

WITHAM FIRST DISTRICT INTERNAL DRAINAGE BOARD

Minutes of the one hundred and sixth meeting of Witham First District Internal Drainage Board held on Tuesday, 25th September 2018 in Branston Booths Village Hall at 2pm.

Present:

Mr. P. Gilbert **Chairman**
Mr. D. K. Busby
Cllr. I. Carrington
Mr. P. Carrott
Mr. J. R. Crust
Mr. W. Grantham
Cllr. G. Hewson
Mr. R. Hickling
Mr. D. Jackson
Mr. D.G. Leggate
Mr. L. Maplethorpe
Mr. A.R. Means
Cllr. P. Vaughan

In attendance:

Miss. Jayne Flower Executive Assistant
Mrs Jane Froggatt Chief Executive
Mr Steve Larter Finance Consultant
Mr. Martin Shilling Director of Operations and Engineering Services.

2216 Apologies for absence.

Apologies for absence were received from Mr. E. Applewhite, Mr. D. C. Armstrong (Vice Chairman), Cllr. M. Clarke, Mr. S. F. Cobb, Mr. R.A. Fletcher, Mr. T. Gilbert, Mr. M. Harrison, Mr. A.G. Hodgson, Mr. S. B. Leggate, Mr. I.J. Mair, Mr. S. Maplethorpe, Cllr. J. F. Money, Cllr. C. R. Oxby and Dr. V. Stanton.

2217 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.

2218 Chairman's Announcements.

The Chairman welcomed Members and Officers to the September meeting of the Board, by convention it was a lighter agenda for the meeting in comparison with the other three meetings during the year. Members were advised that the election process for 2018 was underway and reminded all directly elected members that completed nomination papers were due to be returned to Witham House by Friday, 28th September at 12 noon. Those members who required assistance in the completion of their nomination paper were welcome to see Officers at the end of the meeting.

The Chairman put on record his thanks to Mr. Tom Gilbert for his contribution and membership of the Board over the last nine years, advising members that Tom had decided

due to work commitments, not to seek re-election. This meant there would be a vacant seat for the electoral district of Walcott and Dales Fen.

Mr Len Maplethorpe, member for the electoral district of Digby, announced that he too had decided to stand down from the Board at the end of October after 28 years, so this was his final Board meeting. The Chairman thanked him for his considerable service and commitment to the Board over a long period.

As of Monday, 24th September 2018 only eight nomination papers had been returned to Witham House, of the 21 elected member seats. The Chairman urged members to please complete and submit nomination papers.

If by Friday, 28th September there were not more candidates than available seats in any electoral district then the Returning Officer would declare a "Notice of No Poll," which would be issued and advertised from Thursday, 04th October. This being the case, candidates would receive a letter confirming their membership of the Board for a three year period from 01st November 2018 to 31st October 2021. In the case of more candidates than vacant seats, then election day would be Thursday 25th October 2018.

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

The Chairman highlighted to members a position statement on the Notice of Closure for last year's Annual Governance and Accountability Return 2017/18, which the Board approved on 22nd May and which had been with the new External Auditors, PKF Littlejohn, for review. He was pleased to confirm that the External Auditor PKF Littlejohn had issued the Notice of Conclusion of Audit and this had been advertised on the Board's website and in the drainage district since 19th September, giving rights of inspection.

He was also pleased to report that the External Auditor did not issue any qualifications or note any other matters to be brought to the attention of the Board.

There were still some Members' Interest Forms not completed from November 2017. These should be completed to ensure the Register of Members' Interests from November 2017 to November 2018 was complete and available for inspection. Members' Interest forms for 2018 will be sent out with the papers for the Board's next meeting on 27th November.

2219 Minutes of the Board Meeting, 25.09.18.

The Minutes of the Board's previous meeting held on Tuesday, 25th September 2018 were proposed, seconded and APPROVED as an accurate record.

MATTERS ARISING:

2219.1 Summer Inspection 2018 (Minute 2195.1 refers).

Mr. Richard Hickling asked that his thanks, particularly to the Director of Operations and Engineering, be recorded for the Summer Inspection that took place on 04th July 2018. He found the tour to be informative and extremely interesting, seeing the North East Lindsey District and examples of work in an area very different to Witham First DIDB's drainage district.

2220 Minutes of the Executive Committee meeting, 11.09.18.

The minutes of the Executive Committee meeting held on Tuesday, 11th September 2018 were proposed by Cllr Pat Vaughan, seconded by Cllr. David Jackson and APPROVED as an accurate record and the recommendations to the Board were NOTED.

MATTERS ARISING:

2220.1 Risk management Workshop 03.10.18 (minute 4.1 refers).

It was confirmed that a Risk Management Workshop, facilitated by Internal Auditor Chris Harris, had been arranged for Wednesday, 03rd October 2018 at Riseholme College from 09.30 to 15.00. Members were encouraged to attend.

2221 Minutes of the Joint Services Committee meeting, 23.07.18.

The minutes of the Joint Services Committee meeting held on Monday 23rd July 2018 were received and NOTED.

MATTERS ARISING:

2221.1 Quarter 1 Joint Services Budget Monitoring Report for 2018/19 as at 30.06.18

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

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

A summary table of the variances was as follows:

Variance Budget to Actual 2018/19 (Q1)

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

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

2221.2 Revised Byelaws for each of the four Boards, based on ADA model byelaws.

Unfortunately, more queries on the ADA / Defra model Byelaws had now been raised by other Boards with ADA, e.g. the York Consortium of IDBs had raised 'criminal enforcement' in Byelaws. ADA had agreed to fund the legal opinion. It was agreed to submit revised Byelaws for approval by individual Boards, once these queries on the national ADA / Defra model are finally resolved. This was likely to be November at the earliest (the revised Byelaws discussed by the JSC to be set aside pending resolution of these queries).

2221.3 ADA Lincolnshire Branch Pay & Conditions Committee update and local negotiations.

The Chief Executive updated members on discussions held at both the JSC on 23.07.18 and on 17.07.18 at a subsequent meeting of the Pay and Conditions Committee, where both Employers and Employees were represented. Pleasingly, 10 of the 13 areas of proposed rewording of the ADA Lincolnshire White Book had been discussed and agreed. Staff side had taken away three areas for further discussion, with the aim of making counter proposals and / or reaching agreement at the next Pay and Conditions Committee meeting on 20.09.18.

A local negotiation forum was established to undertake separately the work to replace the White Book broadbanding structure, which will not exist in the White Book from 01.04.19. A meeting was arranged for 12th November 2018 with all four Boards' workforces.

2222 Chief Executive's Report.

2222.1 Electricity Contract Renewals.

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

The Boards had a mixture of meter types at pumping stations. Half Hourly (HH) were generally larger pumps which had a KVA requirement to ensure sufficient power was available when required. Smart meters were installed and meter readings taken automatically every half hour. These were currently supplied by Haven Power for Witham First & Witham Third and SSE for Upper Witham. The smaller supplies known as Non Half Hourly (NHH) were supplied by SSE across all three Boards. Some of these were billed monthly and some were billed quarterly.

Tenders were run on 17th August 2018 via two brokers Guild Energy and Inenco and Eastern Shires Purchasing Organisation (ESPO). The brokers returned various tenders from different suppliers, but these were not prepared on a consistent basis and not all the data required was returned to allow like for like comparison. ESPO did not return a tender, as they did not have sufficient data.

The tender exercise was re run on 03rd September 2018 via the same brokers and ESPO, using a standard format of usage data. Returns were received for a mix of 2 year and 3 year contracts from Guild Energy quoting on behalf of Opus and Total Gas & Power (Total G&P quoted for UW only), Inenco who quoted on behalf of Dual

Energy and Haven, and ESPO who administer the public sector Total Gas & Power framework. The results were as follows:

	OPUS 3yr	OPUS 2yr	TOTAL 3yr	TOTAL 2yr	ESPO 2yr	DUAL 3yr	HAVEN 3yr
UW	£ 41,930.07	£ 41,800.46	£ 42,551.77	£ 42,610.91	£ 36,551.02	£ 39,563.14	£ 43,194.18
W1	£ 71,503.50	£ 71,434.22	£ -	£ -	£ 58,544.17	£ 77,175.45	£ 70,945.55
W3	£ 50,150.66	£ 49,931.76	£ -	£ -	£ 44,353.14	£ 49,133.44	£ 54,585.92
	£ 163,584.23	£ 163,166.43	£ 42,551.77	£ 42,610.91	£ 139,448.33	£ 165,872.03	£ 168,725.65

As illustrated, ESPO were significantly cheaper, due to lower brokerage costs. ESPO administered a framework contract for Electricity which was already established, had been through the full Official Journal of the European Union (OJEU) process and was therefore fully compliant with procurement requirements.

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

Once the meters had transferred it was agreed to discuss installing smart meters at those sites that did not currently have them, to remove the need for reading and submitting meter readings. This would give better management information as more meter readings took place than through the manual process.

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

ESPO would be renewing the Electricity framework ahead of its termination date of September 2020, so the Boards had the option of being part of this exercise.

2222.2 Proposed replacement depot for Upper Witham IDB and joint office accommodation for the four Boards, replacing Witham House.

Upper Witham depot facilities were not good quality and that Board had asked officers to develop proposals for a replacement depot using the current depot site (initially other options / locations were considered).

Through the Joint Services Committee, it was agreed that Upper Witham would lead a project to redevelop its Meadow Lane site and include within the brief not only a replacement Upper Witham Depot but also a joint office facility as first floor ancillary accommodation above the depot, enabling the sale of Witham House.

A specification was developed, planning permission was granted by North Kesteven District Council and the build specification was put out to 'invitations to tender', with a closing date of 31.08.18. Of 13 invitations sent out, three were returned and these were opened on 04.09.18. A fourth tender was received on 07.09.18 and included in the evaluation exercise.

Upper Witham IDB's Finance and General Purposes Committee met on 05.09.18 and the following process was put in place:

2222.2.1 Tuesday, 11.09.18 - Take Witham Third Standing Committee and Witham First Exec Committee through the position statement following receipt of

tenders for the new Upper Witham depot/ joint offices and the assurances Upper Witham's Finance & General Purposes Committee is seeking from the other three Boards as to joint occupation on the office element of the scheme.

2222.2.2 Monday, 17.09.18 - position statement to Upper Witham Board and seek mandate and minute to enable application to Defra for approval to apply to Public Works Loan Board for necessary loan. Apply for loan subsequently. Obtain approval to commence enabling works on land opposite the depot.

2222.2.3 25.09.18 – at Witham Third and Witham First Board meetings obtain Board approval for Chairmen to have delegated authority to sign up to the implications of the joint office element of the scheme.

26.09.18 – at North East Lindsey DB meeting obtain Board approval for Chairman to have delegated authority to sign up to the implications of the joint office element of the scheme.

2222.2.4 Consents and Enforcements Officer to undertake non-financial evaluation of tenders, aiming for results to allow:

- Upper Witham Chairman briefing first week in October
- 19.10.18 meeting of Depot sub-group [sub-group of Upper Witham's F&GPC], so any questions/ queries can be further addressed.
- Convene meeting of Chairmen of all four Boards, 16.10.18.
- Wednesday, 07.11.18 meeting of Upper Witham's F&GPC to go through the Depot/ Office case, evaluation of tenders with aim of Committee being in a position to recommend approval to the Board on 19.11.18.
- Tuesday, 13.11.18 – report outcome to Witham Third Standing Committee, Witham First Executive Committee and Chairmen's action for endorsement
- Monday, 19.11.18 – Upper Witham Board approval
- Tuesday, 26.11.18 – North East Lindsey Board report outcome and Chairman's action for endorsement.
- Wednesday, 27.11.18 – subject to confirmation of Defra approval to apply for required Public Works Loan Board loan and PWLB loan being approved, confirm contract terms with preferred contractor before Christmas.
- Project Plan for start date on site of April/ May 2019 [Consents and Enforcements Officer to take on 'client side' project manager role and appointed contractor to appoint CDM compliant project manager arrangement].

2222.3 Risk Management Workshop, Wednesday 03.10.18.

The four Boards' Internal Auditor was leading a Risk Management Workshop at Riseholme College on Wednesday 03.10.18 from 9.30am to 3pm.

If any members had an interest in joining this training, they were asked to register intent of attending at the end of the Board meeting.

Members NOTED the Chief Executive's report and update. Members AGREED to give delegated authority to the Chairman to attend briefings about the proposed new Upper

Witham Depot and joint office accommodation, signing up the Board to the impact for Witham First DDB (in terms of the joint office accommodation).

2223 External Auditor's Notice of Closure on the IDB Annual Governance and Accountability Return 2017/18.

A paper had been circulated with the agenda. The Annual Governance and Accountability Return 2017/18 (AGAR) was agreed at the Board meeting on 22nd May 2018, subsequently published on the Board's website for public inspection and despatched to the External Auditor on 8th June 2018. The public inspection period was from 11th June until 20th July 2018. A new External Auditor, PKF Littlejohn, had been appointed for the review of the 2017/18 Annual Returns for a 5 year period as part of a national appointment process, as previously reported to the Board. The External Auditor had a statutory deadline of 30th September to complete their external audit and publish the formal Completion of Audit certificate. As the Chairman had confirmed, no qualifications or issues had been reported to the Board and a copy of the certificate was provided to the meeting. A copy was displayed on the Board's website and on the office noticeboard since 19th September, giving right of public inspection. This concludes the financial year 2017/18.

2224 Elections 2018

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

For any member that required assistance with completion of their nomination paper, a copy of their 2015 paper and assistance was available at the end of the meeting.

The Chief Executive advised that if any directly elected members did not intend to stand for election, it would be useful to have confirmation of this as soon as possible to enable alternative candidates to be encouraged to complete nomination papers and ensure an orderly transition.

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

2225 Financial Performance Report to 31st August, month 5 of 2018/19.

The Finance Consultant presented the Financial Performance Report to 31.08.18, month 5 of 2018/19 which had been circulated with the agenda. The summary position was as follows:

Profiled Budget P5 £	Actual (Surplus)/Deficit £	Variance £
(353,483)	(361,357)	(7,874)

The Board had anticipated a surplus position of (£353,483) as at 31.08.18 and the actual surplus was (£361,357), a small (£7,874) positive variance at this stage in the year. Members were reminded that it was still early in the financial year and some of the 'high risk' spend areas had not yet been incurred (e.g. further overtime costs during cutting season, electricity during winter months, etc). However, there were no significant issues of concern at this stage.

A summary of the overall income and expenditure position was as follows:

	2018/19 Budget	Profiled Budget	Actual	Variance
	£	£	£	£
Income	(868,536)	(658,326)	(683,839)	(25,513)
Board & General Admin	16,653	4,501	1,732	(2,769)
One Off Schemes	25,000	6,250	17,674	11,424
Conservation	1,750	786	250	(536)
Depot	12,396	9,070	16,365	7,295
Drains	323,660	74,200	70,472	(3,728)
Pumping Stations	182,346	52,514	55,754	3,240
Joint Admin/Witham House	81,792	23,909	24,563	654
Consents & Enforcement	10,083	0	0	0
Director of Operations/Engineers	62,337	29,052	32,480	3,428
Contrib to Reserves/Pay Contingency	17,500	0	0	0
PWLB	30,327	13,560	13,427	(133)
Rechargeable Works	20,000	4,240	7,257	3,017
EA Precept	84,692	42,346	41,516	(831)
FRS17 Pension Adjustment (net)	0	0	0	0
Wages & Plant Holding Account	0	44,415	40,992	(3,423)
(Surplus)/Deficit	0	(353,483)	(361,357)	(7,874)

The main income streams posted were in terms of Drainage Rates raised (not necessarily paid) and Special Levies actually received (£166k) for the first half year payment. The second Special Levy half year payments were due in November. Ongoing action had taken place against unpaid drainage rate accounts.

Rechargeable Works were undertaken for the Environment Agency, with income being received monthly 'on account' rather than in lump sums when works are completed. Therefore, the Rechargeable works income was (£3k) ahead of profile.

Highland Water claims were submitted to the Environment Agency for the balance on the 2017/18 actual claim, with a further balance of (£1,912) due. For the 2018/19 claim Estimate (£13,700), 80% of the estimated claim for 2018/19 (£10,960) was paid in September 2018 along with the balance for 2017/18 actual (£1,912). A total of (£12,872) was therefore paid by the Environment Agency to the Board in September.

The Claas tractor and Bomford flail had been traded in as the new John Deere / Herder tractor/flail was delivered on 13.08.18. This achieved a net book surplus of (£22k), i.e. (£34k) sale value less (£12k) assumed residual values.

Budgets had been earmarked for 'one-off' schemes at £15k and a contribution to Billingham PS project of £10k. The planned de-silting works at Sleaford Drove, costing £17k, were completed in June.

Electricity was £13k ahead of budget following the heavy rains over the Easter period and the exceptionally dry summer would balance this, as Pumping Station electricity bills show.

Insurances were lower due to the savings previously reported of (£5k) on last year. Fuel was (£4k) and depreciation was (£4k) better than profile, due to the delay in the delivery of the new plant.

The EA IDB precept was on target, with the first half yearly amount of £41,516 paid to the EA in July 2018 and the second payment to be paid in November 2018. The 2018/19 budget

included a 2% increase, but the Precept was not increased for 2018/19, so there is a (£1.6k) saving.

For Drainage Rates the collection rate as at 31.08.18 was at 95.7%, much better than the previous year at the same point (90.2% in 2017/18). First reminders were despatched on 01st August 2018 and final reminders will be this week. A court date was set for 03rd December 2018. All historical outstanding rating queries were resolved and only land transfers from in year were being actioned.

The new tractor flail was delivered on 13th August 2018 at a cost of:

John Deere 6195R Tractor	£125,160
Herder Grenadier BK512SH Flail	£ 84,100
Bomford 250 Front Paddock Mower	£ 5,200
Total	<u>£214,460</u>

The Claas Arion tractor and Bomford Flail was traded in, achieving a trade in value of (£34,000).

A Herder MRZT300B weed cutting basket was purchased at a cost of £6,500. A weed basket was sold for (£800).

Bank balances and investments were set out as follows, as at 31.08.18:

Natwest	£ 205,842.49
Co-op (Closed)	£ -
Nationwide Instant Access	£ 379,915.02
Nationwide 90 Day Notice	£ -
Total	<u>£ 585,757.51</u>

Members noted the financial performance for 01st April 2018 to 31st August 2018, month 5 of 2018/19.

2226 Schedule of Expenditure, 01.04.18 to 31.08.18.

The Schedule of Expenditure for the five months' period from 01st April to 31st August 2018 had been circulated with the agenda and was presented by the Finance Consultant.

Gross expenditure totalled £592,538.88 or, net of £24,525.64 VAT, £520,816.03. Of this, £1,400.00 was recharged to other bodies.

Items highlighted to or raised by members included:

- items 1 & 2 - £17,674 (net), total to ADC East Anglia Limited for the planned de-silting work at Sleaford Drove Dyke (completed June 2018).
- Items 22 – 34: £216.67 each (net) to D. Maltby. These payments were for the periodic (five yearly) electrical inspections required by law of domestic supply at Pumping Stations.
- Items 61 – 95: Payments to Haven Power. The monthly payments for PS electricity charges demonstrated the high charges during the rainfall events for the March and April months, while the June and July payments were considerably lower demonstrating the dry summer.
- Item 99: £724.76 (net) to ID Spares and Service. This payment was for repairs to the hoist and grab at Chapel Hill Pumping Station.

- Items 107 – 110: £113,300.00, £21,000.00, £13,000.00 and £7,759.55 (net) to John W. Doubleday Ltd. These purchases were all part of the approved plant programme.

Members received and NOTED the expenditure incurred between 01.04.18 and 31.08.18.

2227 Write-off of Drainage Rates.

The Board had a policy for writing off Drainage Rate demands under £2.50. The following 6 accounts were outstanding as at 31st August 2018 but were under £2.50 for 2018/19 and therefore invoices had not been posted:

Account	Value £
0136	0.55
0159	2.27
0195	1.91
0299	2.04
0844	1.82
0859	1.00
TOTAL	9.59

As each account was under £2.50, the Board was recommended to write off the debt, totalling £9.59.

Account 0733 held the Drainage Rates for a company that went into receivership. The land had been sold to new owners who paid the Drainage Rates on this parcel, but the rates uncollectable remained at £5.64. It was requested that the Board write-off this amount.

Account 0853 contained land used as industrial units that should have been included in the Special Levy calculations for the year 2018/2019. Unfortunately, Officers were not notified of this until after the demands were produced. It was requested that the Board write off £9.77 for this account and the land parcel would be transferred for the 2019/20 Special levy calculations.

Members AGREED that the following amounts totalling £25.00 be written off:

Under £2.50	£9.59
Gone Away	£5.64
Special Levy	£9.77
TOTAL	£25.00

2228 Biosecurity Policy, Whistleblowing Policy, Anti-Fraud and Corruption Policy, Health and Safety Policy.

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

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

The Whistleblowing Policy and the Anti-Fraud and Corruption Policy were complimentary. The aim of the policies was to set out policy and the response plan to be alert to and to

respond appropriately to suspected or detected non-financial and financial irregularities. All four Boards were committed to ensuring the highest standards of service and ethical standards. It was the responsibility of all employees of the Boards to report a situation where this objective may be compromised and these two policies aimed to support staff and members by providing guidance and support.

The four Boards had previously approved a policy document ensuring their responsibilities with regard to the health and safety of their employees are satisfied. The Health and Safety Policy required review and approval by the Board, to reflect the recent changes (eg in employee numbers, contractor names etc). There had been no changes to those regulations listed within the Policy with which the Board has to comply and this list had been independently reviewed by COPE Health and Safety Advisors.

Board members APPROVED the four policies as set out.

2229 Health and Safety Update.

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

Members were advised that Officers were continuing with training for employees from all four Boards, Operatives had attended various courses over the past few months. This included Risk Assessment training and track laying vehicle tests. The Operations Manager was arranging the refresher training for Overhead Cable Awareness for all Operatives on 16.10.18.

Asset inspections had taken place at most Pumping Station sites on all four Boards to ascertain what improvements such as hand railings, fences, steps, external lighting etc. are required. The problem areas were identified and a programme for improvements for discussion during this year's budget preparation meetings had been prepared.

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

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

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

As reported previously, Witham First DIDB's access bridge to Ringmoor Pumping Station was still being investigated.

Members received and NOTED the update on health and safety.

2230 Plant Programme 2019/20

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

The plant, vehicle, machinery and equipment replacement programme was considered by the Board annually, as part of the budget setting process for the subsequent financial year.

The Board needs to demonstrate that the programme is affordable in terms of the initial purchase costs (resourced from the Plant Replacement Reserve) and that it could also support the annual depreciation charges from its Revenue Budgets each year. During previous years, two main issues had arisen. Firstly, the initial cost of purchase had increased, particularly on items that were manufactured abroad. This had been notable for example with weed baskets and flails. As many firms would increase prices from 01st January 2019, the Plant Programme was coming to the Board earlier for 2019/20, enabling orders to be placed by December 2018. Secondly, the lead in timescales from order placed to receipt of goods had also extended considerably with plant often arriving after the start of the weedcutting season. This gave operational issues if the old plant had been traded in and was no longer available to cover any teething issues that may have arisen with the new plant. Hence, it was considered worthwhile to place orders by December 2018 for delivery by 30th June 2019.

The plant programme position for the existing year 2018/19 was as follows:

Item	Budget £	Actual £	Variance £
<u>Acquisitions</u>			
Tractor/Flail	215,000		
• John Deere 6195R		125,160	
• Herder Grenadier BK512H		84,100	
• Bomford Euro250 front flail		5,200	
<i>Sub total tractor flail</i>	<i>215,000</i>	<i>214,460</i>	<i>(540)</i>
Weed Basket	6,000	6,500	500
Total Acquisitions	221,000	220,960	(40)
<u>Sales</u>			
Claas Tractor YJ60 JWN	(34,000)	(21,000)	0
Bomford Flail (2012)		(13,000)	
Weed Basket	(600)	(800)	(200)
Total Sales	(34,600)	(34,800)	(200)
Overall Total (Net)	186,400	186,160	(240)

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

ACQUISITIONS		DISPOSALS		NET COST
2019-20				
Tracked Excavator	£130,000	Tracked JCB JS145 YN61 DYJ	£20,000	
Weed Basket	£6,500	Weed Basket	£600	
		Isuzu Rodeo 4x4 FY60 EWN	£2,500	
TOTAL	£136,500		£23,100	£113,400

To date, excavator prices had not seen the same price increases as other items of plant and therefore the budget for this remained as in the previous programme at £140k. However, the cost of weed baskets had increased and therefore this budget has been increased to £6.5k from £6.0k.

The purchases and sales in the subsequent five financial years 2020/21 to 2024/25 were also discussed as follows:

ACQUISITIONS		DISPOSALS		NET COST
2020-21				
Wheeled Excavator	£140,000	Wheeled Atlas 140W YN12 HWD	£15,000	
Weed Basket	£6,500	Weed Basket	£600	
TOTAL	£146,500		£15,600	£130,900
2021-22				
Tractor/Flail	£220,000	Case Tractor AE64 CKN & Herder	£25,000	
TOTAL	£220,000		£25,000	£195,000
2022-23				
Tracked Excavator	£140,000	Tracked Volvo AE13 BYN	£20,000	
Weed Basket	£6,500	Weed Basket	£600	
TOTAL	£146,500		£20,600	£125,900
2023-24				
Wheeled Excavator	£140,000	Wheeled Atlas 140W FX64 DZG	£15,000	
Weed Basket	£6,500	Weed Basket	£600	
TOTAL	£146,500		£15,600	£130,900
2024-25				
TOTAL	£0		£0	£0

This showed a 'smoothed' programme of replacements, although no purchases were scheduled for 2024/25. Compared to the programme approved at the Board meeting on 30th January 2018, the main changes were the uplift of values for Tractor/Flail combinations and weedbaskets.

To allow orders to be placed in good time it was recommended that the programme for 2019/20 and the future programme be also approved, subject to the proviso that any changes required in either items to be purchased or budget allocated be referred to the Board for approval.

An assessment had been undertaken to test affordability of both the initial purchases (to be met from the Plant Renewal Reserve) and the ongoing affordability of the depreciation charges to be made to the Revenue Account.

It was confirmed that the initial purchase cost could be met from the Plant Renewal Fund with the lowest balance of the reserve being £110k in 2022/23.

It was also confirmed that the additional depreciation in the short to medium term broadly equated to an additional £8.5k per annum (£60k over a 7 year cycle). However, the current Fund Contribution of £17,500 was reduced by approximately £5k per annum to offset some of the increase.

Members APPROVED the plant and machinery replacement programme for 2019/20 and also APPROVED the Plant and Machinery Replacement Programme for the subsequent five years 2020/21 to 2024/25, subject to the proviso that any changes required in either items to be purchased or budget allocated be referred back to the Board for approval.

2231 Director of Operations & Engineering Services' Report.

- **Maintenance**

The planned maintenance of Sleaford Drove Dyke de-silting began on 11th June 2018 and was completed the following week. Due to the constricted nature of the access, this 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, who used 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 then removed for disposal. This work cost £16,330 including the disposal of the material.

Digby North Beck de-silting was also completed with the work undertaken by the Board's workforce. The work utilised the midi-excavator from Upper Witham IDB.

Discussion took place on de-silting and in response to a question, members were advised that the desilting was a cyclical system. Members wanted to know if landowners could plan for it and the Director of Operations & Engineering Services confirmed that it was hoped to reach that point.

The summer 2018 programme of maintenance work began in early July with reaches of drain side accessible from roadsides and grass strips. However, with the early harvest, work soon moved to these cropped reaches as they became available. The work began with a variety of sites and station compounds cleared by hand ahead of the main plant based programme beginning in July. Conditions had been very dry and dusty, with all vegetation being thick and heavy work to cut through. Despite these conditions, and issues relating to workforce resources, the programme has been substantially completed, although work continues. Ground conditions had been very firm, but this lack of water had meant some of the watercourses had to be cut whilst dry, which made the process difficult. The lack of water lubricating the reciprocating cutter blade on the weedbaskets resulted in the mechanism becoming clogged with cut material and stones wedged between the two halves of the blade.

The following watercourses were identified as requiring de-silting and therefore included in the winter work programme for 2018/19:

Watercourse	Length m	Miles	% Completed
Metheringham Main Drain	430	0.3 mile	0% complete
Water Dyke	3100	1.9 miles	0% complete
Metheringham Fen Drain	1410	0.9 mile	0% complete
Dunns Dyke	1040	0.6 mile	0% complete
Ulyatts Drain	1200	0.7 miles	0% complete
Parsons Drain	710	0.4 mile	0% complete

Bottom Twelve Foot Drain	1890	1.2 miles	0% complete
Brook Drain	1350	0.8 mile	0% complete
Mill Drain	2510	1.6 miles	0% complete
Metheringham Delphside	1210	0.8 mile	0% complete
Coppings Yard Drain	680	0.4 mile	0% complete
Totals	15533m	9.6 miles	0 % completed

- Pumping Stations

Work continued to establish an alternative vehicular access to the Ruskington Fen weed screen platform at Farroway pumping station. The existing access was restricted and arrangements for the collection and disposal of accumulated weed was very restricted. Negotiations had taken 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 would be completed. This deck had failed and its condition continued to deteriorate.

The investigations into liabilities and responsibilities with regard to Ringmoor PS access bridge continued. The adjacent land owners did not hold any documents that would confirm ownership, only a right of access, similar to that held by the Board. Another request for information had been made to the Environment Agency's regional office in Peterborough.

A repair was required at Chapel Hill PS where the weed screen cleaner had failed to operate.

- Grant in Aid Schemes

Work had continued on the catchment study of the Timberland & Billingham Fen area. The computer based model was constructed and various simulations had been undertaken to assess the current standard of protection. This project had an estimated value of £50,000 and was fully funded by the Environment Agency's FDGiA programme.

- Public Sector Co-operation Agreement [PSCA]

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

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

Anwick Catchwater Drain	£7,452.00
Farroway Catchwater Drain	£7,271.00
Ruskington Catchwater 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

Total	<u>£47,444.36</u>

*Indicates watercourses new to this year's list

- Plant

Members were notified of the delivery on 13.08.18 of the new John Deere 6195R tractor and Herder Grenadier BK512SH side mounted flail combination in line with the agreed plant replacement programme. These items were purchased from Doubleday of Boston, at a total net cost of £164,600 including a Bomford Turner Euro 250 front mounted paddock mower.

These items were selected as they demonstrated the potential for the best long-term value for money for the Board's investment, assuming a working life of seven years. The tractor chosen was also the preferred model of the Board's Operators when considered against the type of work undertaken.

The Board had also purchased a new Herder MRZT300B weed cutting basket as part of the approved plant replacement programme. This was provided by Mastenbroek Ltd of Boston at a cost of £7,380. In addition, all the baskets were refurbished ahead of the start of the summer season, several spare parts had been purchased to complete this work and in preparation of any breakdowns during the summer months.

- Depot

Forced entry was gained to the depot on the evening of 23rd July 2018. A walling sheet was broken to the rear of the main shed, but there was no evidence of entry being made or theft occurring. Repairs to the fabric of the building were made the next day.

- Defra Policy Advisory Group

The four Boards were invited to host a meeting of this group and to demonstrate some of the areas in which drainage Boards work and the variety of issues in which they are involved. The group visited the district on 18th June 2018 and were taken on a tour of sites within the Lincoln area to illustrate the wide variety of duties and responsibilities of a Board and the importance of their work, not just in agricultural areas, but also residential and industrial areas. Officers also took the opportunity to show the group members the work undertaken by the Boards in partnership with others, eg Stamp End Pumping Station.

- Timberland Pumping Station Open Days 2018

The station was open to the general public on 03rd June and 15th September 2018 to coincide with the opening of the Dogdyke Pumping Station Trust to ensure maximum publicity and attendance. This weekend's display formed part of the Lincolnshire Heritage Open Day weekends when many properties were open to the public. The station will be open to the public again next year on 02nd June 2019 and 14th September 2019.

- Lincolnshire Show 2018

The Board was represented by the Association of Drainage Authorities' stand in the Environment area of the Show on 20th and 21st June 2018. For the second year running, the stand won the Gamekeeper Cup for best stand within the Countryside sector. The stand contained contributions from the County Council, Environment Agency, IDBs and Lincolnshire Chalk Stream project.

Members received and noted the Operations report and presentation.

2232 Consents and Enforcements

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

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

Byelaw Consent Applications

Reference	Location	Applicant	Details	Date
FD-4005-2018-CON	Old Dam, Digby Road, Walcott	Beeswax Dyson Farming Ltd	Longer and larger bore culvert	21-05-18
FD-4029-2018-CON	Metheringham Fen Drain	JBA Bentley	Bank works for EA on Nocton Delph	23-05-18
FD-4136-2018-CON	Heighington Pumping Station	JBA Bentley	Various South Delph EA protection works	31-07-18
FD-4147-2018-CON	Bentons Drain, Billingham	R F Lambley & Son	Field under drainage outfalls	31-07-18

Section 23 Land Drainage Act Consent Applications – District

Reference	Location	Applicant	Details	Date
FD-4049-2018-CON	Three sites in Dunston Fen	Beeswax Dyson Farming Ltd	Elimination of three ditches	30-05-18

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
FE-4059-2018-CON	Branston Brook / Lincoln Eastern Bypass	Galliford Try	Temporary culvert for plant crossing	20-06-18
FE-4109-2018-CON	Brinkle View, Moor Lane, Branston Booths	Mr G D Riseborough	Treated effluent outfall into ditch	25-07-18
FE-4223-2018-CON	Branston Brook / Waterwheel Lane, Branston	Lincolnshire Rivers Trust	Install berms, thin willow trees impeding flow	05-09-18

Enforcement Issues – District

Reference	Location	Description /Comments	Actions
FD-3184-2017-ENF	The Drove Sleaford	Maintenance required	Works complete 1-8-18
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-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.
FE-4212-2018-ENF	Drayton Welding & Tool Connections. Unit 9, Woodbridge Road, Sleaford.	Unauthorised work in a watercourse	Awaiting confirmation of ownership

Members noted the report on Consents and Enforcements.

2233 Engineering Services Report.

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

There were no general planning matters to report and no issues to highlight to members on this occasion.

Members received and NOTED the report.

2234 Any Other Business.

There were no further items of business and the meeting closed at 15:40.

2235 Date, Time and Place of the Board's Next Meeting.

The Board's next meeting and APM was confirmed for Tuesday, 27th November 2018 at 2pm in Branston Booths Village Hall.


..... Chairman 27.11.2018 Date
W1st BM 25.09.18