

## **BLACK SLUICE INTERNAL DRAINAGE BOARD**

### **MINUTES**

of the proceedings of a Meeting of the Board

held at the Offices of the Board on

26<sup>th</sup> June 2013 at 2:30pm

### **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)

#### 398 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr R Clark, Cllr S Woodliffe, Cllr B Russell and Mr M Rollinson.

#### 399 DECLARATIONS OF INTEREST

There were no declarations of interest.

#### 400 MINUTES OF LAST BOARD MEETING

The Minutes of the last meeting of the Board held on 6<sup>th</sup> February 2013, copies of which had been circulated, were signed by the Chairman as a true record.

#### 401 MATTERS ARISING

##### (a) Development Consent Fee - Minute No 353(d)

The Chief Executive reported on the current scheme at Wyberton Road Culvert which has now received initial approval for grant aid and therefore may no longer require financing from the Development Reserve.

401 (a) Cont.....

The Chief Executive will investigate other projects which can receive funding from this Reserve.

(b) Chairman Expenses - Minute No 355(i)

The Finance Manager stated that a request for approval of the Chairman's expenses payment has been sent to the Defra Minister and no reply has been received.

(c) Sale of 72 Carlton Road – Minute No 364(a)

The Finance Manager reported that the original offer accepted on 72 Carlton Road for £200k has been withdrawn. The second interested party has been contacted and he is still interested but cannot move forward until 1<sup>st</sup> September 2013.

The Board RESOLVED that the property should continue to be marketed in the mean time.

(d) Black Sluice Vehicles - Minute No 364(c)

The Operations Manager has investigated the issue raised at the last meeting, of more than one vehicle being used to attend a single site.

He has concluded that with the double cab on the new tipper this should not happen with the same frequency but it is necessary on occasion and certainly when resources are stretched during an event.

#### 402 MINUTES OF THE SOUTHERN WORKS COMMITTEE MEETING

The Southern Works Committee Chairman presented the unconfirmed minutes of the meeting held on 27<sup>th</sup> February 2013, copies of which had been circulated.

A member of the Board recalled two items discussed on the bus that were not minuted.

- During the Southern Works Inspection two brick arch bridges were visited, built in the 18<sup>th</sup>/19<sup>th</sup> Century, these bridges are of historic value and it was felt that one needed to be saved. The Chief Executive stated that he has not yet contacted English Heritage to seek possible funding.
- The second item being a discussion on the Culvert Policy and the slow running of pumps.

The Board RESOLVED that the Minutes should be received.

403 MATTERS ARISING

(a) Catchment Study Bourne Fen - Minute No 367(c)

The Chief Executive reported that the study had identified that the Lane Dyke culvert required an increase in the pipe diameter from 900mm to 1500mm. This scheme is proposed to be included into the budget for 2014/15 with the possibility of attracting Flood Defence Grant in Aid.

(b) Rookfield Farms, Flooding from Horblings Catchwater - Minute No 367(e)

The Chief Executive updated the Board on continued discussions with the Environment Agency with the view of moving this scheme towards utilising the existing 300mm pipe with a swan neck down pipe.

(c) Derwent Cottage, Gosberton Risegate - Minute No 368(c)

The Chief Executive reported that an application has been included for Flood Defence Grant in Aid funding for 2014/15 to undertake the proposed works.

(d) Graft Drain, North Gate - Minute No 368(d)

The Chief Executive stated that as with Derwent Cottage an application has been completed for Flood Defence Grant in Aid from the EA for 2014/15 to complete this scheme in its entirety.

404 MINUTES OF THE NORTHERN WORKS COMMITTEE MEETING

The Northern Works Committee Chairman presented the unconfirmed minutes of the meeting held on 13<sup>th</sup> March 2013, copies of which had been circulated.

The Board RESOLVED that the Minutes should be received

405 MATTERS ARISING

(a) Revetment Works – Great Hale Pump Drain - Minute No 374(a)

The Operations Manager reported that contact has been made with Network Rail and revetment works will be recommencing next week.

(b) Un-consented Platforms – North Forty Foot Drain - Minute No 374(c)

The Chief Executive informed the Board that a Flood Defence Grant in Aid for 2016/17 has been applied for, from the Environment Agency, to fund the scheme from Langrick Road to Sleaford Road. The Chief Executive and Cllr Gunter visited local residents to outline the Boards view, generally the residents were obliging.

405 (b) Cont.....

Residents will be contacted with regard to un-consented and unsecure platforms to give them time to remove them from the North Forty Foot bank.

406 MINUTES OF THE ENVIRONMENT COMMITTEE MEETING

The Chairman of the Environment Committee presented the unconfirmed minutes of the meeting held on 15<sup>th</sup> May 2013, copies of which had been circulated.

The Board RESOLVED that the Minutes should be received.

407 MATTERS ARISING

(a) Biodiversity Action Plan - Minute No 380(g)

The Chief Executive recommended that the Biodiversity Action Plan should be reviewed with the assistance of our Environmental Consultants at an estimated cost of £750.

The Board RESOLVED to accept the recommendation.

(b) Pole-mounted Owl Boxes - Minute No 381(b)

The Chairman of the Environment Committee stated that the Committee had recommended to the Board that a further three pole mounted owl boxes be erected at suitable locations alongside the Boards drains.

The Board RESOLVED to fund three more pole mounted owl boxes.

(c) Eel and Fish Passes - Minute No 381(e)

The Chief Executive informed the Board that a Flood Defence Grant in Aid funding has been applied for from the Environment Agency as instructed by the Environment Agency, to fund a study on each of the 10 pumping stations identified in the Environment Agency Anglian Northern Area Safe Passage for Eels report. The amount of £5k per pumping station for the studies with a further £100k over the next 2 years for any required works making a total of over £1 million. The Chief Executive and Board Members discussed and agreed to raise concerns with ADA regarding the large expenditure being outlined by EA.

(d) Badgers in EA, Black Sluice IDB & Riparian Drain Banks - Minute No 384(a)

The Chief Executive was requested by the Board to raise this issue at the ADA Lincolnshire Branch meeting tomorrow with the view that ADA should lobby at national level.

408 MINUTES OF THE EXECUTIVE COMMITTEE MEETING

The Chairman presented the unconfirmed minutes of the meeting held on 5<sup>th</sup> June 2013, copies of which had been circulated.

The Board RESOLVED that the Minutes should be received.

409 MATTERS ARISING

(a) Internal Audit Report - Minute No 389

The Finance Manager highlighted to the Board that the Internal Auditor had assessed the Board as having Adequate Assurance and following implementation of the new staff restructure the Internal Auditor believes a level of Substantial Assurance will be possible in 2013/14.

The templates for the Pension Discretion Policy, thanks to the Audit & Risk Committee, have been received and are due to be reviewed at the next meeting on 9<sup>th</sup> October 2013.

A Gifts and Hospitality section is written within both the Board member's and Employee's code of conduct. On recommendation by the Internal Auditor a template for a Gifts & Hospitality Policy will be reviewed by the Audit & Risk Committee at their October meeting.

The Internal Auditor completed some additional work in the form of:

- Witham Fourth IDB Proposals
- Restructuring Proposals
- Pink Papers
- Public Interest Report

The Finance Manager reported that there had been some problems with stock transactions not being recorded accurately but he is confident that there is no dishonesty and that bi-monthly stock takes will be completed until the procedures are robust.

The Board RESOLVED that the report be noted and the recommendations included are dealt with as detailed in the management responses.

(b) Bourne Fen Farm Trust Fund - Minute No 390

The Finance Manager reported that the market value of the fund had increased by 10%. This improved income was due to purchases of stocks by Brewin Dolphin and the movement in the market.

(c) Internal Audit Strategy and Audit Plan 2013/14 - Minute No 391

The Finance Manager stated that the Executive Committee had reviewed the Internal Audit Strategy and Plan and recommended to the Board to formally appoint Mr D Gowing to serve as our Internal Auditor for another year. The Finance Manager asked if any member of the Board would like to request any other areas the Internal Auditor should be looking into.

The Board RESOLVED to appoint Mr D Gowing to serve as the Internal Auditor to the Board for 2013/14.

(d) Amendments to the Scheme Budgets for 2013/14 to 2017/18 - Minute No 393

The Chief Executive presented a slide highlighting the revision of the scheme budgets for 2013/14 to 2017/18. These changes had become necessary to cater for the projects cancelled or put on hold in 2012/13 due to the excessive pumping required and associated electricity costs.

The Board RESOLVED to approve the amended Scheme Budget for 2013/14 to 2017/18.

(e) Pension Scheme Ill Health Liability Insurance Cover - Minute No 394

The Finance Manager reported that the Executive Committee had reviewed and agreed a recommendation to set up a policy with Legal & General for Ill Health Insurance. The policy commences on 1<sup>st</sup> July 2013 and will be included in the Risk Register. The Audit & Risk Committee will review this policy at their next meeting in October 2013.

The Board RESOLVED to accept the recommendations of the Executive Committee.

(f) Natwest Signatories - Minute No 397(a)

The Finance Manager requested approval from the Board to the Executive Committee agreement to amend the staff signatories on the Natwest bank accounts. Stuart Hemmings and Ian Watts being removed and replaced with Paul Nicholson to comply with the Financial Regulations and Procurement Policy.

The Board RESOLVED to accept the recommendations of the Executive Committee.

410 TO APPROVE THE UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDING 31<sup>st</sup> MARCH 2013 - Agenda Item No 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 5<sup>th</sup> June 2013.

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.

411 TO APPROVE AND AUTHORISE THE CHAIRMAN TO SIGN THE ANNUAL RETURN FOR THE YEAR ENDING 31<sup>st</sup> MARCH 2013 - 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 2013.

412 TO APPROVE THE COMPENSATION RATES - Agenda Item No 8

The Chief Executive presented a schedule of the previous rates as well as the crop loss compensation rates which were reviewed by the Executive Committee at their meeting on 5<sup>th</sup> June 2013.

**Compensation during Summer Roding operations (July to September 2013)**

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

**Compensation for Winter Cleansing (November 2013 to April 2014)**

All crops	£530 per acre or £1,310 per hectare
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<b>Land loss payment range 2013/14</b>			
<b>Multiplier</b>	<b>Ave rentable value £/acre</b>	<b>Comp £/acre</b>	<b>Comp £/ha</b>
95	85	8,075	19,953
95	80	7,600	18,780
95	75	7,125	17,606
95	70	6,650	16,432
95	65	6,175	15,258
95	60	5,700	14,085
95	55	5,225	12,911
95	50	4,750	11,737
95	45	4,275	10,564

The Board RESOLVED to adopt these rates with immediate effect.

413 TO REVIEW THE RISK REGISTER - Agenda Item No 9

The Board reviewed the Risk Register.

414 TO RECEIVE PERIOD 2 MANAGEMENT ACCOUNTS - Agenda Item No 10

The Finance Officer presented the Period 2 management accounts highlighting that the drainage rates collected is £341k more than at the same point last year. This is due to the demands going out earlier this year and the Boards policy to collect earlier introduced over the past 2 years.

Early collection of Drainage rates has led to the balance sheet showing a £400k in additional cash holding. The Board reviewed existing investments with interest rates still low and agreed balances to remain in the Natwest.

All expenditure is within budget, after the first quarter we will have a better idea of how the budget will balance over the year.

The Board RESOLVED that the report be noted.

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

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

416 REPORTS - Agenda Item 12

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

The Board RESOLVED that the Board's monthly accounts which included January 2013 to May 2013, 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 from February 2013 to June 2013, copies of which had been circulated, were noted.

(c) Rainfall - Agenda Item 12(c)

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

417 VERBAL PRESENTATION ON THE ITALY STUDY TRIP - Agenda Item 13

The Chief Executive circulated a report and cost summary to all Board Members in advance of the meeting.

The Chairman stated that they have a National Drainage and Irrigation Week in Italy and the schools are fully involved and educated in all aspects of water management. The Chairman has contacted Janet Godfrey and suggested a prize using a topic of the "History and Practice of Drainage in the Area", to be presented at next year's Lincolnshire Show with submissions from primary and secondary schools. The project would be a great initiative in collaboration with ADA.

The Chairman stated that a report of the Study Trip will be submitted to ADA for inclusion in the ADA Gazette.

The Board RESOLVED that the Report be received and adopted.

418 ANY OTHER BUSINESS – Agenda Item 14

(a) Proposed Cyden Homes Development off Sir Isaac Newton Drive Boston

The Chief Executive presented a slide for a proposed development by Cyden Homes at Sir Isaac Newton Drive, Boston highlighting the houses proximity to the drain at 6 metres.

The Board discussed and RESOLVED that the application to relax the byelaw should be denied and a letter confirming that the development be 9 metres from the brink of the drain.

(b) Doubleday/Lindum developments John Deere Agricultural Showroom

The Chief Executive presented a slide of the planned development on Station Road and recommended that a letter of confirmation be sent stating that the 9 metre byelaw be adhered to.

The Board RESOLVED to accept the recommendation.

(c) Retirement of Stuart Hemmings

The Chairman read a letter from Stuart Hemmings thanking the Board for the evening at the Poachers and the painting presented is now hanging on his wall.

(d) Visit by Lord Davies of Stamford

The Chairman stated that a letter had been received from Lord Davies commending the management of the project work carried out at Frampton Hall. He has expressed an interest to visit and tour the Black Sluice IDB.

(e) Black Sluice Catchment Works Study

The Chief Executive reported that he had attended a number of meetings on the catchment works study, he proposed to the Board that Phillip McLoughlin Principal Engineer from CH2M Hill present to the November Board meeting. The Board AGREED

(f) EA & Black Sluice IDB Collaboration Agreement

The Chief Executive reported that the Black Sluice IDB are close to being the first Board to agree a collaboration agreement with the EA. The collaboration is to be announced at the ADA demonstration on 17<sup>th</sup> July 2013 and is a very positive move forward.

The agreement is in relation to the Flood Risk Management functions of the parties under Section 13 of the Flood and Water Management Act 2012.

(g) Stewardship Schemes

Mr P Holmes informed the Board that Stewardship schemes are finishing, these schemes paid to farmers to leave margins on the brink of drains for access and wildlife. It could be beneficial to the Board to contact landowners of those watercourses which are important and offer payment to retain margins for access before these areas are drilled or taken up.

(h) Culverts Policy Spreadsheet

Mr V Barker requested a summary spreadsheet detailing the culverts and replacement scheme so far, predicted replacement, budgeting for replacement and removal. He also stated that this spreadsheet should be reviewed by the Board at every meeting.

The Chief Executive responded that inspections of all culverts are still progressing and that some form of spreadsheet could be produced in a scaled down version reviewed at Works Committees.

There being no further business the meeting closed at 16:08.