

BLACK SLUICE INTERNAL DRAINAGE BOARD

MINUTES

of the proceedings of a Meeting of the Board

held at the Offices of the Board on
25th June 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)

560 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr R Singleton-McGuire, Cllr A Lee, Cllr D Dickinson, Mr M Rollinson and Cllr C Brotherton.

Cllr S Woodliffe joined the meeting at Agenda Item 5(d).

561 DECLARATIONS OF INTEREST

Mr P Robinson declared an interest in Agenda Item 5(b).

562 MINUTES OF LAST BOARD MEETING

The Minutes of the last meeting of the Board held on 5th February 2014, copies of which had been circulated, were signed by the Chairman as a true record.

563 MATTERS ARISING

(a) Historical Brick Arch Bridges - Minute No 493(a)

The Chief Executive reported that with the Operations Manager he had attended a meeting onsite to discuss some proposals to carry out potential works to Slippery Gowt culvert. The culvert will now be protected within the tip site negating the need for sluices or gates.

563 Cont.....

(b) EA and Black Sluice IDB Collaboration Agreement - Minute No 493(d)

The Chief Executive stated that the signed South Kesteven District Council Public Sector Collaboration agreement had been received today.

(c) Sale of Carlton Road - Minute No 497(a)

The Chief Executive stated that there had been some issue with [REDACTED] but this has been resolved and completion should be forthcoming.

(d) Environment Agency Catchment Proposal - Two Levels: Managerial and Operational Sub Committee - Minute No 503(a)

The Chief Executive stated he was waiting for further information from the Environment Agency to formulate the Committees to progress further negotiations.

564 MINUTES OF THE EXECUTIVE COMMITTEE MEETING

The Chairman presented the confirmed minutes of the meeting held on 6th November 2013, copies of which had been circulated.

The Board RESOLVED that the Minutes should be received.

565 MATTERS ARISING

There were no matters arising.

566 MINUTES OF THE NORTHERN WORKS COMMITTEE MEETING

The Northern Works Committee Chairman presented the unconfirmed minutes of the meeting held on 5th March 2014, copies of which had been circulated.

The Board RESOLVED that the Minutes should be received

567 MATTERS ARISING

(a) Proposed land drainage improvements - Punchbowl Lane, Brothertoft - Minute No 509(a)

Mr P Robinson left the meeting.

The Chief Executive stated that at the Northern Works Committee meeting options to help reduce standing water problems were outlined and discussed. The Committee recommended Option B to complete the works at the Boards cost and the asset be signed over to H Robinson Farms.

567 (a) Cont.....

The Operations Manager stated that contact had been made with Lincolnshire County Council as requested and that no contribution was available.

He then explained that the LCC Highways are due to close the road at Langrick Bridge from 27th July for 3 days and in collaboration with Highways the works and reinstatement of the road could be completed in this time reducing our costs for a traffic diversion system to be put in place.

(b) Riparian Drainage Issues - Minute No 509(b)

The Chief Executive stated that a Culverts & Bridges Committee meeting is due to be held on 10th July 2014 at head office and the riparian drain issue will be discussed.

568 MINUTES OF THE SOUTHERN WORKS COMMITTEE MEETING

The Southern Works Committee Chairman presented the unconfirmed minutes of the meeting held on 19th March 2014, copies of which had been circulated.

The Board RESOLVED that the Minutes should be received.

569 MATTERS ARISING

(a) Proposed Access Road, Donington North Ings Pumping Station - Minute No 517(a)

The Operations Manager stated that it has been very difficult to contact anyone at Network Rail who is in a position to make a decision.

(b) Slippage due to old Borehole fault on Dowsby Pump Drain - Minute No 517(f)

The Chief Executive explained that it was a feed pipe with a tap on it which was replaced and the bank pulled back using back boarding.

(c) Proposed new access road - Haconby to Dunsby Fen Pumping Stations - Minute No 517(i)

Mr J F Atkinson stated that he would like to discuss this matter as owner of the land with the Chief Executive as this could be progressed further.

The Chief Executive thanked Mr J F Atkinson and would arrange a meeting.

(d) Proposed Diversion of Drain - Lane Dyke - Minute No 517(l)

Mr J F Atkinson stated that this dyke had been given up by the Board in 1970 and that nothing has been done to the dyke since then as no water flows in it. He also stated that in 1990 due to the low level it was agreed for a pipe to be cut from Lane Dyke to private dykes to move the water into Dowsby Fen.

The Chief Executive stated that the proposal was not being progressed any further.

(e) Balancing Reservoir, Piper Dam - Minute No 519(c)

The Chief Executive stated that the Environment Agency have no knowledge of a piper dam or where this was. The Chief Executive tracked it down on Folkingham Road, Billingborough and suggested that he would reintroduce this to the EA.

Mr J F Atkinson concluded that the Northern and Southern Works Committees mini inspections were a really good system and help introduce younger members to the Black Sluice and an avenue to join the Board.

570 MINUTES OF THE AUDIT & RISK COMMITTEE MEETING

The Chairman of the Audit & Risk Committee presented the unconfirmed minutes of the meeting held on 9th April 2014, copies of which had been circulated.

The Board RESOLVED that the Minutes should be received.

571 MATTERS ARISING

(a) Pumping Station Valuations - Minute No 522(d)

The Chief Executive stated that he had approached Jacksons Civil Engineers from Ipswich who are involved with flood water management and they are preparing a quotation which will be presented to the Executive Committee at their next meeting.

(b) New Boards Website - Minute No 524

The Finance Manager presented on screen the new website and the ongoing uploading of additional information to be compliant with data transparency.

(c) Commercial Works Policy - Minute No 526(a)

The Chief Executive presented this new policy which was reviewed by the Executive Committee on the 4th June 2014.

The Board RESOLVED that the Commercial Works Policy be adopted.

(d) Public Sector Works Policy - Minute No 526(b)

The Chief Executive presented this new policy which was reviewed by the Executive Committee on the 4th June 2014. The Board RESOLVED that the Public Sector Works Policy be adopted.

(e) Lone Worker Policy - Minute No 527

The Chief Executive presented the amended policy and highlighted that the Workmen sign a risk assessment for each job. Within the policy several safe systems have been put in place and management are developing a ring back system for the Workmen to phone their Supervisor to say that the job is complete and they are going home safely.

The Board RESOLVED that the Lone Worker Policy be adopted.

(f) Emergency Flood Response Plan - Minute No 528

The Chief Executive stated that the Emergency Flood Response Plan is a large controlled document with private detailed information. The Audit & Risk Committee reviewed this plan and recommended its approval by the Board.

The Board RESOLVED that the Emergency Flood Response Plan be adopted.

(g) Debit & Credit Card Policy - Minute No 529

The Finance Manager explained that this policy was no longer required as there is no longer a requirement to recoupe excessive credit card payments with our new facilitator.

The Board RESOLVED that the Debit & Credit Card Policy be dissolved.

(h) Display Screen Policy - Minute No 530

The Finance Manager highlighted the amended policy to the Board to bring the policy in line with actual practices.

The Board RESOLVED that the Display Screen Policy be adopted.

571 Cont.....

(i) Risk Management Strategy and Risk Register - Minute No 531

The Finance Manager stated that the Audit & Risk Committee had fully reviewed the Risk Management Strategy and the only changes were as agreed at the Board meeting in January relating to reducing the risk level on the sale of Carlton Road to Low Likelihood, Medium Impact.

The Board RESOLVED that the Risk Management Strategy be adopted and the Risk Register has been reviewed by the Board.

572 MINUTES OF THE ENVIRONMENT COMMITTEE MEETING

The Chairman of the Environment Committee presented the unconfirmed minutes of the meeting held on 14th May 2014, copies of which had been circulated.

The Board RESOLVED that the Minutes should be received.

573 MATTERS ARISING

(a) Risegate Eau Bank Works - Minute No 537(c)

Mr V Barker questioned the growth of the hydro seeding, adding that there was too much hedgerow mustard. The Operations Manager stated that he had spoken to the Seed Consultant who advised that this cannot be cut until the second year.

(b) North Forty Foot Fishing Platforms - Minute No 537(d)

The Operations Manager confirmed that the bank side cutting will be started next week, he also stated that the Council has cut the verge.

The Operations Manager announced that due to the substantial growth this year it has been decided that summer cutting commence three weeks early starting on the high profile watercourses. The drivers of the flail mowers and Energreen have been made aware to follow environmental nesting bird procedures. If a second cut is required towards the end of the season then this will be completed.

(c) Eel and Fish Passes - Minute No 538(e)

The Chief Executive stated the Black Sluice has ten pumping stations in category A. All ten pumping stations need to be assessed before 1st January 2015 and provide appraisal studies and surveys relating to Eel passes, outline designs and cost benefit analysis.

The Chief Executive stated that the Environment Agency have been questioned regarding the management fees and risk.

573 Cont.....

(d) 2014 Lincolnshire Show Schools Challenge - Minute No 538(g)

The Chief Executive stated that he had written to 43 schools, and other drainage boards had contacted numerous other schools. Of the seven topics no school picked the Water Level Management topic. It was very disappointing as all these schools are situated within a flood risk zone.

The Board members discussed that schools had been invited on trips to view water level management. It is disappointing that the national curriculum does not include what is happening around the schools local area.

(e) Biodiversity Action Plan (BAP) - Minute No 539

The Chief Executive confirmed that the BAP has been signed by the Chairman and it has been posted on the Boards website.

(f) Alan Ball Wildlife Conservation Partnership - Minute No 542(c)

Mr P Holmes stated that he had spoken to Alan Ball, and he confirms that the Owl population has increased this year and final figures will be forthcoming at the next Environment Committee meeting, but for now he has ringed 1,000 new fledglings so far.

574 MINUTES OF THE EXECUTIVE COMMITTEE MEETING

The Chairman presented the unconfirmed minutes of the meeting held on 4th June 2014, copies of which had been circulated.

The Board RESOLVED that the Minutes should be received.

575 MATTERS ARISING

(a) Internal Audit Report - Minute No 549

The Finance Manager stated that the aim of the Restructuring was to obtain Substantial Assurance rating which has been achieved. David Gowing confirmed that the Board is the only one to achieve this in the Country. The Chairman congratulated the Finance Manager on behalf of the Board and all AGREED.

(b) Bourne North Fen Farm Accounts - Minute No 550

The Finance Manager stated that the Executive Committee are Trustees of this account. The income received from the portfolio was £2,100 after management fees with the net result a surplus £1,246.

The Finance Manager stated the Trustees RESOLVED that the rate remain at 2.4p in the pound.

(c) Internal Audit Strategy and Audit Plan 2014/15 - Minute No 551

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 Chairman asked if any member of the Board would like to request any other areas the Internal Auditor should be looking into.

The Finance Manager highlighted to the Board the additional work that may be required in addition to the planned scheduled internal audit. This additional work consists of the new practitioners guide and the Audit and Accountability Act 2014.

The Board RESOLVED to appoint Mr D Gowing to serve as the Internal Auditor to the Board for 2014/15.

(d) Pension Discretion Policy LPF 2014 - Minute No 552

The Finance Manager stated that these policies have been reviewed by the Audit & Risk Committee and recommended to the Board for approval. The Board RESOLVED that the Pension Discretion Policy LPF 2014 be adopted.

(e) Future Investments of the Board - Minute No 554

The Finance Manager stated that [REDACTED] investment in Nationwide is not now going ahead and an alternative will be reviewed by the Executive Committee.

The Board AGREED to give discretion to the Executive Committee to review an alternative investment.

(f) Review the 2014/15 Works Schemes - Minute No 555

The Chief Executive stated that the budget for the Works Schemes had been adjusted to include;

- Early Summer cutting works
- Kirton Meeres project to progress
- Cooks Lock eel passes scheme
- Graft drain FDGiA works progressing
- The LCC reconstructed culvert at Money Bridge Lane

The Finance Manager requested the Board review the budget on page 93 of the Agenda. The Board RESOLVED to accept the recommendations of the Executive Committee.

(g) Works to be funded from the Development Fund - Minute No 556

The Chief Executive stated that the Executive Committee had reviewed the proposal to reconstruct the Wyberton Roads culvert with a 2.10m diameter pipe and recommended the scheme to the Board.

The Board AGREED that £70,000 be funded from the Development Account to complete these works.

(h) Installation of Solar Panels on the Headquarters Roof - Minute No 557

The Finance Manager stated that the Executive Committee had reviewed the proposal to fit solar panels to the office roof. Freewatt had failed to return any phone calls and Seymour & Castle provided a third quotation yesterday. It is recommended that if the Board wishes to proceed then authority be given to the Executive Committee to appoint a contractor.

Mr Barker stated that the FIT rate is due to go down in August 2014. He also stated that final commissioning by Western Power can be troublesome.

(i) Members Expenses Claim Forms - Minute No 559(c)

The Finance Manager stated that claim forms had been handed out for members to sign and return.

(j) Ditch Management Guidance for IDBs - Minute No 559(d)

The Chief Executive stated that ADA are reviewing guidance on the ELS strips alongside Boards drains. It would be very useful to get this report onto the website.

The Board RESOLVED that the recommendation be accepted.

576 APPROVAL OF THE UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDING 31st MARCH 2014 - 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 4th June 2014.

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.

577 TO APPROVE AND AUTHORISE THE CHAIRMAN TO SIGN THE ANNUAL RETURN FOR THE YEAR ENDING 31st MARCH 2014 - Agenda Item No 7

The Finance Manager stated that ADA have failed to issue any guidance in relation to including the depreciation of fixed assets and they have therefore been included at their depreciated value with depreciation charged to the Capital Reserve account on the Balance Sheet and not the Income and Expenditure Account.

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 31st March 2014.

578 TO REVIEW THE RISK REGISTER - Agenda Item 8

The Finance Manager presented the Risk Register stating that the "7.3 - Premises at 72 Carlton Road not sold" amendment recommended at the last Board meeting has been updated.

The Board RESOLVED that the Risk Register be accepted.

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

The Finance Manager stated that additional training had been undertaken by himself and the Finance Assistant to enable a new set of reports to be developed to improve the effective financial management of the Board and to produce the required reports for the amended pension scheme.

He stated that the Executive Committee were to place [REDACTED] with Nationwide for six months but due to the account requiring every Board Members' personnel information this has been placed on hold.

The Board RESOLVED that the report be noted.

580 TO APPROVE THE COMPENSATION RATES - Agenda Item No 10

The Chief Executive presented a schedule of the Summer and Winter Compensation Rates which were increased last year. He recommended that these rates be retained until the Board meeting in June 2015.

Compensation during Summer Roding operations (July to September 2014)

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 2014 to April 2015)

All crops	£530 per acre or £1,310 per hectare
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580 Cont.....

Land loss payment range 2014/15			
Multiplier	Average rentable value £/acre	Comp £/acre	Comp £/ha
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 until the Board meeting in June 2015.

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

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

The Chief Executive stated that the Lincolnshire Show Committee Chairman is standing down from the ADA Lincolnshire Branch and they will be looking for a new Chairman and Secretary.

582 REPORTS - Agenda Item 12

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

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

(i) Boston United/Chestnut Homes Stadium, Residential & Commercial Development - A16 Tylton Lane East, Wyberton

The Chief Executive presented a slide of the whole development site, the developer has proposed to realign a section of the Town Drain. All permanent structures have been sited outside the 9m byelaw distance, there remains an issue regarding the sighting of trees and other planting which will prevent access to the Towns' Drain and obstruct the Board from carrying out maintenance.

582 (b) (i) Cont.....

Concern was raised as to the increased capacity and volume which would be placed on this section of the drain.

(ii) Cyden Homes Development Sir Isaac Newton Drive, Wyberton

The Chief Executive stated that after the Board's rejection of Cyden Homes 9m Byelaw relaxation application at the Board Meeting last year, the developer has amended the layout of the site so that no permanent structures above ground level are within the byelaw distance. The developer has offered ownership of the 9m access strip to the Board. The Board discussed and agreed not to take ownership of this land and that as well as a commuted sum a private management plan has to be put in place as a condition of the agreement.

(iii) Broadgate Homes – Boston West Primary School Site

The Chief Executive stated that after negotiation with the Board the developer has agreed a 9 metre strip with a management plan be put in place.

(iv) Mr Barker requested that the Board have a presentation of SUDS which have become more and more apparent in development applications including Lincolnshire County Council lead local flood authority.

(c) Rainfall - Agenda Item 12(c)

The rainfall figures at Swineshead and Black Hole Drove were presented, copies of which had been circulated. The Finance Manager stated that rainfall figures are now included on the Board's website.

583 ANY OTHER BUSINESS - Agenda Item 13

(a) Environment Agency Asset Transfer

The Chief Executive stated that meetings with the Environment Agency to gather financial information have taken place. He stated that he has also visited Hobhole Pumping Station and spoken to Witham 4th discussing operational costings of their three diesel pumps which are not quite as large as the pumps in Black Sluice pumping station and evaluated these figures against those provided by the EA to produce a maintenance schedule to present to the Executive Committee.

There being no further business the meeting closed at 15:40.