

Minutes of the seventy fifth Meeting of the Witham First District Internal Drainage Board held on Tuesday 1st November 2011 at Washingborough Village Hall.

*Present:*

B S Leggate Esq ~ Chairman  
B Applewhite Esq  
D Armstrong Esq  
G W Chambers Esq  
S F Cobb Esq  
J Crust Esq  
R A Fletcher Esq  
P Gilbert Esq  
M D Harrison Esq  
G Hewson Esq  
D Jackson Esq  
S.B. Leggate Esq  
J Mair Esq  
L Maplethorpe Esq  
N Maplethorpe Esq  
S Maplethorpe Esq  
D R Means Esq  
N A Osborne Esq  
R Oxby Esq  
Dr V Stanton  
E H Tonge Esq  
P Vaughan Esq  
A S Whitehead Esq

*In attendance:*

Interim Chief Executive  
Senior Finance and Rating Officer  
Director of Operations  
Finance Officer

*The Interim Chief Executive in the Chair.*

**1637. APOLOGIES**

Apologies for absence were received from Mr. Coupland, Mr. Cucksey, Mr. Money, Mr Hickling

**1638. ELECTION OF CHAIRMAN**

Mr R.A. Fletcher was nominated by Mr B.S. Leggate, seconded by Mr P. Vaughan and elected Chairman of the Board for the ensuing year.

*Mr Fletcher in the Chair.*

**1639. CHAIRMAN'S ANNOUNCEMENTS**

The Chairman updated the Board on the progress of Mr Elkington and welcomed Mr R. Piggins to the meeting, who has been acting as Interim Chief Executive. The Chairman also thanked Mr R.Spaight, the Senior Finance and Rating Officer, for all the extra duties he has carried out during this time.

**1640. ELECTION OF VICE CHAIRMAN**

Mr P. Gilbert was nominated by Mr R.A. Fletcher and seconded by Mr G.W. Chambers and elected Vice Chairman of the Board for the ensuing year.

**1641. ELECTION OF EXECUTIVE COMMITTEE**

It was proposed by Mr P. Vaughan, seconded by Mr G. Hewson and **RESOLVED** that the Executive Committee for the ensuing year consist of Mr Cobb, Mr Chambers, Mr B.S. Leggate, Mr Jackson, Mr Means, Mr Osborne together with the Chairman and Vice Chairman.

**1642. ELECTION OF JOINT ADMINISTRATION COMMITTEE**

It was proposed by the Chairman and **ENDORSED** by the Board that the Chairman, Vice Chairman and Mr B.S. Leggate remain on the Committee for a further twelve months to complete the transition of Chief Executives, with Mr Osborne and Mr Harrison as deputies.

**1643. BOARD MEETINGS**

It was **RESOLVED** to hold Board Meetings in 2012 as set out hereunder:-

- Tuesday 7<sup>th</sup> February at Washingborough Village Hall commencing at 2.00pm
- Tuesday 1<sup>st</sup> May at Washingborough Village Hall commencing at 2.00pm
- Tuesday 7<sup>th</sup> August at Washingborough Village Hall commencing at 10.00am
- Tuesday 6<sup>th</sup> November at Washingborough Village commencing at 2.00pm

Chairman:.....

Date:.....

#### **1644. MINUTES**

The minutes of the Board Meeting held on the 2<sup>nd</sup> August 2011 were confirmed.

#### **Matters Arising**

#### **1645. ENVIRONMENT AGENCY MAINTENANCE (Minute 1620)**

##### ***Branston Delph***

It was reported that no response has been received from Mr Brown of the Agency. The Senior Finance Officer reported that he was following up the issue.

Ian Russell from the Environment Agency has invited officers of the Board to a meeting to discuss Environment Agency Maintenance within the District.

#### **1646. PUBLIC BODIES BILL (Minute 1621)**

The Interim Chief Executive advised the Board regarding the 'Total Environment' project that was presented at the 'Lincs ADA' Branch Meeting at Woodhall on 20<sup>th</sup> October 2011. The Chairman, Vice Chairman, Mr N.A Osborne and officers attended the meeting.

Mr N.A. Osborne also advised a further meeting had been arranged for 10<sup>th</sup> November 2011 at Boston for I.D.B. representatives to attend and to discuss the proposals in more detail.

A wide ranging discussion took place whilst the Interim Chief Executive answered questions based on the information he had received.

It was **AGREED** that, owing to the effect on the finances of the three Lincoln Boards, that the joint administration committee should monitor progress with this matter.

#### **1647. CAMPBELL CONSTRUCTION (FIVE MILE LANE) (MINUTE 1626)**

It was reported the Board have not signed the Commutation Agreement due to awaiting Mr Campbell fulfilling the Board's Engineers requirements regarding the written confirmation of an oil interceptor being installed.

Mr Oxby also informed the Board that Mr Campbell had been served with a temporary stop notice relating to activities at the Five Mile Lane site.

**1648. AUDIT REPORT (MINUTE 1631)**

The Interim Chief Executive advised the Board that it had received an unqualified opinion from the External Auditor.

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**1649. MINUTES**

The Minutes of the Joint Administration Committee Meeting held on 6<sup>th</sup> September 2011 were confirmed.

*Matters Arising*

**1650. CHIEF EXECUTIVE**

The Interim Chief Executive updated the Board regarding the recruitment process and announced the preferred candidate was Mrs J. Froggatt.

**1651. RETIREMENT OF CHIEF EXECUTIVE & CLERK TO THE BOARD**

The Interim Chief Executive confirmed that Mr Elkington's resignation had been accepted with regret by the Witham Third District Internal Drainage Board.

**1652. MINUTES**

The minutes of the Executive Committee held on 18<sup>th</sup> October 2011 were confirmed.

*Matters Arising*

**1653. POULTRY UNIT VALUATION – MARTIN DALES**

The Interim Chief Executive advised the Board regarding the Boards valuation of a poultry unit in Martin Dales.

The Board resolved to accept the valuation and issue a Notice of Determination with respect to this unit.

Chairman:.....

Date:.....

**1654. PLANT PROGRAM**

The Director of Operations advised the Board why he required an adjustment to the plant program.

The Board **RESOLVED** to vary the plant program by purchasing a Wheeled Excavator in 2012-13 and a Tracked Excavator in 2013-14.

The Director of Operations explained the rationale behind the purchasing of a replacement flail in the current financial year.

It was **RESOLVED** to invite tenders to replace the flail.

**1655. REGISTER OF MEMBER INTERESTS**

The Interim Chief Executive asked members to contact the Senior Finance Officer whenever there was a need to make any adjustments to the register.

**1656. BOARD POLICIES**

The Interim Chief Executive listed the Policies and the member's considered they were appropriate for an organisation of the Board size and responsibility. It was noted that amendments would need to be made to the policies once the new Chief Executive was in place.

**1657. INTERIM CHIEF EXECUTIVE'S REPORT**

**Rate Collection**

Previous Years Arrears	£12,334.29
Drianage Rates 10/11 amount due	£434,481.34
	<u>£446,815.63</u>

Payments received	£407,596.85	91.21%	Up 12.11% on Last Year
Paid Refund	£0.00		
Value Increase	-£316.67		
New Assessment	£0.00		
Value Decrease	£316.67		
Irrecoverables / WO	£0.00		
Drainage Rate Adjustment	-£40.00		
	<u>£407,556.85</u>		

**Outstanding Balance** £ 39,258.78

<u>Expenditure Summary</u>	<u>2011/12 Budget</u>	<u>Expenditure To 31/10/11</u>	<u>%</u>
Joint Administration	£79,785	£36,855	46.19%
Admin/Establishment	£10,550	£3,943	37.37%
Miscellaneous Admin	£1,825	£951	52.11%
Drains Maintenance	£264,585	£155,865	58.90%
Pumping Stations	£153,647	£64,048	36.79%
Depot Expenditure	£14,680	£10,608	72.26%
Other Expenditure	£137,655	£40,985	29.77%
Capital Works	£56,000	£13,334	23.81%
	<u>£718,727</u>	<u>£326,588</u>	<u>45.44%</u>

Bank Balances as at 30/09/11

Co-op Bank – Current Account	£424,445.44
Santander – Temporary Deposit	£153,042.72
	<u>£577,488.16</u>

Members noted the current financial position and **AGREED** to invest £200,000 on temporary deposit.

### **1658. INTERNAL AUDIT STRATEGY AND AUDIT PLAN**

The Interim Chief Executive referred to the strategy and plan submitted by the Internal Auditor.

The members were happy to accept the strategy and plan for the forthcoming year.

### **1659. DIRECTOR OF OPERATION REPORT**

The Director of Operations referred to his report for period 1<sup>st</sup> July to 30<sup>th</sup> September 2011, which had been previously circulated, and responded to member's questions on maintenance and the new plant that has been delivered.

### **1660. SCHEDULE OF ACCOUNTS**

The schedule of accounts for the period 1<sup>st</sup> July 2011 to 30<sup>th</sup> September 2011 amounting to £245,522.06 was examined and approved.

A member requested clarification regarding the cost of fuel. The Senior Finance Officer confirmed he would report back to the next Board meeting.

**1661. SCHEDULE OF PLANNING APPLICATIONS**

The Schedule was examined and the actions taken were approved.

----- Chairman ----- Date