

## **WITHAM FIRST DISTRICT INTERNAL DRAINAGE BOARD**

**Minutes of the one hundred and fourth meeting of Witham First District Internal Drainage Board held on Tuesday, 30<sup>th</sup> January 2018 in Branston Booths Village Hall at 2pm.**

*Present:*

Mr. P. Gilbert           **Chairman**  
Mr. E. Applewhite  
Mr. D. C. Armstrong **Vice Chairman**  
Mr. D. K. Busby  
Mr. R.A. Fletcher  
Mr. T. Gilbert  
Mr. W. Grantham  
Cllr. G. Hewson  
Mr. R. Hickling  
Mr. D.G. Leggate  
Mr. L. Maplethorpe  
Mr. S. Maplethorpe  
Mr. A.R. Means  
Cllr. C. R. Oxby  
Dr. V. Stanton  
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.

### **2171 Apologies for absence.**

Apologies for absence were received from Cllr. I. Carrington, Mr. P. Carrott, Cllr. M. Clarke, Mr. S. F. Cobb, Mr. J. R. Crust, Mr. M. Harrison, Mr. A.G. Hodgson, Mr. D. Jackson, Mr. S. B. Leggate, Mr. I.J. Mair and Cllr. J. F. Money.

### **2172 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.

### **2173 Chairman's Announcements.**

It was with great sadness that the Chairman advised members of the recent death of Mr. Michael (Mick) Lawson, former Works Manager for the Board. Mick died on 15<sup>th</sup> January 2018, peacefully at home, aged 73. His wife Alison and sons Wayne and Gary had requested family flowers only at his funeral which would be on Thursday, 01<sup>st</sup> February at Boston Crematorium at 12.30pm. Members stood to remember Mr. Michael Lawson.

Members were advised that the meeting would focus on the Board's financial position, with the approach of the 31<sup>st</sup> March year end. At this meeting the Board was also required to set

the Annual Values and the Penny Rate, which in turn determine the Special Levy paid by the two councils and the Drainage Rates payable for the next financial year. It was noted that a financially balanced budget for next year 2018/19 could be achieved, predicated on holding the Penny Rate, with no increase for next year.

#### **2174 Minutes of the Board meeting and Annual Public Meeting, 21.11.17.**

The Minutes of the Board's previous meeting incorporating the Annual Public Meeting held on Tuesday, 21<sup>st</sup> November 2017 were proposed by Cllr. Pat Vaughan, seconded by Mr. Richard Hickling and APPROVED as an accurate record.

#### *MATTERS ARISING:*

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

#### **2175 Minutes of the Executive Committee meeting, 16.01.18.**

The minutes of the Executive Committee meeting held on Tuesday, 16<sup>th</sup> January 2018 were proposed by Mr. Bob Fletcher, seconded by Cllr. Ron Oxby and APPROVED as an accurate record and the recommendations to the Board were NOTED.

#### *MATTERS ARISING:*

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

#### **2176 Minutes of the Joint Services Committee meeting, 11.12.17.**

The minutes of the Joint Services Committee meeting held on Monday 11<sup>th</sup> December 2017 were NOTED.

#### *MATTERS ARISING:*

##### 2176.1 ADA Lincolnshire Branch Pay Settlement 2018/19.

The Chief Executive highlighted to members three points agreed by the Joint Services Committee 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 (15<sup>th</sup> 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 all staff 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.

## 276.2 Merchant Services.

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 reduced monthly and annual fixed charges.

## **2177 Appointment of Returning Officer and Approval of the Elections Timetable for 2018.**

A paper and timetable had been circulated with the agenda which set out the proposed timetable for the 2018 Elections to each of the four Boards, highlighted the change in relation to Elections advertising requirements since 2016 and asked 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 31<sup>st</sup> October 2018. The new Electoral term of office therefore runs from 01<sup>st</sup> November 2018 for three years to 31<sup>st</sup> 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 civic year (sometimes two to three 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 any existing vacant seat, the current vacant seat being for Sleaford and Haverholme.
- 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 £1,175.00. 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 will be included with the 2018/19 drainage rates demands and sent out in April. Advertisements would not be placed in local newspapers.

### **2178 Chief Executive's Report.**

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

#### 2178.1 External Audit.

Members were advised that Officers had attended a webinar on 23<sup>rd</sup> January 2018 which provided guidance and training on new external audit requirements for 2017/18. The IDB Annual Return would be with the 22.05.18 meeting agenda papers for approval, prior to submission for External Audit.

#### 2178.2 Training and Development.

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

### **2179 Schedule of Expenditure, 01.11.17 to 31.12.17.**

The Schedule of Expenditure for the two months' period from 01<sup>st</sup> November to 31<sup>st</sup> December 2017 had been circulated with the agenda and was presented by the Finance Consultant.

Gross expenditure totalled £184,212.46 or, net of £10,418.85 VAT, £173,793.61. Of this, £22,379.20 was recharged to other bodies.

Items highlighted to or raised by members included:

- items 15 & 16 - £175.00 (net) and £125.00 (net) to Cottage Fencing Ltd for Transporting machinery. Cllr. Gary Hewson queried the cost and asked why this company charged more than S. G. Haulage used by Upper Witham IDB and Witham Third District IDB. The Director of Operations & Engineering confirmed that as the Board rarely required these services and it was usually at very short notice, this smaller, local contractor was used rather than S G Haulage. SG Haulage would not be able to accommodate such short notice requests for such short distances at their contract prices.

Members received and NOTED the expenditure incurred between 01.11.17 and 31.12.17.

**2180 Financial Performance Report to 31st December 2017, Month 9 of 2017/18, and forecast year end position as at 31<sup>st</sup> March 2018.**

The Finance Consultant presented the Financial Performance Report to 31.12.17, month 9 of 2017/18, which had been circulated with the agenda. The summary position was as follows:

	<b>2017/18 Budget</b>	<b>Profiled Budget</b>	<b>Actual</b>	<b>Variance</b>	<b>Provisional Outturn</b>	<b>Variance (5-1)</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Income	(843,617)	(829,045)	(933,733)	(104,688)	(943,588)	( 99,971 )
Board & General Admin	15,023	9,014	10,066	1,052	15,836	813
One Off Schemes	25,000	0	46,810	46,810	87,000	62,000
Conservation	1,750	1,636	851	(785)	1,851	101
Depot	12,274	11,214	13,863	2,649	16,825	4,551
Drains	301,454	277,910	259,394	(18,516)	315,490	14,036
Pumping Stations	182,346	98,444	65,812	(32,632)	151,535	( 30,811 )
Joint Admin/Witham House	89,040	46,892	49,957	3,065	94,117	5,077
Consents & Enforcement	10,035	0	0	0	10,035	-
Director of Operations/Engineers	51,114	50,649	50,412	(237)	46,918	( 4,196 )
Contrib to Reserves/Pay Contingent	20,000	0	12,870	12,870	32,870	12,870
PWLB	30,889	29,131	28,728	(403)	30,323	( 566 )
Rechargeable Works	20,000	15,764	29,819	14,055	29,819	9,819
EA Precept	84,692	84,692	83,031	(1,661)	83,031	( 1,661 )
FRS17 Pension Adjustment (net)	0	0	0	0	0	-
Wages & Plant Holding Account	0	(27,660)	(8,641)	19,019	0	-
<b>(Surplus)/Deficit</b>	<b>0</b>	<b>(231,359)</b>	<b>(290,762)</b>	<b>(59,403)</b>	<b>( 27,938 )</b>	<b>( 27,938 )</b>

The budget profile anticipated a 31.12.17 surplus of (£231,359). In comparison, the actual surplus position was (£290,762). Hence, there was a positive variance of (£59,403) at this point in the year. Members were reminded that although this was a very healthy position for the Board, some spend areas would incur additional cost in the coming months, eg electricity at Pumping Stations. However, at this stage there were no significant issues of concern.

The overall income position of the Board as at 31.12.17 was (£105k) ahead of profile. All Special Levies had been received for the year. Highland Water claims had been submitted to the Environment Agency and paid for the balance of 2017/18 actual (£3,284) and 80% (£10,960) of the 2017/18 claim estimate (£13,700) had been paid. The balance adjusted for actual 2017/18 spend will be payable by the Environment Agency in September 2018.

FDGiA payments of (£62k) income had been received. This related to completion of the Branston Fen scheme including (£12k) for a Branston pump lift and associated works, and (£50k) received for the Billingham & Timberland Catchment Study.

On drainage rates performance, as at 31.12.17 there was an excellent collection rate of 99.3% (£483,426.08 had been collected). Court was attended on 04<sup>th</sup> December and bailiffs had been appointed in relation to collection of the £3,199.78 income outstanding. All historical outstanding rating queries had been resolved, although land requiring transfer to Special Levy does continue to be identified.

Bank balances and investments were set out as follows, as at 31.12.17:

Natwest			£	35,387.49
Co-op (Closed)			£	-
Nationwide Instant Access			£	578,036.04
Nationwide 90 Day Notice			£	-
<b>Total Bank Balances and Investments</b>			<b>£</b>	<b>613,423.53</b>
<b>PWLB Loan - Balance Outstanding</b>		<b>2.41%</b>	<b>£</b>	<b>232,245.20</b>

(Original Public Works Loan Board loan £354,480 for 14.5 years from 17.12.2012. Maturity date 17.06.2027).

A Projected Outturn Position for 31.03.18 had been estimated, based on the month nine position. The forecast showed a surplus position of (£28k) for the end of the financial year 31.03.18. However, this contained some manual provision for expenditure including electricity £23k, pump lifts £25k, improvements works £15k, the completion of the Branston Fen scheme £2k and the Billingham and Timberland Catchment Study £14k contribution from the Board. If these costs do not materialise, the estimated (£28k) surplus will increase at the year end.

Members noted the financial performance for 01.04.17 to 31.12.17 and the forecast provisional year end surplus position of (£28k) for 2017/18 as at 31.03.18.

### **2181 Joint Risk Register for the Group of four IDBs.**

A report and Risk Register had been circulated with the agenda. 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 ones (with any specific risk to a particular Board highlighted). It sets out mitigation measures and this version indicates a direction of travel on individual risks.

The Risk Register is considered by the Board 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.

### **2182 2018/19 Plant Programme and indicative programme for future years.**

A paper detailing the 2018/19 Plant programme and the indicative programme for future years had been circulated with the agenda.

	Purchases		Sales	
<b>2018-19</b>				
Tractor/Flail	£215,000	Claas Tractor YJ60 JWN } Bomford Flail (2012) }	£34,000	
Weed Basket	£6,000	Weed Basket	£600	
<b>TOTAL</b>	<b>£221,000</b>		<b>£34,600</b>	<b>£186,400</b>

The Finance Consultant introduced the item to members and there followed discussion on the items within the plant programme. Mr. Grantham queried the necessity of the flail machines and asked if the Board did indeed require such a reach. He further commented that the flail does sometimes damage the banks of drains. The Director of Operations and Engineering confirmed that by using a flail the speed and efficiency of the process of weed control is greatly increased. The system had changed only within the past 20-30 years, previously it involved handwork.

By agreement, the budget for the tractor / flail combination was increased from £180,000 in the paper to £215,000. The Plant Programme for 2018/19 was proposed, seconded and APPROVED by the members. The indicative programme for future years, confirmed as affordable for the Board, was noted.

**2183 Estimates for 2018/19, including Year 1 of the plant, vehicle and machinery programme, the recommended Joint Services Budget and any one-off schemes.**

A report had been circulated with the agenda and the Finance Consultant explained that detailed work had been undertaken to review the actual income and expenditure as at 31.12.17 and this has been projected forward to provide an indicative year end position as at 31.03.18 (as covered in the earlier report). This financial position had then been used to inform the budgets for 2018/19, together with any known cost pressures, necessary developments and known savings.

The summary of the Joint Services arrangements were also provided for information as recommended for approval by the four Boards' JSC meeting on 11<sup>th</sup> December 2017.

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

A balanced budget position could be achieved for 2018/19, based on these assumptions and a proposed 0.00% penny rate increase. If approved, this would be the second year of no increase in the Penny Rate.

The main changes included an increase in income of (£25k) for 2018/19 to reflect the current Drainage Rates base. Special Levies increasing by (£22k) reflects the land adjustments for North Kesteven District Council. It is assumed the Penny Rate will not increase in 2018/19. Highland Water (£1k) had been rebased, to reflect the estimated claim for 2018/19 submitted to the EA.

On front line services, there is a net increase in costs of £23k. The majority of this is drains expenditure, at £22k. The main increases are the inflationary increase for an assumed 2% pay award and associated increase in oncosts of £4k and additional Depreciation required to deliver the plant programme of £14k. Additional lease and fuel costs total £3k. The budget for Pump Lifts remains at £25k. This work is essential to ensure pumps are inspected on a regular basis and is a condition of the Board's insurance policy.

On Joint Services there is an increase in costs of (£7k) and on the budget for Engineers, a reduction of £11k. The JSC on 11<sup>th</sup> December 2017 recommended the JSC Budgets to the 4 Boards for inclusion in each Board's detailed estimates. The main variance is providing for a 2% pay award, increments and associated oncosts. There has also been a realignment of budgets to match where posts are actually held, so the Executive Assistant budget has moved from Upper Witham IDB to Witham Third IDB (to match where the employment contract is now held) and the Environment / GIS Technician post has been moved from 'Administration' to 'Engineering', hence the net shift between these two areas.

On Funds and Reserves, Members had agreed a policy of holding a general 'Revenue Reserve' for emergencies of 10% to 15% of turnover and the balance held in 'earmarked reserves' for particular requirements.

It was proposed the fund balances be allocated on the following basis:

<b>Reserve</b>	<b>2017/18 b/f £</b>	<b>2017/18 c/f £</b>	<b>2018/19 c/f £</b>
Revenue Reserve	(107,250)	(114,793)	(114,793)
Plant & Machinery	(133,377)	(236,897)	(183,301)
Pumping Stations	(29,605)	(50,000)	(50,000)
<b>Balance</b>	<b>(270,232)</b>	<b>(401,690)</b>	<b>(348,094)</b>

Note: the plant and machinery reserve was not adjusted for the change agreed at minute 2182 to the plant programme.

- **Revenue Reserve**  
This is the general 'contingency' reserve on which the policy is to hold between 10% to 15% of turnover. The balance, assuming a (£28k) surplus position on the Revenue Account at the end of the 2017/18 financial year, will equate to 13.6% for 2017/18 and 13.2% for 2018/19.
- **Plant and Machinery Reserve**  
This reserve provides for future purchases of Plant and Equipment. The reserve meets the initial cost of the plant and equipment and is annually replenished by depreciation charges to the income and expenditure account.
- **Pumping Stations Reserve**  
This reserve is used for maintaining the fabric, pumps, and other 'one off' spends required at pumping stations. This is judged as necessary, given the age of the fabric of the pumping station buildings and the pumps themselves.

Members APPROVED the Estimates for 2018/19, based upon a 0.00% increase in the Penny Rate.

**2184 Annual Value, Penny Rates, Drainage Rates and Special Levies for the relevant two Councils.**

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

The Annual Values are agreed each year as part of the formal setting of the Drainage Rates and Special Levies and must be set and published before 15.02.18 for the financial year 2018/19.



The Annual Values start with the balance brought forward from the previous year's rate setting. The movements required for land that has been developed and therefore moves out of agricultural land and buildings, on which Drainage Rates is payable, to "other developed land and buildings" on which Special Levies is payable by the appropriate Council.

The Annual Values as at 31.12.16 were:

	<b>Sub District 1</b>	<b>Sub District 2</b>	<b>Total</b>
	<b>£</b>	<b>£</b>	<b>£</b>
Drainage Rates	320,201	2,005,896	2,326,097
City of Lincoln	1,418,032	0	1,418,032
North Kesteven DC	678,431	526,256	1,204,687
<b>Total</b>	<b>2,416,664</b>	<b>2,532,152</b>	<b>4,948,816</b>
Differential Rating	40%		
<b>Adjusted Totals</b>	<b>966,666</b>	<b>2,532,152</b>	<b>3,498,818</b>

A revised developed land transfer rate was agreed by the Board during 2016/17 (on 15.11.16) of £8,063.73 per hectare. The land movements between 01.01.17 and 31.12.17 that require transfer from Drainage Rates to Special Levy were detailed in the paper and are summarised, as follows:

	<b>Sub District 1</b>	<b>Sub District 2</b>	<b>Total</b>
	<b>£</b>	<b>£</b>	<b>£</b>
Drainage Rates	(486)	(1,189)	(1,675)
City of Lincoln	0	0	0
North Kesteven DC	40,698	79,500	120,198
<b>Total</b>	<b>40,212</b>	<b>78,311</b>	<b>118,523</b>
Differential Rating	40%		
<b>Adjusted Totals</b>	<b>16,085</b>	<b>78,311</b>	<b>94,396</b>

There were no land movements affecting City of Lincoln Council's Special Levy, all related to North Kesteven District Council.

This results in the following Annual Values as at 31.12.17:

	<b>Sub District 1</b>	<b>Sub District 2</b>	<b>Total</b>
	<b>£</b>	<b>£</b>	<b>£</b>
Drainage Rates	319,715	2,004,707	2,324,422
City of Lincoln	1,418,032	0	1,418,032
North Kesteven DC	719,129	605,756	1,324,885
<b>Total</b>	<b>2,456,876</b>	<b>2,610,463</b>	<b>5,067,339</b>
Differential Rating	40%		
<b>Adjusted Totals</b>	<b>982,750</b>	<b>2,610,463</b>	<b>3,593,213</b>

### 'Penny Rates'

The following 'Penny Rates' will be applicable if there is 0.00% increase, in the Penny Rate:

	<b>Sub District 1</b>	<b>Sub District 2</b>
	<b>pence</b>	<b>pence</b>
Current	9.0875	22.7186
Proposed (+0.00%)	9.0875	22.7186

This will reduce the amount generated from Drainage Rates income from £484,811 to £484,496 (-£314) in 2018/19.

### **Special Levies**

The changes in Annual Values and Penny Rate will impact on Special Levies, including the rebasing of the Annual Values for the land transfers for each Council, as follows:

	<b>City of Lincoln</b>	<b>North Kesteven DC</b>	<b>Total</b>
	<b>£</b>	<b>£</b>	<b>£</b>
Current 2017/18	128,863.05	181,210.27	310,073.32
Proposed 2018/19	128,863.05	202,970.04	331,833.09
Difference	0.00	21,759.77	21,759.77
Increase	0.00%	12.01%	7.02%

On this basis, income to the Board would increase by a net total of £21,446 (being an increase of £21,760 in NKDC Special Levy, zero change in City of Lincoln's Special Levy and a reduction in Drainage Rates income of £314 due to removal of some specialist values on land and transfer of agricultural land to other developed land).

Members AGREED the following recommendations:

1. The transfer of land from Drainage Rates to Special Levy, as set out, was approved, at the 15.11.16 Board's approved transfer rate of £8,063.73 per hectare.
2. The land valuations as at 31.12.17 upon which Drainage Rates and Special Levies are calculated is set at £5,067,339 (£3,593,213 after 40% differential rating is applied on sub district 1).
3. The 'Penny Rate' is not increased and therefore remains at 9.0875pence for sub district 1 and 22.7186pence for sub district 2 of the drainage district.
4. The Special Levies for 2018/19 were agreed for each of the two Councils as:

4.1 City of Lincoln Council	£128,863.05
4.2 North Kesteven District Council	£202,970.04
5. The Chairman and Chief Executive were authorised to sign the 'Rate Book', apply the seal of this Board and publicise the revised penny rates, estimated Drainage Rates and Special Levies before 15.02.18.

### **2185 Health and Safety Update.**

A paper on Health and Safety matters had been circulated with the agenda.

The Director of Operations and Engineering highlighted to members that the Board had received a visit from AXA Insurance to complete a Risk Control Survey. The Insurer asked

to see Risk Assessments, Method Statements and the Health and Safety File along with the Board's Policies. They were given a tour of the Depot and a pumping station by the Operations Manager. The Board had subsequently received a letter confirming that there were no recommendations or requirements.

The access bridge at Ringmoor Pumping Station is still being investigated and options are being considered for the provision of a weed screen platform at Farroway Pumping Station. Pleasingly there were no near misses to be reported to the Board.

Members received and NOTED the update on Health and Safety.

### **2186 Director of Operations & Engineering Services' Report.**

The Director of Operations and Engineering Services' Report had been circulated with the agenda and was presented, together with a verbal update. This included:

- **Planned Maintenance Programme**

The planned summer maintenance programme had continued with the vast majority of the drains accessed from arable land completed, apart from late cropping (sugar beet) fields. Conditions had generally remained favourable, with only sporadic short periods of heavy rain to cause delays when access was not reasonable due to the wet ground conditions. Completion of the programme was slightly behind, when compared to some previous years. This was due to no single factor, but a combination of sick leave, annual leave and training leave in a small workforce of five Operatives.

The watercourses scheduled for winter maintenance 2017/18 were:

Sleaford Drove Dyke	0.56km
Digby Beck North Branch	0.58km
Main Engine Drain – Heighington Fen	0.98km
Dorrington Bankside	3.44km

The work included de-silting of the channel bed to reinstate the original drain profile, the repairing of slips and the removal of bushes and trees obstructing access for the Board's plant and machinery. Formal Notices had been sent to the occupiers of the land to which entry would be required and advising those occupiers opposite that work would be undertaken during the winter months.

- **Pumping Stations**

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

- **Grant in Aid Schemes**

The final part of the scheme at Branston Fen Pumping Station programmed for completion this financial year was underway. The second of the two pumps had been removed for refurbishment and was due to be re-commissioned in mid-February. Once dismantled, it demonstrated similar patterns of wear in comparison to the first pump (no.2) refurbished last year. The amount of wear and cavitation, however, was greater. This work required the de-watering of the intake sump, as the pumps sit on a plinth within the sump and this required cleaning before the pumps were re-commissioned. The new steel station house door had been installed. The budget for work was £24,000. The temporary dam board installed to allow the pumps to be lifted was removed on 16.01.18, due to concerns at the high water levels in the Board's system and some landowners reporting ponding surface water on

adjacent fields. The pumps had been running 1.5 in every four hours to bring water levels down to normal levels. The Chairman, Chief Executive and Director of Operations had visited site on 24.01.18 following the concerns raised.

Work had continued on the catchment study of the Timberland & Billingham Fen area. The initial phase of the study, the topographical survey of all the Board's maintained channels and the intake sumps of the two pumping stations had been completed. The information would be processed using the computer based software that would generate the model. Officers intended to meet with the consultants at the end of February to discuss the initial results of the model runs and findings of the study. This project, with an estimated value of £50,000 was fully grant funded through an application to the Environment Agency's FDGiA programme.

- **Plant**

Tenders had been received for the provision of a new tractor/flail combination in line with the agreed plant replacement programme. The purchase would replace the Claas Axion 810 & Bomford T81-81 flail combination purchased in 2011 and 2012 respectively and would be scheduled for delivery by June 2018.

A summary of the tenders received was outlined as follows:

<b>Tender</b>	<b>Model</b>	<b>Net Price</b>	<b>Trade-In</b>	<b>Net Cost</b>
Doubleday	John Deere 6195R	£113,300	£38,000	£75,300
Chandlers FE	Massey Ferguson 7720S	£97,670	£34,000	£63,670
Irelands FM Ltd.	Spearhead Twiga SPV2	£226,848	£36,000	£190,848
Crawford & Son	No tender			
Pecks Agritrac	Case IH Optum 270 CVX	£123,658	£31,000	£92,658
Claas Eastern Ltd	Claas Axion 810C	£97,826	£37,000	£60,826

In addition to the above tenders for the provision of a suitable tractor, the following quotation had been received for provision of the side mounted flail, which would be required on all tractors except the Spearhead:

Mastenbroek Ltd. Herder Grenadier BK512SH £84,100 [including Prolec system fitted].

Also, prices were received for the provision of a front mounted push/pull paddock flail:

<b>Tender</b>	<b>Model</b>	<b>Net Price</b>
Doubleday	Bomford Turner Euro 250	£5,200
Chandlers FE	Kuhn BPR240	£5,912
Irelands FM Ltd.	No separate tender – included within above tender price (Spearhead).	
Crawford & Son	Roadmaster 2307 FT	£10,800
Mastenbroek Ltd	Herder KMV	£9,950
Mastenbroek Ltd	Votex Landmaster	£8,050
Pecks Agritrac	Teagle XPro 250	£9,800
Claas Eastern Ltd	KRM UNIKA 2300	£6,760

The Board's officers were currently confirming various technical issues concerning the tenders. The Board had delegated authority to the Chairman to authorise an order being placed, once tenders were evaluated.

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

The majority of the work, undertaken at various locations throughout the district on behalf of the Environment Agency, was substantially completed. This programme of work continued with the undertaking of monthly obstruction runs on Digby Beck until 31.03.18.

- **Timberland Pumping Station Open Days 2018**

It was proposed to open the station to the public on Sunday, 03<sup>rd</sup> June and Saturday, 15<sup>th</sup> September and these open days will coincide with Dogdyke Pumping Station Preservation Trust Open Days. The September event will also form part of the Lincolnshire Heritage Open Days.

Members received and NOTED the report and presentation.

### **2187 Engineering Services Report.**

The Engineering Services Report had been circulated with the agenda.

It was highlighted to members that an application had been submitted for the erection of a replacement dwelling at Sundown, Tattershall Road, Billingham (FD-3681-2017-PLN) and in the absence of a suitable Flood Risk Assessment the Board had objected to the proposed development. Following the receipt of a Flood Risk Assessment (FRA) the objection had been subsequently withdrawn.

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

### **2188 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-3702-2017-CON	Canwick Fen Drain Lincoln Eastern Bypass	Carillion Construction	Temporary access culvert	31-10-17
FD-3708-2017-CON	Middle Drain, Nocton Fen	Beeswax Dyson Farming	Replace existing culvert by longer one	

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

Reference	Location	Applicant	Details	Date
None				

#### **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-3704-2017-CON	B1191, 300m North of Navenby Lane	Mr A Houlder	Access culvert for dwelling	31-10-17

#### **Enforcement Issues – District**

Reference	Location	Description /Comments	Actions
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FD-3184-2017-ENF	The Drove Sleaford	Maintenance required	Awaiting remedial works NKDC
FD-3629-2017-ENF	69 Fen Road, Timberland Fen	Fallen tree in watercourse	Awaiting response

**Enforcement Issues – Extended Area**

Reference	Location	Description /Comments	Actions
FE-3192-2017-ENF	B1189 Thorpe Tilney, Lincoln	Possible maintenance required	Watercourse not in bad condition and will advise owner
FE-3236-2017-ENF	Warehouse, Station Rd, Potterhanworth	Flooding from watercourse	LCC to jet road culvert, awaiting update

Members noted the report on Consents and Enforcements and it was highlighted that the memorandum of Understanding, whereby the Board provides the consents and enforcements service for Lincolnshire County Council (as the LLFA) in its extended catchment, was due for review and renewal from 01.04.18.

**2189 Any Other Business.**

There were no further items of business and the meeting closed at 4.00pm.

**2190 Date, Time and Place of the Board’s Next Meeting.**

The Board’s next meeting was confirmed for Tuesday, 22<sup>nd</sup> May 2018 at 2pm in Branston Booths Village Hall.

..... Chairman ..... Date  
W1st BM 30.01.18