

# **BLACK SLUICE INTERNAL DRAINAGE BOARD**

## **MINUTES**

of the proceedings of a Meeting of the Board

held at the Offices of the Board on  
18<sup>th</sup> November 2014 at 2pm

### **Members**

Chairman - \* Mr M J Scott

Mr W Ash	* Cllr P Bedford
* Mr J F Atkinson	* Cllr C Brotherton
* Mr V A Barker	* Cllr M Brookes
* Mr K C Casswell	* Cllr R Clark
* Mr J Fowler	* Cllr D Dickinson
* Mr P Holmes	* Cllr Y Gunter
Mr R Leggott	* Cllr A Lee
* Mr P Robinson	* Cllr B Russell
* Mr M Rollinson	Cllr R Singleton-McGuire
* Mr J R Wray	* Cllr S Woodliffe

\* Member Present

In attendance: Mr I Warsap (Chief Executive)  
Mr D Withnall (Finance Manager)  
Mr P Nicholson (Operations Manager)

#### 629 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr R Singleton-McGuire, Mr W Ash and Mr R Leggott.

#### 630 DECLARATIONS OF INTEREST

Mr Atkinson declared an interest in minute no 632(a).

#### 631 MINUTES OF LAST BOARD MEETING

The Minutes of the last meeting of the Board held on 25<sup>th</sup> June 2014, copies of which had been circulated, were considered and it was agreed that they should be signed as a true record with the following amendment;

##### Minute No 569(d)

First paragraph, last word: remove "Dowsby Fen" and replace with "Dunsby Fen"

632 MATTERS ARISING

(a) Proposed new access road – Haconby to Dunsby Fen Pumping Stations - Minute No 569(c)

The Operations Manager stated that he is currently in discussions with Mr J Atkinson.

(b) Pumping Station Valuations - Minute No 571(a)

The Chief Executive stated that Jackson Civil Engineers Ltd have been appointed for £7,950 to produce construction and methodology reports on all pumping stations as a bench mark exercise. The project appraisal report (if available) will be brought to the next Audit & Risk Committee meeting.

(c) Internal Audit Report - Minute No 575(a)

The Finance Manager stated that David Gowing had recently attended the office to complete a follow up Internal Audit Review and he had reported he was pleased to continue to provide substantial assurance on the system of control.

(d) Future Investments of the Board - Minute No 575(e)

The Finance Manager stated that the Executive Committee reviewed alternatives and they have decided to leave any surplus funds with the NatWest.

633 MINUTES OF THE CULVERTS & BRIDGES COMMITTEE MEETING

The Culverts & Bridges Committee Chairman presented the unconfirmed minutes of the meeting held on 10<sup>th</sup> July 2014, copies of which had been circulated.

The Board RESOLVED that the Minutes should be received.

634 MATTERS ARISING

(a) Culvert & Bridge Replacement Policy - Minute No 588

The Chairman of the Culvert & Bridges Committee reviewed the amendments to this policy (draft copy tabled at the meeting).

The Chief Executive then added that the Delegation of Authority Policy will be reviewed at the next Audit & Risk meeting, with reference to all Committees.

634 Cont.....

(b) Review of the Culvert Inspection Records - Minute No 590

The Operations Manager stated that a further two days of inspections had been carried out which equated to a further 140 culverts having been inspected.

Mr V Barker asked if contact had been made with the company who provided an ultra violet sleeve to line the pipe for Welland & Deepings IDB. The Operations Manager stated that contact had not been made yet.

635 MINUTES OF THE NORTHERN WORKS COMMITTEE MEETING

The Northern Works Committee Vice Chairman presented the unconfirmed minutes of the meeting held on 1<sup>st</sup> October 2014, copies of which had been circulated.

The Board RESOLVED that the Minutes should be received

636 MATTERS ARISING

(a) Swineshead Pumping Station - Minute No 597(m)

Mr V Barker asked if the bolts on the pumps of other pumping stations had been checked. The Chief Executive stated that the Pump Engineer had ascertained that only Swineshead pumps had steel bolts the other pumping stations had stainless steel bolts.

(b) Drain Maintenance - Minute No 597(r)

The Operations Manager stated that this year's flailing and cutting works will be completed next week.

(c) Deldale Road, Wyberton Towns Drain - Minute No 598(b)

The Chief Executive stated that no further action has been taken and it has been marked for future action.

(d) Proposed Piper Dam Reservoir - Minute No 612

The Chief Executive stated that he had presented this proposal to the EA, they were extremely interested in the suggestion and believe that it should be featured in the Black Sluice Strategy.

Mr V Barker added that fluvial flows could be slowed or retained west of Swaton Village incorporating the old rail line and this information should also be passed onto the EA.

636 Cont.....

(e) Position of Diesel - Minute No 615(g)

The Chief Executive stated that a report will be presented to the Board meeting in February 2015.

637 MINUTES OF THE SOUTHERN WORKS COMMITTEE MEETING

The Southern Works Committee Chairman presented the unconfirmed minutes of the meeting held on 15<sup>th</sup> October 2014, copies of which had been circulated.

The Board RESOLVED that the Minutes should be received.

638 MATTERS ARISING

(a) Report on Income & Expenditure - Minute No 613

The Finance Manager presented a slide showing the amended budgets below for the drain and pumping station schemes. It was recommended for approval to revise the budget and forecast.

Scheme		2014/15 Approved Budget	2014/15 Forecast	BSIDB Budget	EA FDGiA
1032	Siltside Improvement	£50,000	£19,551	£19,551	
1033	General Culvert Replacement	(£2,400)	£57,000	£57,000	
1035	Kirton Meeres Long Culvert	£30,000			
1036	Swineshead Phase 1 Culverts	£80,000			
1037	Graft Drain Improvements	£150,000	£110,000		£110,000
1038	Culvert 2588 -Dowsby Fen 14/15	£9,000	£9,262	£9,262	
1039	Culv1999-Trinity College 14/15	£7,000	£2,001	£2,001	
1040	Culv818 - Hacconby Drove 14/15	£16,000	£7,801	£7,801	
1041	Culvert 1265 - Horbling 14/15	£6,400	£6,841	£6,841	
1043	Culvert 2987 -South Kyme 14/15	£9,000	£6,007	£6,007	
1044	Culvert 2983 - Damford 14/15	£5,000	£5,000	£5,000	
1045	Culvert 756 - South Kyme 14/15	£5,000	£5,532	£5,532	
1046	Culvert 3004 - South Kyme	£7,000	£4,459	£4,459	
1047	Culvert 1281 -Dowsby Fen 14/15	£7,000	£5,243	£5,243	
1048	Culvert 1282 -Dowsby Fen 14/15	£6,000	£6,000	£6,000	
1049	Wyberton Catchment Improvements		£240,000		£240,000
		<b>£385,000</b>	<b>£484,697</b>	<b>£134,697</b>	<b>£350,000</b>

Scheme		2014/15 Approved Budget	2014/15 Forecast	BSIDB Budget	EA FDGiA
1138	Sempringham PS Weedscreen Clnr	£81,000	£40,500		£40,500
1139	Dowsby Fen PS - New Roof	£13,000	£12,000	£12,000	
1140	Helpringham PS VSD Motor Contr	£14,000	£14,000	£14,000	
1141	Swineshead PS Suction Bays	£39,000	£39,244	£39,244	
1142	Ewerby PS Pump Refurbishment	£20,000	£20,000	£20,000	
1143	Bicker Eau Pump Replacement	£14,000	£14,000	£14,000	
1144	Eel Passes	£80,000	£80,000		£80,000
1145	Eel Pass Studies	£50,000	£0		£0
		<b>£311,000</b>	<b>£219,745</b>	<b>£99,245</b>	<b>£120,500</b>

The Board approved the revised 2014/15 Schemes budget and forecast.

638 Cont.....

(b) WPD Culvert extension - Minute No 615(d)

The Operations Manager stated that this culvert extension has been withdrawn due to a re formatting of the proposal.

(c) 16 Malting Lane, Donington - Minute No 615(e)

The Operations Manager has responded to the occupants explaining the proposed works are due to be commenced in 2016/17.

(d) Proposal to Amalgamate Southern & Northern Works Committee Meetings for Autumn Report Only - Minute No 615(f)

The Chief Executive confirmed that this would only be for the Autumn meeting the Board agreed to trial for a year.

(e) Position of Diesel - Minute No 615(g)

The Chief Executive stated that a report will be presented to the Board meeting in February 2015.

639 MINUTES OF THE EXECUTIVE COMMITTEE MEETING

The Chairman presented the unconfirmed minutes of the meeting held on 29<sup>th</sup> October 2014, copies of which had been circulated.

The Board RESOLVED that the Minutes should be received.

640 MATTERS ARISING

(a) Sale of Carlton Road - Minute No 619(a)

The Finance Manager stated that Carlton Road has been sold and the funds have been cleared.

(b) 2014/15 Budget & 10 Year Estimates - Minute No 619(b)

The Chief Executive stated that Mowbrays were in administration therefore a re-quotation was issued and S T Portess & Son Builders have been appointed and they commence works this week.

(c) Rechargeable Works - Minute No 619(d)

The Operations Manager requested approval to carry out the rechargeable works for Calders & Grandidge. The Chief Executive recommended that quotations over the value of £40,000 should be referred to the Board or any Committee of the Board before work commences. This could be built into the Delegation of Authority Policy. The Board AGREED.

(d) EA Asset Transfer Report - Minute No 620

The Chief Executive stated that this has not moved forward as quickly as first anticipated. The EA have recently been back in contact and are encouraging Local Authorities to play an active role in further negotiations.

Meetings are being arranged to commence in the New Year and the Chairman asked the Board for involvement in two Committees, strategy and operational. He proposed the Chairmen and Vice Chairmen of both Works Committees, the Board Chairman along with relevant officers to attend the first meeting. Should further Board members with relevant expertise be required they could be co-opted onto the Committees. The Board AGREED.

The Chairman stated he had written to Robert Caudwell the RFCC Chairman highlighting the lack of progress that has been made and outlined some of the concerns surrounding adequate available finance required for future maintenance and capital works to the main rivers and the Black Sluice Pumping Station.

Mott MacDonald and the EA are proposing to attend the offices on the 18<sup>th</sup> December to deliver a Black Sluice Catchment Strategy update, once confirmed the Chief Executive will notify the Board Members identified above and invite them to attend. The EA Asset Transfer may be part of the presentation.

(e) Consider First Draft of the 10 Year Estimates - Minute No 623

The Chairman highlighted to the Board that the impact from having a zero increase in the rate over the next 2 years could see negative reserves. The 10 year forecast to maintain 20% reserve at the end of the term would need a rate rise of 1.7% per year. The Executive Committee will be looking at the budgets in January 2015 with the view to recommendations to the Board in February 2015.

Mr V Barker added that with the increase in the numbers of culverts requiring replacement over the next 10 years, are the current resources adequate.

The Finance Manager stated that £135,000 has been budgeted on drain schemes within each year which will concentrate on culverts.

(f) Consider the 8 Year Plant Estimates - Minute No 624

The Chief Executive presented slides of plant for sale, he stated that he had obtained valuations in order to recommend the reserve prices.

Claas Tractor including Grenadier	Minimum £30,000 or Chairman's Discretion
Dump Trailer No 2	£4,500 or Chairman's discretion
Jetter	£8,000 or Chairman's Discretion
Fuel Tank & Pumps	£750 or Chairman's discretion

The Board AGREED to the sale of the items above at the minimum prices as detailed or lower with the Chairman's authority.

(g) Consider the Board's Objectives, Vision and Mission Statement - Minute No 625

The Chairman outlined the amendments to the Board's Objectives made at the Executive Committee meeting along with the Vision & Mission Statement.

The Board RESOLVED that the recommendation be accepted.

(h) Lone Worker Devices - Minute No 626

	Current Costs			Upgrade Existing Contract	New Lone Worker Contract	New Lone Work Contract
				27 Months	24 Months	36 Months
Workmen Phones	8	136.56				
Lone Worker Devices			18	505.00	531.00	460.80
Smart Phones	5	125.35	5	165.00	125.35	125.35
Sharer Tariff	1	75.00			75.00	75.00
Telemetry Data	5	52.00	5	52.00	52.00	52.00
Data	1	14.00	1	14.00	14.00	14.00
Use of own phone	9	75.00	3	25.00	25.00	25.00
Monthly cost		477.91		761.00	822.35	752.15
Annual Cost		5734.92		9,132.00	9,868.20	9,025.80
Contract Cost		11,469.84		20,547.00	19,736.40	27,077.40

The Finance Manager presented the above slide detailing the report into the provision of Lone Worker Devices. He recommended that the existing contract be upgraded for a 27 month period.

The Health & Safety issues associated with lone working and the benefits of these devices was presented at both Works Committees and both recommended to the Board the use of these devices for Lone Working.

The Board RESOLVED that the recommendation be accepted.

641 TO APPROVE THE POLICY STATEMENT ON FLOOD PROTECTION & WATER LEVEL MANAGEMENT - Agenda Item No 6

The Chairman highlighted the amendments to the Policy Statement on Flood Protection and Water Level Management.

The Board RESOLVED that the Policy Statement on Flood Protection & Water Level Management be approved and adopted.

642 TO REVIEW THE RISK REGISTER - Agenda Item 7

The Finance Manager presented the Risk Register stating the only change would be the removal of 7.3 as Carlton Road has now sold.

The Board RESOLVED that the Risk Register be accepted.

643 TO RECEIVE A REPORT ON FINANCE, ADMINISTRATION AND RATING - Agenda Item No 8

The Finance Manager presented his report to the Board.

- (a) The Finance Manager recommended that the outstanding drainage rates detailed in the report for year ending 2012/13 & 2013/14 be written off.

The Board AGREED to write off the sum of £299.34 in respect of Drainage Rate Account No 3084.

- (b) The Finance Manager has authorised the outstanding drainage rates in respect of account no 3548 be written off as follows:

2011/12	£ 16.56
2012/13	£ 63.76
2012/13	£ 63.76
2013/14	£ 4.41
<b>Total</b>	<b>£148.49</b>

- (c) The Finance Manager stated that all agenda papers will go onto the website to comply with the Audit Regulations by 31 December 2014. Mr M Rollinson requested the papers could be downloaded onto an electronic device for the meeting. The Chief Executive responded that if any Board Member would prefer to receive electronic agenda's could they let the Finance Manager know.

- (d) Period 6 Management Accounts and Forecast

The Finance Manager presented the Period 6 Management Accounts and Forecast copies of which have been circulated. He highlighted the following points:-

- Other Income includes the £200k from the sale of Carlton Road and gives the impression of a surplus.



643 (d) Cont.....

- Drainage rate collection is in advance
- Overall income is within £2k of budget
- Drain maintenance is over spent by £50k due to the schemes not being completed earlier in the year, the forecast is within budget for the end of the year.
- Pumping Station maintenance is over spent by £19k which is mainly due to electricity pumping costs. Mr Robinson (EA) has informed the Finance Manager that the Black Sluice Pumping Station Navigation lock had not been operating since the tidal surge in December 2013. The Finance Manager has therefore requested an explanation from the EA as to why the water levels in the South Forty Foot Drain were increased over the summer period as this has resulted in unnecessary additional pumping incurring costs for the Board.

It was RESOLVED that the Report be received and adopted.

644 TO RECEIVE THE MINUTES OF THE ADA LINCOLNSHIRE BRANCH - Agenda Item 9

Copies of the ADA Lincolnshire Branch were circulated with the Agenda for information.

645 ANNUAL REPORT ON HEALTH AND SAFETY - Agenda Item 10

The Operations Manager presented to the Board the Annual report on Health and Safety. Cope Safety Management have been employed this year on a new five year contract to act as Health & Safety Advisors.

He responded to the question of reporting "near misses", there is currently no requirement to report near misses, from an operational view if lessons can be learnt.

It was RESOLVED that the Health and Safety Report be approved and adopted.

646 REPORTS - Agenda Item 11

(a) Monthly Accounts - Agenda Item 11(a)

The Board RESOLVED that the Board's monthly accounts which included May to October 2014, copies of which had been circulated, were noted.

The question was raised regarding the use and understanding of extra discounts through Woldmarsh. The Operations Manager responded that quotations are sourced and as an example the purchase of two flotation tyres would have cost £875 from Woldmarsh, but from a local supplier bought for £625.

646 Cont.....

(b) Schedule of Consents - Agenda Item 11(b)

The Board RESOLVED that the schedule of consents for Byelaw Relaxations, Culvert Consents, Development Contributions, Tile Drainage Consents and Extended Area Consents issued from June to October 2014, copies of which had been circulated, were noted.

(c) Rainfall - Agenda Item 11(c)

The rainfall figures at Swineshead and Black Hole Drove were presented, copies of which had been circulated.

The Chief Executive explained that the Board has two Met office weather stations, one at the office, and the other at Black Hole Drove. It costs £80 per week to run these which are in addition to the Boards own automatic rainfall monitors at Swineshead, Cocks Lock and Black Hole Drove pumping stations.

The Board decided that the Chief Executive should inform the Met office that these rainfall gauges will be removed.

647 CONFIRMATION OF DATES OF MEETINGS FOR THE NEXT 12 MONTHS - Agenda Item 12

A list of dates was distributed within the Agenda, two dates were adjusted and the following were AGREED by the Board.

Executive Committee	14 <sup>th</sup> January
Board	4 <sup>th</sup> February
Northern Works	4 <sup>th</sup> March
Southern Works Inspection	18 <sup>th</sup> March
Audit & Risk	9 <sup>th</sup> April
Bridges & Culverts	29 <sup>th</sup> April
Environment Committee	20 <sup>th</sup> May
Executive Committee	3 <sup>th</sup> June
Board Meeting and Inspection	17 <sup>th</sup> June
Audit & Risk	23 <sup>rd</sup> September
Combined Autumn Works Committee	7 <sup>th</sup> October
Board	4 <sup>th</sup> November

648 ANY OTHER BUSINESS - Agenda Item 13

There being no further business the meeting closed at 15:20.

