

NORTH EAST LINDSEY DRAINAGE BOARD

Minutes of a meeting of North East Lindsey Drainage Board held on Tuesday, 24th May 2022 in Stallingborough Grange Hotel at 2pm.

Present: Cllr P Batson
Mr. I Colquhoun
Mr J Finch
Mr J Fussey
Mr. L Grooby **Vice Chairman**
Cllr S Harness
Mr. P J Hoyes **Chairman**
Mr. P Mills
Cllr N Pettigrew
Mr. S Shepherd
Cllr D Wells

In Attendance:
Miss J. Flower, Executive Assistant
Mrs. J. E. Froggatt, Chief Executive
Mr C. Harris, Internal Auditor, TIAA
Mr. G. Hird, Head of Engineering & Technical Services
Mr. S. Larter, Director of Finance & Governance

1. Apologies.

Apologies for absence were received from Cllr P Clark, Cllr R Hannigan, Mr J Hargreaves, Mr R Kirk, Cllr B Parkinson and Cllr M Patrick.

2. Declaration of Members' Interests.

Members nominated by North Lincolnshire and North East Lincolnshire Councils declared interests relating to their respective Councils. The Chairman declared an interest in any matters raised in respect of NELC pertaining to Stallingborough.

3. Chairman's Announcements.

The Chairman everyone to the meeting, particularly Mr Chris Harris, the Board's Internal Auditor, who will present his independent report on 2021/22 and his audit certificate which forms part of the Board's Annual Governance and Accountability Return [AGAR].

The Chairman advised that today's agenda papers include a list of the vacant seats on the Board. Members were requested to kindly look at these and give some thought to identify people who may be interested and qualify for co-option to membership of the Board for these electoral wards.

It was with mixed feelings that the Chairman welcomed Mr Iain Colquhoun and Mr Peter Mills to the meeting, because in doing so he recognised and respected the decision that each had taken to stand down from membership of the Board. The Chairman extended

his personal thanks and thanks from all past and present Board members to each of them, for their constructive and long-standing service to the Board. It was noted that Peter had served on the Board for 30 years since 1992 and Iain had served almost 20 years since 2003. Whilst only a token of gratitude, the Chairman presented Peter and Iain with a small gift. He wished both good health and happiness for the future.

The agenda today was necessarily heavily finance-led, it being that time of year to receive several reports relating to the closure of the preceding financial year to 31st March. Pleasingly the Board ended 2021/22 with a modest surplus position of £21,852.

4. Minutes of the Board Meeting, 01.02.22.

The minutes of the Board's previous meeting held on Tuesday, 01st February 2022 were proposed by Mr Peter Mills, seconded by Cllr David Wells and APPROVED as an accurate record.

MATTERS ARISING:

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

5. Joint Services Committee Meeting, 09.05.22.

The minutes of the Joint Services Committee held on Monday 09th May 2022 had been circulated with the agenda. Items highlighted included:

5.1 Joint Services Budget Monitoring Report for 2021/22 (minute 7 refers).

The approved JSC total budget for 2021/22 was £960,940. Against this budget, expenditure of £993,214 had been incurred, a negative variance of £32,274 (3.36%). Some of these issues had been addressed in the 2022/23 budget, such as HR support costs which are now built into the base budget.

The figures include the impact of various Covid-19 lockdowns during 2021/22 and that the JSC funded staff were mainly working from home in the earlier part of the financial year. Whilst investment had been made in ICT equipment to facilitate home working, this cost has been offset by savings in travel and stationery.

Members noted the Budget Monitoring Report for 2021/22 as at 31.03.22 and the expenditure broadly in line with budget.

5.2 Insurance Renewals [Minute 8 refers].

The insurance renewals in 2021 had been challenging, following the heavy rainfall events and floods in 2019/2020. Insurance markets had also been a changing and volatile, particularly with the last 2 years of the Covid-19 pandemic. The approach for the July 2022 renewals was based upon it being the end of the 5-year framework. Ideally the Boards would go out to test the market. However, following a meeting with The Risk Factor last week the outcome was that it was agreed that now was not the right time, for several reasons:

- The Insurance market is still contracted.
- There is some potential for bespoke policies to be explored.
- The claims history for the Boards is very recent, with the recent floods and break-in at UW depot in July 2021.

It was agreed by officers that a short-term one-year renewal would be agreed with insurers, the option of going out to tender being delayed to next year, which should then yield better results. It was also hoped that it may be possible then to form an insurance risk pool, including other Boards.

The insurance renewals period for all 4 Boards falls between 01st and 07th July 2022, except for 1 or 2 smaller policies and covers.

The JSC minutes from the 09.05.22 meeting were received and NOTED.

6. Chief Executive's Report.

The Chief Executive's report had been circulated with the agenda. Issues highlighted included:

6.1 Covid-19.

The 4 Boards' arrangements for Covid-19 risk mitigation are kept under regular review, maintaining focus on 3 priorities:

- Maintaining business continuity in the Boards' services as far as practicable, both operationally and in office-based services.
- Providing a safe working environment for our staff.
- Maintaining sufficient resilience across our teams to be able to respond appropriately to a flood event.

With these priorities in mind and with the end of national free Lateral Flow Tests [LFTs], the Boards had invested in sufficient LFTs to issue every employee with 2 LFTs per week for a 12-week period [at £1.95 per test]. Staff are being asked to test routinely twice a week and if they suspect they may have Covid symptoms. Although the national isolation requirements have changed, we are asking staff to advise if they test positive and not to attend the workplace until we discuss with them whether they feel well enough to work and can work from home or work in a lone worker capacity, hence minimising the Covid transmission risk to colleagues.

The Boards have resumed a normal service, although we are still providing PPE including face coverings, wipes, sanitiser etc to minimise virus transmission risk. Operatives are sharing vehicle cabs once more, although this tends to be within the group of people they usually work with. Office based staff are working a hybrid model of sometime in the office [or out at in-person meetings] each week and sometime working from home.

May 2022 Board meetings are all in-person meetings, as too were the 3 subcommittees and the 4 Boards' Joint Services Committee. Some of the

County-wide meetings, e.g., ADA Pay & Conditions Committee on 03.05.22, are similarly now held in-person.

6.2 Staffing.

- Nick Downing commenced with the Boards on 28.02.22, as GIS and Environment Officer.
- After several recruitment drives, the vacant Upper Witham Land Drainage Operative post had been filled. We welcomed Aaron Stern to the Upper Witham workforce on 21.03.22.
- We have once again been unsuccessful in recruiting to the graduate entry civil engineer role for the Boards [& are now targeting summer 2022 graduates].
- Alan Gardner, part-time Consents Officer for the Boards, retired in mid-February 2022.
- Sarah Walden started as an employee with the Boards [0.7FTE] on 01.02.22, having provided the Boards' HR service as an independent consultant for several years.

6.3 2021/22 Year end positions.

Pleasingly, all 4 Boards had reported a 2021/22 modest 31st March 2022 year-end surplus position, as follows:

- **NELDB: [£21,851.84]**
- Upper Witham: [£19,378.67]
- Witham First DIDB: [£13,324.30]
- Witham Third DIDB: [£66,865.52]

These are healthy year-end outturn positions which absorb several schemes/cost pressures outside the approved Estimates for 2021/22 for each Board. These year-end positions also include Highland Water balances on actual claims to the EA [difference between 2021/21 estimated claims and actual costs incurred]. They also incorporate the minor variance on the joint services budget expenditure for 2021/22, which was reported in detail to the JSC on 09th May 2022.

The AGAR relevant sections were accordingly drafted based on these year-end positions and were sent to the Boards' Internal Auditor, Chris Harris, at TIAA. The AGARs are submitted to each of the 4 May Board meetings for approval.

The Internal Auditor has completed his independent audit on 2021/22 and produced a written report, which he is presenting today. Each Board has once again been given a '**substantial assurance**' rating for 2021/22.

6.4 2022/23 Estimates & Penny Rate Increases.

Each of the Boards set financially balanced Estimates for 2022/23 but recognised the particularly challenging year ahead in doing so. The main cost drivers for Boards were all escalating, causing somewhat of a perfect storm [i.e., fuel costs escalating, cost of switching from red diesel to white diesel usage factored in to budgets, electricity price increase of 15% from October 2021 and only fixed for a year, insurance cover challenges and price increase of 5%

factored in, Employer's National Insurance contribution rate increasing by 1.25%, Repair and Maintenance Costs escalating, supplies costs increasing [concrete, stone, timber etc], a Pay Award of 2.5% approved by each Board in line with the ADA Lincolnshire Branch recommendation, and for NELDB the potential price increase of a new Maintenance Contract from 01.04.22]. Each of the Boards approved a higher than usual increase in the Penny Rate for 2022/23 therefore, which drives the increase in the relevant Councils' Special Levies and Drainage Rates account holders' drainage rates [+land movements between the two]. Approved Penny Rate increases were as follows within the Witham & Humber Drainage Boards:

- **NELDB: 5.00%**
- Upper Witham: 6.25%
- Witham First DIDB: 6.50%
- Witham Third DIDB: 5.00%

[By comparison, Penny Rate increases in neighbouring Boards included: 4.19% in BSIDB, 8.50% in Welland & Deepings, 5.00% in Witham 4th, 8.00% in North Level IDB].

6.5 PSCA work for the EA in 2022/23.

There have been several discussions with the EA about the PSCA works they wish to commission on main rivers from the IDBs in 2022/23, and the 4 Boards' quotations for doing those works. To IDB staff this felt like a shift from the original objective of the partnership agreement in achieving operational efficiencies on watercourse maintenance, to more of an EA as commissioner/IDB as contractor relationship.

In summary, the Boards have been undertaking an increasing amount of maintenance work on EA main rivers over the last few years.

In 2020/21 the price quotations, not necessarily the amount of actual subsequent work billed, totalled £824,943.27 [W1st £83,138.69 W3rd £394,729.44 UW £162,396.86 and **NELDB £184,678.27**].

In 2021/22 the quotations to the EA for specified works increased to £947,535.10 [W1st £99,570.02 W3rd £432,102.92 UW £213,101.13 and **NELDB £202,761.03**].

There was an increase in the prices originally quoted for works in 2022/23 to £1,142,455.61 [W1st £177,900.00 W3rd £544,552.13 UW £197,509.55 and **NELDB £222,493.94**].

The quotes for 2022/23 appeared to raise a red flag within the EA, potentially because it was > £1million across the 4 Boards. This led to a review of the quotations, what was in there [watercourse lengths, frequency of weed cuts, new stretches of watercourse, hand work, chemical spraying, obstruction runs etc] and how much of the increased prices was due to cost pressure increases versus how much of it was due to more/different maintenance regimes on watercourses being specified by the EA. Issues discussed included proportion of works undertaken at basic rates of pay for Operatives and at overtime rates, administration/supervision on-cost parity with that charged by other IDBs,

inclusion/removal of the previously included 10% Covid-19 contingency sum, removal of the £17,250 per Board which it was previously agreed should be included for covering emergency works in a flood event.

Although the quantum of costs does not change, the way in which EA colleagues wish to handle this internally has changed. So, the outcome is our Boards have submitted revised quotations to strip out a proportion of the overtime assumptions and reduced the quoted hourly rate for Machine [tractor/flail or excavator] and Operative to £72.75 from £83 originally quoted to cover a proportion of the work needing to be done at overtime rates of pay [we agreed to monitor and handle / claim differently the overtime costs incurred], removal of the 10% Covid contingency, cost out separately the additional work commissioned by the EA.

This has now been done and the 2022/23 revised quotes were submitted totalling £892,198.78 [W1st £129,573.38 W3rd £437,166.39 UW £152,215.05 and **NELDB £173,243.96**].

The EA has accepted these quotations and confirmed order numbers are in train and should be received soon [although once again we have missed the scheduled April work].

This whole process for 2022/23 raises several issues for the Boards. The significant amount of work we are now undertaking for the EA and the precarious nature of that process for 2022/23 risked, at one point, all the work being pulled and awarded to the EA's framework contractors. The Boards are managing this significant amount of additional workload on existing staff and making decisions to defer disposal of plant and machinery, with only one-year contractual assurance and certainty on EA commissioning intentions and workload. Members were advised at the meeting that since writing the report orders and associated paperwork had been received and therefore works had commenced for the May cuts and the Board's contractor Carnaby's had been informed. The April cuts had been missed.

The Chief Executive's report was received and NOTED.

7. Internal Auditor's Report on 2021/22.

The report had been circulated with the agenda and was presented by Chris Harris of TIAA.

The Internal Auditor undertook the 2021/22 internal audit remotely during March 2022. The key outcomes from the audit were:

1. The overall assurance opinion for 2021/22 is Substantial Assurance and one priority three recommendation has been made this year.
2. Recommendation one referred to some minor improvements to the information contained on the Board's website regarding its Policies and Procedures page. A similar recommendation was also made in 2020/21.
3. Good corporate governance is practiced by the Board with appropriate Board involvement.
4. The accounting records are all in order, up to date and in balance.

5. Overall, the Board can be satisfied that the governance, risk and control framework is working well, and the finances are all in order.

Members thanked Chris Harris for his report and findings, NOTED the report and accepted the 'substantial assurance rating' for 2021/22.

8. Schedule of Expenditure, 01.01.22 to 31.03.22.

The schedule of expenditure for the three months ended 31st March 2022 had been circulated with the agenda and was presented by the Director of Finance & Governance. The schedule was of invoices paid in the period, and therefore some expenditure incurred in the two months period was excluded. Items highlighted to or raised by members included:

- Item 1: £3,895.00 (net) to ADA for IDB Membership subscription 2022. The Chairman requested clarification on how this was calculated. It was confirmed that it was based on the size of the Board, on land values.
- Items 34 to 42: £ Various to Eric Carnaby & Son Ltd for the maintenance contract payments, both winter and summer works.

Members NOTED the schedule of expenditure incurred for the three months 01st January to 31st March 2022, which totalled £138,088.75 gross or £108,697.46 net of £29,391.29 VAT. There were no recharges to other bodies during this period.

9. Financial Performance Report 2021/22, Year-end as of 31st March 2022.

The Financial Performance Report for 2021/22 to 31st March 2022 had been circulated with the agenda. The Director of Finance and Governance presented the position, summarised as:

	2021/22 Estimate £	Actual £	Variance £	FRS102 Adjusted £	2022/23 Budget £
Income	(689,869)	(875,641)	(185,772)	(875,641)	(837,597)
Board & General Admin	20,050	16,275	(3,775)	16,275	21,900
One Off Schemes	17,000	18,940	1,940	18,940	17,000
Conservation	2,500	619	(1,881)	619	2,500
Depot	8,360	8,615	255	8,615	9,100
Drains	142,420	136,074	(6,346)	136,074	153,020
Pumping Stations	70,850	47,483	(23,367)	47,483	83,200
Staffing & Joint Admin	102,192	108,293	6,101	108,293	109,408
Consents & Enforcement	2,121	0	(2,121)	0	2,151
Engineering & Works Supervisor	161,746	164,528	2,782	174,528	176,688
Contribution to/(from) Reserves	0	55,000	55,000	55,000	0
PWLB	0	0	0	0	0
Rechargeable Works	0	136,942	136,942	136,942	100,000
EA Precept	162,630	161,019	(1,611)	161,019	162,630
FRS17 Pension Adjustment (net)	0	0	0	(10,000)	0
Wages & Plant Holding Account					0
(Surplus)/Deficit	0	(21,852)	(21,852)	(21,852)	0

The Board was showing a surplus position (£21,852) at the end of the financial year which it was proposed be transferred to the Revenue Reserve.

On income, Special Levies had been received for the full year from the 3 Councils totalling (£588k). Drainage Rates invoices for 2021/22 were on budget, the collection rate for drainage rates income as of 31st March 2022 was 97.8% (compared with 93.7% for the same point in 2020/21). The closing drainage rates balance of £529.95 had been carried over to the bills posted out in April 2022 for the year 2022/23.

Highland Water claims had been submitted to the Environment Agency for 2021/22 actual with a further balance of (£14,348) due, payable by the EA in September 2022. 80% of the estimated claim for 2021/22 (£57,200) was paid in August 2021 along with the balance for 2020/21 on actual costs incurred (£50,825). This gives total Highland Water income due for 2021/22 of (£71,548).

For Rechargeable Works, some works totalling (£124k) had been recharged to date for EA PSCA works. The Killingholme Marshes PS costs of £38k had been recharged to ABLE UK, although it was noted that the invoices for payments to Stantec had not yet been reimbursed to the Board.

Works undertaken to replace the culvert at Middle Drain Pumping Station at a total cost of £14,540 had been recharged to and paid in equal proportions by the EA (£7,270) and the landowner Synthomer (UK) Ltd (£7,270).

FDGIA grant of (£15k) had been received from the EA for the Mawmbridge Catchment study. This has been contributed to the 'One-Off schemes reserve' to fund works to be undertaken in 2022/23.

The bank balances as of 31st March 2022 were set out as follows:

Barclays Bank plc

Payments Account	£	20,759.22
Receipts Account	£	575.24
General Deposit Account	£	250,000.00
Developer Contributions Account	£	132,135.62
Nationwide Instant Access (Dev Cont's)	£	152,276.94
Total		<u>£ 555,747.02</u>

Members were reminded that the Board has a General Reserve Policy of 10% to 15% of budgeted annual income/expenditure which currently has an allocation of (£78,459). The surplus of (£21,852) will be transferred to the General Reserve, increasing the balance to (£100,311) which is 11.98% of 2022/23 estimated income and expenditure of £837,597 and therefore leaves the Board compliant with policy.

Other earmarked reserves exist for Pumping Station Renewal, Conservation Projects, One Off Projects, Rosper Road Pits and development contributions. Members were reminded that if funds are required then the Board can approve movements between the reserves at any time.

Following discussion Members were content to:

- note the financial performance for 01st April 2021 to 31st March 2022 (P12).

- approve the surplus of (£21,852) be transferred to the Revenue Reserve, giving a 31.03.22 year-end Revenue Reserve balance of (£100,311), which is 11.98% of 2022/23 budgeted expenditure.
- note the Outturn position had been used in the compilation of the Statement of Accounts, IDB Annual Return and IDB1 Annual Report.

10. Annual Governance Statement 2021/22.

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

The Annual Governance Statement (AGS) 2021/22 is for Members to complete and approve. The Annual Governance Statement is then incorporated into and forms part of the Annual Governance and Accountability Return (AGAR) for 2021/22. The Board has a statutory requirement to complete and approve the AGAR.

The AGS part must be approved prior to the Accounting Statements, either at separate meetings or in the same meeting but with the correct order of business.

The AGS comprises 9 assertions (number 9 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, and state how it will address any weaknesses identified.

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

The Chairman took the Board through the relevant 8 statements and the response to each was agreed positively.

11. Annual Report and Statement of Accounts 2021/22.

A report had been circulated with the agenda and was presented by the Director of Finance and Governance.

The Board does not have a statutory requirement to produce a full set of Statement of Accounts, but it is deemed good practice. Furthermore, a lot of the detailed work undertaken is required to complete the Annual Governance and Accountability Return (AGAR) which is a statutory requirement.

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 2021.

The Statement of Accounts comprises the following key sections:

- Annual Report 2021/22 – narrative on the work of the Board during 2021/22.
- Statement of Accounts 2021/22 – lists the key components of the statements.
- Board Members – schedule of Board Members who served during 2021/22.
- The Annual Governance Statement – replication of the text in the Annual Report.

- Statement of Responsibilities – list the Board’s and Chief Executive’s responsibilities regarding the Statement of Accounts.
- Statement of Accounting Policies.
- Income & Expenditure Account 2021/22
- Balance Sheet 2021/22
- Notes to the Accounts.
- Appendices
 - Map of the Board’s drainage district
 - Organisational Structure Chart

Once approved, the document is loaded onto the Board’s website to meet requirements under the Local Government Transparency Code 2015. It was noted this document is not subject to audit, as only the AGAR is subject to external audit.

The Board APPROVED the unaudited Annual Report and Statement of Accounts 2021/22.

12. Annual Governance and Accountability Return (AGAR) for 2021/22.

The Director of Finance presented the Annual Governance and Accountability Return (AGAR) for 2021/22, which had been circulated with the agenda. The Board has a statutory requirement to complete and approve the AGAR.

The AGAR has 4 separate sections and normally needs to be approved at a full Board meeting before 01st July. This year it must be submitted, along with additional requested information, to the External Auditor by Friday 01st July 2022 for review. Alongside this, the rights of public inspection will also commence on Monday 13th June 2022 until Friday 22nd July 2022. This period must incorporate the first 10 working days of July, as required by statute.

The AGAR comprises the following key sections:

- Annual Internal Audit Report 2021/22 [received earlier in the meeting]
- Section 1 – Annual Governance Statement 2021/22 [approved earlier]
- Section 2 – Accounting Statements 2021/22 [herewith]
- Section 3 – External Auditor Report and Certificate 2021/22 [TBC by 30.09.22].

The Accounting Statements utilise the information used in the preparation of the Statement of Accounts, received earlier in the meeting.

Once approved, the AGAR document is published on the Board’s website to meet its requirements under the Accounts and Audit Regulations 2015. This year this will be on Friday 10th June 2022.

The statutory deadline by which the AGAR and signed external auditor report and the Notice of Conclusion of Audit must be published is 30th September 2022.

The Board APPROVED the Annual Governance and Accountability Return (AGAR) 2021/22 and the publishing of the AGAR on the Board’s website, along with the notice

of the period of public inspection rights from 13th June to 22nd July 2022.

13. DEFRA Annual Report (IDB1) 31.03.22.

The Director of Finance and Governance presented the completed Defra Annual Report for the year ended 31 March 2022 (the IDB1 Report). The report, which had been circulated with the agenda, must be completed, approved and submitted by 31st August each year to:

- Defra.
- Environment Agency.
- The Chief Executives of
 - All local authorities that pay special levies to the Board.
 - All County Councils or London Boroughs within which the Board is situated.

The form is in 3 sections covering:

- Financial information
 - Special Levies issued for 2022/23.
 - Income & expenditure Account for year ending 31 March 2022.
- IDB Reporting
 - Policy Delivery Statement.
 - Information on the National Flood and Coastal Defence Database.
 - Biodiversity.
 - Access to environmental expertise.
 - Asset Management.
 - Guidance and Best Practice
 - Board Membership and Attendance.
 - Complaints Procedure
- Declaration – to be signed by the Chief Executive.

Following discussion, the Board APPROVED the Defra Annual Report (IDB1) for the year ended 31 March 2022, noting that the format submitted may vary slightly as the actual return had not yet been received from Defra.

14. Health and Safety Update.

A report had been circulated with the agenda and was presented by the Director of Operations.

Winter maintenance required the Operatives to work closer together and there had been 4 cases of Covid-19 within the teams. Masks and sanitiser are still provided for all staff. Lateral flow tests have been issued to all staff to test twice a week or in the event of symptoms.

Witham House office is open to members of the public and to visitors, by prior arrangement.

These arrangements and risk assessments are reviewed weekly at Management Team Meetings, and any change to national guidance is kept under review.

Cope, the Boards Health and Safety advisors, have completed their annual visit to Witham First and Witham Third DIDBs. North East Lindsey and Upper Witham will have their annual visits later in the year.

There has been one accident since the last report. An Operative on Upper Witham, whilst chain sawing a fallen tree, had a branch snap round and hit him on the arm and chest. The Operative did continue to come to work for a further week but was in pain and eventually spoke to his GP, who signed him off as unfit for work until 25/05/2022. The duration of absence makes this Riddor reportable, which has been done, and incidents concerning chainsaws or fork lifts raise a red flag with the HSE.

One near miss had been reported since the last meeting in January, again it was an incident involving a chainsaw. Whilst chain sawing on Upper Witham, an Operative slipped on the wet, sloping bank and the saw caught his trousers. The issued regulation chainsaw trousers stopped the saw instantly, preventing injury.

Following the accident and near miss, both of which involved chainsaws, the Operatives' training has been reviewed and, although all users are currently up to date, a toolbox talk around the dangers of using a chainsaw in the environments we encounter will be provided to all Operatives.

NPORs wheeled excavator training for Operatives had been completed, with just one new member of staff at Upper Witham outstanding. Overhead Cable training is up to date with all Operatives. The training of Machine Operators who use Tree Clippers will commence imminently, this operation now falls under the Lola regulations and as such needs the operators to be trained in the use of the equipment and the completion of lift plans.

Adrian Skelton, Pumps Foreman for Upper Witham, Witham First and Witham Third, is due to start electrical training on the 09/05/2022. This will be the first of three electrical courses for Adrian.

Staff have also completed First aid training with the use of Defibrillators.

Members received and NOTED the Health and Safety update.

15. Proposed Killingholme Marshes Pumping Station.

A report prepared by the Director of Engineering & Technical Services had been circulated with the agenda and was presented.

This proposed pumping station development is to be located within the Board's district, serving an area of development between the North and South Killingholme Haven outfalls into the Humber Estuary. This area, previously known as Killingholme Marshes, is now being promoted and developed by Able UK Ltd. [AUK] as the Able Marine Energy Park.

The Board has been invited to attend the regular meetings of the Able Marine Energy Park Delivery Board. The Director of Engineering & Technical Services was unable to attend the last Delivery Board meetings on 11th January and 10th May, but a written update report was provided for circulation before the meeting.

Whilst there has been various communication between the Board's officers and AUK, there has been no progress in the drawing up of the legal agreement necessary between AUK, NELDB and Crown Estates, allowing access to the various parcels of land to be occupied by the new pumping station, discharge pipeline and outfall structure.

AUK has raised the issue of the calculating of the commuted sum that will be required as part of the agreement between NELDB and AUK. AUK have been advised of the outstanding information that the Board requires for this matter to progress.

The construction of the pumping station continues with the provision of the reinforced concrete elements in the final stages of installation, but progress is not in line with projected programmes. The piles around the outfall bay remain in place and the final connections between the station and the outfall culverts are now completed.

Access to the construction site remains open and unfettered for both the Board's officers and their representatives from Stantec, who continue to attend site to monitor work and ensure compliance with the design specification and drawings.

The Director of Engineering & Technical Services had participated in several meetings and email correspondence regarding technical aspects of the station's design and performance. Discussions as to how the pumping capacity required of the station is to be met over the lifetime of the station continue.

The Works Supervisor attended a meeting on site on 20th April to discuss and agree 'electrical ancillaries' on the site. This relates to the provision of lighting and power sockets and the positioning of various control switches. The Director of Engineering & Technical Services attended two test sessions; the final pump rig test at Bedford Pumps Limited facility in Bedford on 29th April and the Factory Acceptance Test of the MCC [control panel] at the Paktronic workshop on 03rd May. Both tests went well with no significant faults or corrections needing to be made.

The delivery of both the MCC and the pumps to site is yet to be confirmed, but is believed to be in June. There is much work to be completed by AUK before then and the arrangements for commissioning will need to be confirmed well beforehand so that the Board's officers and consultants can be in attendance to witness.

It is planned for the Board to accept responsibility for the operation and maintenance of the pumping station after a 12 month 'defect correction period' but this may be changed such that the Board takes over the operation of the pumping station from the date of commissioning. This interim arrangement would be under a separate service level agreement paid by AUK. This would be subject to successful completion of all legal agreements and receipt of an agreed commuted sum relating to the whole life of the station.

Members received and NOTED the update.

16. Operations Report.

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

With Summer 2021 maintenance works eventually coming to an end in early 2022, we have had a varying degree of winter works in each of the Boards.

In North East Lindsey, Darren Scott the Board's Works Supervisor has overseen delivery of the winter maintenance programme. This was delivered by Carnaby's, the Board's contractor. The winter works were on sections of Habrough Marsh Drain and Oldfleet Drain. Both watercourses needed bushing, chipping work and minor desilting works to enable future channel maintenance by machine. These works are now complete.

The use of Red Diesel (Gas Oil) in plant and machinery used by the Boards to undertake their duties has been reviewed and a dispensation was issued in an amended HMRC Customs & Excise Notice 75 received in late March. Following lobbying pressure from ADA and IDBs direct, IDBs have consent to use Red Diesel for the maintenance of watercourses providing there is a 'benefit to agriculture' in maintaining the watercourse. Nick Downing, GIS & Environment Officer, has reviewed the watercourses on all four Boards and concluded that very few watercourses are NOT giving benefit to agriculture.

Therefore, the Boards can complete works with very little change to current working practices on red diesel. Even with this outcome, however, the cost of Red Diesel is now at the price budgeted for in January 2022 for white diesel [£1.08 pence p/litre]. So, whilst this dispensation is not actually giving cash savings, at least it is easing the degree of cost pressure that running the fleet on white diesel would have been. And importantly, it relieves the concern about plant left on sites overnight with white diesel.

Cllr Nick Pettigrew asked is this was affecting the Carnaby's contract. Members were informed that there were no savings to be made on the contract, Carnaby's being primarily an industrial and not agricultural contractor in the main.

As previously advised, and has been seen over the last 12 months, suppliers of machinery used by the Boards are requiring around ten months to a year to supply any new machinery, hence bringing the plant programmes to the 3 relevant Boards in May 2022. Orders for plant to be delivered in June 2023 will need to be placed in the next three months.

Manufacturers are also having price increases more frequently than seen in the past, with some manufactures increasing prices on deals already signed for.

The cabinet at New Holland outfall is still needed and is currently included in the FDGIA review that Georgina Nichols is undertaking, to see if any funding towards the work required can be obtained. Money is set aside for the works if no FDGIA is forthcoming.

The paperwork and maps from the EA have finally been received, following what was a very difficult process of negotiating PSCA works for 2022/23. The April bank top cuts on all 4 Boards had been missed but now the paperwork was in place the works can commence. Darren Scott had met the Operations director on site today and he had all the paperwork to hand over to Carnaby's. They would be able to undertake pre-walks and checks starting next week from 30th May.

Members received and NOTED the report and update.

17. Engineering Report.

A report by the Head of Engineering & Technical Services had been circulated with the agenda.

Pleasingly, there had been no flood events on which to report.

Multi agency Rain Gauge Project (JA-5378-2020-ASS).

There was no update on this scheme. Officers had been exploring on behalf of all four Boards whether to be involved with this multi-agency scheme. Potential partners across Greater Lincolnshire are the 3 Lead Local Flood Authorities [LLFAs] namely Lincolnshire County Council, North Lincolnshire Council and North East Lincolnshire Council. Other partners include Anglian Water and other Internal Drainage Boards (but not the EA). The scheme is proposed to be part funded by the Anglian (Northern) RFCC Local Levy and a draft bid was submitted by Lincolnshire County Council in November 2020. The proposal is to have 'live' web-based rainfall data available to partners during heavy rainfall events and historic data for post event investigations including the LLFA led Section 19 investigations. Approximately 50 sites would be located across the area hosted by partners in appropriate secure sites which potentially could be the Boards' Pumping Stations. However, we need to understand more about locations, potential ongoing maintenance costs for which the Boards may be liable etc before agreeing to participate in what is currently an expression of interest stage project. There had been no change since May 2021 and information is awaited from Anglian Water. Although the FRCC Local Levy funding has been confirmed for the project it has proved difficult to move the project forward and commit to, some potential partners have already dropped out. The project is being reviewed, there was no update for 2022.

Local Resilience Forum (LRF) Lincolnshire (JA-1400-2014-ORG) Humber (ND-4250-2018-ORG)

In addition to the main meetings the 'LRF Flood Group' subgroup met on the 02nd September 2021, the agenda included 'FloodEx2022' which is a significant regional exercise taking place in September 2022 involving all the LRFs along the Trent Catchment as well as all the East Coast LRFs covering both Tidal and Fluvial Flooding.

The exercise will test the interaction between LRFs including the Humber which is also looking at a scenario like the tidal event in 2013.

Several meetings are taking place to finalise the proposed exercise.

It will give an opportunity to consider how we engage with the LRF(s) and the exercise to maximise protection of the districts, reduce the impact of flooding and potentially have access to national resources for future events.

Drainage and Wastewater Management Plan (DWMP) (JA-5170-2020-PRO)

The Drainage and Wastewater Management Plan (DWMP) is a project lead by Anglian Water to improve the lives of people and the environment, in the East of England over the long-term. It will use it to plan for investment in drainage, treatment and sewerage systems. This collaborative and long-term strategic plan will highlight the known and

expected future risks to drainage and treatment and identify the solution strategies to mitigate.

The DWMP is a long-term plan covering 2025-2050, looking at the risks in 2025, 2030, 2035 and 2050. There have been several general meetings starting in January 2020 but now catchment specific meetings are being held. On 12th October there was a meeting looking at the catchments of Louth and Horncastle which was attended by Internal Drainage Boards, ELDC and the EA. Following the survey meetings, a focus group for Internal Drainage Boards was held on 19th January 2022.

The draft plan will be open for consultation from July to September 2022.

Further information can be found on this website
<https://www.anglianwater.co.uk/about-us/our-strategies-and-plans/drainage-and-wastewater-management-plan/>

Middle Drain access culvert (ND-5514-2021-ASS, ND-5486-2021-ENF).

NELDB's contractor undertook urgent culvert reconstruction works on the access track culvert, completed in May 2021. All payments have now been made and this is now complete.

Immingham multi-agency study and model (ND-3987-2018-PRO).

A multi-agency approach has been taken to assess the Flood Risk and distribute potential scheme benefits between the parties involved, North East Lindsey Drainage Board, EA, Anglian Water and North East Lincolnshire Council - who are hosting the scheme because they have an in-year GiA scheme which has received funding for the work. NELDB commissioned the survey of the watercourses which will be combined in the model, which Anglian Water has agreed to undertake.

The results of the work will potentially allow the Board to proceed with GiA funding schemes for Habrough Marsh Drain system.

All types of flood risk are included in the study including surface water, fluvial and coastal.

Anglian Water Services have now provisionally completed the Hydraulic Model of the combined systems. Some additional detail and survey has been undertaken to complete it and the results should be available soon.

Ground Water Flooding November 2019, Barton upon Humber (ND-5379-2020-FLD).

An 'off site' plan for Wren Kitchens is being produced, this would include the setting of various trigger thresholds for alarms and warnings to be issued. The current expansion of the Wren Kitchens site will have no adverse effect upon the local drainage system, nor will it increase the likelihood of flooding of this nature in the area.

A second meeting was held on 17th September 2020, there have been no further meetings in the last 18 months. However, the EA have now extended the Ground Water warnings to include surrounding areas including Wren Kitchens.

Wren Kitchens needs to sign off the Drainage Condition for the latest phase (PA/2021/1832). Part of that is a site emergency plan, a plan has been produced for the new phase, but North Lincolnshire Council LLFA Team are insisting that the full site needs to be included before the condition can be discharged.

Humber Wader Mitigation (ND-3458-2017-ENV)

This site is designed to attract wading birds as part of mitigation for development in the area. It is located adjacent to Mawmbridge pumping station and will include a small pump to top up the wet areas on the site. The scheme has evolved, and the proposal is now to have the pump location remote from Mawmbridge pumping station. Several site meetings have taken place. A Consent application has now been received but it is incomplete, and discussions are ongoing to finalise the proposed works that affect the Board. The works started in April 2022 but currently works are remote from the watercourses.

North Lincolnshire Council Operation Flood Group (ND-4485-2019-GEN)

It is a multi-agency meeting to discuss and resolve local drainage issues. A meeting was held on 18th March 2022.

Townscroft Drain/Mawmbridge Drain Branch 3 proposed bus bridge, Grimsby. (ND-4366-2018-CON, ND-4835-2019-CON)

North East Lincolnshire Council have a project to construct a bus only bridge over the Board maintained Townscroft Drain/Mawmbridge Drain Branch 3 to link the two parts of Europarc. This has now been resolved and a Byelaw Consent has been issued. Project closed.

Wren Kitchens ND-4610-2019-PLN

A meeting was held with North Lincolnshire Council and the Consultant for the works on 9th December 2021 for the new building regarding the planning conditions. The new outfall from the attenuation pond is due to be put in early in 2022 and they will also do the remedial work on the consented work already in place. The main hand over of the factory is in March but there will be partial hand over before then so it can be operational as quickly as they can.

Wren kitchens need to sign off the Drainage Condition for the latest phase (PA/2021/1832). Part of that is a site emergency plan, a plan has been produced for the new phase, but North Lincolnshire Council LLFA Team are insisting that the full site needs to be included before the condition can be discharged.

Stallingborough 3 Sea defence improvements - NE Lindsey IDB liaison (ND-5362-2020-ASS)

The EA are advancing the development of the scheme to improve the tidal defences and outfalls along the frontage from Middle Drain to New Cut Drain at Barton. The Outline Business Case was approved in July 2020. One aspect of this scheme is considering how best to sustain the conveyance of Oldfleet Drain. Furthermore, they are also particularly looking at options to improve the defences and outfall at Mawmbridge Drain.

This potentially has an impact on Middle Drain pumped catchment, Mawmbridge pumped catchment and Oldfleet Drain.

We have been invited to a meeting to discuss the current systems and operations of the Board/EA and how they interact.

An initial meeting was held with the EA where options to divert flows from Oldfleet Drain into the Middle Drain or Mawmbridge Pumped Catchments were discussed, initially Middle Drain Branch 3 (6C) adjacent to the Humber bank is favourable. Further analysis and modelling will need to be done to establish how the connection is made and whether the Oldfleet gravity outfall is abandoned. The EA gravity outfall and Board's pumped outfalls will be looked at to see whether it is feasible to combine them like at Middle Drain, to ensure the gravity is not obstructed by silt.

Potentially the schemes can use GiA funding either combined with the EA or separately for the Board.

A catch-up meeting was held on 06th October 2021 on site at Mawmbridge Pumping Station and a virtual meeting was held on the 21st December 2021. The EA is continuing with the business case and are considering the options for the Humber flood wall and to discuss with the Board the options at the Mawmbridge and Oldfleet gravity outfalls.

In anticipation of a potential GiA scheme for the refurbishment of Mawmbridge Pumping Station an application has been successfully submitted to the EA for funds to undertake modelling and an asset condition assessment to provide information for the main submission. The asset inspection has been undertaken but the survey was delayed due to Modelling contact surveyors not being available. Members were advised at the meeting that this was happening now, and Officers await the results.

The EA has confirmed that four gravity outfalls are due to be de-silted to allow inspections and CCTV surveys to be carried out. The locations are Middle Drain, Oldfleet Drain, Mawmbridge Drain and New Cut Drain.

Barton to New Holland Sea defence improvements - NE Lindsey IDB liaison (ND-5613-2021-GEN)

The EA are advancing the development of the scheme to improve the tidal defences and outfalls along the frontage from Barton to New Holland. The EA do have a provisional project plan which was presented to the Board at the November meeting.

Two groups have been set up and have met once with a further meeting planned for July.

Project Steering Group - (including Phil Hoyes together with 2 local Councillors and 2 local members of the RFCC)

Resilience Advisory Group (RAG) - (including Darren Scott and Julian Hargreaves)

The ecology surveys commenced in January 2022 and are continuing through the next few months. The first phase of ground investigations is due to start in the next few months.

The provisional time table of the project is:

- Early 2022 - Survey
- 2022/2023 – Options Development
- 2024 – Design/Approvals/Procurement
- 2025 – On site works begin

A summary of the background of the project is given on the project 'Citizen Space' website at: Barton to New Holland Flood Alleviation Scheme - Environment Agency - Citizen Space (environment-agency.gov.uk)

North Killingholme Outfall (ND-5364-2020-DRA) and Habrough Marsh Drain Outfall (ND-5365-2020-DRA)

Contractors for the EA have been in contact to undertake survey and inspections of the two outfalls with a potential for them to be refurbished/replaced. Works to replace the penstock on North Killingholme Outfall started on w/c 06th December 2021 and is now complete. A Consent (ND-5976-2022-CON) has now been issued for the replacement of the pointing doors on Habrough Marsh Drain outfall. The works were due to start on the 25th April 2022 but did not take place due to Covid. Works must be undertaken on an appropriate tide cycle and current. At the time of writing a date had not been given. Members were advised that contractors had changed the doors but not the hinges. Upon inspection by Darren Scott the works were found to be of a very poor standard which was immediately reported to the EA. The EA have further advised that the contractor would look into the matter, and they were on site yesterday, Monday 23rd May 2022.

Members received and NOTED the report.

18. Planning & Consultations Report.

A report had been circulated with the agenda and was presented by the Head of Engineering & Technical Services. The report provided information on the planning applications received by the Board and detail of the comments submitted to the relevant Local Planning Authority (LPA).

There were no issues to highlight to members on this occasion.

Members received and NOTED the report.

19. Consents and Enforcements Report.

A report had been prepared by the Consents and Enforcements Officers, circulated with the agenda and was presented by the Head of Engineering & Technical Services:

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

Byelaw Consent Applications

Reference	Location	Applicant	Details	Date
ND-5886-2021-CON	Station Road, New Waltham	Barratt Homes	Surface water outfall (attenuated to 12.94l/s) in to Buck Beck Branch 3 (1C)	14-2-22
ND-5976-2022-CON	Habrough Marsh Drain outfall	Amalgamated Construction	Replacement of pointing doors for Environment Agency.	28-3-22

Section 23 Land Drainage Act Consent Applications – District

Reference	Location	Applicant	Details	Date
ND-5907-2022-CON	Waters Edge Country Park, Barton upon Humber	Network Rail	Humber. Proposed railway culvert replacement	14-2-22

Section 23 Land Drainage Act Consent Applications – Extended Area

The Board acts as Agent for Lincolnshire County Council, the Lead Local Flood Authority. North Lincolnshire Council and North East Lincolnshire Council process their own Consent Applications.

None received.

Enforcement Issues – District

Reference	Location	Description / Comments	Actions
ND-5207-2020-ENF	Land adj Brocklesby Ave, Immingham	Encroachment of access strip adj to Habrough Marsh Drain Branch 1 with a fence	Advice to be sought from Sills and Betteridge (solicitors).
ND-5921-2022-ENF	Barton Haven Bridge	Collapsed culvert	Case ongoing.

Enforcement Issues – Extended District

The Board acts as Agent for Lincolnshire County Council, the Lead Local Flood Authority in the West Lindsey District Council area. North Lincolnshire Council and North East Lincolnshire Council undertake their own enforcement.

No current cases.

Members received and NOTED the report on consents and enforcement cases.

20. Any Other Business.

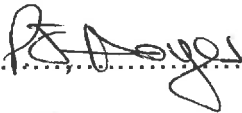
Lionel Grooby suggested that it might be useful to send the list of Board Member vacancies to relevant Parish Councils.

He wished to put on record his thanks to Peter Mills and Iain Colquhoun for their respective 30 years and almost 20 years of service to the Board.

The meeting closed at 16:30.

21. Date, Time and Place of Next Meeting.

The next meeting of the Board was confirmed for Tuesday, 27th September 2022 at the Stallingborough Grange Hotel.

.......... Chairman..... 27. 9. 22..... Date

NELDB BM 24.05.22.