

WITHAM FIRST DISTRICT INTERNAL DRAINAGE BOARD

Minutes of the ninety seventh meeting of Witham First District Internal Drainage Board held on Tuesday, 07th June 2016 in Branston Booths Village Hall at 2pm.

Present:

Mr. R.A. Fletcher **Chairman**
Mr. E. Applewhite
Mr. D. C. Armstrong
Mr. D. K. Busby
Mr. B. Charlesworth
Cllr. R. Cucksey
Mr. T. Gilbert
Mr. R. Hall
Mr. M.D. Harrison
Cllr. G. Hewson
Mr. R.C. Hickling
Mr. D.G. Leggate
Mr. S.B. Leggate
Mr. L. Maplethorpe
Mr. S. Maplethorpe
Cllr. C.R. Oxby
Cllr. P.J. Vaughan

In attendance:

Mrs. Jane Froggatt	Chief Executive.
Mr. David Gowing	Internal Auditor.
Mr. Steve Larter	Finance Manager.
Mr. Martin Shilling	Director of Operations and Engineering Services.
Mrs. Anna Wilson	Finance and Rating Officer.

2021 Apologies for absence.

Apologies for absence were received from Mr. S. F. Cobb, Mr. J. R. Crust, Mr. P. Gilbert (Vice Chairman), Mr. W. R. B. Grantham, Mr. A. G. Hodgson, Mr. D. Jackson, Mr. I. J. Mair, Mr. A. R. Means, Cllr. J F Money, Dr. V Stanton and Mr. A S Whitehead.

2022 Declarations of Interest.

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

2023 Chairman's Announcements.

The Chairman welcomed members to the June meeting of the Board. He drew a number of issues to members' attention.

- Mr. David Gowing, the Board's Internal Auditor, was welcomed to the meeting and it was noted he would present to the Board his independent assessment and report on 2015/16.
- At this time of the Civic year the Board is advised of changes to members nominated by the two Councils. City of Lincoln Council had confirmed its 4 nominated members as unchanged (i.e. Mr. Brent Charlesworth, Cllr. Gary Hewson, Mr. David Jackson and Cllr. Pat Vaughan), albeit two of those members are no longer serving councillors as neither Brent Charlesworth nor David Jackson stood for re-election on 07.05.16. The 3 members nominated by North Kesteven District Council remain Cllr. Ray Cucksey, Cllr. John Money and Cllr. Ron Oxby and, in the absence of John Money, the Chairman offered congratulations on hearing of his appointment as Chairman of North Kesteven District Council for this Civic year.
- Members were reminded to familiarise themselves with the Board's approved Code of Conduct. At each November AGM members are asked to complete their Register of Members' Interests form and a Register is maintained at Witham House. Two returns were outstanding.
- A reminder was given to members that the 3 IDBs' Joint Summer Inspection is on Wednesday, 20th July 2016 and this year we will convene at Upper Witham's Meadow Lane Depot in North Hykeham for a 2.30pm start. After a tour of depot improvements and new plant, the coach will depart at 3pm for a tour of aspects of all 3 drainage districts, returning to the depot for 6.30pm followed by dinner at The Pyewipe Inn (7pm for 7.30pm). Members were asked to confirm attendance.

2024 Minutes of the Board meeting, Tuesday, 26th April 2016.

The Minutes of the Board's previous meeting held on Tuesday, 26th April 2016 were proposed, seconded and APPROVED as an accurate record.

MATTERS ARISING:

2024.1 Vehicles Driving Policy (minute 2006.4 refers).

It was confirmed that all 3 Boards in the Group had agreed at their April 2016 meetings to classify E cigarettes/vaporisers as smoking materials and that their use is therefore prohibited under the recently approved Vehicles Driving Policy. The Policy would be accordingly amended.

2024.2 Special Levy Development Land Calculations (minute 2007.2 refers).

Following discussion at the Executive Committee meeting on 12.04.16 about an apparent historical error in the amount of Special Levy being charged (on developed land) to North Kesteven District Council, a matter discussed in outline at the Board meeting, it was confirmed that a meeting had been arranged to discuss this with the Council's Head of Finance and Resources on Thursday, 09.06.16. An update on the outcome of that meeting will be provided to the next Board meeting.

2025 Minutes of the Executive Committee meeting, Tuesday, 24th May 2016.

The minutes of the Executive Committee meeting held on Tuesday, 24th May 2016 were proposed, seconded and APPROVED as an accurate record and the recommendations to the Board were NOTED.

MATTERS ARISING:

2025.1 North East Lindsey IDB potentially joining the existing Group of 3 IDBs, as a fourth partner, from 01.04.17 (minute 4.3 refers).

It was highlighted that, the 3 Boards having agreed in April and North East Lindsey IDB having agreed on 12.05.16 to join the Group of IDBs from 01.04.17, work had now started on developing common support systems across the 4 Boards. The first priority was to migrate the NEL IDB maps and assets on to the GIS system and the 450 drainage rates accounts on to the DRS rates system. This work had started and it was confirmed that NEL IDB had set aside a budget to fund the implementation costs.

2026 Minutes of the Joint Services Committee meeting, 16.05.16.

The minutes of the Joint Services Committee held on Monday, 16th May 2016 were NOTED, together with the recommendations from the Committee to the Board.

There were no matters arising.

2027 Chief Executive's Report

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

2027.1 Insurance Policy Renewals: the insurance policies for Upper Witham had been renewed on 19.05.16 and it was noted that review meetings had been held with Towergate (the Broker) for both Witham First and Witham Third DIDs, the renewal date being 01.07.16.

Following that meeting, quotations are awaited and an update will be provided to the September meeting of the Board.

2027.2 Partnership Approach to Catchment Management.

Following discussion on 01.12.15 about potential EA demaining of identified stretches of main rivers (ie the EA potentially withdrawing from its permissive powers to undertake maintenance on unfunded watercourses), the EA appears now not to wish to go through a formal de-maining process.

Terms of Reference for the work now badged as a 'partnership approach to catchment management' have been drafted and will go to the Lincolnshire Water Management Strategy Group on 13.06.16 and to the RFCC meeting on 15.07.16.

The work does potentially now need to be considered in the context of the EA having a 5 year revenue funding settlement with Defra (2016/17 being year 1), which potentially means £1.7 million per annum additional for Anglian (Northern) RFCC, of which £1 million per annum is additional for Lincolnshire. Potentially, this settlement may increase the use of our Public Sector Co-operation Agreement (PSCA) with the EA, as a vehicle for this additional maintenance work to be done. However, for IDBs to plan and gear up for this it would be helpful to have more than one year of financial certainty and this remains an issue.

2027.3 IDB Chairmen and Chief Executives' meeting with ADA Lincolnshire Branch on Thursday, 02.06.16.

The 3 Boards had in January 2016 paid "1% on account" as a pay settlement for 2015/16, pending an agreed pay recommendation being reached and recommended to individual Boards by both sides of the Pay Committee.

Given that there is no agreed position for the pay uplift from 01.04.15 (it now being 2016/17 and a further uplift is eligible from 01.04.16), Chairmen and Chief Executives met on 02.06.16, the meeting having been convened by ADA's Lincolnshire Branch.

The outcome of that meeting was reported, in that a clear steer was provided in writing to the Pay Committee Chairman, copied to staff side, by the ADA Lincolnshire Branch Secretary on 07.06.16.

Cllr. Gary Hewson raised his concern at the situation of no agreed pay settlement between both sides of the Pay Committee. Cllr. Lance Pennell, was the 3 Boards' representative on the Committee had been invited to only one meeting on 09.09.15.

It was hoped that once both sides receive the brief in writing it will kick start discussions to resolve the impasse, for both 2015/16 and 2016/17, prior to the next ADA Lincolnshire Branch meeting on 14.07.16. An update would be provided to the next meeting. The Chief Executive highlighted that at the ADA Lincolnshire Branch AGM on 28.04.16, Mr. Bob Fletcher had been elected as Branch Chairman and Mr. Julian Hargreaves, Chairman of NEL IDB, had been elected as ADA Vice Chairman.

Members received and NOTED the report.

2027.4 Flood Forum in Louth on Friday, 20.05.16.

The Chief Executive had been a panel member at the Flood Forum organised by Victoria Atkins, MP, on Friday, 20th May. The Chairman had also attended the public meeting. Other organisations represented included the Environment Agency, Lincolnshire County Council, East Lindsey District Council, Lindsey Marsh IDB and Anglian Water Services. Whilst a balanced range of discussion, the Chairman and Chief Executive had advised that AWS had a number of concerns raised with them.

The Chief Executive's report was received and NOTED.

2028 Risk Register for the Board.

A revised Risk Register (version 10) as at May 2016 had been circulated with the agenda. This version was an integrated Risk Register for the group of 3 Boards, as most risks were of a generic nature and common to the 3 Boards. Where a particular risk is specific to an individual Board, this was indicated.

The Register uses the 5 original objectives, agreed at a Risk Management seminar on 28.05.12. It then assesses the risks, controls, gaps and action plan to mitigate/manage risk.

The changes to the Register were shown in italics. An additional risk incorporated into the Register this time was that of 'cyber security and fraud'. This recognised the problems experienced in local public bodies in recent months causing loss of business continuity and the risk of internet fraud. This had been discussed with both the Internal Auditor and the Board's insurance broker.

Members APPROVED the revised Risk Register.

2029 Internal Auditor's independent report on 2015/16.

Mr. David Gowing, Internal Auditor, presented his independent report on 2015/16 which had been circulated with the agenda.

The main findings of the audit were presented as:

- continued good control, management and governance of the Boards.
- accurate and well-presented accounting records.
- the majority of agreed recommendations from previous audits have been implemented.
- improved information and action on drainage rate records and arrears with excellent collection rates from 98% to 99% in the 3 Boards.
- the 2013/14 annual audit report highlighted a concern with the special levy calculations. Archived documentation has now been found for Witham First District that proves the current transfer value is substantially understated, and has been for about 20 years. The other Boards are correct.
- in compliance with the Lincolnshire ADA "White Book" and recent legislation workforce staff should be paid at least a twelve week average earnings hourly rate when on sick leave rather than their basic hourly rate
- the methodology used to calculate staff back pay in respect of the 2014/15 pay award was overcomplicated.
- the payment of back pay highlighted there is no policy on whether to automatically pay those who would have been entitled to a payment at the new rate but have left their employment or to wait until this is requested
- a few policies need to be reviewed or determined and the part-time employment of a HR specialist will ensure this can be completed.
- official purchase orders are not always completed in advance when appropriate
- monthly system reconciliations have not been completed on a timely basis
- despite reminders, there are two Upper Witham Members, six Witham Third Members and two Witham First Members that have yet to complete a current Register of Interests form (Code of Conduct).

- the recording system to monitor rechargeable works differs between Boards. To help joint working and staff flexibility this should be the same.

The Internal Auditor highlighted the issue of non-compliance with the ADA Lincolnshire Branch White Book in terms of sick pay. This was an issue in several Boards, not just the group of 3, and Boards are acting differentially on this aspect on Terms and Conditions, one Board having formally agreed a dispensation to depart from the White Book on this issue. This led to a discussion of the need for the Pay Committee to (jointly with staff side) review some Terms and Conditions within the White Book.

The recommendations in the report were set out in a management action plan, which the Internal Auditor confirmed he had discussed with staff. Management responses were also included in the action plan.

The Internal Auditor confirmed his report provided, for those areas assessed, an “adequate assurance” rating on the system of controls in 2015/16.

Members received and noted the report, presentation and assessment of ‘adequate assurance’ for 2015/16. The Chairman thanked David Gowing for his attendance and presentation.

2030 Financial Outturn Report on 2015/16, as at 31.03.16.

The Financial Outturn report 2015/16 as at 31st March 2016 had been circulated with the agenda. This was the first of four linked finance reports for 2015/16 on the agenda and was presented by the Finance Manager.

It was outlined that this report has significant detail, information feeding through to the next 3 reports (the Annual Accounts for 2015/16, the IDB Annual Return and the IDB1 Report to Defra).

In summary, the report included:

- the approved Estimates for 2015/16.
- the actual spend 01.04.15 to 31.03.16.
- variances.
- the FRS17 Pension adjusted position (which is a technical adjustment not affecting the bottom line).
- for comparative purposes, the approved Estimates for 2016/17.

In terms of the overall financial performance for 2015/16, the Board ended the year on 31st March 2016 with a surplus of (£21,899).

Income to the Board was a healthy (£34k) above profile for the year. Of note:

- rechargeable works income, particularly PSCA works undertaken for the EA, was (£34k) ahead of profile.
- Sundry Income was (£16k) ahead of profile, mainly expenditure relating to Witham Third District and Upper Witham IDBs.
- Year end interest received on investments at (£1k).
- Highland Water Income of (£12k) had been received in September 2015, being the balance on 2014/15 and 80% on account for the estimated claim for 2015/16. This is

a reduced balance on income of (£2k) between budget and claim submitted, and this does assume that the 16% administration element will indeed be paid in September 2016 by the EA. Otherwise, there is a £2k cost pressure.

On expenditure, issues of note included:

- Board and General Administration, £2k. This variance reflected Election 2015 advertising expenses.
- One off schemes, £13k. The variance relates to the internal labour and plant element of the Chapel Hill Scheme. The direct costs of the scheme were (£3k) under the £40k budget. This was due to the refund of (£6k) for the hire of the electricity generator, due to low usage. Phase 1 (field side) of the scheme was £17k with Phase 2 (track side) costing £20k against the remaining budget of £23k.
- Drains £6k, Pumping Stations (£54k), Wages & Plant Holding Account £0k - overall net (£48k).
Staff time spent on the Chapel Hill scheme during May 2015 had reduced the wages and plant recharges. There were further savings on Drains and Pumping Stations due to reduced electricity usage (£23k) and lower fuel prices (£10k) offset by cost of further pumping station roof replacements at £5k in 2015/16.
- Joint Admin/Witham House (£9k).
Due to the trading position of the 3 Boards and ongoing issues with the ICT infrastructure at Witham House, the purchase of the new server was brought forward to March 2016. Further, following health and safety assessments, some new chairs and screen risers were also required. Additional external support for HR issues was also required.
- Consents & Enforcement (£1k).
The actual costs incurred for the year were invoiced and paid in full by Lincolnshire County Council (included in income) and therefore are 'nil' cost to this Board. This is under a Memorandum of Understanding which has been extended to 31/03/2018.
- Director of Operations/Engineers £3k .
Revised engineering arrangements, which were only budgeted part year (UW Engineer's secondment was extended).
- Contribution to Reserves/Pay Contingency (£2k).
A pay provision of £1k had been included as the 2015/16 pay award has still not yet been agreed.
- Public Works Loan Board Repayment, £0k.
Two PWLB repayments are made each year (June and December) for the loan relating to the transfer of bridges and culverts liability to Lincolnshire County Council.
- Rechargeable Works, £35k.
This is the additional works undertaken on a rechargeable basis which have been invoiced mainly to the EA over the course of the year.
- EA Precept, (£2k).
On target. First half yearly amount of £41,516 was paid to the EA in May 2015 and the second payment of £41,515 was paid in November 2015, totalling £83,031 for the year. The 2015/16 budget included a 2% increase but the Precept was not increased for 2015/16, so there is a (£1.6k) saving on this budget head over the full year.

The variations outlined are the main ones leading to the overall surplus of (£21,889) as at 31st March 2016.

The report then outlined the position on:

- The Plant and Machinery Programme 2015/16 which comprised the purchase of the Herder Cavalier Flail at £55,000 delivered on 13.07.15.
- Drainage Rates 2015/16. The 2015/16 collection rate was 100.0%, with £483,090.05 collected as at 31.03.16 and a balance of £1,043.70 carried forward into 2016/17 (refunds, new assessments, liability order collection costs etc).

- On Bank Balances these were detailed at 31.03.16 as:

Natwest (to 31/03/16)	£ 95,677.09
Co-op (to be transferred).	£ 34,000.00
Nationwide Instant Access	£126,252.63
Nationwide 95 Day Notice	£ -
Total	<u>£255,929.72</u>

- Pages 7 to 13 of the report provided a breakdown by budget heading of approved budgets, actual expenditure and variances. This level of detail comes to the Board twice each year.

On reserves, members were reminded that the Board has a General Reserve Policy of 10% to 15% of budgeted annual income/expenditure, which currently has an allocation of £91,448. Other earmarked reserves exist for Plant & Machinery and Pumping Stations.

Following discussion, the Board:

- noted the financial performance for the period 01st April to 31st March 2016.
- approved the allocation of the (£21,889) surplus to the Plant and Machinery Reserve.
- noted that the information in the outturn report had been used in the compilation of the Statement of Accounts 2015/16, the IDB Annual Return and the IDB1 Annual Report to Defra.

2031 Annual Report and Statement of Accounts for 2015/16.

The Annual Report and Statement of Accounts for 2015/16 had been circulated with the agenda.

The Annual Report set out background information about the Board and how it operates, highlighting works undertaken in 2015/16.

The Statement of Accounts, in summary, provided:

- the Statement of responsibilities, the Statement of Accounting Policies, the Income & Expenditure Account, the Balance Sheet and Notes to the accounts.
- details of Board membership for 2015/16 (including part year).
- the Annual Governance Statement, to be signed by the Chairman and Chief Executive on behalf of the Board.

The Finance Manager highlighted that there had been no changes to the Accounting Policies since last year.

The Income and Expenditure Account for the year ended 31st March 2016 reconciled to the (£21,889) surplus in the Financial Outturn Report for 2015/16 and also included the position, for comparative purposes, as at 31st March 2015.

The Balance Sheet set out assets and liabilities as at 31st March 2016, against the position as at 31st March 2015.

Note 14 set out the Board's Funds and Reserves as at 01.04.15 and as at 31.03.16.

The Report also provided a map of the Board's drainage district and extended catchment, a current organisational chart for the Group of 3 Boards (as at 01.06.16) and data/charts setting out the inter-relationship between rainfall, pump hours at pumping stations and electricity costs for a five years period.

The Finance Manager advised that the status of the Annual Report and Statement of Accounts 2015/16 would remain as 'unaudited', as there is no requirement any longer to produce a set of Accounts. However, the requirement will be reintroduced from next year.

Following discussion, the Board APPROVED the Annual Report and Statement of Accounts, and specifically:

- approved the Annual Governance Statement, authorising the Chairman and Chief Executive to sign this on behalf of the Board.
- approved the Statement of Responsibilities for the Statement of Accounts, authorising the Chairman to sign this on behalf of the Board.
- noted the Accounting Policies applied.
- approved the Income & Expenditure Account for the year ended 31st March 2016, authorising the Chairman to sign this.
- approved the Balance Sheet as at 31st March 2016, authorising the Chairman to sign this.
- noted the Notes to the Accounts.

It was noted that the Annual Report and Statement of Accounts 2015/16 would be posted on the Board's website www.witham-1st-idb.gov.uk and a copy would be included with the minutes of the Board meeting, in the minutes book.

2032 IDB Annual Return for 2015/16.

A copy of the IDB Annual Return 2015/16 had been circulated with the agenda and was presented by the Finance Manager.

It was highlighted that the format of the form had changed this year, it being a generic form for all smaller authorities in England with an annual turnover of £6.5 million or less (eg. IDBs, Parish Meetings, Parish Councils).

Section 1 was now the Annual Governance Statement for the year and needed to be approved prior to Section 2, the Accounting Statements 2015/16. Accordingly, the Chairman took members through the 8 governance questions and they were content to agree all eight statements.

Section 2 provided the Accounting Statements for the year ending 31.03.16 and this was compared with 31.03.15. It was pointed out that Box 4 had changed this year as it was now staff costs. It has previously been drainage and pumping station costs.

It was noted that Section 3, the External Auditor's Certificate, would be completed by Grant Thornton, after examination of the Annual Return, and returned to the Board in due course.

The final section was the Internal Auditor's report on 2015/16, which had been completed (with controls A to J deemed satisfactory) following his most recent visit on 17.05.16.

In conclusion, the Board:

- Approved the 8 Governance statements for the year ended 31st March 2016, as set out in Section 2 of the Annual Return.
- Approved Section 2 of the Annual Return, the Accounting Statements, for the year ending 31st March 2016.
- Noted Section 3 would be completed by the External Auditors, Grant Thornton.
- Noted the Internal Auditor's completion of the Internal Audit Report 2015/16.

2033 IDB1 Annual Report to Defra for the year ended 31st March 2016.

The final report on 2015/16 was the IDB1 Annual Report which is submitted to Defra each year, before 31st August. It is also submitted to the Environment Agency in Bristol, the Chief Executive of Lincolnshire County Council and the Chief Executive of the 2 Councils who pay Special Levy to the Board.

On Section A, financial information on Special Levies issued by the Board, it was noted that the information is for 2016/17 (not 2015/16). This was as follows:

<u>Council</u>	<u>2016/17 Forecast £</u>
• City of Lincoln	128,863
• North Kesteven District Council	<u>105,894</u>
Total Special Levy	<u><u>234,757</u></u>

Section A also set out Income at £784,140 and Expenditure at £761,251 (plus an 'exceptional item' or loss arising from the disposal of fixed assets at (£1,000). This reconciled to the stated net operating surplus for 2015/16 of (£21,889).

It was highlighted that the report also asked Boards to report on a number of Defra high level targets, as follows:

- HLT1 – Publically available policy statement (yes, the Board has this and it is published on www.witham-1st-idb.gov.uk).
- HL13 – Biodiversity Action Plan and access to environmental expertise (yes).
- Asset Management – geographical locations of assets held on the GIS system and the Board has continued to undertake visual inspections and update the asset database.
- Information on Board membership and training.
- IDB Review (Section C) – the Board was able to confirm all actions, eg. Standing Orders were approved by Ministers on 22.03.2006 and Byelaws on 17.12.1992, there

is a Members' Code of Conduct and Register of Members' Interests and there are approved Financial Regulations in place.

The Board APPROVED the IDB1 Annual Report to Defra, authorising the Chief Executive to sign it and submit it to Defra, the Environment Agency, Lincolnshire County Council and the 2 District Councils who pay Special Levies.

2034 Statement of Expenditure, 01.04.16 to 30.04.16.

The Statement of Expenditure incurred for the month to 30th April 2016 had been circulated with the Agenda.

Expenditure totalled £93,005.31 or, excluding £11,167.26 VAT, the net amount of £81,838.05. Of this £222.14 was rechargeable expenditure to other bodies.

2035 Financial Performance Report for the first 2 months of 2016/17, to 31.05.16.

Members received a verbal report on the new financial year 2016/17.

The first tranche of Special Levies due on 01.05.16 from the 2 Councils had been received. On drainage rates income, invoices had been posted on 05.04.16 and of £489,306.00 to be collected in 2016/17, in total £380,972.15 (or 77.86%) had already been collected as at 31st May 2016.

Also on income, the (£34,000) of the £79,000 Branston Fen Scheme which to be funded via the EA's MTP FCERM Grant in Aid had actually been received during the last week of March 2016, but had been thrown forward into 2016/17. The scheme was progressing (ie the replacement control panel at Branston Fen PS, the catchment study and later a pump refurbishment).

The bank balances as at 31.05.16 were £473,861.62. Members were advised of a reduction in the interest rates on investments. Nationwide will reduce the 95 day notice account interest on 21.07.16 from 1.05% currently to 0.95%. Nationwide will also reduce the instant access account interest rate on 21.07.16 from 1.00% to 0.80%.

On expenditure, this was according to profile, with no major plant or equipment purchases planned for this year.

Members received and NOTED the update on the first two months of 2016/17.

2036 Write-off of drainage rates.

The Finance & Rating Officer had prepared a paper, circulated with the agenda, which requested the Board write-off 5 account values totalling £6.78, as each is under the agreed £2.50 value for 2016/17 below which invoices are not raised.

Members AGREED to write-off the 5 accounts under £2.50 for 2016/17 totalling £6.78, write-offs being reserved to the Board.

Mr. David Gowing, Internal Auditor, left the meeting at this point.

2037 Director of Operations & Engineering Services' Report.

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

- **Planned Maintenance Programme.**

This period had seen a number of smaller, but no less important, maintenance activities across the Board's district including:

- Pumping station compounds grass cuts and strimmed and rough areas sprayed off.
- A tree planted in 1970's as part of the Witham Valley improvement Scheme at Blankney Fen PS has had to be felled, due to disease rotting the trunk.
- The bogs oaks removed from the Dales and Main Drain during the winter works have been removed from the drain side, so as not to cause damage to the adjacent environmental scheme or block future access.

The draft winter programme for 2016/17 has been discussed with the workforce and will concentrate on the Heighington & Sandhill Fen area. It has yet to be discussed with local land occupiers, but is proposed as follows:

Watercourse.	Length m.	Miles.
Main Engine Drain	980	0.6 mile
Five Mile Roadside Drain	1900	1.2 miles
Middle Carrier Drain	510	0.3 mile
Bottom Carrier Drain	510	0.3 mile
Middle Fen Lane Drain	960	0.6 mile
Totals	4860m	3.0 miles

- **Pumping Stations.**

The motor from the automated weedscreen cleaner at Timberland Pumping station had been removed and returned to the sub-contractor that refurbished the unit initially.

Timberland Pump no.2 demonstrated all the signs of a bottom bearing failure. This has been removed, for refurbishment & repair by Shoebridge Engineering Ltd. The removal of the pump required the lowering of the water within the system, but the alternative was the expensive hiring or purchasing of dam boards to isolate the intake sump. This work will form part of the Board's planned maintenance programme of pumping plant, with pump no.1 being removed once no.2 is re-commissioned.

Work has also been ongoing at the Timberland depot to replace the guttering of the engine house and side doors, both of which had reached the end of their useful life and were either leaking or rotten or both.

Little rainfall had been recorded during this period and so many of the pumps have been turned off to prevent accidental operation. Levels will be brought up to their normal summer retention levels.

During routine maintenance of the diesel engine at Timberland PS, it was found necessary to replace one of the original pistons, the other being in a condition that it could be refurbished. A

replacement piston has been purchased at a cost of £750. A second piston has been purchased at £750, to provide a spare for future use.

- **Plant.**

Work to refurbish the moving parts on the weed baskets had been undertaken ahead of the summer programme. This work reduces the risk of breakdowns and ensures the most efficient use of the Board's plant during the busy summer season.

A new lawn mower and 2 brush cutters had been purchased to replace those that were beyond economic repair [mower] or did not meet current requirements for the provision of a safe and healthy place to work [brush cutters].

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

The Board had received a verbal instruction from EA staff to undertake a programme of work similar to that requested in 2015/16. In total, the value of the work had been estimated at £39,130 for 2016/17, to be accommodated alongside the Board's work programmes.

- **Public Displays.**

The Board had participated in 2 displays recently. The Board was part of the display at Woodhall Spa Country show on 22nd May. Plant and pictorial displays described the work undertaken by the 3 Boards in the area. The Board will also contribute towards the Association of Drainage Authorities' Lincolnshire Branch stand at Lincolnshire Show on 22nd and 23rd June.

An Open Day will be held on 5th June, to advertise the work of the Board and its history, with working demonstrations of the Ruston & Hornsby diesel engine and Ruston RB 10 dragline at Timberland. Members were invited to call in to forthcoming event stands.

The Director of Operations & Engineering Services' Report and presentation were noted.

2038 Report on Consents & Enforcements

A report outlining the current position on consents and enforcement cases, both within the drainage district and in the extended rainfall catchment where the Board acts for and on behalf of Lincolnshire County Council as the Lead Local Flood Authority, had been circulated. Detail was as follows:

- **Byelaw Consent Applications.**

None since the last Board report.

- **Section 23 (Land Drainage Act) Consent Applications – Board's District.**

None since the last Board report.

- **Section 23 Land Drainage Act Consent Applications – Board's Extended Area.**

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

None since the last Board report.

- **Enforcement Issues – District.**

Reference	Description	Comment	Recommended Action
FD-1970-2015-ENF	Sleaford Fen off Electric Road Sleaford	Watercourse filled in	Watercourse reformed awaiting culvert to be cleared.
FD-2652-2016-ENF	New Road, Martin Dale	Unconsented culvert	Application received Case closed 25-5-16
FD-2653-2016-ENF	Whitehouse Farm, North Kyme	Unconsented fence on Board drain	Awaiting site inspection
FD-2723-2016-ENF	North Engine Drain, Washingborough	Fly tipping in a Board drain	Awaiting removal of material

- **Enforcement Issues – Board’s Extended Area.**

Reference	Description	Comment	Recommended Action
FE-1683-2014-ENF	Rear of North St, Digby	Possible culvert blockage	Case closed 25-5-16
FE-2546-2016-ENF	A135 Sleaford	Possible work required to watercourse following report from NKDC	No further issues case closed 25-5-16
FE-2566-2016-ENF	Main Street, Dorrington	Pond may require maintenance	Price to clear pond & watercourse given to PC for work.
FE-2598-2016-ENF	Clay Pits Branston Booth	Outfall from clay pit blocked	Awaiting remedial works
FE-2733-2016-ENF	16 Blacksmith Court, Metheringham	Flooding in garden	Case closed 21-4-16
FE-2789-2016-ENF	Malgrat, Lincoln Rd, Dunston	Issue with trees	Case closed 24-5-16

Members NOTED the report on Consents and Enforcements.

2039 Engineering Services’ Report

The Engineering Services Report had been circulated with the agenda, highlights included:

- **Planning Applications**

The Board received a number of consultations and has commented on various planning applications to planning authorities with major comments included in the report.

The following observations were highlighted that had been submitted to the appropriate authority:

2016/0274/F **Erection of a two storey building to accommodate 4 two-bedroom flats. The Courtyard rear of 124-128 Portland Street Lincoln LN5 7NX.**

FD-2772-2016-PLN Thank you for the opportunity to comment on the above application. The site is within the Board’s District.

The Board Objects in Principle to development in flood plain (Zones 3 on the Environmental Agency Flood map). However it is up to City of Lincoln Council as the planning Authority grant planning permission. It is noted that the applicant is aware that the site is in Zone 3 and a Flood Risk Assessment is included in the Application that contains appropriate mitigation

No development should be commenced until the suitability of new soakaways has been proven. The suitability of new soakaways, as a means of surface water disposal, should be to an appropriate standard and to the satisfaction of the Approving Authority in conjunction with the Local Planning Authority. If the suitability is not proven the Applicant should be requested to re-submit amended proposals showing how the Site is to be drained. Should this be necessary this Board would wish to be reconsulted.

**16/0410/VARCO
N & 14/0937/FUL**

Application to vary conditions to planning application 14/0937/FUL - Development of a solar photovoltaic power generating installation. Land North East Of Scopwick LN4 3PH.

**FD-1427-2014-
PLN**

Thank you for the opportunity to comment on the above application. The Eastern site is within the Board's District and the Western site is not within the District.

The Board has no objection to the proposals, however the applicant should ensure that sufficient access is allowed to be able to maintain the watercourses affected by the development.

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.

Under the provisions of the Flood and Water Management Act 2010, and the Land Drainage Act. 1991, the prior written consent of the Lead Local Flood Authority (Lincolnshire County Council) is required for any proposed works or structures in any watercourse outside those designated main rivers and Internal Drainage Districts. At this location this Board acts as Agents for the Lead Local Flood Authority and as such any works, permanent or temporary, in any ditch, dyke or other such watercourse will require consent from the Board.

**16/0498/OUT &
15/0239/EIASCO**

Sleaford West Sustainable Urban Extension. Land East Of The A15, West Of The Drove, Covel Drive, Stokes Avenue, St Deny's Road And South Of Holdingham.

**FD-1935-2015-
PLN**

Thank you for the opportunity to comment on the above application. The part of the site is within the Board's District.

No development should be commenced until the Local Planning Authority, in consultation with the Lead Local Flood Authority has approved the final scheme for the provision, implementation and future maintenance of a surface water drainage system. The Flood Risk Assessment does not

contain detail design but provides the strategy, it is noted that the surface water discharge will be limited to 2.5l/s/ha.

A permanent undeveloped strip of sufficient width should be made available adjacent to the top of the bank of all watercourses on Site to allow future maintenance works to be undertaken. Suitable access arrangements to this strip should also be agreed.

Access should be agreed with the Local Planning Authority, LCC and the third party that will be responsible for the maintenance.

Within the Board's District 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.

Under the provisions of the Flood and Water Management Act 2010, and the Land Drainage Act. 1991, the prior written consent of the Lead Local Flood Authority (Lincolnshire County Council) is required for any proposed works or structures in any watercourse outside those designated main rivers and Internal Drainage Districts. At this location this Board acts as Agents for the Lead Local Flood Authority and as such any works, permanent or temporary, in any ditch, dyke or other such watercourse will require consent from the Board.

The suitability of new soakaways, as a means of surface water disposal, should be to an appropriate standard and to the satisfaction of the Approving Authority in conjunction with the Local Planning Authority.

All drainage routes through the Site should be maintained both during the works on Site and after completion of the works. Provisions should be made to ensure that upstream and downstream riparian owners and those areas that are presently served by any drainage routes passing through or adjacent to the Site are not adversely affected by the development.

Drainage routes shall include all methods by which water may be transferred through the Site and shall include such systems as "ridge and furrow" and "overland flows". 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.

16/0299/OUT

FD-2734-2016-
PLN

Outline application for the demolition of existing barn and erection of 4no. Dwellings. Land Adjacent 62 Skirth Road, Billingham, Lincoln, Lincolnshire, LN4 4AZ.

Thank you for the opportunity to comment on the above application. The site is within the Board's District.

The Board has no objection to the proposed development provided it is constructed in accordance with the submitted details and Flood Risk Assessment. The FRA indicates that the surface water disposal is to soakaway. The suitability of new soakaways, as a means of surface water disposal, should be to an appropriate standard and to the satisfaction of the Approving Authority in conjunction with the Local Planning Authority. The Application Form indicates that surface water is to be discharged to an

'existing watercourse' (or in this case culverted watercourse) if this is the case the discharge must have restricted to the actual existing rate.

It is noted that there is an existing culverted watercourse that crosses the site and this is going to be re-routed and upgraded. For the future it is essential that the person or persons that are responsible for the maintenance of this asset are made aware of their responsibilities and it is documented.

The site is adjacent to an Environment Agency watercourse and therefore Environment Agency bylaw consent is required for any works within 9m from the bottom of the bank.

The Board would advise that access is left clear to allow maintenance to the water course and flood bank.

**16/0440/PNND
FD-2756-2016-
PLN**

Prior approval of change of use from agricultural building to dwelling and associated operational development. Twenty Foot Farm, Tattershall Bridge Road, Tattershall Bridge.

Thank you for the opportunity to comment on the above application. The site is within the Board's District.

The applicant has correctly identified that the site is in Zone 3 on the Environment Agency flood and is at risk of flooding, it is noted that the Flood Risk Assessment is included in the Application that contains appropriate mitigation.

Where Surface Water is to be directed into a private system the applicant must ensure the system has sufficient capacity to accept any additional Surface Water.

**16/0242/FUL
FE-2767-2016-
PLN**

Erection of 40 dwellings with landscape, provision of open space and associated accesses. Land At Main Road/Barff Road, Potterhanworth, Lincoln, Lincolnshire, LN4 2DZ.

Thank you for the opportunity to comment on the above application. The site is remote from the Board's District.

The Board has no comments on this application, the development does not affect the interests of the Board. However I would advise that the SUDS team have a close look at the FRA and particularly the discharge route off site to see if it gives security of discharge.

**L/0643/14 &
L/0110/13**

Lincoln Eastern Bypass.

**TD-478-2013-
PLN**

Thank you for the opportunity to comment on the above application. The site is partly within the Districts of Witham First District IDB and Witham Third District IDB. The Board's Agent has been in contact with the Board and Land Drainage Consents have been issued for the permanent structures. The Agent is also aware that further consents may be required for temporary works that affect watercourses for the whole length of the proposed road.

- **Schedule of Planning Applications that have been commented on.**

City of Lincoln Council:

2016/0274/F	Mr D Wann	Erection of a two storey building to accommodate 4 two-bedroom flats. The Courtyard rear of 124-128 Portland Street Lincoln LN5 7NX.
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North Kesteven District Council:

16/0410/VARCON & 14/0937/FUL	Blankney Solar Ltd /Oliver Troup Limited	Application to vary conditions to planning application 14/0937/FUL - Development of a solar photovoltaic power generating installation. Land North East Of Scopwick LN4 3PH
16/0498/OUT & 15/0239/EIASCO	The Drove Landowners Partnership / Peacock & Smith	Sleaford West Sustainable Urban Extension. Land East Of The A15, West Of The Drove, Covel Drive, Stokes Avenue, St Deny's Road And South Of Holdingham.
16/0299/OUT	Mr P Marshall / Mr G Forman	Outline application for the demolition of existing barn and erection of 4no. Dwellings. Land Adjacent 62 Skirth Road Billingham Lincoln Lincolnshire LN4 4AZ
16/0440/PNND	Mr S Lamyman / Miss C Shipley	Prior approval of change of use from agricultural building to dwelling and associated operational development. Twenty Foot Farm, Tattershall Bridge Road, Tattershall Bridge
16/0483/FUL	JT, JM & EJ BOURNE / Timmins Engineering Ltd	Proposed erection of agricultural building. Digby House Farm Fen Road Digby Fen Lincoln Lincolnshire LN4 4DT
16/0242/FUL	Allison Homes Limited / Robert Doughty Consultancy Limited	Erection of 40 dwellings with landscape, provision of open space and associated accesses. Land At Main Road/Barff Road Potterhanworth Lincoln Lincolnshire LN4 2DZ
16/0526/FUL	Langstaff Property Developments UK Ltd /	Erection of 3no. single storey offices on shared site with car parking. Land Off Pride Parkway Enterprise Park Sleaford NG34 8GL
16/0554/FUL	Mr A Houlder	Proposed access drive The Garden House Main Street Ashby De La Launde Lincoln Lincolnshire LN4 3JG

South Kesteven District Council:

No applications were considered from South Kesteven District Council Council.

Lincolnshire County Council:

L/0643/14 & L/0110/13	Lincoln Eastern Bypass - includes case for additional Short Ferry pump
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Members received and NOTED the report and comments submitted to Local Planning Authorities.

2040 Environmental Report for 2015/16 and detail of plans for 2016/17.

A copy of the Environmental Report on 2015/16 together with the plan for 2016/17 had been circulated with the agenda.

The report covered training for Members and Operatives, engagement with South Hykeham Community Primary School to plant a wildflower meadow, identify invertebrates within a watercourse and tour the pumping station. The results from the Owl & Kestrel Boxes programme were included and species sightings were recorded on drainage district maps.

The Board APPROVED the report and noted it would be submitted to the Greater Lincolnshire Nature Partnership (GLNP) and ADA Lincolnshire Branch Environment Committee.

2041 Any Other Business.

There were no further items of business.

2042 Date, Time and Place of the Board's Next Meeting.

The Board's next meeting was confirmed for Tuesday, 27th September 2016 at 2pm in Branston Booths Village Hall.

..... Chairman Date
W1st BM07.06.16