

## **BLACK SLUICE INTERNAL DRAINAGE BOARD**

### **MINUTES**

of the proceedings of a Meeting of the Board

held at the Offices of the Board on

6<sup>th</sup> November 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)

#### 461 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr M Brookes, Cllr C Brotherton, Cllr A Lee and Cllr R Clark.

#### 462 DECLARATIONS OF INTEREST

##### (a) Byelaw Application Bottom Farm, Dowsby Fen

A declaration of interest was received from Mr V A Barker with regard to minute no 468(d).

##### (b) Owl Boxes, sites for Pole Mounted Boxes

A declaration of interest was received from Mr P Holmes with regard to Minute 465.

#### 463 MINUTES OF LAST BOARD MEETING

The Minutes of the last meeting of the Board held on 26<sup>th</sup> June 2013, copies of which had been circulated, were signed by the Chairman as a true record.

464 MATTERS ARISING

(a) Sale of 72 Carlton Road - Minute No 401(c)

The Finance Manager stated that the purchasers have applied for a change of use application from Boston Borough Council and all will proceed following this being granted.

(b) Historical Brick Arch Bridges - Minute No 402

The Chief Executive stated that the English Heritage funding application has been completed and is being reviewed before being sent.

(c) Eel Passes - Minute No 407(c)

The Chief Executive stated that ten pumping stations have each been allocated £5,000 grant for an initial study. Cooks Lock and Chain Bridge pumping stations have attained a level of qualification for a further grant of £80,000 for the installation works.

The Chairman stated that he has received assurance that the funding was not coming out of the Environment Agency's flood grant in aid budget. ADA have enquired to which budget this will be allocated from.

The cameras at Chain Bridge are still recording mainly fish.

(d) Badgers in EA, Black Sluice IDB & Riparian Drain Banks – Minute No 407(d)

The Chief Executive added that this was being discussed at ADA national level and confirmed that certificates have been obtained for workmen dealing with badger setts.

(e) Italy Study Trip - Minute No 417

The Chairman stated that the report on the Italy Study Trip has not been published in the ADA Gazette and he has been assured it will appear in the winter issue. He also informed the Board Members that he has been meeting with the Lincolnshire Showground Committee and the schools project is progressing forward.

(f) EA and Black Sluice IDB Collaboration Agreement - Minute No 418(f)

The Chief Executive stated that the Public Sector Cooperation Agreement has now been signed and is currently in operation.

(g) Stewardship Schemes - Minute No 418(g)

The Chief Executive stated that ADA are undertaking a review and information has been requested on how this will affect landowners in each catchment.

465 MINUTES OF THE NORTHERN WORKS COMMITTEE MEETING

The Northern Works Committee Chairman presented the unconfirmed minutes of the meeting held on 24<sup>th</sup> September 2013, copies of which had been circulated.

The Board RESOLVED that the Minutes should be received

466 MATTERS ARISING

(a) 2013/14 Culvert Renewals - Minute No 423(f)

The Chief Executive stated that a traffic light system is now in place and upon culvert inspections in various catchments they can be recorded along with proposed maintenance and repair.

(b) Kingfisher Nesting Sites - Minute No 423(h)

The Chief Executive stated that any suggestions for future environmental works are invited from Members of the Board and the public. It is proposed to incorporate in the Black Sluices' new website all environmental works and an avenue for public feedback.

(c) Prior Notice Given for Summer Cutting - Minute No 423(j)

The Chief Executive stated that the Northern and Southern Works Committees have recommended to the Board the proposal for programmes for cutting works on the Boards Website. The Board AGREED.

(d) Summer Crop Loss/Damage Compensation - Minute No 423(k)

The Board RESOLVED that the recommendation by the Committees be accepted.

(e) Winter Crop and Land Loss Compensation - Minute No 423(l)

The Board RESOLVED that the recommendation by the Committees be accepted.

467 MINUTES OF THE SOUTHERN WORKS COMMITTEE MEETING

The Southern Works Committee Chairman presented the unconfirmed minutes of the meeting held on 2<sup>nd</sup> October 2013, copies of which had been circulated.

The Chairman clarified that the Boards Standing Orders do not make provision for guests to attend Committee meetings. Any member of the public could come to the meetings to observe the process.

The Board RESOLVED that the Minutes should be received.

468 MATTERS ARISING

- (a) Rookfield Farms, Flooding from Horblings Catchwater - Minute No 429(c)

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.

- (b) Summer Crop Loss/Damage Compensation - Minute No 430(h)

The Chief Executive reported that the Southern Works Committee recommended the Board policy stay as it is.

- (c) Winter Crop and Land Loss Compensation - Minute No 430(i)

The Chief Executive reported that the Southern Works Committee recommended the Board policy stay as it is.

- (d) Byelaw Application Bottom Farm, Dowsby Fen - Minute No 433(b)

Mr V Barker asked the Chairman if he could make a short statement regarding the Byelaw application for Bottom Farm, Dowsby Fen. Mr Barker then left the room.

The Chairman stated that the Southern Works Committee have delegated powers regarding byelaw applications. They also reviewed the application with all the information provided ie maps and papers which are not included in the Board's agenda.

The Board discussed and RESOLVED that the decision made by the Southern Works be accepted and application to relax the byelaw should be denied.

- (e) Parked Vehicles on Boards Land - Minute No 433(c)

The Chief Executive stated that the occupier confirmed that the vehicles have been removed.

469 MINUTES OF THE AUDIT & RISK COMMITTEE MEETING

Mr R Leggott presented the unconfirmed minutes of the meeting held on 22<sup>nd</sup> October 2013, copies of which had been circulated.

The Board RESOLVED that the Minutes should be received.

470 MATTERS ARISING

(a) Annual Return & External Audit Opinion year ending 31<sup>st</sup> March 2013 - Minute No 440

The Finance Manager stated that the Audit Report from Grant Thornton had been received and signed off without any qualification.

The Finance Manager highlighted to the Board that Grant Thornton wished to raise a matter with the Board regarding the accounting of fixed assets. The Chairman and the Internal Auditor disagree with Grant Thornton and recommended for the Finance Manager to make representation to Grant Thornton.

The Board RESOLVED that the report be noted and that the Finance Manager should clarify with Grant Thornton.

(b) Pension Discretion Policy - Minute No 442

The Chairman recommended that the Audit & Risk Committee review this policy again due to the impact it could potentially have on the Board. The Finance Manager added that an external expert in this field could be commissioned to review the policy.

The Board RESOLVED to defer the policy for review by an external body.

(c) Gifts & Hospitality Policy - Minute No 443

The Board RESOLVED that the Gifts & Hospitality Policy be adopted.

(d) Policy for the Control of Ragwort - Minute No 445

The Board members discussed the serious issue of ragwort on the top of Boards drains. It is becoming a bigger problem each year and it is spreading into farms and kills livestock. The Chief Executive was asked if it could be mapped using the tom tom devices.

A new weed killer is available called Grazon which will kill ivy and ragwort but will also kill livestock. The Chief Executive was asked to look into this and report to the Works Committees.

The Board RESOLVED that the Policy for the Control of Ragwort be adopted.

(e) Tile Drain Discharge into Board Watercourses Policy - Minute No 446

The Board RESOLVED that the Tile Drain Discharge into Board Watercourses Policy be adopted.

470 Cont.....

- (f) Control of Rabbits, Rats and other Rodents in Boards Watercourses Policy - Minute No 447

The Board RESOLVED that the Control of Rabbits, Rats and other Rodents in Boards Watercourses Policy be adopted.

- (g) The Risk Register - Minute No 448

The Board reviewed the Risk Register.

- (h) Matters Discussed

The Draft Audit & Risk Minutes are to be amended to incorporate more detailed discussion and represented at the next Board meeting.

471 FINANCE, ADMINISTRATION AND RATING – Agenda Item 8

The Finance Officer presented his report to the Board.

- (a) 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:-

- The overall forecast is that the Board will be an estimated favourable at year end.
- Warrants granted for 18 cases with two weeks' notice before bailiffs are instructed.
- Drain maintenance is £78,000 favourable
- Natwest have reviewed interest rate to 0.25% with a 0.25% bonus
- Deferred culvert replacements into next year
- Wyberton resilience scheme is going to be funded by EA
- Wyberton resilience study has been added
- A number of other grant in aid projects
- Pumping Station Maintenance an extra £5,000 has been added for building refurbishments £25,000 favourable at year end
- EA have changed the Highland water payments

It was RESOLVED that the Report be received and adopted.

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

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

473 ANNUAL REPORT ON HEALTH AND SAFETY – Agenda Item 10

The Operations Manager presented to the Board the Annual report on Health and Safety. He stated that a one day inspection was carried out on 18<sup>th</sup> March 2013. He also referred to the report and confirmed that Health and Safety was outlined at every pre cutting brief.

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

474 REPORTS - Agenda Item 11

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

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

(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 September 2013, 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.

475 CONFIRMATION OF DATES OF MEETINGS FOR THE NEXT 12 MONTHS – Agenda Item 12

A list of dates was tabled to replace the agenda page 110 and AGREED by the Board.

Executive Committee	15 <sup>th</sup> January
Board	5 <sup>th</sup> February
Northern Works	5 <sup>th</sup> March
Southern Works Inspection	19 <sup>th</sup> March
Audit & Risk	9 <sup>th</sup> April
Environment Committee	14 <sup>th</sup> May
Executive Committee	4 <sup>th</sup> June
Board Meeting	25 <sup>th</sup> June
Northern Works Committee	1 <sup>st</sup> October
Southern Works Committee	15 <sup>th</sup> October
Audit & Risk Committee	5 <sup>th</sup> November
Board	26 <sup>th</sup> November

476 ANY OTHER BUSINESS – Agenda Item 13

(a) Plant Purchase

The Chief Executive reported that the Hitachi 70 machine purchased in 2003 is due for replacement in line with the plant replacement programme. For this machine to be ordered and ready to start the cutting season he recommended the Board approve purchase of a replacement. The Hitachi 70 can be traded in and/or be available to sell to any interested parties.

The Board RESOLVED to agree the purchase of a replacement machine.

(b) ADA Reorganisation

Mr R Leggott reported that there is to be a change in the structure of ADA and local branches. ADA will become incorporated and a new structure with a smaller Executive Committee is targeted to be in place from April 2014.



476 Cont.....

(c) Flyswat

The Finance Manager stated that the project has exceeded its expectations and other boundary local authorities are requesting assistance and it is becoming difficult to administrate. Therefore they are looking for an administrator and they have requested an increase from £1,409 to £3,609.12.

The Board RESOLVED to agree the revised contribution towards the Flyswat Scheme.

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