

BLACK SLUICE INTERNAL DRAINAGE BOARD

MINUTES

of the proceedings of a Meeting of the Board

held at the Offices of the Board on
4th February 2015 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)

681 APOLOGIES FOR ABSENCE

Apologies for absence were received from Mr P Nicholson, Mr P Robinson, Cllr R Clark, Cllr B Russell, Cllr R Singleton-McGuire and Cllr S Woodliffe.

682 DECLARATIONS OF INTEREST

The Chairman of the Board asked the Members if there were any declarations of interest. There were none declared.

683 MINUTES OF LAST BOARD MEETING

The Minutes of the last meeting of the Board held on 18th November 2014, copies of which had been circulated, were considered and it was agreed that they should be signed as a true record.

684 MATTERS ARISING

(a) Review of the Culvert Inspection Records - Minute No 624(b)

The Chief Executive stated that on the Northern Works Inspection they are planning to visit site works at Wyberton where the Ultra Violet Lining Company are working. Mr R Leggott offered an invitation for Mr Barker to attend.

(b) Deldale Road, Wyberton Towns Drain - Minute No 636(c)

The Chief Executive stated that no further action has been taken.

(c) Position of Diesel - Minute No 636(e)

The Chief Executive stated that diesel and associated VOSA licensing classification depends on the agricultural usage. The issue affects all IDB's and ADA has been requested to assist at a national level.

(d) 16 Malting Lane, Donington - Minute No 638(c)

The Chief Executive stated that upon a further review on site that a temporary manhole cover be put in place until the scheme works go ahead.

(e) EA Asset Transfer Report - Minute No 640

The Chairman summarised the meeting with representatives from the EA and Mott MacDonald the consultants appointed to complete works on the BS Catchment Strategy. Halcrow lost the tender last year and Mott MacDonald have spent this time getting acquainted with the catchment. The outcome of the Mott MacDonald presentation is that the Black Sluice Pumping Station pumps are not required.

The meeting held later with the EA reviewed the process of exploring whether the Black Sluice IDB in an ideal scenario from our point of view, could take over the responsibility of the BPS and main rivers within the Black Sluice catchment.

There is a presentation to interested parties ie Network Rail, Anglian Water, Western Power on 5th February 2015 to encourage partnership funding to assist in flood water management.

Mr Barker stated that Mott MacDonald modelling showed an alarming amount of agricultural land flooded. With 1 in 100 year events becoming more frequent with climate change drainage of the land will become more important.

The Chairman stated that agricultural land and food production should be elevated to a level of importance to achieve higher levels of grant funding. He then recommended that the Asset Transfer Agenda be sent out to all Board Members. All AGREED.

684 Cont.....

(f) Pumping Station Maintenance - Minute No 643(d)

The Finance Manager stated that Mr Mark Robinson (EA) had been contacted requesting an explanation as to why the water levels in the South Forty Foot Drain were increased over the summer period, especially when the navigation lock has been non-operational and therefore higher water levels are not required for navigation craft. Jeremy Brown (EA) responded that the increase in water levels helps to decrease the lower water temperature which in turn increases weed suppression.

685 MINUTES OF THE AUDIT & RISK COMMITTEE MEETING

The Audit & Risk Committee Chairman presented the unconfirmed minutes of the meeting held on 10th December 2014, copies of which had been circulated.

The Board RESOLVED that the Minutes should be received.

The Chairman commended that the Board are well served by the Audit & Risk Committee.

686 MATTERS ARISING

(a) Review of the Fire Management Plan - Minute No 660

The Finance Manager stated that this Plan will be reviewed and resubmitted to the Audit & Risk Committee.

687 FINANCIAL REGULATIONS - Agenda Item 6(a)

The Finance Manager presented the amended policy which was reviewed by the Audit & Risk Committee on the 10th December 2014.

The question was raised regarding the percentage charged for credit and debit cards. The Finance Manager responded that the cards are charged at the same percentage of value and this is cheaper than the fixed rate charged by Natwest to pay by credit slip which is 69p. The number of payments received by website and card transaction has increased this year.

The Board RESOLVED that the Financial Regulations be adopted.

688 PROCUREMENT POLICY - Agenda Item 6(b)

The Finance Manager presented the amended policy which was reviewed by the Audit & Risk Committee on the 10th December 2014.

The Board RESOLVED that the Procurement Policy be adopted.

689 DELEGATION OF AUTHORITY POLICY - Agenda Item 6(c)

The Finance Manager stated that the individual committees refer to this policy in their Terms of Reference therefore he recommended that this be reviewed following the Election in November 2015.

690 SMOKING POLICY - Agenda Item 6(d)

The Finance Manager presented this new re written policy which was reviewed by the Audit & Risk Committee on the 10th December 2014.

The Board RESOLVED that the Smoking Policy be adopted.

691 MANUAL HANDLING POLICY - Agenda Item 6(e)

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 10th December 2014.

The Board RESOLVED that the Manual Handling Policy be adopted.

692 STRESS POLICY – Agenda Item 6(f)

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 10th December 2014.

The Board RESOLVED that the Stress Policy be adopted.

693 VIBRATION POLICY - Agenda Item 6(g)

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 10th December 2014.

The Board RESOLVED that the Vibration Policy be adopted.

694 WEARING OF SEAT BELTS IN BOARDS VEHICLES - Agenda Item 6(h)

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 10th December 2014.

The Board RESOLVED that the Wearing of Seat Belts in Boards Vehicles Policy be adopted.

695 RECHARGEABLE COMMERCIAL WORKS POLICY - Agenda Item 6(i)

The Finance Manager presented the amended policy which was reviewed by the Audit & Risk Committee on the 10th December 2014.

The Board RESOLVED that the Rechargeable Commercial Works Policy be adopted.

696 COMPLAINTS PROCEDURE POLICY - Agenda Item 6(j)

The Finance Manager presented the amended policy which was reviewed by the Audit & Risk Committee on the 10th December 2014.

The Board RESOLVED that the Complaints Procedure Policy be adopted.

697 MINUTES OF THE EXECUTIVE COMMITTEE MEETING

The Chairman presented the unconfirmed minutes of the meeting held on 14th January 2015, copies of which had been circulated.

The Board RESOLVED that the Minutes should be received.

698 MATTERS ARISING

(a) 2014/15 Budget - Minute No 672(a)

The Chief Executive stated that building works to the secure storage area will be completed this week. Any Board Member wanting to view the near completed works can do so after the meeting.

(b) Black Sluice Strategy following the Tidal Surge - Minute No 672(b)

The Chief Executive stated that the works on the Wyberton and Kirton catchment are underway. Additional FDGiA funding for £219,000 has been allocated to be spent in the Wyberton catchment, works to be completed by the end of June 2015. The total FDGiA funding from the EA for these repairs is £459,000.

(c) Rechargeable Works - Minute No 672(c)

The Chief Executive stated that Calders & Grandidge works have been delayed due to an official order not yet being received.

(d) Lone Worker Devices - Minute No 672(f)

The Finance Manager stated that the devices have now been issued to the workforce and they are working well. There has been some issues with the sensitivity settings whilst driving in tractors, the suppliers are rectifying these issues.

(e) Period 9 Management Accounts - Minute No 673

The Finance Manager presented the Period 9 Management Accounts to the Board stating that Drain maintenance is over spent which is due to the timing of scheme works, with the FDGiA it is expected to be favourable for year end.

(f) 2015/16 Budget and Ten Year Projections - Minute No 674

The Finance Manager stated that the 10 year budgets were presented to the Executive Committee on the 14th January 2015, some adjustments have been made which are detailed in the supplementary report.

The Chairman informed the Board Members that the Executive Committee have considered retention of 20% in the Reserve over a projected 10 year period. In order to make the retention possible the scheme budgets have been adjusted down by £20k.

Flexibility within the budget allows for the Executive Committee to review the drain schemes throughout the year and if schemes can be brought forward into the current year's budget they can be added.

Mr Barker asked whether the funds generated from the solar panels were being put back into the general reserve, the Finance Manager confirmed that income from the solar panels is placed in general reserve as a matter of course.

(g) Consider the Proposals for the Plant Account 2015/16 - Minute No 675

The Chief Executive stated that the Executive Committee had agreed to recommend the Plant & Replacement Fund Account for 2015/16. The Executive Committee had reviewed the option to use a leasing company for the pickups. Due to the annual high mileage penalties and the reduced allowance of capital tax the leasing companies would receive it was decided to purchase outright.

698 (g) Cont.....

| | | |
|---|----------|------------|
| Balance brought forward @ 1st April 2015 | | £139,490 |
| <u>Proposed Purchases</u> | | |
| Spearhead Twiga SPV2 970XT | £174,800 | |
| Weedbasket | £5,500 | |
| 100mm Self Priming Pump | £15,000 | |
| 3No 4x4 Pickups | £65,000 | |
| | | <hr/> |
| | | (£260,300) |
| <u>Proposed disposal of Plant</u> | | |
| Claas & Grenadier | £30,000 | |
| Dump Trailer | £5,000 | |
| Jetter | £8,000 | |
| 3No 4x4 Pickups | £35,000 | |
| | | <hr/> |
| | | £78,000 |
| Estimated generated income | | £120,000 |
| Estimated balance carried forward @ 31 st March 2016 | | <hr/> |
| | | £77,190 |

The Board RESOLVED that the recommendation be accepted.

(h) Consider the Development Consent Fee Account - Minute No 676

The Finance Manager stated that the culvert works at Wyberton Roads, will be covered by FDGiA grant funding. Other potential schemes will be considered if identified and sent for review by the Executive Committee.

(i) Consider estimates for Bourne Fen Farm Account - Minute No 677

The Finance Manager stated the Executive Committee in their capacity as Trustees of this account reviewed and resolved that the rate alleviation for 2015/16 should be the same as 2014/15 which is 2.4p in the £.

(j) Presentation and Review 2015/16 Objectives - Minute No 679

The Chief Executive outlined the ideas behind a target system as a true purpose for objectives produced and published for each year. These will be placed on the Boards website to develop the Boards public engagement. Board Members are welcome to suggest targets for this or future years.

(k) Wyberton Marsh Improvement - Minute No 680(a)

The Chief Executive stated that subject to the land owner accepting a small land loss compensation of £250 for a minor re-alignment to the Wyberton Drain and at the same time create a small attenuation facility, these works would go ahead.

698 Cont.....

(I) Pumping Station Valuations - Minute No 680(c)

The Chief Executive stated that he had now received the pumping station valuation reports detailing four different types of pumping station. He will review and report to the next Audit & Risk Committee meeting in April 2015.

699 TO REVIEW THE RISK REGISTER - Agenda Item 8

The Finance Manager presented the Risk Register. The Board RESOLVED that the Risk Register be accepted.

700 TO RECEIVE A REPORT ON RATING - Agenda Item No 9

The Finance Manager recommended the following revaluations be accepted by the Board for rating with effect from 1st April 2015:

| Reference Number | Description | Existing Valuation | Proposed Valuation |
|---------------------------------|---------------------------|--------------------|--------------------|
| 2460/13010085 Amber Hill | Nursery extension | £148,886 | £184,149 |
| 2274/38010031 West Pinchbeck | Nursery extension | £43,771 | £61,567 |
| 3533/19010136 Heckington Fen | Piggery reinstatement | £1,277 | £523 |
| 2254/12010117 Wyberton | New Agricultural building | £213 | £265 |

The Board RESOLVED to accept the revaluations and Determination Notices should be sent to the occupiers giving details of the proposed changes in valuation and the appeals procedure. The new rate will be with effect from 1st April 2015.

701 TO CONFIRM ARRANGEMENTS AND PROPOSED DATES FOR ELECTION OF THE NEW BOARD IN OCTOBER 2015 - Agenda Item 10

A list of proposed dates for the election order schedule was AGREED.

The Chairman proposed that the Finance Manager act as the Returning Officer for a sum of £500. All AGREED.

702 REPORTS - Agenda Item 11

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

The Board RESOLVED that the Board's monthly accounts which included November & December 2014, 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 November & December 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.

703 TO AUTHORISE THE CHAIRMAN AND FINANCE MANAGER TO SEAL THE RATE FOR 2015/16 - Agenda Item 12

It was RESOLVED that the Chairman and Finance Manager be authorised to seal the Drainage Rate and Special Levies for the year 2015/16 as follows:

(a) Drainage Rates

| | <u>Estimated Amount</u> <u>Drainage Rates</u> <u>Payable</u> |
|--|--|
| Sub-District No 1 being so much of the said Internal Drainage District as: Comprises the area of the Borough of Boston as constituted and in existence immediately before 1 st April 1974 | 6.24p |
| Sub-District No 2 - Being the remainder of the Internal Drainage District | 12.48p |
| | <hr/> £1,038,384.17 (51.24%) |

(b) Special Levies

| | |
|---------------------------------|-------------------------------|
| Borough of Boston | £747,293.91 |
| South Holland District Council | £123,837.29 |
| North Kesteven District Council | £59,642.92 |
| South Kesteven District Council | £57,465.78 |
| | <hr/> £988,239.90 (48.76%) |

704 ANY OTHER BUSINESS - Agenda Item 13

(a) Black Sluice IDB - 80 Years Old

The Chairman stated that the Black Sluice IDB is 80 years old this year. Upon our 50th anniversary we produced a booklet which detailed our history and was a very useful reference. He recommended a brochure from 50th to present day be produced in the course of this year. All AGREED.

(b) Board Inspection 17th June 2015

The Chairman stated that the Inspection will be the last Board Meeting before the Elections.

Cllr D Dickinson stated that he will not be standing for the May 2015 local elections, he has enjoyed his 15 years on the Board. The Chairman thanked him for his contribution.

(c) Boston Barrier

The Chief Executive tabled an update on the Boston Barrier.

There being no further business the meeting closed at 15:22.