

## WITHAM FIRST DISTRICT INTERNAL DRAINAGE BOARD

**Minutes of the one hundred and fourth meeting of Witham First District Internal Drainage Board held on Tuesday, 22<sup>nd</sup> May 2018 in Branston Booths Village Hall at 2pm.**

*Present:*

Mr. P. Gilbert            **Chairman**  
Mr. E. Applewhite  
Mr. D. K. Busby  
Cllr. I. Carrington  
Mr. S. F. Cobb  
Mr. J. R. Crust  
Mr. W. Grantham  
Mr. M. Harrison  
Cllr. G. Hewson  
Mr. R. Hickling  
Mr. A.G. Hodgson  
Mr. S. B. Leggate  
Mr. L. Maplethorpe  
Mr. S. Maplethorpe  
Cllr. C. R. Oxby  
Cllr. P. Vaughan

*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 and Engineering Services.

### **2191 Apologies for absence.**

Apologies for absence were received from Mr. D. C. Armstrong (Vice Chairman), Mr. P. Carrott, Cllr. M. Clarke, Mr. R.A. Fletcher, Mr. T. Gilbert, Mr. D. Jackson, Mr. D.G. Leggate, Mr. I.J. Mair, Mr. A.R. Means, Cllr. J. F. Money and Dr. V. Stanton.

### **2192 Declarations of Interest.**

Declarations of interest were received from members nominated by City of Lincoln Council and North Kesteven District Council, in matters relating to their respective Councils.

### **2193 Chairman's Announcements.**

The Chairman advised the meeting that the Chief Executive was currently in hospital. She had not been well for nearly a month and was admitted on Thursday 10<sup>th</sup> May. Members joined the Chairman in sending the Chief Executive best wishes for a speedy recovery.

With regret, the Chairman informed the meeting of the death in February of Mr Robert Hill who served on the Board from 03<sup>rd</sup> February 1987 until October 2006, just over 19 years representing Haverholme and Sleaford. He had attended the funeral on 15<sup>th</sup> March, representing the Board.

Members were also informed of the death of Upper Witham Board member Mr. James Epton MBE DL, on 02<sup>nd</sup> February 2018. James was 83 and was a long-standing member of that Board from March 2008 until his death in February. Previously James had served as a member on other IDBs and notably as the RFCC Chairman.

Members that had not yet completed their Register of Members' Interest forms were reminded of the importance of doing so without further delay. Blank forms were available at the meeting.

The Chairman reminded elected Members that, as it was an election year, if anyone was considering not standing for re-election to advise as soon as possible that they would be standing down as of 31<sup>st</sup> October 2018.

The Finance Consultant was also absent and therefore the Chairman would be supported by the Director of Operations and Engineering.

This meeting finalised the 2017/18 financial year with the outturn position for the Board and the Annual Return would be approved for submission to the external auditor by 11<sup>th</sup> June. Finally, the Chairman welcomed the Internal Auditor Chris Harris, Audit Director from TIAA, to his first Board meeting and to present his independent audit report.

#### **2194 Minutes of the Board Meeting, 30.01.18.**

The Minutes of the Board's previous meeting held on Tuesday, 30<sup>th</sup> January 2018 were proposed by Cllr. Pat Vaughan, seconded by Cllr. Gary Hewson and APPROVED as an accurate record.

#### ***MATTERS ARISING:***

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

#### **2195 Minutes of the Executive Committee meeting, 08.05.18.**

The minutes of the Executive Committee meeting held on Tuesday, 08<sup>th</sup> May 2018 were proposed by Mr. Steve Cobb, seconded by Cllr. Ron Oxby and APPROVED as an accurate record and the recommendations to the Board were NOTED.

#### ***MATTERS ARISING:***

##### **2195.1 Summer Inspection 2018.**

The Director of Operations & Engineering Services outlined the itinerary for the Summer Inspection to take place in the North East Lindsey Drainage Board district on 04<sup>th</sup> July 2018. The itinerary would include visits to pumping stations within the district along with Rosper Road Pools to demonstrate some of the Board's conservation-based works and Able UK Ltd Marine Energy Park development, which had required extensive and in-depth consultation between the Board and the land owner. It was proposed to visit Middle Drain PS, Immingham PS and East Halton Skitter outfall where the Board relies heavily upon a gravity outfall maintained by the Environment Agency. Members agreed to an earlier start and afternoon finish, due to the distances that would be required for some members to travel.

## **2196 Minutes of the Joint Services Committee meeting, 14.05.18.**

The minutes of the Joint Services Committee meeting held on Monday 14<sup>th</sup> May 2018 were received and NOTED.

### **MATTERS ARISING:**

#### **2196.1 Insurance Renewal (Minute 9 refers).**

The Director of Operations and Engineering Services 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 will be available to all IDBs. The framework was hosted by Witham Third DIB 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 4 separate individual policies. It was noted that in some cases a more appropriate insurance policy had been procured to cover the likely risks. For example, the business combined policy now included a specialist computer policy and a separate Fidelity Guarantee policy is now in place. Further, the value of the risks had also changed, for example Witham Third now hold more employment contracts than previously and Upper Witham's had reduced.

Witham First DIB together with Witham Third DIB were the last to renew on 01<sup>st</sup> July 2018 and the Board's indicative premiums were as follows, generating a 21.61% saving:

Policy Type	2017 Renewal Premium £	2018 Renewal Premium £	Difference 2017 to 2018 £
Business Combined	11,548.22	11,785.76	(351.75)
Fidelity Guarantee	n/a	179.20	179.20
Loss Recovery	409.92	N/a	(409.92)
Engineering Inspection	1,957.26	1,770.00	(187.26)
Engineering Insurance	351.28	319.20	(32.08)
Professional Indemnity	1,321.02		
Management Liability	705.30	813.96	(1,212.36)
Personal Accident	281.84	477.12	195.28
Motor Fleet	8,413.70		
Motor legal expenses	156.80	4,583.60	(3,986.90)
Commercial Legal expenses	112.00	389.76	277.76
Cyber Liability	1,058.00	900.00	(158.00)
<b>Revised total</b>	<b>26,315.34</b>	<b>20,629.31</b>	<b>(5,686.03)</b>

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

Members NOTED the insurance procurement exercise that had taken place and expressed thanks to Steve Larter for the savings it had achieved for each of the four Boards. Members were content with the proposed renewal.

### **2197 Chief Executive's Report.**

Due to the absence of the Chief Executive, there was no written report. However, the Director of Operations and Engineering had one item to bring to the attention of Members. He advised members of a planned visit by DEFRA to the District on 18<sup>th</sup> 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.

### **2198 Approval of the 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 30<sup>th</sup> April to Thursday 17<sup>th</sup> 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.

### **2199 Risk Register 2018**

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 that should be covered by this register.

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

### **2200 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 reports were 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.

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

### **2201 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 had agreed a single set of Financial Regulations and Statement of Internal Control and therefore the same changes were recommended for approval by all four Boards. The changes follow the Internal Audit visit in February 2018 and were as a result of the Internal Audit report.

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

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 by each Board from May 2018. These would be reissued and uploaded to the Board's website.

### **2202 Schedule of Expenditure, 01.01.18 to 31.03.18.**

The Schedule of Expenditure for the three months' period from 01<sup>st</sup> January to 31<sup>st</sup> March 2018 had been circulated with the agenda and was presented by the Director of Operations and Engineering.

Gross expenditure totalled £215,620.84 or, net of £24,525.64 VAT, £191,095.20. Of this, £9,070.23 was recharged to other bodies.

Items highlighted to or raised by members included:

- items 51 to 55 - £155.00 (net), £295.00 (net), £395.00 (net), £460.00 (net) and £325.00 (net) to Inter-Lec for Call Outs to Pumping Stations. Members were advised that these call outs occurred during the high rainfall event over Easter.

Members received and NOTED the expenditure incurred between 01.01.18 and 31.03.18.

### **2203 Financial Performance 2017/18 Outturn Report for 31<sup>st</sup> March 2018.**

The Director of Operations and Engineering Services presented the 2017/18 Financial Performance Report to 31.03.18, which had been circulated with the agenda. The summary position was as follows:

	<b>2017/18 Budget</b>	<b>Outturn March 2018</b>	<b>Variance Outturn to Estimate</b>	<b>FRS102 Adjusted</b>	<b>Estimate 2018/19</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Income	(843,617)	(950,364)	( 106,747 )	(950,364)	( 868,536 )
Board & General Admin	15,023	16,383	1,360	16,383	16,653
One Off Schemes	25,000	70,723	45,723	70,723	25,000
Conservation	1,750	1,256	( 494 )	1,256	1,750
Depot	12,274	23,063	10,789	23,063	12,396
Drains	301,454	308,190	6,736	308,190	323,660
Pumping Stations	182,346	131,177	( 51,169 )	131,177	182,346
Joint Services/Witham House	89,040	96,197	7,157	96,197	81,792
Consents & Enforcement	10,035	11,727	1,692	11,727	10,083
Director of Operations/Engineers	51,114	48,588	( 2,526 )	55,905	62,337
Contrib to Reserves/Pay Contingency	20,000	32,870	12,870	32,870	17,500
PWLB	30,889	30,323	( 566 )	30,323	30,327
Rechargeable Works	20,000	33,413	13,413	33,413	20,000
EA Precept	84,692	83,031	( 1,661 )	83,031	84,692
FRS17 Pension Adjustment (net)	0	0	-	(24,000)	-
Wages & Plant Holding Account	0	0	-	16,684	-
<b>(Surplus)/Deficit</b>	<b>0</b>	<b>( 63,422 )</b>	<b>( 63,422 )</b>	<b>( 63,422 )</b>	<b>-</b>

A surplus of (£63,422) had been achieved as at 31<sup>st</sup> March 2018 after a budgeted contribution of £20k to the Plant & Machinery Reserve and the transfer of Commuted Sum income received of £13k to Reserves (Five Mile, Washingborough).

Rechargeable Works income (£20k) included mainly PCSA works undertaken for the EA. Sundry Income, being mainly recharges to the other Boards, was (£2k) ahead of budget.

Highland Water claims had been received for 80% of the estimated claim for 2017/18 (£10,960) along with the balance for 2016/17 actual claim of (£3,284). An actual claim for 2017/18 had been submitted to the EA totalling £12,872. The balance adjusted for actual 2017/18 spend (£2k) will be payable by the EA in September 2018 along with 80% (£11k) of the estimated 2018/19 claim.

Flood Defence Grant in Aid (FDGiA) payments of (£62k) had been received. This was for the continuation of the Branston Fen scheme (£12k) for a pump lift and associated works and a Billinghamay & Timberland Catchment study (£50k). The expenditure to offset this, once incurred, will be shown against the One Off schemes budget.

A commutation payment (£13k) had been received for the Five Mile Enterprise Park at Washingborough. This issue had been ongoing since 2007, so it was pleasing to report that the agreement was signed and the funds transferred. This had been transferred to Reserves to meet future maintenance expenditure.

The sale of the Board's Ford Ranger vehicle had generated (£3k) income.

For Drainage Rates collected for 2017/18, including previous years' arrears as at 31<sup>st</sup> March 2017, the collection rate for the year was 99.6% (99.6% in 2016/17) with £2,138.53 income outstanding as at 31<sup>st</sup> March 2018. First reminders were despatched on 10<sup>th</sup> August 2017 and final reminders were despatched on 21<sup>st</sup> September 2017. Court was attended on 04<sup>th</sup> December 2017, so pre-court letters were despatched on 12<sup>th</sup> October 2017 and the Summons were despatched 20<sup>th</sup> October 2017. All historical outstanding rating queries are now resolved, although land requiring to be transferred to Special Levy does continue to be identified.

The Plant & Machinery Replacement Programme did not include any purchases in 2017/18 and only the sale of the Ford Ranger (Budget £2.5k, sale value £3k). With agreement of the Chairman, a new mowing bucket was purchased for £6.2k.

Bank balances and investments were set out as follows, as at 31.03.18:

Natwest		£	23,595.08
Co-op (Closed)		£	-
Nationwide Instant Access		£	429,915.02
Nationwide 90 Day Notice		£	-
<b>Total Bank Balances and Investments</b>		<b>£</b>	<b>453,510.10</b>
<b>PWLB Loan - Balance Outstanding</b>	<b>2.41%</b>	<b>£</b>	<b>232,245.20</b>
<i>Original loan £354,480. Loan period 14.5 years from 17/12/2012. Maturity date 17th June 2027</i>			
<i>Repayments made 17th June and 17th December each year.</i>			

Members were reminded that the Board has a General Reserve Policy of 10% to 15% of budgeted annual income/expenditure, which currently had an allocation of £107,250. The surplus of (£63,422) if allocated to this reserve would increase the balance to £170,672 which would be 19.7% of 2018/19 estimated income and expenditure. It was therefore proposed to allocate the surplus as follows:

- £20,395 to Pumping Station Reserve (making it up to £50k).
- £25,000 to the Plant & Machinery Reserve (making it up to £262k)
- £18,027 balance to General Reserve (making it £125k (14.4%)).

Other earmarked reserves exist for Plant & Machinery, Pumping Station Renewal, and Commuted Sums. Members were reminded that if funds were required, then the Board could approve movements between the reserves at any time, so the allocations could be changed in future.

Members NOTED the financial performance for 01<sup>st</sup> April 2017 to 31<sup>st</sup> March 2018 and APPROVED the allocation of the surplus as specified. They further NOTED the outturn position had been used in the compilation of the Statement of Accounts, IDB Annual Return and IDB1 Report to Defra.

### **2204 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.

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, and the Board APPROVED the Annual Governance Statement for 2017/18.

### **2205 Annual Report and Statement of Accounts for 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.

Cllr. Gary Hewson queried recorded rainfall and pumped hours for Billingham PS as set out in the report. The Director of Operations and Engineering advised that this PS will be part of a future study to be presented to the Board (a catchment study for Billingham and Timberland is FDGiA funded and underway). This particular pump is too big for the amount of water within the area and it is therefore rarely used. During rainfall and flood events this type of pump works exceptionally well, taking water out very quickly. However, the levels of rainfall experienced do not warrant the regular use. It was agreed that a new rainfall gauge should be purchased.

Mr William Grantham asked where the reserves set out in the report are actually held and was referred to the previous report where the bank balances, investments and borrowing were detailed.

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 Annual Report, as this is not subject to External Audit, the status of the report would remain 'unaudited'.

*15:10 Mr John Crust left the meeting.*

### **2206 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 for 2017/18, as set out.

### **2207 DEFRA Annual IDB1 Report for the 2017/18 year ended 31.03.18. (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 31<sup>st</sup> 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.

### **2208 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 that 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.

## **2209 Health and Safety Report.**

An update on Health and Safety matters had been circulated with the agenda and was presented by the Director of Operations and Engineering.

Cope Health and Safety, the external Contractor, had completed their annual site visit to Witham First. A set of steps at Metheringham Pumping Station was identified for remedial action as it had become hazardous, having moved and become uneven. As previously reported, the access bridge to Ringmoor PS is still being investigated. A number of options are being considered for Farroway pumping station weed screen platform.

Members received and NOTED the update on health and safety.

## **2210 Director of Operations & 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 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 the Board pumps all flows. This resulted in extended pumping durations for a number of stations.

For example, at Metheringham over the Easter week a total of 74 hours was pumped and over a 3 week period from Easter, 178 hours. This Fen also suffered from obstructed culverts that caused high levels in both the Board's and riparian drains. The drains within the fen had been surveyed, illustrating significant siltation in various locations. These drains would be included within next winter's de-silting programme.

Faults were experienced at Timberland and Farroway station where pumps would not start in automatic settings, but these faults were soon remedied by Interlec.

- **Planned Maintenance Programme**

The planned maintenance programme continued with Sleaford Drove Dyke de-silting by ADC beginning on 11<sup>th</sup> June, taking between one and two weeks to complete. Due to the restricted access, the work required a footpath closure and agreement with the Environment Agency and other riparian owners, to use land adjacent to site. The work was undertaken by ADC (East Anglia) Ltd, using suction dredging techniques to remove the silt laden water, sieve it to remove the solid matter before returning clean water to the channel. The drier material was removed for disposal. This work had an estimated cost of £18,000, which included the disposal of the material.

Digby North Beck de-silting was now being undertaken during the drier weather. Access was required onto residential garden/grassed areas with the use of smaller plant to excavate the material and remove it from site. The Board would use Upper Witham IDB's midi-digger for the works.

The work for completion on Main Engine Drain in Heighington Fen and Dorrington Bankside Drain had not been completed, as a result of a combination of the lack of resources and very wet conditions being experienced before bird nesting season in April. This work will be undertaken at a later date.

The summer programme of maintenance work will commence where appropriate in June, with reaches of drain side accessible from roadsides and grass strips. The full weedcutting season would start in early July.

- **Pumping Stations**

The work undertaken by the Environment Agency to the Farroway Pumping Station access track had been completed. This involved the steel sheet piling being trimmed to the profile of the embankment and the slip itself reinstated and loose material removed from the channel bed.

Repairs were undertaken at Chapel Hill PS, where the recoil spring on the automated weed screen cleaner required replacement. Small repairs were necessary at North Kyme and Branston Fen.

Work continued to establish an alternative vehicular access to the Ruskington Fen weedscreen platform at Farroway pumping station. The existing access was very restricted and arrangements for the collection and disposal of accumulated weed was limited. Negotiations are taking place with the land owner, with regard to establishing an access route from Fen Road to the north. Once agreed and in place, work to replace the weed screen deck could be completed. This deck had failed and its condition continued to deteriorate.

- **Grant in Aid Schemes**

All work at the Branston Fen Pumping Station had been completed. The second of the two pumps had been re-commissioned. The approved budget for elements of work undertaken at this site [new pump control panel, catchment study, pump refurbishment and pump house improvements] was £79,000. Actual expenditure totalled £81,345.90 to which the Board's contribution was £30,345.90. The largest item of additional cost was the damming of the intake sump to allow the removal of pumps. There are, however, elements of the temporary works that are stored at the Board's depot and can be utilised at other sites as required.

Work continued on the catchment study of the Timberland & Billingham Fen area. The computer based model had been constructed, using the topographical survey that captured the channel sections and gradients. It was intended to meet with the consultants in May to discuss the initial results of the model runs and findings of the study. This project has an estimated value of £50,000 and is fully funded by the Environment Agency's FDGiA programme.

- **Public Sector Co-operation Agreement with the Environment Agency.**

The Board has received verbal instructions to undertake a programme for work similar to that requested in 2017/18, but with four additional watercourses. In total, the value of the work undertaken has been estimated at £47,444 for 2018/19.

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

Anwick Catchwater Drain	£7,452.00
Farroway Catchwater Drain	£7,271.00
Ruskington Cacthwater Drain	£3,507.00
Sandhill Beck	£3,450.00
Digby Beck	£9,664.36
Leasingham Beck	£2,070.00
Ruskington Beck	£1,552.00

Nine Foot River*	£1,380.00
Old River Sleas*	£3,737.50
River Sleas*	£4,312.00
Ancaster Beck*	£3,047.50
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Total	<u>£47,443.36</u>

\*Indicates watercourses new to this year's list

- **Plant**

An order had been placed for the provision of a new tractor, side mounted flail and front mounted paddock mower. The tractor, a John Deere 6195R from Doubledays of Boston at a cost of £113,300 (excl. warranty & service contract), the flail, a Herder Grenadier BK512SH from Mastebroek Ltd of Swineshead at a cost of £84,100 and a Bomford 250 paddock mower from Doubledays of Boston at a cost of £5,200. Delivery is scheduled for July 2018. The Claas Tractor and Bomford Flail had been traded in at a net value of £34,000

The Board had also purchased a new Herder MRZT300B weed cutting basket as part of its approved plant replacement programme. This was provided by Mastebroek Ltd of Boston at a cost of £6,500. In addition, all the baskets will be refurbished ahead of the start of the summer season and so a number of spare parts have been purchased to complete this work and in preparation for any breakdowns during the summer months.

The JCB JS145 excavator had received its 4,500hr service.

- **Depot Improvements**

Improvements had been undertaken to the 'wash down' facility at the depot. These will include new discharge pipe and oil separator to prevent pollution events occurring should a spillage occur.

A 'roller shutter' type door has been fitted to the lean-to shed to increase the amount of secure storage available.

The useable surface area of the depot has also been increased by the laying down of tarmac chippings.

- **Workforce**

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

- Stem Injection of Alien Species
- Rodent Control
- Working in Confined Spaces
- Use of Pesticides

During this period, members of the workforce had been taking their annual leave allocation, most of which must be taken before the end of March. This results in long periods where the Board is operating on a 'skeleton' crew of, maybe only one or two at work. The workforce would be available to respond to high rainfall events.

- **Woodhall Spa Country Show, 20.05.18.**

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 it currently undertakes as well as in the past along with the plant we use.

- **Timberland Pumping Station Open Days 2018**

It is proposed to open the station to the general public on 3<sup>rd</sup> June and will co-coincide with those of the Dogdyke Pumping Station Trust to ensure maximum publicity and attendance. It will also open on Saturday 15<sup>th</sup> September to coincide with Lincolnshire Heritage Open Days.

- **Lincolnshire Show 2018**

The Board will also be represented by the Association of Drainage Authorities' stand in the Environment area of the Show on 20-21 June.

Members received and noted the Operations report and presentation.

### **2211 Engineering Services Report.**

The Engineering Services Report had been circulated with the agenda and was presented by the Engineering Services Officer.

One item was highlighted to members 18/0421/HOUS FD-3942-2018-PLN, erection of a two-storey side extension to create annexe at 24 Bristol Way Sleaford. The response being, **"The Board OBJECTS to the proposed development because could potentially prevent maintenance and repair of the culverted watercourse that is adjacent to the site.** The applicant needs to establish the line and depth of the culverted watercourse and determine if it is possible to design the foundations which will not affect the culverted watercourse and also allow for maintenance and repair of the culverted watercourse by the authority or persons who are responsible. The authority or persons who are responsible for culverted watercourse need to be contacted to discuss and agree any proposed works.

#### Comment and information to Agent/Applicant

**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 the byelaw distance of 9m from the top of the bank of a Board maintained watercourse.** Byelaw consent would not be granted for the proposed extension as summited because it would prevent maintenance and repair of the culverted watercourse. It should be noted the Board is not responsible for the physical structure".

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

*15:50 Mr Richard Hickling left the meeting.*

### **2212 Consents and Enforcements**

A Consents and Enforcements report had been circulated with the agenda. Cases were summarised as follows:

**Byelaw Consent Applications**

Reference	Location	Applicant	Details	Date
FD-3885-2018-CON	Leasingham Beck Field	Mr B Hammond	31no. 80mm dia underdrainage outfalls	06-03-18

**Section 23 Land Drainage Act Consent Applications – District**

Reference	Location	Applicant	Details	Date
FD-3940-2018-CON	Near East Road, Sleaford	George H Kime & Co Ltd	Attenuated discharge of 6l.sec <sup>-1</sup> into watercourse	27-04-18

**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
FD-3869-2018-CON	Holdingham	LCC	Reconstruction of highway culvert	06-03-18

**Enforcement Issues – District**

Reference	Location	Description /Comments	Actions
FD-3184-2017-ENF	The Drove Sleaford	Maintenance required	Awaiting confirmation that works are complete by NKDC
FD-3835-2018-ENF	Sleaford Rugby Club	Blocked watercourse	Awaiting response from Network Rail
FD-3880-2018-ENF	Leasingham beck field	Issue with watercourse	Suggested course of action, awaiting response

**Enforcement Issues – Extended Area**

Reference	Location	Description /Comments	Actions
FE-3192-2017-ENF	B1189 Thorpe Tilney, Lincoln	Possible maintenance required	Case closed 4-4-18
FE-3236-2017-ENF	Warehouse, Station Rd, Potterhanworth	Flooding from watercourse	Case closed 4-3-18
FE-3913-2018-ENF	A607 & Mill Lane	Flooding of road	Awaiting maintenance work on watercourses
FE-3960-2018-ENF	The Jungle Conservation Area, Branston	Breach in bank	Awaiting response from owner, only their land affected.

Members noted the report on Consents and Enforcements.

**2213 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 advised that it was hoped to identify more potential wildflower meadow sites in the district in the coming year. There had been no recorded sightings of Kingfisher, Water Vole and just one Reed Bunting. Disappointingly there had also been no recorded sightings of Eels, Grass Snakes or Toads. In response to a query, members were advised that any sightings they made should be advised to the office and it would be included in future recordings.

Members received and APPROVED the report on 2017/18 and noted 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.

**2214 Any Other Business.**

There were no further items of business and the meeting closed at 15:55.

**2215 Date, Time and Place of the Board's Next Meeting.**

The Board's next meeting was confirmed for Tuesday, 25<sup>th</sup> September 2018 at 2pm in Branston Booths Village Hall.

*Peter Aulben* ..... Chairman *25.09.2018* ..... Date  
W1st BM 22.05.18

