

UPPER WITHAM INTERNAL DRAINAGE BOARD

Minutes of a meeting of Upper Witham Internal Drainage Board held on Monday, 30th January 2017 in South Hykeham Village Hall, Lincolnshire at 2.00pm.

Present: Mr. J. Boyall.
Mr. B. Charlesworth.
Cllr. S. England.
Mr. R.J. Epton, MBE, D.L.
Cllr. C. Goldson.
Cllr. P. Gowen.
Cllr. G. Hewson.
Mr J.R. Hollis.
Mr. D. Jackson.
Cllr. Mrs. R. Kaberry-Brown.
Mr. V. Kerr.
Ms. L. Massey.
Mr. F.H. Myers - **Chairman.**
Cllr. L.J. Pennell.
Mr. R.J. Phillips.
Mr. G.E. Porter.
Mr. P.J. Roe.
Mr. C. Smith.
Mrs. J.S.P. Smith.
Cllr. P.J. Vaughan. - **Vice Chairman.**
Mr. B.F. White.
Mr. S.H. White.
Mr. P. Wright.

In Attendance: Mrs. Jane Froggatt, Chief Executive.
Mr. Steve Larter, Finance Manager.
Mrs. Lorraine Sayce, Finance & Rating Officer.
Mr. Martin Shilling, Director of Operations & Engineering.

Apologies: Apologies for absence were received from Mr. R.H.P. Ballerini, Cllr. D. Clarke, Cllr. N. Craft, Cllr. Mrs. S.K. Howe, Ms. E.E. Jenkinson, Mr. D.R. Knight, Mr. R.W. Parker, Mr. J.R. Scarborough (Vice Chairman), Cllr. T. Speakman, Mr. I. Stokes and Cllr. Mrs. P.A. Woodman, MBE.

70.16 Declarations of Members' Interests.

Members nominated by the 5 Councils declared interests relating to respective Councils (City of Lincoln Council, North Kesteven District Council, South Kesteven District Council, West Lindsey District Council and Newark & Sherwood District Council).

71.16 Chairman's Announcements.

The Chairman reminded Members who had not yet completed their entry for this year's Register of Members' Interests to do so. Following each November AGM, the new Register is compiled and held at Witham House as both protection for the Board and indeed for individual Members. It is one of our governance requirements, reviewed by the Internal Auditor.

Katherine Davies, Team Secretary at Witham House, had decided to retire on Sunday, 09th April. Kath will have worked for Upper Witham IDB, and in the last 5 years for the group of 3 Boards, for over 41 years and members wished to thank her for her service and wish her well for the future.

There remains a vacant seat on the Board for a member to represent the Electoral Ward of Long Bennington, Barkston and Normanton. Members were asked to advise the Chairman or the Chief Executive should they be aware of anyone interested in co-option to the Board.

72.16 Minutes of the Board Meeting and AGM on 21.11.16.

The Minutes of the Board's previous meeting and AGM held on Monday, 21st November 2016 were proposed by Cllr. Pat Vaughan, seconded by Cllr. Lance Pennell and APPROVED as an accurate record.

MATTERS ARISING:

72.16.1 Westborough Flood Alleviation Scheme (minute 59.16.5 refers).

An update was provided on the FDGiA scheme to reduce flood risk to properties in Westborough. Some grant in aid monies (£4k) had been drawn down from the EA but progress by the Board's contractor BWB had not been as timely as hoped. BWB had apparently met some opposition to the proposed swale on the west side of the village, the new landowner preferring not to have a swale on the grassland but instead to let the affected land flood. Hence, BWB were modelling the proposed revision to the scheme to ensure no detriment to the overall impact of the scheme. It is hoped the scheme can then be progressed.

73.16 Minutes of the Finance & General Purposes Committee Meeting, 18.01.17.

The minutes of the Finance & General Purposes Committee meeting held on Wednesday, 18th January 2017 were proposed by Cllr. Pat Vaughan, seconded by Mrs. Jacky Smith and APPROVED as an accurate record and the recommendations to the Board were NOTED.

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

74.16 Minutes of the Joint Services Committee Meeting, 05.12.16.

The minutes of the Joint Services Committee meeting held on Monday, 05th December 2016 and recommendations to the 4 Boards were noted.

MATTERS ARISING:

74.16.1 Joint Services Monitoring Report 2016/17 to 30.09.16 (minute 6 refers).

Members noted the discussion about the current year's joint services budget and that, as at 30th September 2016 the overall actual position against budget profile of a slight adverse variation of £5k on £398k budgeted spend. Budget performance was therefore broadly on target at the mid-point in 2016/17.

74.16.2 Joint Services Agreement between the 4 IDBs from 01.04.17 (minute 7 refers).

Members noted the discussion on 05.12.16 about Version 3 of the proposed Joint Services Agreement between the 4 Boards from 01.04.17. The Joint Services Committee had agreed to recommend contribution rates for each Board and these had been used in the proposed Estimates 2017/18 for each Board. These were as follows and to be reviewed after 3 years:

• NEL DB	16.50%	-
• UW IDB	33.40%	(was 40%)
• W1st DIDB	20.90%	(was 25%)
• W3rd DIDB	29.20%	(was 35%)
	Total	<u>100.00%</u>

74.16.3 Proposed Joint Services Budget 2017/18 (minute 8 refers).

It was noted that the Joint Services Committee had been able to agree and recommend a 2017/18 budget for joint services to each of the Boards and that, accordingly, this was the budget included within the proposed Estimates 2017/18 report on today's agenda.

75.16 Chief Executive's Report.

The Chief Executive's Report had been circulated with the agenda and an update was provided.

After discussion the following issues were AGREED:

- Authority was delegated to the Chairman to sign the final version of the Joint Services Agreement between the 4 IDBs, to be operative from 01.04.17.
- that the Board should apply a discretionary policy to continue to digress from the ADA Lincolnshire White Book in relation to sick pay, such that the Board will continue to pay basic pay rather than the recommended (Section 8 of the White Book) average earnings over a minimum period of the previous 12 weeks. Members did wish this aspect of the White Book to be subject to review by the ADA Lincolnshire Branch's Pay and Conditions Committee.
- that, following the LGPS Pension Triennial revaluation exercise by the Fund's Actuary (Hymens Robertson) as at 31.03.16, the new Employer Contribution Rate for Upper Witham from 01.04.17 for 3 years would be as follows:

Year	UW
Current Rate 2016/17	24.7%
Current lump sum 2016/17	£26,000
Current combined rate 2016/17	33.5%
Proposed Rates:	
• 2017/18 Pension Rate	18.4%
• 2017/18 lump sum (cash)	£55,000
• 2017/18 combined rate	34.8%
• 2018/19 Pension Rate	18.4%
• 2018/19 lump sum (cash)	£56,000
• 2018/19 combined rate	35.0%
• 2019/20 Pension Rate	18.4%
• 2019/20 lump sum (cash)	£58,000
• 2019/20 combined rate	35.4%

Members received and NOTED the Chief Executive's report.

76.16 Statement of Expenditure, 01.11.16 to 31.12.16.

The Statement of Expenditure incurred for the 2 months to 31st December 2016 had been circulated with the Agenda and was presented by the Finance and Rating Officer.

Expenditure totalled £178,150.86 or, excluding £7,462.24 VAT, the net amount of £170,688.62. Of this, £5,206.36 was rechargeable expenditure to other bodies.

Items raised by or highlighted to members included:

- item 25: £83,413 (net) to the EA as IDB Precept payment 2 and the remaining balance for 2016/17.
- items 73 to 77: total £1,350 (net) to SG Haulage Ltd for low loader moves. Gary Hewson queried whether this was cost effective or, alternatively, should the Board consider purchasing its own low loader and employing a driver. There followed discussion about the highly regulated nature of the haulage business and the cost effectiveness and flexibility of the current fixed price service from SG Haulage.

Members received the report and NOTED the expenditure incurred in the 2 months to 31.12.16.

77.16 Financial Performance Report to 31.12.16, month 9 of 2016/17 and forecast year end outturn as at 31.03.17.

The Financial Performance Report for the first 9 months of 2016/17, to 31st December 2016, had been circulated with the agenda and was presented by the Finance Manager.

In summary, the estimated budget surplus as at 31.12.16 was (£237,316). Against this the actual surplus figure was £12,269 lower, at a surplus of (£225,047).

On income, this was (£53k) ahead of profile as at 31.12.16. Within this, income from the EA for PSCA works was (£18k) ahead of profile. Highland Water claims income had been received at 80% of the claim estimate for 2016/17 (£136,000) and the outstanding balance on the actual claim for 2015/16 (£17k). A balance for 2015/16 of (£19k) was due on administration, but this was not paid in full, therefore leaving a small shortfall of £2k (but, to balance this, for 2015/16 overall (£153k) income was received against an anticipated £151k). Overall on Highland Water there is a net (£13k) positive variance against budget profile for 2016/17. The balance on the 2016/17 Highland Water claim is due to be paid by the EA by 30.09.17.

Also on income, Flood Defence Grant in Aid (FDGiA) payments of (£10k) for the Lincoln Catchment Study and (£8k) for the Westborough Flood Alleviation Scheme had been received.

On expenditure, depot expenditure was £16k more than budget profile. Although expenditure on the depot is limited, pending potential depot replacement, essential works like bases for new fuel tanks, concrete hardstanding and health and safety work does continue.

On repairs and maintenance, expenditure is £13k higher than profile, fuel is (£10k) under profile but fuel prices are noticeably rising, motor insurance is £6k above profile and maintenance and servicing costs are £8k above profile (which may be due to timing of servicing). A staffing matter from earlier in 2016/17 was resolved at £18k variance to budget. Electricity costs were in line with budget as at 31.12.17. Pump lift costs are (£14k) better than profile but expenditure will catch up (Perry's Pumps having started work at Torksey Syke Pumping Station on pump lifts).

On drainage rates collection, this was 98.6% as at 31.12.16 with £236,177.56 collected and a residual £3,279.32 to be collected. Court liability orders were granted on 30.11.16. This collection rate compared positively to 95.2% as at 31.12.15.

The Plant and Machinery programme 2016/17 was largely completed, with only the low loader trailer purchase outstanding. The low loader will be a smaller variety, suitable for movement of the midi-digger.

Bank balances and investments as at 31.12.16 were as follows:

Lloyds	£ 50,593.83
Nationwide Interest Access	£491,777.98
Nationwide 90 day Notice	<u>£ 13,989.87</u>
Total	<u>£556,361.68</u>

Members were advised that bank balances would reduce over the next few months as expenditure would continue but most drainage rates income had now been received as had all Special Levy payments until May 2017.

The financial report also included a forecast of the 31st March 2017 end of year position. This was broadly breakeven, with a small deficit of £1,976. Within this position, electricity expenditure for the last 3 months of 2016/17 is forecast to be as per the last

9 months, pro rata, plus £15k added for the last quarter in case of additional pump hours. The position also contains £35k redundancy costs being met from the revenue position, rather than having to draw on reserves as previously approved.

Members received the financial report to 31.12.16 and the forecast year end position as at 31.03.17.

78.16 Risk Register.

The Board was asked to review a revised Risk Register (Version 11), which had been circulated with the agenda. This is a live document which is submitted twice each year to the Board, on this occasion immediately prior to the consideration of Estimates for 2017/18. It was last submitted to the Board in June 2016. Revisions to the Risk Register were shown in italics.

Gary Hewson suggested it would be helpful if consideration was given to introducing some analysis of trends, so that members could track where risks were increasing or reducing over time.

Some of the new issues were highlighted, particularly where they cross referenced to proposed budgets for next year. An example was £500 per annum for further Eel research (a project sponsored via ADA) and in designating the 3 Boards' depots as Hi-Viz working areas and including provision for Hi-Viz clothing within budgets.

Following discussion, members APPROVED the revised Risk Register.

79.16 Internal Auditor's Interim Report on 2016/17.

The Internal Auditor's independent Interim Report on 2016/17 had been circulated with the agenda. He had further visits planned in March 2017 and his final Report on 2016/17 and Audit Opinion would be presented to the Board on 22.05.17.

At this stage in the year, the Auditor's overall assessment was "Adequate Assurance" and his main findings were:

- good progress on the implementation of agreed recommendations. Outstanding recommendations are repeated in the management action plan.
- salaries and wages including pay award arrears were correctly paid.
- there is now a good system in operation for monthly financial reconciliations.
- continued improvement in the review of agricultural rate queries and collection of debt.
- consistent approach of recording rechargeable works/invoicing.
- although confidential waste is shredded and disposed of, the method does not comply with the Data Protection Act. It is acknowledged there is minimal waste of this nature.

The Management Action Plan was included in the report. It was noted that item 04.05.01 was now in effect completed, given the Board had earlier agreed a discretions policy in respect of sick pay.

The Auditor's independent Interim Report on 2016/17 was noted and accepted by the Board.

80.16 Plant Programme 2017/18.

The proposed plant programme for 2017/18 had been circulated with the agenda and started with 2016/17, the existing year. There was one remaining purchase, the low loader trailer for the midi-digger.

The proposed 2017/18 programme included in the Estimates was as follows:

	Purchases		Disposals	Net Cost
Tracked Excavator	£117,000	JCB JS145	£20,000	
Weed Basket	£6,000	Weed Basket	£600	
6" Mobile Pump	£15,000			
TOTAL	£138,000		£20,600	£117,400

In addition, the paper set out the indicative programme for the following 5 years, 2018/19 through to 2022/23.

It was noted that, with the Board's approval, the procurement exercise for the replacement tracked excavator (replacing the existing JCB JS145) had been completed to avoid 01.01.17 price increases and to facilitate delivery by 30.06.17. The result was that an order had been placed for a JCB JS180 tracked excavator at £109,950 and the existing JCB JS145 would be traded in for the sum of £20,000 (so £89,950 net price).

It was confirmed that the new JCB excavator would come with a JCB engine, not the Izuzu engine type in the current JS145 machine. The machine would be fitted with a Prolec height limiter at circa £10k.

Members APPROVED the 2017/18 Plant Programme and noted the indicative programme for 2018/19 through to 2022/23.

81.16 Estimates for 2017/18.

The proposed Estimates for 2017/18 had been circulated with the agenda. The report set out firstly a summary of the proposed budget for 2017/18 (column 2), comparing this to the approved 2016/17 budget (column 1) and showing the variance (column 3), as follows:

	1	2	3
	Approved	Budget	Variance
	2016/17	2017/18	
	£	£	£
Income	(1,196,305)	(1,223,500)	(27,195)
Board & General Admin	22,347	21,732	(615)
One Off Schemes	-	-	-
Conservation	1,500	2,000	500
Depot	23,326	24,626	1,300
Drains	487,390	530,947	43,557
Pumping Stations	177,631	200,631	23,000
Joint Admin/Witham House	162,317	142,294	(20,023)
Consents & Enforcements	15,944	16,060	116
Director of Operations/Engineers	110,687	90,047	(20,641)
Contrib to Reserves/Pay Contingency	-	-	-
PWLB	-	-	-
Rechargeable Works	25,000	25,000	-
EA Precept	170,163	170,163	-
FRS17 Pension Adjustment (net)	-	-	-
Wages & Plant Holding Account	-	-	-
-	-	-	-
(Surplus)/Deficit	0	(0)	(0)

In summary, with a 1.25% proposed increase in the Penny Rate the Board was able to set a balanced budget for 2017/18, based on the budget assumptions stated. It was highlighted that where there was investment, this was in front line services (eg. £1,300 increase for the depot, £43,557 for drains and £23,000 for pumping stations).

Pages 5 to 9 provided a breakdown of 2016/17 budget headings, all adjustments and then the proposed 2017/18 budgets.

Pages 10 to 12 of the report set out the proposed Joint Services Budget for 2017/18 compared with the existing 2016/17 budget and the variances. This had been discussed by the Joint Services Committee on 05.12.16 and was the budget recommended to all 4 Boards for inclusion in their respective Estimates, at the agreed contribution rates.

Pages 13 to 19 provided the detailed breakdown of those joint services budget headings.

After discussion, members APPROVED the Estimates for 2017/18 as set out and based on a 1.25% increase in the Penny Rate.

82.16 Annual Values as at 31.12.16, setting of the Penny Rate for 2017/18 and consequent setting of Drainage Rates and Special Levies for 2017/18.

A report had been circulated with the agenda which set out the land valuations as at 31.12.16, for both the pumped area and the gravity/urban area of the drainage district, for agricultural areas and the relevant 5 Councils who pay Special Levies. This was the baseline position, against which members were asked to consider and approve the following land transfers between 01.01.16 and 31.12.16:

Account	Area ha	Parish	Council	Developed for
0096	1.390	Long Bennington	SKDC	Car Parking
0348	1.315	Lincoln	Lincoln	Housing
0595	0.804	Saxilby	WLDC	Wood Yard
0541	1.280	Skellingthorpe	NKDC	Housing
0191	8.438	Fulbeck	SKDC	Caravan Site

If members approved the land transfers, this led to revisions to the Annual Values as at 31.12.16, as follows:

	Pumped area	Gravity area	Total
	£	£	£
Drainage Rates	799,628	1,535,659	2,335,287
City of Lincoln	11,251	6,514,658	6,525,909
North Kesteven DC	160,342	2,463,151	2,623,493
South Kesteven DC	0	1,894,955	1,894,955
West Lindsey DC	201,606	154,641	356,247
Newark & Sherwood DC	41,596	50,534	92,130
Total	1,214,424	12,613,597	13,828,020

Applying a 1.25% increase in the Penny Rate had the following change from the current 2016/17 rate (of pence in the pound) to the proposed 2017/18 rate:

	Pumped (pence)	Gravity (pence)
Current rate 2016/17	16.4310	6.3984
Proposed rate 2017/18	16.6364	6.4784

It was noted that this increases the Board's income from Drainage Rates from £231,629 in 2016/17 to £232,515 in 2017/18 (+£886).

Applying the 1.25% increase in the Penny Rate had the following impact on Special Levies (including also the Annual Values as recalculated for land transfers in each of the 5 Councils):

	Current 2016/17 £	Proposed 2017/18 £	Difference (+/-) £	Increase %
City of Lincoln	417,450.61	423,916.03	6,465.42	1.55
NKDC	183,137.96	186,247.42	3,109.46	1.70
SKDC	117,469.23	122,762.38	5,293.16	4.51
WLDC	42,946.00	43,558.16	612.16	1.43
N&SDC	10,067.99	10,193.86	125.86	1.25
Total	771,071.79	786,677.85	15,606.06	2.02

Members considered the paper and APPROVED:

- the transfer of land from agricultural Drainage Rates to Special Levy, as set out, between 01.01.16 and 31.12.16.
- the land valuations as at 31st December 2016, upon which Drainage Rates and Special Levies are calculated, at £13,828,020.
- an increase in the Penny Rate by 1.25% to 16.6364 pence in the pound for the pumped area of the drainage district and 6.4784 pence in the pound for the gravity area of the district for 2017/18.
- that the Special Levies, for the 5 relevant Councils, be set as follows for 2017/18:
 - City of Lincoln Council £423,916.03.
 - North Kesteven District Council £186,247.42.
 - South Kesteven District Council £122,762.38.
 - West Lindsey District Council £43,558.16.
 - Newark & Sherwood District Council £10,193.86.
- that the Chairman and Chief Executive be authorised to sign the 'Rate Book', apply the seal of the Board and to advertise this.

Mr R.J. Phillips left the meeting following this item, at 3.30pm.

83.16 Drainage Rate write-offs- Report.

The Finance & Ratings Officer's report was presented which set out the basis of 2 requests for write-off of drainage rates, such write-offs being a matter reserved to the Board.

The first case involves land of occupier 1 (0348) being transferred into Special Levy for 2017/18, leaving outstanding drainage rates of £5.76.

The second case involved a rate payer entering an Individual Voluntary Arrangement leaving an outstanding balance of £93.63 (£13.63 Drainage Rates and £80.00 Court costs).

Members noted and AGREED to the write offs on the two cases outlined at £5.76 and £93.63 (total £98.74) respectively.

84.16 Health & Safety.

An update on Health and Safety issues had been circulated with the agenda.

The three Boards' external advisers COPE will do an annual visit to each Depot. This will start with Upper Witham in February, Witham Third in April and Witham First in July.

Current issues for the existing three Boards were summarised as:

- Near miss reporting has been embraced by all staff and is working well.
- Training Course booked for early February 2017 on Safely securing Loads on Trailers for all Workforces (and Works Supervisor from NEL DB also attending).
- Looking into Streetworks Signage Course, as since October 2016 a Certificate in Streetworks to Operate a 'Stop & Go Board' and put signage out on the Highway is required.
- Annual Overhead Powerline Training will be in May 2017 for all 3 Boards' Operatives.
- Looking to implement Hi Viz from April 2017 and financial provision for this is included in the 2017/18 Estimates.
- New Marked Pedestrian Walkways have been Installed at Upper Witham Depot (and were implemented at Witham Third's Depot in Summer 2016).
- New Hand Railings have been installed at Witham Third Depot (entrance).
- Domestic Electrical Checks have been started for all Boards at Depots and Pumping Stations, as per the legislation. Financial provision for doing this is in the 2017/18 Estimates for each Board.
- First meeting on Lone Working took place 18.01.17 at Witham Third DIDB's depot. NEL DB also to be involved in developing this policy for all 4 Boards in draft form for discussion and sign-off.
- Risk Assessments. A handbook of risk assessments has been developed, between the Works Manager and COPE advisor and we aim to have this in place (& signed off by the Director of Operations & Chief Executive) and Operatives trained by 30.06.17

Members received and NOTED the update on Health and Safety.

85.16 Director of Operations and Engineering Services' Report.

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

- Planned Maintenance Programme.

The planned summer maintenance programme was drawing to a close with a few small reaches to complete. Work had begun on the winter programme. This work will include a combination of de-silting to restore the channel original profiles and capacity and the removal of trees and bushes that either obstruct flow within the channel or access to it.

A typical example of this work had been undertaken to clear vegetation from Fishpool Dyke in South Witham. Whilst the channel spends much of its time dry, it is of vital local importance during times of high rainfall. This importance is illustrated by the installation of telemetry to monitor water levels within the channel.

Work to clear trees that obstruct machine access to Cammeringham Drain and Causeway Drain had also been completed.

- Plant.

An order had been placed with TC Harrison JCB Ltd. of Lincoln for the provision of a new JCB JS180LR tracked excavator. This machine will replace the JCB JS145 that was purchased in 2010. The tender values submitted were as follows:

Supplier	Model	Price	Trade In	Net
Volvo Construction Equipment	EC140ELM	£120,100	£20,000	£100,100
T.C.Harrison JCB Ltd.	JS145LR	£ 93,460	£20,000	£ 73,460
T.C.Harrison JCB Ltd.	JS180LR	£109,950	£20,000	£ 89,950
Liebherr Great Britain Ltd.	No tender received			
Terex Distribution Ltd.	Atlas 160LC	£127,460	£17,000	£110,460
Terex Distribution Ltd.	Sany SY135C	£111,608	£17,000	£ 94,608
Terex Distribution Ltd.	Sany SY135C	£105,873	£17,000	£ 88,873
Hitachi Construction Machinery [UK] Ltd.	No tender received			
EP Industries Ltd. [Hyundi]	No tender received			

An order to the value of £89,950 (net of trade in £20,000) had been placed with TC Harrison Ltd. The tender met the technical specification requested, was within the Board approved budget of £130,000 and provided the most cost effective offer over the desired life-time of ownership. In addition, separately a Prolec height limiter has been ordered for the excavator.

The tender included the following items:

- i) 5 year warranty, compared to 2 years or 3 years offered by other providers.
- ii) Mid-range maintenance costs under contract of £1.36/hr, others ranged from £1.65 - £1.18/hr.
- iii) Access to a local, dedicated service engineer.

- Pumping Stations.

Whilst no faults had been notified with the pumping plant, the condition of the building at Pyewipe Pumping Station continues to warrant careful monitoring. The Board is submitting a bid to the Environment Agency requesting Grant in Aid towards the cost of re-siting the pump control panels and their replacement in a new building.

A repair to the pump control electrodes was necessary at Ingleby Pumping Station.

- Re-Chargeable Work.

The Board had completed much of the work required under the Public Sector Co-operation Agreement for the year 2016/17. This amounts to a value of £28,958 and consists of both grass cutting and vegetation control, some mechanical and some by hand.

The Board had continued with PSCA work on watercourses during the summer and this programme of work continues until 31st March 2017. These included Boutham Catchwater Drain, Skellingthorpe Beck, Skinnand Drain, Cardinal Drain, Shire Dyke and Foston Beck.

A meeting was held with the Environment Agency on 5th December when the amount of work allocated to the Board under the PSCA agreement for 2017/18 was discussed and the programme for the forthcoming three years was verbally confirmed.

The use of the Board's workforce to complete additional PSCA work during the winter months was also discussed. This type of work would include bushing of reaches of raised embankments adjacent to main river and the de-silting of the channel bed.

Members received and NOTED the report and presentation.

Mr. Brent Charlesworth left the meeting at 3.45pm.

86.16 Policy for the Scheduling of Watercourses.

The 'Policy for the Scheduling of Watercourses' had been circulated with the agenda. This was an existing policy, now 3 years old and subject to review.

Members APPROVED the policy, without amendment, for further review in 3 years.

87.16 Policy for Culverting.

The 'Policy for Culverting' had been circulated with the agenda. This was an existing policy, now 3 years old and subject to review.

Members APPROVED the policy, without amendment, for review in 3 years.

88.16 Land Drainage Act Enforcement and Consents Concordat to 31.03.18.

The Consents and Enforcement Officer is employed by Witham Third DIDB but is fully recharged and funded by Lincolnshire County Council (LCC) in their role as Lead Local Flood Authority (LLFA). The post holder provides the Consents and Enforcement service in accordance with a Memorandum of Understanding (MoU) between LCC and the 3 Boards which has been extended until 31.03.18.

The Land Drainage Boards' Enforcement & Consent Concordat is due for review. The document is to be reviewed as and when deemed necessary but at least every 2 years (the last review was in February 2014).

The current document had been reviewed by Officers and is considered to be still fit for purpose, only requiring the updating of email addresses, contact details, etc.

It was therefore AGREED to extend the current Concordat (with the updates for contact details, etc) to coincide with the Memorandum of Understanding expiry date of 31.03.18.

89.16 Consents & Enforcements.

A report outlining the current position on consents and enforcement cases, both within the drainage district and in the extended rainfall catchment where the Board acts for and on behalf of Lincolnshire County Council as the Lead Local Flood Authority, had been circulated. Detail was as follows:

- **Byelaw Consents.**

Reference	Location	Applicant	Details	Date
UD-2985-2016-CON	Running Furrows Drain, Grantham	Messrs S Vickers & S Bizley	Foul sewer crossing and earthworks	22-09-16
UD-2988-2016-CON	Running Furrows Drain, Grantham	Messrs S Vickers & S Bizley	Access culverts for cycleway and temporary haul road	22-09-16
UD-3048-2016-CON	Saxilby Outfall Drain	3F Pellets Ltd	1.8m high security fence and gate	03-11-16
UD-3065-2016-CON	Pike Drain, Newark Road, North Hykeham	Adston UK for Lidl	Stormwater outfall and various infrastructure	28-12-16

- **Section 23 Land Drainage Act Consent Applications within District.**

Reference	Location	Applicant	Details	Date
UD-3166-2017-CON	Boundary Lane, South Hykeham	Boundary Lane Developments	Access culvert and highway drainage outfalls	

- **Section 23 Land Drainage Act Consent Applications in the Extended Area.**

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

Reference	Location	Applicant	Details	Date
UE-2533-2016-CON	Main Road, Long Bennington	LCC	Two culverts, 32.3m and 30.7m long	29-11-16
UE-2562-2016-CON	304 Brant Road, Waddington	Maher Millard Construction	75m long, 1050mm dia culvert and outfalls	
UE-2638-2016-CON	Exchange Road, Lincoln	GAP Group	Culvert for yard extension	29-11-16
UE-2984-2016-CON	Running Furrows Drain, Grantham	Messrs S Vickers & S Bizley	Two new surface water outfalls and one to be abandoned.	22-09-16

UE-3003-2016-CON	15A, 15B High Street, Scampton	Walker & Son Hauliers Ltd	Run-off from two new dwellings into land drain	29-11-16
UE-3032-2016-CON	Off Corringham Road, Gainsborough	Beal Developments Ltd	Concrete spillway outfall Access culvert for spine road	17-10-16
UE-3144-2016-CON	Dry Doddington Lane, Stubton	Belvoir Surfacing	Access culvert	

- **Enforcement Issues in the District.**

Reference	Location	Description / Comments	Actions
UD-2131-2015-ENF	<i>Sudbrook Beck, Sudbrook</i>	Possible bank slip due to water extraction	Case closed
UD-2998-2016-ENF	<i>3 The Row Gainsborough Rd, Saxilby</i>	Flooding in garden	Contacted riparian owners awaiting response
UD-3029-2016-ENF	<i>Home Farm, Allington</i>	Unconsented culvert	Unconsented but more than adequate. Case closed 11-8-16
UD-3138-2016-ENF	<i>98 Dixon Street, Lincoln</i>	Fence blocks access to drain	Under investigation

- **Enforcement Issues in the Extended Area.**

Reference	Location	Description / Comments	Actions
UE-2457-2015-ENF	Royal Oak, Main Rd, Long Bennington	Loss of watercourse	New development has resulted in loss of watercourse. Awaiting response from LCC to the course of action.
UE-2747-2016-ENF	Church Lane Navenby	Possible maintenance required to watercourse	Awaiting AWS con firming work completed
UE-2989-2016-ENF	Long Lane, South Hykeham	Overgrown watercourse	Awaiting all 3 parties to agree clearing.
UE-3150-2017-ENF	Sedgebrook Beck, Sedgebrook	Possible issue with beck requires investigation	Have reported back to LCC awaiting requirements

Members received and NOTED the report on Consents and Enforcement cases.

90.16 Engineering Services Report (No. E673e17).

The Engineering Services Report had been circulated with the agenda.

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

91.16 Any Other Business.

There were no further items of business.

92.16 Date, Time and Place of Next Meeting.

The next meeting of the Board was confirmed for Monday, 22nd May 2017 in South Hykeham Village Hall commencing at 2pm.

.....Chairman.....Date
UWBM 30.01.17