

UPPER WITHAM INTERNAL DRAINAGE BOARD

Minutes of a Meeting of Upper Witham Internal Drainage Board held on Monday, 24th May 2021 via video conference at 2pm.

Present:

Mr. T. Arnold.
Mr. J. Boyall.
Mr. A. Buckley.
Mr N. Craft.
Cllr. M. Green.
Mr. P. Gowen.
Cllr. G. Hewson.
Mr. E. Jackson.
Cllr. Mrs. R. Kaberry-Brown.
Mr. D. R. Knight.
Cllr. Ms. R. Longbottom.
Mr. F. H. Myers. - **Chairman**
Cllr. L. J. Pennell.
Mr R. J. Phillips.
Mr. G. Rawlings.
Cllr. S. Roe.
Mr. J.R. Scarborough. - **Vice Chairman**
Mrs. J.S.P. Smith.
Mr. T. Speakman.
Mr. I. Stokes.
Cllr. P.J. Vaughan. - **Vice Chairman**
Mrs. J. Wilkinson.

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 Operations & Engineering

1.21 Apologies.

Apologies for absence were received from, Mr. B. Charlesworth, Cllr J. Cottier, Cllr. Ms. L. Dales, Cllr. S. England, Mr. J. R. Hollis, Mr. D. Jackson, Ms E. E. Jenkinson, Cllr. R. Oates, Mr. G. E Porter, Mr. C. Smith, Cllr. I. Stokes, Mr. N. Tobin and Mr. S. H. White.

2.21 Declarations of Members' Interests.

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

3.21 Chairman's Announcements.

The Chairman welcomed members to the May meeting of the Board, this being held once again by video-conference platform. He welcomed Martin Shilling to the meeting and was pleased to know that Martin, having unfortunately been taken ill in mid-September and off work for six months, was returning steadily to good health. Martin was initially picking up several projects on his return, as part of a phased return to work.

A welcome was also extended to Elliot Jackson, who was attending his first meeting of the Board. Elliott, who lives in Westborough and who has experienced our Operatives' services first-hand, was co-opted to represent the electoral ward of Stapleford and Claypole.

The Chairman next welcomed Chris Harris, the Internal Auditor for the Board. Chris would be presenting his independent report on the last financial year 2020/21 and his Audit Certificate, which is part of the Annual Governance & Accountability Return [AGAR].

The Chairman then highlighted the following:

- The heavy rainfall events in January and February had affected the drainage district and once again the Board's staff dealt with the impact. The already saturated catchments responded quickly to the rainfall. The Board did incur high electricity costs at pumping stations once more, although thankfully these reduced for March and April. On this occasion the Lincoln Washlands were not operated to protect Lincoln, but the position was being monitored closely by the EA at the time.
- The Board's Operatives were working on the significant bank slip reinstatement scheme at Tillbridge Lane, Thorpe Catchwater. The second element of the scheme will unfortunately have to be deferred until September/October time, due to the environmental survey finding the presence of water voles during the breeding season.
- Operatives are also implementing a scheme for the replacement of Hardwick Ferry culvert, the old iron culvert having corroded and collapsed.
- The Board's Operatives had undertaken significant PSCA works for the EA on the River Till this winter season, in addition to the significant de-silting works and tree/ bushing works on our Board maintained drains together with bank slip reinstatement works as a legacy of the wet Autumn 2019.

4.21 Adoption of Revised Standing Orders.

A copy of the revised Standing Orders for Upper Witham IDB, in order to provide for flexibility in holding Board meetings in person, by videoconference platform or as a hybrid of the two 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 despatched to Defra to seek Ministerial approval, which had been granted on 17th May 2021 together with the certificate of Ministerial Approval.

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

Members were reminded that this was a second revision to IDB Standing Orders, the first being made in April 2020 to facilitate remote meetings during the Covid-19 pandemic. But the flexibilities of new rules 28 and 29 only permitted remote meetings of the Board until 07.05.21 without further revisions and approval.

ADA and the Board's Officers were grateful to Defra Officers for their efforts to facilitate IDBs continuing to hold in-person, remote or hybrid meetings, as they so wish, beyond the 07th May 2021. This is a very positive step for the good governance of IDBs and their ability to represent their local communities. Unlike some public bodies, e.g., Councils, no change to primary legislation is required to enable these flexibilities.

Under these revised Standing Orders, it will be for individual Boards to make decisions about which meetings they hold in person, remotely, or in hybrid form (i.e., some Board members attending in person and some remotely). As per the Standing Orders the agreed format should be clearly stated in the agenda circulated before the meeting. It was noted that ADA will be working, through its Policy & Finance Committee, with Defra to draft further guidance on the conduct of remote and hybrid meetings for IDBs.

The Board AGREED to ratify Chairman's action in approving the revised Standing Orders, noted that these Standing Orders were then submitted to Defra for Ministerial Approval and the certificate of approval had been issued on 17.05.21. Members AGREED to adopt the revised Standing Orders, thereby enabling an on-line meeting to proceed.

5.21 Minutes of the Board Meeting, 18.01.21.

The Minutes of the Board's previous meeting, held on Monday, 18th January 2021 were proposed, seconded and APPROVED as an accurate record, subject to an amendment to include Cllr. Ms. Mary Green as present at the meeting.

MATTERS ARISING:

5.21.1 Proposed 2021/22 Estimates (minute 84.20 refers).

The Chief Executive confirmed that following APPROVAL at the January meeting, Penny Rate had been sealed and published and the relevant 5 Councils had been notified before 15th February of the Special Levy payable for 2021/22. Similarly, drainage rates had been published and invoices for 2021/22 had been posted in April 2021.

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

6.21 Minutes of the Finance & General Purposes Committee meeting, 12.05.21.

The minutes of the Finance and General Purposes Committee held on Wednesday, 12th May 2021 had been circulated with the agenda and were proposed, seconded and APPROVED as an accurate record.

MATTERS ARISING:

6.21.1 Schedule of Expenditure, 01.01.21 to 31.03.21 (minute 9 refers).

Tony Speakman noted that his query regarding the Franking machine had not been recorded in the minutes, he had asked for an explanation

as to the seemingly high service and maintenance charge. A full explanation was provided directly to Mr Speakman following the meeting, as follows:

“The quarterly charge was queried at the F&GP meeting, as it had been labelled inaccurately as service/maintenance costs. It is the quarterly lease charge, which also includes all maintenance costs.

Whilst this charge may seem rather high, there is a benefit from reduced postage costs by using a franking machine. For example, a second-class stamp costs 66p. The day-to-day letters posted out (remittance advice, invoices etc) are franked second class and cost 47p per letter, so considerable savings are made on the cost of postage. Franking Machines are widely advertised as being able to make savings of 33% on everyday postage costs.

There is further benefit from the time saving efficiencies. The machine is automatic. It weighs items and prints the correct postage. Users place all batches of ratings invoices (around 2,000), remittance advice (sometimes around 20-30 at a time) and labels for Board packs (between 27 and 40) into the machine and it feeds them through at a considerable pace and at the same time counts them. Previously, this was a manual machine and required a person to stand and feed each item individually through and then manually count all items for recording on a postage log.

We have recently received notification from Royal Mail that all franking machines are now required to produce a bar code when printing. Had we not already upgraded our machine we would now be required to do so, as the previous machine did not have this facility. Therefore, this new change does not affect us.

The purchase price was quoted at £4,474.29 with an annual maintenance charge of £816.00, so over 3 years a total of £6,922.29. Our 3-year lease option of £493.93 per quarter is fully inclusive of maintenance, therefore £1,975.72 per year and £5,927.16 over 3 years. All prices quoted from the supplier Quadient were under the National Framework, which government bodies utilise. This cost is then recharged across the Boards in the Joint Services area of the budget which then gets apportioned each quarter (30% UW, 20% NEL, 20% W1 and 30% W3). This is an omission on the schedule.

Some other, smaller and not necessarily financial benefits are that the machine is quieter during operation and is permanently connected via a VOIP line, meaning updates and credits to the machine are almost instant. In our previous office with the manual machine, it was necessary to unplug the fax machine line and manually connect the franking machine, meaning long cables trailing across the office as the socket was in a cupboard in the store room, a considerable H&S issue”.

6.21.2

Engineering Services Report (minute 13 refers).

Regarding the proposed Western Growth Corridor development, Cllr Gary Hewson advised that he felt he should not participate in

discussions as he is a current member of the City of Lincoln Council's Planning Group, involved in this issue. He therefore declared an interest and advised he would revert to the Council's Legal Department for further guidance.

The recommendations from the sub-committee were received and noted.

7.21 Minutes of the Joint Services Committee meeting, 10.05.21.

The minutes of the Joint Services Committee held on Monday, 10th May 2021 had been circulated with the agenda.

MATTERS ARISING:

7.21.1 Joint Services Budget monitoring report for the financial year 2020/21 as at 31.03.21 (minute 7 refers).

A financial position for the Joint Services Committee's monitoring role on the joint services budget for the period 1st April 2020 to 31st March 2021 had been circulated with the agenda. This compared the budget position for Q4 of 2020/21 at £911,050 to the actual expenditure incurred position for Q4 £934,212. The overall variance at Q4 was £23,162 against the budget of £911,050 (2.54%). These figures were included in the individual 4 Boards' outturn positions, which will be submitted for approval at the respective May Board meetings. A breakdown of some of the main variations, which together amount to £23k, was provided:

Joint Services £27k:

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

W3rd as the host Board is showing a net adverse variation in expenditure for the following reasons:

- External Support £37k for HR support (2021/22 budget increased).
- 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 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 for Assistant Engineer.

JSC members 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 individual Boards.

7.21.2 Policies Handbook [minute 8 refers].

A Briefing Note had been provided to the JSC on 10.05.21, along with the Policy Handbook and the 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 this, e.g., vibration white finger policy, and are provided by COPE our 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 had work experience placements in the past. 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 take payments to the 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. 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, JSC members had APPROVED the 4 policies as set out.

7.21.3 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 in IDBs, given the impact of flood events.

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 various public sector procurement regulations. The main insurances were held by Fiducia (Travelers & Lloyds of London) and Zurich Municipal Insurance, all of which are large insurance providers in the public sector. The motor cover was transferred from LV to Allianz in 2019, who the Boards were previously with, due to the takeover of LV by Allianz earlier in the year. This year 2020/21, due to increases proposed by Allianz, the motor cover has been placed with Unicorn Underwriting for W1 and W3 (it remains with Allianz for UW).

Work was 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 has also changed. For example, the value of plant and equipment has increased 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 approximately £25k in the first year 2018/19.

Renewals 2021/22:

We had a difficult renewal last year on 01.07.20 for both Witham First and Witham Third Boards. 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 several theft/damage incidents. Following this, we have had ongoing discussions with our advisors, The Risk Factor, to see how best to structure the insurances ready for renewal in 2021.

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 for insurance renewals, as follows:

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

JSC members were advised that another key factor ahead of renewals in 2021 was changes in the insurance market. Due to the pandemic, there have been a number of operational issues and arranging insurance and reinsurance/underwriting is still on 'traditional' and paper based procedures, so this has caused a lot of delays and some covers not being quoted for. Also, some insurance companies have pulled out of certain markets, especially Professional Indemnity cover. Additional exclusions and increased excess levels were 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 2018/2021, plus optional 2-year extension 2021 to 2023, was set out for JSC as:

- 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, we have agreed to group our policies/renewals together as Witham & Humber Drainage Boards 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.

North East Lindsey was the first Board to have renewed its insurance. However, due to the Board not having its own workforce, plant and machinery etc, the quantum of cover required on this Board is smaller than for the other Boards. It therefore was not feasible to use the Board's renewal as the 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:

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

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 provides 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 have been extended to 30th 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 similar process will be undertaken with Upper Witham renewals when they are due on 19th May 2021. The only exception to this may be the motor cover, whereas Upper Witham has a significant motor fleet, it may be that the 'group' arrangement is put in place at that time, depending upon the quotes received at that time.

The main covers will then be quoted for based upon a group arrangement for the 4 Boards 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.

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 months period, these will be below the OJEU threshold of circa £190K.

We are however carrying out a market exercise in this regard, rather than a full OJEU, 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. The alternative to this is that we remarket annually as long as the covers remain below OJEU, but longer term (3+ years) 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, say, PSCA works.

The JSC had noted the insurance renewals ongoing work for 2021/22 and a further update will be provided at the next JSC meeting on 19th July 2021.

Members noted the discussions at the Boards' Joint Services Committee.

8.21 Chief Executive's Report.

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

8.21.1 Covid-19 Arrangements.

The Prime Minister's announcement on Monday 10.05.21 confirmed easing of some lockdown arrangements in England, as step 3 in the national roadmap, 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 as much business continuity as possible 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 rainfall/flood event should that happen.

Reviewing the latest announcement and guidance on 13.05.21, the national guidance remains that staff should continue to work from home whenever they can [this is eased with step 4 currently planned for 21.06.21]. Locally, when staff do come into the office this will continue to

be booked, with a maximum of 4 staff in at any one time. 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 providing reduced Covid-19 transmission rates continue and reduced hospitalisation and death rates are maintained and with the roll-out of the vaccination programme we have agreed that the Boards' Operatives may now share vehicle cabs where this helps with maintenance duties and the forthcoming weed cutting season. 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. Office based 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, from 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.

8.21.2 Board Membership.

On Upper Witham IDB there are 35 members [18 nominated by the 5 Councils and 17 directly elected].

NKDC has confirmed its nomination of 4 existing members to May 2023, namely Cllr Stephen Roe, Cllr Mary Green, Cllr Robert Oates and Cllr Lance Pennell.

None of the other 4 Special Levy paying Councils [i.e., City of Lincoln, South Kesteven District Council, West Lindsey District Council and Newark & Sherwood District Council] have advised of any changes to nominated members.

Upper Witham welcomes new member Mr Elliott Jackson for the electoral ward of Stapleford and Claypole.

In terms of directly elected members, the Board carries a vacant seat for the electoral ward of River Till & Burton.

8.21.3 Staff.

Some of the recent staff changes were summarised, either those agreed by the Joint Services Committee on 10.05.21 or those arising from the decisions of individual staff:

- 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, decided to retire on 30.04.21 having worked for the Boards since February 2013. The Chief Executive wished to place on record her thanks to Garry Winterton for his service and contribution.
- 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.
- The Acting Operations Engineer role [Richard Wright] has been confirmed as substantive.
- Recruitment to the role of Enforcement Officer [part-time] shortly.
- Recruitment to the role of Planning & Consents Officer shortly.
- Recruitment to the role of Operations 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 a FCERM Capital Projects Officer [Georgina Nicholls] to work on the Business Cases and projects to secure flood defence grant monies for schemes. This is a replacement for Nicola McGarry's role.

8.21.4 Partnership Working.

The Boards' officers continue to work with the EA on several EA-led system reviews, e.g., Billingham catchment maintenance review, the Lower Witham Resilience Review, the Upper Witham Catchment Review and the Barton to New Holland review.

PSCA works continue, locally in our 4 Boards and with ADA nationally.

The Chief Executive will present a session at the EA's Flood & Coastal Conference on 29.06.21.

Video-conferencing meetings continue with ADA and its committees nationally, with Lincolnshire CXs [next meeting 17.06.21], ADA Lincolnshire Branch [next meeting 20.05.21].

Lincolnshire FRM & Water Partnership continues to meet, the next meeting of the management group is on 15.06.21.

We have established regular monthly EA/ Witham & Humber IDBs liaison meetings to improve local communications [e.g., on specific issues like EA Park Beck doors at Tattershall].

The Chief Executive's report was received and noted.

9.21 Electoral Register 2021.

A briefing note 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 term of office runs from 01.11.21 to 31.10.24. Those members nominated by the five 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 4 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 were 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 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 and at Witham House.

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.

Members APPROVED the Electoral Register.

10.21 Independent 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 continuing COVID-19 restrictions. The key outcomes from the audit he presented as follows:

- The overall assurance opinion for 2020/21 is Substantial Assurance and 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 regarding 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 Upper Witham 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. On this basis, the Internal Auditor was pleased to complete and include his Part 3 Auditor's certificate to the AGAR 2020/21.

11.21 Schedule of Expenditure, 01.01.21 to 31.03.21.

The Schedule of Expenditure incurred for the three months of 01st January to 31st March 2021 had been circulated with the agenda. It was highlighted that this refers to invoices paid in the three months period.

Expenditure totalled £369,382.05 gross or, excluding £37,673.94 VAT, the net amount of £331,708.11. Of this, £2,915.41 was rechargeable expenditure to other bodies.

Items raised by or highlighted to members included:

- Item 9: £4,068.00, (net) to ADA for IDB Membership subscription 2021.
- Items 78 to 120: various amounts to Go Plant Fleet Services Ltd for vehicle lease charges. It was explained that Go Plant had suffered an internal issue with their accounts system and a back log of invoices had finally been processed. This issue was now resolved.

Members received the expenditure schedule and NOTED the expenditure incurred in the three months 01st January to 31st March 2021.

12.21 Financial Performance Outturn Report to 31st March 2021.

The 2020/21 Financial Performance Report, detailing the 31st March 2021 outturn position, had been circulated with the agenda. The report was presented by the Director of Finance and Governance. The summary position was as follows:

	2020/21 Budget	Actual	Variance (2-1)	FRS102 Adjusted	2021/22 Budget
	£	£	£	£	£
Income	(1,432,622)	(1,662,143)	(229,521)	(1,662,143)	(1,395,659)
Board & General Admin	18,830	17,228	(1,602)	17,377	23,920
One Off Schemes	105,000	20,155	(84,845)	20,155	0
Conservation	2,000	265	(1,735)	265	2,000
Depot	64,420	89,191	24,771	89,191	72,010
Drains	614,202	667,581	53,379	667,581	644,170
Pumping Stations	184,970	165,544	(19,426)	165,544	205,460
Joint Admin/Witham House	144,615	152,770	8,155	153,850	153,288
Consents & Enforcement	16,444	21,296	4,852	21,296	14,844
Director of Operations/Engineers	106,178	97,770	(8,408)	99,263	104,004
Contribution to/(from) Reserves	(19,200)	78,000	97,200	78,000	(19,200)
PWLB	0	0	0	0	0
Rechargeable Works	25,000	98,991	73,991	98,991	25,000
EA Precept	170,163	166,826	(3,337)	166,826	170,163
FRS17 Pension Adjustment (net)	0	0	0	(11,000)	0
Wages & Plant Holding Account	0	0	0	8,277	0
(Surplus)/Deficit	0	(86,526)	(86,526)	(86,526)	0

The Board's budget profile as of 31st March 2021 was breakeven. The actual position was a **budget surplus of £86,526**, a positive variance of [£86,526] at the year-end.

This surplus position contained the planned contribution from reserves of £23.5k to smooth depot borrowing costs [which had not been drawn down] and rather than replenish the planned £4.3k of depleted Emergency Events Reserve, the full £25k balance had been replenished in 2020/21.

The main positive variation was on income to the Board. The most significant element to this was [£159k] PSCA works income on work undertaken for the EA, other rechargeable works income of {£18k} and Sundry Income of [£19k] relating to the sale of items used during the construction phase of the new depot [from temporary depot facilities like the containers and welfare unit].

Drainage rates income as at 31.03.21 was [£249,191.44] of £249,459.35 invoiced for 2020/21, a collection rate of 97.0% compared with 99.1% for the comparable month 12 in last year 2019/20. As at 31.03.21 after adjustments, there was a balance of [£7,758.89] drainage rates income outstanding to the Board to be carried over to the next financial year and which was invoiced in April 2021 with the Drainage Rates for 2021/22.

The Highland Water claims had been submitted to the Environment Agency for the balance on the 2019/20 actual claim, with a further balance of (£57,053) due to the Board, and for the 2020/21 estimated claim of (£200,000). Of the estimated claim for 2020/21, 80% (£160,000) was due to be paid by 30.09.20 and was indeed paid by the EA in August 2020, along with the balance on the 2019/20 actual (£57,053), i.e., a total of (£217,053) had been received. This is a positive variance of (£26k) against the anticipated Highland Water income to the Board.

An FDGiA business case and grant application had been submitted and grant income had been received for Pyewipe Pumping Station refurbishment works. This scheme will be progressed in 2021/22, with the agreed £15,000 partnership contribution from the Board, as approved. It was noted that the scheme is now a larger scheme, at £368,950

with FDGiA grant awarded of £282,950 [some £251,100 of this had been received in 2019/20] and a further £71k received in 2020/21 from Anglian [Northern] RFCC as an upfront contribution to the scheme in lieu of a developer contribution on the Western Growth Corridor [and to be repaid subsequently when this payment is received by the Board].

Reserves:

Members were reminded that the Board has a General Reserve Policy of holding 10% to 15% of budgeted annual income/expenditure, which had a brought forward 01.04.20 balance of £28,619. The Board approved at its January 2021 meeting a fund transfer of £140k from the Plant & Machinery Reserve to the General Reserve. However, as the surplus of (£86,526) will increase the balance to £115,145, a fund transfer of only £50k is now required to give a satisfactory closing balance 31.03.21 of £165,145. This is 11.8% of 2021/22 estimated income and expenditure (£1,395,659), which is within the Board's reserves policy.

Other earmarked reserves exist for Plant & Machinery renewal (£119,095 as at 31.03.21), Emergency events (£25,000 as at 31.03.21 and fully replenished in 2020/21 after being depleted 31.03.20), One-Off projects (£336,885 as at 31.03.21) and the Pumping Stations Reserve (£7,275 as at 31.03.21). The Board also had a Capital receipt of £255k it received for the former office building but utilised £78,984 in 2020/21 to fund the balance after loan on the new depot project. This gives a closing balance of £176,016 on the capital receipts reserve, which will be utilised for future Plant & Machinery purchases as previously agreed. Members were reminded that if funds are required the Board can approve movements between the reserves at any time.

<u>UW Funds & Reserves</u>	Balance b/f 01.04.20	Contributions In	Contributions Out	Transfers	Balance c/f 31.03.21
Revenue Reserve	(£28,619)	(£86,526)		(£50,000)	(£165,145)
Plant & Machinery Reserve	(£70,155)	(£142,660)	£43,720	£50,000	(£119,095)
Emergency Events	£0	(£25,000)			(£25,000)
One Off Projects Reserve	(£283,885)	(£71,000)	£18,000		(£336,885)
Pumping Stations	£0	(£7,275)			(£7,275)
Balance as at 31 March 2021	(£382,659)	(£332,461)	£61,720	£0	(£653,400)
Capital Receipts	(£255,000)		£78,984		(£176,016)

On bank balances and investments, as at 31.03.21 these were as follows:

Lloyds Current	£	164,335.61
Lloyds Deposit	£	5,000.00
Nationwide Instant Access	£	603,335.31
Nationwide 90 Day Notice	£	14,470.29
Total	£	787,141.21

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

PWLB Loan - Balance Outstanding

2.68%

£ 1,146,322.24

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

Members received and noted the financial position 2020/21 as of 31st March 2021 and following discussion Members were content to:

- **NOTE** the financial performance for 1st April 2020 to 31st March 2021, and the year-end surplus of [£86,526].
- **REDUCE** the previously approved fund transfer of £140,000, between the Plant and Machinery Reserve and the Revenue Reserve, to £50,000.
- **APPROVE** the surplus of (£86,526) be transferred to the Revenue Reserve, giving a year-end 31.03.21 Revenue Reserve balance of £165,145 (11.8% of 2021/22 budgeted expenditure).
- **NOTE** the Outturn position was used as the baseline in the compilation of the Statement of Accounts, IDB Annual Governance & Accountability Return [AGAR] and in the IDB1 Annual Report to Defra 2020/21.

13.21 Annual Governance Statement 2020/21.

A copy of the Annual Governance Statement (AGS) 2020/21 for Members to complete and approve had been circulated with the agenda. The Annual Governance Statement is incorporated in 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 part must be approved prior to the Section 2 AGAR 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 statements (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 the AGS is agreed, the Accounting Statements and overall AGAR can be approved.

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

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 later on the agenda.

14.21 Unaudited Annual Report & 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) which is a statutory requirement.

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 [March 2019].

The Statement of Accounts comprise 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 – replicates 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 is 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.

15.21 IDB Annual Governance and Accountability Return (AGAR) for 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 2021. It also must be submitted, along with additional requested information, to the External Auditor by 02nd July 2021 for external 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 & Internal Auditor's certificate [received earlier].
- Section 1 – Annual Governance Statement 2020/21 [agreed earlier in the meeting].
- Section 2 – Accounting Statements 2020/21 [presented at this item on the agenda and using the information compiled for the year-end 31.03.21 position agreed earlier].
- Section 3 – External Auditor Report and Certificate 2020/21 [to be issued after external review].

A restatement had been required to last year's AGAR Section 2 Boxes 6 and 7 of £26,482, due to the loan Principal repayment being incorrectly included as depreciation. This has now been corrected on this year's form and is now reconciling for 2019/20 and 2020/21. Members noted this restatement.

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 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.

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 14th June to Friday, 23rd July 2021.

16.21 IDB1 Annual Report 2020/21.

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

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

- Defra.
- Environment Agency.
- The Chief Executives of:
- All [5] local authorities that pay special levies to the Board.
- All County Councils [LCC] or London Boroughs within which the Board is situated.

The form is in 3 sections covering:

- Financial information.
- Special Levies issued for 2021/22.
- 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.
- Complaints Procedure
- Declaration, to be signed by the Chief Executive.

Members were content to APPROVE the Defra Annual Report (IDB1) for the year ended 31 March 2021.

17.21 Health and Safety Update.

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

Operatives continue to undertake bank slip repairs and winter maintenance. They are now having to work in closer proximity than when lone working on machines. Each job is individually risk assessed to ensure protection of staff. PPE is provided as required to enable staff to remain safe including Face Masks, Gloves, Hand Sanitiser and Fogging disinfectant. 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 one of their Covid-19 Vaccinations, some have had their second. Office Staff are 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 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 change in national guidance is kept under review.

Cope, external Health and Safety Provider, have completed their annual audit visit to Witham Third and to Witham First. They are due to visit North East Lindsey on 22nd June and Upper Witham on 12th August.

The one issue that was flagged as a high risk was the method of installation of wooden piles in the watercourses, as frequently needed when we are undertaking bank slip reinstatement works at this time of year. This task requires an Operative to be in proximity of the excavator bucket and as such it puts them at risk. Ian Coupland will continue to review the options for undertaking this task differently and will report findings.

There have been no accidents or near misses in the 4 Boards since the January Board meetings, 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 trapping one of their employees against the wall. The individual was immediately taken to Lincoln County A&E for assessment. Fortunately, they sustained only bruising, there was no bony injury, and the individual returned to 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 staff.

We have a Health and Safety representatives' meeting booked for 07th June and any issues arising for the Boards from the meeting will be reported later.

Training has restarted with limited course attendance for Boards' Operatives 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 02nd June, followed by overhead cable avoidance training for our recent new starters on the 03rd June and CDM training booked for the 14th June for 12 people [6 am and 6 pm]. The Acting Director of Operations was currently in discussions with a training provider for Excavator training, and this 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, but 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.

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

18.21 Environmental Update.

A report by Fiona Scott, Environment & GIS Technician, had been circulated with the agenda and was presented by Guy Hird, Acting Head of Technical and Engineering 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 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 has 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 each Board. 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. The results for boxes checked in Upper Witham and North East Lindsey were provided.

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.*

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– 2 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 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 Board 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 – 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 have been 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 has been 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 have 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 are below.

Upper Witham	Aubourn	SK9482962502
Upper Witham	Boutham	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	Southery	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 weedcreens, 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 weedcreens. 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. 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.*

Other

Each Board continues 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 operators 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 and update.

19.20 Operations Report.

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

During January and February 2020, we experienced yet another heavy rainfall event. Generally, our Board maintained systems coped well and all 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, this time it was all 4 of our 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.

In Upper Witham, the main issue in the event was with the flapped outfall into the Witham from the flood alleviation Scheme at Westborough. This started to leak back. This was due to debris getting stuck in the flap, the Operatives had to sandbag the intake to prevent the water coming back into the system. We are going to install a one-way valve to prevent this from happening again. This is an inexpensive solution and will be completed soon, as preventive works for future events.

All the Boards are now busy with recovery work following the recent heavy rainfall events. We are undertaking a range of tasks from minor bank slip repairs to major flood bank reinstatement works and collapsed culvert replacements. Despite this, we are managing to get some winter desilting completed. The teams have achieved a large amount of work in the short amount of dry weather we have had.

Red Diesel:

The response to letters sent to local MPs by our 4 Chairmen and onwards by them to HM Treasury, as part of a national ADA initiative, have so far elicited responses to Fred Myers and to Peter Gilbert in Witham First from Dr Caroline Johnson MP. This confirms she has referred the matter of IDBs asking for a similar exemption as 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.

There followed discussion about this issue and current ADA advice is awaited, but it seems likely that unless any exemptions are granted, the industry will be following the requirements of the Finance Act 2021 and moving to white diesel for our operations from April 2022.

Staffing:

Witham First currently have an Operative on long term sickness leave due to major surgery. And on Witham Third an Operative [Tony Steels] left the Board's employment on 02.04.21. Following Ian Moore starting on 11.01.21, Upper Witham is at full establishment.

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 we require the relevant Board's approval to veer from the approved Financial Regulations of gaining 3 written quotes on purchases over £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 parts for our running repairs on weed baskets 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 as the sum involved is greater than £5k.

Members AGREED to this recommendation and authorised a SPQ where the genuine Herder parts can only be obtained from a sole supplier.

Plant & Machinery:

Upper Witham have unfortunately had two machines broken into recently. Both machines had been parked appropriately out of sight of the public road. The Atlas Wheeled excavator was parked at Oxpasture, where thieves took the exhaust gas regeneration system. This is an insurance repair with an estimated cost of £10,000 and the vehicle is out of use whilst we wait for parts. The Volvo long reach excavator was parked overnight near Wigsley when it was visited, this time thieves broke into the lockers and stole tools and chains. This latter theft is not an insurance claim, as the cost will not exceed the excess value on the policy. The machine required new cabinet locks and we replaced the tools and chains. Both incidents were reported to the Police and Crime Numbers were obtained, but both cases were immediately closed.

Quotes for the used tractor and new front mounted mower for Upper Witham have been received and have been reviewed, the decision has been made to accept the quote for a 2017 Massey Ferguson 7715 with 2,500 hours and Mashio front-mounted flail at £69,000 net for both [and therefore within the approved budget]. This tractor was approved by the Board to give better flailing coverage, as the tractor currently undertaking this duty also must move the Midi Digger, which means the Operative is forever removing his flail to go and pick up the low loader to move the Midi. An invitation to tender process was not undertaken for this purchase, because the budget was for a second-hand tractor/flail, and we must get quotes for the stock they have available at that time. However, a comparison of the market was undertaken against the specification [e.g., we needed a gearbox able to go slow enough to run 2 flails, a front linkage and PTO].

Burton Pumping Station:

Burton Weed screen is due to be replaced. We have the replacement screen and have had a company in to dam off the water. This failed due to the amount of silt at the screen intake. ADC have been to assess and are going to quote to remove the silt using a suction tanker. This silt removal cannot be undertaken using an excavator

because the weed screen will not take the weight, and we do not have a machine that can reach from the far bank.

Coulson Road Pumping Station:

This Station had number 2 pump fail a couple of months ago and is awaiting its turn for removal and repair by Perry's Pumps of Lincoln [there being several breakdowns within IDBs during the January/ February rainfall events].

Thorpe Catchwater [Tillbridge Lane] Bank reinstatement scheme:

Following a design by the Technical Team, work at Tillbridge Lane is currently underway. This work has not been without issues. Whilst excavating, the Operatives came across a brick arched culvert buried in the bank from an old watercourse, which was not on any maps, this is going to be concreted in to prevent any collapsing issues in the future. We have also had to postpone the repair of the slip nearest the main road, probably until September, due to there being water vole presence and it being breeding season. Fiona Scott has visited site on numerous occasions and found the site to be very active. We are therefore undertaking one element of the scheme and looking into ways of gaining access to the site from September onwards to complete the second element.

Hardwick Ferry:

At Hardwick Ferry we are undertaking the replacement of an old iron collapsed culvert. The Culvert is around 48 Meters long and is an old galvanised coiled pipe that has rotted away. We have had to wait to access the area due to Badger activity around the site. This has involved Fiona Scott installing wildlife cameras and speaking to Natural England and the Wildlife Trust. Because Fiona has been able to prove there is no Badger activity in the dig area for the culvert replacement, we are now able to proceed with this scheme.

Winter Works:

Oxpasture Outfall has had tree pollarding work and desilting completed, Wigsley Four Foot Drain has also had tree pollarding and desilting work along with slip repairs. Padmoor Drain has been desilted through the back of the properties; this was not a straight forward desilt as the gardens had to have running boards put down to minimise ground damage. Harby Drain is another watercourse to have had tree pollarding and desilting undertaken, the banks have also been reprofiled on this drain. The Operatives are now progressing the two schemes outlined.

PSCA Works 2021/22 for the EA:

We are now in receipt of the orders for all 4 Boards to carry out the PSCA work as agreed. This has not been an easy process this year and confirmation of orders was in early May [not before 01.04.21]. With new staff at the EA overseeing this, we did not receive the orders or official maps and profile paperwork in time for the April cuts and are only now starting to receive them in time for the May cuts, but still await some much-needed paperwork. 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 is a considerable workload to accommodate [circa £600,000 across the 4 Boards] in addition to our own work and it needs to be properly programmed with due notice.

Upper Witham have completed bushing works on a section of the River Till on behalf of the environment Agency during winter 2020/21 and we have submitted a quotation for the next section on the River Till as PSCA winter works 2021/22.

Members received and NOTED the report and verbal update and **AGREED** to 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.

20.21 Engineering Services Report.

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

January 2021 Flood Event (JA-5457-2021-FLD).

This event started with rainfall on the 15th January until the end of January. Although the rainfall amounts (approximately 86mm) were not excessively high, the catchments across the whole of Lincolnshire were very wet and in addition the aquifers were very high at record levels, with the ground water event being continuous since November 2019. The result was a prolonged event with very high-water levels throughout the River Witham system, particularly on the Lower Witham with similar conditions to November 2019. There was the same concern of the risk of breaches in the Lower Witham. The EA at one point escalated the situation with the Lincolnshire CC Emergency planning Local Resilience Forum to an emergency because of the risk. Although there were no breaches on EA main river systems on this occasion, numerous EA flood banks were sandbagged to reduce overtopping, including Snakeholme Drain, Duckpool Catchwater, Billingham Skirth. Several areas within the 4 Boards' districts were affected.

The EA used Branston Island washland but, although at various times warnings were issued to say it would be used, the Lincoln Washlands were not operated. Several properties were flooded mainly locally from surface water aggravated by ground water. All the 4 Boards' pumping stations operated for prolonged periods and incurred high electrically 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). 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 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, but they were not present at the last meeting.

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

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

Section 19 Investigations:

The following is a list of the Section 19 Investigations by Lincolnshire County Council about which information has been requested:

Upper Witham IDB and extended area

High Street, Lincoln, LN5 7QW. Dec 2020

Village Street, Sedgebrook, Lincolnshire, NG32 2EN 7th November 2019

Church Street, Long Bennington, Newark, Lincolnshire, NG23 5ES 15th-20th February 2020

Long Bennington, Newark, Lincolnshire, NG23 5FP 15th-20th February 2020

Main Road, Long Bennington, Lincolnshire, NG23 5DJ 15th-20th February 2020

Church Lane, Brandon, Lincolnshire, NG32 2AP 7th November 2019

Denton Avenue, Grantham, Lincolnshire, NG31 7JE 17th February 2020

Hazelwood Drive, Grantham, Lincolnshire, NG31 8GZ 28th February 2020

North Street, Grantham, Lincolnshire, NG31 6NU, 17th August 2020

Clensey Lane, Dry Doddington, Lincolnshire, NG23 5HT, 18th February 2020

Main Street, Carlton Scroop, Lincolnshire, NG32 3AZ, 17th-18th February 2020

Southdown, Lincoln, 10-19-11-19

High Street, Bassingham 17-08-2020

Marton Road, Sturton By Stow, LN1 2AH between 8th -19th November 2019

Queensway, Sturton By Stow, LN1 2AD between 8th -19th November 2019

Ingham Road, Stow, LN1 2DG between 8th -19th November 2019

Hykeham Pumping Station (UD-4904-2019-PRO).

This station has an issue with a leaking outfall chamber, possibly caused by the building subsiding, and this is going to be investigated and options reported subsequently.

Pyewipe Pumping Station (UD-220-2013-PRO).

Planning Permission has been granted by City of Lincoln Council for the construction of a new pump control house. This building will house the new Motor Control Centre (MCC) that will control the 3 electrically driven pumps on the site. The process to receive Grant in Aid monies from EA was completed in January 2020, upon the receipt by the Board of £282,950 plus a further £71,000 contribution underwritten by RFCC. This second sum being the Western Growth Corridor S104 contribution to be used for the provision of an additional Weedscreen cleaner. The Board agreed in June to contribute £15,000 towards the total scheme costs of £368,950.

The scheme includes the provision of:

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

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

A site meeting was held on 25th November with Western Power Distribution to agree the impact on their equipment and relocation of the metering.

Westborough (UD-364-2013-PRO).

Following back-flow through the new discharge pipe into the River Witham on Long Lane during the flood event in January, a second 'duck bill' one way valve is due to be fitted to prevent a reoccurrence.

Lincoln Flood Alleviation Scheme (UD-1077-2014-PRO).

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

The thresholds of operation and the scheme's effect upon the Board maintained systems and stations remains un-changed and will continue to be as previously agreed. Provisions have been made for inclusion by the EA, of the Board's telemetry system.

Pump control panels have now been installed and are working. There are several minor works to be undertaken to complete the project. The final finish date is expected to be June 2021.

Heapham Road Balancing Pond (UE-2491-2015-ASS).

Heapham Road Balancing Pond is outside the Board's area but is only two fields away from the Board maintained Somerby Drain to the edge of the district. Upstream of the District, the Operations Teams has a long-established arrangement with West Lindsey DC to undertake rechargeable annual maintenance of Somerby Drain up to Gainsborough, excluding the Balancing Pond which is an 'online' attenuation feature built to for Heapham Road Industrial Estate. It was originally built in 1969 and extended in the early 1990s. A multi-agency meeting to discuss the condition of the asset is due to take place in early June.

Western Growth Corridor, WGC (UD-128-2013-PLN) (UD-4618-2019-PLN).

At the Board meeting in June 2013 the Board confirmed its objection in principle to the development within flood plain. However, it was agreed that the Board's Officers would continue to co-operate and take part in multi-agency meetings to safeguard the Board's interests and minimise the impact on the pumped drainage system maintained by the Board.

Although yet to be determined, the current City of Lincoln Planning Application (2019/0294/RG3) for the proposed development could be granted soon. As a result, there are now monthly progress meetings attended by all the agencies together with individual meetings/site inspections relevant to the different agencies.

A meeting has been held to discuss several topics that relate to the Board including:

- Contributions for infrastructure.
- Land Drainage and Byelaw consents.
- Scheduling of watercourses by the Board.

More detailed documents including the Drainage Strategy are now being circulated. Reviewing this document, it contains several fundamental items in it that do not align

with the agreed principles for the drainage of the site and how it interacts with the pumped drainage system. This has been referred to the developer for clarification.

Members received and NOTED the report.

21.21 Planning and Consultations Report.

A report had been prepared by Richard Wright, Operations Engineer, and circulated with the agenda. It was presented by the Acting Head of Technical and Engineering services.

There were no recommendations to the Board on this occasion, the information within the report was for information.

The Board had received a number of consultations and commented on various planning applications to the different Local Planning Authorities [LPAs]. A full schedule was provided.

Members NOTED the report.

22.21 Consents and Enforcements Report.

The Acting Head of Technical and Engineering Services 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. For this Board, the consents had been steadily increasing since the last report, and the enforcement workload continues to increase:

Introduction

A date is shown when the consent has been given, or an enforcement issue closed.

Byelaw Consent Applications

Reference	Location	Applicant	Details	Date
UD-5524-2021-CON	Fernwood / Balderton Fen Drain	Larkfleet Homes Ltd	Restricted discharge from 350no.dwellings	05-03-21
UD-5552-2021-CON	Confluence of Ancient Drain Branch No.1 and Sand Beck	Beeswax Dyson Farming Ltd	Reconstruct broken part of concrete dam piers to hold wooden stoplogs	16-03-21
UD-5569-2021-CON	Pike Drain / Station Rd, North Hykeham	Western Power Distribution	Modification of 33kV electrical circuits	22-03-21
UD-5570-2021-CON	Wood Farm, Wigsley Road, Thorney	Damian Griffiths	Permanent irrigation abstraction point	18-03-21
UD-5572-2021-CON	West Brant Syke East Brant Syke Brant Syke Tributary	Western Power Distribution	Bassingham to Brant Broughton overhead power line rebuilt	18-03-21
UD-5587-2021-CON	Saxilby Enterprise Park	Lindum BMS	Restricted surface water discharge	22-04-21

UD-5600-2021-CON	Westborough Soke Dyke	Environment Agency	Repairs to River Witham embankment	14-04-21
UD-5648-2021-CON	Hykeham Pump Drain South	Jonathan Wray	Field underdrainage outfalls	

Section 23 Land Drainage Act Consent Applications – District

Reference	Location	Applicant	Details	Date
UD-5439-2021-CON	Near Carlton Road, Sudbrook	Network Rail	UV liner in brick railway culvert	06-01-21
UD-5475-2021-CON	1.1km West of Rookery Lane, Sudbrook Moor	Network Rail	UV liner in brick railway culvert	22-01-21
UD-5493-2021-CON	Mill Lane Farm Brant Broughton	Dr Catherine Fussey	Pumped/gravity treated foul discharge	04-02-21

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
UE-5434-2020-CON	Back Lane, Brattleby	H R Blowers UK Ltd	Discharge to ditch from permeable pavement	08-01-21
UE-5516-2021-CON	Prial Drain, North Hykeham	Lindum BMS	Restricted discharge from industrial development	19-02-21
UE-5519-2021-CON	Silkstone Lane, Carlton Scroop	Mr Nick & Mrs Diane Geeson	Treated foul discharge from dwelling	19-02-21
UE-5590-2021-CON	Tillbridge Lane, Sturton by Stow	Castlegate Homes Lincoln Ltd	Restricted discharge from 6no. dwellings	
UE-5621-2021-CON	Heath Lane, Normanton on Cliffe	South Kesteven District Council	Treated foul discharge from two dwellings	

Enforcement Issues – District

Reference	Location	Description / Comments	Actions
UD-3857-2018-ENF	Rear of Mill Field Close, Harby	Possible work required to watercourse	No further contact Case closed 07-05-2021
UD-4851-2019-ENF	The Fosdyke Delph	Material restricting access	A works compound and debris are now blocking access. A letter needs to be sent.
UD-5245-2020-ENF	Unit 15 -17 Allens Business Park, Skellingthorpe Road, Saxilby, Lincoln LN1 2GH	Debris and equipment on West of Saxilby Outfall Drain downstream of the railway	To date the obstruction has not been moved. Phone calls made and emails sent to follow up. A formal Notice may have to be sent.
UD-5344-2020-ENF	Newark Road, North Hykeham	Fallen tree across Pike Drain	Investigating.
UD-5390-2020-ENF	Grange Lane, Hough-on-the-Hill	Maintenance required on	Watercourse partly cleared.

		watercourse, complicated by potential pollution.	There is still a pollution issue that is being dealt with by the Environment Agency. Case closed 17-02-21
UD-5420-2020-ENF	Apex Lake/Millennium Lakes/ Pike Drain	Fence obstructing assess within the Byelaw distance	Contact has been made with the agent and a gate will be put in the fence. This has been done. Case closed 07-05-2021
UD-5497-2021-ENF	The Clays, Brant Broughton	Block Culvert and Roadside Watercourse.	Local landowners have agreed to clear sections, allowing LCC to clear a culvert. Case Closed 04-02-2021
UD-5498-2021-ENF	Old Wood, Skellingthorpe	Obstructed culvert holding up water. Which outfalls into Platts Drain	Some work has been done to clear the obstruction, but more is required. Case on going
UD-5647-2021-ENF	Fen View Blackmoor Road Aubourn LN5 9SX	Blackmoor Farm, defended by EA bank for properties within the Brant Washland site Collapsing culvert/concern with EA pump	Investigating and EA contacted.

Enforcement Issues – Extended Area

The Board acts as Agent for Lincolnshire County Council, the Lead Local Flood Authority

Reference	Location	Description / Comments	Actions
UE-4730-2019-ENF	Dyke off Long Leys Rd, Lincoln	Maintenance to watercourse	Case closed 17-12-2020 but reopened 29-01-2021. Watercourse is partly cleared. Case on-going.
UE-4882-2019-ENF	“White House” on Long Leys Road	Blocked culvert issue	Case reopened 04-01-2021. Culvert was blocked again. It is now clear. Case closed 03-02-2021
UE-4915-2019-ENF	The Green Welbourn	Possible maintenance to watercourse	Waiting for information.
UE-5037-2020-ENF	Manor Farm Drive Sturton By Stow	Possible maintenance of watercourse	No grounds for enforcement Case closed 25-02-2021
UE-5354-2020-ENF	Doddington Village	Potential obstruction to watercourse.	Investigating and waiting for LCC CCTV survey results.

UE-5422-2020-ENF	Bulby Lane Fulbeck	Potentially obstructed watercourse	Landowner(s) have agreed to clear watercourse.
UE-5450-2021-ENF	Howdale Lane Carlton Scroop	Potential drainage issue.	No enforcement action warranted. Case closed 17-01-2021
UE-5459-2021-ENF	Hougham Mill Lane, Marston, NG32 2FU	Standing water on highway.	No enforcement action warranted because there are no watercourses. Case closed 06-04-2021
UE-5513-2021-ENF	Main Road/Hall Road, Brandon	Drainage ditches full and standing water on road	No enforcement action warranted, LCC made aware of issue. Case closed 23-02-2021
UE-5580-2021-ENF	Rosehill Close, Saxilby	Drainage issues	Investigating

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

23.21 Any Other Business.

There were no further items of business and the meeting closed at 16.00.

24.21 Date, Time and Place of Next Meeting.

The next meeting of the Board was confirmed for Monday, 20th September 2021, venue and format TBC.

.....Chairman..... Date
UW BM 24.05.21