 Alpha midi-excavator had been delivered to the depot. This machine was supplied by BTE Plant Sales Ltd at a cost of £73,400 (net) and would be fitted with a flail mower attachment as well as a conventional digging bucket as part of the 2018/19 plant programme. The flail mower was supplied by Exac-One Ltd

at a cost of £5,575 (net) and a 2m weed cutting basket by Mastenbroek Ltd at a cost of £4,000 (net). It is designed to access those areas where the Board experiences restricted access, e.g. Fosseyke Delph [within Lincoln University site] and Boultham Catchwater Drain. The existing mini-excavator had been sold to Witham Third IDB for £15,000, as set out in the 2018/19 plant replacement programme.

To enable the efficient movement of the machine around the district, a separate trailer was purchased. This Herbst 20ft beaver tail trailer was delivered to the Board by Agri-Linc Ltd. at a cost of £9,400 (net). This trailer will be towed by the McCormick tractor by the excavator Operative.

A Spearhead Twiga SPV 100T was delivered by Ireland Farm Machinery Ltd. at a value of £219,458 + service package. This replaced the existing model of Spearhead Twiga SPV which had been traded in at a value of £45,000. It was delivered to the Depot on 07th May, and is therefore available for the summer season. This was in the 2019/20 approved plant programme.

- **Pumping Stations**

Burton pump no.1 had been recommissioned following a periodic refurbishment, as part of the planned maintenance schedule. This work, carried out by Perry's Pumps Ltd. of Lincoln, cost £15,274 (net) and included the refurbishment of the motor and work to the impellor and housing.

Repairs had been undertaken at both Torksey and North Hykeham pumping stations. Both stations required work to the telemetry and equipment that controls the automatic pumping regime and the weed screen cleaners.

Officers met with consultants, contractors and with the Environment Agency at both Aubourn and Sand Syke pumping stations. It is planned to replace the pump control panels at both sites. These panels control both EA and IDB pumps. The work will be part of the FDGiA programme of capital schemes and the Board will be contributing an appropriate sum towards the total cost.

- **Public Sector Co-operation Agreement [PSCA]**

The Board had combined its core maintenance work with this additional PSCA work, undertaken in partnership with the Environment Agency. In total, the estimated value of the work to be undertaken during 2019/20 had been estimated at £49,069.65.

The Director of Operations and Operations Manager met with the Environment Agency on 19th December and 17th January to discuss work programmes for the 2019/20 year as follows:

Watercourse	Estimated Work Value
Boultham Catchwater Drain	£ 30,226.00
Skellingthorpe Beck	£ 6,291.00
Skinnand Dyke	£ 2,303.00
Cardinal Dyke	£ 1,935.00
Shire Dyke	£ 3,195.00
Foston Beck	£ 5,119.00

Total £ 49,069.00

The work consisted mainly of channel vegetation control and grass cutting, but included some chemical application in isolated locations.

In addition, the Board was commissioned to undertake additional maintenance work on main river on behalf of the EA during January 2019. This work was completed on Foston Beck [bush clearance] and Skinnard Dyke [re-construction of an access ford]. The work undertaken on Foston Beck was the subject of controversial remarks published on a social media site. The Board did not receive any complaints directly. As this watercourse is main river, and therefore the responsibility of the EA, the EA was made aware and the EA provided a statement in response. The EA are undertaking an internal inquiry into the extent and specification of the works. The value of this work was £26,000 in total.

The Board also completed the weed control work on behalf of the EA on the River Till. This work had an estimated value of £6,000 and was completed in late January (with one of W3rd's Operatives undertaking the work on that Board's long-reach excavator, as the Board's long-reach machine was fully utilised at Foston Beck).

- **Other Rechargeable Work**

The Board, on behalf of City of Lincoln Council, completed maintenance work at Long Leys Road, Lincoln. This work included the clearance of the roadside watercourses with the cutting back, or removal, of some hedging along both roadside and field dykes. The work was completed at a cost of £13,000.

- **Westborough Flood Alleviation Scheme**

Contact has been made with both Lincolnshire County Council and South Kesteven District Council to discuss whether they possess relevant powers that would permit access by the Board to complete this scheme. However, it was apparent that neither authority possess any additional powers that will enable the second element of the scheme to progress in its original design. This being the case, consultation is required with the Environment Agency to promote an alternative option that provides the standard of protection required to the remainder of the residential properties affected.

The Board will make further attempts to gain the written consent of the landowner to allow free and unfettered access, or to confirm that he will not allow unconditioned access for the scheme to be completed to its original design.

- **Fosdyke Delph, Lincoln**

In January 2019, Network Rail began to clear land adjacent to this Board maintained watercourse. This work was completed to allow the construction of a secure fence along the Delph side. However, it was apparent that providing the agreed 6m access strip is problematic, for a number of reasons. The work to erect the fence began in early February but had to be halted as it was not on the alignment agreed with the Board. Further discussions were undertaken with Network Rail by the Enforcement Officer, with regard to future maintenance arrangements and these continue (a specification for maintenance works having been provided to Network Rail).

Discussion between Network Rail and the Environment Agency continued with regard to land owned, occupied and boundaries. These will need to be finalised once the fencing work is completed.

- **Workforce**

Interviews were held on 24th April and appointments to the Board made for two Land Drainage Operatives. The first successful candidate's main role will be operating a tractor & flail combination (Darren Gowshall starts on 03.06.19) and the second successful candidate (Aaron Ward starts 03.06.19) will primarily be operating the new midi-excavator. In addition, their duties will also include other general operational tasks.

- **Woodhall Spa Country Show**

The Board was represented at the Show on 19.05.19 as part of the display provided by the four Boards. The display gave numerous examples of the work undertaken by IDBs along with the plant we use.

- **Timberland Pumping Station Open Days 2019**

The pumping station will open to the general public on Sunday, 2nd June coinciding with the opening of the Dogdyke Pumping Station Preservation Trust site and to ensure maximum publicity and attendance. A second opportunity to view the station has been arranged for Saturday, 14th September, as part of the Lincolnshire Heritage Weekend of events.

- **Lincolnshire Show 2019**

The Board will be represented by the Association of Drainage Authorities' stand in the Environment area of the Show on Wednesday, 19th and Thursday, 20th June 2019. ADA has issued an invitation to all to attend the stand to understand how the Boards work in partnership with Lincolnshire County Council, District Councils and the Environment Agency to manage the risk of flooding and water level management. There is an ADA Chairman's event from 3pm to 4.30pm on Wednesday, 19th June 2019.

Members received and NOTED the report and the verbal update.

18.19 Engineering Services Report.

The Engineering Services Report had been circulated with the agenda was presented by the Engineering Services Officer, issues highlighted as follows:

2019/0293/FUL
UD-4603-2019-PLN

- Installation of a Gas CHP plant and 2No. Diesel Generator Units. Unit 0.03, The Boole Technology Centre, Lincoln Science And Innovation Park, Beevor Street, Lincoln, Lincolnshire LN6 7DJ

A response had been submitted as follows:

"Thank you for the opportunity to comment on the above application. The site is within the Upper Witham Internal Drainage Board district.

The Board **Objects** to the Application. Although the Applicant correctly identifies the site is in Zone 2/3 on the Environment Agency Flood Maps and potentially at flood risk **a Flood Risk Assessment has not been submitted and there are no details on how the flood risk is going to be mitigated.**

Comment and information to Lincolnshire CC Highway SUDs Support

No development should be commenced until the Local Planning Authority, in consultation with the Lead Local Flood Authority has approved a scheme for the provision, implementation and future maintenance of a surface water drainage system. The Applicant indicates the uses of SuDS but there are no details submitted".

Councillor M. Dobson raised her concerns regarding an application that came under her jurisdiction as a representative from N&SDC:

19/00551/FULM & 17/02043/FULM

- Creation of a Fish Farming Facility at Wigsley from Agricultural Land as a Farm Diversification Business. Field Reference 7600 Off North Scarle Road Wigsley Nottinghamshire.

The Board had responded to the application as follows:

"The Board would have no objection to the proposed fish farm.

The Eastern boundary is adjacent to the Board maintained Wigsley Pump Drain (23000) and is therefore subject to the Board Byelaws (6m from the top of the bank), the full 6m width will need to be kept clear of all obstructions to allow for future maintenance, repairs and improvements. The plans do not show anything but if you intend to do anything contact us to discuss it.

Any connections to watercourses for overflow arrangements and culverts will also be subject Board consent, please forward any details so we can comment if there are any proposed works. If there are any discharge points they will need to be restricted to the greenfield rate.

The site is within the flood zones on the Environment Agency flood map and therefore potentially at risk of flooding".

138993

UD-4524-2019-PLN

- Planning application for erection of a building for use as storage and distribution with ancillary offices. Land at Riverside Enterprise Park, Skellingthorpe Road, Saxilby, Lincoln, LN1 2FU.

"Thank you for the opportunity to comment on the above application. The site is within the Upper Witham Internal Drainage Board district.

In the absence of an acceptable Flood Risk Assessment and Drainage Strategy (FRA) the Board **Objects** to the application.

Reason: The FRA and D S submitted with the application is the general one for Phase 1 which has an agreed discharge of 24.5l/s. It does not refer to this specific development. Details should be provided for the attenuation for this allocation and how it connects into the drainage system.

Comment and information to Lincolnshire CC Highway SUDs Support:

No development should be commenced until the Local Planning Authority, in consultation with the Lead Local Flood Authority has approved a scheme for the provision, implementation and future maintenance of a surface water drainage system. Currently there are no details submitted".

The Engineering Services Officer had attended a meeting with LCC's Officers regarding the Lincoln Western Growth Corridor (WGC) and he provided a verbal update accordingly.

He had attended the Flood Risk Assessment (FRA) review earlier that day. It was noted that this project involved building on a flood plain. Concerns were raised that the current plans do not state clearly how the FRA is going to be phased over the 23 year phased development of the WGC. There is an urgent need for a plan on drainage infrastructure. LCC had also expressed concerns over traffic and drainage issues. Both the Board and LCC had requested an extension from City of Lincoln Council, to enable comments to be submitted.

Members received and noted the report and the update, particularly in respect of the position on the proposed Western Growth Corridor development.

19.19 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-4462-2019-CON	Thorpe Pump Drain SW, Sturton by Stow	JBA Bentley	Slip repairs on Cricket Till (EA Main River)	28-01-19
UD-4473-2019-CON	Fosdyke Delph, Brayford Way, Lincoln	University of Lincoln	68m long, 3.6m x 1.8m precast box culvert	20-03-19
UD-4509-2019-CON	Newark Road Drain near Forum shopping centre	LCC	Refurbishment of two sets of traffic signals	25-03-19

Section 23 Land Drainage Act Consent Applications – District
None received

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-4555-2019-CON	High Street, Scampton	Pride Homes (Lincoln) Ltd	Max 10l.sec ⁻¹ stormwater discharge	27-03-19
UE4561-2019-CON	3 Main Road, Long Bennington	Mr J C Fryer	Stormwater discharge from two dwellings	25-03-19

Enforcement Issues – District

Reference	Location	Description / Comments	Actions
UD-3565-2017-ENF	Fosdyke Delph, Lincoln	Caravans, sheds, and rubbish obstructing access	Awaiting decision of Network Rail re fence position
UD-3891-2018-ENF	Long Leys Rd, Lincoln	Flooding of road and fields	IDB carried out maintenance. Case Closed 10-01-19
UD-4112-2018-ENF	Sand Beck, Stragglethorpe	Bank slip	Passed to Ian Coupland for further investigation.

It was noted that on UD-4112-2018-ENF at Sand Beck the Board's Operatives had this month undertaken considerable bank slip repair works on the Board maintained drain.

Enforcement Issues – Extended Area

Reference	Location	Description / Comments	Actions
UE-3839-2018-ENF	11 Hawthorne Avenue, Lincoln	Flooding in garden	Work complete. Case Closed 22-03-19
UE-3849-2018-ENF	Cow Lane, Upton	Maintenance required to watercourse	Investigations ongoing
UE-3856-2018-ENF	Chatsworth Avenue, Grantham	New spring flooding estate highway	Case closed
UE-3929-2018-ENF	Black Lane & Jerusalem Road, Skellingthorpe	Blocked road culvert	Awaiting response from LCC
UE-4004-2018-ENF	63 Hykeham Road, Lincoln	Flooding in garden	Awaiting action by Lincoln City
UE-4057-2018-ENF	Brant Broughton, Lincoln	Flooding issues	Possible LCC issue
UE-4195-2018-ENF	19 Lotus Court, Lincoln	Garden Flooding	Blocked watercourse, NKDC to clear
UE-4280-2018-ENF	12A Redwood Drive, Waddington	Flooding in garden	Work complete Case Closed 22-03-19
UE-4456-2019-ENF	Hykeham Sailing Club	Unable to gain access. Gates locked	Key received 29.04.19

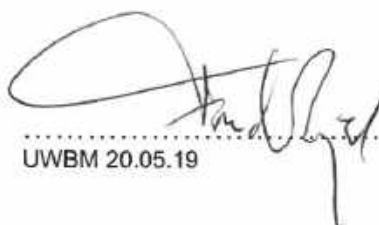
Members received and NOTED the report on consents and enforcement cases.

20.19 Any Other Business.

There was no further business and the meeting closed at 16:00.

21.19 Date, Time and Place of Next Meeting.

The next meeting of the Board was confirmed for Monday, 23rd September 2019 at The Natural World Centre, Whisby at 2pm.


Chairman.....
 
Date