

UPPER WITHAM INTERNAL DRAINAGE BOARD

Minutes of a meeting of Upper Witham Internal Drainage Board held on Monday, 17th September 2018 at The Pyewipe Inn, Lincoln, LN1 2BG, at 2pm.

Present:

Mr. J. Boyall.
Mr. B. Charlesworth.
Cllr. N. Craft.
Cllr. Mrs. M. Dobson.
Cllr. S. England.
Mr. P. Gowen.
Cllr. G. Hewson.
Mr. J. R. Hollis.
Cllr. Mrs. S. K. Howe.
Ms. E. E. Jenkinson.
Mr. V. Kerr.
Mr. F.H. Myers. - **Chairman**
Mr. R. W. Parker.
Cllr. L. J. Pennell.
Mr. J.R. Scarborough. - **Vice Chairman**
Mr. C. Smith.
Mrs. J.S.P. Smith.
Mr. T. Speakman.
Cllr. P.J. Vaughan. - **Vice Chairman**
Mr. B.F. White.
Mr. S. H. White.
Mr. P. Wright.

In Attendance:

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

Apologies: Apologies for absence were received from Mr. A. Buckley, Cllr. P. Burley, Mr. D. Jackson, Cllr. Mrs. R. Kaberry-Brown, Mr. D. R. Knight, Ms. R. Longbottom, Mr. R. J. Phillips, Mr. G. E. Porter, Mr. P. J. Roe, Cllr. I. Stokes and Cllr. Mrs. P. A. Woodman MBE.

25.18 Declarations of Members' Interests.

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

26.18 Chairman's Announcements.

The Chairman welcomed members to the September meeting of the Board, which by convention was a lighter agenda in comparison with the other three meetings during the year. He confirmed that there would be an update on the electoral process for those

directly elected members on the Board. Members nominated by the five councils would not be affected by this.

The Board did have three vacant seats but pleasingly Andrew Buckley had stepped forward and filled the vacant seat for the River Till and Burton, leaving two vacant seats on the Board, namely City of Lincoln and Long Bennington, Barkston and Normanton. However, a completed nomination paper to fill the vacant seat for the City of Lincoln had now been received.

The Chairman advised that he was not aware of a candidate yet willing to stand for the vacant seat in Long Bennington, Barkston and Normanton. If any members were aware of a potential candidate, they were asked to please speak to either the Chairman or Chief Executive after the meeting.

As of Friday 14th September 2018, nine completed nomination papers of 15 had been returned to Witham House. Directly elected members were therefore reminded that papers were due to be returned to Witham House no later than Friday, 28th September 2018.

The Chairman thanked members for their continued service to the Board.

An update was provided in the form of a screened presentation for members to see, confirming that the External Auditors PKF Littlejohn had issued the Notice of Closure without any comment or raising any 'other matters' on 2017/18. This in effect closed the financial year for the Board and would be covered in more detail later in the agenda

The Notice of Closure and the right to inspect the Annual Governance and Accountability Return was advertised on the Board's website from 12th September 2018.

There were still some Members' Interest Forms not completed from November 2017. These would need to be completed to ensure the Register of Members' Interests from November 2017 to November 2018 was completed and available for inspection by the public and it was noted that new forms would be issued with the papers for the November Board meeting.

27.18 Minutes of the Board Meeting held on 21.05.18.

The Minutes of the Board's previous meeting held on Monday, 21st May 2018 were proposed, seconded and APPROVED as an accurate record.

MATTERS ARISING:

27.18.1 Chief Executive's Report (Minute 6.18 refers).

The Chief Executive confirmed that the planned visit by DEFRA Policy Advisory Group to the District on 18th June 2018 had taken place and was a successful exercise. On the basis of it, PAG had agreed to concentrate on a number of topics, including IDB governance issues, partnership working / maintenance, sustainable funding, environmental practices / spreading of good practice. The Boards had been asked for input to support

the Group and it was hoped that this would now build a good future working relationship.

27.18.2 Revised Risk Register (Minute 8.18 refers).

Members were updated on the workshop being held on Wednesday 03.10.18. The four Boards' Internal Auditor would lead a Risk Management Workshop at Riseholme College on Wednesday 03.10.18 from 09.30am to 3pm.

Any members who had an interest in joining the training were asked to register their intent at the end of the meeting.

28.18 Minutes of the Finance & General Purposes Committee Meeting, 05.09.18.

The minutes of the Finance & General Purposes Committee meeting held on Wednesday, 05th September 2018 were proposed by Cllr. Pat Vaughan, seconded by Mr. Tony Speakman and APPROVED as an accurate record and the recommendations to the Board were NOTED.

MATTERS ARISING:

28.18.1 Draft Agenda for the Board's meeting on Monday, 17.09.18 (Minute 4 refers).

The Chief Executive confirmed that members would be asked to approve an additional item, an Easement Agreement on land adjacent to branch Catchwater, North Hykeham in order for the laying of a foul sewer rising main to connect to Anglian Water Services' North Hykeham Sewage Treatment Plant.

The paper was finalised and on the Board's agenda today, recommending a minimum commuted sum of £15,000 to the Board. Indeed an offer of £20,00 had been received.

28.18.2 Any other Business, Proposed replacement UW Depot and Joint Offices for the four Boards. (Minute 16.1 refers).

Members were advised that four tenders had been received, the evaluation process had commenced, and a report would be prepared for the 07.11.18 F&GPC meeting. Discussion followed on the application process for a Public Works Loans Board (PWLB), affordability and the evaluation process.

29.18 Minutes of the Joint Services Committee meeting held on 23.07.18.

The minutes of the Joint Services Committee Meeting held on Monday, 23rd July 2018 had been circulated with the agenda and were NOTED.

MATTERS ARISING:

29.18.1 Quarter 1 Joint Services Budget Monitoring Report for 2018/19 as at 30.06.18 (Minute 7 refers).

The Chief Executive advised that the financial monitoring report on the Joint Services Budget for the period 01st April 2018 to 30th June 2018 compared the budget position for Q1 of 2018/19 to the actual position for Q1. The overall variance at Q1 was negligible (£63) against a budget of £209,493 for the three months. The position was therefore as planned.

All budgets were broadly on target, with minimal variations. A slight saving was shown on Witham House for postage, security and NNDR. W3rd, as the host Board, was showing a minor adverse variation in expenditure for External Support (being £1k) and ICT (at £2k).

A summary table of the variances was as follows:

Board Contributions: UW – 33.40% NEL – 16.50% W1 – 20.90% W3 – 29.20%

Variance Budget to Actual 2018/19 (Q1)

	UW £	NEL £	W1 £	W3 £	Total £
Joint Services					
Witham House (UW)	411 -	203 -	257 -	361 -	1,232
Joint Admin (UW)	139 -	69 -	86 -	121 -	415
Joint Admin (W3)	992	490	620	867	2,969
Total Joint Admin	442	218	277	385	1,322
Engineering Associated Services					
Engineering & Operational Services (W1)	137 -	68 -	86 -	120 -	411
Engineering & Operational Services (W3)	308 -	152 -	192 -	267 -	919
Engineering & Operational Services (UW)	19 -	9 -	11 -	16 -	55
Total Engineering & Operational	464 -	229 -	289 -	403 -	1,385
Total Inter Recharges Between Boards	22 -	11 -	12 -	18 -	63

Members received and noted the report on the Q1 2018/19 joint services financial position as at 30.06.18.

29.18.2 Revised Byelaws for each of the four Boards, based on ADA model Byelaws. (Minute 8 refers).

Unfortunately, more queries on the model Byelaws had now been raised by other Boards with ADA, e.g. the York Consortium of IDBs had raised 'criminal enforcement' in Byelaws. ADA had agreed to fund the legal opinion. It was agreed to submit revised Byelaws for approval by individual Boards, once these queries on the national ADA / Defra model are finally resolved.

Members noted the verbal update on the process to update and have new Byelaws approved by individual Boards and the Minister.

30.18 Chief Executive's Report.

The Chief Executive's report had been circulated with the agenda.

30.18.1 **Electricity Contract Renewals.**

The bulk of the contracts for electricity supply for Upper Witham, Witham First District and Witham Third District had been due for renewal during September and October 2018. The supplies for North East Lindsey were in contract with Total Gas & Power until 2020 and 2021.

As the tender prices were refreshed daily, the Chief Executive after discussions with the Finance Consultant agreed to award the contract until 30th September 2020 to ESPO (Total Gas & Power being the Electricity supplier).

The only sites not covered by the new contract were those in North East Lindsey, who were already contracted with Total Gas & Power. Also, in Witham Third, Dogdyke Diesel was in contract with SSE until 30.09.2020 and would have a concurrent termination date with the new contracts.

Members noted the updated position on Electricity Contracts.

30.18.2 **Proposed replacement depot for Upper Witham IDB and joint office accommodation for the four Boards, replacing Witham House.**

UW's F&GPC met on 05.09.18 and the following process had been put in place:

- 30.18.2.1 Tuesday, 11.09.18 - Take Witham Third Standing Committee and Witham First Exec Committee through the position statement following receipt of tenders for the new UW depot/ joint offices and the assurances UW's F&GPC was seeking from the other three Boards as to joint occupation on the office element of the scheme.
- 30.18.2.2 Monday, 17.09.18 - position statement to UW Board and seek mandate and minute to enable application to Defra for approval to apply to PWLB for necessary loan. Apply for loan subsequently. Obtain approval to commence enabling works on land opposite the depot.
- 30.18.2.3 25.09.18 – at W3rd and W1st Board meetings obtain Board approval for Chairman to have delegated authority to sign up to the implications of the joint office element of the scheme.
- 30.18.2.4 26.09.18 – at NELDB Board meeting obtain Board approval for Chairman to have delegated authority to sign up to the implications of the joint office element of the scheme.
- 30.18.2.5 Consents and Enforcements Officer to undertake evaluation of tenders, aiming for results to allow:
 - Upper Witham Chairman briefing first week in October
 - Mid-October meeting of Depot sub-group [sub-group of UW's F&GPC], so any questions / queries could be further addressed. Written evaluation report, business

case and funding options, implications for each Board etc to be available as a written report.

- Convene additional meeting of Joint Services Committee for late October (if necessary).
- Wednesday, 07.11.18 meeting of UW's F&GPC to go through the Depot/ Office case, evaluation of tenders with aim of Committee being in a position to recommend approval to the Board on 19.11.18.
- Tuesday, 13.11.18 – report outcome of meetings to Witham Third Standing Committee, Witham First Executive Committee and Chairmen's action for endorsement
- Monday, 19.11.8 – UW Board approval
- Tuesday, 26.11.18 – NELDB Board report outcome of meetings and Chairman's action for endorsement.
- Wednesday, 27.11.18 – subject to confirmation of Defra approval to apply for required PWLB loan and PWLB loan being approved, confirm contract terms with preferred supplier.
- Project Plan for start date on site of April/ May 2019 [Consents and Enforcements Officer to take on 'client side' project manager role and appointed contractor to appoint CDM compliant project manager arrangement].

Members received and NOTED the report and verbal update.

31.18 Update on the 2018 Election process.

Members were reminded by the Chief Executive that the closing date for receipt of completed nomination forms was Friday 28th September 2018.

For any member who required assistance with completion of their nomination paper, a copy of their 2015 paper and assistance was available at the end of the meeting. The Chief Executive advised that if any directly elected members did not intend to stand for election, it would be useful to have confirmation of this as soon as possible to enable alternative candidates to be encouraged to complete nomination papers and ensure an orderly transition.

If in any electoral district there were more candidates than available seats, the election day would be on Thursday, 25th October 2018. If no election was required, the "Notice of No Poll" for each Board would be advertised on Thursday 04th October 2018 and candidates declared as elected. The term of office runs from 01st November 2018 to 31st October 2021.

32.18 Publication of the External Auditor's Notice of Closure on the IDB Annual Return 2017/18 (the Annual Governance & Accountability Return (AGAR)).

A report had been circulated with the agenda. The Annual Return 2017/18 was agreed at the Board meeting on 21st May 2018, subsequently published on the Board's website for public inspection and despatched to the External Auditor on 8th June 2018. The public inspection period was from 11th June 2018 until 20th July 2018. A new External

Auditor, PKF Littlejohn, had been appointed for the review of the 2017/18 Annual Returns for a 5 year period as part of a national appointment process, as previously reported to the Board. The External Auditor had a statutory deadline of 30th September to complete their external audit and publish the formal Completion of Audit certificate. The Notice of Closure had been received and was published on the Board's website and on the office noticeboard from 12th September, with public right of inspection of the AGAR. No matters had been raised with the Board.

Members NOTED the receipt and publication.

33.18 Financial Performance Report 2018/19 to 31st August 2018.

The Financial Performance Report to 31st August 2018, month 5 of 2018/19, had been circulated with the agenda and was presented by the Finance Consultant.

The summary position was set out as follows:

	2018/19 Budget	Profiled Budget	Actual	Variance
	£	£	£	£
Income	(1,258,659)	(627,540)	(636,504)	(8,964)
Board & General Admin	21,322	3,556	1,363	(2,193)
One Off Schemes	0	0	0	0
Conservation	2,000	878	250	(628)
Depot	24,126	13,456	14,108	652
Drains	562,355	187,115	143,315	(43,800)
Pumping Stations	200,731	40,793	50,626	9,833
Joint Admin/Witham House	130,711	46,371	51,236	4,865
Consents & Enforcement	16,132	0	0	0
Director of Operations/Engineers	106,119	34,526	37,169	2,643
Contrib to Reserves/Pay Contingency			0	0
PWLB			0	0
Rechargeable Works	25,000	10,139	15,766	5,627
EA Precept	170,163	85,082	83,413	(1,669)
FRS17 Pension Adjustment (net)	0	0	0	0
Wages & Plant Holding Account	0	30,914	57,090	26,176
(Surplus)/Deficit	0	(174,710)	(182,169)	(7,459)

The Board was showing a positive variance of (£7,459) in that the Board had a profiled surplus of (£174,710) and the actual surplus was (£182,169). Members were reminded that it was still early in the year and some 'high risk' spend areas had not yet been incurred. However, there were no issues of concern to report.

The main income streams were Drainage Rates and Special Levies, received for the first half year payment. The second Special Levy half year payment was due in November.

Highland Water income had been received from the EA for the 2017/18 actual claim, with a further balance of (£22,688) due. Also, on the 2018/19 Estimated claim of (£165,000), it was noted 80% of that estimated claim (£132,000) would be paid in September 2018 along with the balance for 2017/18 actual (£22,688), i.e. total (£154,688) to the Board.

There were positive variances to the budget on staffing due to vacancies (£8k), fuel (£5k) and depreciation (£8k) offset by repairs and maintenance (including repair of Torksey Weedscreen) £6k, machine maintenance £4k, and electricity £3k.

On bank balances and investments, as at 31.08.18 these were as follows:

Lloyds		£	246,500.82
Nationwide Instant Access		£	295,030.44
Nationwide 90 Day Notice		£	14,186.65
	Total		<u>£ 555,717.91</u>

For Drainage Rates collected for 2018/19 including previous years' arrears as at 31st August 2018, the collection rate was 84.9% (86.6% period 5 2017/18) so we are marginally behind the previous year's collection rate. First reminders were despatched on 01st August 2018 and final reminders would be despatched w/c 25th September 2018. A court date would be set for December 2018. All historical outstanding rating queries were resolved and only in-year land transfers had been actioned.

Members noted the financial performance as at 31st August 2018.

34.18 Schedule of Expenditure, 01.04.18 to 31.08.18.

The Schedule of Expenditure incurred for the first five months of 01st April to 31st August 2018 had been circulated with the agenda.

Expenditure totalled £576,232.79 or, excluding £46,518.43 VAT, the net amount of £529,714.36. Of this, £10,739.85 was rechargeable expenditure to other bodies.

Items raised by or highlighted to members included:

- Item 1 – £600.00, net to ABBA Plant Hire for the recovery of the Spearhead, BD13 EBC from the bank following a slip.
- items 44 - 46 – £9,077.75 (net) to Carlton Fuels for depot fuel supplies.
- items 117 - 122 - £2,830.00 total (net) to Interlec Ltd. The wet Easter period with heavy rainfall had raised various issues at the pumping stations' telemetry systems.
- Item 185 - £600.00 (net) to Maltby Electrical. This work covered the electrical inspections, required by law every five years for the domestic electrical supply (lights etc).
- Items 187 – 192 – total of £16,307.14 (net) to Mastenbroek Environmental Ltd. All purchases for plant spares and replacements.
- Items 347 – 351 – total of £5,129.38 (net) to SWALEC for electricity charges. The difference in monthly bills reflected the heavy rainfall at Easter compared to the very dry summer.

Members received the expenditure schedule and NOTED the expenditure incurred in the five months of 2018/19 to 31.03.18.

35.18 Write-off of Drainage Rate Accounts.

A paper had been circulated with the agenda.

The Board has a policy for writing off Drainage Rate demands under £2.50.

The following 31 accounts were outstanding as at 31st August, 2018 but were under £2.50 for 2018/19 and invoices had therefore not been despatched:

Account	Value £
0021	0.66
0081	0.99
0085	1.32
0087	1.98
0093	2.38
0100	0.59
0128	2.25
0173	1.98
0179	1.92
0184	1.06
0189	1.19
0248	1.98
0258	2.11
0289	1.59
0295	1.59
0297	1.06

Account	Value £
0364	1.87
0387	2.38
0441	1.52
0470	1.65
0481	1.65
0484	1.85
0493	0.40
0522	2.38
0523	1.65
0576	2.31
0593	1.85
0594	1.26
0617	0.53
0644	1.39
0648	2.38
TOTAL	49.72

In addition, Account 0751 held the Drainage Rates for land that was unregistered with the Land Registry. This land had been periodically checked against the Land Registry records, but to date the rates uncollectable stood at £6.93. Should officers be made aware of the owners / occupiers of these parcels at a later date, then it may be possible to recover some of these rates. It was requested that the Board write-off this amount.

Accounts 0394 (£1.71), 0742 (£0.93) and 0759 (£2.51) contained land that had been developed with housing. The accounts should have been included in the Special Levy calculations for the year 2018/2019. Unfortunately, officers were not notified about these developments until after the 2018/2019 demands had been run. It was requested that the Board write off the debt, totalling £5.15 for those accounts and these parcels will be transferred for the 2019/20 Special Levy calculations.

In summary, it was recommended that the following amounts were written off:

Under £2.50	£49.72
Unregistered Land	£6.93
Special Levy	£5.15
TOTAL	£56.65

Members approved the request to write-off the drainage rates as detailed.

36.18 Biosecurity Policy, Whistleblowing Policy, Anti-Fraud and Corruption Policy, Health and Safety Policy.

Four policies had been circulated with the agenda and the Chief Executive took members through each one.

The biosecurity policy was based on a standard ADA approved template to cover activities undertaken by the IDB daily to reduce the spread and damage from invasive non-native species. The Board was responsible for reviewing and approving the content and implementation of the Policy, ensuring any new contracts let included reference to it, where a risk was considered to exist arising from the works involved.

The Whistleblowing Policy and the Anti-Fraud and Corruption Policy are complimentary. The aim of the policies was to set out the approach and the response should suspected or detected financial irregularities or inappropriate activities be raising concerns. All four Boards were committed to ensuring the highest standards of service and ethical standards. It was the responsibility of all employees of the Boards to report a situation where this objective may be compromised.

The four Boards had previously approved a Health and Safety policy ensuring their responsibilities with regard to the health and safety of their employees are clearly defined and set out. The Health and Safety Policy required review and approval by the Board. This was minor changes reflecting recent changes in employee numbers. There had been no changes to those regulations listed within the Policy with which the Board had to comply, as confirmed by COPE the Board's external consultants.

Board members APPROVED the four policies as set out with no amendments.

37.18 Health and Safety Update.

A report on Health and Safety updates across the group of four IDBs had been circulated with the agenda.

There were two near misses to report relating particularly to Upper Witham. The first one was when the Spearhead SPV, whilst flailing, ran over an area of ground that had slipped into the drain from midway on the bank, leaving the top looking fine. This left the machine in a position from which Operatives were unable to recover it. Assistance was sought from Abba Plant Hire and a large machine was used to stop the SPV from rolling over, whilst at the same time pulling it back to safety. There was no injury to any person.

The second near miss was when a hydraulic pipe failed whilst the Tractor Flail Combination was travelling on the road. This allowed the flail head to swivel round into the on-coming traffic. This had been repaired and also had a valve fitted to stop oil loss from the ram, should the pipe ever fail again. There was no injury to staff or public.

Members were advised that Upper Witham's annual site visit by the Board's Health and Safety Contractor, Cope Health and Safety, had taken place on 15th August 2018. This visit picked up three minor issues which had all been addressed. The visit included Pyewipe Diesel Station, to review the ongoing manufacture of Guarding around the diesel engines.

Training for all employees across the four Boards continued during the period, including Risk Assessment training with Overhead Cable Awareness courses being booked for 16.10.18.

Members received and noted the report on Health and Safety.

38.18 Plant Programme 2019/2020.

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

The plant, vehicle, machinery and equipment replacement programmes are considered by the Board annually as part of the budget setting process for the subsequent financial year. For approval, the Board must have demonstrated that the programme was affordable in terms of the initial purchase costs (resourced from the Plant Replacement Reserve) and also that the Board can support the annual depreciation charges from its Revenue Budgets each year. During previous years two main issues had arisen. Firstly, the initial cost of purchase had increased, especially items that were manufactured abroad. This had been notable for example with weed baskets and flails. As many firms would increase prices from 01st January 2019, the Plant Programme was being brought to the Board earlier for 2019/20, enabling orders to be placed by December 2018. Secondly, the lead in timescales from orders placed to receipt of goods had also extended considerably, with plant often arriving after the start of the weedcutting season. This gave operational issues if the old plant had been traded in and was no longer available to cover any teething issues that may have arisen with the new plant. Hence, it was considered worthwhile to place orders by December 2018 for delivery by 30th June 2019.

The position on the current 2018/19 year was as follows:

Item	Budget £	Actual £	Variance £
Acquisitions			
Wheeled Excavator	140,000	129,000	(11,000)
Weed Basket	6,000	6,500	500
Telehandler/Forklift	25,000	<i>Defer 19/20</i>	n/a
Midi Digger & Attachments	70,000	<i>Out to tender</i>	n/a
Total Acquisitions	241,000	135,500	(10,500)
Sales			
Terex TW140 Excavator KX59 ANR	0 (15,000)	<i>Retain</i>	n/a
Midi Digger & Attachments	tbc	tbc	tbc
Weed Basket	(600)		
Forklift	(1,000)	<i>Defer 19/20</i>	n/a
Total Sales	(16,600)	0	0
Overall Total (Net)	224,400	135,500	(10,500)

Tenders for the midi digger were returned on 10th September 2018. An update was given during the meeting. Subject to agreeing a suitable sale price, the existing midi digger and attachments would be sold to Witham Third DIDB once the new slightly larger midi-digger was delivered. This would keep flexibility in the plant across Boards. It was proposed to defer the planned 2018/19 purchase of the telehandler/forklift and subsequent sale of the existing fork lift until a decision on the proposed new depot had been made. This was mainly for security of the plant during any temporary relocation of the depot during building works.

The proposed plant programme for 2019/20 was discussed as set out:

ACQUISITIONS		DISPOSALS		NET COST
2019-20				
Tractor/Flail	£220,000	Spearhead MPV BD13 EBC	£25,000	
Telehandler/Forklift	£25,000	Forklift	£1,000	
TOTAL	£245,000		£26,000	£219,000

Comprising a new tractor/flail combination to replace the Spearhead MPV (BD13 EBC). This machine will be five years old when replaced, which was earlier than the normal seven year policy on replacement. However, there had been a number of operational issues with this machine and maintenance/breakdown costs had been significant. This style of machine was tried by the Board as an alternative to the traditional 'tractor/flail' combination. Depending upon the trade in value achieved, it was likely there would be a 'book loss' on this replacement. It was in the books as at 31st March 2019 at £47,413. Any loss on sale would affect the 2019/20 accounts.

It was recommended that the Plant Replacement programme for 2019/20 be approved so tenders could be sought ahead of Christmas 2018 to secure prices and allowing sufficient time for delivery ahead of the 2019 weedcutting season.

A plant programme for the following five years 2020/21 to 2024/25 was set out, as follows:

ACQUISITIONS		DISPOSALS		NET COST
2020-21				
TOTAL	£0			£0
2021-22				
Tractor/Flail	£220,000	Claas Tractor FX14 BBE	£20,000	
		Herder Flail	£5,000	
Tractor	£70,000	McCormick Tractor FX56 FVR	£10,000	
Paddock Flail	£10,000	Paddock Flail (2015)	£2,500	
TOTAL	£300,000		£37,500	£262,500
2022-23				
Wheeled Excavator	£140,000	Wheeled Atlas 150W Sliding Dipper FX65 JJU	£15,000	
Weed Basket	£6,500	Weed Basket	£600	
TOTAL	£146,500		£15,600	£130,900
2023-24				
Tracked Excavator (long reach)	£130,000	Tracked Volvo EC220ELR EX16 NPJ	£15,000	
Weed Basket	£6,500	Weed Basket	£600	
TOTAL	£136,500		£15,600	£120,900
2024-25				
Tracked Excavator	£130,000	Tracked JCB JS180LR YT17 NMZ	£15,000	
Weed Basket	£6,500	Weed Basket	£600	
Fuel Bowser	£5,000			
TOTAL	£136,500		£15,600	£120,900

An assessment had been carried out for the affordability of both the initial purchases (to be met from the Plant & Machinery Renewal Reserve) and the ongoing affordability of the depreciation charges to be made to the Revenue Account.

It was confirmed that the initial purchase costs could be met from the Plant Renewal Fund, with the lowest balance of the reserve being in 2019/20 at £60k based on the presented programme and values. It was also confirmed that the additional depreciation in the short to medium term would be an additional £6k in 2019/20. It would then step up again in 2021/22.

Members approved the plant and machinery programme for 2019/20 and the programme for a further five years from 2020/21 to 2024/25 inclusive, with any variations on those subsequent years to be notified to the Board.

39.18 Director of Operations and Engineering Services' Report.

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

- **Planned Maintenance Programme**

The winter programme 2017/18, as reported previously, was complete with the exception of Cricket Till. The areas worked were recovering and demonstrating the benefits of the work. The summer 2018 maintenance season was one of the driest on record. Conditions had been very dry and dusty, with all vegetation being thick and it

was heavy work to cut through. Despite these conditions, and issues relating to workforce resources, the winter programme was substantially completed before Christmas and work continued on the summer 2018 programme.

Ground conditions had been very firm, but lack of water meant some of the watercourses had to be cut whilst dry, which made the process difficult. The lack of water lubricating the reciprocating cutter blade on the weedbaskets, resulted in the mechanism becoming clogged with cut material and stones wedged between the two halves of the blade.

Many arable fields had been drilled immediately after the early harvest. The Board had received requests to not access the watercourses from these fields, but where the drain served more than one land occupier this request had to be declined. However, all care was taken to cause as little disturbance to drilled fields as possible.

- **Asset Maintenance**

A badger sett had been identified on Oxpasture Outfall Drain. It was being monitored for movement and use. Some entrances appeared to be redundant with one main entrance demonstrating signs of regular use. A recent inspection confirmed that one of the sett entrances was in regular use. If this continued into autumn, a remedial measure would need to be put in place.

- **Pumping Stations**

Burton pump no.1 had been removed for periodic refurbishment, as part of the Board's planned maintenance schedule. It was unclear if it had been lifted since installation in 1962. The automatic grease pump to pump no.1 had been repaired at Burton Pumping Station. The greasing of these pumps was vital to their longevity. The condition of the pump itself was generally good, given its length of service. The major sign of wear and tear was to the impellor through material that had passed through the pump over a period of time.

Repairs had been required to the automatic weed screen cleaners at Burton, where the hydraulic rams had been repaired, and at Torksey Syke.

Repairs had also been necessary to the water level monitoring and control equipment at a number of stations, namely Pyewipe, Aubourn and Oxpasture stations.

The Board had worked with the Environment Agency to carry out visual inspections of the pumps located at Aubourn and Sandsyke control sites within the Lincoln FAS. The Board expected to receive a written condition report but had not been made aware verbally of any major faults.

- **Plant**

The delivery of the new Volvo wheeled excavator was scheduled for September. It had been viewed at SMT depot at North Killingholme on 6th September. The machine replaced the Board's existing Terex wheeled excavator purchased in 2009 which had completed over 6,500 hours of work, although the Terex wheeled excavator had been maintained within the fleet to provide flexibility (as agreed).

The machine ordered was provided by SMT [Volvo] of North Killingholme and was a Volvo EWR150E, at a tender value of £129,000. It was new to the Volvo range and provided 'reduced tail swing' capability and improved side visibility for the driver. Other

features included an effective reach of 9.3m at ground level, Tier 4 engine providing low emissions and a 3 year/3000 hours full warranty.

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

The Board received confirmation from the Environment Agency to undertake a programme of work similar to that requested in previous years. In total, the value of the work undertaken was estimated at £37,846.88

The Board worked on the following watercourses during summer 2018 and this programme of work continues until 31st March 2019, on behalf of the Environment Agency:

Boultham Catchwater Drain	£20,524.40
Skellingthorpe Beck	£5,615.48
Skinnard	£1,759.50
Cardinal Dyke	£1,874.50
Shire Dyke	£3,105.00
Foston Beck	£4,968.00

Total	<u>£37,846.88</u>

The Board continued to complete maintenance work on behalf of the Environment Agency. The extent of the work requested had increased, with the whole length of Boultham Catchwater Drain being included, rather than just an upstream reach.

The Board also continued to undertake ad hoc pieces of work for other professional partners and riparian owners when requested and resources were available. The Board undertook the flailing of the batter of Foston Beck during this period. This work, valued at £4,250, was the initial phase of work that would see substantial bushing and vegetation clearance of the channel over 2-3 years, subject to funding and instruction from the EA.

- **Westborough Flood Alleviation Scheme**

Attempts had been made to gain agreement with the main landowners involved with the scheme and to agree the resumption of the work on the western element of the scheme in the village, with the main contractor, J. E. Spence. Discussions continued to describe the nature of the proposed works, their benefits and the clarification of future responsibilities. The eastern element of the scheme had now been completed.

- **Workforce**

The Board experienced a difficult period with regard to the health and wellbeing of its workforce and in the recruitment of a new Operative to the team. Since June:

- 2 members of the workforce resigned. One to seek employment elsewhere, the second resigned after 7 days as he complained that operating the machinery aggravated an existing tinnitus condition.
- An Operative was on long-term sick, recovering from surgery to treat a non-work related illness
- An Operative returned to work after surgery and a period of post-operative care and recuperation after suffering a burst appendix.
- An Operative advised the Board that he was to undergo shoulder surgery and required a period of post-operative recuperation. The timescale involved was unknown.

- An Operative enjoyed a period of paternity leave following the birth of his son.

Despite these events, the workforce had substantially completed the work required gaining access to the drains when fields had been cropped. However, it was to be expected that there would be instances where it was not always possible, and Operatives had worked over drilled areas or in the worst instances involving late harvest crops [sugar beet for example], short reaches being left until the following year.

To reduce disturbance to cropped fields and to leave little un-cut, overtime was being extended into November, as conditions allowed and the work was required. The Board had also received support from the other Boards in the Group, with Operatives being sent over to help out on machines in Upper Witham.

- **Defra Policy Advisory Group (PAG).**

The four Boards hosted a meeting of this group and demonstrated some of the areas in which drainage Boards worked and the variety of issues in which they are involved. On 18th June, the group were taken on a tour of sites within the Lincoln area to illustrate the wide variety of duties and responsibilities of a Board and the importance of their work, not just in agricultural areas, but also residential and industrial areas. The opportunity was also taken to show the group members the work undertaken by the Boards in partnership with others.

- **Timberland Pumping Station Open Days 2018**

The station was opened to the general public on 3rd June and 15th September to coincide with the opening of the Dogdyke Pumping Station Trust to ensure maximum publicity and attendance. The display formed part of the Lincolnshire Heritage Open Day weekends when many properties were open to the public. The station is scheduled to open to the public again on 02nd June and 14th September 2019.

- **Lincolnshire Show 2018**

The Board was represented by the Association of Drainage Authorities' stand in the Environment area of the Show on 20-21 June. For the second year running, the stand won the Gamekeeper Cup for best stand within the Countryside sector. The stand contained contributions from the County Council, Environment Agency and Lincolnshire Chalk Stream project plus Lincolnshire IDBs.

Members received and NOTED the report and the verbal update.

(Councillors Steve England, Paul Gowen and Lance Pennell all left the meeting at 4pm).

40.18 Consents and Enforcements Report.

Mr Guy Hird, Engineering Services Officer, introduced the Consents and Enforcements Report which had been circulated with the agenda and set out the position, both within the drainage district and in the extended Rainfall Catchment.

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

Byelaw Consent Applications

Reference	Location	Applicant	Details	Date
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UD-4007-2018-CON	Boultham Pump Drain, Valentine Road, Lincoln	Castle Square Developments	Restricted discharge from development for student accommodation	20-06-18
UD-4104-2018-CON	Wigsley Pump Drain, Eagle Rd, North Scarle	Lowfields Leisure Ltd	Treated effluent discharge	27-06-18
UD-4123-2018-CON	Boultham North Intake Drain	LCC	Site cabins and stores for Dixon Street Bridge refurbishment scheme	05-07-18
UE-4152-2018-CON	South Hykeham Catchwater Branch No. 4	North Hykeham Town Council	Land drain outfall from cemetery	07-08-18

Section 23 Land Drainage Act Consent Applications – District

None received

Section 23 Land Drainage Act Consent Applications – Extended Area

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

Reference	Location	Applicant	Details	Date
UE-4088-2018-CON	North of Whisby Road, Lincoln	Cadent Gas Ltd	Concrete canvas laid on drain perimeter over gas main crossing beneath	27-06-18
UE-4108-2018-CON	Whisby Road Industrial Estate	G S Hughes (Holding) Ltd	Restricted surface water discharge into Prial Drain	11-07-18
UE-4124-2018-CON	5 Fleets Road, Sturton by Stow	Mr S Mann	Surface water discharge from two dwellings	11-07-18
UE-4165-2018-CON	Sturton Road, Saxilby	Lovell Partnerships Ltd	Restricted surface water discharge; 4no. access culverts from residential development	28-08-18
UE-4220-2018-CON	Poplar Farm development, Grantham	Norwich Hub Ltd	Cycle path / land drain outfall in ditch	

Enforcement Issues – District

Reference	Location	Description / Comments	Actions
UD-3565-2017-ENF	Fosdyke Delph, Lincoln	Caravans, sheds, and general rubbish obstructing access	Network Rail are issuing notice to vacate and tort notices. Awaiting tenders for clearance. They propose to clear all trees and undergrowth, caravans and rubbish. Erect a 1k fence 2m high to prevent any future incursions onto their land and give the Board clear access to maintain the watercourse.
UD-3891-2018-ENF	Long Leys Rd, Lincoln	Flooding of road and fields	City of Lincoln have asked the Board to carry out maintenance. Negotiations on going with City Council
UD-4045-2018-ENF	A607 Belton	Problem with Road drainage	Passed onto LCC
UD-4112-2018-ENF	Sand Beck, Staggleshorpe	Bank slip	Passed to Ian Coupland for further investigation.

Enforcement Issues – Extended Area

Reference	Location	Description / Comments	Actions
UE 3775-2017-ENF	Main St. North Carlton	Possible blocked culvert	Awaiting response from LCC regarding clearing culvert
UE-3803-2017-ENF	Station Rd, Thorpe on the Hill	Possible blocked culvert	Awaiting response from LCC regarding clearing culvert
UE-3809-2018-ENF	Stoke Rochford Golf Course	Bank erosion	Case closed 6-8-18
UE-3838-2018-ENF	Darby's Plantation, Little Pointon	Blocked watercourse	Completed works 1-7-18

		affecting AWS treatment works	
UE-3839-2018-ENF	11 Hawthorne Av, Lincoln	Flooding in garden	Investigations complete culvert blocked. Awaiting remedial works
UE-3849-2018-ENF	Cow Lane, Upton	Maintenance required to watercourse	Investigations ongoing
UE-3856-2018-ENF	Chatsworth AV, Grantham	New spring flooding estate highway	Awaiting response from LCC
UE-3910-2018-ENF	Jerusalem RD / Birds Holt, Skellingthorpe	Field flooding	Awaiting access via NKDC
UE-3929-2018-ENF	Black Lane & Jerusalem Road, Skellingthorpe	Blocked road culvert	Awaiting response from LCC
UE-3946-2018-ENF	3 Rose Hill, Saxilby	Flooding in garden	Letter drop requesting riparian owners to maintain watercourse.
UE-3957-2018-ENF	28 High Street Kexby	Flooding in garden	Spoken to Parish Council awaiting remedial action
UE-3982-2018-ENF	Water Lane Woolsthorpe with Colsterworth	Possible maintenance to culverts required	Investigations ongoing
UE-3998-2018-ENF	45 Rowan Road, Lincoln	Problem with culvert	Awaiting repair of pipe
UE-4004-2018-ENF	63 Hykeham Road, Lincoln	Flooding in garden	Awaiting action by Lincoln City
UE-4057-2018-ENF	Brant Broughton, Lincoln	Flooding issues	Possible LCC issue
UE-4154-2018-ENF	127 Harrowby Lane, Grantham	Flooding of properties & land	Leak from AWS system
UE-4171-2018-ENF	Arlington Road Railway Bridge	Road flooding	Awaiting response from LCC
UE-4195-2018-ENF	19 Lotus Court, Lincoln	Garden Flooding	Blocked watercourse, NKDC to clear

Members NOTED the report.

41.18 Engineering Services Report.

The Engineering Services Report had been circulated with the agenda and the Engineering Services Officer highlighted items to members.

The Board receives a number of consultations and had commented on various planning applications to the relevant planning authorities. A verbal update was provided on the Western Growth Corridor and members were advised that a planning application may be submitted to City of Lincoln Council by the end of 2018.

Members received and noted the report and update.

42.18 Depot Replacement and co-location of office accommodation for the four Boards.

The Chief Executive updated members on the current position in respect of the proposed depot replacement and co-location of office accommodation to replace Witham House. The timetable was as set out earlier and the full report would go to the F&GPC meeting on 07.11.18 and to the Board on 19.11.18.

Members received and noted the update.

43.18 Easement Agreement with Tennyson Homes Ltd re land at North Hykeham.

A report had been circulated with the agenda. The Engineering Services Officer introduced the request received by the Board from Tennyson Homes Limited for the Board to grant an easement on land in the Board's ownership adjacent to Branch Catchwater, North Hykeham to lay a foul sewer rising main.

Tennyson Homes Limited had been granted planning permission for 169 new dwellings on land off Cleveland Avenue, North Hykeham, Lincoln, LN6 9TH by North Kesteven District Council, reference 15/0362/FUL.

As part of the Hykeham Pumping Scheme in the mid 1960's land was purchased to create Branch Catchwater which diverts the water from higher ground into the main river system separating it from the Hykeham Pumping Station catchment. While most of the land was sold back to the adjacent farmers, the strip adjacent to Branch Catchwater was retained as a permanent maintenance strip and flood bank by the Board.

To service the foul water system for the site the developer required connection to Anglian Water Services' Limited North Hykeham Sewage Treatment plant. A rising main was required to the treatment plant. There were two potential routes either through third party land or through the Board's land.

Tennyson Homes Limited preferred option was the route via the rising main through the Board's land and they had offered to pay a sum of £15,000 to the Board for this easement plus any legal fees.

The rising main would be adopted by Anglian Water and laid under a Section 104 Agreement. Future maintenance of the rising main would be the responsibility of Anglian Water Services Limited.

In addition to any formal agreement with the Board, the rising main would also be subject to Land Drainage consent under the Board's Byelaws.

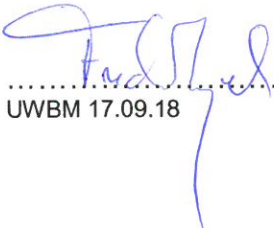
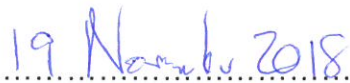
The Board APPROVED in principle to enter into easement agreement for the rising main on the land, subject to receiving a commuted sum of £20,000 plus payment of the Board's legal fees.

44.18 Any Other Business.

There was no further business and the meeting closed at 16:20.

45.18 Date, Time and Place of Next Meeting.

The next meeting of the Board was confirmed for Monday, 19th November 2018 at The Pyewipe Inn, commencing at 2.00 pm.


.....Chairman..........Date
UWBM 17.09.18

