

# LINDSEY MARSH DRAINAGE BOARD

Minutes of a Meeting of the Board held at Wellington House, Manby, on Wednesday, 28th June 2017, at 9.00 a.m.

* Messrs	P.W. Pridgeon (Chairman)	* Cllrs	T. Aldridge
*	G. Crust (Vice-Chairman)		D. Andrews
	G. Billings		D. Buckley
*	W. Cooper		S. Dennis
*	T.H. Heys	*	A.J. Howard
*	J.M. Mowbray	*	T.J. Knowles
*	R.H. Needham		R.J. Palmer
	D.R. Tagg		W. Parkinson
*	R.A.D. Unsworth	*	J. Swanson
	O. Shooter	*	Mrs P.F. Watson
			Mrs W. Bowkett

\* *Present*

* Messrs	A. McGill (Chief Executive)
*	D.J. Sisson (Engineer)
*	D. Gowing (Internal Auditor)
*	M. Wilkinson (Foreman)
* Mrs	J.D. Watson (Operations Director)
*	L. Parker (TVIDB Ratings Officer/Accounts Assistant)

\* *In attendance*

## 1. APOLOGIES

Apologies for absence were received from Messrs D.R. Tagg and O. Shooter, Cllrs D. Andrews, W. Parkinson and Mrs W. Bowkett.

## 2. DECLARATIONS OF INTEREST

Mr P.W. Pridgeon - agenda item 8:5.  
Cllr J. Swanson - agenda items 13 and 16.

## 3. NOTIFICATION OF ITEMS OF ANY OTHER BUSINESS

It was agreed to discuss Anderby Main Bridge under the Asset Renewal and Refurbishment Projects report.

## 4. BOARD MINUTES (Pages 1279 to 1292)

RESOLVED

That the minutes of the meeting of the Board held on 29th March 2017 be confirmed as a correct record.

## 5. MATTERS ARISING

None.

*Mr W. Cooper arrived.*

## 6. CONSORTIUM COMMITTEE MINUTES

Minute 7, Page 4 - It was noted that the date in paragraph four should read 1st April 2018 and not 1st April 2017.

RESOLVED

That the minutes of the meeting of the Committee held on 24th May 2017 be approved and adopted by the Board subject to the above amendment.

7. DRAINAGE RATES AND SPECIAL LEVIES

A total of £21,110.67 remained outstanding for the financial year 2016/17 this was slightly higher than usual due to one company going into administration and also a query being raised late in the year.

The Accounts Assistant stated that collection of the 2017/18 rates was progressing well with a total collection to date of 32.2%.

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*It was agreed to bring forward item 21 on the agenda*

8. CONSORTIUM MATTERS

In accordance with Section 2 of the Public Bodies (Admission to Meetings) Act, 1960, due to the confidential nature of the business being discussed, this item is not for public record and details are therefore recorded on Pink Paper.

9. FINANCE

9:1 Internal Audit Report

The Internal Auditor presented his annual audit report for 2016/17 along with the management action plan. There were still a few members' declaration of interest forms outstanding and the Auditor emphasised that it was essential that these were completed and reviewed annually as this could result in qualified accounts.

It was noted that Mr D. Gowing would be retiring this year and Lincolnshire Boards were therefore seeking a joint tender for the services of a new internal auditor. The Chairman expressed the Board's thanks to Mr Gowing for his service.

Officers reported that finding suitable institutions with which to invest capital had proved difficult and members were therefore asked to agree a temporary increase to the investment levels set out in the Financial Regulations. The advice of a broker would be sought to assist with investments.

RESOLVED

- (a) That the Internal Auditors report for 2016/17 be noted and the recommendations in the Management plan be implemented.
- (b) That the limit on the amounts invested in any one account be increased temporarily and reconsidered at the next Board meeting.

9:2 Annual Governance Statement and Review of Internal Control

The Annual Governance Statement was presented to the Board for review and approval.

RESOLVED

That the Annual Governance Statement be approved and signed by the Chairman.

9:3 Accounts for the Year Ended 31st March 2017

The attached report was presented detailing income and expenditure up to the end of March which showed a net expenditure for the year of £3.89m with a deficit of £234,000. The unaudited management accounts were included for members' information, the Internal Auditor stated that although it was good practice to produce these it was not currently a requirement. It was noted that from next year it would be a requirement for Management Accounts to be produced.

Officers presented the Annual Return which included Accounting Statements for 2016/17 and these were considered by members together with the Management Accounts.

RESOLVED

- (a) That the attached Finance report be noted.
- (b) That the accounts for the year 2016/17 be approved.

9:4 Cash Reserves and Borrowings at 8th June 2017

Concern was expressed regarding the amount in the current accounts and it was noted that any excess was due to be transferred.

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9:5 Payments over £500

The attached schedule of payments over £500 was reviewed by the Board.

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That the attached schedule of payments over £500 be approved.

10. TEN YEAR PLAN 2017/18 TO 2026/27

Officers presented a report detailing the ten year medium term plan for the Board. The plan showed a sustainable financial state with the ongoing maintenance programme and pumping station running costs being funded, as well as continued major capital renewals being undertaken, whilst taking on no new debt. Provision had been made for plant to be replaced in accordance with the Board's policy.

It was noted that the plan included an allowance of 2% for inflation and a 2% increase in the rates and special levies each year. Any sustained significant increase in inflation above 2% would seriously reduce the Board's cash balances and would require the Board to reduce expenditure or increase the rates/special levies.

Cllr Mrs P.F. Watson highlighted the current political situation and the impact that Brexit may have on inflation and suggested the Board may need to consider borrowing from the Public Works Loan Board in the future to fund large projects.

The ten year plan would continue to be reviewed and updated annually.

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#### 11. OPERATIONS REPORT

The Operations Director presented a report detailing works undertaken since the last Board meeting. Winter works had progressed well and would be completed on time although some spoil spreading would be required later in the year. Work had also been undertaken on access strips owned by the Board and some minor work at pumping stations.

Delivery of the Board's new tractor was expected at the end of July and the new excavator in November.

The Board's Direct Labour Organisation was preparing to commence summer maintenance works. Mr T. H. Heys reported that there was already a lot of weed in the Mablethorpe Upper Cut and should there be a period of heavy rainfall this would restrict the flow to Theddlethorpe Pumping Station. In response, the Chief Executive confirmed that all essential watercourses were regularly monitored and early cutting undertaken if necessary, however, members were encouraged to report any such issues to Officers for investigation. Work had already commenced with the weedboat on Trusthorpe Pumping Drain and in the Ingoldmells system and was clearing channels up to the pumping stations.

An early cut on the River Steeping had been undertaken with the weedboat for the Environment Agency.

Mr W. Cooper expressed concern at the amount of money being accrued each year for work not undertaken. He queried why work that had been rated for was not being completed in that same financial year. The Engineer reported that it was not always possible to complete schemes within the same financial year but the point was noted and all schemes had been reviewed and accruals had reduced this year.

The average rainfall during March was 37.25mm, April 19.05mm and May 69.70mm. Pump run hours for the period were also reported for information.

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#### 12. COMPENSATION CLAIMS

Officers reported on one compensation claim totalling £189.20 which had been paid in accordance with the Board's approved rates since the last meeting.

RESOLVED

That the attached schedule be approved.

### 13. ASSET RENEWAL AND REFURBISHMENT PROJECTS

The Engineer gave the following update on projects:

#### 13:1 Howdales Pumping Station Refurbishment

The contract for the provision of replacement electrical equipment had been awarded to Inter-Lec Limited and the Chairman and Vice-Chairman had authorised the award of the new automatic weedscreen cleaner contract to CW Group under delegated authority. The overall cost of the project would be £210,124 which was within the overall budget approval of £211,000.

Officers were pleased to report that confirmation had been received from the Environment Agency that the application for Flood Defence Grant in Aid had been successful. This project was to be financed from Board funds, however, the flood defence grant in aid bid had been successful and reduced the Board's expenditure by £96,000.

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#### 13:2 Ludney Pumping Station - Automatic Weedscreen Cleaner

The Chairman and Vice-Chairman had authorised the award of the Contract for the provision of a new weedscreen cleaner to Ovivo UK Limited under the delegated authority awarded to them at the last Board meeting. The higher specification trolley would be installed at Boygrift Pumping Station with the standard specification trolley currently installed at Boygrift Pumping Station being removed and installed at Ludney Pumping Station where it would be more than sufficient for the task.

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#### 13:3 Strategy 2025 Pumping Station Refurbishments

Quotations for the replacement of the electrical control panel equipment at both Nursery and Boothby Pumping Stations had been received. Both quotations were within approved budgets and the contracts had therefore been awarded to Inter-Lec Limited.

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#### 13:4 Boygrift Pumping Station Refurbishment

The Board had £297,000 FDGiA reserved against a total scheme cost of £397,000 to refurbish Boygrift Pumping Station; the work would involve a complete refurbishment of the site.

Tenders had been prepared by Officers for the pumping plant refurbishment and the building works and members were asked to delegate authority to the Chairman and Vice-Chairman to award the contract if within the budget provision.

RESOLVED

That the Chairman and Vice-Chairman be granted delegated authority to award tenders for the pumping plant refurbishment and the building work at Boygrift Pumping Station within the approved budget.

13:5 Trusthorpe Main Drain Culverting (Phase 2) and Trusthorpe Main Drain Culverting (Phase 3)

All works were complete with a final out-turn of £136,321 for both phases. The total cost for all three phases was £319,176 against a budget of £425,800 giving a saving of £106,624.

Cllr A.J. Howard had expected some additional work to be undertaken to the west of Phase 1 culvert and grid. The Foreman confirmed that this work was planned but not as part of the Trusthorpe Scheme. The Operations Director and Engineer would report further on this at the next Board meeting.

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13:6 Beacon Way Drainage Improvement Scheme

Some reinstatement work was still required to the highway and verges but all other work was now complete. A final out-turn for the work would be presented at the next meeting.

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13:7 Burgh Sluice Flood Wall Raising

Work was underway at Burgh Sluice to raise the flood wall and was due to be completed at the end of June 2017.

The footbridge used by the Board's operatives at the site also required resurfacing and would be undertaken when possible.

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13:8 Porters Sluice Pumping Station – Repairs to Deck Slab and Wing Wall

The work to repair the concrete deck slab and wing walls had been delayed by the discovery of nesting swallows. The contractor would return to the site after the nesting season to complete the work.

As a precautionary measure the station had been remobilised until the work was undertaken.

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13:9 Flood Defence Grant In Aid Medium Term Plan Annual Refresh and Submission

Refreshed flood defence grant in aid bids for the coming year through to 2020/2021 had been submitted. The Environment Agency was undertaking a local and national review of all projects and confirm the reserve funding allocation for each project.

Officers would submit the remainder of the Board's ten-year programme in the coming months to support future grant in aid funding from the Government in the next period of allocation.

13:10 Reforming Works

The attached table detailing the status of the 2016/17 reforming works was presented.

A list of watercourses that had been identified for reforming/desilting in 2017/18 and 2018/19 was also presented for information. In response to members Officers confirmed that watercourses were scheduled for desilting every 10/15 years.

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*Cllr T.J. Knowles left the meeting.*

13:11 Bridge - Anderby Main Drain

Concerns had been raised over the stability of a bridge over the Anderby Main drain which was used by both the Board and the landowner for access. Officers were discussing the matter with the landowner and would report back to a future meeting.

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14. TELECOMMUNICATIONS MAST - MANBY PARK

Cllr J. Swanson declared an interest.

The Engineer reported that following the last Board meeting Officers had carried out further investigations and held meetings with East Lindsey District Council's Planning Department (ELDC) and Compass Point Business Systems (CPBS) who worked on behalf of ELDC and also had radio communications equipment on the existing mast. The following options were presented to the Board:

Option 1A - Construct a new mast alongside/adjacent to the existing structure (the old structure would then be fully de-commissioned and dismantled).

All the Board's assets could continue to operate on the existing mast whilst the new one was constructed and operational down-time would be minimal, however, planning would need to be obtained and legal agreements with partners formalised.

Option 1B - Decommission and dismantle the existing mast, then rebuild a new structure on the original site.

This option would result in significant down time of the Board's assets.

Options 1A and 1B are estimated to cost the Board £71,853 with annual costs of £6,291.

Option 2 - Decommission the existing mast and transfer primary telemetry communications to mobile data networks.

The mast would become surplus to the Board's requirements and therefore fully decommissioned and there would be no ongoing maintenance costs. This was the lowest cost option for the Board but had the highest risk as communications would be wholly reliant on a single source network i.e. mobile telephone network.

Option 2 was estimated to cost £8,675 with annual costs of £750 and would be the cheapest option for the Board.

Option 3 - Upgrade four pumping station sites to act as local radio communication hubs for surrounding telemetry sites each with a broadband connection to the master station at Wellington House, Manby.

Under this option selected pumping stations would be upgraded to act as radio relay sites (hubs) to receive communications from local surrounding telemetry sites with a broadband link from each hub directly to the Board's master station at Wellington House. The secondary mobile communications backup currently being rolled out would be retained.

Option 3 was estimated to cost £26,870 with annual costs of £2,910.

The Engineer agreed to enquire whether ELDC and CPBS would be interested in taking over the existing mast before it was decommissioned and removed.

Officers recommended Option 3 which offered the highest level of resilience for the Board's telemetry system, had lower annual maintenance costs than rebuilding the mast and capital costs which could be contained within the approved budget.

RESOLVED

That Option 3 be approved by the Board and tenders to remove the mast be sought.

## 15. ENVIRONMENTAL REPORT

### 15:1 Glyphosate and Weed Wipers

The Board's Environmental Officer presented a report on the use of Glyphosate to selectively remove reeds and reduce the volume of material deposited onto the banks of watercourses. Glyphosate was already used to control weeds around pumping stations and invasive species such as Japanese Knotweed and Giant Hogweed. Use of a weedwiper would allow selective application so that only reeds and other tall plants were treated and could be used at a number of sites across the district. Investigations would continue and a full report and costs would be presented to the Board's Plant and Compensation Committee in November.

It was suggested that Officers seek the view of Anglian Water as water from some of the Board's systems went into the Covenham Reservoir.

Mr G. Crust suggested that the Board discuss with the manufacturers the possibility of a specific attachment suitable for use by drainage boards.

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### 15:2 Wash and North Norfolk European Marine Site

Following the decision at the January Board Meeting not to support the Humber Management Scheme, Officers recommended that the Board also cease financially supporting the Wash and North Norfolk European Marine Site. The Board would remain a Relevant Authority and would continue to discharge its duties for the site.

RESOLVED

That the Board cease to financially support the Wash and North Norfolk European Marine Site.

15:3 Environmental Impact Assessment (Land Drainage Improvement Works) Regulations

The Board's Environmental Officer presented a report detailing recent changes in Regulations affecting the Board. The Environmental Impact Assessment (Land Drainage Improvement Works) (Amendment) Regulations 2017 was laid before Parliament on 24th April 2017 and came into force on 16th May 2017.

The main changes were:

- (a) English Heritage was no longer a statutory consultee.
- (b) The Board could consult with "*any other public authority, statutory body or organisation*" which, in the opinion of the drainage body proposing any improvement works, has an interest in those improvement works "*by virtue of its environmental responsibilities or local or regional competences*".
- (c) The period of publicity for an Environmental Impact Assessment notice before works commenced had increased from 28 to 30 days (the notice is placed; on site, on the Board's website and in a local newspaper).
- (d) The introduction of a 45 day limit for any determination by DEFRA.
- (e) DEFRA was allowed to set aside the Regulations for "defence and civil emergencies" and in "exceptional circumstances".

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15:4 Anglian Water's - Slug it Out

The Engineer reported that Metaldehyde was widely used for the control of slugs in agricultural crops, however it could contaminate drinking water and was nearly impossible to remove. Anglian Water had undertaken trials in some areas where they had provided financial incentives for farmers to change to ferric phosphate. These trials had been successful in lowering metaldehyde levels in drinking water.

The first trials in a pumped catchment were to be undertaken in the Board's Theddlethorpe catchment which supplied water to Covenham Reservoir. The trials were voluntary and would not impact on the Board's operations.

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15:5 Membership of Environmental Initiatives and Partnerships

Following a request from Members the Board's Environmental Officer presented the following list of environmental initiatives and partnerships which the Board was involved with:

- (a) ADA Technical and Environment Committee.
- (b) ADA Lincolnshire Environment Committee.

- (c) Greater Lincolnshire Nature Partnership (GLNP) including chairing the Rivers and Wetlands Group - the Board paid the GLNP £250 a year for the provision of environmental data.
- (c) Corresponding member of the Humber Nature Partnership (previously a contribution of £450 was paid but had now ceased).
- (e) Corresponding member of the Wash and North Norfolk Coast European Marine Sites Management Schemes (annual contribution of £306).

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## 16. BYELAW APPLICATIONS

### 16:1 Catchwater Drain, Football Field Drain, Burgh Common Drain, Burgh Marsh Drain, Middlemarsh Crossroads Drain and Wedlands Drain Branch - New Water Main (Burgh Le Marsh to Skegness)

The Engineer presented an update on this matter which was originally reported at the January 2017 Board meeting.

Anglian Water Services (AWS) had altered the proposed route which was now generally on the northern side of the A158. Some existing access culverts would be used for the main to cross but where new culverts were required on Board maintained watercourses, the Board's Officers had specified concrete culverts to ensure a suitable design life. Further design work was being undertaken by AWS and detailed drawings would then be submitted for Board approval. An existing corrugated steel culvert on the Board maintained Burgh Marsh Drain had also been identified as requiring replacement by AWS before the water main was installed. Where the proposed water main ran parallel to Board maintained watercourses, it would be installed at least six metres from the bank top.

Once the above details had been agreed by AWS, consent could be issued by Officers' under delegated authority.

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### 16:2 Cocking Pit Drain - Erection of a Gate

As agreed at the January Board meeting a full CCTV inspection of the culvert had been undertaken and showed the culvert to be in satisfactory condition. The Engineer stated that the proposed gate could be erected in a manner that would not cause damage to the culvert or impede maintenance operations.

Officers reported that legal advice had been sought on this matter as requested by the Board and, based on this, it was recommended that the Board provide a conditional consent and additional correspondence.

Members agreed that it should be made clear to those affected that consideration of the application only took into account the effect that the proposal would have on the existing culvert and the land drainage system and related purely to Byelaw 10. Any permissions from other parties or planning consents etc. must be obtained by the applicant prior to the work commencing.

RESOLVED

That consent be granted for the erection of a gate over the Board maintained Cocking Pit Drain at national grid reference TF 55788 73227 in the parish of Chapel St Leonards subject to the applicant obtaining the necessary consents from other parties involved prior to work commencing and that the Board's solicitor prepare the necessary letters to this effect to the applicant and others affected by the proposal.

## 17. DELEGATED MATTERS - PLANNING, BYELAWS AND SUPERVISORY ROLE

### 17:1 Byelaw Applications

The Engineer reported on the following Byelaw applications that had been dealt with under delegated authority since the last Board Meeting:

LMDB/LDC/2016/046 The installation of one 150mm diameter outfall for surface water and treated foul effluent into the right bank of the Board maintained Rotten Row Drain at national grid reference TF 47584 86854, in the parish of Theddlethorpe St Helen.

LMDB/LDC/2017/015 The installation of a cable bridge over the Board maintained Trusthorpe Pumping Drain at national grid reference TF 50561 83536, in the parish of Mablethorpe.

LMDB/LDC/2017/016 The installation of a (11 KV) cable bridge over the Board maintained Holts Drain at national grid reference TF 48135 64048, in the parish of Bratoft.

LMDB/LDC/2017/019 Extension to Wold View which is located within 8 metres of the Board maintained Church End Land Drain Branch No. 2 at National Grid Reference TF 42008 - 95728, in the parish of North Somercotes.

### 17:2 Section 23 Applications

The Engineer reported that the following Section 23 consents had been granted under delegated authority since the last meeting:

LMDB/LDC/2017/010 The culverting of approximately 23 metres of private watercourse at Middle Farm Cottage, between national grid reference TF46858 85959 and TF 46837 85949, in the parish of Theddlethorpe St Helen.

LMDB/LDC/2017/013 Installation of 53 linear metres of culvert, to connect to an existing 300mm culvert between national grid references TF 50266 84406 and 50242 84454, in the parish of Mablethorpe.

LMDB/LDC/2017/014 The installation of a temporary field access culvert in the private watercourse off Sheep Marsh Lane adjacent to Horse Shoe Point at national grid reference TA 38107 01786, in the parish of North Cotes.

LMDB/LDC/2017/017 Installation of 24 linear metres of culvert in the private watercourse between national grid references TF 48148 64043 and TF 48148 64067, in the parish of Bratoft.

The following application had been dealt with on behalf of the Lead Local Flood Authority since the last Board Meeting:

LMDB/LDC/2017/018 The eradication of approximately 135 linear metres of riparian watercourse between national grid references TF 37333 84490 to TF 37405 84390, in the parish of Legbourne.

17:3 Planning Applications

Officers had consulted on 57 planning applications since the last Board meeting and appropriate comments relating to surface water drainage had been made.

17:4 Byelaw Contravention - Woulds Connection Drain, Ingoldmells

It was noted that the access strip over a section of the Board maintained culverted Woulds Connection Drain had been blocked off with a raised patio and fence having been erected. Officers had contact the property owner who had apologised and agreed to remove the patio and fence and reinstate full access for maintenance purposes.

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18. CULVERTING AND ADOPTION OF WATERCOURSE OFF BURGH OLD ROAD SKEGNESS

The Engineer presented the attached report for consideration.

RESOLVED

That the Board agree in principle to a partnership scheme for the culverting of a 155 metre section of the above watercourse and its subsequent adoption; Officers to report details of the work and costs to a future meeting.

19. ENVIRONMENT AGENCY MATTERS

The attached update was presented by Officers.

The Vice-Chairman had also attended the recent Lincolnshire Flood Risk and Water Management Partnership meeting and was concerned that there were a lot of groups being set up with different objectives, he stated that the main aim should be flood risk and water level management. The Engineer confirmed that this was still the main objective but agreed that the focus of the meeting was not clear.

Mr R.H. Needham queried where the silt from the River Steeping would be deposited and suggested that this was something that should be considered as it may be problematic in other areas too. It was noted that there was a demonstration of a cutter suction silt dredger on Black Sluice Internal Drainage Board's South Forty Foot Drain in July and members were invited to attend.

RESOLVED

That delegated authority be granted to the Chief Executive and Engineer to utilise the budget provision of £20,000 on beneficial collaborative catchment assessments projects (as detailed in the attached report under item 4).

20. HEALTH AND SAFETY

The Operations Director presented a report regarding health and safety incidents and near misses across the Consortium over a 12 month period up to 31st March 2017. This showed an incident rate below the average for the construction and agricultural sectors. Road safety was considered to be the highest risk and driver training was given to all employees and was reiterated at tool box talks.

Overall there had been no major incidents and there was a positive health and safety culture within the organisation.

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20. ASSOCIATION OF DRAINAGE AUTHORITIES

The Chief Executive reported on ADA's Seven Key Policy (as attached).

It was noted that the next Lincolnshire Branch meeting would be held on the 13th July 2017 and the National Conference on the 16th November 2017.

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22. STAFFING

The Chief Executive reported that interviews would be held shortly for two posts, Operations Manager and Civils Project Engineer. Officers were also liaising with staff at Riseholme College regarding setting up an apprenticeship programme for the Direct Labour Organisation.

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23. ANY OTHER BUSINESS

None.

CHAIRMAN