

UPPER WITHAM INTERNAL DRAINAGE BOARD

Minutes of a meeting of Upper Witham Internal Drainage Board held on Monday, 21st May 2018 at The Pyewipe Inn, Lincoln, LN1 2BG, at 2pm.

Present:

Mr. J. Boyall.
Mr. A. Buckley.
Mr. B. Charlesworth.
Cllr. N. Craft.
Cllr. Mrs. M. Dobson.
Cllr. G. Hewson.
Mr. J. R. Hollis
Cllr. Mrs. S. K. Howe.
Mr. D. Jackson
Cllr. Mrs. R. Kaberry-Brown
Mr. D. R. Knight
Ms. R. Longbottom.
Mr. F.H. Myers - **Chairman**
Cllr. L. J. Pennell.
Mr. P. J. Roe.
Mr. J.R. Scarborough - **Vice Chairman**
Mr. C. Smith.
Mrs. J.S.P. Smith.
Mr. T. Speakman.
Cllr. P.J. Vaughan - **Vice Chairman**
Mr. S. H. White.
Mr. P. Wright.

In Attendance:

Miss. Jayne Flower, Executive Assistant.
Mr. Chris Harris, Audit Director, TIAA.
Mr. Guy Hird, Engineering Services Officer.
Mr. Martin Shilling, Director of Operations & Engineering.

Apologies: Apologies for absence were received from Cllr. P. Burley, Cllr. S. England, Mr. P. Gowen, Ms. E. E. Jenkinson, Mr. V. Kerr, Mr. R. W. Parker, Mr. R. J. Phillips, Mr. G. E. Porter, Cllr. I. Stokes, Mr. B.F. White and Cllr. Mrs. P. A. Woodman MBE.

1.18 Declarations of Members' Interests.

Members present nominated by the five Councils declared interests relating to respective Councils. Mr Peter Roe declared an interest in the venue, The Pyewipe Inn being owned by a member of his family.

2.18 Chairman's Announcements.

The Chairman welcomed members and introduced Cllr. Maureen Dobson to her first meeting, representing Newark and Sherwood District Council, having replaced Cllr Johno Lee. Cllr Lee was thanked for his contribution over the last year. He also introduced Mr. Andrew Buckley who replaced Mr. Bob Ballerini as a member representing the Electoral district of the River Till and Burton. Chris Harris, Audit

Director of TIAA, was introduced to members and was in attendance to present his independent Internal Audit Report.

Members were advised that the Chief Executive, Jane Froggatt would not be in attendance following admittance to hospital on 10th May 2018. The Chairman wished her a speedy recovery and sent best wishes from all members.

The meeting would therefore be led by Mr. Martin Shilling, Director of Operations and Engineering, as Mr. Steve Larter, Finance Consultant, was also absent.

With regret, the Chairman informed members of the death of Board Member Mr. James Epton, MBE DL on 02nd February 2018. James was 83 years of age and a long-standing member, having served on the Board from March 2008 until his death and previously having served as the RFCC Chairman and on other IDBs. Members stood for a minute's silence to pay their respects.

Finally, members were reminded that outstanding Register of Members' Interest forms would be collected today and also that, it being an election year, any member considering not standing for election in October should advise officers as early as possible.

3.18 Minutes of the Board Meeting held on 22.01.18.

The Minutes of the Board's previous meeting held on Monday, 22nd January 2018 were proposed, seconded and APPROVED as an accurate record.

MATTERS ARISING:

3.18.1 Estimates for 2018/19, including the plant programme, Joint Services Budget and one-off schemes (Minute 76.17 refers).

The Director of Operations and Engineering highlighted to members that the Revenue Reserve is the general 'contingency' reserve and would be utilised for any unexpected or emergency purposes which cannot be contained in the revenue budget. The 2018/19 balance was 13.7% of turnover, so was in line with the Board's approved Policy on reserves of holding between 10% and 15%.

3.18.2 Engineering Service Report (Minute 71.17 refers).

Members were updated on UD-2717-2016-PLN regarding the erection of 21 dwellings on the land to the rear of 304 Brant Road, Waddington. The Director of Operations and Engineering was pleased to report that the proposed development was now acceptable, following amendments to allow access by the Board to maintain the watercourse.

4.18 Minutes of the Finance & General Purposes Committee Meeting, 09.05.18.

The minutes of the Finance & General Purposes Committee meeting held on Wednesday, 09th May 2018 were proposed by Cllr. Pat Vaughan, seconded by Cllr. Nick Craft and APPROVED as an accurate record and the recommendations to the Board were NOTED.

MATTERS ARISING:

4.18.1 Minutes of the Board's meeting on 22.01.18 (Minute 5 refers).

The Director of Operations and Engineering highlighted to members that the amendment under minute 68.17.1 that if "all" staff were to be assimilated to spine points then there cannot be also three remaining posts not on spine points and was amended to read "Land Drainage Operatives".

4.18.2 Financial Performance Outturn Report to 31.03.18 (Minute 10 refers).

Members were advised that a positive variance of (£44,030) had been achieved. This year end surplus will be allocated to the General Reserve increasing the balance to £190,277 which is 15.1% of the 2018/19 estimated turnover (policy is 10% to 15%). Although this would be marginally outside the policy, it was deemed a prudent approach and AGREED.

5.18 Minutes of the Joint Services Committee meeting held on 14.05.18.

The minutes of the Joint Services Committee Meeting held on Monday, 14th May 2018 had been circulated with the agenda and were NOTED.

MATTERS ARISING:

5.18.1 Insurance Renewal (Minute 9 refers).

The Director of Operations and Engineering gave a brief verbal update. The four Boards had undertaken a market test of insurance arrangements ahead of the 2018/19 renewals and established a framework contract which would be available to all IDBs. The framework was hosted by Witham Third DIDB on behalf of the four Boards, but it would be available to other IDBs, ADA etc.

The Official Journal of the European Union (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 ensured compliance with the Public Contracts Regulations 2015.

Further work was ongoing to ensure the Boards had relevant and cost effective insurance cover in place especially in areas such as Cyber Liability cover where a combined policy would be more relevant than four separate individual policies. It was noted that in some cases a more appropriate insurance policy had been procured to cover the likely risks and therefore the following table may not be an exact like for like comparison on a line by line basis. For example, the Business Combined policy now included a specialist computer policy and a separate Fidelity Guarantee policy was now in place. Further, the value of the risks had also changed, for example Witham Third now held more employment contracts than previously and Upper Witham's had reduced. However, members were assured that there was no reduction in the level of insurance cover with the new provider.

Upper Witham was the second Board to utilise the framework for its renewals on 19th May 2018. Based on current information the Board is likely to see indicative premiums as follows, generating a 19.11% saving:

Policy Type	2017 Renewal Premium £	2018 Renewal Premium £	Difference 2017 to 2018 £
Business Combined	11,058.50	11,843.38	784.88
Fidelity Guarantee	n/a	252.00	252.00
Loss Recovery	402.60	n/a	(402.60)
Engineering Inspection	3,105.49	2,367.00	(738.49)
Engineering Insurance	347.36	319.20	(28.16)
Professional Indemnity	1,298.48		
Management Liability	1,066.14	813.96	(1,550.66)
Personal Accident	247.41	636.16	388.75
Motor Fleet	13,424.40		
Motor legal expenses	278.67	8,405.60	(5,297.47)
Commercial Legal expenses	110.00	563.36	453.36
Small craft policy (Boat)	244.20	288.96	44.76
Cyber Liability	1,040.00	900.00	(140.00)
Revised total	32,623.25	26,389.62	(6,233.63)

Overall, the procurement exercise had generated savings in the region of £22.5k across the four Boards, representing a 23.56% reduction in costs.

Members NOTED the insurance procurement exercise that had taken place and expressed their thanks to Steve Larter for the savings it has achieved for each of the four Boards.

5.18.2 Summer Inspection (Minute 12 refers).

The Director of Operations and Engineering gave a brief verbal update on the draft proposals for this year's Summer Inspection to be held on 04th July 2018.

It will be based primarily in North East Lindsey Drainage Board District covering a number of sites of interest.

6.18 Chief Executive's Report.

Due to the absence of the Chief Executive there was no report submitted. However, the Director of Operations and Engineering had one item to bring to the attention of Members. He advised of a planned visit by DEFRA to the District on 18th June 2018. DEFRA Policy Advisory Group, with membership made up from a number of flood risk management authorities and conservation groups, IDBs via ADA, RSPB, Environment Agency and Natural England usually meet in London. However, on this occasion they had expressed an interest in visiting IDBs and in undertaking a site visit. Innes Thomson, ADA's Chief Executive had recommended the four Boards that form the Witham and Humber Drainage Boards host the visit.

The visit would consist of a pick-up of visitors at Newark North Gate Train Station, a tour of Lincoln area, including aspects of the Upper Witham, Witham First and Witham Third Districts followed by a meeting and lunch at Whisby Nature Reserve. The Chairmen of the four Boards would be invited.

Members NOTED the update.

7.18 Electoral Register 2018.

A paper had been circulated with the agenda. The Chairman advised members that a copy of the Electoral Register had been available at Witham House for inspection by interested parties from Monday 30th April to Thursday 17th May 2018 inclusive, as advertised on the Board's website and the Notice Board at Witham House. A copy of the Electoral Register was available during the meeting for inspection, should any members wish to see a copy.

After discussion, members APPROVED the Electoral Register 2018 and Notice of Approval would be advertised on the Board's website.

8.18 Revised Risk Register.

A report and copy of the Revised Risk Register had been circulated with the agenda. It was proposed to arrange a workshop in September / October to allow members an opportunity to discuss with officers more fully, the corporate risks to be covered by this register. The workshop would be facilitated by Chris Harris, Internal Auditor.

Following discussion, members were content to APPROVE the Risk Register.

9.18 Internal Auditor's Independent Report on 2017/18.

The Internal Auditor's independent report on 2017/18 had been circulated with the agenda.

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

Members were advised that recommendations 4 and 5 would now come to the September Board meetings (policies).

Members noted the Internal Auditor's independent report, accepted the 'reasonable assurance' rating and AGREED the report recommendations. The Chairman thanked Chris Harris for a clear and constructive report.

10.18 Revisions to the Financial Regulations and Statement of Internal Control.

A report had been circulated with the agenda, recommending changes to the approved Financial Regulations and Statement of Internal Control (revised in November 2017). All four Boards have agreed a single set of Financial Regulations and Statement of Internal Control and therefore the same changes are recommended for approval by all four Boards. The changes follow the Internal Audit visit in February 2018 and were requested in the Internal Audit report.

The changes required (shown in bold italics) were set out as follows:

FR 1.6 For the purposes of these regulations, all limits exclude VAT. **'Value' relates to the current book cost of asset items, so if it is a new item then it will be the purchase price or, if older, the amount the item is held in the accounts (i.e. depreciated cost). If the item isn't an asset then the term 'value' relates to the estimated worth of the item (if it is either sold or scrapped).**

FR 11.7 Any sale of Board assets/**office equipment/stocks** surplus to requirements will either be traded-in, **subject to auction (including electronic auction sites)** or subject to invitation of quotations, where the estimated value of the asset **item** exceeds £1,000. **Items subject to quotations will normally be advertised on the Board's website. Where an item below £1,000 is to be disposed, the Chief Executive will agree the most appropriate disposal method which may include auction (including electronic auction sites), internal quotes from staff/members, scrapping, or sale to a reuse company.**

FR 15.3 The payment of all salaries, wages, pension schemes, compensation and other emoluments to all present or former employees shall be made by the Chief Executive or under arrangements controlled by him/her. **Pay arrears arising after the date of leaving will not normally be paid to former employees unless it is requested.**

Members APPROVED the changes and agreed these be incorporated into a revised set of Financial Regulations and Statement of Internal Control, to be adopted and reissued by each Board from May 2018. These would be reissued and uploaded also to the Board's website.

11.18 Schedule of Expenditure, 01.01.18 to 31.03.18.

The Schedule of Expenditure incurred for the three months of 01st January to 31st March 2018 had been circulated with the agenda.

Expenditure totalled £321,346.56 or, excluding £34,693.05 VAT, the net amount of £286,653.51. Of this, £14,279.42 was rechargeable expenditure to other bodies.

Items raised by or highlighted to members included:

- items 10 to 15 – totalling £2,709.20 to AW Nevile Ltd T/A TFM Countrystore for wood chipper hire and purchase of gates. Members were advised that the hire of the wood chipper was still deemed to be more cost effective than the purchase, storage and insurance of a machine. These are highly desirable machines and would be a considerable purchase. Padmoor and Hardwick drains both had new gates fitted for security purposes.
- items 47 – £400.00 (net) to EME Power Systems Ltd for annual high voltage inspection of the transformer.
- items 79 & 80 - £160.94 each (net) to Jeremy Benn Associates. Peter Roe queried these two payments asking if it was a duplicate entry or two separate items. It was advised that they were two separate payments for two officers to attend the same course on economic appraisal.

Members received the report and NOTED the expenditure incurred in the three months to 31.03.18.

12.18 Financial Performance Outturn Report for 31st March 2018.

The Financial Performance Report to 31st March 2018, had been circulated with the agenda and was presented by the Director of Operations and Engineering. This report also detailed the final year end outturn position for 2017/18.

The summary position was set out as follows:

	Estimate 2017/18	Outturn March 2018	Variance Outturn to	FRS102 Adjusted	Estimate 2018/19
	£	£	£	£	£
Income	(1,223,500)	(1,312,558)	(89,058)	(1,312,558)	(1,258,659)
Board & General Admin	21,732	27,045	5,313	27,188	21,322
One Off schemes	-	13,154	13,154	13,154	-
Conservation	2,000	1,013	(987)	1,013	2,000
Depot	24,626	24,389	(237)	24,389	24,126
Drains	530,947	546,583	15,636	546,583	562,355
Pumping Stations	200,631	173,577	(27,054)	173,577	200,731
Plant & Wages Recharge	-	-	-	7,349	-
Joint Services/Witham House	142,294	177,887	35,593	179,033	130,711
Consents & Enforcement	16,060	14,106	(1,954)	14,106	16,132
Director of Operations/Engineers	90,047	86,152	(3,895)	87,514	106,119
Contrib to Reserves/Contingency	-	-	-	-	-
PWLB	-	-	-	-	-
Rechargeable Works	25,000	37,796	12,796	37,796	25,000
EA Precept	170,163	166,826	(3,337)	166,826	170,163
FRS102 Pension Adjustment (net)	-	-	-	(10,000)	-
(Surplus)/Deficit	-	(44,030)	(44,030)	(44,030)	-

The Board had achieved a surplus 31.03.18 position of (£44,030) which members had agreed earlier in the meeting to allocate to the General Reserve.

The main income streams were Drainage Rates and Special Levies, which had all been received for the full year.

Rechargeable Works (£26k) included mainly PCSA works undertaken for the EA. Sundry Income, being mainly recharges to the other Boards was (£6k) ahead of budget.

Highland Water income had been received from the EA for 80% of the estimated claim for 2017/18 (£134,000) along with the balance for 2016/17 actual of (£40,097). An actual claim for 2017/18 had now been submitted to the EA totalling £156,688. The balance adjusted for actual 2017/18 spend (£23k) will be payable in September 2018 along with 80% (£132k) of the estimated 2018/19 claim.

A further Flood Defence Grant in Aid (FDGiA) payment of (£33k) had been received for Westborough Flood Alleviation Scheme. A FDGiA grant of (£18k) had also been received to undertake pump lifts at Aubourn & Sand Syke, but the Board was in discussion with the EA about the timing of pump lifts at that joint site.

An insurance claim payment of (£9k) had been received for reimbursement of repair costs on the damaged excavator, which was broken into on 12th September 2017.

The sale of various assets had generated a surplus of (£2k).

On bank balances and investments, as at 31.03.18 these were as follows:

Lloyds		£	13,126.02
Nationwide Instant Access		£	370,030.44
Nationwide 90 Day Notice		£	14,186.65
	Total		£ 397,343.11

The spend for one off schemes, £13k, relates to the Westborough Flood Alleviation Scheme. The 'Eastern' phase had now been completed at £11k with £2k external project management costs. The costs on this scheme will be offset by FDGIA grant income.

The EA precept budget was broadly on target. The first half yearly amount of £83,413 was paid to the EA in July 2017 and the second payment of £83,413 was paid in November 2017. The 2017/18 budget included a 2% increase but the Precept was not increased for 2017/18, so there is a £3.3k saving on this budget head over the full year.

The current position of the Drainage Rates collected for 2017/18 including previous years' arrears as at 31st March 2017 was 98.4% (98.5% in 2016/17) with £3,831.82 outstanding as at 31st March 2018. First reminders were despatched on 10th August 2017 and final reminders were despatched on 21st September 2017. Court was attended on 4th December 2017, so pre-court letters were despatched on 12th October 2017 and the Summons were despatched 20th October 2017. All historical outstanding rating queries are now resolved, although land requiring to be transferred to Special Levy does continue to be identified which is a separate issue.

As part of the planned Plant and Machinery Replacement Programme the new tracked excavator had been purchased at a total cost, including the Prolec height limiter, of £117,598. The Herder weed basket was £6,050 and the tree shears £14,950.

Sales included the JCB JS145 for £20,000 (traded in) and a number of mowing buckets and an old hedge cutter (total £3,800).

Members were reminded that the Board has a General Reserve Policy of 10% to 15% of budgeted annual income/expenditure which currently has an allocation of £146,745. The surplus of (£44,030) to be allocated to this reserve would increase the balance to £190,775 which would be 15.1% of 2018/19 estimated income and expenditure.

Members NOTED the financial performance for 01st April 2017 to 31st March 2018, APPROVED the allocation of the surplus (£44,030) to the General Reserve making it £190,775 (15.1%), and further NOTED the outturn position had been used in the compilation of the Statement of Accounts, IDB Annual Return and IDB1 Return.

13.18 Annual Governance Statement 2017/18.

A copy of the Annual Governance Statement (AGS) 2017/18 had been circulated with the agenda. The AGS is incorporated into, and forms part of, the Annual Governance and Accountability Return (AGAR) for 2017/18. The Board has a statutory duty to complete and approve the AGAR.

The AGS part must be approved prior to the Accounting Statements, either at a separate meeting 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 (hence the order of today's agenda).

The AGR comprises eight assertions (number nine 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.

Once agreed, the Accounting Statements and overall AGAR can then be approved.

The Chairman took the Board through the 8 statements and a positive response to each was agreed, thereby enabling the Board to APPROVE the Annual Governance Statement for 2017/18.

14.18 Annual Report and Statement of Accounts 2017/18.

A report had been circulated with the agenda and the Director of Operations and Engineering introduced this item, explaining that the Board does not have a statutory duty to produce a full set of Statement of Accounts but that it was considered good practice. The accounts had been produced (where applicable) in accordance with the Joint Panel on Accountability and Governance (JPAG) Governance and Accountability for Smaller Authorities in England; A Practitioners Guide to Proper Practices to be applied in the preparation of statutory annual accounts and governance statements (issued in March 2018).

Members APPROVED the unaudited Annual Report and Statement of Accounts and it was agreed that the document would be reproduced on the Board's website to assist in meeting requirements under the Local Government Transparency Code 2015. It was noted that, although the Board had approved the Report, as this is not subject to External Audit the status of the report would remain 'unaudited'.

15.18 Annual Governance and Accountability Return (AGAR) 2017/18.

A paper for approval was circulated with the agenda. The Board has a statutory duty to complete and approve the AGAR. Once approved by members, the report would be submitted to the External Auditor before 11th June 2018 for review. The AGAR comprises:

- Annual Internal Audit Report 2017/18
- Section 1 – Annual Governance Statement 2017/18
- Section 2 – Accounting Statements 2017/18
- Section 3 – External Auditor Report and certificate 2017/18

Members APPROVED the Annual Governance and Accountability Return 2017/18 which would now be submitted to PKF Littlejohn for external audit and the Notice of Closure.

16.18 DEFRA Annual IDB1 Report for the 2017/18 year ended 31st March 2018 (IDB1).

The IDB1 Annual Report had been circulated with the agenda and was presented by the Director of Operations and Engineering.

Members were advised that the IDB1 Report had to be completed, approved and returned to Defra by 31st August each year.

This form covers three main areas, namely:

- Financial Information
- IDB Reporting
- Declaration – to be signed by the Chief Executive

Members APPROVED the Annual Report (IDB1) for the year ended 31st March 2018, which would be submitted to Defra.

17.18 Revision of Policy Statement.

A report and draft Policy Statement based on a template agreed between Defra and ADA had been circulated with the agenda and the Director of Operations and Engineering described the requirement of the policy to Members.

The statement describes how a Board will comply with and contribute to the National Flood & Coastal Flood Risk Management Policy's five strategic objectives. The statement is also an opportunity for the Board to set out a description of the assets that it maintains and operates, in order to reduce the risk of flooding within a defined drainage district. It does not provide details of those assets or structures operated or maintained by other flood risk management authorities.

In particular, the statement lists the following: catchment and district areas, along with the two basic land uses [agricultural and non-agricultural], number of structures and pumping stations, the length of watercourse and/or raised defences maintained by the Board.

Perhaps most importantly, it is this policy statement that may state a Board's target standard of protection it will endeavour to provide to either agricultural or non-agricultural areas of land within the district. Whilst there is no duty to provide a standard of protection, it is reasonable to expect that as a flood risk management authority, it will spend monies that it raises to the benefit of those that occupy land within the district.

The policy also sets out how a Board will address various items including governance and local accountability, regulation and how it may satisfy its environmental duties.

Members APPROVED the Policy Statement and noted this will now be made available via the Board's website.

18.18 Health and Safety Report.

A report on Health and Safety updates across the group of four IDBs had been circulated with the agenda. There were no near misses to report and no items of concern relating particularly to Upper Witham.

Members were advised that Upper Witham's annual site visit by the Board's H&S Contractor, Cope Health and Safety, would take place on 15th August 2018.

An Upper Witham Employee had suffered a rear end shunt in his works vehicle, this was a minor collision with no fault by the employee. The employee suffered some shock from the incident and had received counselling.

Cllr Pat Vaughan asked if there was a Health and Safety representative on the workforce and suggested that this could promote positive engagement if there was one.

Cllr Gary Hewson suggested that the programme of improvements should consider the urgency and the Director of Operations and Engineering confirmed that the programme of improvement works did take into account and prioritise any risks identified needing immediate attention.

Members received and noted the report on Health and Safety.

19.18 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.

Over the Easter weekend (30.03.18 to 02.04.18) high rainfall [41mm recorded at Metheringham Fen PS] was experienced which led to high flows and levels throughout the district, including the River Witham into which we pump and discharge via gravity outfalls. This resulted in extended pumping durations for a number of stations.

Operatives were called out to inspect stations and various culvert grids to reduce the risk of obstruction.

- **Asset Maintenance**

A badger sett was identified on Oxpasture Outfall Drain. It was surveyed, and the levels recorded compared with various design flood levels in the Fosseydyke Canal, to establish whether or not the defence had been compromised. The defence was not compromised, at the time of survey, but will be periodically monitored.

- **Winter Maintenance Programme**

Work continues on the programme of winter work 2017/18 which includes the removal or trimming back of bushes where they obstruct flows and / or access. This, along with the removal of accumulated silt from the bed of the drain, has formed the bulk of the work. The watercourses that have had winter maintenance during the season are listed below:

➤ Cricket Till	1.2km
➤ Padmoor Drain	0.6km
➤ Pennells Soke Dyke	2.2km
➤ Burton Pump Drain	6.51km
➤ Thorpe Pump Drain NE, NW, and SW	3.4km
➤ Burton Fen Drain	1.3km
➤ Boundary Dyke	0.3km
➤ Total	<u>15.51km</u>

There have been isolated occasions when the workforce has been employed in clearing 'bridge ends' ahead of, or during, rainfall events. The pre-emptive work undertaken

before the Christmas holiday paid dividends as there was between 40 – 50mm of rainfall over this period. This was sufficient to produce some 'lively' flows on the gravity system within the district and the work to clear culverts and small bridge crossings ensured relatively un-obstructed flows.

- **Pumping Stations**

The automatic grease pump to pump no.1, has been repaired at Burton Pumping Station, along with repairs to the automatic weedscreen cleaner.

Repairs were also required to the automatic weedscreen cleaner at Pyewipe PS and Torksey PS. Some of these items were generated by recent insurance inspections as well as general wear and tear experienced during normal operation.

Other small faults were generated during the high flow events over the Easter weekend at Pyewipe and Torksey, but these were all addressed and remedied.

Pyewipe PS had also received its annual High Voltage equipment inspection.

The Board has confirmed that it will work with the Environment Agency to carry out visual inspections of the pumps located at Auburn and Sandsyke control sites within the Lincoln FAS. These inspections would confirm the condition of the electrical connections to the pumps and the pump casing and impellers. The dates of these inspections would be advised by the EA.

- **Plant**

An order was placed for the provision of a wheeled excavator in line with the agreed plant replacement programme. This purchase was scheduled for delivery by 1st June 2018. The machine would replace the existing Terex wheeled excavator purchased in 2009 which had completed over 6,500 hours of work but which the Board had previously decided to keep within the fleet.

The machine ordered was provided by SMT [Volvo] of Immingham and is a Volvo EWR150E, at a tender value of £129,000. New to the Volvo range, it provides 'reduced tail swing' capability and improved side visibility for the driver. Other features include an effective reach of 9.3m at ground level, Tier 4 engine providing low emissions and a 3 year/3000 hours full warranty.

Mastenbroeks Ltd. delivered and commissioned a new set of tree shears [model Herder KS860] fitted to the JCB JS180 excavator at a price of £14,950. Repairs were completed on the other set of shears at a cost of £564. This was caused by general wear and tear.

In addition, all the weed cutting baskets would be refurbished ahead of the start of the summer season and so a number of spare parts were purchased in preparation of any breakdowns during the summer months.

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

The Board received verbal instructions from the EA to undertake a programme of works in 2018/19 similar to that requested in 2017/18. In total, the value of the work to be undertaken was estimated at £27,218.14 for 2018/19.

The Board will work on the following watercourses during the summer and this programme of work continues until 31st March 2019 for the EA:

Boultham Catchwater Drain	£ 9,895.66
Skellingtorpe 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>£27,218.14</u>

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

The Board continues to undertake ad hoc pieces of work for other professional partners and riparian owners upon request and when resources are available. In particular, the Board undertook the flailing of the batter of Foston Beck during this period. This work, valued at £4,250, is the initial phase that will see substantial bushing and vegetation clearance of the channel over the next 2-3 years, subject to funding and instruction from the EA. This work for the EA by the Board will address a long standing issue of backlog maintenance.

- **Westborough Flood Alleviation Scheme**

The Chief Executive and Director of Operations and Engineering met with a land owner on 13th April to discuss engineering options and access arrangements relating to the outstanding western element of this village improvement scheme. The land owner sought assurances and clarification regarding the range of alternatives the Board had considered in preparation of the scheme and the Board's preferred solution. We have provided an appropriate response and await written agreement to proceed with the outstanding works.

The opportunity was taken to view the performance of the completed east part of the scheme. The adjacent landowner had reported that the outfall was working well during a previous rainfall event but had some concerns over the Easter weekend. However, upon viewing photographs taken during the event and subsequently, all appears to be working as designed.

This scheme is subject to Grant in Aid funding from the Environment Agency and a total of £38k has been received by the Board to date (£33k of which was on 05.05.17).

- **Workforce**

The Board's Pumping Station attendant had returned to work and was back to full duties monitoring the performance of the Board's pumping stations.

The workforce had undertaken various items of training during this period. It is essential that certification to use various pieces of equipment is kept up to date and that the Board can demonstrate competence of the workforce to others. Training courses have included:

- Stem Injection of Alien Species
- Use of Chainsaws
- Avoidance of Overhead Powerlines

During this period, members of the workforce had taken their annual leave allocation, before the end of March. This resulted in long periods where the Board operated on a 'skeleton' crew making it very difficult to progress planned projects. The workforce would still be available to respond to high rainfall events.

- **Woodhall Spa Country Show**

The Board was represented at the Show as part of the display provided by the 4 Boards. The display gave numerous examples of the work currently undertaken as well as in the past along with the plant we use.

- **Timberland Pumping Station Open Days 2018**

It was proposed to open the station to the general public on Sunday, 03rd June and will coincide with the opening of the Dogdyke Pumping Station Trust to ensure maximum publicity and attendance. It will also be open on Saturday, 15th September to coincide with Lincolnshire Heritage Open Day.

- **Lincolnshire Show 2018**

The Board would be represented as part of the Association of Drainage Authorities' stand in the Environment area of the Show on 20-21 June.

Members received and NOTED the report and the verbal update.

20.18 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.

Byelaw Consent Applications

Reference	Location	Applicant	Details	Date
UD-3815-2018-CON	Boultham North Intake Drain / 64 Marjorie Ave	Mr & Mrs Atkinson	Two storey side extension to dwelling	11-01-18
UD-3831-2018-CON	Burton Pump Drain South	JBA Bentley	Main River bank works to Catchwater Drain	05-02-18

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-3868-2018-CON	Great North Road, Grantham	Stoke Rochford Golf Club	Bank protection works on Cringle Brook	20-02-18
UE-3915-2018-CON	Great Gonerby	Network Rail	Lining of brickwork railway culvert	19-04-18
UE-3925-2018-CON	Brant Road / Station Road, Waddington	Lindum Group Ltd	2no. access culverts for	09-04-18

			residential development	
--	--	--	-------------------------	--

Enforcement Issues – District

Reference	Location	Description / Comments	Actions
UD-3587-2017-ENF	<i>Fosdyke Delph, Lincoln</i>	Caravans, sheds, and general rubbish obstructing access	Network Rail are issuing notice to vacate and tort notices.
UD-3857-2018-ENF	<i>Mill Field Close Harby</i>	Maintenance required to watercourse	Meeting with Parish Council
UD-3891-2018-ENF	<i>Long Leys Rd, Lincoln</i>	Flooding of road and fields	City of Lincoln have asked the Board to carry out maintenance. Negotiations on going with City Council

Enforcement Issues – Extended Area

Reference	Location	Description / Comments	Actions
UE-3442-2017-ENF	318 Brant Road, Lincoln	Maintenance to watercourse required	Work completed and they have asked the board to price for ongoing maintenance.
UE-3597-2017-ENF	Sproxtton Road, Skellingthorpe	Possible blocked culvert and watercourse	LCC have asked IDB to carry out maintenance which we have now completed. Case closed 21-3-18
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	Awaiting remedial works
UE-3838-2018-ENF	Darby's Plantation, Little Pointon	Blocked watercourse affecting AWS treatment works	Awaiting completion of works
UE-3839-2018-ENF	11 Hawthorne Av, Lincoln	Flooding in garden	Investigations ongoing
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 Road / Birds Holt, Skellingthorpe	Field flooding	Awaiting access
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 CCTV and report on condition of pipe

Cllr. Maureen Dobson requested that she be informed in advance of future meetings with the Parish Council regarding item UD-3857-2018-ENF, maintenance of a watercourse in Harby as this fell within her district. The Engineering Services Officer agreed to liaise with the Enforcements Officer and ensure Cllr. Dobson is kept informed.

Cllr. Nick Craft reported that item UE-3856-2018-ENF was causing much distress to his constituents, although this is in the extended area and falls outside of the Board's powers of remit to enforce any action. The Engineering Services Officer confirmed that it was with Lincolnshire County Council as the Lead Local Flood Authority to initiate any action. The Enforcement Officer had investigated the cause of pavement / road flooding at Chatsworth Avenue in Grantham, which was attributable to two natural springs (not surface water flooding). A potential remedial scheme had been recommended to the LLFA.

Members NOTED the report.

21.18 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. One response to a Planning Application in particular was highlighted as:

"2018/0531/FUL: UD-4000-2018-PLN – Change of use of Viking House to student accommodation. Erection of partial subterranean building. Land Including 98 Newland (Viking House) and 100, 102 and 104 Newland, Lincoln.

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

In the absence of a Flood Risk Assessment (FRA) and Drainage Strategy the Board Objects to the application. Any Flood Risk Assessment should address the following.

The new build section is shown to be potentially at risk from surface water flooding on the Environment Agency Surface Water Flood Maps, with water flowing down the hill and over the road into the site. This is doubly an issue because the proposals show this as 'partial subterranean' with sleeping accommodation. The FFL of 5.9 is also very close to the design flood level on the nearby Brayford Pool.

No development should be commenced until the Local Planning Authority, in consultation with the Lead Local Flood Authority has approved a scheme for the provision, implementation and future maintenance of a surface water drainage system. Where Surface Water is to be directed into a Mains Sewer System, as indicated on the application form, the relevant bodies must be contacted to ensure the system has sufficient capacity to accept any additional Surface Water. If the discharge is to an existing discharge as a brown field site any proposed discharge would be expected to be at a reduced rate.

All drainage routes through the Site should be maintained both during the works on Site and after completion of the works. Provisions should be made to ensure that upstream and downstream riparian owners and those areas that are presently served by any drainage routes passing through or adjacent to the Site are not adversely affected by the development.

Drainage routes shall include all methods by which water may be transferred through the Site and shall include such systems as "ridge and furrow" and "overland flows". The effect of raising Site levels on adjacent property must be carefully considered and measures taken to negate influences must be approved by the Local Planning Authority".

A further issue was highlighted as item 137254, UD-3851-2018-PLN a Planning Application for construction of industrial units for B2 and B8 usage at Riverside Enterprise Park, Skellingthorpe Road, Saxilby, Lincoln. The response was follows:

"Thank you for the opportunity to comment on the above application. The site is within the Upper Witham Internal Drainage Board district. The site is within the catchment of Saxilby Pumping Station which is maintained by the Board.

In the absence of a clear drainage strategy, relevant Flood Risk Assessment and any drainage details for the Riverside Enterprise Park the Board Objects to this application.

The Flood Risk Assessment submitted does not refer to this phase of the development. Various versions of the same Flood Risk Assessment have been used for all the phases of this development, but it is not clear what the actual drainage provision is proposed for the site. It refers to a discharge point (grid reference 490696 374877) and discharge rate of 24.5 l/sec, which the Board has previously stated is an acceptable rate for the whole of the catchment that drains to this point. (This is not an allowance for each of the phases submitted to planning).

No development should be commenced until the Local Planning Authority, in consultation with the Lead Local Flood Authority and Upper Witham IDB has approved a scheme for the provision, implementation and future maintenance of a surface water drainage system. Design calculations, drawings and details should be submitted which show the full drainage system including flow controls and the attenuation areas that must be provided".

Members received and noted the report and update.

22.18 Environmental Report for 2017/18 and plans for 2018/19.

A paper had been circulated with the agenda and was presented by the Engineering Services Officer.

Members were encouraged by the report that demonstrated 2017/18 had been a successful year for the Board in terms of species recording. However, there was still opportunity to improve. There been recorded sightings of four Kingfishers, 11 Water Vole, one Otter, one Eel, one Grass Snake and one Toad. These were the only recordings for Eel, Grass Snake and Toad across all four Boards. Only one other Board had reported seeing an Otter. All Water Vole recordings had occurred in Upper Witham

district. Sadly, in this year there had been no recorded sightings of Reed Buntings in the district. The action for ensuring no net loss of reedbed and encouraging establishment where possible would continue as an action for 2018/19.

Members received and APPROVED the report on 2017/18 and noted the update and that the Report would be submitted to the Greater Lincolnshire Nature Partnership (GLNP), to which the Board is a signatory, for consolidation of data and species reporting.

23.18 Any Other Business.

Cllr. Maureen Dobson asked the Chairman if the Board was prepared for the forthcoming new legislation on General Data Protection regulation (GDPR), taking effect on 25th May 2018. It was confirmed that Officers had reviewed the current procedures on how data was stored and were content that the Board was making all reasonable endeavours to be compliant, there still being much debate nationally about the nature of full compliance.

The meeting closed at 16:00.

24.18 Date, Time and Place of Next Meeting.

The next meeting of the Board was confirmed for Monday, 17th September 2018 at The Pyewipe Inn, commencing at 2.00 pm.



UWBM 21.05.18

Chairman.....

17th September

.....Date 2018