

WITHAM FIRST DISTRICT INTERNAL DRAINAGE BOARD

Minutes of the eighty ninth meeting of Witham First District Internal Drainage Board held on Tuesday, 4th November 2014 in Washingborough Village Hall at 2pm.

Present:

Mr. R. Fletcher – **Chairman**

Mr. P. Gilbert – **Vice Chairman**

Mr. E. Applewhite

Mr. S. F. Cobb

Mr. J. R. Crust

Mr. R. Hickling

Cllr. D. Jackson

Mr. B. S. Leggate

Mr. L. Maplethorpe

Mr. S. Maplethorpe

Mr. N. A. Osborne

Cllr. C. Oxby

Dr. V. Stanton

Mr. E. H. Tonge

Cllr. P. Vaughan

Mr. A. S. Whitehead

In attendance:

Mrs. Jane Froggatt

Chief Executive

Mr. Martin Shilling

Director of Operations

Mr. Steve Larter

Finance Manager

Mrs. Anna Wilson

Finance and Rating Assistant

At the start of the meeting, the Chairman led Members and Officers in standing for a minute's silence out of respect for Mr. John Mair, who sadly died on Friday, 03rd October. John had been a Board member since February 2007, representing Metheringham Fen and Dunston Fen.

It being the Board's AGM, the Chief Executive chaired the meeting for the duration of the next 3 agenda items.

1956 Apologies for absence.

Apologies for absence were received from Mr. D. C. Armstrong, Cllr. R. Cucksey, Mr. T. Gilbert, Mr. R. Hall, Mr. M. D. Harrison, Cllr. G. Hewson, Cllr. R. Kendrick, Mr. S. B. Leggate, Mr. N. Maplethorpe, Mr. D. R. Means and Cllr. J. F. Money.

1957 Declarations of Interest.

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

1958 Election of Chairman.

It was proposed by Norman Osborne, seconded by David Jackson and agreed unanimously to re-elect Bob Fletcher as Chairman for the ensuing year.

1959 Chairman's Announcements.

Bob Fletcher thanked members for re-electing him as Chairman, a role he had fulfilled since November 2011. He briefed members as follows:

- Vacancy on the Board.

The death of Mr. John Mair meant there is now a vacancy on the Board for a representative of Metheringham and Dunston Fen. As the Election is due in October 2015, the Chairman proposed and members agreed to fill the vacancy with a co-opted member until October.

- Vacancy on the Executive Committee.

In the absence of Mr. David Means, the Chairman paid tribute to his long service to the Executive Committee and his contribution, as a past Chairman. However, David had advised the Executive Committee on 21.10.14 that he would not seek to be reappointed to the Committee at today's AGM, although he will remain a member of the Board.

The Chairman proposed, and members agreed, that when members elect Executive Committee members today, they elect 7 members only and carry a vacancy, giving the Chairman and Vice Chairman the opportunity to canvass opinion.

- Members Code of Conduct and Register of Interests.

The Chairman highlighted the approved Members' Code of Conduct on today's agenda, together with blank copies of the Register of Members' Interests for members to complete with an updated expression of interests. He reminded members that the Audit and Accountability Act 2014 requires transparency and this includes an up-to-date version of members' interests being held at Witham House and available for public inspection.

- Pumping Station Roof Replacements.

Members were reminded that at the Board's meeting on 12.08.14, a sum of £15,000 to £30,000 maximum, had been agreed for roof replacements at Nocton Fen, Heighington Fen and Timberland Pumping Stations. The Chairman had advised Executive Committee on 21.10.14 that, despite a procurement process to 7 companies, there had been little contractor interest. A contract had now been placed with Wrights of Holbeach in the sum of £13,435 + VAT.

- Plant, Vehicles & Machinery Programme.

Members were advised of the delivery of the new Atlas 140W wheeled excavator on 08th October. The Volvo EW140 wheeled excavator it replaced was now for sale, offers having been invited.

1960 Election of Vice Chairman.

Cllr. Pat Vaughan proposed, Cllr. Ron Oxby seconded and members agreed unanimously the re-election of Mr. Peter Gilbert as Vice Chairman for the ensuing year.

Peter Gilbert thanked members for his re-election.

1961 Election of 8 members to the Board's Executive Committee.

Following Mr. David Means' decision to stand down from the Executive Committee, it was agreed to carry a vacant seat.

It was proposed, seconded and unanimously agreed to re-elect the remaining 7 existing members of the Executive Committee for the ensuing year as follows: the Chairman, Vice Chairman, Mr. S. Cobb, Cllr. D. Jackson, Mr. B.S. Leggate, Mr. N. Osborne and Cllr. R. Oxby.

1962 Election of 3 members and 2 deputies to the group of 3 IDBs' Joint Administration Committee.

Cllr. Pat Vaughan proposed, it was seconded and agreed unanimously to re-elect the existing 3 members and 2 deputies to the Joint Administration Committee. Members re-elected were the Chairman, Vice Chairman and Mr. B.S. Leggate. Deputies re-elected were Mr. M.D. Harrison and Mr. N. Osborne.

1963 Calendar of 2015 meeting dates.

Members APPROVED the following meeting dates for 2015:

Meetings of the Board, Washingborough Village Hall at 2pm.

- Tuesday, 10th February 2015.
- Tuesday, 28th April 2015.
- Tuesday, 16th June 2015.
- Summer Inspection, July 2015 (t.b.c.).
- Tuesday, 29th September 2015.
- Tuesday, 10th November 2014 (+AGM).

Meetings of the Executive Committee, Tilney Dales Depot at 2pm.

- Tuesday, 27th January 2015.
- Tuesday, 14th April 2015.
- Tuesday, 02nd June 2015.
- Tuesday, 15th September 2015.
- Tuesday, 27th October 2015.

1964 Members' Code of Conduct & Register of Members' Interests.

Copies of the Members' Code of Conduct adopted by the Board on 30.04.13 had been circulated with the agenda together with a blank copy of the accompanying Register of Members' Interests.

Members AGREED to review their current registered interests and complete a new Register of Interests form, returning it to the Chief Executive for maintaining as a document available for public inspection and disclosure.

1965 Minutes of the Board meeting on 12.08.14.

The minutes of the Board's meeting held on Tuesday, 12th August 2014 were APPROVED as an accurate record.

Matters Arising:

1965.1 Transfer of 18 Bridges & Culverts to LCC (minute 1945.3 refers).

The Chief Executive reported that this issue was not yet resolved, but some progress had been made between both parties. The one remaining issue under negotiation relates to the Board's liability versus LCC's liability for any liability claim arising from accident/injury involving the bridges, prior to the transfer date of ownership of the structures. Further correspondence had been received by the Chief Executive, from the Board's Solicitor, on 22.10.14. She advised that the outstanding issue was not insurmountable and it was hoped that the transfer agreement could be concluded prior to the Board's next meeting on 10.02.15. An update would be provided to that meeting.

1965.2 Staffing and Joint Administration Agreement (minute 1945.4 refers).

It was reported that, the 3 Boards having agreed to extend their joint officer roles to Engineering Services, Upper Witham's Engineer had started a 12 months secondment on 03.11.14 to Lincolnshire Technical Services (a partnership between Mouchel and LCC), based in Lincoln. On an interim basis, to mirror the period of the secondment, Alan Gardner had now taken on the role of Engineer to all 3 Boards and Guy Hird (substantively UW's Assistant Engineer) was in turn supporting all 3 Boards.

The Chief Executive was discussing the allocation of Ken Pratt's caseload with staff, but all workload for the 3 Boards would be covered. This meant that now all officers, through to Works Supervisor, were providing support to all 3 Boards.

1965.3 Digby (minute 1945.7 refers).

Although the Chief Executive had written on 01.07.14 to David Hart, now Vice Chairman of Digby Parish Council, to communicate the Board's decision on 24.06.14 not to adopt and schedule Greendykes watercourse, positive discussion and improvement works in Digby continued. The most recent meeting had been on 09.10.14 where the Board's Engineer had agreed to assist with the investigation of continued flood problem and develop a recommended improvement scheme. Equally, the Board's continued support and willingness to undertake maintenance works on Greendykes, at an estimated rechargeable cost of £500, had been confirmed. A replacement, sloping weedscreen was to be fabricated and installed on North Drain, with the consent of the riparian land

owner concerned. The Board's Engineer was also in continued discussions with AWS about the need for AWS to complete a diversion of The Hurn SW sewer in Digby.

Members noted and supported the update on various improvement initiatives, in which the Board was involved, at Digby.

1965.4 IDB Return 2013/14 (minute 1946.1).

The Chief Executive reported that, following resolution of the two issues reported to the Board's meeting on 12.08.15 (the treatment of £19 for bank charges and the reinstatement of the £354,480 PWLB loan as Box 3 'income' rather than Box 7 'balances and reserves') with External Auditors Grant Thornton, the formal 'Notice of Closure' had been received on 18.08.14 and published as required. Detail was included in her report.

1965.5 Highland Water (minute 1947.1 refers).

It was confirmed that on 23.10.14 Highland Water payments had been reconciled with the EA, under the revised payments mechanism agreed in April. On the reconciliation of 2013/14 estimated claim to actual costs incurred, the Board had repaid £582. On the estimated claim for 2014/15, 80% of the claim had been paid by the EA, i.e. £12,064, with the 20% balance to be paid in September 2015.

1965.6 Review of 2009 Joint Administration Agreement (minute 1947.2 refers).

The Chief Executive reported that following discussion at Upper Witham IDB's Finance and General Purposes Committee meeting, on a proposal to introduce rent charges to Witham First and Witham Third DIDBs for the use of Witham House, UW's Board had agreed on 29.09.14 not to seek to introduce rent charges.

1965.7 Internal Audit Services (minute 1947.4 refers).

Following the reappointment of the Internal Auditor by the Joint Administration Committee on 21.07.14, he would be visiting on 06.11.14 and 07.11.14. It was noted that his interim independent report on 2014/15 would come to the Board's 10.02.15 meeting, his final report would then come to the June 2015 meeting.

1966 Minutes of the Executive Committee meeting on 21.10.14.

The minutes of the Board's Executive Committee meeting held on Tuesday, 21st October 2014 were APPROVED as an accurate record and members NOTED the recommendations from the Committee.

Matters Arising:

1966.1 Pumping Station Roof Replacements (minute 4.6 refers).

The Board ratified the decision taken at the Board's Executive Committee on 21.10.14 to place on order with Wrights of Holbeach, in the sum of £13,435 + VAT, for 4 replacement roofs at Heighington Fen, Nocton Fen and Timberland Pumping Stations, the source of funding

being the Pumping Station Renewal Reserve (which has a balance of £75,000).

1966.2 Revised Financial Regulations and Statement of Internal Controls (minute 9 refers).

The Chief Executive drew members' attention to the discussion which had taken place at the Executive Committee as to the financial limit for payment authorisation by officers. It was proposed at £99,999 on the Board's agenda today and this was supported by the Executive Committee. The recommendation from the Internal Auditor of a limit of £50,000 was, however, highlighted to members. The Chief Executive stated that she was relaxed as to whether the limit was £99,999 or £50,000, as such items of expenditure would always be supported by a decision of the Board. The practical implication was in relation to when written prior authorisation was needed from the Chairman/Vice Chairman for payments.

Members NOTED this issue, prior to discussing the proposed revisions to the Board's Financial Regulations, and the Executive Committee recommendation to set the limit at £99,999.

1966.3 Evaluation Report on the proposed Nocton and Potterhanworth Fens Catchment Study.

Members noted the Executive Committee discussion on 21.10.14 about the need for a catchment hydraulic model for Nocton and Branston Fens. It would confirm the need for and potentially enable the Board and Beeswax Farming Ltd. to agree a change in the use of Middle Drain in Nocton Fen but also, in the longer term, it would demonstrate the benefits of the existing drainage systems and provide evidence for future FDGiA grant applications.

Beeswax Farming Ltd had confirmed they do not need the irrigation system. The issue was, therefore, that if the Board and Beeswax were to agree a reduced maintenance regime by the Board and potentially an environmental improvement scheme, this should only really be done with the evidence base of a study to survey all the Board's system in Nocton Fen and the construction of a model to determine the standard of service needed from the system. The proposed study would define how much of Middle Drain is needed to perform the land drainage function.

The Director of Operations and GIS Officer had met with Robert Hall of Beeswax Farming Ltd on 28.10.14 and a 50/50 sharing of the study costs had been agreed.

Following discussion, members NOTED to the recommendation from the Executive Committee that the contract for the study be awarded to JBA in the sum of £16,739.99 + VAT, this cost to be shared equally between the Board and Beeswax Farming Ltd, noting that the cost of the study had not been included in the Board's 2014/15 budget.

1967 Chief Executive's Report.

The Chief Executive's Report had been circulated with the agenda and the following issues within it were highlighted:

- Annual Accounts and IDB Return 2013/14.

External Auditors, Grant Thornton, had completed the audit on 14.08.14 and the Notice of Closure was received on 18.08.14. The closure was advertised on 19.08.14 at Witham House and on the Board's website, to advise the public of their right to inspect the accounts. The IDB Return and the Statement of Accounts 2013/14 had been uploaded to the Board's website at www.witham-1st-idb.gov.uk.

Whilst pleasingly Section 3, the External Auditor's Certificate and Opinion 2013/14, was completed with no matters giving cause for concern that relevant legislation and regulatory requirements had not been met, Grant Thornton did issue an "other matters" report, not affecting the audit opinion for the year ended 31.03.14, but which the Chief Executive was required to bring to the attention of the Board. This stated:

"Financial Regulations.

The Financial Regulations do not specifically include a check as to whether all payments made are legal and within the powers of the Drainage Board as well as checks for bank reconciliations, VAT and PAYE. We recommend that these controls be included in the Financial Regulations and incorporated as part of the procedures undertaken by the Financial Officer".

The Board ACCEPTED this recommendation from Grant Thornton, noting that the existing Financial Regulations (approved on 06.11.12) had been reviewed and the revised draft addresses the comment made by Grant Thornton.

- PSCA Works 2014/15.

A positions statement on the maintenance works on EA main river, commissioned by the EA using the flexibilities in the Public Sector Co-operation Agreement signed in November 2013 was given:

<u>Reference</u>	<u>Separate File Reference (if applicable)</u>	<u>Description</u>	<u>Final Job No.</u>	<u>Status.</u>	<u>Comment.</u>
FD-1505-2014-ORG	W1/EA/8139	EA PSCA - Sandhill Beck	8139	Order received	Work in progress
FD-1507-2014-ORG	W1/EA/8142	EA PSCA - Farrowway Drain	8142	Order received	Work in progress
FD-1508-2014-ORG	W1/EA/8141	EA PSCA - Ruskington Catchwater Drain	8141	Declined	Suggested EA does as winter works
FD-1509-2014-ORG	W1/EA/8130/002	EA PSCA - Anwick Catchwater Drain	8130		Work in progress

Members received and noted the Chief Executive's report and update.

1968 Financial Performance Report to month 6 of 2014/15, 30.09.14.

The Financial Performance Report to 30th September 2014 had been circulated with the Agenda. This showed the approved Estimates for 2014/15, the profiled budget for the half-year, the actual spend to 30.09.14 and provided an analysis of variances.

The profiled budget to 30.09.14 was (£229,625), the actual position was a surplus (£241,757) and therefore there was currently a positive variance of (£12,132). Whilst this was positive, the Finance Manager stressed that some of the high risk spends may yet materialise in the second half of the year, e.g. particularly electricity and further overtime during the weedcutting season.

The prior year Balance Sheet adjustment of £37,798 had been factored into this year's position, as agreed by the Board on 12.08.14. The first contribution towards this was virement of the PWLB budget of £24,447. A second contribution to close the gap was through virement of the EA precept 2% budget increase at £1,661. This left a remaining shortfall of £11,690 to be found through the remainder of 2014/15, or from reserves if this could not be accommodated within the budget by 31.03.15.

Whilst there were no one-off schemes within the 2014/15 budget, members were reminded of the £40,000 carried forward from 2013/14 into reserves (as agreed by the Board on 11.02.14) to provide for the Chapel Hill Twenty Foot Drain bank slip reinstatement scheme. A total of £17,422 expenditure had been incurred to 30.09.14, on reinstating the field side bank of the drain, and a fund transfer had been made accordingly. This left £22,578 remaining for the more complex track side drain bank repair.

On joint administration, the budget performance was on target as at 30.09.14. After this reporting period, in October, the recharges between the 3 Boards had been calculated and applied and will show in the next financial report.

Rechargeable works income will increase as works are completed and the EA is invoiced.

On capital, there were no movements up to 30.09.14. It was noted, however, that in October the Board took delivery of the Atlas wheeled excavator at £112,875 (excl.VAT) and the Case Puma Tractor at £69,795 (excl.VAT), less the trade in value on the McCormick tractor at £14,000 (excl.VAT), plus a weed basket at £5,800 (excl.VAT). These would therefore show in the next financial performance report.

On drainage rates collection performance, as at 23.10.14 income of £469,620.24 had been received (a collection rate of 97.4%). Taking into account value changes (+/-), new assessments, write-offs and summons collection costs, there remained £9,847.21 income outstanding to the Board on Drainage Rates. First reminders went to account holders on 10.07.14, final reminders on 04.09.14 and a court date had been set for 01.12.14 with summonses despatched for court.

On bank balances and investments, as at 30.09.14 the Board had £855,538.42 with Natwest and £4,659.44 with the Co-op, making a total of £860,197.86.

Members received and NOTED the financial position as at 30.09.14.

1969 Statement of Expenditure, 01.07.14 to 30.09.14.

A Statement of Expenditure for the 3 months from 01st July to 30th September 2014 had been circulated with the agenda.

Total expenditure was £172,596.73 gross, £155,647.30 net of £16,949.43 VAT.

Items of note included:

- £1,600 net to Grant Thornton, External Audit fee.
- £1,883.31 net to Grundy Agricultural for replacement flail arm.
- £2,542.00 net to Lincoln Electrical Services for controller & pumping level controls at Metheringham PS.
- £786.10 net to Mastenbroek Ltd for spares for weedcutters.
- £7,287.00 net for pump lift and repairs at Blankney PS.
- £440.00 net to Rossendale Group, for repairs to flail arm.
- £836.60 to Sills & Betteridge for legal fees on Bridges/culverts transfer agreement.
- £1,005.00 to TC Harrison for 2,000 hour service to JCB excavator.
- £675.65 to TDL Equipment Ltd, for 1,500 hours service for Atlas excavator.

Members received and NOTED the expenditure incurred at £155,647.30 (excl.VAT) for the 3 months to 30.09.14.

1970 Drainage Rates write-offs.

The Finance and Ratings Assistant presented a report requesting the Board write off arrears outstanding on Drainage Rates accounts, such write-offs being a matter reserved to the Board.

She explained that throughout summer 2014 she had been working through rates queries historically marked as 'query' or 'gone away' on the DRS Rating System, undertaking Land Registry searches to resolve who was now liable to pay the Drainage Rates and to recoup as much of the historical income due to the Board as practicable. Members were reminded that under the Land Drainage Act 1991 the Board can only recoup drainage rates income for the current financial year and one previous year from any new occupier.

One of the write-offs requested was in respect of Branston Island, for which the Board has a policy to write-off drainage rates, given it being available as a flood plain at short notice.

A schedule of write-off requests was presented as follows:

Account	Arrears from	Arrears to	Reason for write-off	Values to be written off	
				Rates £	Costs £
0328	1/4/2013	20/9/2013	This land was transferred on 20/09/13 which then leaves a balance where we have arrears uncollected and no known forwarding address for the previous occupier.	3.33	70.00
0735	1/4/2006	31/3/2013	Land Registry search found new owners of this land.	152.23	0.00

			Using the current '1 + 1' rule of the Land drainage Act 1991, we can only collect arrears for the current financial year plus one previous financial year. This then leaves a balance where we have arrears uncollected and no known forwarding address for the previous occupier.		
0786	1/11/2012	19/4/2013	Land Registry search found new owners of this land. Using the current '1 + 1' rule of the Land drainage Act 1991, we can only collect arrears for the current financial year plus one previous financial year. This then leaves a balance where we have arrears uncollected and no known forwarding address for the estate of the deceased former occupier.	9.75	40.00
0191	1/4/2014	31/3/2015	Branston Island. The Board has a policy of writing off the rates on the parcel of land known as Branston Island.	1,283.58	0.00
TOTAL				1,448.89	110.00

Members AGREED to write-off drainage rates income to a total of £1,448.89 plus £110.00 costs, as per the schedule above.

1971 Financial Regulations & Statement of Internal Control.

The Board's existing Financial Regulations were approved on 06.11.12.

A set of proposed revised Financial Regulations, which incorporated also the Statement of Internal Control, had been circulated with the agenda and included a summary of the proposed changes. It was confirmed that these incorporated the comments, discussed earlier, made by Grant Thornton. This draft had been discussed by the Executive Committee on 21.10.14, and this version recommended an Officer financial authorisation ceiling of £99,999.

The main changes were highlighted as:

- The Introduction states that all transactions will be lawful and in accordance with the Land Drainage Act (1991), as recommended by the External Auditor.
- Paragraph 1.8 makes clear that the Regulations apply to all staff, including contract staff.
- FR1.9 specifies that a register of land transfers from drainage rates liability to Special Levy will be maintained and the Annual Values will be agreed as at 31st December each year.
- FR3.5 specifies that Financial Performance Reports will be produced at least quarterly.
- FR3.9 states the approved Reserves Policy of the Board and incorporates this within Financial Regulations.

- FR4.2 amended financial limits to reflect how electronic banking system does operate.
- FR4.4 sets out how debit and procurement cards will operate, in line with supporting the smooth running of the Board's services.
- FR7.3 specifies that Highland Water claims will be processed in line with the EA agreed process.
- FR7.4 sets out the need to properly Account for all income to the Board, from whatever source.
- FR7.5 sets out the standards by which staff will process credit and debit card payments to the Board.
- FR9.7.1 introduces an additional exception to procurement rules, where following a tender or quotation exercise the number of tenders or quotes does not meet the usual minimum required, to enable the Board to procure goods/services.
- FR12.3 sets out the requirement for Internal Auditor appointment letter to also be reciprocated within an Internal Auditor acceptance letter, as recommended by External Auditors.
- FR16.1 sets out the Chief Executive's responsibilities regarding staffing matters.
- FR23 introduces a new section to set out how the Board's website will be used to comply with the government's transparency agenda (e.g. Statement of Accounts, Audit information, public notices, schedules of expenditure, elections etc.).

The review of Financial Regulations endeavoured to incorporate all comments made by Internal and External Auditors and the requirements in the Local Audit and Accountability Act 2014. The draft had been sent to the Internal Auditor, who was supportive other than on one issue. The Chief Executive highlighted the Internal Auditor's recommendation that the current financial limit remains one signatory up to £50k, two signatories from £50k to £100k and then Chairman/Vice Chairman authorisation for expenditure above £100k. What was proposed in the revised Financial Regulations is:

FR4.2.1 all payments up to £99,999 will be authorised by one of the following – Chief Executive, Director of Operations or Finance Manager.

FR4.2.2 any single payment of £100,000 or above to be signed by the Chief Executive, Director of Operations or Finance Manager after authorisation by the Chairman or Vice Chairman of the Board. *

* In practice, a single payment > £99,999 will be made in split payments if made by automated payment.

The Chief Executive outlined that such expenditure would be on items like new plant, e.g. a new excavator, tractor or flail. It would therefore be expenditure in line with an approved Board decision. She was satisfied to have a limit of £50,000, but it was less administratively cumbersome at £99,999 in terms of processing payments for such items.

Following discussion, members APPROVED the Financial Regulations and Statement of Internal Control.

1972 Director of Operation's Report.

The Director of Operations presented his report, previously circulated, for the period 01st August to 31st October 2014 together with a verbal update.

- **Planned Maintenance Programme**

The main summer maintenance programme had progressed well during this period. The prolonged dry conditions had meant no weather delays to the Board's cutting operations. Much of the Board's system adjacent to arable fields was cut by the end of September, with Maize and Sugar Beet crops to be cleared upon receiving notice of harvesting.

However, the rainfall experienced in mid-October has softened conditions, with resulting concerns regarding damage to grass strips and their use by the wheeled excavators.

- **Pumping Stations**

The amount of pumping undertaken is much reduced thanks to low rainfall levels, bar the occasional intense, isolated storm. Levels were being managed to accommodate abstraction where requested.

The planned removal of pump no.1 at Blankney Fen Pumping Station had been completed by Perry's Pumps Ltd. of Lincoln. This is part of the Board's regular maintenance regime where pumps are periodically lifted for inspection and remedial work as required.

A contract with Wrights of Holbeach would be awarded for the 3 flat roof replacements at Nocton Fen, Heighington Fen and Timberland PS.

- **Plant**

The new Atlas 140W wheeled excavator was delivered on 08.10.14 and fitted with a new Herder weed basket. This machine will replace the Volvo EW140 as part of the approved Plant Replacement Programme. Tenders for the disposal of the Volvo EW140 were advertised in October. The Atlas purchase price of £112,875, (with the weed basket of £5,800, both excluding VAT) completes the renewal of the excavator fleet and will enable the Board to undertake the maintenance work it has approved for both summer and winter programmes.

The new Case Puma 170 tractor was delivered on 09.10.14 and the Bomford flail fitted. The tractor will replace the McCormick MTX 155 as part of the approved Plant Replacement Programme. Its purchase price of £68925 was off-set by the trade-in value of the McCormick of £14000. The McCormick was traded in on 13.10.14.

Repairs had also been undertaken to the Bomford flails. These have ranged from the replacement of worn hydraulic pipes to the replacing of the hood of the flail head. The replacement of the hood was necessary as the original had been worn through its use over the last 4 seasons.

- **Timberland Pumping Station Open Day**

The Board hosted an open day on 19th September as part of the Lincolnshire Heritage Weekend. Approximately 90 visitors came to view the Ruston & Hornsby engine, 10RB dragline and a demonstration of photographs illustrating the work of the Board, past and present.

- **Public Sector Co-operation Agreement**

Under this agreement the Board had undertaken work on behalf of the Environment Agency to clear vegetation from the Anwick Catchwater Drain, Sandhill Beck and Farroway Drain. As part of the work we also flail the adjacent bank or embankment to allow clear visibility for the excavator operator. We have received positive feedback

regarding the standard of workmanship and, from adjacent land owners, the benefit of regular maintenance. We await further instruction regarding other main river watercourses, Ruskington Catchwater in particular. The work is undertaken to the Environment Agency's specification and at their cost.

The Board's ability to accommodate the work within the existing programme will be enhanced by early engagement with the Environment Agency. The purchase orders received this year were at fairly short notice and it was only because of the ideal conditions experienced in the District, that the EA work could be accommodated.

Members received and noted the Director of Operations' Report and presentation.

1973 Consents & Enforcements Report.

A report on Consents and Enforcement cases within the drainage district and in the extended rainfall catchment, where the Board undertakes this role for and on behalf of LCC as the LLFA, had been circulated with the agenda. This covered the period 05.08.14 to 10.10.14.

Members received and NOTED the report.

1974 Report on Planning Applications.

A schedule of planning applications considered in the period 04.08.14 to 10.10.14 had been circulated.

There were no objections or comments submitted by the Engineer in respect of City of Lincoln applications or LCC. There were no objections raised with NKDC, but a comment was submitted in relation to a proposed extension to a residential dwelling (Elsrick Lodge, Tattershall Road in Billingham), such that the Engineer recommended that the additional roof area areas was such that a specific measure should be made for surface water drainage. For infiltration, the required soakaway capacity should be designed in accordance with sections 26 to 29 of part H of the Building Regulations.

Members received and NOTED the schedule.

1975 Tenders for the Nocton Fen and Potterhanworth Fen Catchment Study.

Following earlier discussion, members were content to ratify the Executive Committee's decision to appoint JBA consultants, in the sum of £16,739.99 (excl.VAT), rather than BWB at £16,750 (excl.VAT), for the following reasons:

- JBA cost is lower (excluding 20% contingency).
- JBA have considerable experience in undertaking this type of survey work and modelling. The project team has over 30 years HEC-RAS experience.
- JBA have specified that the model will be completed to the EA National Standard Contract and Specification for Watercourses, ensuring that the data will be suitable for FDGiA applications in the future.
- Detailed Gantt Chart gives confidence that the project can be delivered within the timescale specified.
- Black Sluice IDB (reference provided by JBA) were very satisfied with the Catchment Study they completed for them.

1976 Twenty Foot Drain, Chapel Hill Bank Reinstatement Scheme.

The Board’s Engineer had provided a Briefing Note for members on the proposed method of reinstating the Twenty Foot Drain track-side bank. The field side bank had been reinstated in June 2014.

The track side scheme is difficult because of the overhead powerline which runs parallel to the drain, the track itself and the need to maintain vehicle access and also the pole mounted HV transformer adjacent to the access track, which is 4 metres only from the batter top.

A site investigation on 06.06.14 showed the material to be soft, silty clay from 2 metres depth with a maximum thickness of 2 metres. Beneath that there is a medium dense granular material. In addition, the large concrete pieces placed about 11 years ago present a significant problem.

Piles are not a viable option as the primary means of strengthening the bank, because of the long length required to drive them into firm ground.

The Engineer proposed the digging out of the soft, weak ground which extends to between bed level and less than a metre below. Then, he proposed to drive piles at the toe, serving two functions. Firstly, as temporary works, it is an efficient means of providing a cofferdam to exclude as much water as possible from the works. As a permanent measure, they would result in less stone being required. Then, large and frost resistant stone would be placed at the toe, the mass being such so as to resist the force of weather ground above. He proposes to use the concrete lumps as part of this mass. Finally, it is proposed to use layers of geogrid to reinforce the ground, this having worked well on the field side.

There would need to be close working with Western Power as to how they wished the works to be carried out.

The Engineer felt also that works should not be undertaken during the winter, due to ground conditions, but in May/June when it was probably going to be drier and before the start of the weed cutting season 2015.

Members APPROVED in principle the scheme as outlined, enabling it to be planned in detail, a better estimate of costs to be developed and Western Power’s requirements to be discussed.

1977 Any Other Business.

There were no further items of business.

1878 Date, Time and Place of the Board’s Next Meeting.

The Board’s next meeting was confirmed for Tuesday, 10th February 2015 at 2pm in Washingborough Village Hall.

.....Chairman. Date

W1st BM 04.11.14