

## UPPER WITHAM INTERNAL DRAINAGE BOARD

**Minutes of a Meeting of Upper Witham Internal Drainage Board held on Monday, 20<sup>th</sup> January 2020 at the Natural World Centre, Whisby Nature Park, Moor Lane, Thorpe on the Hill, Lincoln, LN6 9BW at 2pm.**

**Present:** Cllr. C. Benn  
Mr. J. Boyall.  
Mr. B. Charlesworth.  
Cllr. Mrs. M. Green  
Cllr. G. Hewson.  
Mr. D. Jackson  
Cllr. Ms. R. Longbottom  
Mr. R. W. Parker.  
Cllr. L. J. Pennell  
Mr. J.R. Scarborough. - **Vice Chairman**  
Mr. C. Smith  
Mrs. J.S.P. Smith.  
Mr. T. Speakman  
Cllr. C. Spray  
Mr. N. Tobin.  
Cllr. P.J. Vaughan. - **Vice Chairman**  
Mr. B. F. White  
Mrs. J. Wilkinson.  
Mr. P. Wright.

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

### **Apologies:**

Apologies for absence were received from Mr. A. Buckley, Mr. N. Craft, Cllr. Mrs. L. Dales, Cllr. S. England, Mr. P. Gowen, Mr. J. R. Hollis, Ms. E. E. Jenkinson, Cllr. Mrs. R. Kaberry-Brown, Mr. V. Kerr, Mr. D. R. Knight, Mr. F. H. Myers (Chairman), Cllr. R. Oates, Mr. R. J. Phillips, Mr. G. E. Porter, Cllr. I. Stokes and Mr. S. H. White.

### **64.19 Declarations of Members' Interests.**

Members present appointed by the five Councils declared interests relating to their respective Councils, (City of Lincoln, North Kesteven District, West Lindsey District, South Kesteven District Council and Newark & Sherwood District Councils).

### **65.19 Chairman's Announcements.**

As the Chairman, Mr Fred Myers, was unable to attend, the Vice Chairman, Cllr. Pat Vaughan, chaired the meeting.

Members were welcomed to the January meeting of the Board. The Vice Chairman advised members that Mr. Richard Parker had decided that today would be his final Board meeting and that he was standing down from the Board.

Members were sorry to see Richard stand down, but fully appreciated his decision. Richard had served as a member of the Board for 33 years and as Chairman of the Board between September 1993 and November 1999. The Vice Chairman expressed his gratitude for the support, guidance and leadership he had provided to the Board and wished him well for the future.

Mr. Giles Rawlings, Farms Director, was nominated by Richard to succeed him on the Board and to fill the casual vacancy created by his retirement. Members looked forward to Giles joining the May meeting.

Members were advised that a key feature of the agenda today was for the Board to approve budget Estimates for 2020/21, and the Vice Chairman highlighted this particular item on the agenda.

Key to setting a balanced budget for next year is the Board approving the Annual Value as at 31st December 2019, approving the in-year land movements to 31st December 2019 and setting the Penny Rate. Members noted there is a 2.40% proposed increase in the Penny Rate in the pound. By approving this, members would set for next year the drainage rates and special Levies for the five relevant councils.

With the support of the Board, given the protracted period of heavy rainfall events until recently, the Vice Chairman suggested we take the agenda in order to item 10, and then bring forward the Operations Report.

#### **66.19 Minutes of the Board and Annual Public Meeting, 18.11.19.**

The Minutes of the Board's previous meeting incorporating the Annual Public Meeting, held on Monday, 18<sup>th</sup> November 2019, were proposed by David Jackson, seconded by Lance Pennell and APPROVED as an accurate record.

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

##### **66.19.1 Westborough Flood Alleviation Scheme update (minute 52.19.2 refers).**

The Chief Executive advised that following the offer to the landowner, on the western element of the FAS, to purchase a small piece of land, no response had been received by the closing date of 27.10.19. A meeting with the EA had been requested to agree a way forward with FDGiA grant monies (potentially to offer relevant Property Level Protection). This matter was still progressing however it had been delayed due to the ongoing weather and heavy rainfall issues. The eastern element of the scheme was completed some time ago.

##### **66.19.2 Electricity Costs Summary (minute 54.19.1 refers).**

As previously reported, electricity usage at Pumping Stations is one of the big cost drivers for IDBs and we do see a correlation between high rainfall, pumped hours and electricity costs. November 2019 was again another high cost month for the Board at £18,908.41, although this did reduce to £9,574.13 for December 2019. It was noted that against a budget of

£41,000 for 2019/20, for the 9 months to 31.12.19 the costs incurred on electricity were £55,729

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

### **67.19 Minutes of the Finance & General Purposes Committee Meeting, 07.01.20.**

The minutes of the Finance & General Purposes Committee meeting held on Tuesday, 07<sup>th</sup> January 2020 were proposed by Lance Pennell, seconded by Paul Wright and APPROVED as an accurate record and the recommendations to the Board were NOTED.

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

##### **67.19.1 Proposed Estimates for 2020/21 (minute 7 refers).**

The proposed budget estimates for 2020/21 had been tabled at the meeting. A summary table was included showing, for comparative purposes, the existing 2019/20 approved budget, the 2020/21 estimates and the variances

However, members were asked to note that after considerable discussion of the initial proposed 2% increase in the penny rate (in the pound), F&GPC Members had felt that given the financial challenges the Board faced arising from the recent rainfall events, the Estimates should be redrafted based on a proposed 2.4% increase in the penny rate. It was highlighted to members that the summary table on page 1698 of the F&GPC minutes had therefore been revised accordingly for the Estimates on today's agenda.

##### **67.19.2 Annual Value, Setting of the Penny Rate, Drainage Rates & Special Levies for 2020/21 (minute 8 refers).**

A paper had been tabled at the F&GPC meeting which set out the impact of land movements within the drainage district to 31.12.19, the impact on Annual Values (in both the pumped and gravity / urban areas of the district) and which set out then the land transfer rates with an assumed 2% increase in the Penny Rate in the pound.

Following discussion, and in line with earlier budget 2020/21 discussion, this paper had been amended to incorporate a 2.4% proposed increase in the Penny Rate in the pound (which in turn, together with land movements, drives the setting of drainage rates and the 5 councils' Special Levies for 2020/21).

It was noted that a 0% increase in the Penny Rate would still, because of land movements to 31.12.19, give an increase in Special Levy to NKDC of 7.06% (£13,849.42), the other 4 Councils being unaffected. A 2.4% increase would be 2.4% for 4 Councils, but 9.63% with land movements for NKDC.

After discussion of the impact of both increases in the Penny Rate and increases in Special Levies arising from land movements, F&GP Committee members had agreed officers should recast the paper and recommended to the Board a 2.4% increase in the Penny Rate. Members noted that it was accordingly a revised version of this paper on the Board's agenda today.

There were no further matters arising, all items being covered by the agenda. Members noted the minutes of the Finance and General Purposes Committee held on Tuesday, 07<sup>th</sup> January 2020.

### **68.19 Minutes of the Joint Services Committee Meeting, 13.01.20.**

The minutes of the Joint Services Committee meeting held on Monday, 13<sup>th</sup> January 2020 had been circulated with the agenda and were introduced by the Chief Executive. The minutes and the recommendations to the Board were NOTED.

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

##### **68.19.1 PSCA Renewals (minute 5.2 refers).**

It was confirmed that one of the issues discussed last time in relation to the EA was PSCA renewals, the existing 5 year agreements having expired at the end of November 2018. A number of IDBs had raised issues with the EA's proposed new PSCA content (e.g. CDM regulations, lack of formal planning of works, inconsistencies in processes, specification of works, treatment as contractor rather than as a partner FRMA, treatment of dredgings material / spoil as contaminated waste, 24/7 maximum 2 hour response times) and ADA (National) had been made aware of this.

Members of the JSC had been updated on a meeting in London (Defra) on 05.12.19 between the EA, ADA and several IDB Chief Executives, including Jane Froggatt. Many of the issues had hopefully been resolved to mutual agreement and James Yarham at the EA had undertaken to revamp the proposed PSCA agreement (including Schedule 3) accordingly and then to circulate it for comment. A copy of the proposed revised PSCA is awaited.

##### **68.19.2 Chief Executive's Briefing: Joint Services Agreement (minute 6.1 refers).**

The Chief Executive advised members that the Joint Services Agreement between the 4 Boards became operational on 01.04.17. It specified each Board's contribution rate to the cost of joint services, and a review period of 3 years.

Officers had now almost 3 years' experience of the issues and workload generated in each Board and feel, on balance, that some modification is justified from 01.04.20 to the percentage contributions. It was outlined that factors such as income and expenditure, Special Levies and drainage rates accounts (including complexity and number of accounts), Operatives/Contractor workload, consents/enforcements and planning applications (numbers and case complexity) had been compared. The following changes had been recommended to the JSC on 13.01.20:

	Current % Contribution	Proposed % Contribution
Upper Witham	33.4%	30%
Witham First	20.9%	20%
Witham Third	29.2%	30%
North East Lindsey	16.5%	20%

The JSC meeting scheduled for 16.12.19 had been postponed, enabling completion of the draft Budget Estimates for 2020/21 for each Board, so that JSC members would not take decisions in isolation about the proposed joint services budget, but would see this in the context of overall affordability for individual Boards.

The proposed overall joint services budget 2020/21 is £911,050, which on the proposed revised contribution rates would be:

Upper Witham	£	273,315
Witham First	£	182,210
Witham Third	£	273,315
North East Lindsey	£	182,210

There had been discussion at the JSC about the Joint Services Agreement, the impact on each Board, the need not to look at the first 3 years of assimilation of one IDB into the Group but to set what is fair as a formula thereafter. Members felt that if challenges were made to the respective contribution rates from April, there should be a regular review (say every 3 years) but unless there was a specific reason there should not be great variations to contributions. The recommendation that the two larger Boards each contribute 30% and the two smaller Boards each contribute 20% of costs gave the greatest savings to Upper Witham and the greatest increase to North East Lindsey.

Following discussion at JSC about achieving an equitable position for all 4 IDBs, Mr Philip Hoyes had proposed and Mr. Peter Gilbert seconded the approval of the recommended contribution rates (UW 30%, W1st 20%, W3rd 30% and NEL 20%) from 01.04.20 and that these be fixed for a 3 years period and reviewed for 01.04.23. This was supported and approved by all present. UW members noted the revised contribution rates on which budgets had been constructed.

#### 68.19.3 Joint Services Budget Monitoring Report for month 9 of 2019/20 as at 31.12.19 (minute 7 refers).

A paper setting out the position as at 31.12.19 on the current 2019/20 Joint Services Budget had been circulated with the agenda. It compared the budget for the first 9 months with the actual position and set out the variances. The annual JSC budget for 2019/20 is £839,620. Against a budget to Q3 of 2019/20 of £641,931 (UW £214,406, NELDB £105,920, W1st £134,165 and W3rd £187,447), actual spend was £683,025 (which was for UW £228,130, NELDB £112,700, W1st £142,752 and W3rd £199,443). That is an overall variance on the first 9 months of 2019/20 of £4,087 or 6.40%.

There were no further matters arising from the JSC minutes of 13.01.20, all items being covered by the agenda. Members noted the minutes of the Joint Services Committee.

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

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

#### **69.19.1 High Rainfall Events.**

Since the last Board meetings in November, the high rainfall events from September continued into December and the drainage districts continued to feel the impact of heavy rainfall on already saturated catchments, e.g. – on 29.11.19 a further breach of EA main river occurred, this time at Timberland Delph, impacting on Witham First DIDB and Blankney Pumping Station in particular.

Regular telephone conference calls between the IDBs, the EA and the NFU continued and the IDBs continued to provide mutual aid and support to the EA as necessary.

The cost impact of the Boards dealing with water not intended to come into IDB systems had been quantified to 30.11.19 in a 'Statement of Claim', available as a separate paper on the agenda. For individual Boards, the impact is significant although in Upper Witham's case the Board has not had to absorb third party costs from breaches of EA main river:

W1ST	£ 110,572.47
W3RD	£ 52,530.19
NELDB	£ 22,703.80
UW	£ -
<b>TOTAL</b>	<b><u>£ 185,806.46</u></b>

Endeavours are being made to seek reimbursement of these costs, December costs too will be claimed. There is as yet no assurance that these additional costs will be reimbursed and it was highlighted that all 4 Boards within the Group are now forecasting a year-end 31.03.20 overspend.

Upper Witham had not been as affected by issues on main rivers and the overtime and electricity costs incurred were purely down to the high water levels within the Board's own systems. Therefore, a nil claim was submitted. This also demonstrated to the EA and partner agencies that the Statement of Claim itself reflected accurately the costs incurred due to water not intended to come into IDB systems.

Brent Charlesworth noted that these rainfall events will become the new norm due to climate change and organisations should consider changing how they organise finances and workloads to accommodate the frequency of such events.

Brian White commented that he had rainfall records dating back to the 1970's showing average 10 year rainfall levels. For example between 1976 and 1986 the average was 23.5 inches of rainfall. In 2019 41 inches of rainfall had been recorded and 19.9 inches of that had been recorded between 24<sup>th</sup> September and 31<sup>st</sup> December 2019. Jacky Smith also noted that she had records going back approximately 100 years, recalling a water main scheme that was UK wide being drawn up over 15 years ago.

The Chief Executive advised that Officers would be very keen to receive copies of such records so that a larger picture could be provided on the historical levels and provide much more detailed evidence to share with other agencies. All members were requested to contact Officers if they had such records available to be scanned or copied.

Mary Green asked if the Board had the means to generate its own electricity, using wind turbines or photovoltaic cells. Martin Shilling advised that these systems produced the wrong type of power. The pumping stations which date from the 1960's, 1970's and 1980's are all connected to the mains and require large 3v. Furthermore, there is not enough land owned by the Board to support wind turbines.

69.19.2 Budget Estimates for 2020/21.

Based on a set of stated assumptions (e.g. 3.7% pay award, and **2.4% increase in the penny rate in UW**, land movements as at 31.12.19, inflationary uplift on NNDR and utilities etc) each of the 4 Boards is able to set a balanced budget for 2020/21.

69.19.3 IDB Training Event 27.11.19.

The 4 IDBs hosted an IDB training event for all Lincolnshire IDBs, which was held in Woodhall Spa on 27.11.19. There was very good attendance, with 86 people there.

The EA's Chair, Ms. Emma Howard-Boyd visited Lincolnshire on that day and joined the event at lunchtime, presenting to the audience immediately after lunch, before visiting one of the sites of flooding at Barlings Eau breach (which inundated Witham Third's Stainfield Pumping Station).

69.19.4 Flood Ex Event 26th & 27th February 2020.

Members were reminded that the ADA Flood Ex 2 day event will be at the Peterborough Showground on Wednesday 26th and Thursday 27th February. The event is free to attend and members are asked to register in advance on line at the link on ADA website: <https://www.ada.org.uk/events/floodex/>

(Please phone Witham House on 01522 697123 for any queries on registering).

The Chief Executive's report was received and noted.

## 70.19 Schedule of Expenditure, 01.11.19 to 31.12.19.

The Schedule of Expenditure incurred for the two months of 01<sup>st</sup> November to 31<sup>st</sup> December 2019 had been circulated with the agenda. It was highlighted that this refers to invoices paid in the two months period (so, for example, pumping station electricity invoices relating to December are not included as they are received in January).

Expenditure totalled £566,156.70 gross or, excluding £58,366.57 VAT, the net amount of £507,790.13. Of this, £964.43 was rechargeable expenditure to other bodies.

Items raised by or highlighted to members included:

- Item 30: £83,413.00 (net) to Environment Agency for Flood & Coastal Erosion Risk Management Levy (2<sup>nd</sup> Payment of two for 2019/20).
- Item 79: £29,232.70 (net) to PWLB for loan repayment on the new depot/office.
- Item 80: £4,936.78 (net) to Reedman Services Ltd for BIGAB Skip Trailer, based at a Pumping Station, full refurbishment.
- Item 92: £1,101.00 (net) to Sills & Betteridge for the provision of legal services on the new depot/office scheme.
- Items 102 & 103: £109,997.69 and £89,782.66 (net) to Taylor Pearson Construction Ltd for the depot works. Valuation numbers 7 & 8 payments.

Members received the expenditure schedule and NOTED the expenditure incurred in the two months 01<sup>st</sup> November to 31<sup>st</sup> December 2019.

## 71.19 Financial Performance Report 2019/20, month 9 to 31<sup>st</sup> December 2019 and the forecast year end position as at 31.03.20.

The 2019/20 Financial Performance Report, detailing the nine months 01<sup>st</sup> April to 31<sup>st</sup> December 2019 position, had been circulated with the agenda. The report was presented by the Director of Finance and Governance. The summary position was:

	1	2	3	4	5	6
	2019/20 Budget	Profiled Budget	Actual	Variance (3-2)	Provisional Outturn	Variance (5-1)
	£	£	£	£	£	£
Income	(1,393,051)	(1,218,867)	(1,250,009)	(31,142)	(1,305,058)	87,993
Board & General Admin	20,322	11,113	9,309	(1,804)	18,837	( 1,485 )
One Off Schemes	105,000	0	0	0	0	( 105,000 )
Conservation	2,000	749	265	(484)	1,353	( 647 )
Depot	64,246	50,135	59,420	9,285	63,597	( 649 )
Drains	574,212	501,798	534,735	32,937	670,041	95,829
Pumping Stations	185,051	145,448	138,271	(7,177)	169,009	( 16,042 )
Joint Admin/Witham House	141,700	99,300	110,438	11,138	163,874	22,174
Consents & Enforcement	16,332	0	0	0	18,228	1,896
Director of Operations/Engineers	114,025	72,210	71,264	(946)	108,382	( 5,643 )
Contribution to/(from) Reserves	(25,000)	0	0	0	(25,000)	-
PWLB	0	0	0	0	0	-
Rechargeable Works	25,000	11,604	47,740	36,136	47,740	22,740
EA Precept	170,163	170,164	166,826	(3,338)	166,826	( 3,337 )
FRS17 Pension Adjustment (net)	0	0	0	0	0	-
Wages & Plant Holding Account	0	(2,682)	(19,096)	(16,414)	0	0
<b>(Surplus)/ Deficit</b>	<b>0</b>	<b>(159,028)</b>	<b>(130,836)</b>	<b>28,192</b>	<b>97,830</b>	<b>97,830</b>

Based on anticipated income for 2019/20 of (£1,393,051), the profiled income and expenditure position as at 31.12.19 was a surplus of (£159,028) compared with an actual 31.12.19 surplus position of (£130,836).



The Board was showing a negative variation of £28,192 against budget profile. These figures included the bulk of the additional electricity and call out/overtime for the Operatives during the rainfall events in October and November, although additional electricity costs incurred in December to March would not show until the next report to be presented to the Board at the May meeting.

At this stage there were concerns that the Board may not be able to contain these additional costs with the 2019/20 budget. These concerns were summarised in the following assumptions:

- No further income would be received from the EA for PSCA works (rechargeable works), the 'stop notice' remained on works as embanked watercourses due to saturated conditions.
- No additional Highland Water income would be received above that already received relating to the 2018/19 claim and that originally estimated for 2019/20. The reality is this claim is likely to be higher due to the additional pumping costs incurred, but is not a guaranteed payment it is discretionary.
- £25k to be drawn from the 'Emergency Events' reserve (leaving a balance of 'nil' on this reserve).
- Electricity is assumed at budgeted spend for December 19 to March 20 plus the variance for the year so far to 31.12.19.
- Overtime is restricted for the rest of the financial year, unless required for a rainfall event situation.
- Only bank slips that can be completed by the Board's own staff and machines are undertaken until the end of the financial year.

On income, Special Levies had been received from the 5 councils in May 2019. This totalled (£413,607.06) to the Board (£221,065.00 from City of Lincoln Council, £98,128.57 NKDC, £66,444.25 SKDC, £22,665.50 WLDC and £5,302.84 Newark & Sherwood DC). It was confirmed to members that the equivalent second tranche of Special Levy income had been paid on 01.11.19. Drainage rates invoices of £244,231.71 had been posted in April 2019 and as at 31.12.19 (£240,161.91) income had been collected, a collection rate of 98.3%, compared with 97.7% for the same month 9 2018/19. First reminders had been sent out on 01.08.19, final reminders despatched on 23.09.19 and a court date held on 29.11.19 for outstanding account holders at which court liability orders had been issued.

Also on income, the Highland Water claim had been submitted to the EA and was due for payment before 30.09.19. This comprised the balance on the actual claim of (£44,386) due for 2018/19 together with 80% (£150,800) on the claim estimate of (£188,500) for this year 2019/20. The total sum due of £195,186 had now been paid by the EA, but the balance on the actual costs to 31.03.20 together with the 80% estimated 2020/21 claim was not due to be submitted until the end of May 2020.

On expenditure, the main one-off scheme anticipated is the refurbishment works at Pyewipe Pumping Station. The cost of this scheme is due to be underwritten by Anglian (Northern) RFCC, pending anticipated receipt of a S106 agreement payment arising from development of the Western Growth Corridor in due course (at that point the RFCC would be reimbursed). It had been assumed now that the FDGiA grant would not be received in this financial year 2019/20 as the scheme was still being progressed and developed for 2020/21.

On budget headings, variations included £9k variation on expenditure on facilities, repairs and maintenance on the North Hykeham temporary depot site (e.g. security lighting, servicing of welfare facilities). Variations were positive on electrical inspections (£5k), insurance (£2k) offset by electricity at £18k, agency staff (from other Boards) £18k, drains repairs £5k, overtime and oncosts £26k, plant maintenance and service costs £17k and depreciation £8k.

On bank balances and investments, as at 31.12.19 these were as follows:

Lloyds Current	£	29,821.11
Lloyds Deposit	£	125,000.00
Nationwide Instant Access	£	498,227.96
Nationwide 90 Day Notice	£	14,302.51
<b>Total</b>	<b>£</b>	<b>667,351.58</b>

It was noted that the Nationwide Instant Access account included the balance remaining on the PWLB loan, which is being used to fund the depot / office scheme. This would therefore reduce as further payments are made on the depot / office scheme towards completion.

## **PWLB Loan - Balance Outstanding**

**2.68%**

**£ 1,173,518.35**

*Original loan £1,200,000. Loan period 30 years from 18/01/2019. Maturity date 15th November 2048. Repayments made 15th May and 15th November each year.*

A forecast year-end position as at 31.03.20 was provided. Based on the assumptions set out in the report and the actual position as at 31.12.19, it was highly likely that the Board would incur a year-end deficit, potentially circa £98k.

Members received and NOTED the Finance Performance report 2019/20 as at month 9, 31<sup>st</sup> December 2019 and the forecast deficit outturn position as at 31<sup>st</sup> March 2020.

### **72.19 Risk Register for the four Boards.**

A joint Risk Register summary for Witham & Humber Drainage Boards had been circulated with the agenda and was presented by the Director of Finance and Governance.

The four IDBs share a common Risk Management Policy, Risk Strategy and Risk Register, which were last approved at the September 2019 Board meetings.

The Corporate Risk Register captures the high-level risks the four Boards face. These are generic to all four Boards, with any specific risks to a particular Board highlighted.

Following the recent heavy rainfall events during 2019, a number of risks had been reviewed. The key changes were:

- risk likelihood has been increased due to the pumps running many more hours than normal. This will be mitigated by reviewing the pump lift programme and lifting some pumps earlier than currently planned, where excessive additional hours have been incurred.

- likelihood of insurance claims increased and direction of travel moved upwards as a result of flood damage and repair costs.
- Reputational impact due to complaints and issues received, mainly resulting from EA main river breaches and failures, but which had affected drainage rate payers adversely.

Members were reminded that the Risk Register is considered by the Boards at least twice annually, in January ahead of agreeing the Budget for the following financial year and in May when the Annual Governance Return is completed.

Members reviewed the Risk Register and approved the key changes as at January 2020.

### **73.19 Estimates for 2020/21**

A report proposed set of Budget Estimates for 2020/21 had been circulated with the agenda and was presented by the Director of Finance and Governance.

Detailed work had been undertaken to review the actual income and expenditure in 2019/20, as at 31<sup>st</sup> December 2019. This had been projected forward to provide an indicative outturn position as at 31<sup>st</sup> March 2020. This position had then been used to inform the budgets for 2020/21, together with any known cost pressures, necessary developments and known savings. A series of meetings of the Chief Executive, Director of Operations & Engineering, Director of Finance & Governance and the Operations Manager had been held during November and December.

Arising from these discussions, a summary Estimates position was provided comparing the 2019/20 approved Budget to the 2020/21 proposed Budget and showing variances:

	<b>1</b>	<b>2</b>	<b>3</b>
	<b>Approved 2019/20 Estimate</b>	<b>Draft 2020/21 Estimate</b>	<b>Variance</b>
	<b>£</b>	<b>£</b>	<b>£</b>
Income	( 1,393,051 )	( 1,432,622 )	( 39,571 )
Board & General Admin	20,322	18,830	( 1,492 )
One Off Schemes	105,000	105,000	-
Conservation	2,000	2,000	-
Depot	64,246	64,420	174
Drains	574,212	614,202	39,990
Pumping Stations	185,051	184,970	( 81 )
Joint Services	141,700	144,615	2,915
Consents & Enforcement	16,332	16,444	112
Director of Operations/Engineers	114,025	106,178	( 7,847 )
Contrib to Reserves/Pay Contingency	( 25,000 )	( 19,200 )	5,800
PWLB	-	-	-
Rechargeable Works	25,000	25,000	-
EA Precept	170,163	170,163	-
FRS17 Pension Adjustment (net)	-	-	-
Wages & Plant Holding Account	-	-	-
<b>(Surplus)/ Deficit</b>	<b>-</b>	<b>-</b>	<b>-</b>

In terms of inflation and other factors, pay and associated costs had been increased by 3.7% as previously agreed by the Board, NNDR by 2.5%, with all other costs having a 0% inflationary uplift unless any adjustment had been required to rebase the budget to known or required spend. Budgets for the impact of the new Upper Witham depot and joint office facility were already included.

A balanced budget position can be achieved for 2020/21, based on these assumptions and a recommended 2.40% increase in the penny rate increase.

A new Joint Services Agreement signed by all 4 Boards became operational from 01<sup>st</sup> April 2017. This included agreed cost sharing arrangements of **Upper Witham (UW) 33.4%**, Witham First (W1) 20.9%, Witham Third (W3) 29.2% and North East Lindsey (NEL) 16.5%. As part of the agreement these allocations were to be reviewed after 3 years and therefore were reviewed for the 2020/21 Budgets from 01<sup>st</sup> April 2020.

As reported earlier, the Joint Services Committee discussed and agreed revised allocations (**UW 30%**, W3 30%, W1 20% and NEL 20%) on 13.01.20 and these have been used in compiling the budgets.

For 2020/21, revised Pension Employer Contribution Rates have been certified by the Lincolnshire Pension Fund Actuary, Hymans Robertson, as part of the triennial revaluation of the Pension Fund. A table was presented which set out these changes, applicable for the following 3 years:

<b>Employer Pension Contribution Rates</b>				
	<b>NEL</b>	<b>UW</b>	<b>W1</b>	<b>W3</b>
<b>Current (2019/20)</b>				
Primary %	17.9%	18.4%	26.8%	24.0%
Secondary £	£ 17,000	£ 58,000	£ 5,000	£ 39,000
Overall % of Pay	59.2%	35.4%	29.1%	31.7%
<b>2020/21</b>				
Primary %	20.7%	19.7%	19.3%	18.9%
Secondary £	£ 1,000	£ 51,000	£ -	£ 26,000
Overall % of Pay	23.3%	33.9%	19.3%	23.7%
<b>2021/22</b>				
Primary %	20.7%	19.7%	19.3%	18.9%
Secondary £	£ 1,000	£ 53,000	£ -	£ 26,000
Overall % of Pay	23.3%	33.9%	19.3%	23.7%
<b>2022/23</b>				
Primary %	20.7%	19.7%	19.3%	18.9%
Secondary £	£ 1,000	£ 54,000	£ -	£ 27,000
Overall % of Pay	23.3%	33.9%	19.3%	23.7%

These revised rates had been used in the compilation of this Board's as well as JSC Estimates for 2020/21.

Increases were included for Drainage Rates (£5k) and Special Levies (£34k) at 2.40% in order to set a balanced budget 2020/21 and to protect the baseline in line with inflation.

The rechargeable works budget had not been changed, as no written confirmation had yet been received on the level of PSCA works requested by the EA. Correspondingly, the budget for rechargeable works expenditure had also not been increased.

The Highland Water budget assumptions for 2020/21 had not been revised.

FDGIA budget assumptions had remained at (£105k) to reflect the underwriting by the EA RFCC of works required at Pyewipe Pumping Station. This is predicated on an anticipated developer section 106 contribution, once the Western Growth Corridor (WGC) is developed. Once the developer contribution is received, the initial funding provided by the RFCC will be repaid. The actual amount of grant received may be more than this, but until the scheme is approved the total amount is not confirmed. For one off schemes, a scheme is in the EA Medium Term Plan (MTP) and currently being progressed for Pyewipe pumping station.

The main budget increases are on Drains at £40k and the inflationary increase for 3.7% pay award and associated increase in on costs for the Operatives at £22k. The budget for electricity has not been changed and remains at £41k for 2020/21. This is still considered a prudent level for a 'normal year' but clearly was not sufficient for the significant rainfall events experienced in 2019. The Board's One Off Events reserve of £25k has been depleted, so this will need to be replenished. Depreciation has been adjusted to reflect the current plant programme.

The budget for Pump Lifts has been increased from £25k to £30k for 2020/21. This work is essential to ensure pumps are inspected on a regular basis and is a condition of the insurance policy.

The JSC on 13<sup>th</sup> January 2020 recommended the JSC Budgets to the 4 Boards for inclusion in each Board's detailed Estimates. The main variance is providing for 3.7% pay award, increments and associated oncosts. Additional ICT budget has also been included of £9.5k, to a total of £40k. Savings to this Board have been achieved due to the changes in the percentage contribution rates to JSC.

It was confirmed that the cost of the Enforcement Officer is fully met by income from recharges to Lincolnshire County Council (costs allocated across 3 of the 4 Boards and income received by 3 Boards). The Memorandum of Understanding has been extended until March 2021.

A contribution to replenish the Emergency Events fund of £4,300 was included in the budget.

As previously agreed by the Board, in order to 'smooth' the impact of the new depot facility a contribution from reserves will be made over the next few years on a reducing basis. An initial contribution of £25k was included to set a balanced budget in 2019/20 and this has been reduced to £23.5k in 2020/21.

An Inflationary increase of EA Precept at 2% was already included in the base for 2019/20 but no increase was actually made. Therefore, this uplift remains in the budget for any increase in 2020/21.

The total of all the stated Variations is £0k. On this basis a balanced budget can be achieved for 2020/21 based on the assumptions stated for 2020/21 with a 2.40% increase in the penny rate.

For Funds and Reserves, it is proposed the fund balances be allocated on the following basis:

Reserve	2019/20 b/f £	Estimated 2020/21 b/f £	Estimated 2020/21 c/f £
Revenue Reserve*	(159,919)	(62,089)	(38,589)
Plant & Machinery	(108,460)	(22,187)	(165,082)
Emergency Event	(25,000)	(0)	(4,300)
Capital Receipts (Witham House)	0	(255,000)	(255,000)
<b>Balance</b>	<b>(293,379)</b>	<b>(339,276)</b>	<b>(462,971)</b>

*\*Assumes year end 2019/20 deficit of £97,830.*

The Revenue Reserve is the general 'contingency' reserve and will be utilised for any unexpected or emergency purposes which cannot be contained in the revenue budget. This assumes a deficit on the Revenue Account at the end of this financial year 31.03.20 so of £98k. It also includes the £23.5k contribution from the General Reserve in 2020/21. The 2020/21 balance is 2.7% of turnover, so outside the Board's approved Policy on Reserves of holding 10-15%. This will be reviewed when the actual position for 2019/20 is known as part of the Outturn report, which will be reported to the Board in May 2020.

The Plant and Machinery reserve funds the purchase of Plant and Equipment and depreciation charges replenish this fund on an annual basis to fund future purchases. Whilst the reserve reduces substantially in 2020/21 there are no planned purchases in 2020/21 so it will be replenished. It is assumed that the depot forklift will be replaced towards the end of 2019/20, this purchase being deliberately postponed given the new depot scheme.

The Emergency Event reserve can be used for funding emergency expenditure incurred in a flooding event, additional electricity usage is incurred at the pumping stations or for preventative/remedial action to help deal with emergency events. During 2019/20, due to the significant rainfall events, the £25,000 reserve has been fully depleted. Therefore, a contribution of £4,300 is included in the 2020/21 to start to replenish it.

The Capital Receipts (Witham House) is the £255,000 receipt from the sale of the current Witham House building. This can only be used for capital purchases in the future, it cannot be used to fund revenue costs.

Following discussion, Members were content that the Board **APPROVE** the Estimates for 2020/21, based upon a 2.4% increase in the penny rate.

## **74.19 Annual Value (revised as at 31.12.19), setting of the Penny Rate, Drainage Rates and Special Levies.**

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

The schedule set out the Annual Values to be agreed as part of the formal setting of the Drainage Rates and Special Levies, before 15.02.20 for the financial year 2020/21.

The Annual Values, which must be formally approved by the Board, start with those brought forward from last year's rate setting as at 31st December 2018, with land movements during the calendar year to 31.12.19 for land that has been developed or is no longer used for agricultural purposes. This land transfers out of Drainage Rates and is allocated to the Special Levy for the appropriate Council.

The Annual Values as at 31st December 2018 were:

	<b>Pumped £</b>	<b>Gravity £</b>	<b>Total £</b>
Drainage Rates	799,447	1,533,741	2,333,188
City of Lincoln	11,251	6,530,829	6,542,080
North Kesteven DC	167,174	2,482,482	2,649,656
South Kesteven DC	0	1,971,699	1,971,699
West Lindsey DC	201,606	154,835	356,441
Newark & Sherwood DC	41,596	50,534	92,130
<b>Total</b>	<b>1,221,074</b>	<b>12,724,120</b>	<b>13,945,194</b>

The land movements between 01.01.19 and 31.12.19, which require transfer from Drainage Rates to Special Levy were summarised as:

<b>Account</b>	<b>Area ha</b>	<b>Parish</b>	<b>Council</b>	<b>Developed for</b>	<b>Pump/ Gravity</b>
0024	7.885	Swinethorpe	NKDC	Motor home storage	P
0068	1.600	Aubourn	NKDC	Industrial Units	G
0359	0.274	Skellingthorpe	NKDC	Cattery	P
0462	1.629	North Scarle	NKDC	Holiday Park	P
0465	11.284	Beckingham	NKDC	Rifle Range	G
0465	6.703	Stapleford	NKDC	Rifle Range	G
0541	0.260	Skellingthorpe	NKDC	House & garden	P
0755	3.124	North Scarle	NKDC	Holiday Park	P

This results in the following Annual Values as at 31st December 2019:

	<b>Pumped £</b>	<b>Gravity £</b>	<b>Total £</b>
Drainage Rates	797,975	1,532,000	2,329,975
City of Lincoln	11,251	6,530,829	6,542,080
North Kesteven DC	217,847	2,557,833	2,775,680
South Kesteven DC	0	1,971,699	1,971,699

West Lindsey DC	201,606	154,835	356,441
Newark & Sherwood DC	41,596	50,534	92,130
<b>Total</b>	<b>1,270,275</b>	<b>12,797,731</b>	<b>14,068,005</b>

The following 'penny rates' will be applicable based on the agreed 2.40% increase:

	<b>Pumped (p)</b>	<b>Gravity (p)</b>
Current 2019/20	17.3085	6.7401
Proposed 2.40% 2020/21	17.7239	6.9019

This will increase, net of land movements, the income generated from Drainage Rates from £241,748 to £247,169 (+£5,421).

The increase will have the following impact on Special Levies, including the rebasing of the Annual Values for the land transfers for each Council:

	<b>Current £</b>	<b>Proposed £</b>	<b>Difference £</b>	<b>Increase %</b>
<b>City of Lincoln</b>	442,131.79	452,745.41	10,613.62	2.40
<b>NKDC</b>	196,257.14	215,150.07	18,892.93	9.63
<b>SKDC</b>	132,894.50	136,084.71	3,190.21	2.40
<b>WLDC</b>	45,330.99	46,418.99	1,088.00	2.40
<b>N&amp;SDC</b>	10,605.68	10,860.24	254.56	2.40
<b>Total</b>	<b>827,220.10</b>	<b>861,259.42</b>	<b>34,039.32</b>	<b>4.11</b>

In summary, income to the Board increases by a total of £39,460 (being an increase of £34,039 in Special Levy and a net increase in Drainage Rates of £5,421 due to transfer of agricultural land to other developed land).

Following discussion members:

- **APPROVED** the transfer of land from Drainage Rates to Special Levy as set out
- **APPROVED** the land valuations as at 31<sup>st</sup> December 2019 upon which Drainage Rates and Special Levies are calculated be set at £14,068,005.
- **APPROVED** that the 'penny rate' be increased by 2.4% to 17.7239 pence for Pumped and 6.9019 pence for Gravity.
- **APPROVED** The Special Levies 2020/21 be agreed for each of the 5 Councils as:

City of Lincoln	£452,745.41
North Kesteven District Council	£215,150.07
South Kesteven District Council	£136,084.71
West Lindsey District Council	£46,418.99
Newark & Sherwood District Council	£10,860.24



The Vice Chairman and Chief Executive were authorised to sign the 'Rate Book' and apply the seal of this Board and publicise the revised penny rates, estimated Drainage Rates and Special Levies for 2020/21 before 15.02.20.

#### **75.19 Pensions Discretion Policy.**

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

Members were advised that the Local Government Pension Scheme (LGPS) in England and Wales was amended from 01<sup>st</sup> April 2014. The provisions of the new LGPS, together with protections for members benefits accrued before 01<sup>st</sup> April 2014, are now contained in the Local Government Pension Scheme Regulations 2013 (the 'LGPS Regulations 2013'), the Local Government Pension Scheme (Transitional Provisions, Savings and Amendment) Regulations 2014 (the 'LGPS Transitional Regulations 2014') and the Local Government Pension Scheme (Amendment) Regulations 2018 ('LGPS Amendment Regulations 2018').

Under these regulations, there are various discretions that need to be approved by each individual employer, including a Pensions Discretions Policy.

The draft LGPS Discretions Policy Statement was provided to members for review. This needs to be approved by the Board and submitted to the pensions administrators, West Yorkshire Pension Fund (WYPF), by the end of January 2020. This is a model Policy, based on a template provided by WYPF.

Members were content to APPROVE the LGPS Discretions Policy Statement.

#### **76.19 Rainfall Events 2019 'Statement of Claim'.**

A copy of the email sent to ADA representatives by the Chief Executive with a 'Statement of Claim' had been circulated with the agenda. This 'Statement of Claim' relates to excess costs incurred in responding to and recovery from support to colleagues at the EA. Upper Witham IDB was not submitting a claim as no excess costs were incurred. The report therefore was for information only, but it highlighted the basis of the claim by the other 3 IDBs in the Witham & Humber group:

- The additional costs set out are only those excess costs incurred over and above the IDBs' costs of dealing in their systems and Pumping Stations with the impact of heavy rainfall events from June 2019 to 30.11.19. The Boards have dealt with the pressures of in-year wet weather events in their systems as in-year cost pressures and these costs are excluded from this Statement of Claim [e.g. running repairs at pumping stations given the many hours of additional pumping incurred, overtime costs for Operatives working extended hours into the night and weekends, the cost of materials for emergency repairs].
- The excess costs incurred for the Boards total £185,806.46 to 30.11.19 [costs beyond 30<sup>th</sup> November have not yet been quantified, e.g. December PS electricity invoices will not be received until after 07<sup>th</sup> January 2020, overtime costs for December are still being incurred].
- The excess costs are defined as the financial impact of IDBs dealing with water where those IDB systems were not designed to accept water from that source

[i.e. mainly the impact of EA main river systems having bank breaches, bank overtopping or significant bank seepages into the IDB systems].

- The excess costs breakdown for which financial assistance is sought is Witham First District IDB £110,572.47, Witham Third District IDB £52,530.19, North East Lindsey Drainage Board £22,703.80 and Upper Witham IDB £nil excess costs over and above those dealing with the Board's own rainfall events.
- The bulk of the additional costs incurred is by Witham First DIDB, where the impact has been severe on electricity costs at the 13 Pumping Stations. Against an annual 2019/20 electricity budget of £56,485, the costs incurred to 30.11.19 were £144,167.
- Paragraph 5.12 provides a breakdown of costs incurred by Witham Third DIDB of the £23,700 labour and materials costs incurred to support EA incident sites in Lincolnshire and should be differentiated from those costs incurred, for which the Board is not claiming assistance, in responding to IDB incidents.
- The impact on Witham First DIDB's financial plans would be severe, should financial assistance not be made available.
- Support was provided in some instances as a repose to EA incident requests, e.g. support for sandbagging by Witham Third DIDB as set out and at Park Beck. In some instances there was no other option but for the Board [in this case Witham First District IDB] to provide on-going mutual aid support over a period of say 7 weeks to a partner Flood Risk Management Authority, as the only means of evacuating a fen of water, e.g. Bank Breach of EA main river Dorrington Catchwater on 01.10.19 until sealed by EA contractor repairs on 22.11.19 [ evacuated via a 60 year old syphon into a Board maintained drain taking all the water to the Board's Farroway Pumping Station, where it would not usually flow]. The formal LRF Emergency Command structure declared an emergency for only a comparatively short time period, from Thursday, 14<sup>th</sup> November 18.30 to Saturday, 16<sup>th</sup> November stood down at 10.00. Outside this short time frame agencies in Lincolnshire were working together and Incident Rooms were operational, but the situation was not a multi-agency formal emergency.
- Colleagues at the EA, including the Area Director [Lincolnshire and Northants] are aware of the concerns that the IDBs have about the quantum of additional costs which has incurred by smaller public bodies in supporting them and 'understand the ask', but have not been able to underwrite any financial assistance as yet. Throughout this period, communications have been regular [alternate days of telecoms] between the EA's Area Director, the NFU and the Chief Executive.
- Approaches have been made to the two relevant Local Authorities to assess whether the Statement of Claim can be included within their Bellwin Claim. Both West Lindsey District Council and North Kesteven District Council have replied to confirm that the additional expenditure incurred by them does not meet the revenue threshold costs to trigger them invoking the Bellwin formula, so the IDBs do not have that claim mechanism via the Councils available to them on this occasion and it highlights that they have no alternative direct reimbursement mechanism available to them when excess costs are incurred.

Members noted the contents of the email, the 'Statement of Claim' and that the Chief Executive was to meet with the EA's Area Director on 23.01.20.

## **77.19 Health and Safety Update.**

A report prepared by the Operations Manager had been circulated with the agenda and was introduced by the Director of Operations and Engineering.

One near miss had occurred since the last report. This was on Witham Third. The near miss involved the Long Reach Volvo 210 getting stuck after breaking the surface in an area of peat, on the North Delph at Greetwell. It was classed as a near miss due to the hazards it posed in recovering the Excavator. The Excavator was very close to overhead cables with a voltage of 32000 V. The machine kept sinking until the top of the cab was level with the ground. The machine was extricated by ABBA Plant Hire and had gone to SMT in Immingham for repair.

No Accidents were reported during the period.

The second Health and Safety meeting with appointed Health and Safety representatives was scheduled for Tuesday, 28th January.

Training courses had been delivered to Operatives for the teleporter on Witham Third. Two Operatives from Upper Witham and one from Witham Third had undertaken a Chainsaw course on Emergency Tree works on 16th and 17th January.

The company fitting cab hand rails to excavators were due to assess the machines in the week commencing 20th January 2020.

Members received, discussed and noted the Health and Safety update.

## **78.19 Environmental Update.**

A report by Fiona Scott, Environment & GIS Technician, had been circulated with the agenda and was presented by the Director of Operations and Engineering.

In 2019 IDBs continued to work hard to achieve their duty to conserve and enhance the environment under the Natural Environment and Rural Communities (NERC) Act 2006, despite the inclement weather. The rainfall events, subsequent flooding and bank changes (e.g. slips) since June are likely to significantly affect populations of rodent species such as water vole (*Arvicola amphibius*) and bank vole (*Myodes glareous*). This poor weather may have a knock on effect for barn owls (*Tyto alba*) as smaller rodents make up a high proportion of barn owl prey. Additionally, barn owls do not have waterproof feathers so wet weather, especially during winter, is particularly difficult for them.

The training day for members held on Wednesday, 27<sup>th</sup> November 2019 included presentations from Alan Ball from the Wildlife Conservation Partnership, Sarah Baker from the Greater Lincolnshire Nature Partnership and Dr Leona Skelton from Northumbria University who was standing in for the Lincolnshire 'Past Floods Matter' project leader Dr Jane Rowling. These diverse and informative presentations were all very well received by guests.

Upper Witham once again had a very successful year for the barn owl box checks. 14 of the 20 boxes checked contained barn owl (*Tyto alba*), kestrel (*Falco tinnunculus*) or

both. All remaining boxes contained either feral pigeon (*Columba livia domestica*), stock dove (*Columba oenas*) or jackdaw (*Corvus monedula*).

Several owl boxes were re-checked on 26th September, as generally Lincolnshire had a very successful year and many barn owls were having second broods. The boxes selected were those that were known to have had earlier broods (May-June). Three second broods were discovered – 3 chicks at 6 weeks old, 3 chicks at 4 weeks old and 2 tiny chicks and 2 eggs. It is unlikely that the tiny chicks and the eggs will survive as the weather turns colder and food becomes scarce. However, the two older broods stand a good chance of survival as they were well fed and much older. The camera in Pyewipe PS box continues to work well and is monitored by the Board's officers.

Local Wildlife Sites located along Upper Witham IDB drains were re-surveyed this summer with Jeremy Fraser, Conservation Officer for the Lincolnshire Wildlife Trust. All flora and fauna (excluding invertebrates and fish) species were noted during the surveys. The reports on the sites are expected in early 2020 and it is expected that all will retain their Local Wildlife Site status. The sites are as follows:

- Bishop's Bridge to Fosdyke Main Drain
- Boultham Main Drain
- Catchwater Drain, Lincoln
- Main Drain, Tritton Road
- Newark Road to River Witham Drain
- Pyewipe to West Holmes Junction
- Witham Corridor, North of Bracebridge
- Witham Valley South Drain

The badger sett at Oxpasture Outfall drain continues to be monitored. It is not believed that it is a main sett, as camera traps have been used overnight and only one male has been sighted leaving and entering the sett.

A replacement pole box has been ordered and will be replaced when the most suitable site has been identified. An officer and an Operative will be clearing out the owl boxes in late January to prepare for the breeding season and where to situate the new box will be decided at this point.

A pair of otters were spotted in daylight hours by Upper Witham's Pump Attendant at Burton PS in December 2019

Members noted the update.

### **79.20 Director of Operations and Engineering Services' Report.**

The Director of Operations and Engineering Services' Report had been circulated with the agenda. Due to the serious nature of the 2019 flood and high rainfall events, a joint report covering all four Boards was presented. This item had been brought forward on the agenda and was again the main focus of the Board's discussion.

### **High Rainfall Event October - December 2019**

- General Catchment Conditions

The 'Monthly water situation report', generated by the Environment Agency, provides a factual description of catchment conditions. October's report confirmed our experiences, namely:

- October saw above average rainfall across the county.
- Rainfall for the catchment Witham to Chapel Hill was 'exceptionally high' with a total of 118mm, 255% of long term average
- Soil Moisture Deficits have varied between 'notably low' in June to 'exceptionally low' in October
- River flows at Barlings Eau, Langworth are considered 'exceptionally high' being at 1073% of the long term average for the month. River flows at Claypole have been measured as 580% of long term average.
- Groundwater level in the central Limestone area are 'exceptionally high' for the time of year

Numerous Flood Warnings and Alerts were issued during this period across the districts by the Environment Agency. These instigated many Operational, Tactical and Strategic control group meetings and teleconferences. These calls allowed the Board's officers to communicate directly with other professional partners, highlighting areas or specific sites of concern.

- **Planned Maintenance**

The Board's maintenance programme had been significantly delayed, in common with those in neighbouring districts. The heavy rainfall over recent weeks had made conditions particularly testing and impossible in many reaches and areas. However, in comparison to other Boards, this period has been somewhat drier than the previous reporting period.

- **Thorpe Pumping Station**

This station experienced a minor fault that was soon remedied. An electrical connection became loose and caused the loss of one of the three phases of the power supply to the station. A slip was reported on the Pump Drain North West. Upon investigation, two slips in excess of 30m were identified and will be reinstated before the start of the summer maintenance programme.

	No.1
September	11 hrs
October	116 hrs
November	194 hrs
December	93 hrs

The maintenance of the Catchwater Drain has been completed. A design for the reinstatement of the slip at the junction of Tillbridge Lane and a minor road has been received. Tenders will be sought from a list of local contractors to undertake this work. The timing of this work will rely upon prices received and the timing of the road closure required for access to the site.

- **Pyewipe Pumping Station**

An application for planning approval for the construction of a new pump control house has been submitted to City of Lincoln Council. This building will house the new Motor Control Centre [MCC] that will control the 3 electrically driven pumps on the site. The process to receive Grant in Aid monies from the EA continues, and we anticipate approval of the scheme w/c 20<sup>th</sup> January 2020.

The metal probes that monitor water levels on site had corroded causing the system providing the continuous monitoring of water levels on site to fail. These probes have been replaced and the system reinstated.

	New	Delph	Old	Station Total
September	1 hrs	19 hrs	0 hrs	20 hrs
October	134 hrs	61 hrs	1 hrs	196 hrs
November	255 hrs	80 hrs	0 hrs	335 hrs
December	151 hrs	42 hrs	2 hrs	195 hrs

- **Boultham Pumping Station**

Pump and motor no.2 has been returned to site and re-commissioned on 17<sup>th</sup> December 2019. No particular issues were identified with either the motor or pump during the refurbishment process.

- **Lincoln Flood Alleviation Scheme**

Both the River Till and River Witham elements of the Scheme have been in operation during this period. The River Till Washland and the River Witham/Brant wash reservoirs were filled and partially emptied a number of times during October and November. The final emptying of the washlands was completed in early December when water levels within the Board's maintained system returned to normal.

This emptying process requires the use of both Ingleby and Broxholme Pumping Stations operated by the Board. Both the filling and emptying of the washland facility is completed to strict thresholds and criteria. There are numerous thresholds that are monitored in the lead up to its operation, both upstream and down stream of the sites on the Rivers Till, Witham and Brant.

### **Environment Agency**

- **Public Service Cooperation Agreement [PSCA]**

On 1<sup>st</sup> November, all Drainage Boards undertaking work on behalf of the EA under the PSCA were instructed to cease work. This 'stop notice' remains in place.

This is an illustration of the very wet and saturated conditions being experienced by all those working on the drain and river sides over the last few weeks and months.

- **Main River**

Since September, there have been numerous reports of seepage through the raised earth embankments, over topping and breaching of the main river system, within Upper Witham this is particularly on the EA's Cricket Till and River Till.

Whilst the heavy rainfall events have been less frequent, the saturated conditions throughout the districts remain, making working conditions difficult. The Boards are not resourced to deal with such a prolonged, chronic series of rainfall events and the conditions generated by such saturated catchment conditions. Despite, this the workforces continue with their best efforts.

Members received and NOTED the report, the verbal update and presentation.

### **80.19 Engineering Services Report.**

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

The following items were highlighted to members, detailing the responses submitted to the Local Authority:

#### **General Planning Matters**

Gainsborough Draft Neighbourhood Plan (Regulation 14 Neighbourhood Planning (General) Regulation 2012)

“Thank you for the opportunity to comment on the above Neighbourhood Plan. Upper Witham Internal Drainage Board’s district is just outside the area highlighted on page 7 of the plan, however falls within Upper Witham’s extended area.

The Board supports West Lindsey District Council Planning Policies and this plan in general.

Below are general Board comments for Neighbourhood Plans.

- It is suggested that the Neighbourhood Plan should support the idea of sustainable drainage and that any proposed development should be in accordance with Local, National and Regional Flood Risk assessments and Management plans.
- No new development should be allowed to be built within flood plain. The ‘Flood Maps’ on the Environment Agency website provides information on areas at risk. Also risk from surface water flooding should also be considered, information can also be found on the Environment Agency website.
- Under the terms of the Land Drainage Act 1991 and the Board's Byelaws, the prior written consent of the Board is required for any proposed works or structures within any watercourse within the District. This is independent of the Planning Process.

Through the planning process the Board will continue to comment on the individual planning applications, as and when they are submitted. Many of the proposed areas for development have been subject to

multi-agency discussions including this Board, with regard to flood risk and surface water discharge.

### Planning Applications

The Board received a number of consultations and has commented on various planning applications to the various planning authorities. Major comments include:

2017/0236/OUT,  
2019/0961/FUL

UD-3288-2017-  
PLN

Erection of 1no. three storey building comprising 15 self-contained apartments with associated parking (Outline including details of access, layout and scale). 128-130 Carholme Road, Lincoln, LN1 1SH.

“Thank you for the opportunity to comment on the above application. The site is within the Upper Witham Internal Drainage Board district.

The Board Objects in Principle to any development in flood plain (Zones 2 and 3 on the EA flood maps). However, it is up to City of Lincoln Council as the planning Authority granting planning permission. It is noted that a Flood Risk Assessment is included in the Application that contains some mitigation. The effect of raising site levels on adjacent property must be carefully considered and measures taken to negate influences must be approved by the Local Planning Authority.

Comment and information to Lincolnshire CC Highway SUDs Support  
No development should be commenced until the Local Planning Authority, in consultation with the Lead Local Flood Authority has approved a scheme for the provision, implementation and future maintenance of a surface water drainage system. Where Surface Water is to be directed into a Mains Sewer System the relevant bodies must be contacted to ensure the system has sufficient capacity to accept any additional Surface Water.”

2019/0970/FUL

UD-5001-2020-  
PLN

Erection of a two storey Research and Development building including associated car parking and landscaping. Edgewest Development Poplar Avenue Lincoln Lincolnshire.

“Thank you for the opportunity to comment on the above application. The site is within the Upper Witham Internal Drainage Board district.

The Board Objects in Principle to any development in flood plain (Zones 2 and 3 on the EA flood maps). However it is up to City of Lincoln Council has the planning Authority grant planning permission. It is noted that a Flood Risk Assessment is included in the Application that contains appropriate mitigation including having FFL above flood level. It should be noted although the development will remain dry it will be surrounded by flood water and the is no means of access or egress.



The site has a gate in the fence line to the North which is for access into the adjacent attenuation pond, this is the access to allow the University to undertake their maintenance responsibilities to clear the pond which serves as the drainage system for the surrounding area. The plans show this access being obstructed and DO NOT show any revised access arrangement, the University must be consulted to ensure appropriate access is available.

Comment and information to Lincolnshire CC Highway SUDs Support

No development should be commenced until the Local Planning Authority, in consultation with the Lead Local Flood Authority has approved a scheme for the provision, implementation and future maintenance of a surface water drainage system. The proposed discharge rate is acceptable. The FRA indicates the use of SuDS but there are no details within the application and the Landscape Plan does not state permeable surfacing, the largest 'P2' area is 'Vehicular Tarmac to Engineers Specification'.

The developer must take into account the existing surface water sewer that discharges in to the adjacent pond.

Comment and information to Agent/Applicant

Under the terms of the Land Drainage Act. 1991 the prior written consent of the Board is required for any proposed temporary or permanent works or structures within any watercourse including infilling or a diversion”.

Members noted the report.

**81.19 Consents and Enforcements Report.**

The Director of Operations and Engineering introduced the Consents and Enforcements Report which had been circulated with the agenda and set out the position, both within the drainage district and in the extended Rainfall Catchment where the Board acts for and on behalf of LCC, as the LLFA:

Byelaw Consent Applications:

Reference	Location	Applicant	Details	Date
UD-4906-2019-CON	2201 Sykes Lane Branch Saxilby	Ross Smith	Construct pond and short connecting ditch	
UD-4910-2019-CON	9600 Sudbrook Beck, 1.5km West of village	Network Rail	Lining of 1.5m dia brick railway culvert	

Section 23 Land Drainage Act Consent Applications – District

None received

Section 23 Land Drainage Act Consent Applications – Extended Area:

The Board acts as Agent for Lincolnshire County Council, the Lead Local Flood Authority

Reference	Location	Applicant	Details	Date
UE-4943-2019-CON	Frieston Heath Lane Farm, Caythorpe	Western Power Distribution	168mm od steel cable duct crossing ditch	19-11-19

Enforcement Issues – District:

Reference	Location	Description / Comments	Actions
UD-3891-2018-EN	Long Leys Rd, Lincoln	Waterlogged farm land	Under investigation
UD-4409-2018-ENF	The Oldwood Skellingthorpe	Maintenance to watercourse	Awaiting maintenance work
UD-4851-2019-ENF	The Fosssdyke Delph	Material restricting access	Awaiting response

Enforcement Issues – Extended Area:

Reference	Location	Description / Comments	Actions
UE-3849-2018-ENF	Cow Lane, Upton	Maintenance required to watercourse	Investigations ongoing
UE-3929-2018-ENF	Black Lane & Jerusalem Road, Skellingthorpe	Blocked road culvert	Awaiting LCC
UE-4004-2018-ENF	63 Hykeham Road, Lincoln	Flooding in garden	Awaiting action by Lincoln City
UE-4057-2018-ENF	Brant Broughton, Lincoln	Flooding issues	Possible LCC issue
UE-4577-2019-ENF	Hykeham Road, Lincoln	Maintenance to watercourse	Awaiting action by Lincoln City
UE-4713-2019-ENF	Grange Lane, Hough on the HILL	Maintenance to watercourse	Awaiting response
UE-4730-2019-ENF	Dyke off Long Leys Rd, Lincoln	Maintenance to watercourse	Awaiting price for work from IC
UE-4882-2019-ENF	White Gables Long Lees Rd, Lincoln	Blocked culvert	Awaiting response from owner
UE-4915-2019-ENF	The Green Welbourn	Possible maintenance to watercourse	Investigating
UE-4916-2019-ENF	Hough on the Hill	Possible maintenance to watercourse	Investigating
UE-4919-2019-ENF	Claypole Rd, Stubton	Unconsented culvert	Letter sent

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

**82.19 Lincoln Water Transfer Ltd 2019 season Report.**

After a relatively dry Winter and Spring 2019 the season started on the first week of the licence period from 01<sup>st</sup> April 2019. Abstraction continued until the end of June when there was a wet period with no abstraction. Abstraction resumed from mid-August until the end of September. The members abstracted 313,272m<sup>3</sup> out of the total allowance of 581,437m<sup>3</sup> which is close to the record year in 2018. Water levels in the Board's drainage system have been maintained at normal levels throughout the season without the use of either of the Oxpasture and Saxilby transfers. No water was transferred into the Fosssdyke from the River Trent by the Environment Agency.

This year the Board's pumping stations were operated as follows:

Summer settings                      March/April   -   Late September/October

## TRANSFERS

The transfer pipes at the Board's Saxilby Pumping Station and Oxpasture Pumping Stations were not used this season. Note that no water was transferred in 2016 or 2017 but was in 2018.

Fosdyke Nav to IDB system	m3
Oxpasture PS	0
Saxilby PS	0
Total	0
R Trent to Fosdyke Nav	
Torksey	0

## LICENCE RETURNS

Members were thanked for their ongoing assistance that allows us to fulfil the licence reporting requirements with the Environment Agency. The E.A. licence return had been completed online.

## ABSTRACTION RATES

Although the total abstraction for the season is relatively high, one of the reasons the transfer pipes were not used was the increase in abstraction from Oxpasture Outfall 127,170m<sup>3</sup> compared to 77,928m<sup>3</sup> used in the dry 2018 season. A third direct abstraction point has been installed in addition to the original two.

There were two peaks in abstraction 30,637m<sup>3</sup> w/c 31st May before the wet period and 31,417m<sup>3</sup> w/c 5<sup>th</sup> July.

Initially 173,737m<sup>3</sup> was offered to the pool and 10,000m<sup>3</sup> was taken up. Tillers Turf used the majority of the water from the licence including secondary use of two other members. On two occasions they requested additional water from the pool which was granted to a total of 67,500m<sup>3</sup> (44,000m<sup>3</sup> on their own allocation and 23,500m<sup>3</sup> as a secondary user).

Following two low years of abstraction in the Skellingthorpe and Saxilby areas no water was abstracted this year. Abstraction in Burton was similar to last season.

The total abstraction rates were recorded as follows:

<u>Catchment</u>	<u>Amount</u> <u>Abstracted</u> <u>(2014)</u> <u>m<sup>3</sup></u>	<u>Amount</u> <u>Abstracted</u> <u>(2015)</u> <u>m<sup>3</sup></u>	<u>Amount</u> <u>Abstracted</u> <u>(2016)</u> <u>m<sup>3</sup></u>	<u>Amount</u> <u>Abstracted</u> <u>(2017)</u> <u>m<sup>3</sup></u>	<u>Amount</u> <u>Abstracted</u> <u>(2018)</u> <u>m<sup>3</sup></u>	<u>Amount</u> <u>Abstracted</u> <u>(2019)</u> <u>m<sup>3</sup></u>
Oxpasture Outfall	39,680	52,100	38,800	29,340	77,928	127140
Oxpasture	101,894	72,746	78,266	57,775	225,155	140632
Burton	47,258	28,840	6,220	1,450	43,140	45500
Skellingthorpe/Saxilby	33,141	13,833	36,650	1,200	4,246	0
<b>Total</b>	<b>221,973</b>	<b>167,519</b>	<b>160,936</b>	<b>89,765</b>	<b>350,469</b>	<b>313,272</b>

Six member allocations were recorded as being used with four members and one secondary user using water from two members, this is less than in the previous two years.

### POTATO BROWN ROT

Unfortunately, due to a delay in obtaining the spray licence from the Environment Agency, the Board was unable to carry out spraying this year despite receiving requests to undertake a limited amount of spraying of Woody Nightshade to the value of £2,750.

As previously reported the Board has historically undertaken boat spray for Water Transfer Ltd from Lincoln to Bardney. The River Witham has more reed growth than the Fosdyke and proving more difficult to spray and spraying is now not being as effective. The Board has taken the decision that spraying cannot be done safely and effectively with the current equipment. We are investigating alternatives, but to date we have not found a practical option.

It is intended that the spraying operation is carried out next season at least once, with twice being more effective.

### FLOWMETERS

Both Oxpasture and Saxilby flowmeters were certified in March 2016. To comply with the licence requirement to be Certified every five years, they will required to be certified prior to the 2021 season.

The Oxpasture flowmeter was replaced in November 2011, the flowmeter at Saxilby is still the original.

In conclusion, it was felt that in general the system worked well in a year that water remained available from the Board's systems without the use of any transfer from the high level gravity watercourses.

LWT members had been reminded to return the weekly information regularly, so that the weekly and annual information can be cross referenced and allow the administration of the annual return to the Environment Agency to be completed within the required time limit.

Members received and noted the annual report on the LWT 2019 season.

### **83.19 Upper Witham Depot / Joint Office accommodation update.**

A report had been circulated with the agenda and was presented by the Director of Finance and Governance. The client-side Project Manager for the Board was Garry Winterton, Enforcement Officer.

Following the handing over of the site to Taylor Pearson (Construction) Ltd at the end of April 2019, demolition and construction work commenced. LK2 Architect were appointed by the main contractor to obtain the necessary Building Regulation approval. Quadrant Building Control an Approved Inspector was appointed and has continued to inspect the building work as it progressed. Mr. G Winterton has been Upper Witham's

client officer and has carried out continual monitoring of the schedule as it has progressed.

Meetings between the main contractor and Upper Witham's client officer are held every 2 weeks, to help ensure forward planning and a smooth running of the project.

Ward and Cole structural engineers were appointed by Taylor Pearson for all the structural design work. Following their design certain aspects of the structure in relation to the depth of the foundations and design of the concrete areas outside the building together with the design of the permeable areas have been changed. This has inevitably incurred additional costs some of which were anticipated. Therefore, at the start of the project a financial contingency was included within the budget to take account of these variances which always occur during a construction project.

Progress report meetings have been held every 2 weeks between Garry Winterton, Jane Froggatt and Steve Larter. This ensures transparency that any variations authorised by the client representative are also agreed and signed off.

The 40 weeks project (01.05.19 to 05.02.20) has suffered some delays and additional cost due to the bad weather. However, the main structure has been completed, this includes:

- Foundation
- Building envelope
- External drainage
- Internal floors
- Internal walls
- 1st & 2nd fix electrical
- Underfloor heating
- Photovoltaic panels
- Plastering 90% complete
- Alarms, fire, intruder & flood detection 90% complete
- Access control 90% complete
- 1st fix CCTV
- 65% External works including concrete to the yard area now started.

Originally hand over of the new building was projected to be at the end of November 2019. This had now been revised and handover and snagging is now planned for the end of January 2020, which is still before the 40 weeks contract period of 05.02.20.

Following handover, internal fitout of the depot and offices will commence. It is anticipated that phased occupancy of the depot will commence after fitout of racking in the depot and secure storeroom.

In addition to the work on site staff at Witham House have been involved in preliminary work in preparation for the move. It is proposed to install computers and move documentation from our existing location to the new offices w/c 10<sup>th</sup> February 2020, and to transfer operations to the new offices by Friday 14<sup>th</sup> February 2020.

The financial position as at 31<sup>st</sup> December 2019 was set out in the report. Most variations are now priced and included but there are some estimates included for depot and office fit out. Overall, the financial position was showing for 2019/20 against the

£1,224,568.63 budget, payments to date of £953,142.13 and a further contractual commitment of £297,124.81 (with further commitments of £5,267.62 this totals a cost of £1,255,534.56 (+2.53% variation)).

Progress continues with the sale of Witham House. Solicitors have been appointed and various documentation has been provided by officers. Some minor electrical works required for the sale have been completed. Unfortunately, a delay in exchanging contracts occurred, due to the management company of the current site. The company secretary has now been traced and documents prepared, although these do not meet what is required. This will incur additional solicitor fees for resolving this issue. It is anticipated that completion will now take place on 17<sup>th</sup> February 2020.

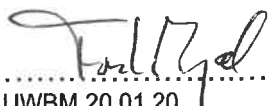
Members noted the update.

**84.19 Any Other Business.**

There were no further items of business and the meeting closed at 16.20.

**85.19 Date, Time and Place of Next Meeting.**

The next meeting of the Board was confirmed for Monday, 18<sup>th</sup> May 2020 in the Board Room, Witham House, Meadow Lane, Lincoln, LN6 9QU.

 .....Chairman..... .....Date  
UWBM 20.01.20