

UPPER WITHAM INTERNAL DRAINAGE BOARD

Minutes of a meeting of Upper Witham Internal Drainage Board held on Monday, 22nd January 2018 in South Hykeham Village Hall, Lincolnshire at 2pm.

Present: Mr. J. Boyall.
Cllr. P. Burley.
Mr. B. Charlesworth.
Cllr. N. Craft.
Cllr. P. Gowen.
Cllr. G. Hewson.
Cllr. Mrs. S. K. Howe.
Cllr. Mrs. R. Kaberry-Brown
Mr. V. Kerr.
Ms. R. Longbottom.
Cllr. L. J. Pennell.
Mr. P. J. Roe.
Mr. J.R. Scarborough - **Vice Chairman**
Mr. C. Smith.
Mrs. J.S.P. Smith.
Cllr. T. Speakman.
Cllr. P.J. Vaughan - **Vice Chairman**
Mr. B.F. White.
Cllr. Mrs. P. A. Woodman MBE
Mr. P. Wright.

In Attendance: Miss. Jayne Flower, Executive Assistant.
Mrs. Jane Froggatt, Chief Executive.
Mr. Steve Larter, Finance Consultant.
Mr. Martin Shilling, Director of Operations & Engineering.

Apologies: Apologies for absence were received from Cllr. S. England, Mr. R. J. Epton MBE DL, Mr. J. R. Hollis, Mr. D. Jackson, Ms. E. E. Jenkinson, Mr. D. R. Knight, Cllr. J. Lee, Mr. F.H. Myers (**Chairman**), Mr. R. W. Parker, Mr. R. J. Phillips, Mr. G. E. Porter, Cllr. I. Stokes and Mr. S. H. White.

64.17 Declarations of Members' Interests.

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

In the absence of Mr. Fred Myers, Chairman, Cllr. Pat Vaughan, Vice Chairman, chaired the meeting.

65.17 Minutes of the Board Meeting and Annual Public Meeting held on 20.11.17.

The Minutes of the Board's previous meeting and Annual Public Meeting held on Monday, 20th November 2017 were proposed, seconded and APPROVED as an accurate record.

MATTERS ARISING:

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

66.17 Minutes of the Finance & General Purposes Committee Meeting, 10.01.18.

The minutes of the Finance & General Purposes Committee meeting held on Wednesday, 10th January 2018 were proposed by Cllr. Nick Craft, seconded by Cllr. Lance Pennell and APPROVED as an accurate record and the recommendations to the Board were NOTED.

MATTERS ARISING:

66.17.1 ADA Lincolnshire Branch Pay Settlement 2018/19 (Minute 6.3 refers).

The Chief Executive highlighted to members that the Pay and Conditions Committee representatives, namely the Chief Executive and Lance Pennell, still awaited the publication on 28.01.18 in the Sunday Times of the national increase in average earnings and clarification from the Pay Committee as to whether the 1% pay cap applied or whether 90% of the increase in average earnings was to be the pay uplift from 01.04.18 (it was confirmed that a 2% uplift was assumed in the draft Estimates for 2018/19).

67.17.2 Financial performance Report 2017/18 to 31.12.17 (Period 9) and forecast 31.03.18 year end position (Minute 9 refers).

The Chief Executive advised members that the Finance Consultant would provide a detailed report later in the meeting. However, she was pleased to report that the Board was anticipating a surplus position of (£29,355) as at 31.03.18.

67.17.3 Potential Depot reprovision and office facility at Meadow Lane, North Hykeham (Minute 16 refers).

Members were advised that the Board awaited determination of the application, following confirmation that NKDC had validated the Board's planning application on 15.12.17.

68.17 Minutes of the Joint Services Committee meeting held on 11.12.17.

The minutes of the Joint Services Committee Meeting held on Monday 11th December 2017 had been circulated with the agenda and were NOTED.

MATTERS ARISING:

68.17.1 ADA Lincolnshire Branch Pay Settlement 2018/19 (Minute 8 refers).

The Chief Executive highlighted to members the three points agreed by the JSC as:

- to support Option three whereby the four Boards wait to see whether a pay cap continues at 1% or whether 90% of the national increase in average earnings is the interpretation IDBs across Lincolnshire implement, given the different interpretation on the Autumn Budget of 22.11.17. The Chief Executive to advise subsequently when there is clarity from the Pay & Conditions Committee.
- To address the Pay and Conditions Committee's third recommendation by agreeing in principle the 'worked example' for Land Drainage Operatives. The Chief Executive would seek to negotiate a local agreement with staff. The objective being to assimilate all staff on to white book pay spines, to standardised pay dates (15th of each month), to move Operatives on to ADA White Book Spine Points in a way which consolidates holiday pay. The 76 hours working fortnight for Operatives to be maintained as is, as part of the deal.
- The JSC deferred a decision on whether or not it wishes to assimilate Land Drainage Operatives on to Spine Points in the ADA White Book and, if so, whether it wishes the then remaining three staff to be assimilated as set out. So, at present, this leaves three posts 'as is', at spot salary points outside the ADA White Book pay spine points.

68.17.2 Merchant Services (minute 11 refers).

A paper detailing the current process in place for three of the four Boards to accept payments via credit and debit cards had been discussed by the JSC. This facility, known as "Merchant Services", is currently provided by Worldpay. This contract had been in place for three years and a soft market test had been carried out to seek informal quotations from four invited suppliers, including the current provider. At its Board meeting in November 2017, North East Lindsey Drainage Board agreed to have this facility extended to include payments for Drainage Rates by card.

Based on the quotes received, the JSC members had AGREED to re-appoint Worldpay as the Merchant Services Provider for Upper Witham, Witham Third and Witham First and also agree a new contract for North East Lindsey. It was noted, however, that this was at the reduced monthly and annual fixed charges.

69.17 Appointment of Returning Officer and Approval of the Elections Timetable for 2018.

A paper and timetable had been circulated with the agenda. The purpose of the paper was to set out the proposed timetable for the 2018 Elections to each of the four Boards, to highlight the change in relation to Elections advertising requirements since 2016 and to ask members to formally nominate the Chief Executive as Returning Officer for the four Elections.

Each of the four Boards has an Electoral term, for those Board members directly elected by the owners or occupiers of land, which runs until 31st October 2018. The new Electoral term of office therefore runs from 01st November 2018 for three years to 31st October 2021.

Members nominated to Boards by those Councils who pay Special Levy monies to the Boards are unaffected by this election process. Those Council nominated members are frequently nominated as “representatives on outside bodies” for the period of one or more civic years, usually from May. That nomination process continues outwith this election process.

Defra issued a Ministerial Direction on 27.04.16, under regulation 28 of the Land Drainage (Election of Drainage Boards) Regulations 1938 (as amended). The effect of the Direction is to confirm that any notice, certificate or declaration required under the Regulations may be advertised through publicly available websites instead of only by insertion in one or more newspapers circulating in the Internal Drainage District. IDBs may still advertise notices in local newspapers if they so wish. IDBs can also place the notice, certificate or declaration in additional places such as publicly available notice boards, local magazines, newsletters and other such circulars distributed to residences and businesses within the Internal Drainage District to ensure access for those people who do not have internet facilities.

Members discussed issues including:

- Were there any existing members who intended to stand down from 31.10.18 and who would not seek re-election? Early notification of this would help to plan an orderly transition and to encourage people to stand for election in those electoral wards where we know there will be a vacant seat.
- Identification of potential candidates to fill existing vacant seats, one for River Till and Burton and one for Long Bennington, Barkston and Normanton.
- Whether or not to make savings on advertising costs by placing the required Elections advertisements on the Board’s publicly available website and not in local newspapers. The costs incurred in 2015 for the Elections process for newspaper advertising was £1,125.00. Members suggested that the Notification of Drainage Rates should also include information on the election process.

After discussion, members AGREED:

- That the Chief Executive be nominated as the Returning Officer for the 2018 Election.
- To approve the Elections timetable, as set out.
- That all advertisements and publicity relating to the Elections process be made available on the Board's publicly available website, on Witham House's external Notice Board, at the Depot and that notification of the Election process would be included with the 2018/19 drainage rates demands sent out in April.

70.17 Chief Executive's Report.

A report had been circulated with the agenda and items highlighted included:

70.17.1 External Audit.

Members were advised that Officers would attend a webinar on the morning of 23rd January 2018 that would provide guidance and training on new audit requirements for 2017/18.

70.17.2 Training and Development.

Members were requested to 'save the date' of Tuesday, 20th March 2018 for a joint training event, with venue and programme to be confirmed but likely to be at Riseholme Agricultural College.

71.17 Schedule of Expenditure, 01.11.17 to 31.12.17.

The Schedule of Expenditure incurred for the two months of 01st November to 31st December 2017 had been circulated with the agenda.

Expenditure totalled £227,967.21 or, excluding £7,068.53 VAT, the net amount of £220,898.68. Of this, £1,518.82 was rechargeable expenditure to other bodies.

Items raised by or highlighted to members included:

- items 18 and 122 - £49.95 (net) to Charles H. Hill Ltd for Filler cap, sprocket kit & micro chain and £38.00 to Spaldings Ltd for a Bowser Fuel Cap. Mr Peter Roe queried the replacement of multiple caps and it was confirmed this was due to general wear and tear.
- items 62, 63 and 64 – each £127.50 (net) to Lindum Fire Services for annual inspection and service of fire extinguishers. These three payments which are exactly the same would be clarified, as to whether they are duplicates or are they separate payments to be recharged to other Boards.
- items 140 and 142 - £176.00 (net) to VIC UK Hire. Lance Pennell queried these two payments. It would be clarified if they were duplicates or covered separate time periods for the hire of the two steel plates to cover the existing depot workshop pit.

Members received the report and NOTED the expenditure incurred in the two months to 31.12.17.

72.17 Financial Performance Report 2017/18 to 31st December 2017 (month nine).

The Financial Performance Report for the first nine months of 2017/18, to 31st December 2017, had been circulated with the agenda and was presented by the Finance Consultant. This report also forecast the 31.03.18 year end position for 2017/18.

The summary position was set out as follows:

	2017/18 Budget	Profiled Budget	Actual	Variance (3-2)	Provisional Outturn	Variance (5-1)
	£	£	£	£	£	£
Income	(1,223,500)	(1,170,643)	(1,230,889)	(60,246)	(1,284,046)	(60,546)
Board & General Admin	21,732	9,355	16,227	6,872	25,530	3,798
One Off Schemes	0	0	12,954	12,954	25,908	25,908
Conservation	2,000	1,896	950	(946)	1,500	(500)
Depot	24,626	22,578	15,464	(7,114)	20,874	(3,752)
Drains	530,947	433,592	408,542	(25,050)	540,106	9,159
Pumping Stations	200,631	92,945	56,929	(36,016)	187,619	(13,012)
Joint Admin/Witham House	142,294	99,414	95,200	(4,214)	150,407	8,113
Consents & Enforcement	16,060	0	33	33	16,104	44
Director of Operations/Engineers	90,047	63,532	60,491	(3,041)	82,742	(7,305)
Contrib to Reserves/Pay Contingent	0	0	0	0	0	-
PWLB	0	0	0	0	0	-
Rechargeable Works	25,000	14,547	30,721	16,174	40,961	15,961
EA Precept	170,163	170,163	166,826	(3,337)	166,826	(3,337)
FRS17 Pension Adjustment (net)	0	0	0	0	0	-
Wages & Plant Holding Account	0	15,341	44,960	29,619	0	-
(Surplus)/ Deficit	0	(247,280)	(321,592)	(74,312)	(25,470)	(25,470)

The Board had been anticipating a surplus 31.12.17 position of (£247,280) and the actual position was a surplus of (£321,592), i.e. a positive variance of (£74,312). Most of this variance (£60,546) was attributable to income variation.

An update was provided on the 2017/18 approved plant programme. The new tracked excavator had been delivered in June 2017 which, including the Prolec height limiter, was at a total cost of £117,598. The JCB JS145 excavator had been traded in at £20,000. Two mowing buckets and the Berky hedge cutter had been sold and one new mowing bucket had been purchased at £6,050. One item, the tree clipper, is ordered at £14,950 (net) and is due for delivery shortly.

On drainage rates, it was noted that £231,710.25 had been collected (98.0% collection rate) as at 31.12.17, with a remaining £4,723.21 to be collected. Following court on 04.12.17, bailiffs were pursuing the outstanding account holders.

On bank balances and investments, as at 31.12.17 these were as follows:

Lloyds	£	70,108.05
Nationwide Instant Access	£	543,661.73
Nationwide 90 Day Notice	£	14,102.07
Total	£	627,871.85

It was noted these balances would reduce until May 2018 when the next tranche of Special Levy income and Drainage Rates income is anticipated.

Turning to the forecast 31.03.18 year end position, it was noted that income and expenditure had been modelled on prudent assumptions, like a further £20k spend on

electricity at Pumping Stations (total £44k expenditure on the £56k annual budget), £25k would be spent on pump lifts etc. Based on such assumptions, a healthy 31.12.18 surplus position of (£29,355) was provisionally forecast.

Members noted the financial position as at 31.12.17 and the forecast 2017/18 year end position as at 31.03.18.

73.17 Write off of Drainage Rates.

A paper requesting the write off of drainage rates had been circulated with the agenda. The Finance Consultant advised that, under the Financial Procedure Rules, Drainage Rate write offs are a matter reserved to the Board for approval.

The details of the case were explained. "The Occupier" of land was petitioned to wind up their company on 29th June 2016, with land subsequently sold in November 2016. An apportioned Drainage Rate Demand, based on the completion date, was sent to the new land owner and this amount was paid in full for 2016/17 and also for 2017/18 by the new owner. A residual amount of £11.93 was left outstanding relating to the Drainage Rates for 2016/17, which the Board was recommended to write off as an irrecoverable debt.

Members AGREED the write off of £11.93 on 2016/17 drainage rates.

74.17 Joint Risk Register for the Four IDBs.

A report and Risk Register had been circulated with the agenda and the Chief Executive introduced this item, explaining that the Corporate Risk Register would be a new version for all four Boards. The previous version, which three of the four Boards had in place was becoming cumbersome, as more detail was added with each iteration of the Register since it was originally developed in May 2012.

The Register attempts to capture the high-level risks the four Boards face, particularly those generic to all four Boards (with any specific risk to a particular Board highlighted).

The Risk Register is considered by the Board at least twice annually, in January ahead of agreeing the budget for the following financial year and again in May when the Annual Governance Statement is completed. The new Internal Auditor (Chris Harris, Audit Director at TIAA), will be reviewing the Risk Register when he visits in mid-February 2018.

Members APPROVED the Risk Register.

75.17 2018/19 Plant Programme and indicative programme for future years.

A paper detailing the plant programme had been circulated with the agenda. This set out the current year 2017/18, the proposed plant purchases in 2018/19 which the Board was asked to approve, and a further indicative programme for the six years to 2024/25. It was confirmed that the programme was affordable to the Board.

Discussion focussed on 2018/19 and reflected discussion at the F&GP Committee meeting on 10.01.18 as follows:

2018-19			
Wheeled Excavator	£140,000	Terex TW140 (2009)	£15,000
Weed Basket	£6,000	Weed Basket	£600
Telehandler/Forklift	£25,000	Forklift	£1,000
Midi Digger & Flail Head	£70,000	Midi Digger FJ08 NZT	£15,000
TOTAL	£241,000		£16,600
			£224,400

The Board had provided delegated authority to the Chairman to proceed with the procurement of the new wheeled excavator (ahead of this meeting). Accordingly, invitations to tender had been invited with a return date of 08.12.17. These were evaluated, on price and quality, but the short list was between two machines (the new Volvo machine, with reduced tail swing, and a replacement Atlas machine). Members listened to the perceived pros and cons of both machines (e.g. height and stability of the Volvo versus its perhaps more flexibility for use in urban areas and good after sales service support arrangements. The Atlas was well tried and tested, but expensive on travel costs and after sales servicing). An order had very recently been placed for the Volvo machine. The merits and disadvantages of not trading in the current Terex wheeled excavator were discussed. The loss of use of the new JCB excavator for six weeks last summer following vandalism had raised the issue as to whether the Boards were carrying too little capacity and flexibility.

Following recommendations from the F&GP Committee meeting on 10.01.18. members agreed the existing Terex 140 wheeled excavator should be retained, noting this would mean £15,000 trade-in income foregone to the Board.

The need to purchase a replacement forklift was outlined, the current one now being much in need of replacement and at risk of being condemned by the Board's insurer. It was recommended that a telehandler / forklift be purchased to give more flexibility of use at the depot and on site.

Members APPROVED the 2018/19 plant and machinery programme, as set out.

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

The report had been circulated with the agenda and was presented by the Finance Consultant.

The following table details the Upper Witham 2018/19 proposed Budget, with the 'Approved 2017/18' column being the current year, the second column 'Budget 2018/19' showing the proposed budget and the final column 'variance' showing the movement between the two financial years.

	Approved 2017/18		Budget 2018/19	Variance
	£		£	£
Income	(1,223,500)		(1,258,659)	(35,159)
Board & General Admin	21,732		21,322	(410)
One Off Schemes	-		-	-
Conservation	2,000		2,000	-
Depot	24,626		24,126	(500)
Drains	530,947		562,355	31,408
Pumping Stations	200,631		200,731	100
Joint Services	142,294		130,711	(11,583)
Consents & Enforcement	16,060		16,132	72
Director of Operations/Engineers	90,047		106,119	16,072
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

Detailed work had been undertaken to review the actual income and expenditure in 2017/18 as at 31st December 2017. This had been projected forward to provide an indicative outturn position as at 31st March 2018, as covered earlier in the meeting. This position had then been used to inform the budgets for 2018/19, together with known cost pressures, necessary developments and savings.

In terms of inflation and other factors, pay and associated costs had been increased by an assumed 2%, NNDR by 4%, with all other costs having a 0% inflationary uplift unless any adjustment has been required to rebase the budget.

It was emphasised that a balanced budget position could be achieved for 2018/19, based on these assumptions and a recommended 2.00% increase in the penny rate.

On income, the Estimates assume an increase of (£35k). Increases have been included for Drainage Rates (£4k) and Special Levies (£24k) at 2.00% in order to set a balanced budget 2018/19 and to protect the baseline in line with inflation.

The Rechargeable Works budget had not been increased to the actual level received in 2017/18, due to no written confirmation yet as to the level of PSCA works to be requested by the EA for 2018/19. Correspondingly, the budget for rechargeable works expenditure had also not been increased.

The Highland Water budget had been adjusted upwards by (£6.5k), to reflect the claim estimate submitted to the EA and in line with previous years.

Drains expenditure increases by an assumed £31k, mainly due to the inflationary increase of an assumed 2% pay award and associated increase in oncosts of £16k and the additional Depreciation charges of £15k required to deliver the plant programme.

The budget for Pump Lifts remains at £25k, broadly to cover two pump lifts. This work is essential to ensure pumps are inspected on a regular basis and is a condition of the Board's insurance policy.

The Joint Services Committee on 11th December 2017 recommended the Joint Services Budgets to the four Boards, for inclusion in each Board's detailed Estimates. The main variance is in providing for a 2% pay award, increments and associated oncosts. There was also a realignment of budgets to match where posts are actually held, so the Executive Assistant budget has been moved from Upper Witham IDB to Witham Third IDB (to match where the employment contract is now held) and the Environment / GIS post has been moved from 'Administration' to 'Engineering'. The net difference is £4k. The overall budget increase is 2.89% for Joint Services, meaning for Upper Witham the 2018/19 contribution is a planned £261,065 (£253,728 in 2017/18 Estimates).

The cost of the Consents & Enforcement Officer is fully met by income from recharges to Lincolnshire County Council (costs allocated across three of the four Boards and income received by three Boards). The Memorandum of Understanding has been extended until 31st March 2018 and is currently under renegotiation to extend for a further period.

The position on funds and reserves was outlined and it was proposed the fund balances be allocated on the following basis:

Reserve	2017/18 b/f £	Estimated 2017/18 c/f £	Estimated 2018/19 c/f £
Revenue Reserve	(146,744)	(172,214)	(172,214)
Plant & Machinery	(191,475)	(188,544)	(101,338)
Emergency Event	(25,000)	(25,000)	(25,000)
Balance	(363,219)	(385,758)	(298,552)

This assumes a surplus position on the Revenue Account at the end of the year as at 31.03.18, so no transfer to or from the General Reserve.

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

The Plant and Machinery Reserve funds future purchases of Plant and Equipment. Depreciation charges replenish this fund on an annual basis to fund future purchases.

The Emergency Event reserve can be used for funding emergency expenditure incurred if a flooding event takes place or for preventative/remedial action to help deal with emergency events.

A full breakdown of all budget headings for the existing year 2017/18, those proposed for 2018/19 and the variances was set out in the report.

After discussion, the Board APPROVED the Estimates for 2018/19, based upon a 2.00% increase in the penny rate.

77.17 Annual Value, Drainage Rates and Special Levies for 2018/19.

A report had been circulated with the agenda and the Finance Consultant gave an update, requesting the Board give formal approval for the Annual Values, Drainage Rates and Special Levies.

The Annual Values are required to be formally approved by the Board. Members were advised of the Annual Values brought forward from last year's rate setting as at 31.12.16, with the movements during the calendar year required for land that has been developed or is no longer used for agricultural purposes. This land subsequently transfers out of Drainage Rates and is allocated to the Special Levy for the appropriate Council.

The Annual Values as at 31.12.16 were:

	Pumped £	Gravity £	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	1,214,423	12,613,598	13,828,021

The land movements between 01.01.17 and 31.12.17 that require land transfer at the agreed transfer values from Drainage Rates to Special Levy were set out:

Account	Area ha	Parish	Council	Developed for
0012	5.025	North Hykeham	NKDC	Housing
0514	1.107	Lincoln	Lincoln	Housing
0756	12.394	Marston	SKDC	Solar Farm
0541	1.680	Skellingthorpe	NKDC	Housing

This results in the following Annual Values as at 31st December 2017:

	Pumped £	Gravity £	Total £
Drainage Rates	799,456	1,533,793	2,333,249
City of Lincoln	11,251	6,530,829	6,542,080
North Kesteven DC	166,805	2,482,482	2,649,287
South Kesteven DC	0	1,969,393	1,969,393
West Lindsey DC	201,606	154,641	356,247
Newark & Sherwood DC	41,596	50,534	92,130
Total	1,220,714	12,721,672	13,942,386

The following 'penny rates' apply, if the 2.00% increase in the penny rate in the pound, as proposed, is agreed:

	Pumped (p)	Gravity (p)
Current	16.6364	6.4784
Proposed	16.9691	6.6079

This would increase, net of land movements, the amount generated from Drainage Rates income from £232,515 in 2017/18 to £237,012 in 2018/19 (+£4,497).

The increase in the penny rate of 2.00% and the land movements to 31.12.17 would have the following impact on Special Levies, including the rebasing of the Annual Values for the land transfers for each Council as follows:

	Current £	Proposed £	Difference £	Increase %
City of Lincoln	423,916.03	433,459.84	9,543.81	2.25
NKDC	186,247.42	192,345.24	6,097.82	3.27
SKDC	122,762.38	130,135.52	7,373.14	6.01
WLDC	43,558.16	44,429.24	871.08	2.00
N&SDC	10,193.86	10,397.71	203.85	2.00
Total	786,677.85	810,767.55	24,089.70	3.06

Income to the Board would increase by a total of £28,587 in 2018/19 (being an increase of £24,090 in Special Levy and a net increase in Drainage Rates of £4,497 due to transfer of 'agricultural land' to the category of 'other developed land').

Following discussion of the report members AGREED:

1. The transfer of land from Drainage Rates to Special Levy, as set out.
2. The land valuations as at 31.12.17 upon which Drainage Rates and Special Levies are calculated is set at £13,942,386.
3. The 'penny rate' is increased by 2.00% to 16.9691 pence in the pound for Pumped areas and 6.6079 pence in the pound for Gravity areas.
4. The Special Levies 2018/19 be agreed for each of the five Councils as:

4.1 City of Lincoln	£433,459.84
4.2 North Kesteven District Council	£192,345.24
4.3 South Kesteven District Council	£130,135.52
4.4 West Lindsey District Council	£44,429.24
4.5 Newark & Sherwood District Council	£10,397.71
5. The Chairman and Chief Executive were authorised to sign the 'Rate Book' and apply the seal of this Board and publicise the revised penny rates, estimated Drainage Rates and Special Levies before 15.02.18.

78.17 Health and Safety Update.

A paper on Health and Safety had been circulated with the agenda. There were no near misses to report and no items of concern relating particularly to Upper Witham. The paper did update on the “buddy” system introduced to reduce the risks of ‘lone working’ in summer 2017 and which, following review on 06.12.17, would be continued in all four Boards.

Members received and noted the report.

79.17 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 planned summer maintenance programme was substantially complete. There are isolated fields that have been left, due to late harvested crops or prompt drilling of fields, where it has been agreed with the occupier that a reach may be left until next year. Where a drain serves more than one occupier or is known to be prone to high levels/flows, then access will be gained, and the work completed.

Worked has commenced on the programme of winter work which includes the removal or trimming back of bushes and trees where they obstruct flows and / or access. This, along with the removal of accumulated silt from the bed of the drain, will form the bulk of the programmed work. The watercourses that will benefit from winter maintenance this coming season are:

➤ 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	<u>3.4km</u>
➤ Burton Fen Drain	1.3km
➤ Boundary Dyke	0.3km
➤ Total	<u>15.51km</u>

Environment surveys have been undertaken by the Board’s Environment Officer prior to work commencing. These surveys record the presence of any notable species of flora or fauna and identify any possible opportunities to enhance the watercourse environment. Should any protected species be found then remedial work or mitigation will be put in place in accordance with the appropriate legislation and licence that may be granted. Formal Notices have been sent to the occupiers of land to which entry will be required and advising those opposite the intended working areas that work will be undertaken during the winter months.

- **Plant**

Tenders had been received on 08.12.17 for the provision of a wheeled excavator in line with the agreed plant replacement programme. This purchase is scheduled for delivery by 1st June 2018. The machine will replace the Board’s existing Terex wheeled

excavator purchased in 2009 which has completed over 6,500 hours of work but which will now be retained within the fleet to provide flexibility.

The following table provides the basic details of the two tenders received on 08.12.17:

<u>Tenderer</u>	<u>Model Offered</u>	<u>Tender price EXCL VAT</u>
SMT (Volvo)	Volvo EWR150E	£129,000
TDL (Atlas)	Atlas 140W	£129,975
TC Harrison	Declined to tender - no machine that meets spec.	
Liebherr GB Ltd.	No tender received	
Hitachi Construction Machinery (UK) Ltd.	No tender received	
Marubeni Komatsu Ltd	No tender received	

The model offered by SMT, a Volvo EWR150E, is new to the Volvo range and 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.

Representatives from the workforce and officers had viewed and driven the machine at a depot location and considered it suitable for all conditions expected within the district. The reduced tail swing will improve accessibility within residential areas, whilst its bulk and geometry enables the machine to retain its stability on more open terrain.

An order has been placed with SMT at Immingham for the provision of a Volvo EWR150E.

As the last part of the 2017/18 plant programme, an order had been placed for tree clipping shears that will be attached to the Board's JCB JS180LR excavator utilised during its programme of planned winter works.

The following table provides the basic details of the four tenders received:

<u>Tenderer</u>	<u>Model Offered</u>	<u>Tender price EXCL VAT</u>
Practicality Brown Ltd.	Dymax Forest 10"	£15,200
Exac-One Ltd.	Treemaster MS300	£18,890
Mastenbroeks Ltd.	Herder KS860	£14,950
Aquatic Control Engineering Ltd	Habbig HS860SE	£17,404

An order had been placed with Mastenbroeks of Boston for the Herder tree clipper at a cost of £14,950 (excl. VAT).

- Pumping Stations

A fault to pump no.1 incoming cable has been repaired at Burton Pumping Station. This cable provides mains power to the pump. There was also a small fault to the grease pump that also required attention.

Over the Christmas / New Year holiday period faults were also experienced at Hykeham, where a phase was lost on the main power supply, and at Pyewipe New PS where a small contact switch caused the pump to 'trip out' and not operate. The fault at Hykeham was investigated by Adrian Skelton of Witham Third DIDB, who has provided cover whilst Simon Horton was on sick leave, and repairs were undertaken promptly by Western Power. Interlec were called out to confirm and repair the fault at Pyewipe. Both

faults caused higher water levels within the system than retained normally but manually controlled pumping operation soon returned retention levels to normal.

To improve the operation of the Lincoln Flood Alleviation Scheme [FAS], the Environment Agency has installed equipment within the Board's pumping stations so that the Agency can access and read the Board's telemetry information. This had required the installation of small control boxes at each station. During past flood events, it has been necessary to have repeated telephone conversations with the Agency about the operation of the pumps and water levels within the various systems. This sharing of information will reduce this need. It will not enable the Agency to control the operation of the pumps, only view their status and operation and make joint discussion easier.

The Board is also working with the Agency to carry out visual inspections of the pumps located at Aubourn and Sand Syke control sites within the Lincoln FAS. These inspections will confirm the condition of the electrical connections to the pumps and the pump casing and impellers. The dates of these inspections are to be confirmed by the EA. It is likely that this work will be funded via FDGiA grant monies.

- Re-Chargeable Work

The Board has continued to complete maintenance work on behalf of the Environment Agency using the Public Sector Co-operation Agreement (PSCA). The majority of the work requested this year has been completed, with the exception of monthly obstruction runs on Boutham Catchwater and Skellingthorpe Beck. This work is undertaken by the Board's workforce to a programme and specification agreed with the EA such that it coincides, where possible, with the Board's own summer maintenance programme.

In addition to the regular programme of work, the Agency has requested additional work to be undertaken to begin the clearance of vegetation from Foston Beck. This initial phase involves the work of tractor and flail combination and will take a total of five weeks working time at an estimated cost of £13,000. It is hoped that in subsequent years, the Agency will continue with this work, to remove bushes and small trees along at least one bank that obstruct machine access to the watercourse.

- Workforce

The Board's Pumping Station attendant, Simon Horton, is currently on a phased return to work from 08.01.18 following surgery in late July 2017. It is necessary to implement this process due to the length of time Simon has been off work and to enable the Board to assess his fitness and capability. In the meantime, he is being assisted by other members of the workforce and the pumping station attendant of Witham Third IDB, Adrian Skelton.

- Westborough Flood Alleviation Scheme

Work to complete improvements to the east of the village was completed on 23.08.17. This work included the reprofiling of a small trackside watercourse, renewing an existing culvert crossing and providing an overspill facility directly into the River Witham. This work was undertaken by J.E. Spence Ltd. of Skegness. There are two small elements of reinstatement that will be completed later in the year when conditions for planting hedge row species are appropriate.

Discussions with regard to the management of the remaining works to the west of the village continue, as do the discussions with the land owners affected by the proposed works. BWB remain the consultants leading this project for the Board.

This scheme has been delayed for a number of reasons, including a re-design at the request of a land owner. 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 (£5k in 2016/17 and £33k on 05.05.17).

Members received and noted the report.

Cllr. Mrs Pat Woodman, Cllr. Mrs Rosemary Kaberry-Brown and Mr. Brent Charlesworth left the meeting at this point.

80.17 Consents and Enforcements Report.

The Consents and Enforcements Report 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-3725-2017-CON	Wigsley Pump Drain Eagle Rd, North Scarle	Lowfields Leisure Ltd	Replacement access culvert	09-11-17
UD-3727-2017-CON	11no. Pumping Stations	Environment Agency	Telemetry outstations for Lincoln FAS	09-11-17
UD-3739-2017-CON	Pike Drain, 77c Newark Rd, North Hykeham	Mr N Taylor	Various works at bottom of garden	30-11-17
UD-3740-2017-CON	Brakes Drain, Skellingthorpe	T R Holmes (Farms) Ltd	Field underdrainage, 18no. outfalls	17-11-17

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-3726-2017-CON	27-29 Saxilby Road, Sturton by Stow	Miller Developments (Ingham) Ltd	5litres.sec ⁻¹ restricted discharge into ditch	09-11-17
UE-3773-2017-CON	Bridge Road, Colsterworth	Gelder Group Ltd	5litres.sec ⁻¹ restricted discharge into ditch	08-12-17

Enforcement Issues – District:

Reference	Location	Description / Comments	Actions
UD-3587-2017-ENF	Fosdyke Delph, Lincoln	Caravans, sheds, and general rubbish obstructing access	Network Rail are issuing notice to vacate and tort notices.

Enforcement Issues – Extended Area

Reference	Location	Description / Comments	Actions
UE-3442-2017-ENF	318 Brant Road, Lincoln	Maintenance to watercourse required	NKDC will report when Complete 11-1-2018

UE-3597-2017-ENF	Sproxton Road, Skillington	Possible blocked culvert and watercourse	Investigations on going
UE 3775-2017-ENF	Main St. North Carlton	Possible blocked culvert	Awaiting response from LCC

Members received and noted the report.

81.17 Engineering Services Report.

The Engineering Services Report had been circulated with the agenda and the Director of Operations and Engineering Services 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:

“17/1615/FUL & 16/0332/OUT: UD-2717-2016-PLN - Erection of 21 dwellings. Land to the rear of 304 Brant Road, Waddington.

Thank you for the opportunity to comment on the above application. The site is within the Upper Witham Internal Drainage Board district, the Board maintained watercourse Boundary Drain is on the Northern edge of the site. Note the application form does not have the ‘yes’ box in section 12 to indicate the site is adjacent to a watercourse.

The Board OBJECTS to the proposed development, the layout and proposed fencing does not provide a practical arrangement to enable the Board to carry out maintenance to Boundary Drain. The Board at least once a year requires access for heavy plant (large tractor/flail unit and wheeled excavator) along the watercourse, a clear unobstructed access 6m wide is required. The layout plan shows multiple plots with very small gardens and fencing which coincides with the required access. Previous experience has shown this arrangement does not work because of encroachment and conflict. The previous layout for the site submitted for 16/0332/OUT was acceptable.

The proposed drainage strategy for the site is acceptable.

Under the terms of the Board's Byelaws, the prior written consent of the Board is required for any proposed temporary or permanent works or structures in, under, over or within 6m of the top of the bank of a Board maintained watercourse. Including outfalls, watercourse reprofiling, fencing planting. THE CURRENT PROPOSALS ARE NOT ACCEPTABLE AND CONSENT WOULD NOT BE GRANTED”.

The position on this application was illustrated with a site plan showing how difficult access for maintenance would be.

Members received and noted the report and update.

82.17 Lincoln Water Transfer Ltd.

A paper had been circulated with the agenda, and was presented by the Director of Operations and Engineering, providing an update on the service provided by the Board to Lincoln Water Transfer Ltd during 2017.

Members were advised that the season had been very steady with the only dry period being in June, after this the year was relatively wet. The members of the Lincoln Water

Transfer Group had only abstracted 89,765m³ out of the total allowance of 581,437m³. Water levels in the Board's drainage system had been maintained at normal levels throughout the season. No water was transferred from the Fosdyke into the Board's system.

The transfer pipes at the Saxilby Pumping Station and Oxpasture Pumping Station had not been used this season and at no point in the season did the Engineers for the Board consider opening them.

The Environment Agency had not used the water transfer station at Torksey to transfer water from the River Trent into the Fosdyke Navigation this year up to the end of October. Members were thanked for their ongoing assistance that allows the Board to fulfil the licence reporting requirements with the Environment Agency. The E.A. licence return was completed online on the 21st November, the due date being 28th November 2017.

Abstractions began in early April and the only dry period was in the middle of June. No water was used after July, apart from one week at the end of August. The qualities were steady throughout the season. The highest weekly totals were the two middle weeks of June when 19,315m³ and 18,219m³ of water were abstracted. There was very low uptake in both the Burton and Skellingthorpe/Saxilby areas.

The total abstraction rates were recorded as follows:

Catchment	<u>Amount</u>	<u>Amount</u>	<u>Amount</u>	<u>Amount</u>
	<u>Abstracted</u>	<u>Abstracted</u>	<u>Abstracted</u>	<u>Abstracted</u>
	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>
	<u>m³</u>	<u>m³</u>	<u>m³</u>	<u>m³</u>
Oxpasture Outfall	39,680	52,100	38,800	29,340
Oxpasture	101,894	72,746	78,266	57,775
Burton	47,258	28,840	6,220	1,450
Skellingthorpe/Saxilby	33,141	13,833	36,650	1,200
Total	221,973	167,519	160,936	89,765

Seven member allocations were recorded as being used, with five members and one secondary user using water from two members.

Unfortunately, due to serious workforce illness the Board was unable to carry out spraying this year even though the Board was requested to carry out a limited amount of spraying of Woody Nightshade, to the value £2,750. In 2016 the Board's Operatives reported again that there was a considerable amount of reed and weed growth that hindered getting the boat to the Woody Nightshade, but spraying was effective. The Board's Operatives do undertake boat spraying for Water Transfer Ltd from Lincoln to Bardney. The River Witham has more reed growth than the Fosdyke and it is proving much more difficult to spray and is no longer effective. Officers for the Board have taken the decision that spraying cannot be done safely and effectively with the current equipment. Alternatives are being investigated for a practical solution. It is recommended that the spraying operation is carried out next season at least once, with twice being more effective and this has been communicated to Lincoln Water Transfer Ltd.

Both Oxpasture and Saxilby flowmeters were certified in March 2016. To comply with the licence requirement to be Certified every five years, they should be certified prior to the 2021 season. The Oxpasture flowmeter was replaced in November 2011, the flowmeter at Saxilby is still the original.

Overall the system is working well. It would be helpful to Officers if LWT members were able to return the weekly information regularly, so that the weekly and annual information can be cross referenced and allow the administration of the annual return to the Environment Agency to be completed within the required time limit.

Members received and noted the update about the Board's work to support Lincoln Water Transfer Ltd in 2017.

83.17 Any Other Business.

There were no further items of business and the meeting closed at 16:30.

84.17 Date, Time and Place of Next Meeting.

The next meeting of the Board was confirmed for Monday, 21st May 2018 in South Hykeham Village Hall commencing at 2.00 pm.

.....Chairman.....Date
UWBM 22.01.18