

## **BLACK SLUICE INTERNAL DRAINAGE BOARD**

### **MINUTES**

of the proceedings of a Meeting of the Board

held at the Offices of the Board on

17<sup>th</sup> June 2015 at 1pm

### **Members**

Chairman - \* Mr M J Scott

\* Mr W Ash  
\* Mr J F Atkinson  
\* Mr V A Barker  
\* Mr K C Casswell  
\* Mr J Fowler  
\* Mr P Holmes  
\* Mr R Leggott  
\* Mr P Robinson  
\* Mr M Rollinson  
\* Mr J R Wray

\* Cllr R Austin  
\* Cllr P Bedford  
\* Cllr C Brotherton  
\* Cllr M Brookes  
\* Cllr R Clark  
Cllr Mrs J Harrison  
Cllr C Rylott  
\* Cllr B Russell  
\* Cllr P Skinner  
Cllr N Welton

\* Member Present

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

The Chairman asked the Members for a minute silence in respect of the late Mr C A Fretwell, who made a valuable contribution to the Board during his time as a member and his continued work on the Environment Committee.

The Chairman then welcomed new members Cllr Paul Skinner and Cllr Richard Austin both from Boston Borough Council. He then added a welcome return to the Board for Cllr Robert Clark (South Holland District Council) and Cllr Bob Russell from (South Kesteven District Council).

#### **770 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllr Mrs J Harrison, Cllr C Rylott and Cllr N Welton.

#### **771 DECLARATIONS OF INTEREST**

The Chairman of the Board asked the Members if there were any declarations of interest.

The following declared an interest in Minute No 800(b).

Mr M Rollinson, Mr M J Scott, Mr R Leggott, Mr P Holmes and Mr V Barker.

772 MINUTES OF LAST BOARD MEETING

The Minutes of the last meeting of the Board held on the 4<sup>th</sup> February 2015, copies of which had been circulated, were considered and it was agreed that they should be signed as a true record.

773 MATTERS ARISING

(a) Proposals for the Plant Account 2015/16 - Minute No 698g

The Chief Executive stated that the new Spearhead Twiga is on display today, and the new pickups have arrived. The Claas tractor with the Herder Grenadier was sold for £25,000 following approval from the Executive Committee. The Operations Manager is reviewing whether we replace the self priming pump or spend monies on an hydraulic piling hammer.

774 MINUTES OF THE NORTHERN WORKS COMMITTEE MEETING

The Northern Works Committee Chairman presented the unconfirmed minutes of the meeting held on the 4<sup>th</sup> March 2015, copies of which had been circulated.

The Board RESOLVED that the Minutes should be received. There were no matters arising.

775 MINUTES OF THE SOUTHERN WORKS COMMITTEE MEETING

The Southern Works Committee Chairman presented the unconfirmed minutes of the meeting held on the 18<sup>th</sup> March 2015, copies of which had been circulated.

The Board RESOLVED that the Minutes should be received.

776 MATTERS ARISING

(a) Solar Panels on Swineshead Office Roof - Minute No 715e

Mr V Barker stated that included in the discussion was a wind or water turbine which would drive a smaller pump on suitable slow running water at pumping stations and it was suggested Dunsby Fen.

The Chief Executive stated that Navitron Consultants had been requested to look at three pumping stations; Black Hole Drove, Cooks Lock and Donington North lngs to ascertain if solar panels are suitable and the costings. At the same time to investigate a turbine for Dunsby Fen as an example.

777 MINUTES OF THE AUDIT & RISK COMMITTEE MEETING

The Audit & Risk Chairman presented the unconfirmed minutes of the meeting held on 10<sup>th</sup> April 2015, copies of which had been circulated.

The Board RESOLVED that the Minutes should be received.

778 FIRE MANAGEMENT PLAN - Agenda Item 5(c)(i)

The Audit & Risk Chairman presented the amended policy which was reviewed by the Audit & Risk Committee on the 10<sup>th</sup> April 2015.

The Finance Manager stated that this is the second time of review by the Audit & Risk Committee and the amendments included staff training, and details of the extinguishers.

The Board RESOLVED that the Fire Management Plan be adopted.

779 INVESTMENT STRATEGY POLICY - Agenda Item 5(c)(ii)

The Audit & Risk Chairman presented the amended policy which was reviewed by the Audit & Risk Committee on the 10<sup>th</sup> April 2015.

The Board RESOLVED that the Investment Strategy Policy be adopted.

780 HEALTH & SAFETY - ASBESTOS MANAGEMENT PLAN - Agenda Item 5(c)(iii)

The Finance Manager stated that Copes, the Board's Health & Safety Consultants, have provided this policy which was reviewed by the Audit & Risk Committee on the 10<sup>th</sup> April 2015.

The Board RESOLVED that the Asbestos Management Plan be adopted.

781 HEALTH & SAFETY - NOISE AT WORK POLICY - Agenda Item 5(c)(iv)

The Finance Manager stated that Copes, the Board's Health & Safety Consultants, have provided this policy which was reviewed by the Audit & Risk Committee on the 10<sup>th</sup> April 2015.

The Board RESOLVED that the Noise at Work Policy be adopted.

782 HEALTH & SAFETY - FIRST AID AND ACCIDENT AT WORK POLICY - Agenda Item 5(c)(v)

The Finance Manager stated that Copes, the Board's Health & Safety Consultants, have provided this policy which was reviewed by the Audit & Risk Committee on the 10<sup>th</sup> April 2015.

The Board RESOLVED that the First Aid and Accident at Work Policy be adopted.

783 MINUTES OF THE CULVERTS & BRIDGES COMMITTEE MEETING

The Culverts & Bridges Chairman presented the unconfirmed minutes of the meeting held on the 29<sup>th</sup> April 2015, copies of which had been circulated.

The Board RESOLVED that the Minutes should be received.

The Chairman added that this Committee has proven a very useful forum and information gained on the Boards culverts and bridges is highly valuable.

784 MATTERS ARISING

(a) Presentation of the Culvert Inspection Records - Minute No 739c

The Chairman highlighted to the Members the example of quotes having been received for the Wyberton Roads culvert being substantially more than the cost of the work being undertaken by the Boards own workforce.

This demonstrates that actually the Board's labour for works is highly competitive against outside contractors.

(b) Bridge Replacement Process - Minute No 741

The Chief Executive stated that the review of the bridges owned by the Board and/or owned by landowners will be a complex and time consuming task, once the report is prepared it will be presented to the Board.

785 CULVERT AND BRIDGES REPLACEMENT POLICY - Agenda Item 5(d)(i)

The Culvert & Bridges Chairman presented the amended policy which was reviewed by the Culvert & Bridges Committee on the 29<sup>th</sup> April 2015.

The Board RESOLVED that the Culvert and Bridges Replacement Policy be adopted.

786 MINUTES OF THE ENVIRONMENT COMMITTEE MEETING

The Environment Committee Chairman presented the unconfirmed minutes of the meeting held on 20<sup>th</sup> May 2015, copies of which had been circulated.

The Board RESOLVED that the Minutes should be received.

787 MATTERS ARISING

(a) Environment Chairman - Minute No 751b

Having discussed the matter with the Vice Chairman of the Board, Mr J Wray stated that he would be prepared to stand as Chairman of the Environment Committee for a further year.

788 MINUTES OF THE EXECUTIVE COMMITTEE MEETING

The Chairman presented the unconfirmed minutes of the meeting held on 3<sup>rd</sup> June 2015, copies of which had been circulated.

The Board RESOLVED that the Minutes should be received.

789 MATTERS ARISING

(a) Black Sluice Strategy - Minute No 754a

The Chairman stated that Grant in Aid monies recovered for the Wyberton Catchment have had a significant impact on the accounts.

(b) EA Asset Transfer - Minute No 754c

The Chief Executive outlined the potential of taking over the Black Sluice Pumping Station and the South Forty Foot Drain adding that this is a big project which would benefit the catchment.

The EA have informed us and other Boards that they are to de-main a number of watercourses because of the lack of funds they receive to maintain them. All IDBs have consolidated a response for a sensible procedure including their condition when transferred, if we are to assume responsibility.

(c) Commercial Business Rates - Minute No 762a

The Finance Manager stated that since the building of the extension to the Depot to incorporate the offices, Boston Borough Council had not completed the sign off procedures for building control purposes and this in turn had not instigated the Valuation Office to visit and re-value the building for the purpose of Business Rates.

This valuation has now been completed, and the Business Rate charges back dated to April 2012 when we occupied the new Offices, amount to £23,098.97. These costs are not included in the 2015/16 budget and will result in an over spend in the current financial year.

(d) Election - Minute No 762d

The Chairman stated that the Board established a Nominations Committee in 2012 and the first meeting was held on 3<sup>rd</sup> June 2015. This is a useful Committee to look in advance of the elections at succession planning and further ahead at the structure of the Board.

The Chairman stated that he would not be standing for election at the Board Meeting in November 2015. He will be proposing that the Vice Chairman, Mr K C Casswell take over the role as Chairman of the Board. With Mr P Holmes and Mr M Rollinson taking on the role of Chairman of Northern and Southern Works Committees' respectively.

789 (d) Cont.....

The Works Committee Members will need to consider proposing a Vice Chairman for the Northern and Southern Works Committees following the election.

He then stated as per minute 787(a), that Mr J R Wray has agreed to carry on as Chairman of the Environment Committee for a further year.

The Chairman then added that the election in District B, with himself standing down, Nick Scott will complete the nomination papers for this District.

The Nominations Committee proposed subject to Election by the new Board in November that Mr K C Casswell become Chairman of the Board and Mr P Holmes Vice Chairman.

790 INTERNAL AUDIT REPORT 2014/15 - Agenda Item 5(f)(i)

The Finance Manager presented the Annual Internal Audit Report 2014/15 (under separate cover). The Chairman highlighted to the Members of the Board that "Substantial Assurance" had been achieved for the second year. He added that no management actions were detailed in the report and congratulated the Finance Manager.

791 BOURNE FEN FARM TRUST FUND - Agenda Item 5(f)(ii)

The Finance Manager presented the Bourne Fen Farm Revenue Account which had been reviewed by the Trustees at the Executive Committee meeting on 3<sup>rd</sup> June 2015.

792 INTERNAL AUDIT STRATEGY AND AUDIT PLAN 2015/16 - Agenda Item 5(f)(iii)

The Finance Manager stated that the Executive Committee had reviewed the Internal Audit Strategy and Plan and recommended it to the Board.

The Finance Manager stated that the Audit & Risk Committee added a review of the cyber security and risks associated with this.

793 PUMPING STATION VALUATIONS REPORT - Agenda Item 5(f)(iv)

The Chief Executive stated that currently the Board's pumping stations are valued and insured for £18m, external consultants had valued the pumping stations in four different types of categories and a total figure of £58m was placed on them. Unfortunately, the brokers forwarded this report to the underwriters without our permission. The Insurers have requested an additional £10,000 for insurance premiums for the remaining 5 months. It was explained that the Board would not lose all 34 pumping stations at the same time due to their locations.

793 Cont.....

The annual insurance contract is due for renewal on 30<sup>th</sup> September 2015. A proposal to consider a higher excess, and/or three tiered insurance, first loss basis to excessive loss could be considered.

794 APPROVAL OF THE UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDING 31<sup>st</sup> MARCH 2015 - Agenda Item 6

The Finance Manager stated that the unaudited financial statements had been circulated under a separate cover and had been reviewed by the Executive Committee at their meeting on 3<sup>rd</sup> June 2015.

The Finance Manager added that:

- Annual Governance Statement, added in red “complied with proper practices in doing so”
- Unbudgeted surplus is due to sale of Carlton Road, and Defra grants.
- Drain maintenance and pumping station maintenance is down £30,000
- Capital works – some drain maintenance has been deferred and at no stage has the system been compromised.

The Chairman stated that the pension liability has gone up to £3.3m calculated with projected age, for example females aged 45 today are projected to live until 90.5 years old.

The Board RESOLVED that the Unaudited Financial Statements should be approved and that the Chairman and Finance Manager should sign the Balance Sheet, Annual Governance Statement and Statement of Responsibilities.

795 TO APPROVE AND AUTHORISE THE CHAIRMAN TO SIGN THE ANNUAL RETURN FOR THE YEAR ENDING 31<sup>st</sup> MARCH 2015 - Agenda Item No 7

The Board RESOLVED that the Annual Return should be approved and that the Chairman and Finance Manager should sign the Annual Return for the year ending 31<sup>st</sup> March 2015.

796 TO REVIEW THE RISK REGISTER - Agenda Item 8

The Finance Manager presented the Risk Register which is tabled at each Board meeting. He stated that Item 8.5 had been added to the register “Risk of Cyber Attack”. The policy recommends the Board review insuring this risk and the premium for this would be £3,500.

A report was presented to the Board Chairman of a cyber attack where a zip file was opened by an employee. The crypto locker file was spotted by a member of staff and the server was switched off whilst our computer consultants HBP attended site and off site backups were restored.

The Board Chairman reviewed the options in relation to a new more advanced firewall and recommended a Sophos UTM be installed with the addition of staff training. The ratepayers database has been encrypted to add a second level of safety to the data.

The Chairman of the Audit & Risk Committee had requested the Internal Auditor review software security (he arrived the day after this had occurred).

The Board AGREED not to proceed with an insurance policy for 8.5.

The Board confirmed “8.5 Risk of Cyber Attack”

Potential Impact of Risk	Potential likelihood of Risk	Risk Level
<b>HIGH</b>	<b>MEDIUM</b>	<b>6</b>

The Board RESOLVED that the Risk Register be accepted.

797 TO RECEIVE PERIOD 2 MANAGEMENT ACCOUNTS - Agenda Item No 9

The Finance Manager presented the Period 2 Management Accounts. He added the following points:

- Drainage rate collection was ahead on budget
- Expenditure on schemes due to timing of capital schemes being undertaken
- Drain maintenance

On the balance sheet:

- Reserve account is the Natwest account not the reserves of the Board
- Investment policy states that £300k is the maximum invested in any single organisation, Natwest reserve has £1.3m the Board confirmed that they are aware of this.
- Options for investment are reviewed by the Executive Committee but there is currently no viable options.

The Chairman added that it is important that the Boards reserves are on target of 20% on a 10 year budgeting schedule.

The Board RESOLVED that the report be noted.



798 TO APPROVE THE COMPENSATION RATES - Agenda Item No 10

The Chief Executive presented a schedule of the recommended Summer and Winter Crop Loss Compensation Rates.

<b>Crop Loss Compensation rates for Summer Roding 2015</b>	
Wheat & Oilseed Rape	£605 per acre or £1,495 per hectare
Sugar Beet	£840 per acre or £2,076 per hectare
Cabbage	£1,310 per acre or £3,237 per hectare
Brussel Sprouts	£1,575 per acre or £3,892 per hectare
Potatoes	£3,150 per acre or £7,784 per hectare
<b>Crop Loss Compensation rates for Winter Cleansing 2015/16</b>	
All crops	£530 per acre or £1,310 per hectare

The Chief Executive presented a statement that is recommended to be published on the Boards website and in future drainage rate brochures:

***“The Board will only pay crop loss compensation to the ratepayer if a field is cropped at the time the work is carried out and the work causes damage to the crop or coverage of the crop with arisings from the works. There is a twelve month cut off date for claiming compensation following any such crop damage.”***

<b>Land loss payment range 2015/16</b>			
<b>Multiplier</b>	<b>Average rentable value £/acre</b>	<b>Comp £/acre</b>	<b>Comp £/ha</b>
125	85	10,625	26,254
125	80	10,000	24,710
125	75	9,375	23,165
125	70	8,750	21,621
125	65	8,125	20,077
125	60	7,500	18,532
125	55	6,875	16,988
125	50	6,250	15,444
125	45	5,625	13,899

The Chairman stated that the following paragraph be added to the website regarding Land Loss;

***“The Board will pay land loss compensation to the landowner for widths lost greater than 500mm. The compensation forms will be posted in the first instance to the ratepayer; if they are not the landowner the ratepayer must immediately inform the Board and forward the documentation to the landowner. There is a twelve month cut off date for claiming compensation following any such land loss.”***

The Board RESOLVED to adopt these rates with the addition of the explanation paragraphs stated above.

799 TO RECEIVE THE MINUTES OF THE ADA LINCOLNSHIRE BRANCH - Agenda Item 11

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

The Chairman sadly informed Members of the Board that Norman Osborne died very suddenly last week. He had been the ADA Lincolnshire Chairman for a number of years.

800 REPORTS - Agenda Item 12

(a) Monthly Accounts - Agenda Item 12(a)

The Board RESOLVED that the Board's monthly accounts which included January to May 2015, copies of which had been circulated, were noted.

(b) Schedule of Consents - Agenda Item 12(b)

The Board RESOLVED that the schedule of consents for Byelaw Relaxations, Culvert Consents, Development Contributions, Tile Drainage Consents and Extended Area Consents issued January to May 2015, copies of which had been circulated, were noted.

The Board Members discussed how aware developers, farmers and the public are regarding Board byelaws, i.e. knowing not to fill in a dyke. The Finance Manager added that it would be identified only if it became a nuisance. The Board recommended the Culverts & Bridges Committee review this question.

(c) Rainfall - Agenda Item 12(c)

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

801 ANY OTHER BUSINESS - Agenda Item 13

(a) Elections

The Finance Manager stated that nomination forms would need to be completed by noon on the 24<sup>th</sup> September 2015.

(b) Chairman of the Board

The Vice Chairman stated that this would be Mr M Scott's last Board meeting, after 22 years on the Board. All Members agreed that his contribution to the Board had instigated vision, the Boards transparency and substantial assurance.

801 Cont.....

(c) Board Inspection

Members were invited to view the machinery and displays around the office and workshops. In the operations room the telemetry is set up and the new Assistant Pump Engineer is available to assist.

The Tom-Tom machines and People Safe lone worker telephones are available and a video of the repair works at the Wyberton breach.

Mr V Barker referred to the Boards past history and suitable displays in the offices; the Chief Executive stated that the Officers have been charged with researching the archives.

There being no further business the meeting closed at 14:40.