

# **BLACK SLUICE**

## **INTERNAL DRAINAGE BOARD**



## **Board Meeting**

**Wednesday, 2<sup>nd</sup> November 2016 at 2pm**

**Station Road, Swineshead, Lincolnshire PE20 3PW**

# BLACK SLUICE INTERNAL DRAINAGE BOARD

I M Warsap  
Chief Executive

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Date: 26<sup>th</sup> October 2016

## To the Chairman and Members of the Board

Notice is hereby given that a Meeting of the Board will be held at the Offices of the Board on **Wednesday, 2<sup>nd</sup> November 2016 at 2pm** at which your attendance is requested.

A buffet lunch will be available from one hour prior to the Board meeting to encourage and facilitate Members, Staff and Officers discussion.



Chief Executive

## AGENDA

1. Apologies for absence.
2. To receive any Declarations of Interest.
3. To receive and if correct sign the Minutes of the meeting of the Board held on 15<sup>th</sup> June 2015 (**pages 1 - 24**).
4. Matters arising.
5. To receive and confirm the Committee Minutes of the following meetings:
  - (a) Executive Committee meeting held on 13<sup>th</sup> September 2016 (**pages 25 - 33**).
    - (i) Rating Report (**pages 34 & 35**).
    - (ii) Review of 2016/17 Scheme Budgets (**page 36**).
    - (iii) Insurance cover for Board Members over 75 years (**page 37**).
    - (iv) Pumping Station Groundsman (**page 38**).
  - (b) Audit & Risk Committee meeting held on 28<sup>th</sup> September 2016 (**pages 39 - 53**).
    - (i) Policy on Relaxation of Boards Byelaw No 10 (the 9 Metre Byelaw) including Standard Conditions (**pages 54 - 59**).
    - (ii) Towergate Insurance Report (**pages 60 - 65**).
    - (iii) Internal Audit Strategy & Audit Plan (**pages 66 - 69**).
    - (iv) Policy for the Control of Ragwort (**pages 70 & 71**).
    - (v) Policy on Land Drains discharging into Board Maintained Watercourses (**page 72**).
    - (vi) Policy for the Control of Rabbits, Rats & other Rodents in Boards Maintained Watercourses (**page 73**).
    - (vii) Gifts & Hospitality Policy (**page 74**).
  - (c) Joint Works Committee meeting held on 12<sup>th</sup> October 2016 (**pages 75 - 87**).
    - (i) Q1 Development Discharge Application (**page 88**).
6. To review the Risk Register (**page 89**).
7. To receive a report on Finance;
  - (a) Period 06 Management Accounts (**pages 90 - 92**).
  - (b) Second Quarter Forecast (**page 93**).
8. To receive Minutes of the Lincolnshire Branch of ADA held on 14<sup>th</sup> July 2016 (**pages 94 - 98**).
  - (a) Draft Lincolnshire IDBs Sustainable Urban Drainage Systems (SUDS) adoption policy (**page 99**).
9. To receive the Annual Report on Health & Safety (**pages 100 - 102**).
10. To consider reports on the following:
  - (a) Monthly Accounts (June to September 2016) (**pages 103 - 117**).
  - (b) Schedule of Consents Issues (June to October 2016) (**pages 118 - 120**).
  - (c) Rainfall (**pages 121 & 122**).
11. To confirm dates of meetings for the next 12 months (**page 123**).
12. Any other business.

**BLACK SLUICE INTERNAL DRAINAGE BOARD**

**MINUTES**

of the proceedings of a Meeting of the Board

held at the Offices of the Board on  
15<sup>th</sup> June 2016 at 2pm

**Members**

Chairman - \* Mr K C Casswell

Mr W Ash	Cllr R Austin
* Mr J Atkinson	* Cllr P Bedford
Mr V Barker	* Cllr C Brotherton
* Mr J Fowler	* Cllr M Brookes
* Mr P Holmes	Cllr R Clark
* Mr R Leggott	Cllr Mrs J Harrison
* Mr P Robinson	Cllr C Rylott
* Mr M Rollinson	Cllr B Russell
Mr N J Scott	* Cllr P Skinner
* Mr J R Wray	Cllr N Welton

\* Member Present

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

961 APOLOGIES FOR ABSENCE - Agenda Item 1

Apologies for absence were received from Mr W Ash, Mr V Barker, Cllr R Clark, Cllr Mrs J Harrison, Cllr C Rylott and Cllr B Russell. Cllr R Austin, Mr N Scott and Cllr N Welton were non attendees at the meeting.

962 DECLARATIONS OF INTEREST - Agenda Item 2

(a) High Profile Watercourses

A declaration of interest was received from Mr J Atkinson with regard to Minute 980(b).

(b) Wyberton Charities Compensation Claim

A declaration of interest was received from Mr R Leggott with regard to Minute 982(h).

963 MINUTES OF LAST BOARD MEETING - Agenda Item 3

The Minutes of the last meeting of the Board held on the 12<sup>th</sup> February 2016, copies of which had been circulated, were considered.

The Chairman stated that the total of the capital schemes is £459,000 not the cost of Donington Wykes pumping station pumps which was £40,000. The Finance Manager responded that a comma be inserted;

Minute 895(b)(i) - Capital Schemes

“the total for the Donington Wykes pumping station pumps should read £40,000, with the final total being £459,000.”

It was agreed that they should be signed as a true record with the above amendment.

964 MATTERS ARISING - Agenda Item 4

(a) Twiga - Minute 891(e)

Mr R Leggott asked if contact had been made with Witham 4<sup>th</sup> IDB regarding the adaption of the bracket on the Twiga arm.

The Operations Manager responded that he had not yet contacted Witham 4<sup>th</sup> IDB. He contacted Spearhead and asked them if there was a resolution with regard to the bracket and they were not forthcoming with any. He explained whilst using the machine this year the bracket virtually broke off and he had it repaired at Irelands Farm Machinery. He then contacted Spearhead and told them that in his opinion the repair is not something we expect the Board to pay. They have not responded yet. He added it is not a resolution to the problem but it is something which will stop it from happening as frequently as it has been doing.

(b) 2016/17 Budget - Minute 893(b)

The Finance Manager reported that all the special levies have been paid on time at the end of May 2016.

(c) Black Sluice Catchment Steering Group, Boston Barrier - Minute 899

The Chief Executive stated that in the last paragraph of Minute No 899, since Mr V Barker has sent his apologies, Mr Barker had asked for the figures to be clarified. The Grand Sluice opening is 18 metres and the Black Sluice opening is 12 metres giving a combination of 30 metres. It is a 30 metres combination of the Black Sluice and Grand Sluices opening not 100 metres as stated.

965 MINUTES OF THE SOUTHERN WORKS COMMITTEE MEETING - Agenda Item 5(a)

The Southern Works Committee Chairman presented the unconfirmed minutes of the meeting held on the 2<sup>nd</sup> March 2016, copies of which had been circulated. The Board RESOLVED that the minutes should be received.

(a) Declarations of Interest - Minute 903(a)

The Southern Works Chairman clarified that Mr P Holmes declared an interest in ELS Buffers which should read; "Minute no 905(b)".

(b) Damage Compensation, Daffodil Crop - Minute 905(a)

The Operations Manager reported that Mr V Barker and Mr J Fowler visited the daffodil crop site on the 18<sup>th</sup> March 2016. Whilst on site, they agreed with the landowner a £1,000 compensation for the damage to the crop. The landowner has accepted this compensation.

(c) ELS Buffers - Minute 905(b)

The Chairman of the Southern Works Committee attended a recent Countryside Stewardship meeting at Springfield Centre where a question was asked about whether IDB's could travel on field margins that are in the scheme, to gain access to drains that are their responsibility. The answer given was that the buffer strips are ineligible for HLS and ELS and under the new Countryside Stewardship. They are concerned with the amount of buffer strips they are going to lose alongside IDBs drains, but they now appear to be rescinding that condition.

The Chairman of the Southern Works Committee continued that he had received a letter which does not indicate who has sent it but he believes it is from Natural England.

*"Buffer strips can't be used for vehicle access routes. Occasional use to carry out essential works is acceptable (provided all the other prescriptions of the option are met), but regular access is not."*

*Placing buffer strips against IDB drains would therefore be acceptable provided that the only access along them is occasional access by the IDB to carry out essential drain maintenance.*

The Chief Executive presented a slide (above) and added that he has a copy of this letter from another landowner and to reconfirm that the letter is undated and does not say who it is from.

He stated that he has forwarded a copy to Ian Moodie (ADA) along with the extract from the rules regarding Entry Level Stewardship scheme asking him for confirmation. Other IDB's are going to use this letter if challenged until a time ADA show a clear direction which the Chief Executive through the Chair suggest that we follow. The Chief Executive ended by saying that if any Member required a copy of this letter please let him know following this meeting.

Mr P Holmes asked if a letter would be sent out to rate paying landowners once clarification is received on this ruling.

The Chairman of the Southern Works added that Natural England are worried because of the complexities of joining the ELS Countryside Stewardship scheme, because they are proposed to lose a huge percentage of their valuable options, they are aiding landowners to keep environmental options so they are talking to the RPA and they don't want you to put any buffer strips down as grass they want you to put it down as a code that means that it is in a countryside scheme.

The Chief Executive answered Mr P Holmes question that in time the Board can readdress and clarify the ruling.

(d) Donington Wykes Pumping Station - Minute 906(c)

The Finance Manager stated that the first paragraph 'Grant in Aid' funding is to be removed as there is no funding in place from Grant in Aid only the Board.

(e) South Forty Foot Drain Inspection

The Chairman stated how very well the Inspection day had gone and how useful the trip down the South Forty Foot had been. The whole format of the day including the meeting went very well, a great benefit to all who attended.

967 MINUTES OF THE NORTHERN WORKS COMMITTEE MEETING - Agenda Item 5(b)

The Northern Works Committee Chairman presented the unconfirmed minutes of the meeting held on the 16<sup>th</sup> March 2016, copies of which had been circulated. The Board RESOLVED that the minutes should be received.

968 MATTERS ARISING

(a) Drain 7/8 Access Issue - Minute 913(c)

The Chairman of the Northern Works Committee asked the Chief Executive if there were any updates on this development. The Chief Executive responded none.

(b) Drain 5/17, London Road - Minute 913(d)

The Chairman of the Northern Works Committee asked the Chief Executive if there were any further investigations into this drain. The Chief Executive responded no.

969 MINUTES OF THE BRIDGES & CULVERTS COMMITTEE MEETING - Agenda Item 5(c)

The Bridges & Culverts Committee Chairman presented the unconfirmed minutes of the meeting held on the 6<sup>th</sup> April 2016, copies of which had been circulated. The Board RESOLVED that the minutes should be received.

(a) Draft Culvert & Bridges Terms of Reference - Minute 921(a)

The Chief Executive pointed out to the Board item 3 – “Powers of the Committee”. He stated regarding this section the Board has been approached by a Land Agent to replace two culverts and a bridge. The Officers have assessed the three crossing points for the needs of the Boards machinery and concluded that the Board does not need them, although the Board does use them there are other alternative crossings. The Officers have gone back to the Land Agent and said the Board is not interested in renewing them. The Agent has interpreted the wording of the Culverts & Bridges Policy for his own benefit and if we were going to follow his request we would be receiving circa £7k contributions at a cost of £9k for the Board.

He continued that the Culvert & Bridges Policy has served a purpose so far and it has now evolved and moved on into the realms of bridge replacement in particular, a procedure which does not take into consideration how often the Board uses these crossings. The Chief Executive proposed a review of this policy with regard to usage of these crossing, albeit both culverts or bridges (i.e, if we were to use this crossing once a year for summer cutting, what sort of contribution should we be offering with regards to its overall cost).

The Chief Executive added it has made us realise using this scenario, which could be similar for other landowners, the policy should be looked at in more detail. There are several items following the Culverts & Bridges Committee meeting which have been left with the Chief Executive and Operations Manager until the policy is reviewed.

The Chief Executive then asked if he could call an extra ordinary meeting of the Culverts & Bridges Committee to assess this policy. This was AGREED.

Mr M Rollinson asked for the reason behind the landowners request for replacement of the two culverts and a bridge. The Operations Manager responded that two of the crossing points are on a track and the main crossing point over the pump drain is a bridge which in its current state would be replaced with a culvert if the Board was going to replace it. At the time of the meeting with the landowner, the landowner did not know whether the next person that rented the farm would use the farm in the same way, they may re-configure the land and use it differently, the landowner said that there may not be an issue with the access track and the landowner would be quite happy to replace two culverts and not consider the bridge replacement. The Operations Manager gave him a copy of the Culverts & Bridges policy as it stood at that time, which is available on the Board's website.

Mr M Rollinson expressed that this policy was set up to replace culverts, the old helcro culverts which were collapsing, this policy was not drawn up to put bigger and better culverts for bigger machines. The Chief Executive responded that one of these culverts is a helcro which is collapsing. He had not comprehended this.

The Operations Manager continued that one has partially collapsed and he had contacted the previous tenant who was not forthcoming with a contribution.



The Operations Manager stated that he had told the tenant he would monitor it and if it collapses blocking the watercourse it would be removed.

Mr P Holmes asked how we would stand if we alter the wording of the policy with regard to these negotiations. The Chairman stated that ongoing negotiations would have to be progressed on the present rules. Adding that as a matter of urgency a meeting of the Culverts & Bridges Committee is to be called to discuss the policy wording.

The Finance Manager stated that if the Board wanted to put everything on hold until a new policy has been agreed they could do this. The Board agreed from this meeting that the policy should be suspended and taken down from the website.

971 MINUTES OF THE AUDIT & RISK COMMITTEE MEETING - Agenda Item 5(d)

The Audit & Risk Committee Chairman presented the unconfirmed minutes of the meeting held on the 27<sup>th</sup> April 2016, copies of which had been circulated. The Board RESOLVED that the minutes should be received.

972 MATTERS ARISING

(a) Additional Committee Consultation with Internal Auditor - Minute 930(a)

The Chairman of the Board stated, regarding the recommendation from Mr D Gowing, a request for an independent person to review the senior management salaries and wording that they should "sit on the Executive Committee". The Chairman of the Board stated that previously the Chairman and Vice Chairman would discuss this in the first instance and then present to the Executive Committee. Therefore, he felt that it would be better if the independent reviewer met with himself and the Vice Chairman of the Board then the benchmarking report and recommendations be brought to the Executive Committee.

Cllr M Brookes responded that the Internal Auditor (Mr D Gowing), had recommended that it be done that way, but as long as an independent person reviews the senior management salaries then the Internal Auditor will be happy. Cllr M Brookes then asked if it would be an idea to mention this to Mr D Gowing to make sure that he agrees with this view of his recommendation. The Chairman of the Board responded that the Internal Auditor can only advise.

The Chairman of the Board then confirmed that he had contacted the Independent reviewer and the work to perform a review would be carried out in early autumn.

(b) Practitioners Guide Governance & Accountability for Smaller Authorities - Minute 939

The Finance Manager stated that a presentation on the new Practitioners Guide will be at Agenda Item 6.

The Chairman thanked Cllr M Brookes for the very useful work that the Audit & Risk Committee do to help take a lot of the work away from other Committees.

973 AUDIT & RISK DRAFT TERMS OF REFERENCE - Agenda Item 5(d)(i)

The Finance Manager presented the Audit & Risk Committee Terms of Reference which were reviewed by the Audit & Risk Committee on the 27<sup>th</sup> April 2016. He asked the Board if they had any questions regarding the amendments detailed in red. There were none.

The Board RESOLVED that the Audit & Risk Committee Terms of Reference be adopted.

974 RISK MANAGEMENT STRATEGY - Agenda Item 5(d)(ii)

The Finance Manager presented the amended Risk Management Strategy Policy which was reviewed by the Audit & Risk Committee on the 27<sup>th</sup> April 2016 as detailed in pages 42 to 64. There is a review of a paragraph on page 50 detailed in green which has been brought to the Boards attention. The Finance Manager presented a slide with an additional paragraph for recommendation to the Board;

***The proposal to carry out future capital and maintenance works on the current Environment Agency pumping stations and main rivers within the catchment will introduce increased risks to the Board.***

***The Board's existing risk management plans and policies will be applied to the works programmes with a special emphasis on Policy No. 41, Public Sector Co-Operation Agreement Policy "The signed agreement must be returned and orders provided prior to the commencement of any works".***

The Finance Manager then highlighted the amendments as detailed in red, with two changes to the scores;

- 1.6 Risk of Claims from Third parties for damage to property or injury. This has been increased as a potential likelihood of risk MEDIUM which has increased the risk level to "4".
- 8.5 Risk of Cyber Attack - with the additional work which has been carried out regarding digital encryption and the retiring of the old server, the potential impact risk has been reduced to MEDIUM which equates to a risk level of "4".

The Board RESOLVED that the Risk Management Strategy Policy be adopted to include all amendments and the additional paragraph above.

975 FINANCIAL REGULATIONS POLICY - Agenda Item 5(d)(iii)

The Finance Manager presented the amended Financial Regulations Policy on pages 65 to 69 which were reviewed by the Audit & Risk Committee on the 27<sup>th</sup> April 2016.

He stated the amendments are detailed in red, with particular attention to paragraph 9.6 on page 68, the Committee recommends that the limit on the Chief Executive and Finance Manager credit card is increased from £2,500 to £5,000 which is still within the £10,000 governance limit.

The Board RESOLVED that the Risk Management Strategy Policy be adopted.

976 PROCUREMENT POLICY - Agenda Item 5(d)(iv)

The Finance Manager presented the amended Procurement Policy on pages 70 to 73, which were reviewed by the Audit & Risk Committee on the 27<sup>th</sup> April 2016.

He stated that the amendments are detailed in red, they are mainly in order to make the policy more stringent.

The Board RESOLVED that the Procurement Policy be adopted.

977 PUBLICATION SCHEME POLICY - Agenda Item 5(d)(v)

The Finance Manager presented the Publication Scheme Policy on pages 74 to 77 which was reviewed by the Audit & Risk Committee on the 27<sup>th</sup> April 2016.

There were no amendments. The Board RESOLVED that the Publication Scheme Policy be adopted.

978 DATA PROTECTION POLICY - Agenda Item 5(d)(vi)

The Finance Manager presented the Data Protection Policy on pages 78 and 79 which was reviewed by the Audit & Risk Committee on the 27<sup>th</sup> April 2016.

There were no amendments. The Board RESOLVED that the Data Protection Policy be adopted.

979 MINUTES OF THE ENVIRONMENT COMMITTEE MEETING - Agenda Item 5(e)

The Environment Committee Chairman presented the unconfirmed minutes of the meeting held on the 4<sup>th</sup> May 2016, copies of which had been circulated. The Board RESOLVED that the minutes should be received.

Mr P Robinson asked if a review could be done of the recorded meeting notes regarding questions asked on the item pertaining to the Leasing of Fishing Rights for Borrow Pit 2, which he has no recollection of saying.

980 MATTERS ARISING

(a) A Presentation from the Fishing Syndicate regarding Leasing the Fishing Rights for Borrow Pit 2 at Bourne North Fen, Twenty - Minute 944

The Chief Executive stated, regarding the paragraph stating that a "full presentation will be circulated to the Committee Members" for a review of the fishing rights.

He proposed that himself and the Chairman of the Environment Committee proceed with a final review on the Fishing Syndicates application and then send a report to all the Members for any final comments before going back to the Fishing Syndicate regards to moving forward.

He added that the review will include recommendations from the Committee and a couple of extra items the Fishing Syndicates have reintroduced that the Officers wish to amend. Once the Members have reviewed the report it will then be presented to the Board at the meeting on the 2<sup>nd</sup> November 2016.

Mr P Holmes asked if the Fishing Syndicate were happy with this time scale. The Chief Executive responded yes they are.

(b) High Profile Watercourse Assets - Minute 945(c)

Mr P Robinson asked if there had been any responses regarding vegetation on the North Forty Foot bank. The Operations Manager responded that some flail mowing of the yellow flower has been done and he believed that if we continue to flail it, it will possibly be the best approach to try and control it.

The Chairman stated that Lincolnshire ADA Environment Committee have mentioned it at their meeting and also a report paper regarding oil seed rape which is available.

The Chief Executive added that the paper is not available for today's meeting, Lindsey Marsh IDB were introduced to this scenario 10 years ago and their Environmental Officer Chris Manning put a paper together. The paper is available if any Members wished to review it. The conclusion to this paper is that it will cost an awful lot of money to remove the problem. The report evaluated that the yellow flower is only where the yellow flower has been grown in fields and spread via combines, blown out into maintained or non-maintained watercourses. Where the yellow flower has not been grown then there is not a problem. Since the report 10 years ago, Lindsey Marsh IDB chose not to do anything further. Today there are a lot more yellow flowers in watercourses.

Mr P Robinson continued that he had mentioned the yellow flower was at the back of the Boston cricket ground, he asked how did it come to be there, was it from rape seed. He added that it had been discussed previously that it might weaken the banks as it grows and smothers out the grass.

Mr J Atkinson commented that there is more than one type of yellow flower around on the banks and not always the yellow flower grown in fields.

The Chief Executive clarified that Lindsey Marsh's report was referencing to rape seed and now we know that there are a few different strains or varieties of yellow flower that's why it is being referred to as "yellow flower".

Mr P Holmes stated that the Committee established that it was not a drainage board problem because it is unique to rape growing areas, it is clearly a rape or some sort of derivative of rape and that we weren't obliged as a Board to do anything about it and this is what Lindsey Marsh IDB established also.

The Chief Executive then added that he does not know how many kilometres length of watercourses with yellow flower have been cut but it will be interesting to see next year what is there and has it been able to reproduce seed.

Then it can be ascertained where the problems are, this will also affect other IDB's and it could cost a lot to eradicate the problem

Mr P Holmes stated that at this time of year the Board is not allowed to mow very low on the drain banks due to ground nesting birds, but Boston Borough Council are mowing roadsides short. Ground nesting birds would not be able to distinguish drain bank from roadsides to nest.

Mr P Robinson then questioned regarding the drain at Peter Paine Centre, which is not near any farmer's field, were the yellow flower could be weakening the bank. If this yellow flower continues to grow, then some green material will need to be reintroduced to strengthen the banks.

Mr R Leggott then commented that a member of the public had asked when was the Board going to get rid of all that yellow flower. He explained to him that the Board were going to lessen it within normal operational mowing and hopefully let the grass re-establish. This person saw the sense of that Mr R Leggott added that the Board may need to keep looking at it as a weed to tackle. Mr R Leggott felt that a public response will be why are the Board not getting rid of the yellow flower. Regarding the type of flower, a neighbouring field grew mustard seed. Mr R Leggott stated he grew swede seed all with different yellow flowers. There is also wild mustard seed, some of it in places where farmer's fields are not directly near to watercourses so it could be wild mustard seed.

Mr M Rollinson added that there are yellow blossom clover in ELS seed mixes along buffer strips which has a yellow flower.

Mr R Leggott stated that we are not losing public opinion by establishing or adopting measures which will help establish the grass over the yellow flower. We will also be doing advantageous works by lessening damage to banks for the future.

Mr J Atkinson stated the birds are not nesting in this yellow flower they only seem to nest in the grass around it and we are not doing any dis-service by getting rid of it.

Mr P Holmes added that it is not our decision on mowing cutting heights, it was advice taken from our environmental advisors and they stated that nesting birds are legally protected so we are working under the constraints that we are under. If it were our choice, we would mow as close to the bank as possible.

The Operations Manager recommended that possibly the Board could have an area controlled and use it as a test area so the results could be reviewed going forward. The yellow flower is prevalent throughout the area and the Operations Manager did not know how many kilometres are within the Boards area. Once identified use the control area to ascertain the affect from continually flail mowing it regularly.

Mr R Leggott suggested that we have more than one area, one in an area where we would not expect yellow flower to be and one in an area where we expect yellow flowers to be then record the results for review.

Mr P Holmes added that if landowners are concerned about the yellow flower in the drain and have access to their own mowers there is no reasons why the landowner shouldn't mow it themselves.

The Chief Executive responded that Mr J Atkinson has kindly volunteered trials on his land. There are other areas of contaminated banks which the Board maintain and there may be several owners along a single stretch of drain. He then stated a number of landowners have been approached to mow, with a reduction in compensation payments, (as this would be additional to that budgeted), some landowners have said no. This means that along a single stretch of drain some sections can be flail mowed and then another section the flail mower cannot enter. Mr M Rollinson, suggested that this section could be used as a trial section to demonstrate operational mowing to see if it is removing the problem and encourage other landowners. The Chief Executive agreed.

The Chairman of the Environmental Committee stated that these minutes be moved and any resolutions contained therein be approved by the Board. All agreed.

981 MINUTES OF THE EXECUTIVE COMMITTEE MEETING - Agenda Item 6

The Executive Committee Chairman presented the unconfirmed minutes of the meeting held on the 17<sup>th</sup> May 2016, copies of which had been circulated. The Board RESOLVED that the minutes should be received.

982 MATTERS ARISING

(a) Period 9 Management Accounts & Forecast - Minute 953(a)

The Finance Manager stated that the £78,774 Flood Defence Grant in Aid has now been received.

(b) British Gas Formal Complaint - Minute 953(a)(iv)

The Finance Manager reported slow progress was being made with British Gas however some progress is being made to resolve the problems getting everything transferred over. An official complaint has been lodged through the Boards energy consultants, they have stated that they will not claim their administration time but they will make a claim for the Board.

(c) Pay Settlement 2015/16 & 2016/17 - Minute 953(b)(ii)

The Chairman reported to Members that the Black Sluice pay settlement of 1% has been paid on account for 2015/16. He stated that the ADA Pay & Conditions Committee still have not resolved with the Union a pay settlement for 2015/16 or 2016/17.

The Unions were to ballot for strike action and lots of IDB's areas were really concerned that a strike would have carried and there would have been a call for a strike in lots of the IDB areas.

He reported that a meeting was called for all IDB's Chief Executive's and Chairmen on the 2<sup>nd</sup> June 2016 of which only four Chief Executives turned up and three Chairmen. The Chairman of the ADA Pay & Conditions Committee did not attend, nor the Secretary to the ADA Pay & Conditions Committee. The Chairman stated that the meeting was held and he read the following letter which is going to be sent to the Union;

The suggested letter:

- 2015/16 could not be altered and that on the basis that the 1% could not be undone, we asked the Unions to accept that.
- 2016/17 an additional payment would be made as a gesture of good will of 0.4% on the salary rates which would amount to £2,500 for most drainage boards and would be taken from reserves so it would not impact on the penny rate. This would recover the big issue the Unions have about the rise of national insurance of 0.4%. It would be done as a one off payment and would not be incorporated into future wage rates.

The Chairman stated it is a gesture of goodwill to offset the increase in national insurance contributions to be made to employees therefore the 2016/17 pay offer would be a total of 1.4%.

The Chairman stated that this letter has been sent to all the Lincolnshire IDB's and the Union.

The Chairman apologised to the Board Members that this decision had to be taken as the Executive Committee had concerns from several drainage boards that there could be a strike. The Chairman and Chief Executive were disappointed at the turn out at the meeting on the 2<sup>nd</sup> June 2016. He then stated that South Holland IDB had said that they would have paid 1.5%, and they could have already paid 1.4% and they are members of the ADA Pay & Conditions Committee also. Mr M Rollinson asked if South Holland IDB attended the meeting. The Chairman responded no they did not attend explaining communication had been received through the Secretary of Lincolnshire ADA that they would pay 1.5%.

Mr M Rollinson expressed that the Chairman had done a good job, as he had believed at the Executive Committee meeting he was firmly in favour of sticking with ADA Pay & Conditions Committee but he fears it has become farcical when the Chairman and the Secretary don't turn up to the meeting. He enquired if letters had been received from the representatives who did not turn up. The Chairman responded that the Chairman of the ADA Pay & Conditions Committee had spoken with all member IDB's asking what they all felt. The Chairman of the Witham 4<sup>th</sup> was in favour of sticking with 1%.

The Chairman believed that every drainage board seemed to be working to a different set of rules on how they actually pay their workforce so there is not a hard and fast way of doing things. Those attending the meeting felt the ADA White Book which details workforce grades needs a serious overhaul to try and get all drainage boards on a level footing.

The Chairman believed that a lot of bad will was being created throughout the industry which was not good.

Mr P Holmes then asked if this was an end to the ADA Pay & Conditions Committee. The Chairman responded that there were so many issues with the ADA White Book that possibly the way forward is probably the Chief Executives and possibly the Chairmen of Lincolnshire IDB's will have to get together to sort it out.

The Chief Executive informed Members that an extraordinary meeting has been called for the ADA Pay & Conditions Committee on 17<sup>th</sup> June 2016. Followed by a meeting of the Lincolnshire Clerks on the 21<sup>st</sup> June 2016 which includes all Lincolnshire IDB's Chief Executive's and Finance Manager's. He added that if it was not on the agenda then he would introduce an agenda item regarding the ADA Pay & Conditions Committee with a view to putting forward proposals. Also coincidentally there is the Lincolnshire Branch ADA meeting at Woodhall Spa on 14<sup>th</sup> July 2016.

The Chief Executive believed it needs to have more Officer involvement but obviously there is the scenario around simplifying the terminology and negotiating pay rises by individual IDB's. He anticipated that it should be resolved or proposals put in place at the Lincolnshire ADA branch meeting.

The Chairman stated that he would be unable to attend the meeting called for 17<sup>th</sup> June 2016. He explained that as discussed the Board will sort funding out through efficiencies in order that it does not impact on the penny rate. A strike would be very damaging not only to the people who strike but those that don't go on strike. Cllr P Bedford asked if the Chairman seriously felt a strike would have happened. He responded that a number of IDB's felt that it would. Mr P Pridgeon said the morale within his own IDB was very poor, the workforce feeling that they have been put upon.

Mr P Holmes asked if the Chairman was not attending the meeting on the 17<sup>th</sup> June 2016 will there be other members who agreed to the 1.4% present. The Chairman responded that no attendees who agreed to the 1.4% would be present but that they will have the letter which has been sent to the Union and he had discussed by telephone with the Secretary of the ADA Pay & Conditions Committee.

Mr M Rollinson expressed that the ADA Pay & Conditions Committee has been farcical for over 18 months now albeit there is strength in numbers if you have a strong advisory committee but perhaps it is time to negotiate our own settlement.

The Chairman responded that it has been farcical since the previous agreement which only ran for 3 years which was tied to an inflationary average weekly earnings figure posted on the last Sunday of the year in the Times, which worked well and took the negotiations out.



The Chairman added North Level are still using this and their wage rises have been sometimes more than 1%, but one year it was 0.67% so it is swings and roundabouts, it would be far better to get this agreement again. The mistake was to only have it for 3 years it should have been fixed as it worked well.

Mr P Holmes added that with no negotiations it takes away the bad blood between the workforce and the Board.

The Chairman added that in those that did attend the meeting, there was a willingness to try and bottom this whole problem with the white book issue. All IDB's are paying workforce differently, ie the Upper Witham have placed all workmen on one single craftsman's grade and purchased vans.

Mr R Leggott asked for an agenda item to be included to agree a way forward which is agreeable not only to the Clerks and the IDB's but also the Union should not be missed off the agenda. He concluded the Board consider using the previous calculator in order to move away from this conflict.

The Finance Manager stated the terms of reference for the ADA Pay & Conditions Committee need to be such that they are directed. They are only a subcommittee of Lincolnshire ADA so therefore they need in their terms of reference what they are required to do. The Chairman reported that in the meeting with the Unions, a Union representative from District was present and he asked a pertinent question "has the ADA Pay & Conditions Committee any decision making power". The reply was no, the Unions then realised that that Committee was only advisory.

Cllr P Bedford believed that the terms of reference of the ADA Pay & Conditions Committee need sorting.

Mr M Rollinson explained the Chairman of the ADA Pay & Conditions Committee mentioned that other IDB's are arguing that they are not public sector employees, but it is how you interoperate the government advisory pay cap.

Mr P Holmes expressed that it is paramount as a Board and the position that the Board is in, that moving forward we maintain the highest quality of operatives possible and if that means paying a little bit more to keep these operatives then I see this as a no-brainer. We shout that we are a Board who prides ourselves in the quality of our workmanship and that can only be maintained by employing the best people out there.

The Chairman then asked if members were reasonably happy with what has been done already and hopefully the Unions will agree. The Board AGREED.

(d) 2016/17 Plant Purchase Proposals - Minute 953(c)

The Operations Manager stated that the Hitachi ZX 210LC-5B did not pass its PDI test on the first inspection. A quick hitch and an increase in the counter weight has been fitted and it is now operational.

(e) Period 12 Management Accounts and Forecast - Minute 954

The Finance Manager stated that the Period 12 management accounts are detailed on pages 99 to 101. He added a breakdown was given to the Executive Committee as detailed in the minutes and these figures will then feed into the unaudited financial statements at agenda item 7 and the annual return at agenda item 8.

The Finance Manager asked if there are any questions. There were no questions.

(f) Internal Auditors Report 2015/16 - Minute 956

The Finance Manager stated that in the Internal Auditors Report as detailed on pages 102 to 107, there were a few recommendations which are detailed on that report. They have all been dealt with and the management responses detailed have been approved by the Audit & Risk Committee on the 27<sup>th</sup> April 2016 and the Executive Committee on the 17<sup>th</sup> May 2016.

The Chairman highlighted to the Board that the Board still has Substantial Assurance.

(g) Bourne Fen Farm Trust Fund - Minute 957

The Finance Manager reported the Bourne Fen Farm Trust Fund accounts for 2015/16 are detailed on pages 108 & 109. The Executive Committee Members are trustees for this fund and Brewin Dolphin are reviewing the governance and how this fund is managed. The Finance Manager added that the only change going forward will be to the name of the fund. This will be changed to "Bourne Fen Farm Trust Fund" rather than Black Sluice Internal Drainage Board.

(h) Wyberton Charities Compensation Claim - Minute 958

Mr R Leggott declared an interest and offered to leave the meeting stating he is a landlord on the next portion of land. The Chairman said he didn't think he needed to leave.

The Chairman explained the Executive Committee had reviewed this compensation claim, the report detailed on pages 110 to 112. The Executive Committee felt there was no claim.

The Chairman explained this was due to an unfortunate process of events with an odd mistake here and there not necessarily the Boards fault. When Mr Chester asked why they weren't paid any compensation at the time when the drain was dug out. He was told the Board had paid someone in error through a claim, which is disappointing from their point of view.

The Board received a long letter from Mr Chester which states everything which has ever happened including a section about a Board Member. The Trustees of the Wyberton Charities would have liked to take this matter further but being a very small charity working on a small budget they cannot. They hope the Board can show some charity on this matter.

The Chairman stated that the Chief Executive had pointed out to Mr Chester that we are custodians of public money. The Chairman asked Members of the Board do they want to back the Executives recommendation or take a completely different position? The Board AGREED to accept the Executive Committees recommendation.

(i) Nine Day Fortnight Proposal - Minute 959

The Finance Manager stated that the report is detailed on pages 113 to 116, the recommendations from the Executive Committee to send a consultation document to all employees with responses to be returned by 14<sup>th</sup> June 2016 indicating whether in favour or otherwise, plus any additional comments. He tabled the consultation responses for the Board to review and once a decision is made will be implemented as agreed by the Board.

Operational Workforce

The Finance Manager explained this is made up of the workmen and the works supervisor, they all responded to the consultation document, and all were in favour of the nine day working fortnight.

The working times detailed in the proposal 7:15am to 4:15pm. Nine responses requested a standard working day of 7am to 4pm. There were some concerns that in winter 7am would be dark. The management considered and felt that it would be for a short number of weeks and would include the Christmas break. The Board may decide that this could be relaxed to 7am to 4pm.

One respondent stated that they would lose money for not travelling on the non-working Friday so could the finishing time on the Friday they work be 3pm? The Board responded no to this request.

One respondent asked if they could go back to fortnightly pay. The Board responded that monthly pay is currently in place and is to remain the same.

The Finance Manager asked if the Board agree to the operational workforce introducing the nine-day fortnight from the 18<sup>th</sup> July 2016, this is as the cutting season's starts.

Office Staff

All of the office based staff responded to the consultation document, one respondent indicated that they would not be in favour of adopting the nine day working fortnight. The rest of the staff indicated they would be in favour.

It was asked if there would be any standard core working hours, the management responded that with consultation with line managers and the management team we would agree core hours for each individual person, and if they wanted to vary that on flexible working we could do that adhoc by agreement.

The other concern was cover for reception but actually with the part time staff and the member of staff that has decided they were not in favour of the nine-day fortnight it has worked out that two people will be there anyway. The only time it may be an issue is during annual or sick leave.

A question was asked if there would be a change to office hours, management have stated that they have no plans to change the office hours and they will stay as they are.

The Finance Manager asked if the Board agree to the office staff introducing the nine-day fortnight staggered from the 11<sup>th</sup> July and 18<sup>th</sup> July 2016 as due to a slight oversight to allow the hours to be accrued before starting to take alternate Fridays off.

Cllr M Brookes asked to confirm that the proposal is now to start at 7am rather than at 7:15am, and asked if this will not cause a problem with the darker days as this time was going to be used for vehicle maintenance. The Operations Manager responded that the hours worked now depends on the sites they are working. The hand labour gangs predominately in the winter time go out together in the works vehicle, they come into the yard first and then go out to site and that can be three quarters of an hour away, so by the time they get there it can be daylight anyway.

The Board AGREED to implement the recommendation for the nine-day fortnight.

983 TO APPROVE THE ANNUAL GOVERNANCE STATEMENT - Agenda Item 6

The Finance Manager stated as detailed in the minutes there has been a change in the accounts and audit regulations, one of these changes is that the Annual Governance Statement has to be approved before the Board can approve the financial statements and the annual return. The practitioners guide was presented in full to the Audit & Risk Committee on the 27<sup>th</sup> April 2016. He explained section 1 which relates to the Annual Governance Statement, which he has simplified into assertions 1 to 8 and presented a brief slide show detailing how the Board meets this criteria;

Assertions 1

We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.

- Budgeting
- Accounting Records and Supporting Documents
- Bank Reconciliation
- Investments are reviewed by the Executive Committee
- Statement of Accounts and the Annual Return

Assertion 2

We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.

- Standing Orders & Financial Regulations
- Safe & Efficient Arrangements to Safeguard Public Money
- Employment records are all kept up to date and the PAYE is paid
- VAT is submitted on a quarterly basis
- Fixed Assets & Equipment registers
- Loans & Long Term Liabilities (if we had any) would be reported through the accounts
- Review of Effectiveness which is done during the Board meeting and other Committee meetings

### Assertion 3

We took all reasonable steps to assure ourselves that there are no matters of actual or potential noncompliance with laws, regulations and proper practices that could have a significant financial effect, on the ability of this smaller authority to conduct its business or on its finances.

- Acting within its powers, the Land Drainage Act is frequently referred to
- General power of competence
- Regulation & Proper Practices
- Actions the Board take during the year

### Assertion 4

We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.

- Exercise of Public rights is such as we are currently advertising on the Boards website and on the noticeboard in reception. From the 16<sup>th</sup> June 2016 for 30 days the public can come and inspect the annual return and any documents contained. Then a notice for closure of audit is issued once the external auditors have completed their review. Three examples of how we have corresponded with the public on complaints and queries are due to be sent. The three different queries are examples we are going to send (as we have not had any complaints this year), detailing how we have responded to them, and then if they require any further information they will let us know.
- External Auditor's Review

### Assertion 5

We carried out an assessment of the risks facing this smaller authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.

- Identifying & assessing Risks, today the Board has reviewed the Risk Management Strategy and the register is at agenda item 9
- Addressing Risks, the Board constantly improves those risk and scores and anything we cannot adequately cover we seek external insurance

### Assertion 6

We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.

- Internal Audit, the Board reviews the internal audit report and have substantial assurance
- Provision of Information

### Assertion 7

We took appropriate action on all matters raised in reports from internal and external audit.

- To warrant a positive response to this assertion, the authority needs to have considered all matters brought to its attention by its external auditor and internal audit and taken corrective action as appropriate. There were three items in the internal audit report which have been actioned. Last year there were no matters raised from either external or internal audits.

#### Assertion 8

We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this smaller authority and, where appropriate have included them in the accounting statements.

- Significant Events - The authority needs to have considered if any events that occurred during the financial year (or after the year-end), have consequences, or potential consequences, on the authority's finances. If any such events are identified, the authority then needs to determine whether the financial consequences need to be reflected in the statement of accounts.

The example of this can be given as British Gas and the problems we have had transferring supplier, whereby we put a provision into the yearend accounts to cover any additional costs we expect to receive as well as the general pre payments which have been made throughout the year.

The Board approved the Chairman and Finance Manager to sign the Annual Governance Statement.

#### 984 APPROVAL OF THE UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDING 31<sup>st</sup> MARCH 2016 - Agenda Item 7

The Finance Manager stated the unaudited financial statements had been circulated under a separate cover and had been reviewed by the Executive Committee at their meeting on 17<sup>th</sup> May 2016.

The Finance Manager stated the unaudited financial statements summarised figures have been taken direct from the management accounts. The annual governance report is on page 6 which has been approved in the previous agenda item. He asked the Board to agree that the Chairman and himself sign to say that we agree with the statement of responsibilities, will agree that the balance sheet is a true representation of the yearend figures and these figures will then be placed into the annual return.

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.

#### 985 TO APPROVE AND AUTHORISE THE CHAIRMAN TO SIGN THE ANNUAL RETURN FOR THE YEAR ENDING 31<sup>st</sup> MARCH 2016 - Agenda Item No 8

The Finance Manager outlined to the Board that Section 2 of the Annual Return summarises the Boards official accounts for the year ending 31<sup>st</sup> March 2016. He added that the Annual Governance statement at Section 1 with the Boards approval will be signed to say this has been prepared and is a true representation. The Chairman will be asked to sign approving these accounting statements upon approval of the Board.

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 2016.

The Finance Manager informed the Board that these will now be sent to the External Auditor on the 16<sup>th</sup> June 2016.

986 TO REVIEW THE RISK REGISTER - Agenda Item 9

The Chairman presented the risk register on page 132.

The Board RESOLVED that the Risk Register be accepted.

987 TO RECEIVE A REPORT ON THE BOSTON BARRIER - Agenda Item No 10

The Chief Executive reported questions have been received from a Board Member the answers are on pages 133 to 136. He had a meeting with Mr Adam Robinson, the Boston Barrier Project Manager, regarding specifically these questions in terms of understanding their answers. The Chief Executive added if members had any questions he was unable to answer but he would relay them back to Mr A Robinson and seek further assistance.

Cllr P Skinner asked if a tidal event happened at the same time as a fluvial event, with the event in December 2013 in mind, would the increase in water volume take some of the banks out. The Chief Executive answered that if such an event were to happen then Boston would have been evacuated.

Cllr P Skinner reiterated that with the Boston Barrier in place it would increase the risk because the water level will be higher. He added in a tidal event, with the wind holding the tide in, you have increased the level of the water in the river Haven. The Chief Executive responded the interpretation of the forecasting at what time the barrier is raised in relation to the tide prediction.

Cllr P Skinner added that this increases the argument for increasing the height of the banks out to the Wash. The IDB's should be responsible and push forward for this to be done. If these banks do not hold then the barrier is a waste of time. The Chairman responded that this is one of the reasons why the Board has asked for the five pumps at Black Sluice pumping station.

The Chief Executive referred to a diagram and pointed out sediment siltation on the bed on both sides of the approach, i.e, the water will flow both ways, tide going in and out there will be a series of ruffles blocks that the water will go through to increase the flow and increase the movement of the silt.

The final design has not been implemented yet and it is deep enough in theory to not hit a boats hull so there will be some control mechanism to be put in place regarding what boat sizes travel at which tide heights is passable and possibly some protection device. The increase in the flows is shown in a diagram at the top of page 135.

The Chief Executive then highlighted a question "How far down the Haven do the concrete protection walls go?" which has been answered on pages 135 & 136. He added that the earth banks down towards the mouth of the Haven have been surveyed and any low sections are being raised to +6.35m OAD as part of the Boston Combined Strategy.

This work is being planned for construction through 2017/18. Both Black Sluice IDB and Witham 4<sup>th</sup> IDB are in negotiations with the EA to complete these works within the Public Sector Co-Operation Agreement in line with the time scale of barrier construction.

The Chief Executive reported climate change calculations had stated it could have been upto 70 years before those banks were raised and this caused alarm to a lot of residents and local Councillors. The EA then explored the different combinations and through the Boston Combined Strategy and the efficiencies IDB's can offer through the Public Sector Co-operation Agreement, the IDB's can offer savings rather than the EA going through their appointed contractors.

The Finance Manager clarified that we will be doing these works as a Contractor rather than as a responsibility, through the Boards Public Sector Co-operation Agreement.

The Chief Executive tabled papers received this week from the EA Consultants, the Transports and Works Act on the Boston Barrier proposals, two notifications - one the works affecting an area under the control of the Harbour Authority as defined in section 57(1) of the Harbours Act and the other is works affecting the Banks or Bed or Sub soil beneath a Canal or Inland navigation not comprising of the undertaking of the Canal and Rivers Trust or any of the reservoirs, feeders, sluices, locks, lifts, drains and other comprised in or servicing such Canal or Inland navigation; he added this is a lot of legal jargon but he selected a few items to be highlighted to the Board a "Scheduled Works", and the "Maintenance Works on the barrier once completed" which will be carried out on monthly, yearly and 5 yearly basis.

If any Members would like to view these documents, please inform the Chief Executive.

Cllr C Brotherton asked if in a fluvial event, would the width of the barrier be enough to let out the volume of water. The Chief Executive clarified that the combination of the Grand Sluice opening sluices which is 18 metres and the Black Sluice sluices opening width which is 12 metres giving a combined width of 30 metres. The barrier is a 25 metre opening which is a reduction of 5 metres but there is a restricting point between the Grand Sluice gates and Haven Bridge so that will compensate for the 5 metres.

The Chief Executive added there are no pumps at Grand Sluice and if we were in full fluvial flow with the sluice gate and navigation lock open it would be a very rare event that we would be pumping as the volume of water going through both channels would be greater.

Cllr P Skinner asked if the Navigation Lock would open in its current design as it only discharges through the outfalls. The Chief Executive responded that the Navigation lock now works, following the tidal surge, the mechanics have been repaired.

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

The Chairman presented a copy of the ADA Lincolnshire Branch minutes which were circulated with the Agenda for information. Mr P Holmes noted the Chairman's title was stated wrongly on the minutes, the Chairman responded that this has now been amended.



989 REPORTS - Agenda Item 12

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

The Board RESOLVED that the Board's monthly accounts which included February to May 2016, copies of which had been circulated, were noted.

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

The Chief Executive presented the Schedule of Consents on pages 158 to 160, he then stated that he would present screen slides on a few proposed developments of which no decisions are required to be made, but several points of interest on some large developments;

(i) 9m Byelaw Application - Proposed 2 dwellings on development Land on south bank of Drain 5/30 (Kirton Drain)

The Chief Executive presented a slide explaining that this proposal does not require a byelaw application as it is outside the 9 metre strip. He explained there are two very large residential properties proposed on land in Kirton on the south bank of Drain 5/30. The concern is they are showing a 9 metre maintenance strip at the rear of each property's garden albeit with gates. The new owners of these properties may not realise that a large machine will be travelling along the 9 metre strip at the bottom of their garden to maintain this drain.

The Chief Executive will discuss with the Architect to make him understand that a 20 ton machine will be carrying out maintenance work along this 9 metre strip at the bottom of these properties gardens.

A response will be sent to the Architect making a clear indication to the prospective purchasers that the Board has a right of maintenance through the gardens of these properties and in addition the depositing of material, de silting will be left on the bank sides.

Mr R Leggott asked if the wording could be improved to include a warning. The Chief Executive clarified that a very precise wording detailing this will be sent to the Architect. Mr R Leggott then asked will the purchasers see this exact wording, the Chief Executive responded that we can request the Architect relay this exact response to the purchaser.

Cllr P Bedford asked if the Boards response be sent to the Boston Borough Council Planning Committee it could be added to the conditions for planning permission.

Mr J Atkinson raised the point of plant machinery in the future may increase in size and could require larger access strips. The Chief Executive agreed and concluded the Land Drainage Act stipulates 9 metres as a maximum.

Mr J Fowler asked if the planning committee stipulated the property should be raised for flood risk purposes. He concluded that if the owners wanted to landscape their gardens per se, should the Boards response include the 9 metre strip be on a level basis. Mr P Holmes agreed and added that the land is very low at this point.

(ii) SHDC Planning Application H04-0244-16 - Residential development of 73 dwellings land off Malting Lane, Donington

The Chief Executive presented a slide of a development in Donington which has previously been introduced to the Board with possible concerns over surface water discharge. The developer has found a rising main which runs through the site, a condition from Anglian Water this cannot be built over because of easements, so a proposal has been received from the developer regarding surface water feeds into a Boards maintained watercourse. The Chief Executive stated that investigations are being undertaken to see if we can connect into the pipe on Malting Lane.

Surface water from the rear of the site will discharge into a proposed balancing pond and then move into an open riparian drain which feeds into a maintained watercourse. With the complexities of this site investigations are ongoing into a length of piped watercourse which is close to or under a building which should be considered for adoption. The Chief Executive clarified that currently this is for information only.

(iii) BBC Planning Application B/16/0052 - Proposed 63 dwelling residential development land off Station Road, Swineshead

The Chief Executive informed Members of an application which had been received over a year ago for 14 properties which had approval for a new cut drain to connect into a maintained watercourse.

An additional application has been received from this developer as he has purchased further land and the site is now planning 63 dwellings. The developer has approached LCC to adopt into their system with a green field run off rate through a hydro brake into a maintained watercourse. LCC have an issue with the easement strip having lack of access to the watercourse for maintenance.

(iv) BBC Planning Application B/16/0106 - Proposed 87 dwelling residential development land off Puritan Way, off Fenside Road, Boston

The Chief Executive presented a slide detailing a proposed marine development site which links into Puritan Way. An application has been received and the main concern is the surface water run-off. Currently there is no indication where the surface water will discharge. The EA may not be in favour of water discharging into the river Witham.

He then highlighted that the surface water could eventually find its way into a Boards pipeline (12/2 Langrick Road) and he reminded Members that a section was renewed 5 years ago and currently an assessment is being carried out into funding for a further section with additional revetment works planned on the approach to Cooks Lock pumping station.

The amount of surface water from this development could have a substantial effect on this pipeline, if it is above green field run off. Due to the condition of this pipeline it will be affected. If a development fee is considered it may affect a decision as to whether a full replacement of this pipeline is required.

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 2016, 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.

The Board RESOLVED that these reports be noted.

990 ANY OTHER BUSINESS - Agenda Item 13

(a) Working Group Meeting

The Chairman reported on a meeting of the Working Group held after the Executive meeting on 17<sup>th</sup> May 2016. He informed the Members that the Officers have been asked to put together a 20 year maintenance quotation for the south forty foot drain catchment which they are presently working on.

(b) Floodex

The Chief Executive reported that whilst attending Floodex, they had viewed equipment from a Somerset UK distributor which outlined a machine which vacuumed up silt from the water and deposited it on the bankside in a form like toothpaste. The distributor has enquired if this machine could be demonstrated to the Board free of charge. The Chief Executive has offered a pond located in Swineshead where they can demonstrate and he awaits their response.

There being no further business the meeting closed at 16:05pm.

# BLACK SLUICE INTERNAL DRAINAGE BOARD

## MINUTES

of the proceedings of a meeting of the Executive Committee

held at the Offices of the Board on  
13<sup>th</sup> September 2016 at 2pm

### Members

Chairman - \* Mr K C Casswell

\* Cllr P Bedford

\* Cllr M Brookes

\* Mr J Fowler

\* Mr P Holmes

\* Mr M Rollinson

\* Member Present

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

#### 991 APOLOGIES FOR ABSENCE - Agenda Item 1

There were no apologies for absence.

#### 992 DECLARATIONS OF INTEREST - Agenda Item 2

There were no declarations of interest.

#### 993 MINUTES OF THE LAST MEETING - Agenda Item 3

Minutes of the last meeting held on 17<sup>th</sup> May 2016, copies of which had been circulated, were considered and it was agreed that they should be signed as a true record with the following amendments;

- a) Minute 953(f) – second sentence remove “Chairman” replace with “Chairmen” and again in the second paragraph.

#### 994 MATTERS ARISING - Agenda Item 4

##### (a) Works Committee Membership - Minute 953(f)

Mr M Rollinson reported that he had completed a lot of work on membership and discussed this with Mr P Holmes. He highlighted to the Committee this is a very important subject and goes further than the co-opted members on the committees. It covers the entire succession plan of the Board. We want the co-opted members of the works committees to be prepared to step up and become Board members. When you look at the current structure of the Board, of the eleven elected members there is only five under 60 years of age therefore we are in a good position but, unless we do something now we will find it challenging in the future.

Mr M Rollinson continued stating we don't want to lose all the experience in one go but we do want a useful, vibrant Board and having read through the agenda today he had not realised that Board members are only insured up to 75 years of age. He asked of the five members over 75 years old, are they elected or Council members, the Chief Executive responded that they are split.

Mr M Rollinson suggested that we sound out the Board members who are probably nearing the end of their term on the Board to consider who they thought may be a successor, albeit an elected role, and are they a member of a works committee and if not do they want to recommend they are co-opted on to the works committee now.

He suggested that he, Mr P Holmes and the Chairman look at the Board areas and representatives in general on the works committees.

The Chairman stated he had originally said he would do 3 years as Chairman but now he is considering staying for 6 years. Mr P Holmes asked if he could clarify that if the Chairman remained on the Board for 6 years would he then leave the Board rather than step down. The Chairman stated that he would leave.

Mr P Holmes also believes the Board needs to plan for succession. The Chief Executive stated that our works committees, in respect of introducing new Board members, is envied by other IDBs and commended that through friendship new member interest has encouraged membership. But to remember that we have received some criticism regarding our electoral process and in response have stated in the April drainage brochure to aim to inform everyone when it is an election year.

Mr Rollinson stated to sum up; we don't need to make any immediate changes unless we need to contact poor attendees. The Chief Executive stated that this has been done in the past to remove members, however there is no rule within the terms for this action.

Mr Holmes then asked the Finance Manager for member's electoral wards, and requested to view which member represents which ward.

The Chairman then stated to the Chairmen's of the works committees that if they wanted to confirm new members of their respective committees to let himself, the Chief Executive and Finance Manager know before the next Board meeting.

The Chairman felt that we would still like to include guests at the works inspection meetings. The Chairman concluded that all the points raised are good and it is the right way to move forward.

The Chief Executive stated that as John Cooke from Towergate Insurance is attending the next Audit & Risk meeting we could get him to expand on the insurance issue regarding age. The Finance Manager presented a slide with details of a projected age for the next election to include a term of 3 years, which indicated that nine members of the current Board would be over 75 years of age by the end of the term. A member stated a premium would need to be requested from Towergate Insurance.

(b) The Bourne North Fen Farm Trust - Minute 957(c)

The Finance Manager presented the completed Client Service Review form from Brewin Dolphin which is included in the agenda papers for information, all details were agreed at the previous Executive meeting. The Finance Manager highlighted some items in red which will require amending. He also asked Brewin Dolphin to remove the Chief Executive and himself as executive members. The Finance Manager added that their role is an administration function with authority rather than having any say in what happens. This will be reissued for signature. The Chairman asked if members were happy with the document, all agreed.

(c) Wyberton United Charities - Minute 958

Cllr P Bedford asked if there had been a response from Mr J Chester. The Chief Executive responded that he had spoken with Mr Chester earlier that day, and overall they were not best pleased with the outcome. We have not received an application from the new owners because the sale is subject to planning and it is with Boston Borough Council Planning. Until planning is approved they won't buy the land, but once purchased then an application will be sent to request consent to reduce the byelaw from 9m to 6m.

(d) Appointment of Independent Person to review Senior Officer salaries - Minute 960

The Chairman stated he will be contacting Mr Pickering to make arrangements before the next Executive meeting in December 2016. He added that he is awaiting some collated information from Mr D Gowing.

995 TO RECEIVE A REPORT ON RATING - Agenda Item 5

The Finance Manager presented the Rating report;

1. Drainage Rate Account 2445

The Finance Manager stated there is an issue between the tenant and landlord whereby they disputed the date the property was going to be transferred over. In order to recover the majority of the monies the Chairman agreed only the current year's drainage rates would be recovered which left £254.81. This is above the limit of £250 that the Finance Manager can authorise. Therefore, the Chairman authorised to write off the sum of £254.81 in order to be minuted and presented to the Board.

2. Drainage Rate Account 2733

The Finance Manager stated that the current owner has requested a re-valuation because;

- (a) some of the glasshouses are no longer heated or have any irrigation system
- (b) some of the glasshouses are derelict

The Rating Officer has attended on site, there is a large section in the middle which is dangerous with glass falling.

The Finance Manager stated that it could be repaired and still be used as glasshouses however, the irrigation and heating is not there. The Rating Officer has reviewed the site and measured the correct sizes and put a valuation on the building as standard practices. This resulted in a recommended adjustment in the value from £26,995 to £20,059. Back dated to 1<sup>st</sup> April 2016 it will lead to a reduction in the drainage rates payable of £873.94.

The Finance Manager has further recommended that it can only be reduced further if the glass is actually removed so that it cannot be used as glasshouses anymore.

3. Drainage Rate Account 2781

The Finance Manager explained this account is for the Committees information. Reminder letters have been sent out and the Rating Officer has contacted them. The ratepayer has asked if they could pay by direct debit from now until end of March 2017 the Finance Manager said that would not be acceptable. We have agreed the terms as detailed in the agenda papers the aim being by the end of period 6 (September) they have paid half of what was due, he confirmed they have paid the August payment of £10,000.

The Finance Manager added that we will still get the liability order from the Magistrates Court but not serve it assuming the agreement is adhered to.

Mr M Rollinson asked if a direct debit arrangement could be charged with a percentage interest monthly. The Finance Manager responded that we do not offer direct debit service, and explained that the rate payer had offered to pay £100 per month of a £39,928.71 drainage rate bill. Which is why the discussions followed and the payment schedule agreement was arranged.

996 TO RECEIVE THE PERIOD 5 MANAGEMENT ACCOUNTS - Agenda Item 6

The Finance Manager presented the Period 5 management accounts highlighting the following;

- non-payment of the drainage rates as above reflects on the drainage rate income, hence why we are £28,000 behind were we would expect to be
- Schemes are to be looked at in next item
- Drain maintenance £74,993 over spent

The Chief Executive informed the Committee regarding the drain maintenance over spend, he has carried out a number of reviews with the Finance Manager and Operations Manager in order to arrive at quantifiable responses, these are listed below;

- we started our drain maintenance early in relation to our budget projections
- regards to budgets which really compared like for like budgets of last year we started early predominantly with our largest machine on the EA cutting last year which could have left ourselves in a predicament with some of the vegetation in our own watercourses
- this year we have spun it around, we have cut our own watercourses first to the point where we are 6 weeks in front of our programme (Hitachi long reach works) and at the beginning of July we had cut 5 times more of our own

watercourses than we had last year and we are confident we are going to arrive at or just under budget

- the Chief Executive and the Finance Manager will be looking at the forthcoming management accounts very closely
- closer operational expenditure controls are being implemented by the Operations Manager
- the summer cutting expenditure also includes all the hand roding where we are on programme

Mr P Holmes asked because we went out early will this now involve a second cut; the Chief Executive responded; we have some money in the budget for second cuts but I am reliably informed that we don't think we will need to as we have completed additional flailing works on our early season high priority watercourses. We can only continue to monitor growth and assess remaining budget.

Mr Rollinson asked if there is any additional hire cost associated with the Twiga being out of service and having to hire in a machine; the Chief Executive responded that it is challenging us to ask new questions which I put to the Chairman and the Finance Officer earlier this morning, we recover our own plant at a charge out rate of £45.00 per hour; Irelands have just sold Witham 4<sup>th</sup> Energreen, we could have hired that machine in at £1,400 a week and worked single shifts at £36.00 per hour or possibly double shifted the machine for a far lower rate. Therefore, we would have been saving money hiring one in instead of a c£200k capital purchase of our own machine with possible expenditure on break downs and other works.

Mr Holmes asked if they are available to hire; the Chief Executive stated they are generally not available for hire, at the moment we have hired a conventional flail machine to cover the Twiga which is off the road; for those members that did not know our latest Twiga tipped over into a drain a couple of weeks ago, nobody was in it at the time and it is currently going through an insurance claim.

997 TO REVIEW THE CAPITAL SCHEMES BUDGETS 2016/17 - Agenda Item 7

The Chief Executive presented a summary of the three capital schemes on page 20, two of the schemes being FDGiA funded schemes, we cannot apply for any additional funding as we have been allocated our full 100% allocation. The third scheme is for the completion of Leaveslake Drove and this is an operational issue, he stated the Finance Manager had not been informed to carry the funding monies over from last year to this year's accounts and this has caused an over spend, with an additional spend on two culverts of £10,587.

The Chief Executive requested the highlighted figures be taken out of the reserve account in order to balance the accounts for this year

The Chairman asked the Committee if there were happy with this, all agreed.

998 TO CONSIDER A LETTER FROM BOSTON BOROUGH COUNCIL - Agenda Item 8

The Chief Executive reported receiving this letter from Boston Borough Council which in turn developed into a meeting called by and held at East Lindsey's District Council Offices at which the Chairman, Chief Executive and Cllr Bedford attended along with other affected Drainage Boards.



The Chief Executive stated we have been invited to review the Boards 10 year financial projections with a view to attending a further meeting in January 2017 to hopefully offer a zero percent increase for the next two financial years.

The Finance Manager put this scenario into a spreadsheet; 0% increase in 2017/18 and 2018/19 without changing any other figures which have previously been agreed by the Executive Committee. By the year 2020 and beyond we fall below our recommended or preferred status of around 20% balance of reserves in relation to our expenditure, so the simple scenario of two years at zero percent at our current spending profile does not meet our recommended balance reserves.

The Chief Executive then added that he had adjusted the spreadsheet and by maintaining our current capital spend and reducing our year on year annual increase from 2% to 1.5% we maintain our 20% reserve level. The Chief Executive suggested he and the Finance Manager review this further with a view to circulate via email in order to have something in place before the next Executive meeting to recommend to the Board in February.

Cllr Brookes asked are we looking to reduce expenditure somehow to compensate; the Chief Executive responded yes he then added that his only concern would be if in the January 2017 meeting with the Councils our Board offer the 0% but other Board seek an increase.

Cllr Bedford added that it is up to the IDBs to have that conversation and the Chief Executive agreed that they will be having that discussion.

The Chairman added, we came away from the meeting thinking that to be fair to Boston Borough Council we need to find a way of offering no increase for two years. We felt that it was going to be too difficult to offer more without having to make really serious decisions on how we operate the Board.

The Chairman wants to set an example and trust that other Boards will do the same, Cllr Bedford stated in two years we could be on a 100% business rate retention as opposed to what we get at the minute, but we will be a net loser in Boston under 100% business rates because of the farming community. That is not going to alter a great deal but if we can deliver the devolution bill for the whole of Greater Lincolnshire and then pool all business rates there will be net gains from Grimsby, Immingham etc. They have got a lot of industry, docks etc. if that can be pooled and levelled out then that will probably be the answer.

The Finance Manager raised concern based on experience when we first started on these austerity measures Black Sluice was very proactive and we held our rate for two years before any of the other IDBs did, which in turn became four years compared to other boards two years, we need to be aware that if we are going to go down the same route again to make sure that we are all doing the same thing and not just Black Sluice saying we have held ours at zero percent for two years we need to put it up now.

The Chairman concluded that we need to work with our council partners and find a way forward.

999 TO REVIEW DIRECTION ON 2017/18 BUDGETS - Agenda Item 9

The Finance Manager presented the 10 year budget estimates on page 23 with a 0% increase for two years, this highlighted the problems previously discussed regarding the reserve levels from 2020/21. He confirmed as previously stated he would communicate to the Committee with a revised budget forecast including some minor adjustments to recommend to the Board for approval.

The Chairman asked Cllr Bedford if this will help, he responded yes and the Chairman clarified that the Black Sluice should not be doing this on their own and Cllr Bedford agreed.

1000 REVIEW OF PURCHASES, UPGRADES & CONTRACT RENEWALS - Agenda Item 10

It was agreed and thereby RESOLVED to exclude the public from the next part of the meeting due to the confidential nature of the business to be transacted, in accordance with section 2 of the Public Bodies (Admission to Meetings) Act 1960.

1001 REVIEW OF SALARIES - Agenda Item 11

It was agreed and thereby RESOLVED to exclude the public from the next part of the meeting due to the confidential nature of the business to be transacted, in accordance with section 2 of the Public Bodies (Admission to Meetings) Act 1960.

1002 ANY OTHER BUSINESS - Agenda Item 12

(a) Haconby Diesel Engine

The Chief Executive stated this is for minute information, it was sent in an email to the Committee and it was agreed, the engine will remain where it is and who knows the possibilities and potential in the future.

(b) Insurance cover for Board Members over 75 years

The Chairman stated that some of this has already been discussed, it will be brought to the next Audit & Risk Committee meeting. Mr Rollinson and Mr Holmes asked what the insurance actually covered; the Finance Manager responded that if you are on an inspection and fell down a drain bank and broke your leg it would cover costs relating to that, it includes medical cover, time off work cover, up to set limits which are about half what they are for full time employees, the Finance Manager added that more details can be given if requested.

(c) Pumping Station Groundsman

The Chairman pointed out how surprising it was to see how much is spent with outside contractors, the Chief Executive presented this item and stated that this proposed position would be line managed by Kevin Methley.

We currently employ two contractors who attend all 34 of our pumping stations and maintain them i.e. grass, hedge and tree cutting, spraying and general tidying, additionally we use other contractors to replace roof tiles, bricks, glass panes, fencing, painting fencing.

We have realised after carrying out a full evaluation that the Board is spending up to £33,000 on general pumping station maintenance.

The Finance Manager and Chief Executive have calculated the cost to include a used 4x4 vehicle, ride on mower/trailer and using other equipment which we currently hold, if we get someone suitably qualified in chainsaw, spraying equipment etc. that will cost us £31,000 therefore it is cost beneficial.

The Chief Executive added that unfortunately it would be the end of the Boston Borough Council contracts. Cllr Brookes and Cllr Bedford declared an interest regarding the Boston Borough Council contracted works.

The Chairman asked the Committee if they were in agreement, all agreed.

(d) External Audit Report

The Finance Manager stated the external audit report has been returned from Grant Thornton with no comments and signed. The Committee congratulated the Officers.

(e) ADA Conference

The Finance Manager asked those members attending the ADA Conference, to agree their travel from Peterborough train station. The Chairman asked members if there were prepared to pay the balance to travel first class – all agreed.

The Chief Executive will be attending the ADA executive meeting on the previous day.

(f) Triton Knoll

The Chief Executive made members aware that the Triton Knoll project has gained approval. The three IDBs which are involved with Triton Knoll, are ourselves, Witham 4<sup>th</sup> and Lindsey Marsh and we believe it is now time to employ a full time project manager on behalf of these IDBs. It will be reiterated and agreed in writing that all the cost associated with that individual will be reimbursed by Triton Knoll.

The Chief Executive asked the Committee to agree to the implementation of employing a full time project manager for the Triton Knoll project with the agreement that Triton Knoll will reimburse all costs associated with that full time role. The Witham 4<sup>th</sup> believe they are aware of two individuals who will be able to take on this role immediately. The Committee agreed.

(g) Boards Bungalow

The Chief Executive stated some time ago the Board approved a £3,000 budget for the Boards bungalow driveway repairs. The tenant contacted the Chief Executive and asked a number of questions regarding security and also reintroduced the subject of the driveway. The Chief Executive stated that the Officers would re-investigate the quotation process for these works.

He added that if he remembered correctly some concrete blocks from Boston Borough Council were going to be made available free of charge but this did not materialise therefore the works did not go ahead; the costs will now include additional material costs.

The Chief Executive asked if he could send out the revised costs to the members by email and confirm the expenditure. The Committee agreed.

There being no further business the meeting closed at 3:55pm.

**BLACK SLUICE INTERNAL DRAINAGE BOARD**  
**EXECUTIVE COMMITTEE - 13<sup>th</sup> SEPTEMBER 2016**

**BOARD AGENDA ITEM No 5(a)(i)**

**Rating Report**

**1. Drainage Rate Account 2445 – Gosberton Clough**

An issue with this account was first brought to the attention of the Board at the November 2015 Board Meeting where it was agreed to proceed with recovery action in the usual way.

Following further conversations with the rate payer it was agreed, with the Chairman's approval, that we would only recover the current year's drainage rates. The date for the apportionment of the drainage rates was unclear and we risked not being able to recover any monies as the ratepayer now lived in Scotland.

A payment of £1,165.01 was received before the arranged court date leaving £254.81 to be written off from 2014/15.

**2. Drainage Rate Account 2733 - Glasshouses, Malting Lane, Donington**

Drainage Rates for 2016/17 currently due amount in total to £3,458.83.

The assessment is a 13.50 acre site comprising of 5.79 acres glass, yard and buildings together with a further 7.71 acres of bare land valued at £80 per acre (£616).

Total specialist buildings valuation amounts to £32,974, with a 20% reduction for size giving the current rateable value of £26,378 for specialist buildings and an overall total of £26,995.

The occupier has requested the valuation be reassessed on the grounds that some of the glasshouses are no longer heated or adequately irrigated and are derelict in parts. The original valuation was checked by Gary Sargeant, a chartered surveyor on 15th October 1992 and was subsequently appealed and reduced in November 1994 to the above figure. The occupier seeks to have a reduction to the valuation considered before paying drainage rates for the year.

The Finance Manager has inspected the glass externally and has noted that it is in poor repair but still all in situ.

The Rating Officer has visited the site and inspected the glasshouses for heating, irrigation, ventilation, condition and capacity. It is noted that the area of actual glass extends to 3.86 acres. It is also noted that the large agricultural building has been valued at only 1p per ft<sup>2</sup>. No additional buildings have been constructed on site since the last valuation.

Recommend adjustment to value based on recent inspection reduce by £6,936 to £20059. This equates to a reduction this year of £873.94.

It is further recommended that the valuation only be reduced further should any of the glass be removed.

### **3. Drainage Rate Account 2781 – Intense Poultry Unit**

The drainage rates currently due on this account are £29,928.71.

The Rating Officer contacted the rate payer when the account remained outstanding after reminder letters had been sent. An offer to pay by monthly direct debit to the year end March 2017 was made by Bernard Matthews Ltd. However, following negotiation the following payment schedule was agreed.

- a. £10,000 by end August
- b. £10,000 by end September
- c. £10,000 by end of October
- d. £9,928.71 by end of November

This ensures that at least half of the rates are paid by the end of September (Period 6).

We have agreed that assuming the agreement is adhered to we will apply for a liability order from the courts but not send it to the Bailiff's for recovery action.

The August payment was made as agreed.

# Black Sluice Internal Drainage Board

## Schemes Expenditure

2016/17

Period 05 - August 2016

Drain Schemes						
Code	Scheme	2016/17 YTD	2016/17 Approved Budget	Budget (Over)/Under Spend	2016/17 Amended Budget	Amended Budget (Over)/Under Spend
1037	FDGIA - Graft Drain Improvements	3,988	0	(3,988)	3,988	(0)
1210	Leavelake Drove Diversion	17,024	0	(17,024)	17,024	(0)
1222	Clay Dyke Cleansing	0	60,000	60,000	60,000	(60,000)
1223	FDGIA - NFF Bank Protection	0	120,000	120,000	120,000	(120,000)
1224	Morley Lane, Bicker, Toeboards	15,929	20,000	4,071	15,929	(0)
1300	General Culvert Replacement	40,587	30,000	(10,587)	40,587	0
1099	FDGIA - Drain Schemes	0	(120,000)	(120,000)	(120,000)	(120,000)
		77,527	110,000	32,473	137,528	(300,001)

Pumping Station Schemes						
Code	Scheme	2016/17 YTD	2016/17 Approved Budget	Budget (Over)/Under Spend	2016/17 Amended Budget	Amended Budget (Over)/Under Spend
1149	Dorington Wykes -Replace Pumps	0	40,000	40,000	40,000	(40,000)
1150	Holland Fen-Returb Weed cleanr	1,800	0	(1,800)	1,800	0
1153	Swineshead PS Weedscreen Clean	12,750	85,000	72,250	85,000	(72,250)
1154	FDGIA - Helpringham PS Weedscreen Cle	0	84,000	84,000	84,000	(84,000)
	FDGIA - Damford PS Resilience Work	0	0	0	65,000	(65,000)
1199	FDGIA - Pumping Station Scheme	0	(84,000)	(84,000)	(149,000)	149,000
		14,550	125,000	110,450	126,800	(112,250)

92,077	235,000	142,923	264,328	(412,251)
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**BLACK SLUICE INTERNAL DRAINAGE BOARD**  
**EXECUTIVE COMMITTEE - 13<sup>th</sup> SEPTEMBER 2016**  
**BOARD AGENDA ITEM No 5(b)(iii)**

**Insurance Cover for Board Members over 75 years**

The following statement has been received from our insurance broker in relation to insurance cover for Board members over the age of 75.

*"The usual upper age limit on most Personal Accident policies is 65 although for our Drainage Board Policy the standard upper age limit is 75 and insurers are reluctant to go beyond this.*

*We do have an alternative where we can lift this further to 80 or even 85 although with these policies the extent of benefits offered is limited and the cost is relatively high when compared to younger persons insured.*

*The last Board that I looked at to provide this type of cover was slightly smaller than Black sluice, but their additional cost amounted to approx £200-£300 additional premium with the benefits for the older persons limited to a %age of the usual benefits payable.*

*Do you wish for me to source a specific quote for your Board on a separate policy or are you happy that the older persons fall outside the cover? Different Boards have different views on this."*

We currently have one board member that is aged over 75 but another four that have their 75<sup>th</sup> birthday in the twelve months the policy will cover.



**BLACK SLUICE INTERNAL DRAINAGE BOARD**

**EXECUTIVE COMMITTEE - 13<sup>th</sup> September 2016**

**BOARD AGENDA ITEM No 5(a)(iv)**

**PUMPING STATION GROUNDSMAN**

We currently employ three companies to undertake pumping station/office/depot grounds care works (grass, vegetation, trees, bushes, spraying, moles, litter picking, painting & decorating & safety fencing maintenance etc.) at a cost of c£33,000/annum.

We seek approval to employ our own suitably qualified Pumping Station Groundsman to complete these duties throughout the year along with other minor repair work duties (building repairs, glazing, painting, fencing etc.). This work would require a 4x4 vehicle with trailer, ride on and hand mower with all the other equipment (chain saw, strimmer, cement mixer, sprayer etc.) coming from our own small plant assets.

The total employment and running costs for this new position are calculated to be c£31,000/annum. The line management for this will be to the Assistant Pump Engineer.

Ian Warsap.  
Chief Executive.

# **BLACK SLUICE INTERNAL DRAINAGE BOARD**

## **MINUTES**

of the proceedings of a meeting of the Audit & Risk Committee

held at the offices of the Board on  
28<sup>th</sup> September 2016 at 1pm

### **Members**

Chairman - \* Cllr M Brookes

* Mr W Ash	* Mr V A Barker
* Cllr R Austin	* Mr R Leggott
* Cllr B Russell	* Mr N J Scott

\* Member Present

In attendance: Mr I Warsap (Chief Executive)  
Mr D Withnall (Finance Manager)  
Mr J Cooke (Towergate Insurance) attended for Agenda Item 5

The Chairman welcomed members to the meeting thanking them for agreeing to an earlier start. He outlined the programme for the meeting stating that Mr John Cooke from Towergate Insurance will be attending at 2pm.

#### 1003 APOLOGIES FOR ABSENCE - Agenda Item 1

There were no apologies.

#### 1004 DECLARATION OF INTEREST - Agenda Item 2

There were no declarations of interest.

#### 1005 MINUTES OF THE AUDIT & RISK COMMITTEE MEETING – Agenda Item 3

Minutes of the last meeting held on the 27<sup>th</sup> April 2016, copies of which had been circulated, were considered and it was agreed that they should be signed as a true record.

#### 1006 MATTERS ARISING - Agenda Item 4

##### (a) Risk Management Strategy - Minute 929(a)

Mr V Barker asked if the BSIDB workmen had been invited to the Black Sluice pumping station. The Chief Executive answered that so far there has only been one event and they did not receive an invite. He added that it had been genuinely overlooked by the Environment Agency and confirmed that they will be invited to the next one.

(b) The 9 Metre Byelaw Policy - Minute 935

The Chairman suggested that the following policies would be better reviewed by the Bridges and Culverts Committee who have the expertise and are formulating other policies that these were dependent upon.

- B2 Standard conditions for relaxing byelaw No 10 (the 9 metre byelaw)
- C2 Standard conditions of structures in watercourses
- C3 Policy on Culverting
- C4 Specifications for works in a Board maintained watercourse
- C5 Guidance on piping or filling in watercourses (or other works in or near a watercourse)
- C6 Specifications for works in a privately maintained watercourse

The Committee unanimously agreed to the Chairman's proposal.

The Chief Executive presented the 9 metre byelaw policy in the agenda papers along with the standard conditions for relaxing a byelaw policy which go out together.

He highlighted changes to section 6.8 "Electricity Poles Lighting Columns etc." by adding this note "(to ensure the correct safe working distance, the minimum clearance distance from ground level may increase depending on the voltage of the wire)" he stated that this is a typical addition and there are no specific measurements or conditions, just additional information. He added that this has been amended by himself and other Officers and asked the Members to review and highlight any observations, then once approved the new policy is to be implemented and presented to the Board.

Cllr R Austin asked, as electricity lines near works must be a major hazard does this have any impact on the insurance? The Chief Executive answered that currently the insurance covers damage to or relating to electricity poles or any other apparatus. He stated that this is clearly one of the purposes of this byelaw moving forward even though historically there are cables above ground within 9 metres but in the future this document will control the application process. If we do have a relaxation of the 9 metre byelaw it is clearly documented and identified on the Boards GIS mapping system so we are aware of those cables in closer proximity to Board maintained watercourses. He added now the correct procedure will be implemented going forward, recorded and documented but clearly for any unconsented works in the past we will still have issues. He clarified that regarding insurance we will be adequately covered if we had such a strike.

Cllr B Russell added that from the insurers point of view we are covered by employer's liability if there is any damage or injury to an employee involved in such acts.

Mr V Barker stated that the members understand the wording used in these policies but somebody could look at them and refer to three or four different words relating to distance in terms of tow, brink, centre and bank being in one place plus 9 metres from the tow, 9 metres from the centre, 9 metres from the brink and they are all different things. He asked could the words be standardised. The Chief Executive answered by saying that he understands where Mr Barker was coming from in layman's terms but it would be very difficult to standardise i.e. an

underground pipe to say 9 metres from the brink of the pipe that should be edge of the pipe. The purpose of this wording is in relation to the relaxation of the 9 metre byelaw and he is sure if anyone had difficulty in understanding they would need to have negotiations with one of the Officers to understand, particularly on the three cross sections diagrams, where we are showing the different types of embanked watercourses, open watercourse, or a piped culvert because there are different points of reference and people think a drain is a drain, but they are different. He acknowledged but felt the Officers would be able to address these issues prior to the application being completed and submitted.

Mr R Leggott stated he agrees in the main with the policy on relaxing the byelaw but perhaps a few items need defining a bit better, he detailed the following;

No 5 Guidelines – he looked at the list and felt it is missing cesspits and digestion units; the Chief Executive answered in global terms this consent is for anything within 9 metres we don't have to list or document all. The Chairman agreed that it is a good point as it is something which is placed into the ground. Cllr B Russell added that if you start listing specific things once you miss something out you can come into problems so a generic term would be better looked for.

No 5.1 last line - "distance from the drain as the existing building", he recommended adding "existing building on that property" because someone will look at one nearby and say that's different and if they can do it, I can do it. The Chief Executive stated that the relaxation is pertaining to that property and it will be amended.

No 5.3(b) – he noted if we are looking for give and take because we can give on one side and take a bit the other with a little bit of encouragement in some cases but what happens if both sides are actively applying for something at the same time? The Chief Executive answered that each application is looked at within its own merits, should two applications come in at the same time that would be brought to Committee for a decision.

Standard Conditions No 3 – states "the Board accepts no liability for any structural damage" but thinks "structural" should be removed – Members agreed.

The Chief Executive concluded the most significant change is on the cross section turning this into a true 9 metre byelaw whereas before the last culverted watercourse used to be 4.5 metres from the centre pipe. We have changed to 9 metres with no difference to whether it is a watercourse with or without embankments, they are all now culverted watercourses, people can still apply to have a relaxation but we are now going with the standard 9 metres.

The Chief Executive concluded by saying for member's information, most of the IDBs throughout the country go to 9 metres; and recently an engineer from North Level IDB implemented a 21 metre byelaw consent.

Mr N Scott referred to the Standard Conditions No 6 where it talks as if you are committing yourself to indemnifying the Board but does not actually say that. By putting in an indemnity the applicant will indemnify the Board if any damages were to be caused is quite an easy language to prove in law and to make your claim against. If you have an indemnity from the applicant, you know if they are going to put a building or a pole or a fence whatever it is and cause some damage or

slippage or issues if they have indemnified you for damages then that is quite a simple recourse to follow. The Chief Executive clarified this point so we can implement it on the consenting application. Mr Scott clarified if you say “the applicant will indemnify the board for any loss or damage caused”. The Chairman agreed that this should be incorporated – all agreed.

Mr N Scott asked if a lawyer reads through these policies or do we produce them ourselves? The Chief Executive answered historically they have been produced with ADA in the back ground and they have probably gone to lawyers but we know we have got to the point that these have been looked at several times, whether we should consider these being looked at by a legal expert. He added that is for this Committee to agree the way forward and find the budget. The members agreed that it is important that people are able to interpret these policies. Cllr B Russell added he would not want to involve a lawyer and that using generalisation of wording and as part of this review, this Committee has picked up wording as part of the Boards examination, the descriptive terms associated with drainage boards are well known because as an IDB we know more of what we are doing.

The Chairman asked the Committee to recommend the 9 metre byelaw policy to the Board – all agreed.

#### 1007 TO RECEIVE A REPORT ON INSURANCE RENEWAL - Agenda Item 5

The Chairman asked members to have a discussion on the insurance renewal before Mr John Cooke joined the meeting.

Cllr B Russell asked a question regarding page 22 the Combined Policy surface structures – this is something we should look at very carefully, the Insurance company is not saying that you must do it, they are saying that it might be prudent but the increase in premium seems excessive. The Finance Manager stated that the NFU (previous insurers) gave the Board a quote to cover 5 months’ insurance to the end of our term which equated to an annual premium increase of £25,000 for the sub structures to be included and increase the building value. He added this current renewal has included sub structures with an increase of £4,700 actually compared to NFU quote for £25,000, this quote is more where we should be and based on the additional value and additional cost because these are actual rebuild costs for an extra £28 million of cover £4,700 is not unreasonable.

Cllr B Russell stated he had an unfortunate impression of NFU, in his past history they are very good and very expensive. The Chief Executive added that full loss insurance is on the two pumping stations alongside the main sea line defence, Wyberton and Kirton Fen whereby an extreme tidal surge could wash the banks away around them and arguably just fall over but for the other 32 pumping stations the sub structure are all-encompassing below ground level the Board is not covered for and if they are going to be knocked down, vandalised, tidal surge, whatever realistically the nuts and bolts of it will remain. We asked NFU to give a quote because this Committee and others had requested one but it actually scared us away from it.

Cllr B Russell concluded they would not wish to give cover for either subsidence or ground movement but basically you should know and have information on that but you are not talking about trees growing close. The Chief Executive agreed with the Finance Manager that £4,700 for the additional sub structure cover is a good deal.

The Chairman added that after consultation with the Finance Manager and the Chief Executive he came to the same conclusion.

Cllr B Russell asked is it an all risk cover? The Chief Executive answered it would be a question to ask Mr Cooke today.

The Chief Executive reported over the last year the Officers have tried to build up a relationship with John Cooke in the same way we had the relationship with Phil Ingleby (NFU) as we did not know a lot about Towergate Insurance. He explained he had spoken to other IDBs in the county asking who their insurers were and they introduced the company Towergate, subsequently the Officers found out that Towergate cater for 30 to 40 other IDBs in the country. They have the expertise and the Officers have been quite encouraged by Mr J Cooke's level of expertise within the IDB industry.

Mr N Scott asked who is the insurer on the combined policy? The Finance Manager answered the combined policy is with Allianz, the motor fleet is with Equity Red Star and the indemnity for directors and officers was still left with NFU as it overran by a year at renewal date, after the renewal date was moved from April to September. This policy has ended now and at this renewal Towergate will pick that up.

Cllr B Russell stated that within the industry it used to be that 2.5 % was added to site clearance and 5% of the sum insured for underground damage, damage to drains pipes and foundations so you would usually add 7.5 % onto your sum insured, the premium this renewal quotation seems even less than that percentage.

Mr N Scott asked have we been with Towergate for one year or is Towergate quoting to get the business from NFU? The Chief Executive answered we are currently approaching the end of the first year with Towergate Insurance. Mr Ash pointed out that the price we are paying at the moment is less than we paid the NFU in 2014. The Finance Manager stated that this is last year's quote and John Cooke will be bringing this year's renewal terms with him today.

Mr Barker expressed that the £4,700 seems a very good quote for the underground structures. He suggested that the Board could consider looking at the larger pump houses and then look at the single and double pump houses separately. The Chief Executive reminded the members that Jacksons Engineers had carried out a study on all of our pumping stations, if there were to be rebuilt tomorrow how would they be rebuilt. They had produced an excellent report detailing the cost and method of rebuilding all our pumping stations, these valuations were used by Towergate in supplying the quotation, in theory if the Board were claiming on a rebuild it would be on the new configuration of pumping station with the sub structure in whatever format.

Mr N Scott asked if that was where the £27 million comes from as it seems a funny number for an insurance company to come to; the Chief Executive and the Finance Manager stated that they have provided those figures to Towergate. Mr N Scott read from Towergates' quotation regarding the upper and lower structures this is an issue it should be defined correctly. The Chief Executive answered that they have tried to define it, there is a ground level and this pertains to everything below it and part of the motor and some of it is above ground, it could be awfully complex if there was to be a claim.

Mr Scott asked what is underground? The Chief Executive answered that the substantial amounts of rebuild costs associated are with costs below ground level,

being amounts of reinforced concrete and the flumes. The Chief Executive added that including the entire pumping station will remove any of the contentious issues if we ever make a claim because we will be fully covered.

Mr John Cooke arrived at the meeting and was invited by the Chairman to go ahead with his item.

#### Insurance Law Reform Act 2016

Mr J Cooke stated that for issues that are not already insured but other issues that were pertinent for general consideration at the beginning of the document he had put the Insurance Law Reform Act 2016 on page 21. This legislation which came into effect in Summer 2016 regarding declarations of the full facts and information provided to insurers which need to be made on the insurances, there are changes to the law in respect of warranties and conditions which apply to insurance policies. In affect there has been a trade-off that much more information goes to the insurers at the start and in return for that they ease off with the requirements, conditions and the circumstances under which they can turn down insurance claims. He believes in some ways its quite a good piece of legislation for policy holders in other ways it puts a little bit more responsibility both on the Board and Towergate to make sure we have all the necessary information produced and provided for insurers, all in all it is positive for policy holders.

#### Insurance of the underground structures under the buildings cover

Mr Cooke stated that one of the main concerns identified is the exclusion of the substructures at pumping stations and that he believed that underground structures should be included. If they are not included and there was damage to both under and over ground structure, what is the over ground structure going to be built on in the event there is substantial damage for whatever reason.

The Chief Executive enquired as to the claims history relevant to other IDBs below ground claims at pumping station; Mr Cooke answered he has had two in 25 years, one was impact damage from a piece of machinery which took a big chunk out of the corner which weakened the building leading it to be reconstructed, the other had been subsidence to an underground structure that was able to be repaired relatively cheaply but if the whole lot was to subside you cannot rebuild the surface structure until the underground structure has been resolved.

The Chief Executive asked if subsidence would be included in a policy incorporating the substructures? Mr Cooke confirmed that subsidence is included and also earth quake is covered.

Cllr Russell asked is there any difficulty where we have a structure that has a ground level but also a sub-basement level, or chamber? how do you define which is above ground and which is underground? Mr Cooke answered that yes it can be tricky on some of the buildings. The Chief Executive explained that his terminology of above ground level is the floor level in relation to threshold level of the door as you step into the pumping station very similar to external ground levels. Mr Cooke said that it frequently is and all the machinery below the ground would be covered because it is part of the machines moving parts.

Mr Scott asked what stage are you at the moment, you have gone to market and you have quotes here for us today; Mr Cooke answered that it is the number from the existing insurers which is Allianz; he added that we do an exercise each year because we look after so many IDBs we do an overall exercise to use the buying power for an overall trade, as the insurers know the trade they appreciate the risk of the trade and they buy into the benefits of the way that an IDB works and is governed. Mr Scott asked is this Board in the drainage board package, Mr Cooke stated correct and added that he has just started the one for 2017. Mr Scott asked which insurers do you go to; Mr Cooke stated all of the main insurers and some of the not so main insurers, they are all financially secure insurers, it's the main 10 to 20 insurers and for various risks we go to Lloyds and other London markets as they are more specific and specialist in the type of insurance that they deal with. At the moment this one is Allianz the main combined policy is with Allianz, the engineering cover is with Allianz and the motor is with Equity Red Star. Mr Scott asked if he had viewed the previous NFU policy; Mr Cooke answered at different times yes; Mr Scott asked in terms of like for like; Mr Cooke replied some of it is like for like and some is better because some of it is specialist for drainage boards so that it's as good as anything out there. Mr Scott asked do you have 30 IDBs; Mr Cooke answered no, more than 30 he stated he looks after 47.

Cllr Russell asked if you are insuring IDBs in a group to the market is the main risk being taken by a panel of insurers or one individual insurer? Mr Cooke answered at the moment it is one individual insurer; Cllr Russell added it must be getting to the point where you would be looking at having two companies involved in a proportional? Mr Cooke answered at the present time we are in discussion with AXA on another individual board which is a tester to see how they perform with that board. At the moment we have all of the boards with Allianz and we do an annual revamp and broker the whole thing. We go to the major insurers with all of the policy information for all of the boards; Cllr Russell asked is that on the basis of a package for all boards? Mr Cooke answered yes. Cllr Russell asked does that gives you a lot of buying power in the market. Mr Cooke answered yes it does in one way but in another way it also provides for considerable protection for individual boards which might suffer losses or significant losses at different times because it dissipates into the overall size of the premiums. If a board has a particularly bad year one year then an insurer will only look at it to a certain extent because it is only one particular board, if the Board was on its own if it has a bad claims year one year it could end up with premiums increasing considerably.

The Chairman acknowledged that the Committee has asked all the questions regarding this item and if anyone thinks of anything more then we will come back to Mr Cooke.

### Terrorism Risks

Mr Cooke then stated that the next item is straight forward. It is a quotation for terrorism which is a fairly straight forward as he has not had any claims for terrorism for IDBs. The Committee did not believe that the risk was substantial enough to consider insuring.

### Fidelity Guarantee

Mr Scott asked who is initiating the increase in cover? Mr Cooke answered it is to make sure we are protected to the correct extent.



Mr Scott asked if the fidelity cover is just for the employees defrauding and Mr Cooke answered it included Board members and employees.

#### Management Liability Insurance

Mr Cooke had looked to see if it would be advantageous to increase the limit of indemnity on the management liability insurance from £2 to £3 million. As it happens the cost of increasing to £3 million with an alternative insurer is cheaper than the £2 million option that the Board presently have.

The Finance Manager asked if this is something which is ongoing because we don't want to be looking at increasing that now if we suddenly get a hike in 12 months' time. Mr Cooke agreed there is little point in that, the cover is the standard rates for the insurer and also includes some employment law protection as well

Mr Barker asked about claims from all industries, is £3 million sufficient? Mr Cooke stated that in his view the £3 million is more than most people have.

#### Professional Indemnity Insurance

Mr Cooke then stated that hand in hand with the management liability is professional indemnity insurance, which has previously been with AIG, and gives protection largely against errors and omissions involved in planning consents and the like. The policy which has run for most drainage boards goes considerably beyond that and Mr Cooke's recommendation to go with this alternative policy because it does give wider protection. He said not to say drainage boards have large professional exposures because by and large they don't but there are certain exposures which arise in other areas which would be advantageous to insure against. In addition to that the limited indemnity in the policy at the moment is £1 million. With work being undertaken for the PSCA that requires a £2 million limit therefore the limit will have to be increased to £2 million, if undertaking work under the terms of the PSCA. The Chief Executive added that the Board is still in the process of challenging this as the purpose of the PSCA is to work under instruction not to offer any design to the work. Mr Cooke added that he does not see any PSCA risk whatsoever in the works the boards carry out under this Environment Agency contract. The Chief Executive stated that it is currently being reviewed by Ian Russell, in theory should we have an increase premium for such cost then the Board in turn should be recharging the EA for that premium.

Mr Cooke stated that in the event of any contractors having given you advice but then maybe wind the company up and cancels their insurance, the Board could be left without that support therefore it's important to have professional indemnity cover at the outset. Cllr Russell stated that is a good point and other Members agreed. Mr Cooke stated that this policy is a safety net in most instances.

#### Deception and Crime Insurance

Mr Cooke moved onto the newest style of insurance covers. Members will all be aware from newspaper reports of people who suffer from fraud & deception and lose money from bank accounts, conmen wheedle their way into your confidence and extract information from you that enables them to defraud you of money. For example, somebody in Russia/Poland sends out a fishing email that snags into one of your emails, replicates it and sends an email back into the office to say that a customer

you deal with has changed their bank account details and could you please pay into this account instead of the original account. The number of victims who automatically alter their records so that monies are sent to the new fraudulent email address is quite alarming. The number of theft and burglary claims these days now are relatively minor but the number of these types of instances that are starting to appear is a definite increasing trend. Mr Cooke asked the Committee if they wished to investigate cover for this or are the current protections within the Board sufficient to withstand it. The Finance Manager answered that he believed the checks and training already in place is sufficient moving forward and certainly the exposure will be limited for excessive amounts the details would be checked. The Chief Executive added that cover will not stop the fraud happening obviously just protection for if it does. Mr Ash asked what the premium cost of this would be; Mr Cooke answered that it varies depending on the number of records but should not be a great deal. It does vary quite a lot taking into account the systems in place and the volume of electronic transactions and the amounts of the Boards electronic footprints throughout the market. The insurers look at that because it gives the initial indication as to the general exposures, there is also the secondary exposures to protection and processes within the office.

The Chairman asked Mr Cooke to clarify the cost of this policy to better inform the Members. Mr Cooke answered yes he would prepare a quotation. The Chief Executive expanded and asked if this policy was purely for cash transactions and also is there an excess payment; Mr Cooke answered that there could be an excess with this type of policy. The main client policies, Robson Alliance do one, where they are just a "crime policy" and it picks up burglary, theft, assault, deception and also a whole range of things. It could in the future become a class of insurance in its own, as it is robbery crime deception across the board.

#### Cyber Liability – cover for consideration

The Finance Manager asked does the deception include by means of cyber; Mr Cooke answered yes, there are some cyber policies around which include crime and that is where it starts to get a bit confusing. The Finance Manager clarified that the most common one at the moment is they find out the Chief Executive is away and send an email "before I went on holiday I forgot to process this payment can you do it today, immediately" alarm bells would ring in the case of this Board as it comes to the Finance Manager to authorise. Mr Scott added that if deception and crime covers cyber perhaps just look at one of those; Mr Cooke answered that for a group client policy which covers both cyber and crime there are other insurers that will cover cyber plus consequence crime arising as a result, the question is what they class as cyber and what they class as subsequent crime to cyber. The two can be different between a lot of insurers so you can get a little bit of crime cover and with other insurers you can get quite a lot of crime added in.

The Finance Manager answered that Cyber Liability cover has been considered and rejected before and we have introduced additional active support with our IT consultants as well as the enhanced systems and the unified threat management suite. The Finance Manager has attended cyber security briefings and is going to implement a training programme to the staff to cover things like what they should and should not click on email attachments. He will be attending a demo regarding a new system which prevents files from being encrypted and if it is a reasonable price it will be an advantage to get it sooner rather than later.

The Chairman asked that if this policy is a combined deception and crime insurance then it could be an interesting one. The Chairman then asked could Mr Cooke obtain a quote for review by the Members. Mr Cooke then added that the other side of the cyber protection is the data protection area, which provides an indemnity of actions against the Board in an event of unfortunate release of data or theft of data of any sort. There are new rules of how you should notify people who have been affected by it. The cost of that can bring in another important strand to a cyber-type of cover in addition to all the protections against viruses and other sorts of malware. The Finance Manager clarified by asking Mr Cooke whether these policies can be added after renewal, so that members are not required to make a decision for this renewal; Mr Cooke answered yes they can be added later.

Mr Cooke clarified that insurance cover for these types of things are worth considering now and in the future. Cllr Russell agreed it is worthwhile asking for a quotation.

The Chairman thanked Mr Cooke stating it had been very useful for this Committee to have him at the meeting and asked Members if there were any further questions.

Mr Scott asked what is the brokerage and is it moving or changing, is it a different rate for different policies; Mr Cooke answered that a couple of policies don't pay anything and the remainder of the policies pay a certain amount. Mr Scott asked what is that? Mr Cooke answered that he could work it out and then let the Committee know a specific figure.

Mr Cooke responded that it had been a worthwhile exercise and not enough IDBs did it. He left the meeting.

The Members had the general consensus that Mr Cooke had approached the subject well and answered all questions with a good knowledge in his responses.

Following further discussion, the Committee agreed to recommend to the Board that:

1. The underground structures of the pumping stations should be included in the insurance policy for the indicated premium of £4,714;
2. Terrorism insurance should not be taken out at a premium of £4,129;
3. The Fidelity Guarantee limit should be increased from £600,000 to £1,000,000;
4. Management Liability cover should be increased from £2,000,000 to £3,000,000 and include £1,000,000 Employment Law Protection with a reduction in premium;
5. Professional Indemnity insurance cover should be increased from £1,000,000 to £2,000,000 with a reduction in last year's Towergate premiums;
6. The Board should request a quote for the Deception and Crime insurance including cyber insurance.

Mr Leggott asked if the Board had another quotation? The Finance Manager answered no not this year as the Board negotiated a three-year agreement which

gives a discount, assuming the renewal premium is not above the inflation rate which Mr Cooke has assured the Finance Manager it will not be, then we will continue to deal with Towergate for the next two years. Cllr Russell added that it is a good deal and agreed you get a better deal with a long term agreement.

1008 TO RECEIVE THE ANNUAL RETURN FOR THE YEAR ENDING 31 MARCH 2016 INCLUDING EXTERNAL AUDITORS OPINION - Agenda Item 6

The Finance Manager presented the completed Annual Return drawing attention to page 29 the External Auditors Report.

The Chairman remarked that it is excellent that we are in this position. Mr V Barker asked if the pension funds go to the Council and does it use SERCO? The Finance Manager responded that this is not affecting the Board, the pension fund is a Lincolnshire County Council local government pension scheme and administered by West Yorkshire Pension Fund so SERCO is not involved.

The Chairman concluded that the Members should congratulate the Finance Manager, Chief Executive and everyone involved – well done all agreed.

1009 TO RECEIVE THE AUDIT STRATEGY AND PLAN FOR 2016/17 - Agenda Item 7

The Finance Manager stated that Mr Gowing has reduced his internal audit time to 3.5 days and this is made up of testing transactions, feedback and comparing the Board with other IDBs. He asked the Committee if they would like to identify any areas for the Internal Auditor to look into and stated that this strategy was agreed at the meeting held on 27<sup>th</sup> April 2016.

The Chairman stated that it is as agreed, after a discussion with the Committee without Officers present, and has been acted on. The Chief Executive added that other IDBs have more number of days and it is unlikely that it will be reduced any lower than 3.5 days. Cllr B Russell highlighted that it was good that the auditor is only coming for half a day for systems review which must indicate that he is fairly comfortable and if you have a system that is right he just checks the system is being managed properly.

The Chairman asked the Finance Manager does this need to go to the Board with this Committees recommendation. The Finance Manager responded that as it did not go in June then it will need to go in November. The Committee agreed to recommended the Audit Strategy & Plan for 2016/17 to the Board.

1010 TO REVIEW THE POLICY FOR CONTROL OF RAGWORT - Agenda Item 8(a)

The Chief Executive stated that there are four policies for review, any amendments are highlighted in red and words lined through if deleted. The Chief Executive explained that the “Weeds Act 1959” is to be deleted and the “Ragwort Control Act 2003” added.

Cllr B Russell asked how much of a problem is ragwort for the Board. The Chief Executive explained that it is not a problem for the Board but it does grow on banks. He reminded members that the Board does not own banks. He had reviewed the control methods on the internet, as pulling the ragwort can disperse its root, but we mechanically flail or hand cut only in areas that we cannot get the mechanical flail into. He explained that the pressure is on livestock banks and land adjacent to these banks. He also indicated that the EA are receiving a particularly large amount of criticism this

year with regards to ragwort and they do own the banks. They tender out banks for livestock whether there is ragwort control involved through that tenancy is another matter. However, they are receiving criticism of ragwort along footpaths and bridle paths alongside banks which is for them to resolve with the tenant but it continues to be an expanding problem. Cllr Austin added that it has been a good ragwort year this year.

Mr V Barker stated that the problem is the arisings, because whilst it's growing it is bitter and livestock leave it alone but as soon as it's mown i.e. into hay or whatever it's sweet and that's the problem. He believed that the Boards operators ought to be aware of placing arisings into a grass field as a danger point.

The Chairman enquired presumably the operatives are aware of this? The Chief Executive answered yes as well as other more significant invasive species yes they are aware and also reminded at the pre-cutting brief every year.

Mr Ash asked whether if the operators see ragwort would they continue and mow the bank and is it up to the landowner to remove the arisings. He then asked is it the Boards responsibility to inform the landowner? The Chief Executive responded that as good practice if we came across a lot of ragwort on the brink of the bank growing into a field we would notify the landowner.

The Committee RESOLVED to recommend that the Policy for Control of Ragwort should be approved at the next Board meeting.

1011 TO RECEIVE THE POLICY ON TILE DRAINS DISCHARGING INTO BOARDS MAINTAINED WATERCOURSES - Agenda Item 8(b)

The Chief Executive presented the Tile Drains discharging into Boards maintained watercourses policy and stated that on this policy and others we are particularly trying to change the meaning with a word. The previous wording was policy on tile drains discharging into board watercourses which gives a lot of the concept to the layman that the Board own the watercourses that we maintain, in fact we don't own many of these watercourses at all. Changing the description by putting in the word "maintained" to read that they are "Board maintained watercourses" will make more emphasis. He added that we receive a lot of phone calls asking us "to get rats out of your banks" and we have to inform them that they are not our banks.

Mr Ash asked why the word tile? Although it is a regularly used word from the old concept of quarry clay pipes. Mr Scott said that when he read this he thought that as most of his are plastic that this perhaps should be changed to land drain? The Chief Executive acknowledged that this is the purpose of putting these policies to committees. The Committee agreed that "tile drains" should be replaced with "land drains".

The Committee RESOLVED to recommend that the Policy on Land Drain discharging into Board maintained watercourses should be approved at the next Board Meeting.

1012 TO RECEIVE THE POLICY FOR CONTROL OF RABBITS, RATS & OTHER RODENTS IN BOARDS MAINTAINED WATERCOURSES - Agenda Item 8(c)

The Chief Executive stated that again the change is adding the word "maintained watercourses". The amendments to the Policy for Control of Rabbits, Rats & Other Rodents in Board maintained watercourses, and other amendments shown in red.

Mr Ash asked if badgers could be included in that policy? The Chairman answered no.

Cllr B Russell asked under the methods of control operations (c) is the problem only in the watercourse or is it associated with an adjoining site. The Chief Executive answered that historically we have gassed rats when we were allowed to but we have realised that gassing rats in the bank does not remove the problem. Many rats are in an adjoining building we therefore have had to investigate with the landowner just where the cause of the problem is coming from.

The Committee RESOLVED with the above amendments to recommend that the policy be approved at the next Board Meeting.

1013 TO RECEIVE THE GIFTS & HOSPITALITY POLICY - Agenda Item 8(d)

The Chief Executive stated that in section 6 the description has been expanded to include "relevant conferences, courses, equipment/plant inspections, suppliers or services" more in line with modern day working.

The Committee RESOLVED to recommend that the Gifts & Hospitality Policy should be approved at the next Board Meeting.

1014 TO REVIEW THE BOARD'S ANNUAL ACCOUNTS - Agenda Item 9

The Finance Manager stated that it is part of this Committees terms of reference to review the annual audited statement and the management accounts once a year, these are alternated and are included, the annual governance statement on page 46 has been reviewed in detail at the previous meeting because of the new guidance rules.

The Chairman asked the Committee members if there were any questions, the Committee reviewed and had no further questions.

1015 TO REVIEW THE BOARD'S CATALOGUE OF POLICIES - Agenda Item 10

The Chairman presented the catalogue of policies stating some have already been reviewed. The Finance Manager stated that from the 1<sup>st</sup> April 2016 it was expected that there would be a new ADA "White Book" which is the terms and conditions of service we share with other Lincolnshire ADA IDBs. Due to the delay in the pay agreement it has not been issued and one of the big changes is that the grievance, disciplinary, capability and communication policies are all going to be completely removed from the White Book or placed in the annex, as ADA have been advised by a solicitor that they should not form part of the terms of conditions of service. This also applies to maternity pay, paternity pay and statutory sick pay all these elements will be dealt with under statutory law. The current sick pay terms are a lot better so will stay. This will mean that those policies may need to be reviewed. The solicitor actually said that the policies need to be simplified because when we have had to use them over the last 5/6 years, the solicitor thinks the disciplinary and capability procedures are over burdening and putting obstacles and extra actions in that they are not required. Once the White Book has been published then the Officers will look to see whether we adopt the policies as they are in the annexes or if the Officers bring new policies to this Committee.

The Finance Manager stated that the IT & Communications policy is outdated back from when the internet was first discovered, is based on dial up speeds and suchlike. He explained that this policy will need to be reviewed and others dependant on how they are integrated into the White Book.

The Chairman clarified to Members that we are looking at what policies are to be reviewed at the next meeting.

The Chief Executive confirmed that should these policies be required that they are brought to this Committee for review. The Finance Manager stated that if required these four policies will be brought to the meeting in April 2017. Also the Lone Worker Policy and the two rechargeable policies will be brought forward for review which were not due until April 2019. The Chairman added that in his opinion the Lone Worker Policy did need to be reviewed sooner rather than later. He explained that the contracts for lone worker devices is up for renewal at the end of 2017 so either April or September.

The Chairman then clarified that the Lone Worker Policy plus the additional possible four other policies should be reviewed at the meeting in April 2017, the Committee agreed. Mr Ash asked if the Lone Worker Policy should be reviewed more frequently say annually. The Chairman and Members agreed it would probably be best to review it annually.

#### 1016 TO REVIEW THE RISK REGISTER - Agenda Item 11

The Chairman then presented the next item, a review of the risk register. The Finance Manager stated that the Committee reviewed this register at the April meeting in detail and then reminded the Committee of the items which are highlighted with a score of 4 or above. The Chairman added that nothing has changed since April 2016 and accepted the register as recorded.

#### 1017 ANY OTHER BUSINESS - Agenda Item 12

##### (a) Cyber Training

Mr Barker pointed out that the Finance Manager had referred to cyber training and asked if Board Members should have some training or something to make the Members more aware of what is happening. Mr Barker added that he would pay for the training. The Finance Manager answered that he will probably be giving the training and if the Chief Executive is happy then you would be welcome to come along at no cost.

The Chairman clarified that when the Finance Manager is giving training to members of staff we could invite Board Members along. Cllr Russell then asked if there were routes in from Board Members systems perhaps equipment; the Finance Manager answered no.

The Chairman added that sitting on the local Councils, Councillors are being reminded of it all the time. Mr Leggott agreed that if Members could be invited to cyber training that would be very beneficial.

(b) Boston Barrier

The Chief Executive stated that the Boston Barrier Transport Work Act is currently in place and all the documentation is available. He added that he has reason to believe that it will be challenged and therefore go to enquiry which arguably is what the Environment Agency want because they will define the programme route. In theory every question that could be asked is inside the documents with drawings available. These are available for any member to take and review.

There being no further business the meeting ended at 3:15pm.



# Black Sluice Internal Drainage Board

## Policy No: 8

### Policy on Relaxation of Board Byelaw No.10 (The 9 Metre Byelaw)

Review	Audit & Risk Committee 28 <sup>th</sup> September 2016
Board Approved	

#### 1. PURPOSE

This document sets out the policy of the Black Sluice Internal Drainage Board concerning relaxation of its Byelaw No. 10, which states:

*'No person without the previous consent of the Board shall erect any building or structure, whether temporary or permanent, or plant any tree, shrub, willow or other similar growth within 9 metres of the landward toe of the bank where there is an embankment or wall or within 9 metres of the top of the batter where there is no embankment or wall, or where the watercourse is enclosed, within 9 metres of the enclosing structure.*

This Byelaw only applies to Board-maintained watercourses, both open and piped, and includes all culverts and bridges.

#### 2. BLACK SLUICE IDB POLICY

The Board recognises that land and property owners wish to maximise the enjoyment of their land. However, at the same time the Board needs to retain its ability to maintain its watercourses in an efficient and economic manner. The Board will normally only consider relaxing the Byelaw when the following baseline conditions occur:

- Guaranteed access to carry out maintenance is available from at least one side of the drain. This may be achieved by a written agreement with the landowner concerned, or by the Board lodging a Deed of Indemnity with the Land Registry (a charge will be payable to the Board for these additional works).
- The owner of the opposite bank is not unduly inconvenienced.
- That should improvements or exceptional maintenance be required then, given reasonable notice, the obstruction is removed at the applicant's expense.
- Similar obstructions already exist nearby on the same bank.

#### 3. REASONS FOR THE POLICY

The policy formalises the baseline conditions above, and gives written guidelines for more specific instances. The benefits of the policy are:

- Fairness and uniformity in determining applications
- Applicants can study the guidelines before application

- Powers are delegated, giving a more efficient and timely service

However, this policy is not intended to cover every eventuality, and the Board may waive the policy and make a determination on the basis of reasonable fairness to all parties.

#### **4. DELEGATED POWERS**

Delegated powers are given to the Chief Executive and the relevant Works Committee Chairmen to determine any Byelaw relaxations that fall within the guidelines given below (except where stated otherwise).

In all other cases, the power to determine applications has been delegated to the Executive Committee or the appropriate Works Committee, unless a Board meeting is imminent.

#### **5. GUIDELINES**

Guidelines are given below on the following types of applications:

- 1) Buildings and permanent structures
- 2) Urban or development land
- 3) Fences
- 4) Hedges and Bushes
- 5) Trees
- 6) Electricity poles, lighting columns etc.

##### **5.1 BUILDINGS AND PERMANENT STRUCTURES**

*The power to determine consent under this guideline has only been delegated to the committees.*

**It remains the policy of the Board that no buildings or permanent structures should be permitted within the 9.0 metre byelaw distance on any Board-maintained watercourse.**

However, where an existing adjacent building is located closer than the permitted distance (either by virtue of a previously issued consent, or where the structure historically pre-dates the Board), then consent may be given to allow any new structure or extension to be placed up to a similar distance from the drain as the existing building on that property, provided that the integrity of the watercourse is assured.

##### **5.2 URBAN AREAS AND DEVELOPMENT LAND**

In urban areas, or where new development is proposed adjacent to a Board-maintained watercourse, the Byelaw may be relaxed from 9.0 to 6.0 metres, upon written application, for fences, hedges, bushes, timber sheds and other temporary structures, provided that the whole of the remaining 6.0 metre width is left for the sole use of the Board for future maintenance of the drain.

All buildings and permanent structures shall still be a minimum of 9.0 metres from the brink of the drain.

### 5.3 FENCES

The Board's Byelaw 17 (d) states:

***No person shall without the previous consent of the Board:***

***erect or construct or cause or permit to be erected or constructed any fence, post, pylon, wall, wharf, jetty, pier, quay, bridge, loading stage, piling, groyne, revetment or any other building or structure whatsoever in, over or across any watercourse or in or on any bank thereof;***

a) Stock fences up to 1.2m high (post and rail / wire)

Machine drivers can work over and see through these types of fences, and therefore the Byelaw will be relaxed, on application, on condition that they are located a minimum of 1.0 metre from the brink of the watercourse, and access gates (minimum 3.6m or 12ft wide) are provided at each end (where necessary).

b) Solid fences above 1.4m high and fences in general above 1.2m high

Machine drivers cannot see through or cannot work over such fences, and therefore the Byelaw will **not** be relaxed, except where there is guaranteed suitable and safe access on the opposite bank, and where the opposite bank owner is not unduly inconvenienced.

Any consented fence shall be located a minimum of 1.0 metres from the brink of the drain. Access gates (minimum 3.6m or 12ft wide) and continued access behind the fence may still be required. The applicant will be expected to obtain written consent from the opposite land owner (if different to the applicant).

Where possible, all fences should be fully de-mountable so that should the Board require access to its maintained watercourses, at any time, then the structure can be easily removed.

However, the Board recognises that certain fences are required for the increased security of land or property, and therefore demountable fences will not always be appropriate. In these instances, the Board will place a condition on any consent for these fences to be constructed such that should that there be a requirement for these fences to be removed in times of emergency, or if the Board requires access to carry out any major improvement schemes, then the Board shall do so under its powers under the Land Drainage Act 1991.

### 5.4 HEDGES & BUSHES

Machines drivers cannot see through, nor work over hedges or bushes, and therefore the Byelaw will **not** be relaxed, except where there is always suitable and safe access for all operations on the opposite bank and where the opposite bank owner is not unduly inconvenienced. The applicant will be expected to obtain written consent from the opposite land owner (if different to the applicant).

Any consented hedges or bushes shall be located with the centre a minimum of 1.0 metre away from the brink of the watercourse, and shall be maintained by the

applicant so as not to encroach over the drain. Access gates (minimum 3.6m or 12ft wide) and continued access behind the hedge may still be required.

## **5.5 TREES**

**No trees shall be planted within 9.0 metres of Board-maintained watercourse.**

Any existing trees, regardless of whether planted or self-seeded, are the responsibility of the adjacent landowner, and shall be maintained so as not to cause an obstruction to the Board whilst carrying out its statutory duties under the Land Drainage Act 1991.

Any trees planted outside the 9.0 metre distance from a Board-maintained watercourse shall be maintained by the adjacent landowners such that any lateral growth does not cause an obstruction to the Board whilst carrying out its statutory duties under the Land Drainage Act 1991.

In either of the above cases, the Board reserves the right to carry out maintenance on any trees it deems as an obstruction, and to recover the costs from the relevant landowner. Where it is more cost-effective for trees to be removed in toto, then the Board will seek agreement from the relevant landowner and a proportion of the costs may be recovered.

## **5.6 ELECTRICITY POLES LIGHTING COLUMNS ETC.**

Poles and columns adjacent to drains are inherently unstable and are not recommended. Wherever possible, an alternative route should be found away from the watercourse. Where a suitable alternative cannot be found, then the Byelaw may be relaxed on condition they are placed no closer than 1.0 metre to the brink of the drain and the minimum clearance between the wires and the surrounding ground level is no less than **10.0 metres** (NB: to ensure the correct safe working distance, the minimum clearance distance from ground level may increase depending on the voltage of the wire).

## **6. PROCEDURE**

- a) The applicant shall apply in writing to the Board, using the relevant application form, along with a plan or diagram, any relevant details, and the application fee (flat fee of £50).
- b) The Board's officers will consider the effect of the application on its current and future maintenance regimes, any foreseen future works to the watercourse and any environmental benefit.
- c) Most applications will be determined using delegated powers. Any deferred applications, and those falling outside the guidelines, will be determined by the relevant Committee or Board meeting.
- d) The applicant is either notified in writing of a refusal or issued with a consent signed by the Chief Executive.
- e) The Chief Executive will report to the next Board meeting any delegated consents issued.

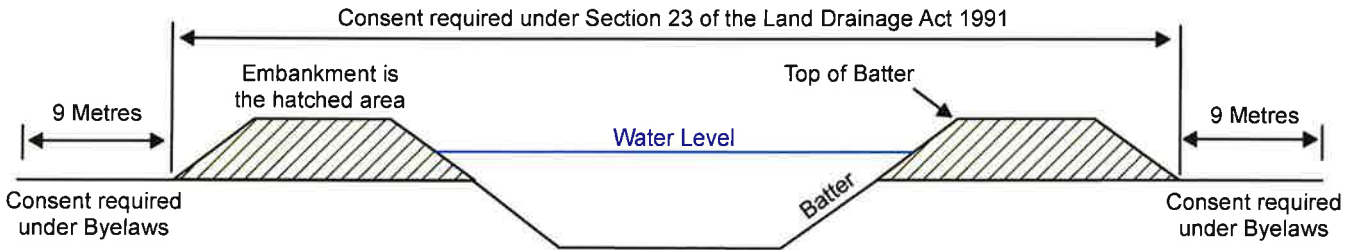
**7. FURTHER GUIDANCE**

This document should be read in conjunction with the Board’s “Standard Conditions for Relaxing the 9 Metre Byelaw”, along with the Board’s “Policy on Culverting”.

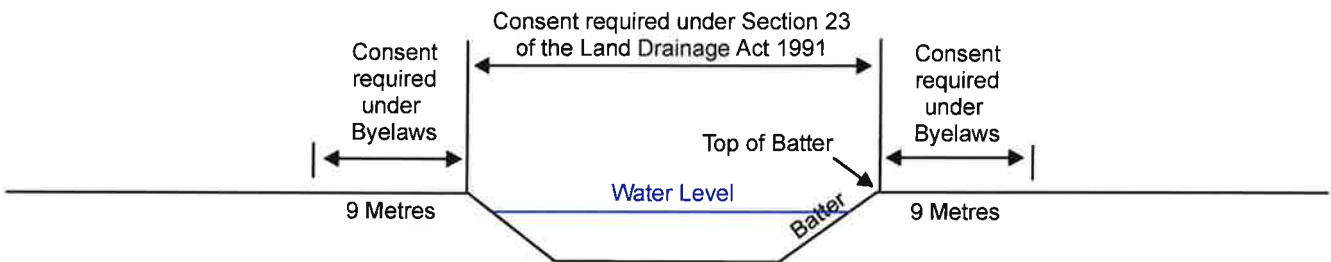
Further information and application forms are available on request from the Board’s offices, or can be downloaded from the Board’s website at [www.blacksluiceidb.gov.uk](http://www.blacksluiceidb.gov.uk).

**CONSENT WIDTH CRITERIA FOR BOARD-MAINTAINED WATERCOURSES**

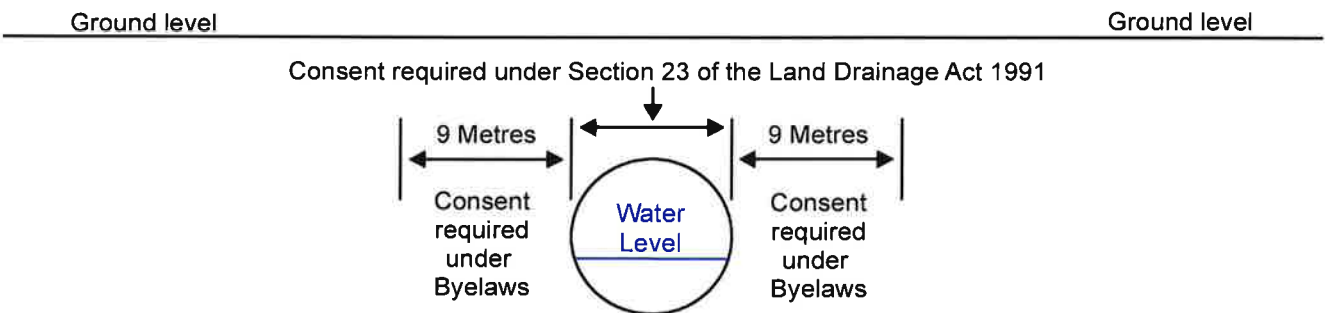
**Open Watercourse with Embankments**



**Open Watercourse without Embankments**



**Culverted\* Watercourse**



\* A culvert may be various forms of enclosed watercourse, but is usually a pipe.

*[Last amended 28 September 16 by A&R]*



## BLACK SLUICE INTERNAL DRAINAGE BOARD

Tel: 01205 821440  
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Station Road, Swineshead  
Boston, Lincs, PE20 3PW  
[www.blacksluiceidb.gov.uk](http://www.blacksluiceidb.gov.uk)

### STANDARD CONDITIONS FOR RELAXING BYELAW NO.10 (THE 9 METRE BYELAW)

1. Consent is given by the Board under Section 66 of the Land Drainage Act 1991 and the Boards Byelaws. The applicant is also required to seek the consent of any other relevant and interested authorities; for instance, planning permission from the local Planning Authority, any adjacent land or property owner, the Highway Authority.
2. The Applicant is not entitled by virtue of the consent to interfere with any other persons' property, or impede the flow in the watercourse, or damage or interfere with any cable, wires, pipes etc. which may be affected by the consented works.
3. The Board accepts no liability for any **(delete structural)** damage that may be caused by instability in the drain bank or ground settlement over pipes.
4. The Board reserve all right of entry, disposal of removed matter, statutory functions etc. as provided under Section 64 of the Land Drainage Act 1991.
5. The Board accepts no liability for any damage which may be caused while exercising its statutory functions, provided such damage shall not have been caused by negligence.
6. The Applicant shall maintain the consented works in a satisfactory condition; hedges shall be kept trimmed so that no part protrudes beyond a vertical line from the brink of the drain. If maintenance is unsatisfactory, the Board may serve notice on the Applicant to carry out works within a reasonable time period. If the Applicant fails to carry out the notified works, then the Board shall do so and recover the costs from the Applicant. On a repeated failure to maintain the consented works, the Applicant may be served notice to remove the works and the consent withdrawn.
7. The Applicant shall modify or remove the works at their expense within a reasonable time period on notice from the Board when circumstances necessitate. Unless notified otherwise, the Applicant may re-erect in due course, at their expense. If the Applicant fails to carry out the notified works, then the Board shall do so and recover the cost from the Applicant.
8. A copy of the consent shall be attached to the deeds of the land or property.

*[Last amended 28 September 16 by A&R]*

# Black Sluice Internal Drainage Board

## Items for Consideration

Prepared by John Cooke  
Date 25 October 2016

**Towergate Insurance**  
Dominus Way  
Meridian Business Park  
Leicester  
LE19 1RP

## General Topic

### Insurance Law Reform Act 2016

The Insurance Law Reform Act came into effect this year and is a considerable step in amending some of the basic principals that have plagued the insurance industry for many years – those of insurance claims declined giving the industry a bad name.

This reform act alters the tilt a little from the previous basis where non disclosure by a policy holder meant an insurer could if they so wish cancel a policy from inception and avoid any claims arising.

This is now altered as this Act enables Insurers to deal with non-disclosure or misrepresentation as follows.

If the non-disclosure or misrepresentation has been

#### 1. Deliberate or reckless

The insurer can avoid the contract and keep the premium (the insurer must prove the breach was deliberate or reckless)

#### 2. Careless

- if the Insurer would not have written the risk had they known the information Insurers can avoid the contract, refuse to any claims made but they must pay back the premiums paid or
- If the Insurer would have charged a higher premium then they can 'proportionally' reduce the claim in line with the ratio between the actual required premium and the amount initially charged
- If the Insurer would have written the risk but included new terms (exclusions, conditions, sub-limits etc) the contract can be treated as if it had been entered into on that basis

The **above highlights** the importance of making sure that all information is provided to Insurers. If you are unsure if certain information should be disclosed, please let us know so we may discuss with Insurers.

There is a change of emphasis as you can see which also seeks to alter the effects of breach of policy warranties by applying the above principal to the application and potential breach of warranty.



## Combined Policy

Insurance of the underground structures under the buildings cover.

- 1) At present the majority of the Pump Station locations only cover the surface structures. No cover is in place for the underground works, except at Wyberton Marsh and Kirton Marsh. To insure the underground buildings would increase the sum insured on such buildings from £8,637,686(including sum on solar panels) to £27,818,022 and the premium by £4714.00 plus insurance premium tax.

The question is should this be done?

It may be a little incongruous to insure the upper buildings but not its foundations. However the foundations are of immense strength and very robust and the surface buildings slightly less so, and the likelihood of damage to the sub structure is maybe a little more remote.

Nevertheless the question over where the upper structure starts and the lower uninsured structure finishes is an issue. I

It seems advisable to proceed to insure the underground structures also.

This however raises an interesting issue. Part of the underground structure is formed of pipe work systems that have their own issues and are not susceptible maybe, to fire theft damage etc, but are far more susceptible to claims of collapse bursts in a nature not covered under a standard Material Damage cover, and perhaps a slightly different more Engineering lead style cover may be more appropriate for such pipe work infrastructure.

All the time remembering however that wear tear and depreciation is not covered by insurance and which is one of the causes of pipe work collapse.

- 2) Terrorism Risks :- Terrorism is not presently covered and would cost a total of £4129 plus insurance premium tax
- 3) Fidelity Guarantee: In the renewal review we will discuss the option and cost to increase the limit covered from £600,000 to £1,000,000 and this is a matter to be considered given requirements of public bodies and protection of public money.

## Management Liability Insurance

The present limits insured are as follows on a policy presently insured with AIG

Management Liability	£2,000,000 any one claim and in the aggregate
Corporate Liability	£2,000,000 any one claim and in the aggregate
Employment Law Protection	Nil
Fidelity and Fraud	Nil

The AIG Europe Policy has to be moved this year as AIG were nominated by NFU as the preferred insurers and were expensive. Our quote which shows a considerable saving on that quote will be dealt with in our main renewal report, but for an additional £300 inc tax, the limits of indemnity can be increased, and the cover supplemented by Employment Law Protection insurance ( Unfair or Constructive dismissal cases against the Board), and some fidelity liability cover, as below

Management Liability	£3,000,000 any one claim and in the aggregate
Corporate Liability	£3,000,000 any one claim and in the aggregate
Employment Law Protection	£1,000,000 any one claim and in the aggregate
Fidelity and Fraud	£100,000

Excess applicable to Employment Law Protection and Fidelity Losses is £2500 any one claim

## Professional Indemnity Insurance

Cover is presently in place with AIG Europe at the rates that they use and cover is restricted liability arising from the processing and administration of planning consents, as detailed within the business description on the policy

We believe that there is a wider concept of advice that Boards could possibly give, and indeed in respect of Professional Actions or Omissions where Professional Indemnity insurance should be considered as a valuable cover to take up. This is not provided presently other than as mentioned above.

The cover that we can provide under the IDB facility provides for full negligence based PI insurance across the Board of IDB activities at a premium that is lower than the AIG restricted cover. Consequently we will advise to transfer the cover accordingly.


The work that you undertake under the PSCA with Environment Agency requires that you have in place PI insurance for a limit of indemnity of £2m. This policy would fulfil the requirements of the PSCA, whereas in reality the present AIG policy doesn't as it is only limited to planning consent works.

## Deception and Crime Insurance

Business crime involves the criminal or fraudulent taking, obtaining or appropriation of an organisation's money, securities, funds or property by an employee or a third party.

Increasingly, technology is enabling commercial crime to be committed in more subtle - and often undetected - ways. Cyber crime refers to 'computer or information technology dependent' criminal activity. Phishing, malware, hacking and social engineering are all new ways of conducting fraud. Fraudsters are becoming more inventive and many victims are often unaware of the crimes. The increased threat of cyber-related crime has made this more vital than ever and a commercial crime policy should form part of the risk management process.

### What is covered?

- 
- Your company – and your clients money,
  - Acts by employees and third parties (many policies only cover employee crime)
  - Acts conducted by your employees in collusion with a client's employee (many disappearance of policies will not cover such collusion situations)
  - Theft of the insured company's securities or property
  - Theft of a client's Money, securities or property
  - Forgery
  - Fraud
    - Physical destruction or money or securities by criminal act
  - Extortion by threat of cyber attack
  - Extortion by detention
  - Expenses arising from crime

### Insuring Clause

- |                       |  |
|-----------------------|--|
| 1: Crime              | Insurers shall pay Financial Loss resulting from a Crime first Discovered during the Policy Period.  |
| 2: Expenses           | Insurers will reimburse the Expenses resulting from a Crime (other than a Remote Access Line Theft) first Discovered during the Policy Period. |
| 3: Computer Violation | Insurers will reimburse Data Reproduction Expenses resulting from a Computer Violation   |

**Taking out this type of cover will often double up on Theft and Money Insurance provided under a Combined policy, and your Theft and Money covers could be deleted if you take out this policy and the money used to offset the cost of a Crime insurance**

**If a quotation is required please let us know.**

# Cyber Liability – cover for consideration

As most businesses become ever more reliant on technology, the risks from suffering a loss related to problems with their computer systems, or holding sensitive customer data, continue to grow. This can lead to loss of revenue, a damaged reputation, and legal and regulatory costs, not to mention the associated business disruption.

According to a report by the UK government, 60% of small businesses suffered a data breach in the last year.<sup>1</sup> A further 16% of small businesses experienced a ‘denial of service’ attack, effectively making their computer systems unusable.


### Risk to your Business?

If you:

- hold sensitive customer details such as names and addresses or banking information;
- heavily reliant on computer systems to conduct your business;
- have a website;
- are subject to a payment card industry (PCI) merchant services agreement;

Then your business could be vulnerable to a data breach or loss of vital business services.

### What is covered?

- practical support in the event of a data breach
  - compensation for loss of income
  - payment of the costs associated with regulatory investigations
  - reimbursement for the costs of repair, restoration or replacement
  - liability protection if you mistakenly infringe someone’s copyright
- 
- Forensic Investigation costs
  - Legal Advice
  - Notifying customers or regulators
  - Support service – offering expert help and guidance
  - Damage to reputation
  - Claims for damages made against the business
  - Civil Penalties levied by regulators
  - Inadvertently libel a third party in an email or other electronic communication methods
  - Reinstatement of data
  - Credit monitoring to affected customers
  - Compensation costs
  - Actively work with the business to minimise losses

The cost to the Board would be in the region of £1700 incl tax for a limit of indemnity of £1,000,000 any one claim and in the aggregate.

**BLACK SLUICE INTERNAL DRAINAGE BOARD**

**INTERNAL AUDIT STRATEGY AND AUDIT PLAN**

**2016 - 2017**

## **INTERNAL AUDIT STRATEGY**

- 1.1** This Audit Strategy is designed to be a high level statement of how the Internal Audit Service will be delivered and developed.
- 1.2** The internal audit service is an independent, objective activity designed to improve an organisation's operations. It helps an organisation accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control and governance processes as required by the the Accounts and Audit Regulations 2015.
- 1.3** The Accounts and Audit Regulations 2015 state that the Board should conduct an annual review of the effectiveness of its systems of internal control. The Regulations also require that following the review, the Board must approve an annual governance statement, prepared in accordance with proper practices in relation to accounts. The Internal Audit Service is a key independent and objective source of assurance for the Board.
- 1.4** The authority of Internal Audit is included within Financial Regulations.

## **2 RESOURCES**

- 2.1** The Internal Audit Service is to be provided by an independent external contractor, appointed by the Board, who is an experienced internal auditor.

## **3 AREAS OF WORK**

- 3.1** All internal audit work will be undertaken in accordance with the Governance and Accountability for Smaller Authorities in England (2016).
- 3.2** The annual audit plan will be devised through discussions and agreement with the Chief Executive, Board Members and the External Auditor.
- 3.3** The following paragraphs describe the main areas of audit work. The work concentrates on assurance and risk-based audits, traditional probity checks, assistance with risk management and provision of advice.

### **3.3.1 Assurance Audits**

Financial systems are to be reviewed to provide assurance to the Board and for the annual return. Where appropriate probity audits will be undertaken and the propriety, accuracy and recording of transactions sample tested. A risk based approach will be adopted so detailed checking of all systems and transactions will not be undertaken.

### **3.3.2 Risk Management**

The risk register will be used to determine the main areas of audit. If the risk register is not fully developed assistance will be given if required to complete an operational document. This approach offers flexibility to address the Board's risks as they arise and establishes greater synergy between internal audit and the management of risks facing the Board.

### **3.3.3 Consultancy and Advice**

Internal Audit will be available to assist the Board with control or operational issues. During the year there might be emerging risks or issues that need an independent view or review. In addition, internal audit will be pro-active with suggestions and advice to management from information gained through experience, other IDBs and organisations and networking groups.

### **3.3.4 Anti-fraud and Corruption**

Internal Audit will be pro-active in counter fraud work. Although it is not a function of Internal Audit to detect fraud (this is a responsibility of management and good system control) work will be undertaken to help ensure there are adequate systems and procedures to highlight potential instances.

### **3.3.5 Value for Money (VFM)**

As a part of the audit review, systems and controls established by management to secure VFM will be examined and evaluated. Internal audit can undertake detailed VFM reviews upon request.

## **4.0 Audit Reports**

- 4.1** At the completion of each audit a report will be produced and agreed with the Chief Executive. This details the terms of reference and scope of the audit, findings, recommendations and a management action plan. An executive summary which includes an audit opinion on controls will be included.
- 4.2** An annual internal audit report shall be produced to the Board to provide an overall opinion on controls and detail the audit work for the year.

## **Internal Audit Plan**

**April 2016 to March 2017**

<b>Audit Areas</b>	<b>Plan Days</b>
Follow-up of previous audits and implementation of action plans	0.5
Planning, discussions, advice and reporting.	0.5
Systems Review	0.5
Transaction Tests	1
Testing and completion of Annual Return	0.5
Benchmarking and contingency	0.5
<b>TOTAL</b>	<b>3.5</b>

**David Gowing**  
**Gowing Internal Audit Services Ltd**  
**May 2016**



# Black Sluice Internal Drainage Board

## Policy No: 27

### Policy for the Control of Ragwort

Review	Audit & Risk Committee on 28 <sup>th</sup> September 2016
Board Approved	
Reviewed	Within 5 years

#### INTRODUCTION

The DEFRA “Code of Practice on How to Prevent the Spread of Ragwort” expects that larger organisations will have written policies for the control of ragwort on land under their control. **This Policy was adopted by the Board on 7<sup>th</sup> July 2004.**

Common ragwort is a specified weed under the **Ragwort Control Act 2003 (delete Weeds Act 1959)**, and the Code of Practice recommends it should be controlled, if practical wherever it presents a medium to high risk to animal welfare;

- High Risk** - Within 50 metres of land used for grazing horses or other animals or forage production.
- Medium Risk** - Within 100 metres of land used for grazing horses or other animals or forage production.
- Low Risk** - Greater than 100 metres from land used for grazing horses or other animals or forage production.

Section 9 of the Code of Practice states:

“When seeking to prevent the spread of ragwort it is expected that all landowners, occupiers and managers will co-operate and, where necessary, take collective responsibility for ensuring that effective control of the spread of ragwort is achieved”.

The Board therefore will only undertake Ragwort control if:

- (a) All other parties in the area have agreed to collectively carry out control.
- (b) There is sufficient resource to undertake the work.

The Board’s policy is only to carry out control of ragwort in exceptional circumstances.

#### Biology

Common ragwort is normally a biennial. In the first year it forms a set of basal leaves and overwinters; in the second year it sends up a single leafy stem with flower heads at the top. It flowers June – October and then dies. However if damaged, such as by pulling, it will act as a perennial flowering every year.

#### Methods of Control

- Cutting:** Method of last resort. It is used to reduce seed production and dispersal. Cutting will stimulate growth the following year.
- Pulling:** If root fragments are not removed, weak re-growth follows. Best done when ground is damp. A special fork is marketed.
- Spraying:** Can only use chemicals approved for use near or in water, they are 2,4-D and Glyphosate (Roundup). The Environment Agency must be notified.
- Biological:** Cinebar moth eggs and caterpillars are marketed.

The risk assessment carried out before control may dictate the method of control. In general pulling/digging will be tried first and monitored. Where this is not successful spraying will be considered. Other methods are not ruled out.

### Health and Safety

Ragwort contains pyrrolizidine alkaloides (PAs) which are toxic to animals and man. Anecdotal evidence indicates that PAs can be absorbed through the skin and therefore protective gloves and trousers shall be worn when pulling or handling ragwort.

### Disposal of Pulled Ragwort

Ragwort remains toxic when dead and becomes more palatable to livestock. Dead plants can still set seeds. Plants in flower should be placed in plastic bags and disposed of by landfill at an approved facility.

# Black Sluice Internal Drainage Board

## Policy No: 28

### Policy on **Land Drains** discharging into Board **Maintained Watercourses**

Review	Audit & Risk Committee on 28 <sup>th</sup> September 2016
Board Approved	
Due for Review	Within 5 years

#### INTRODUCTION

All new tile drain outfalls should be **consented and** approved by the Board.

The Conditions for **land** drains, specified on the application form, are as follows:

1. Where a **land** drain outfall enters a Board **maintained watercourse** it shall consist of a single three metre length of pitch fibre or rigid plastic pipe; the end of the pipe shall be laid flush with the existing batter with no protrusion, in order to facilitate mechanical flailing or mowing.
2. The **land drain outfall** should be fitted with a suitably approved Kwik Fit Type GRC outfall tray, manufactured by J.K.H Drainage Units Ltd of Mildenhall, Suffolk or similar approved, in order to protect the **watercourse bank** against scour or slips.
3. The Board to be absolved from any liability for any interruption to drainage by means of the tile drains or any damage resulting there from.
4. The applicant and his successors in title to make good **any damage or** slips in the Board's **maintained** banks which may result from the operation or **presence** of the tile drains.
5. The Board to be absolved from any suits, costs or claims arising out of the laying or operation or presence of the **land** drains into the Board's **maintained watercourse**.

If the Board carry out **improvement** works which involve the cutting back of the side of a **watercourse** which displaces the **land** drains and/or outfall trays, then the Board will **following the completion of the works** replace the outfall trays/**land drains**, or if the outfall trays have been damaged during the work, replace these with new outfall trays.

However if there are no outfall trays fitted to the **land** drains, the landowner will be required to pay for the cost of the outfall trays that are required to be fitted to the tile drains, and the Board will fit these free of charge.

# Black Sluice Internal Drainage Board

## Policy No: 29

### Policy for the Control of Rabbits, Rats and other Rodents in Board's **Maintained** Watercourses

Review	Audit & Risk Committee on 28 <sup>th</sup> September 2016
Board Approved	
Due for Review	Within 5 years

#### INTRODUCTION

The Board has in the past responded to any request to control rabbits and rats in Board's **maintained watercourses**.

The response has been to send workmen from the roding gang to investigate the situation, and they were expected to place phostoxin tablets into the holes dug by the rodents, a process known as "gassing".

Some Workmen have been trained to handle and place the phostoxin pellets in a safe manner. However there is a question whether workmen have the environmental knowledge to correctly differentiate between say rat and water vole habitat.

There is also a question about whether the Board has adequate resources to be able to respond to every request to control rabbits and rats.

#### Proposed Policy

If a request is received from a ratepayer or a member of the public to control vermin this should be passed to the Operations Supervisor. The person taking the enquiry should tell the applicant that the Board does not automatically carry out control of vermin, but **the** Operations Supervisor will **visit site** to assess the situation before taking **any** action.

#### Methods of Control

The Operations Supervisor when he visits the site should make the following assessments:

- (a) Is damage being caused to the bank of the drain?
- (b) Is it clearly vermin that are causing damage?
- (c) Is the problem only in the **watercourse**, or is it associated with an adjoining site.
- (d) Can control be safely carried out?

If the Operations Supervisor considers the damage to be such that if uncontrolled extra maintenance will be required to the bank, then control of vermin can be considered.

Control can also be considered if the landowner(s) concerned are prepared to also carry out control on adjoining **land**/properties.

If the Operations Supervisor is unsure of how to proceed he should seek a second **opinion** from the Operations Manager.

# Black Sluice Internal Drainage Board

## Policy No: 34

### Gifts and Hospitality Policy

Reviewed	Audit & Risk Committee 28 <sup>th</sup> September 2016
Board Approved	
Due for Review	Within 5 years

#### INTRODUCTION

The following paragraphs are given as guidance to members and employees who may be offered gifts or hospitality. Boards are required to have in place a policy on the acceptance of gifts and hospitality, and as a public sector organisation, the Board has a duty to ensure that its resources are utilised effectively. The arrangements outlined within this policy apply to all members and staff employed by the Board and for those carrying out work on behalf of or at the request of the Board.

The purpose of this policy is to provide guidance to members and staff on the action that can, or should, be taken in the event that they are offered gifts and/or hospitality. There is a limited set of exceptions and this policy sets out the standards and procedures that member's and staff should follow to protect both themselves and the Board. In any case of doubt or uncertainty they should consult the Chief Executive.

1. Employees and members should treat with extreme caution any offer of a gift in excess of £25, favour or hospitality that is made to them personally. The person or organisation making the offer may be doing or seeking to do business with the Board or may be applying to the Board for some decision to be taken in his favour or someone with whom he is connected.
2. There are no hard and fast rules about the acceptance or refusal of hospitality or tokens of goodwill. For example, working lunches may be an appropriate way of doing business provided they are approved by the Chief Executive and provided no extravagance is involved. In the same way it may be reasonable for staff to represent the Board at a social function or sporting event organised by outside persons or bodies. Persons attending such functions or events as part of an official Board delegation are exempt from the above registration requirement, providing their attendance has been approved by the Chief Executive.
3. Each member or employee is personally responsible for all decisions connected with the acceptance or offer of gifts or hospitality and for avoiding risk of damage to public confidence. The receipt and detail of gifts and hospitality should always be reported to the Chief Executive.
4. When hospitality has to be declined, those making the offer should be courteously but firmly informed of the procedures and standards operated by the Board and told why hospitality cannot be accepted.
5. Members and employees should not accept significant personal gifts in excess of £25 from contractors and outside suppliers, although the Board will allow members and employees to keep insignificant items or token value such as pens, calendars and diaries. These insignificant items do not require recording in the Gifts and Hospitality Register.
6. Acceptance by members and employees of hospitality through attendance at relevant conferences, **courses, equipment/plant inspections, suppliers or services** is acceptable where it is clear the hospitality is corporate rather than personal and where the member or employee is satisfied that any purchasing decisions will not be compromised **or** jeopardise the integrity of **any** subsequent purchasing decisions.

# **BLACK SLUICE INTERNAL DRAINAGE BOARD**

## **MINUTES**

of the proceedings of a Meeting of the  
Northern and Southern Works Committee

held at the Offices of the Board on  
12<sup>th</sup> October 2016 at 2pm

### **Northern Works Members**

Chairman - \* Mr P Holmes

- |                     |                       |
|---------------------|-----------------------|
| * Cllr R Austin     | * Cllr P Bedford      |
| * Cllr C Brotherton | * Mr S Bartlett       |
| * Cllr M Brookes    | * Mr D Casswell       |
| * Mr J Fowler       | * Cllr Mrs J Harrison |
| * Mr R Leggott      | * Mr J E Pocklington  |
| Mr R Needham        | * Mr P Robinson       |
| Cllr C Rylott       | * Mr N Scott          |
| * Cllr P Skinner    | * Mr R Welberry       |
| * Cllr N Welton     |                       |

### **Southern Works Members**

Chairman - \* Mr M Rollinson

- |                     |                   |
|---------------------|-------------------|
| Mr W Ash            | Mr J Atkinson     |
| Mr V A Barker       | * Mr K C Casswell |
| Mr J Casswell       | Cllr R Clark      |
| Mr R Dorrington     | Mr P S Harborow   |
| * Mr A Mair         | Mr M Mowbray      |
| * Mr M E Richardson | * Cllr B Russell  |
| * Mr J R Wray       |                   |

(\* Member Present)

In attendance: Mr I M Warsap (Chief Executive)  
Mr D Withnall (Finance Manager)  
Mr P Nicholson (Operations Manager)  
Mr C Richards (Pump Engineer)  
Mr J Mitchell (Technical Engineer)

### 1018 **APOLOGIES FOR ABSENCE**

Apologies for absence were received from:

Southern Works Committee: Mr J F Atkinson, Mr W Ash, Mr V A Barker, Cllr R Clark, Mr P S Harborow, Mr J Casswell, Mr R Dorrington and Mr M Mowbray.  
Northern Works Committee: Cllr C Rylott, Mr R Needham and Cllr N Welton.

The Chief Executive stated that he has spoken with Simon Bartlett, who has offered his resignation from the Northern Works Committee as he has relocated employment outside of the catchment area. He has enjoyed his time with the

Black Sluice. The Chief Executive will be writing to Simon Bartlett on behalf of the Board Members to thank him for his efforts over the past years.

1019 DECLARATIONS OF INTEREST

Mr J Pocklington declared an interest in minute no 1023(b).

1020 MINUTES OF LAST MEETING OF THE SOUTHERN WORKS COMMITTEE

The Minutes of the last Meeting of the Southern Works Committee held on 2<sup>nd</sup> March 2016, copies of which had been circulated, were considered by the Southern Works Committee Members and it was AGREED the Minutes should be signed as a true record with the following amendments;

- a) Minute 906(f) - Mr R Leggott referred to “folly”, asking if this should be “outfall”. The Chief Executive confirmed that Mr V Barker had referred to the headwall as a “folly”, and therefore the paragraph was not amended.
- b) Minute 906(m) - The Chairman of the Southern Works expressed the Works Inspection had been very successful. He highlighted that Mr G Playne had attended as a guest, and although he had a few issues with the Drainage Board, he thoroughly enjoyed the inspection and understood far better as to how an IDB works. He met with the Board’s Officers, who were able to resolve his issues very quickly, and he concluded that if any Members knew anyone from their respective area or ward that were aware of any problems or issues, then you could let the Chairman and/or the Officers know in order to solve it in an amicable manner.

There were no matters arising.

1021 MINUTES OF LAST MEETING OF THE NORTHERN WORKS COMMITTEE

The Minutes of the last Meeting of the Northern Works Committee held on 16<sup>th</sup> March 2016, copies of which had been circulated, were considered by the Northern Works Committee Members and it was AGREED the Minutes should be signed as a true record with the following amendments;

- a) Minute 913(a) – fourth paragraph; remove “contravention” and replace with “condition”.

Mr R Leggott asked if any further progress has been made with Lincolnshire County Council regarding directing the local planning committees to propose conditions regarding safeguarding flooding? The Chief Executive answered no, other than the Drainage Group meetings and redirected the question to Councillors from Boston Borough Council who responded no. The Chief Executive concluded that he would take it back to the Lead Flood Authority Committee.

There were no matters arising.

1022 TO RECEIVE THE ENGINEERING WORKS REPORT - Agenda Item 6

The Operations Manager presented the Report on Engineering Works:

## 2016/17 Defra/EA Funded Grant In Aid Schemes

### (a) Graft Drain Northgate - Scheme 2086

The Operations Manager presented a slide showing the works which have been completed. The grant was 50% less than asked for, hence why the works completed are 50% less. The Operations Manager stated that he does not believe, even though he has tried, that any grant in aid money will be forthcoming for this project, but he suggested there may be other avenues that can be investigated through Local Choices and LEP funding.

### (b) North Forty Foot Drain

The Operations Manager presented a slide for Members information. He reported that he is currently in discussion with the Environment Agency to have their consultants progress these schemes, this being one of them. A lot of work has been done on this scheme already, but it has not reached the stage to be granted any funding.

### (c) Langrick Road, Boston Drain 12/2 - Scheme 2071

The Operations Manager stated there was another scheme within the same area as the North Forty Foot which is a continuation of the piping works done in 2011. He presented a slide showing this, and he has suggested to the Environment Agency that these schemes be re-profiled and packaged together, as they are both in same benefit area for works into this year, but this may not happen due to the lateness of the Environment Agency scheme year.

The pipe works of the Langrick road pipe line it is not straight forward, and the Operations Manager pointed this out on the slide plan, which showed an open section to the garden of a property which it is believed has a garage built on the top of the pipe line. He pointed out that access will be difficult and it will be dependent on the condition of the pipe, he added that those two schemes have been re-profiled and they are now going to be presented as one scheme.

Cllr Bedford added there is also a new development being worked up in the area of Julian's yard and the Ingelow Avenue playing field, and suggested that the Officers talk to the planning department to see how this is progressing.

### (d) Donington Malting Lane - Scheme 2098

The Operations Manager stated that this item is for Member information and has been previously discussed. He stated that over the year's certain sections of pipeline along Malting Lane have been replaced. He highlighted on the screen a section of the pipe which is due to be replaced, and he added some of these sections are under discussion with LCC Highways, and the best option would be they are lined. The other sections which are the Boards responsibility are proposed to be replaced to include construction of a new manhole chamber.



Funding is available for this scheme and these works will be started end of November or early December 2016.

(e) Sempringham Fen Pumping Station - Scheme 2096

The Operations Manager stated that this scheme has been pushed back due to problems with the grant in aid report detailing the cost benefits gained and/or realising what benefits there are in this catchment due to its remoteness.

He pointed out that a similar scheme at Horbling Fen was agreed under different terms (i.e. health & safety) which ticks different boxes around the grant approval. The Environment Agency have changed the way that these schemes are profiled, which means no qualification through the health & safety view point. This scheme has been referred to the EA consultants.

(f) Kirton Meeres Drain 7/11 Culvert 2716 Replacement - Scheme 2087

The Operations Manager presented a slide showing a long pipeline. He stated that due to the problems achieving funding, a lot of work has been done on this scheme and it is now presented as an "in year opportunity". It does not have an allocation for funding in any particularly year, but if there are schemes which are at this stage, they may be considered for funding by the EA and they class them as an "in year opportunity". He explained that there are two options for this scheme, which are an open cut replacement or lining. He suggested to line this pipe and replace the headwalls.

(g) Damford Ground Pumping Station - Resilience

The Operations Manager presented a slide showing Damford Ground pumping station which was visited on the Inspection tour. These works are to provide resilience to the control panel and the motor, and to build a wall around the pumping station to provide resilience from a breach of the bank of the Kyme Eau.

He stated that these resilience works have been on the medium term plan for 3 or 4 years. This scheme has been brought forward to the EA Consultants and has been split-funded over this year and next in order to develop the grant in aid report.

(h) Helpringham Fen weed screen cleaner

The Operations Manager presented this scheme, which has similarities to Sempringham Fen, although the dump area has already been completed. This scheme has been referred to the EA Consultants to progress, the Operations Manager attending a second meeting with them on 10<sup>th</sup> October 2016.

The Operations Manager referred Members to an additional sheet presented at the meeting detailing the updated figures in replacement of the original issued in the agenda.

He explained that all risk management authorities are asked and advised to have schemes “ready to go”, but that is a difficult position to be in because the most difficult part in any scheme is getting the grant in aid report approved for funding. It would be an ideal situation to have future grant in aid schemes approved ready, in case funding then becomes available so these schemes can be realised.

The Chairman clarified that it is time well spent forward planning, and it is something we have to continue to do to be able to take advantage of the funding available.

### **2016/17 BSIDB Funded Capital Schemes**

(i) Clay Dyke

The Operations Manager presented a slide detailing the cleansing of Clay Dyke to be started in January 2017. He added that further discussion with landowners regarding access is still ongoing, and this work will be finishing in March 2017.

(j) Morley Lane, Bicker

The Operations Manager presented a slide showing the completed works at Morley Lane, Bicker completed in May 2016. He stated that additional works on a section around School Lane were also able to be completed within the budget for the scheme.

The photographs showed revetment works with timber along both sides of the channel. Mr Holmes asked what life span was on the timber. The Operations Manager answered that the original boarding was replaced in the early 1990s, and that other comparison materials increase the costs substantially, therefore to get 20+years’ life is very worthwhile.

(k) Donington Wykes Pumping Station

The Operations Manager presented a photograph showing the completed pump replacements works at Donington Wykes pumping station. The Pump Engineer stated that both pumps had completed 35 years of life before they were renewed and modified. He indicated on the screen a photograph of the sleeve which was placed into the suction bay tube to allow the new pump to be fitted as the new pump was slightly smaller. He added that the new pump has the same capacity and it runs slightly faster.

The Chief Executive reiterated that these are submersible pumps made by Flight who are market leaders in this operation, and he stated that the Board only has three pumping stations in which these submersible pumps are installed; Donington Wykes, Bicker Eau and Allan House.

Mr K Casswell asked how old are the pumps at Bicker Eau pumping station; the Pump Engineer answered these were replaced last year, with a slightly smaller pump, but still made by Flight.

(l) Culvert Replacements

The Operations Manager presented a slide showing eleven culverts in total which have been identified for possible replacement, some of which are long pipelines. He added that following on from the recent culvert surveys, accessible sections of the long pipe outfalls were inspected and they were found to be in poor condition. Therefore, the assumption is that the rest of the pipeline is of a similar condition. A survey will need to be carried out to find the condition which will cost around £1,000 per day for jetting and CCTV works.

- No 1253 Horbling Fen 40m x 0.6m - £8,000(estimate)C
- No 1283 Aslackby Fen 12m x 0.6m - £5,000(estimate)C
- No 755 South Kyme 12m x 0.9m - £7,000(estimate)C
- No 1959 Gosberton 15m x 1.2m - £10,000(estimate)C
- No 1795 Kirton/Frampton 12m x 0.6m - £1,500 (estimate)C
- No 2928 Kirton/Frampton 12m x 0.6m - £1,500 (estimate)C
- No 2880 Kirton/Frampton 4m x c1.2m - £2,000 (estimate)C
- No 2296 Kirton/Frampton 12m x 0.6m - £1,500 (estimate)C
- No 2878 Kirton/Frampton 11m x 0.6m - £1,500 (estimate)C
- No 2882 Kirton/Frampton 8m x 0.6m - £1,500 (estimate)C
- No 3817 Kirton/Frampton 18m x 0.6m - £20,000 (estimate)C

(m) Completed culverts

The Operations Manager presented photographs showing two of the completed culvert works, using kerb headwalls.

**Proposed Works 2017/18**

(n) Swaton Drain 36/2

The Operations Manager presented a slide viewing works carried out to improve the drain by reducing the gradient of the banks from a 1.5 to 1.0 to a 2.0 to 1.0. Unfortunately, even with the rock armour revetment the bank has continued to slip. A budget of £18,000 has been allocated to complete potential bank stability works.

The Operations Manager is aware that the Environment Agency are considering a scheme to slow the flow within the Swaton catchment to reduce the impact of any heavy rain within this catchment and along this watercourse. He proposed the budget is used in conjunction with the Environment Agency to assess the works proposed and potentially for the Board to assist in delivering some of the work.

The Chief Executive added this is going to be a project leader towards possible future catchments. The EA have already identified up to 90 separate water retaining locations for which they are in negotiation with landowners. Some of these water retention areas will benefit the Board and therefore we should be working in conjunction with the EA by offering some financial contribution. He recommended the Committee back this proposal to the Board for approval.

The Operations Manager added that the Environment Agency are seriously looking at this scheme with a £900,000 grant application.

The Chief Executive asked for the Committees agreement to recommend for approval by the Board.

Mr Leggott proposed to recommend to the Board all AGREED.

(o) Scredington North Beck

The Operations Manager presented a slide with a view of the North Beck which is a highland carrier near Aswarby. Following attending on-site with Mr G Playne, some remedial works have been carried out. The original slips were blocking the watercourse and there was virtually no channel, and the water had made its own route by digging into the banks to find its own way. Although there still are slips that require work done, the remedial works have improved the drain.

(p) Gosberton Pumping Station

After the Operations Manager asked members to refer to the expenditure sheet, he detailed the refurbishment of the weed screen cleaner. The Pump Engineer stated that the weed screen was installed in 1994 and the structure is in good condition. The trolley and winch assembly, which is the hub of the machine, are to be refurbished the same as completed at Holland Fen. The Pump Engineer added that the cost is based on the Board's workforce doing the installation.

Mr Holmes asked as we replace these weed screen cleaners, are we standardising them in that we can build a bank of parts by salvaging as much as we can? The Pump Engineer answered if a machine is dismantled, anything useable is kept as spares, the machines are Bosker machines and agreed they are the most reliable.

(q) South Kyme Pumping Station

The Operations Manager reported that the control panel will be replaced at South Kyme pumping station. The Pump Engineer added that it will be using the most up to date panel sections.

The Chairman asked how long are the pumps down whilst the panel is being replaced? The Pump Engineer answered 1.5 days adding that the pump has a dual drive gear box which can be driven using a tractor if required.

### **Drain Maintenance**

(r) Annual maintenance summer cutting/flail mowing

The Operations Manager presented a photograph with the new Hitachi ZX210 with its long reach arm, adding that so far the machine operators have given good reports.

The Operations Manager then presented a map showing a screenshot of the summer cutting as at 7<sup>th</sup> October 2016.

He explained what has been completed and where some areas have been flailed and are awaiting cutting.

Mr Richardson asked how was the performance of the Energreen; The Operations Manager answered that the Officers are not happy with the performance due to the number of faults, and they are investigating the option of a resale value for this machine. The Chief Executive stated this machine was purchased from Energreen UK Limited, who no longer exist. It was purchased with a 35% buy back option within 5 years. This agreement is due to expire in a few months, and therefore he contacted Energreen Europe. An offer for the Energreen has been received circa £15,000 below the buyback amount, but he has since received notification from Energreen Europe stating they will honour the buyback agreement.

Mr Richardson asked if they were going to reimburse the extra contractors expenses from this year whilst it was out of action; the Chief Executive answered no.

The Operations Manager reported that more money has been spent on cutting this year as works had started early. More flail mowing was completed earlier than last year, plus additional costs have a large element associated with alternative bank flailing and cutting. These bank cuts include working from the roadside which requires flag man and the correct signage. This takes additional time to perform this process, especially in certain areas where the road is not very wide, and the direction of traffic slows the process considerably.

The Operations Manager stated works are currently on programme and the large Hitachi machine has a small amount of work to complete then the rest of its programme is works for the Environment Agency where orders have been received.

Mr Wray asked does the works adhere to the alternate banks, because on some banks bushes have turned into trees; the Operations Manager responded stating the difficulty is, for the bigger machines especially, to identify long enough runs to make it a viable process, because if we move the machine in and cut a short length and then move it to the other side of the drain, the cost increases. The Officers are looking at the areas identifying where we can comfortably put a machine in to complete alternative banks cuts. The Officers are aware that if we don't alternate every year or at least a three-year basis, those bushes are too out of control to be maintained by a flail. The additional costs this year has included programme runs using the larger machines, which has a time and cost.

Cllr Austin asked are road closure sometimes an option and is that a difficult process? The Operations Manager answered yes, this has to be an option, and notification has to be given in advance unless it is emergency works then these can be carried out quite swiftly. Generally, we like to work with highways, and work with flagman and specific signage or works with traffic lights which are all additional costs.

(s) Proposed Cleansing works 2016/17

The Operations Manager presented a slide outlining the areas identified for cleansing which is circa 90,000m compared to the previous year of 60,000m. There is a programme in place to complete these works.

It was RESOLVED that the Engineering Works Report should be received and adopted.

1023 PROPOSED LARGE DEVELOPMENTS

(a) Q1 Development

The Chief Executive stated that he has had a meeting with Chestnut Homes regarding a change to the way they would be discharging surface water from the Q1 development site. The green field run off rate where there is no development contribution required is 1.4 litres per second per hectare.

Chestnut Homes are requesting a proposal to discharge at 10 litres per second per hectare. Chestnut Homes requested to split the site into three areas with the appropriate discharge into LCC Highways watercourse and Board-maintained watercourses. They have also asked how we are going to utilise this fund.

Chestnut Homes have requested the Boards approval and backing for those discharge amounts in order for them to progress with their plans and acquire the appropriate LCC Local Flood Authority permission.

The Chief Executive clarified the full design criteria will be brought to the next Board meeting.

(b) Proposed development Punchbowl Lane, Boston - B/16/0315

Mr J Pocklington declared an interest in this item.

The Chief Executive presented a slide showing the proposed development and reminded Members this development borders on to the future works discussed on Drain 12/2. He pointed out the proposed outfall discharge point which will flow into a riparian drain then into the Board-maintained watercourse. He concluded this is a large development with the proposal to discharge at 1.4 litres per second per hectare with no development fee.

(c) Proposed development Malting Lane, Donington - H/04/0244-16

The Chief Executive firstly presented a slide showing a map of how complex this site is with the outfall into a Board maintained watercourse number 2/38. He stated the developer has not fully outlined his planned development and Officers are still in ongoing discussion as to where the surface water will be discharged. He concluded that this is to make Members aware, but until construction drawings are received the Officers will not be able to develop their thoughts and calculations.

The Chairman reported he had attended a Parish Council meeting and they are very concerned because they don't want any more surface water discharging into Malting Lane due to long term issues. The Chief Executive stated there is no known connection between this site and Maltings Lane.

Mr Leggott asked in calculating development discharges, it appears the information is provided by the developers. Are these calculations accurate? The Chief Executive answered generally these calculations are correct; in this case, due to the complexity of the site, we do not have the expertise internally to check the calculations. Therefore, once all the information is received from the developer, it will be sent to an external consultant to assess the calculations.

## 1024 ENVIRONMENT AGENCY

### (a) Boston Barrier

The Chief Executive stated the Transport & Works (Applications and Objections procedure) Act has been submitted to the Secretary of State for Environment, Food and Rural Affairs. He announced the documentation received is located in the Boardroom should any Member be interested in viewing it.

The Chief Executive remarked he had attended with the Chairman the 250<sup>th</sup> anniversary of the opening of the Boston Grand Sluice. He presented a slide photograph taken near to the site of the proposed barrier, which gives an idea how close the barrier is to the Black Sluice Pumping Station.

### Black Sluice Catchment Steering Group

The Chief Executive confirmed that the Group has pushed for a de-silting regime for the South Forty Foot Drain (SFFD) following the full survey completed by the EA.

The Chief Executive reported details from this survey quoting the quantity of silt in the SFFD for the full 31 kilometres, in relation to the original design bed level, is 277,000 cubic metres of silt. At 2 tons a cubic metre, that is over half million tons of silt in the SFFD today. This is displacing the capacities and reducing flows, and the Officers have expressed concerns, as well as the lack of bushing works which Members have seen on the Works Inspections.

He remarked that there is an indication from the EA that they may be looking to de-silt a 6.5 kilometres section of the SFFD from the Black Hole Drove to Sempringham Pumping Station which requires 18,000 m<sup>3</sup> of silt to be removed. The process the Board are proposing is a silt cutting and pumping device to pump water and silt away to field lagoons. The silt can be pumped up to 5km from source.

The Chief Executive added that the Officers are in the process of approaching landowners/ratepayers along both sides of this 6.5 kilometre section.

David Casswell asked does the silt contain any contaminants and is classed as waste?

The Chief Executive answered it is not classed as waste because it is deposited adjacent to a watercourse. The silt has previously been tested and it has always been not contaminated. A re-test will be requested.

(b) Water Resource East Black Sluice Case Study Group (WRE)

The Chief Executive reported on the WRE whose members comprise of;

Lincolnshire Wildlife Trust  
Environment Agency  
Natural England  
BSIDB  
Welland & Deeping IDB  
Lincolnshire County Council  
The Greater Lincolnshire Enterprise Partnership  
The Fens Agricultural Water Group  
NFU  
UK Irrigation Association  
Anglia Water Service

The WRE are organising a case study workshop to be held on 25<sup>th</sup> November 2016 at Springfields Centre, Spalding and invited all Members to attend. He asked if Members could please indicate if you are able to attend and leave details at the end of the meeting.

Anglia Water are looking for this project to guarantee c150 million litres of water a day, either from or transported through our catchment.

(c) EA/BSIDB Public Sector Collaborative Agreement

The Operations Manager continued by showing a slide of the completed works for the Environment Agency. He stated that one of the watercourses has not yet been completed due to a badger set in the raised banks, which is a health & safety risk due to instability of the bank.

He added that some additional bank top cuts have run into problems due to non-receipt of orders for the programmed work. These works should have been started in April 2016. Due to the delay and reaching site May/June, the vegetation was over 1.0 metre high. The bank top cuts being for health & safety reasons, and due to the late receipt of orders and length of vegetation, only one of the two programmed cuts were able to be completed.

The Operations Manager indicated that orders with the Environment Agency will be look to be received earlier in the programme, and have requested a more fixed long term continuity agreement be received. Unfortunately, the EA are not aware of their budgets until the start of April of the current financial year, which impacts on their spending which in turn creates problems for us as a contractor trying to deliver the work when they want the work done.



1025 WATERCOURSES TO ABANDON OR COMMENCE FUTURE BOARD MAINTENANCE - Agenda Item 7

The Chief Executive reported that the Board spends £700,000 on our drain maintenance budget to service 755 kilometres of watercourses. In theory, through legislation within the Land Drainage Act, there is a possibility we could stop maintaining approximately 10%, which could be a saving of £70,000 which could be moved to other important works.

The Technical Engineer has prepared, as a desk top exercise, a map indicating potential sections of watercourse which either serves only one land owner or where it is not in the interest of the Board to carry on maintaining these watercourse end runs and small lengths. The Officers believe, for various reasons, that these particular drains could be given up, as there appears to be no benefit for the Board to continue to maintain these drains.

The Operations Manager presented three slides of basic examples. He requested that Members indicate how they wanted the Officers to investigate potentially giving up some of these smaller sections, which are located at top ends of watercourses serving no purpose, as well as a few long runs alongside additional maintained watercourses.

Mr Holmes explained that often land runs off into riparian drains before out falling into Board maintained watercourses, and as landowners they have an obligation to maintain these.

Mr Leggett expressed he would not be in favour of drains being given up solely on the basis of it servicing one landowner as other factors should be considered alongside, factors like type of land, and the knock on effect on drainage.

Mr Scott expressed that if it is a rule under Law then we should adhere to it. The Finance Officer clarified the Land Drainage Act states as an IDB we do not have an obligation, but the Board can decide not to maintain a drain where it does not serve more than one landowner. However, if the Board decides it will benefit the whole catchment, then it can decide to maintain those drains.

The Chairman stated that if some of these drains have received requests by the landowner to give them up, then those can be dealt with in the first instance.

The Operations Manager showed a slide detailing Drain 31/4 at Quadring Fen, with a request to give up. Mr Casswell informed him that this land has now been sold.

Mr Fowler expressed that he is in this situation. In some ways he would welcome taking back control some of these drains because he believes that he would carry out the same maintenance and would incur cost savings by not having the Board impinging their own maintenance programme. He believes there is a case for some landowners wanting to take ownership back.

The Chairman rounded off this point by stating that letters will be sent to landowners in the first instance. If the response is they agree, then these can be the initial ones given up. Other more difficult proposals would then be reviewed and consulted upon. The general consensus Members agreed, including that any drains given up should be in good maintained order.

1026 REPORT ON RAINFALL - Agenda Item 8

The rainfall figures were presented, copies of which had been circulated. They are now available on the Board's website.

1027 ANY OTHER BUSINESS - Agenda Item 9

(a) Plant Incidents

The Operations Manager reported that our latest Twiga became inverted in a drain recently, but nobody was in it at the time. It happened in the last week of August after heavy rain fall. The Operations Manager then presented a photo slide and pointed out the bank top. The driver realised he could not travel forward or backwards and realising this he called for assistance from the Unimog. The Unimog could not move it, so an excavator tracked to his position. Unfortunately, in changing the chain over onto the excavator, tension was lost and the Twiga lost its centre of gravity and went over into the drain.

The Operations Manager stated that an assessment for repair has been received for circa £52,000, and this has been relayed to the insurance company. The larger part of the cost is the damage to the cab at £36,500.

The Operations Manager also clarified that whilst visiting Energreen in Italy, they had asked if the wheel and tyre configuration on this machine was correct for tracking along bank tops and they confirmed yes.

The Operations Manager then reported another accident which occurred last week. The driver has worked for the Board since 1983, and has an unblemished record. He retired in June 2016 and comes back on a requirement basis. The driver was working on 6<sup>th</sup> October 2016; he did his usual checks and tracked the machine towards a culvert to continue working, but he was momentarily not looking where he was going and tracked straight into the drain. Unfortunately, on this occasion this driver was injured, sustaining a broken wrist and shoulder.

The machine was recovered within a few hours and has been assessed for damage, the quotation for repairs being c£9,000. The Operations Manager stated that on the following Monday morning all the workforce received a toolbox talk and recap on safe working practices.

(b) Swineshead Silt Pit

The Operations Manager explained that they have been approached by Swineshead Parish Council to clean out Mackays pit, Swineshead. After visiting the Floodex show, a company who provide a mud pump which pumps up to 100 metres, agreed to demonstrate this pump at the pit free of charge.

The Operations Manager presented slides showing photographs of the works stage by stage and perhaps it achieved 70% of the task. Cllr Brookes added that there was a lot more silt in the pit than was expected.

There being no other business the meeting closed at 16:40pm.



Rev: All in yellow  
 Date: 15/05/2014  
 Drawing No: TLB / 42 Rev A

**Chestnut Homes**  
 The Quadrant, Tilton  
 Lane, Boston

Drawing Title: Residential Phasing Plan  
 Scale: 1:250 (S.A.)  
 Date: Mar 13  
 Status: Green R0

**Chestnut Homes Limited**  
 The Quadrant, Tilton  
 Lane, Boston, Lincs SA1 8SL  
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 E: sales@chestnuthomes.co.uk  
 W: www.chestnuthomes.co.uk

**BLACK SLUICE INTERNAL DRAINAGE BOARD  
RISK REGISTER**

Objectives	Ref	Risk	Risk Score	Gaps in control	Action Plan
To provide and maintain standards of sound needs based sustainable flood protection.	1.1	Being unable to prevent flooding to property or land	3		
	1.2	Loss of Electricity Supply	3		
	1.3	Pumps failing to operate	3		Maintenance
	1.4	Watercourses being unable to convey water	2		Maintenance
	1.5	In operating machinery to maintain watercourses	2		Training
	1.6	Claims from third parties for damage to property or injury	4		
	1.7	Loss of senior staff	2		
	1.8	Insufficient finance to carry out works	2		
	1.9	Reduction in staff performance	2		
	1.10	Insufficient staff resources	2		Review
To conserve and enhance the environment wherever practical and possible to ensure there is no net loss of biodiversity.	2.1	Prosecution for not adhering to environmental legislation	2		BAP
	2.2	Non delivery of objectives	2		BAP
To provide a 24 hour/365 day emergency response for the community	3.1	Emergency Plan inadequate or not up to date	1		Review
	3.2	Insufficient resources	2		Review
To provide a safe and fulfilling working environment for staff.	3.3	Critical Incident loss of office	3	None	
	4.1	Injury to staff and subsequent claims and losses	2		Training
To maintain financial records that are correct and comply with all recommended accounting practice.	4.2	Not complying with Health and Safety legislation	3		Consultant
	5.1	Loss of cash	1	None	
	5.2	Loss of money invested in building societies and banks	2	None	
	5.3	Fraud by senior officers	1	None	
	5.4	Risk of Inadequacy of Internal Checks	2		
	6.1	Board members in making decisions	1		
	6.2	Not complying with all employment regulations and laws	2		
	7.1	Not collecting sufficient income to fund expenditure	1		Accounts
	7.2	IDB abolished or taken over	1		
Information Technology and Communications	8.1	Loss of telemetry	2		Maintenance
	8.2	Loss of telephone Communications	1		
	8.3	Loss of Internet Connection	2		
	8.4	Network Failure	3		
	8.5	Cyber Attack	4		
	8.6	Network Security Breach	2		
	8.7	Virus on Network	2		
	8.8	Loss of accounting records	2	None	
	8.9	Loss of rating records	2	None	

# Black Sluice Internal Drainage Board

## Project Summary

### 2016/17

Period 06 - September 2016

Description	Period Current Year				Year To Date				Last Year	
	Actual	Budget	Variance	Actual	Budget	Variance	Forecast	Variance	Actual YTD	Variance to Current Year
Rates & Levies	43,659	43,031	628	1,512,661	1,540,173	(27,512)	0	1,512,661	1,502,585	10,076
Interest & Grants	615	417	198	3,710	2,502	1,208	0	3,710	20,281	(16,571)
Other Income	350	1,201	(851)	8,827	9,050	(223)	0	8,827	18,979	(10,152)
Rechargeable Profit	(1,500)	0	1,500	1,898	0	1,898	0	1,898	43,282	(41,384)
Solar Panel Income	3,120	1,590	1,530	14,056	11,431	2,625	0	14,056	0	14,056
<b>Total Income</b>	<b>46,243</b>	<b>46,239</b>	<b>3,004</b>	<b>1,541,152</b>	<b>1,563,156</b>	<b>(22,004)</b>	<b>0</b>	<b>1,541,152</b>	<b>1,585,128</b>	<b>(43,976)</b>
Schemes	0	0	0	77,527	50,000	(27,527)	0	(77,527)	94,394	16,866
Pumping Station Schemes	0	0	0	14,550	125,000	110,450	0	(14,550)	24,749	10,199
Pumping Station Maintenance	13,707	(3,350)	(32,959)	100,834	159,859	292	0	(159,567)	90,360	(26,136)
Electricity	15,902	30,218	30,218	58,733					43,071	0
Drain Maintenance	69,399	108,004	38,605	354,581	315,731	(38,850)	0	(354,581)	278,724	(75,857)
Environmental Schemes	72	1,845	1,773	2,126	12,178	10,052	0	(2,126)	3,431	1,305
Administration & Establishment	35,987	39,043	3,056	225,307	238,456	13,149	0	(225,307)	244,974	19,666
EA Precept	0	0	0	138,276	138,276	0	0	(138,276)	138,276	0
Solar Panel Expenses	250	0	(250)	(1,624)	0	1,624	0	1,624	0	1,624
<b>Total Expenditure</b>	<b>135,317</b>	<b>175,760</b>	<b>40,443</b>	<b>970,310</b>	<b>1,039,500</b>	<b>69,190</b>	<b>0</b>	<b>(970,310)</b>	<b>917,978</b>	<b>(52,333)</b>
<b>Surplus / (Deficit)</b>	<b>(89,074)</b>	<b>(129,521)</b>	<b>40,447</b>	<b>570,842</b>	<b>523,656</b>	<b>47,186</b>	<b>0</b>	<b>570,842</b>	<b>667,150</b>	<b>(96,309)</b>
<b>Movement on reserves</b>										
Development Reserve	0	0	0	0	0	0	0	0	0	0
Plant Reserve	(11,575)	(23,700)	(12,125)	(61,107)	(52,329)	8,778	0	61,107	(89,682)	(28,575)
Wages oncost Reserve	4,364	0	(4,364)	8,536	0	(8,536)	0	(8,536)	18,433	9,898
<b>Surplus / (Deficit)</b>	<b>(81,863)</b>	<b>(105,821)</b>	<b>56,936</b>	<b>623,413</b>	<b>575,985</b>	<b>46,943</b>	<b>0</b>	<b>518,270</b>	<b>738,399</b>	<b>(77,631)</b>

# Black Sluice Internal Drainage Board

## Income & Expenditure Summary

### 2016/17

Period 06 - September 2016

	2016/17	2015/16	Variance
Drainage Rates	1,013,134	1,008,465	4,669
Special Levies	499,527	494,120	5,407
Recoverable	47,572	99,792	(52,220)
Misc Income	13,621	40,175	(26,554)
Solar Panel Income	14,056	0	14,056
	1,587,910	1,642,553	(54,643)
Employment Costs	537,299	471,955	(65,344)
Property	82,258	102,802	20,544
General Expenses	72,684	100,370	27,686
Materials / Stock	26,914	51,649	24,735
Motor & Plant	81,640	72,752	(8,887)
Miscellaneous	185,001	520,213	335,212
Recharges	(227,033)	(621,613)	(394,579)
Plant	205,736	206,025	290
<b>Total Expenditure</b>	964,497	904,154	(60,343)
<b>Net Surplus / (Deficit)</b>	623,413	738,399	(114,986)

# Black Sluice Internal Drainage Board

## Balance Sheet at Period End

2016/17

Period 06 - September 2016

	<u>2016/17</u>		<u>2015/16</u>	
	£	£	£	£
Operational Land & Buildings Cost	739,350		737,739	
Pumping Stations Cost	3,861,354		3,861,354	
Non-operational Property Cost	130,000		90,000	
Vehicles, Plant & Machinery Cost	804,415		600,990	
<b>Fixed Assets</b>		<u>5,535,119</u>		<u>5,290,083</u>
Stock	34,575		32,357	
Debtors Cont	40,263		15,722	
VAT	36,945		13,170	
Grants Debtor	(4,884)		(27,740)	
Car Loans	17,327		6,940	
Prepayments	14,814		18,182	
Draw Acc	(3,244)		(33,591)	
Call Acc	610,928		310,000	
Petty Cash	840		445	
Rechargeable Work in Progress	27,845		38,698	
Natwest Government Procurement C	(2,357)		(833)	
Reserve Account	758,634		1,270,944	
<b>Total Current Assets</b>		<u>1,531,686</u>		<u>1,644,294</u>
Trade Creditors	(30,219)		(11,781)	
PAYE & NI Control Account	(18,497)		(15,150)	
Superannuation Contrl Account	(15,619)		(14,987)	
Union Subs Control Account	(99)		(135)	
AVC Control Account	0		(50)	
Accruals	(33,516)		(31,611)	
Suspense	0		0	
<b>Total Liabilities</b>		<u>(97,950)</u>		<u>(73,715)</u>
Pension Liability		(2,973,000)		(3,264,000)
		<u><b>3,995,855</b></u>		<u><b>3,596,663</b></u>
Capital Outlay	5,216,031		5,080,536	
Pension Reserve	(2,973,000)		(3,264,000)	
<b>Total Capital</b>		<u>2,243,031</u>		<u>1,816,536</u>
General Reserve	880,038		669,501	
Development Reserve	92,405		142,316	
Plant Reserve	148,322		181,585	
Wage On-Cost Reserve	8,647		48,327	
Surplus/Deficit in Period	623,413		738,399	
<b>Total Reserves</b>		<u>1,752,825</u>		<u>1,780,127</u>
		<u><b>3,995,855</b></u>	<b>0</b>	<u><b>3,596,663</b></u>
<b><u>Cash &amp; Bank Balances</u></b>				
Drawings Account		(3,244)		
Call Account		10,928	610,928	
Natwest Reserve Account @ 0.15%		758,634		
Petty Cash		840		
Chargecard		(2,357)		
Co-op Community Account 12 Month @ 1.125		300,000		
Monmouthshire BS @ 1.10%		300,000	30 Day Notice	
		<u>1,364,801</u>		

# Black Sluice Internal Drainage Board

## 2015/16 Forecast

Description	2015/16		2015/16		Q1		Q2		Q3		Q4	
	Budget	Forecast	Difference	Actual	Actual	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast
Rates & Levies	2,069,641	2,051,095	(18,546)	1,277,144	235,517	536,751	1,683					
Interest & Grants	5,004	6,110	1,106	1,678	2,032	1,200	1,200					
Development Fund	5,000	5,000	0	0	0	0	0					
Other Income	20,848	16,559	(4,289)	7,588	1,239	3,078	5,000					
Rechargeable Profit	0	9,098	9,098	536	1,361	3,600	4,654					
Solar Income	15,555	18,180	2,625	6,855	7,201	1,695	3,600					
<b>Total Income</b>	<b>2,116,048</b>	<b>2,106,042</b>	<b>(10,006)</b>	<b>1,293,801</b>	<b>247,351</b>	<b>546,324</b>	<b>18,566</b>					
Schemes	110,000	137,526	(27,526)	77,105	422	0	59,999					
Pumping Station Schemes	125,000	134,800	(9,800)	(1,923)	16,473	120,250	0					
Pumping Station Maintenance	369,984	378,192	(8,208)	68,858	90,709	86,286	132,339					
Drain Maintenance	699,996	696,299	3,697	121,432	233,148	221,886	119,832					
Environmental Schemes	30,009	25,455	4,554	1,525	601	7,845	15,484					
Administration & Establishment	479,201	470,965	8,236	112,736	112,571	120,986	124,672					
EA Precept	276,552	276,552	0	138,276	0	138,276	0					
Solar Expenses	3,193	1,569	1,624	(1,874)	250	0	3,193					
<b>Total Expenditure</b>	<b>2,093,935</b>	<b>2,121,358</b>	<b>(27,423)</b>	<b>516,136</b>	<b>454,174</b>	<b>695,529</b>	<b>455,519</b>					
<b>Surplus / Deficit</b>	<b>22,113</b>	<b>(15,316)</b>	<b>(37,429)</b>	<b>777,665</b>	<b>(206,824)</b>	<b>(149,205)</b>	<b>(436,953)</b>					



## ASSOCIATION OF DRAINAGE AUTHORITIES

### LINCOLNSHIRE BRANCH & WELLAND AND NENE BRANCH MEETING

Minutes of a Joint Meeting of the Branch held at The Inn, Woodhall Spa on Thursday 14<sup>th</sup> July 2016:

#### ***Present:-***

R Fletcher	Lincs Branch Chairman & Member – Witham First IDB	
P Bateson	Lincs Branch Secretary & Chief Executive, Witham 4th IDB	
D Worth	W&N Branch Chairman & Member – South Holland IDB	
P Camamile	W&N Branch Secretary & Chief Executive, South Holland IDB	
Ancholme	C Benson	Finance Officer
Black Sluice	K Casswell	Vice Chairman
	M Brookes	Member
	I Warsap	Chief Executive
Lindsey Marsh	D Sisson	Engineer
North Level	P Sharman	Chief Executive
North East Lindsey	T Vessey	Chief Executive
Welland & Deeping	D Branton	Vice Chairman
Witham First, Witham Third And Upper Witham	P Gilbert	Member (W1)
	Mrs J Froggatt	Chief Executive
	M Shilling	Operations Manager
	Ms S Ireland	Environment Officer
Witham Fourth	A Carrott	Engineering Manager
Lincolnshire CC	D Hickman	Environment Commissioner
Environment Agency	J Ray	
<b><i>Guests:</i></b>		
ADA	R Caudwell	Vice Chairman
	I Moodie	Technical Manager

#### **1. CHAIRMAN'S ANNOUNCEMENTS**

The Chairman welcomed Phil Camamile the new secretary of the Welland & Nene Branch to his first joint Branch meeting. He also welcomed John Ray from the EA and Robert Caudwell and Ian Moodie from ADA.

#### **2. APOLOGIES**

The Secretary reported apologies for absence from Mr H Cator, Mr Innes Thomson (ADA) and Mrs D Campbell (EA), Mr P Tame (NFU).and the following branch members:

Mr P Bedford, Mr D Withnall (Black Sluice)  
 Mr P Pridgeon, (Lindsey Marsh)  
 Mr I Smith (Middle Level)  
 Mr J Hargreaves, Mr L Grooby (NE Lindsey)  
 Mr J Hoyles (North Level)  
 Mr S Markillie (South Holland)  
 Mr T Purlant, Mrs K Daft (Welland & Deepings)  
 Mr F Myers (Upper Witham)  
 Mr P Hoyes (Witham Third)  
 Mr J Grant, Mr P Richardson (Witham Fourth)

### **3. MINUTES**

The Minutes of the Branch Meeting held on 18<sup>th</sup> February 2016 were confirmed as accurate and signed by the Chairman.

### **4. MATTERS ARISING**

Phil Camamile asked why on page 2, IDBs had not taken up their full allocation of capital funding and the Branch secretary explained the steps being taken to avoid this in 2016/17. There were no other matters arising that were not already covered by the Agenda.

### **5. LINCOLNSHIRE FLOOD RISK and DRAINAGE MANAGEMENT PARTNERSHIP**

David Hickman gave a brief presentation on Partnership Developments covering:

- Devolution - The document had been signed by all local authorities in April 2016 and pages 24 and 25 related specifically to water level management and the Governance Structure (of the Mayoral Authority) is currently out for public consultation (ends 31-8-2016)
- It affects the whole of Lincolnshire including the South bank of the Humber
- Despite Brexit, the government are pushing ahead with the Devolution Agenda
- A decision will be made in September and the Authority should be in place by January 2017 with a budget of £15m.
- The objectives of Water Management under devolution are:
  - o It builds on the existing partnership
  - o It builds on joint working and the potential of the Common Works Programme
  - o It will improve governance over spending on FCERM
  - o It promotes the extension of IDB boundaries to cover the whole of the Lincolnshire Geography to bring a better income stream from upland areas
  - o ADA resources are being offered to facilitate these changes

He asked the IDBs present at the Branch meeting, whether or not they were interested in taking this further and there was an overwhelming positive response, subject to a couple of caveats regarding the cost of a Mayoral Office and another tier of government. David agreed to feedback the results of the consultation to the ADA Branch in due course.

### **6. REPORT FROM THE ENVIRONMENT AGENCY**

In Deborah Campbell's absence, John Ray gave a brief overview of developments at the EA including the recent changes to the 6 year investment programme. He began by thanking RMA officers for their effort in respect of the investment programme refresh that had just concluded. Whilst there had been some flexibility on individual schemes, the size of the programme had remained largely unchanged. He went on to stress the following points:

- There was a desire by the local EA team to make the management of the programme more of a "little and often" approach rather than a big annual event as this will make the programme more robust and deliverable
- IDBs now had a dedicated programme contact and he went through the local EA team

- The Maintenance programme has now been confirmed and it will not reduce in real terms over the next 5 years
- He was aware that IDBs wanted certainty over future work streams and he wants to work with Boards to develop this
- EA orders for 2016/17 maintenance work have been delayed nationally but they are imminent
- The EA are using some of the additional maintenance funding to fill some posts in the delivery team to ensure the maintenance programme is delivered

John mentioned a specific capital project regarding relic lines of defence and the EA are working with IDBs to assess the “value” of the defences and to consider designating them to avoid further degradation. All Lincolnshire relic lines would be designated in one go but this is being kept under the radar at the moment.

John then answered several questions covering the need for a multi-year commitment under PSCAs and the lack of purchase orders for 2016/17 maintenance work. It was suggested that Adrian Clack (EA) attend the next engineers’ forum to discuss these points with IDBs.

David Sisson then went through the recent unfunded watercourse workshop which had been rebadged as “total catchment management” and confirmed that this was to be presented to the RFCC the following day. The objective was to look at (1) where we should be performing maintenance? and (2) who should be doing it? This dove tailed nicely into the Devolution objectives for water.

There was a desire to de-main some assets and Black Sluice IDB were at the forefront of this. It was agreed that the exercise should be cost shifting not cost saving and the next meeting is on 27 July to formally “Launch” the initiative.

## **7. REPORT FROM NATIONAL ADA**

ADA Technical Manager Ian Moodie gave a national update:

- ADA have issued a press statement regarding BREXIT and the need to continue to work with European Partners through EUWMA
- The EU legislation affecting our sector e.g. Water Framework Directive (WFD), will probably be enacted into UK legislation ‘en bloc’
- Andrea Leadsom is the new Secretary of State for DEFRA and ADA will continue to engage with the new DEFRA team
- The Annual Value of land outside of IDB districts is an issue for new DBs and those IDBs wishing to extend their areas. 3 local Branch officers are helping to develop this and are looking for other IDBs to work with
- Water Transfer Licenses – ADA have given robust feedback regarding IDB districts but need to work closer with EA staff to resolve the remaining issues
- The ADA Conference is set for 17 November 2016
- FloodEx 2016 was very successful and will be repeated next year - 17 and 18 May 2017 and entry will again be free

Ian said ADA are using the income from FloodEx to hold subscription levels the same next year and to improve communications both internally for members and externally, and to revamp the website to make it more mobile/tablet friendly.

### ***ADA TECHNICAL & ENVIRONMENTAL COMMITTEE:***

Ian Moodie gave a summary of the last meeting on 11 May 2016 which had discussed:

- H&S and welfare issues that were covered by Ian Benn
- A review of older pumps that may already be fish friendly
- Water Transfer Licenses and
- An update on the T&E work streams

#### *ADA POLICY & FINANCE COMMITTEE:*

Jane Froggatt updated Branch members on the last meeting on 12 May 2016 which included:

- An update from Defra
- The National Review of Flood Resilience – report due July 2016
- An action plan in Cumbria and other areas
- An EA update from Phil Winrow
- Progress with the SRA
- Developing PSCAs
- An update on the P&F work streams

### **8. REPORTS FROM BRANCH COMMITTEES**

#### **i) Show Committee**

In the absence of Peter Richardson the Committee Chairman, members were asked for their views of the show this year. Views were positive but there were a couple of areas that needed attention:

- The Branch secretary said that the Schools Challenge was very good and some schools had clearly picked up water and flooding projects but ADA were not involved in the prize giving at the end of day two,
- Jane Froggatt challenged the Show Committee to get the dynamics of the show sorted (some Boards do a great deal and others do very little).

#### **ii) Environment Committee**

Sam Ireland reported as Environment Secretary that she had just attended the EA's workshop on their 25 year plan for the environment based on four pillars of:

1. Decision making
2. Delivery
3. Finance and
4. Connecting people to the Environment

The overall desire was to improve the environment for a generation. Sam updated the meeting on the Greater Lincolnshire Nature Partnership, a forthcoming workshop on EU funding and promoted the next Committee meeting on 14 September 2016.

#### **iii) Pay and Conditions Advisory Committee (P&C)**

Karen Daft, Committee Secretary had given her apologies so David Branton, P&C Committee Chairman gave an overview of the recent impasse with the union and referred to a meeting of the Branch on 2 June 2016, which he was unable to attend. He said the committee was disappointed that the Branch felt the need to have a separate meeting and that the minutes of the meeting had been sent directly to the Union with a slightly better offer, bypassing the committee. As a result, the committee felt undermined and had written to the Branch Secretary to say that the committee would cease to operate as they felt they had no role at the present time. The Branch Chairman asked for comments:

- Jane Froggatt said that the 2 June meeting was called in order to break the impasse with the union who had rejected two offers of 1%. Feedback from the union was that the issue was not 100% about pay; they wanted to refresh the relationship with the employers and to reset the goalposts to be more productive. The union had wanted to revise terms of reference and this needed more dialogue
- Andy Carrott said that historically meetings were a joint negotiation to get a solution and it had worked well in the past
- Duncan Worth agreed and said the committee needed a clear remit from the Branch in respect of the terms of reference for the committee as they had only an advisory role
- Keith Casswell said the at the last meeting there was an issue as the union established that the committee were only able to advise the Branch, not agree any terms

- Jane Froggatt said both side HAD to have a meeting as most Boards want a joint negotiation to a) resolve the current impasse and b) to make a recommendation to Boards. The next meeting needed to have revised goalposts, draw a line under the last 2 years. The committee must do the work required to achieve this and cannot simply “hang up their boots”
- David Branton felt that we had already past that point. He said the committee didn’t want to opt out but felt it had to do so

The Branch Chairman suggested that we needed a new vehicle to handle future joint negotiation that included Chairman and Chief Executives/Clerks of the local Boards and asked Boards for their comments:

- Trevor Vessey said we needed to be together and have a joint negotiation. The feelings expressed at the AGM on 28 April were very strong and that is why the Branch decided to hold a separate meeting on 2 June
- Ian Warsap said we should stick together as one Branch on this issue
- Keith Casswell said the wider issue was to look at the terms and conditions in the white book and suggested that a group of Chief Executives/Clerks get together as we are not currently all on the same page
- Phil Camamile said his Board had few employees but was happy to continue with a committee that recommended pay scales and his Board would follow this
- Jane Froggatt agreed and said that it was not acceptable for Boards to receive a letter from the P&C Committee with one rate and then to receive a separate letter from the union with an alternative request. We needed a collective agreed position but didn’t get one
- Andy Carrott said the new P&C must still be advisory and be a facilitating group to get to an agreed position
- David Branton said that at the last meeting with the union, they had mentioned revising the terms and conditions and went away to look at proposals, but the P&C committee never received any

The Branch Chairman asked Boards if they still wanted a joint negotiation and the status of the P&C Committee to be advisory, and all Boards present said yes. With regard to future negotiation he thought that the P&C Committee would benefit from having some senior officers on it with Board Chairmen.

It was therefore proposed by Jane Froggatt and seconded by Phil Camamile that:

- We await the result of the latest ballot on 1% for 2015/16, 1% for 2016/17 plus a one off non-consolidated 0.4% payment for 2016/17 **(it was accepted)**
- Make a recommendation that if it is accepted, ask the P&C committee to recommend this to Boards in order to put these two years to bed
- Prepare a revised composition and terms of reference for the P&C Committee with a 2 year work programme
- Continue to work collectively

All voted in favour of this proposal. David Branton said that if the revised committee contained officers they would have a conflict of interest as they benefit from any pay rises. It was therefore suggested that they should not have a vote on such matters.

## **9. ANY OTHER BUSINESS**

None

**Next meeting: Joint Branch Meeting on Thurs 20<sup>th</sup> October to be held at a venue in the Welland and Nene catchment**

# **BLACK SLUICE INTERNAL DRAINAGE BOARD**

## **BOARD MEETING – 2<sup>nd</sup> November 2016**

### **AGENDA ITEM No 8(a)**

#### **Lincolnshire IDBs**

#### **Draft: Sustainable Urban Drainage Systems (SUDS) adoption policy**

##### **1. Adoption of SUDS within each IDB's respective Drainage District**

IDBs will consider the adoption of SUDS within their respective Drainage Districts where the SUDS cater for more than one property owner. The decision whether to adopt will be made:-

- On a site specific basis
- Dependant on the IDB having had input to the design from an early stage so that:
  - i. Adequate access and working space is allowed around the SUDS feature for future maintenance with machinery.
  - ii. Landscaping designs consider the future maintenance and access to the SUDS.
  - iii. Space is allowed within the site design for deposition of arisings from the SUDS, whether it be annual weed cutting material, or more infrequently silts, so that this does not have to be removed from site.
- Generally, for guidance, IDBs may only consider adopting the type of SUDS which:-
  - i. Are an extension of or are adjacent to and are connected to the Board's drainage systems.
  - ii. Are above ground and can be maintained using the equipment commonly used by IDBs, such as flails, basket cutters etc. for example attenuation ponds, or linear flood storage areas.
- Have a maintenance regime similar to the rest of the IDB's infrastructure, eg. cutting once or twice a year, (it is generally felt that SUDS infrastructure that needs maintaining much more frequently such as public open space or swales in front of properties may better be suited for adoption by another authority.

##### **2. Adoption of SUDS within each IDB's respective "extended area"**

Those IDBs with "extended areas" may also consider adopting SUDS outside of their Drainage District, but within their "extended area", if doing so will be of a benefit to their Drainage District and where no expense will fall on the Drainage and Levy payers of that district. On this basis the above conditions would also apply.

##### **3. Adoption charges for IDBs to adopt SUDS**

A one-off upfront Adoption Charge will be payable, by the developer, to the IDB as part of the IDB's adoption procedure. This charge is based on the present value of the total maintenance cost associated with the SUDS over the design life of the development (usually 100 years unless it can be demonstrated to be less). The annual maintenance costs used to calculate this charge will be based on a maintenance programme agreed as part of the SUDS consenting and adoption process.

**BLACK SLUICE INTERNAL DRAINAGE BOARD**

**BOARD MEETING - 2<sup>nd</sup> NOVEMBER 2016**

**AGENDA ITEM No 9**

**ANNUAL REPORT ON HEALTH & SAFETY**

The following report outlines to Board Members how Health & Safety is effectively managed by the Board. Listed below are the methods that the Board are implementing and reviewing Health and Safety within the organisation.

1. Cope Safety management have been employed this year on a new five year contract to act as our Health & Safety Advisors.

The cost to the Board is £1,345.20 per annum. Day to day management of Health and Safety is carried out by the Operations Manager with onsite inspections undertaken by the Planning & Enforcement Officer who has a NEBOSH qualification along with the Operations Supervisor who has an IOSH Managing Safety certificate.

2. Cope Safety Management has carried out the following inspections and reviews this year:-

Full Day - 17/06/2016 with a further half day to be arranged in December; Review of Safe System of Work and Risk Assessments and Method Statements and general review of Policy.

3. The Board has a Health and Safety Policy statement, signed by the Chief Executive and displayed at the Office, this will be reviewed in April 2017.

During the period 25<sup>th</sup> October 2015 to 24<sup>th</sup> October 2016 there has been 1 near miss reports.

Date	Report
30/08/16	Twiga SPV2 overturned

4. Three accidents have been recorded in the Accident book during the period 25<sup>th</sup> October 2015 to 24<sup>th</sup> October 2016.

Date	Accident	Weighting
18/05/16	Back Pain	2
06/06/16	Broken ankle	2
06/10/16	Broken shoulder & wrist	2

***Accident Weighting Factor***

- 1 = Low      Return to work the same/next day  
2 = Medium    RIDDOR reportable accident (3 day rule)  
3 = High      RIDDOR reportable (major injury or condition)

5. The Board are continuing to work with Western Power Distribution and the Health and Safety Executive to ensure that a safe method of working is followed when operating machinery near overhead electrical wires.

All machine operators were reminded of their actions and consequences at the Pre-Cutting Briefing.

6. The following Health & Safety and Plant training courses have taken place during the period:

<u>Name</u>	<u>Date</u>	<u>Type of Course</u>
P Reynolds	25/01/16-08/02/16	Chainsaw CS30/31
J Creasey	25/01/16-08/02/16	Chainsaw CS30/31
T Wilson	25/01/16-08/02/16	Chainsaw CS30/31
J Creasey	06/05/16	Chainsaw/Pole saw
P Reynolds	06/05/16	Chainsaw/Pole saw
D Roy	06/05/16	Chainsaw/Pole saw
T Wilson	06/05/16	Chainsaw/Pole saw
D Atkin	12/05/16	Emergency Fist aid at Work
J Brown	12/05/16	Emergency Fist aid at Work
R Smith	12/05/16	Emergency Fist aid at Work
J Creasey	31/03/16	Spraying PA1 & PA6
P Reynolds	31/03/16	Spraying PA1 & PA6
D Roy	31/03/16	Spraying PA1 & PA6
T Wilson	31/03/16	Spraying PA1 & PA6
D Atkin	20/04/16	SHOC Overhead Cable
J Brown	20/04/16	SHOC Overhead Cable
J Creasey	20/04/16	SHOC Overhead Cable
R Smith	20/04/16	SHOC Overhead Cable
D Roy	24/10/16-26/10/16	Trailer towing
W Pelling	24/10/16-26/10/16	Trailer towing
J Brown	1 day fortnightly June/July	Black Sluice PS training
K Methley	1 day fortnightly June/July	Black Sluice PS training
D Roy	1 day fortnightly June/July	Black Sluice PS training
T Wilson	1 day fortnightly June/July	Black Sluice PS training
P.Nicholson	Every 3 months	Lincs IDB's Overhead Cable Forum
D.Roy		First Aider at Work
M.Wood		First Aider at Work



7. Risk Assessments for high risk areas of work are prepared by the Operations Supervisor, designed to identify any risk and thereafter reduce the risk of any danger and/or accident by developing a safe method of working via a Method Statement. The Method Statements are introduced to the workforce prior to any works taking place.
8. Health & Safety Booklets have been issued to all employees.
9. Personal Protective Equipment relevant to the Boards operations is issued and kept up to date with all employees.
10. Annual Lifting Operations and Lifting Equipment Regulations (LOLER) testing is carried out on all the Boards lifting equipment (access platform, chains, slings, eye bolts, straps) by/for our insurers, defective items being replaced.
11. A Lone Workers Policy is currently in place and a new automated lone working device using mobile phone technology is now being used by all operatives.

P Nicholson  
Operations Manager

**Black Sluice Internal Drainage Board**

Printed on 25/10/2016 at 12:06 by DW  
From 01/06/2016 To 30/06/2016

**Purchase Ledger Payments & Adjustments**

**Black Sluice Internal Drainage Board**

**Payments & Adjustments From 01/06/2016 To 30/06/2016**

Account	Date	Type	Ref 1	Ref 2	Value	Details
AFC	10/06/2016	Payment	1378	Bacs	-4343.40	A & F Consulting Engineers LLP
ANG103	10/06/2016	Payment	103115564 (June 16)	Bacs	-12.45	Anglian Water (Black Hole PS)
ASH001	10/06/2016	Payment	14347573	Bacs	-862.95	Ashtead Plant Hire Co Ltd
AZT001	10/06/2016	Payment	003141	Bacs	-150.48	Aztec Signs
BOC001	10/06/2016	Payment	3036116335	Bacs	-705.60	BOC
BOS002	10/06/2016	Payment	24726	Bacs	-473.38	Boston Commercial Cleaners Ltd
BOS003	10/06/2016	Payment	36881	Bacs	-35.40	Boston Engineering Supplies
CEF001	10/06/2016	Payment	BOS/200959	Bacs	-50.42	CEF (Boston)
CLA001	10/06/2016	Payment	61398	Bacs	-58.33	Frank Clayton & Son Ltd
CON006	10/06/2016	Payment	102839	Bacs	-266.40	Contego Safety Solutions
COP002	10/06/2016	Payment	INV-38462	Bacs	-134.52	Cope Safety Management Ltd.
CRP001	10/06/2016	Payment	CRPS/BLACKSLUICE/1JU	Bacs	-40.00	C & R Property Services
DOU001	10/06/2016	Payment	410407	Bacs	-32.63	John W Doubleday Limited
DRA005	10/06/2016	Payment	91559	Bacs	-84.00	DBAS Ltd
DSE001	10/06/2016	Payment	405	Bacs	-105.60	DS Engineering
DUC001	10/06/2016	Payment	30039239	Bacs	-99.04	Duckworth Isuzu Boston
DWW	10/06/2016	Payment	3935	Bacs	-952.40	DW Woods Landscaping Ltd
ELL002	10/06/2016	Payment	62621	Bacs	-139.76	Ellgia Ltd
EVE002	10/06/2016	Payment	01237050668	Bacs	-1086.42	Everything Everywhere
FEN001	10/06/2016	Payment	181480C	Bacs	-28.79	Fenland Fastenings
FIR001	10/06/2016	Payment	16450	Bacs	-37.51	Malc Firth Landscapes Ltd
HAI001	10/06/2016	Payment	160169-I	Bacs	-211.24	Gary Haines Ltd
HAR001	10/06/2016	Payment	23139756	Bacs	-335.87	TC Harrison JCB
HIL002	10/06/2016	Payment	117770	Bacs	-80.34	Charles H Hill Ltd
IBB001	10/06/2016	Payment	176397	Bacs	-2099.46	Arthur Ibbett Limited
INL001	10/06/2016	Payment	2016-P02	Bacs	-17275.40	HM Revenue & Customs
IRE001	10/06/2016	Payment	205041	Bacs	-387.85	Irelands Farm Machinery Ltd
LAR001	10/06/2016	Payment	57035	Bacs	-154.63	Ray Larrington Hydraulics

Account	Date	Type	Ref 1	Ref 2	Value	Details
LIN002	10/06/2016	Payment	2016-P02	Bacs	-21400.15	Lincolnshire C C Pension Fund
MJW002	10/06/2016	Payment	16/06/01	Bacs	-300.00	Dr M J Willing
PRE005	10/06/2016	Payment	1085	Bacs	-326.40	Premier Conditioned Air Servic
ROY002	10/06/2016	Payment	1801811992	Bacs	-944.40	Royal Mail Group Ltd
TOW001	10/06/2016	Payment	138208	Bacs	-664.77	Towergate Insurance
TUR001	10/06/2016	Payment	4-04196571	Bacs	-19.77	Turnbull & Co Ltd
UNI001	10/06/2016	Payment	2016-P02	Bacs	-124.25	Unison
WOO001	10/06/2016	Payment	965932	Bacs	-377.13	Woodco Business Machines
CRO004	22/06/2016	Payment	000214	Cheque	-181.81	CROP LOSS
CRO004	22/06/2016	Payment	000215	Cheque	-60.65	CROP LOSS
CRO004	22/06/2016	Payment	P03	Bacs	-86.72	CROP LOSS
CRO004	22/06/2016	Payment	P03	Bacs	-71.13	CROP LOSS
CRO004	22/06/2016	Payment	P03	Bacs	-98.64	CROP LOSS
CRO004	22/06/2016	Payment	P03	Bacs	-112.66	CROP LOSS
CRO004	22/06/2016	Payment	P03	Bacs	-176.59	CROP LOSS
CRO004	22/06/2016	Payment	P03	Bacs	-39.57	CROP LOSS
CRO004	22/06/2016	Payment	P03	Bacs	-212.61	CROP LOSS
CRO004	22/06/2016	Payment	P03	Bacs	-543.62	CROP LOSS
CRO004	22/06/2016	Payment	P03	Bacs	-128.25	CROP LOSS
CRO004	22/06/2016	Payment	P03	Bacs	-24.89	CROP LOSS
AJE001	24/06/2016	Payment	33745	Bacs	-22308.00	Ajet Drain Services Ltd
ASH001	24/06/2016	Payment	14412132	Bacs	-28.56	Ashtead Plant Hire Co Ltd
CLA001	24/06/2016	Payment	61565	Bacs	-108.90	Frank Clayton & Son Ltd
CON006	24/06/2016	Payment	103853	Bacs	-397.44	Contego Safety Solutions
CRA001	24/06/2016	Payment	50555	Bacs	-35.42	Craven & Nicholas
CRO001	24/06/2016	Payment	8099029142	Bacs	-110.11	Crown Decorating Centres
DSE001	24/06/2016	Payment	410	Bacs	-63.00	DS Engineering
FIR001	24/06/2016	Payment	16663	Bacs	-75.02	Malc Firth Landscapes Ltd
HAR001	24/06/2016	Payment	23140592	Bacs	-372.95	TC Harrison JCB
HGV001	24/06/2016	Payment	VBCV113370	Bacs	-37.08	HGV Truck Parts
INL001	24/06/2016	Payment	475/L507 (P11D(b))	Bacs	-869.40	HM Revenue & Customs
JAC001	24/06/2016	Payment	5/B/00276	Bacs	-435.74	Jackson Building Centres
KIO001	24/06/2016	Payment	SIP-1209199	Bacs	-48.14	Kiowa Ltd

Account	Date	Type	Ref 1	Ref 2	Value	Details
LIN002	24/06/2016	Payment	10021521	Bacs	-420.11	Lincolnshire C C Pension Fund
MOT001	24/06/2016	Payment	BTT116008	Bacs	-68.30	Motor Parts Direct Limited
ONE002	24/06/2016	Payment	15/06/16DW/BSDB	Bacs	-173.75	O'Neils Catering Services
PEA001	24/06/2016	Payment	84452	Bacs	-96.02	Pearson Hydraulics Ltd
PET002	24/06/2016	Payment	10633	Bacs	-134.06	Peter Smith Trailer Sales
SIL001	24/06/2016	Payment	IN437530	Bacs	-42.34	Silt Side Services Ltd
SKY001	24/06/2016	Payment	17726	Bacs	-792.00	Skyreach Access Solutions Ltd
SRP001	24/06/2016	Payment	CO96280	Bacs	-1010.57	SRP Toilet Hire
SWI001	24/06/2016	Payment	BN022984	Bacs	-91.27	Switch Electrical WholesaleLtd
TMS001	24/06/2016	Payment	7833	Bacs	-900.00	Traffic Management ServicesLtd
WIT001	24/06/2016	Payment	INV03176	Bacs	-491.04	Witham Fourth IDB
BUS001	01/06/2016	Payment	P03	Direct Deb	-5539.02	British Gas Business
BUS001	01/06/2016	Payment	P03	Direct Deb	-2841.70	British Gas Business
UKF001	06/06/2016	Payment	P03	Direct Deb	-428.14	UK Fuels Ltd
UKF001	13/06/2016	Payment	P03	Direct Deb	-675.11	UK Fuels Ltd
WOL001	20/06/2016	Payment	P03	Direct Deb	-8667.69	Woldmarsh Producers Ltd
UKF001	20/06/2016	Payment	P03	Direct Deb	-357.74	UK Fuels Ltd
BRI005	20/06/2016	Payment	P03	Direct Deb	-48.96	British Telecom DD
BRI005	20/06/2016	Payment	P03	Direct Deb	-66.49	British Telecom DD
BRI005	23/06/2016	Payment	P03	Direct Deb	-50.15	British Telecom DD
UKF001	27/06/2016	Payment	P04	Direct Deb	-138.93	UK Fuels Ltd
PIT001	28/06/2016	Payment	P04	Direct Deb	-507.20	Pitney Bowes Ltd
BOS001	28/06/2016	Payment	P04	Direct Deb	-2634.00	Boston Borough Council (Rates)
BUS001	30/06/2016	Payment	P04	Direct Deb	-2270.53	British Gas Business

Account	Date	Type	Ref 1	Ref 2	Value	Details
					-109473.16	
				Total Payments		
				Total Discounts		
				Total Adjustments		
				Total Refunds		
				Total	-109473.16	

**Payments**

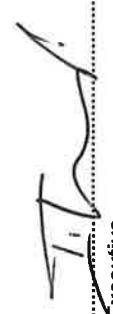
Bacs	-85005.04	Cheque	-242.46	Direct Deb	-24225.66	Chargecard
Bulk Bacs						

**Adjustments**

Disc		Contra SL				
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**Refunds**

Refund						
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 Chief Executive

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 Finance Manager

**Black Sluice Internal Drainage Board**

Printed on 25/10/2016 at 12:06 by DW  
From 01/07/2016 To 31/07/2016

**Purchase Ledger Payments & Adjustments**

**Black Sluice Internal Drainage Board**

**Payments & Adjustments From 01/07/2016 To 31/07/2016**

Account	Date	Type	Ref 1	Ref 2	Value	Details
ARC003	08/07/2016	Payment	927613737	Bacs	-700.92	Arco Limited
ASH001	08/07/2016	Payment	14434098	Bacs	-57.60	Ashtead Plant Hire Co Ltd
BOS002	08/07/2016	Payment	24819	Bacs	-622.86	Boston Commercial Cleaners Ltd
BOS018	08/07/2016	Payment	20483	Bacs	-114.00	Boston HGV Testing Station Ltd
BUS002	08/07/2016	Payment	WC038119	Bacs	-119.04	B A Bush & Son Ltd
CAR002	08/07/2016	Payment	40948	Bacs	-243.16	J Carr & Son
CLA001	08/07/2016	Payment	61757	Bacs	-120.00	Frank Clayton & Son Ltd
CON006	08/07/2016	Payment	104609	Bacs	-66.90	Contego Safety Solutions
COP002	08/07/2016	Payment	INV-38688	Bacs	-134.52	Cope Safety Management Ltd.
CRA001	08/07/2016	Payment	50639	Bacs	-101.81	Craven & Nicholas
CRP001	08/07/2016	Payment	CRPS/B.SLUICE/29JUNE	Bacs	-40.00	C & R Property Services
ELL002	08/07/2016	Payment	64231	Bacs	-162.97	Elgia Ltd
FEN001	08/07/2016	Payment	182203C	Bacs	-101.78	Fenland Fastenings
HAR001	08/07/2016	Payment	23141306	Bacs	-781.41	TC Harrison JCB
HGV001	08/07/2016	Payment	VBCV114407	Bacs	-37.08	HGV Truck Parts
HIT001	08/07/2016	Payment	IS2003290	Bacs	-1771.20	Hitachi Construction Machinery
INL001	08/07/2016	Payment	2016- P03	Bacs	-17065.81	HM Revenue & Customs
IRE001	08/07/2016	Payment	205345	Bacs	-1734.73	Irelands Farm Machinery Ltd
JAC001	08/07/2016	Payment	6/B/01025	Bacs	-139.00	Jackson Building Centres
KWM001	08/07/2016	Payment	7256	Bacs	-264.72	K & W Mechanical Services Ltd
LAR001	08/07/2016	Payment	57231	Bacs	-449.51	Ray Larrington Hydraulics
LIN002	08/07/2016	Payment	2016- P03	Bacs	-20112.89	Lincolnshire C C Pension Fund
LIN024	08/07/2016	Payment	10022026	Bacs	-300.00	Lincolnshire County Council
MAS001	08/07/2016	Payment	SI004556	Bacs	-150.00	Mastenbrook Ltd
MOT001	08/07/2016	Payment	BTT116492	Bacs	-105.52	Motor Parts Direct Limited
NOT001	08/07/2016	Payment	84711/2	Bacs	-114.32	P G & C Nottingham
PRE005	08/07/2016	Payment	1092	Bacs	-343.20	Premier Conditioned Air Serv
SIL001	08/07/2016	Payment	IN437929	Bacs	-34.82	Silt Side Services Ltd

Account	Date	Type	Ref 1	Ref 2	Value	Details
TFM001	08/07/2016	Payment	221785	Bacs	-322.63	TFM Supplies
UNI001	08/07/2016	Payment	2016- P03	Bacs	-112.75	Unison
WIL007	08/07/2016	Payment	18743	Bacs	-2372.27	L A Wiles & Son
WOO001	08/07/2016	Payment	966084	Bacs	-404.92	Woodco Business Machines
CRO004	20/07/2016	Payment	P04	Bacs	-534.55	CROP LOSS
CRO004	20/07/2016	Payment	P04	Bacs	-16.99	CROP LOSS
ANG002	29/07/2016	Payment	256625	Bacs	-304.98	Anglia Bearing Company
ANG102	29/07/2016	Payment	118822782 (July 16)	Bacs	-12.88	Anglian Water (Holland Fen PS)
ANT002	29/07/2016	Payment	968	Bacs	-582.00	Anthony Elston
ARC003	29/07/2016	Payment	927695784	Bacs	-262.02	Arco Limited
ASH001	29/07/2016	Payment	14536913	Bacs	-263.31	Ashtead Plant Hire Co Ltd
BAN004	29/07/2016	Payment	4429	Bacs	-72.00	D. G. Banham & Son
BUS002	29/07/2016	Payment	BO196192	Bacs	-15.95	B A Bush & Son Ltd
CAJ001	29/07/2016	Payment	54527	Bacs	-385.20	C & J Supplies
CEM001	29/07/2016	Payment	3008828509	Bacs	-599.48	Cemex UK Materials Ltd
CLA001	29/07/2016	Payment	61905	Bacs	-18.00	Frank Clayton & Son Ltd
CRP001	29/07/2016	Payment	CRPS/B.SLUICE/27JULY	Bacs	-40.00	C & R Property Services
DWW	29/07/2016	Payment	3989	Bacs	-952.40	DW Woods Landscaping Ltd
EVE002	29/07/2016	Payment	01239470616	Bacs	-1092.12	Everything Everywhere
FIR001	29/07/2016	Payment	16906	Bacs	-1552.54	Malc Firth Landscapes Ltd
GUA001	29/07/2016	Payment	9178	Bacs	-54.00	Guardian Press
HGV001	29/07/2016	Payment	VBCV115419	Bacs	-40.15	HGV Truck Parts
INT002	29/07/2016	Payment	4960	Bacs	-3600.00	InterLec
KIO001	29/07/2016	Payment	SIP-1213145	Bacs	-74.71	Kiowa Ltd
LIN002	29/07/2016	Payment	10023137	Bacs	-420.11	Lincolnshire C C Pension Fund
LIN018	29/07/2016	Payment	INV/2976	Bacs	-546.00	Secure Doors Group
LIN019	29/07/2016	Payment	M16- 134	Bacs	-300.00	Lincolnshire Wildlife Trust
MOT001	29/07/2016	Payment	BTT116996	Bacs	-41.33	Motor Parts Direct Limited
NBS001	29/07/2016	Payment	8650	Bacs	-45.00	N B (Seed Processors) Ltd
NEW003	29/07/2016	Payment	126594	Bacs	-129.60	Newgate (Newark) Ltd
SIL001	29/07/2016	Payment	IN439476	Bacs	-20.04	Silt Side Services Ltd
SWI001	29/07/2016	Payment	BN023397	Bacs	-138.54	Switch Electrical WholesaleLtd
THU001	29/07/2016	Payment	20162629	Bacs	-724.08	Thurbby Motors

Account	Date	Type	Ref 1	Ref 2	Value	Details
UBI001	29/07/2016	Payment	588 469	Bacs	-668.65	Ubiquus UK Ltd
WIT002	29/07/2016	Payment	I00076412	Bacs	-323.78	Witham Oil & Paint
UKF001	04/07/2016	Payment	P04	Direct Deb	-397.14	UK Fuels Ltd
UKF001	11/07/2016	Payment	P04	Direct Deb	-505.27	UK Fuels Ltd
UKF001	18/07/2016	Payment	P04	Direct Deb	-185.75	UK Fuels Ltd
BRI005	18/07/2016	Payment	P04	Direct Deb	-52.70	British Telecom DD
BRI005	19/07/2016	Payment	P04	Direct Deb	-73.90	British Telecom DD
WOL001	20/07/2016	Payment	P04	Direct Deb	-4757.86	Woldmarsh Producers Ltd
UKF001	25/07/2016	Payment	P04	Direct Deb	-182.43	UK Fuels Ltd
BRI005	25/07/2016	Payment	P04	Direct Deb	-50.64	British Telecom DD
BRI005	25/07/2016	Payment	P04	Direct Deb	-215.77	British Telecom DD
BOS001	28/07/2016	Payment	P04	Direct Deb	-2634.00	Boston Borough Council (Rates)
BUS001	28/07/2016	Payment	P04	Direct Deb	-24299.22	British Gas Business
BUS001	28/07/2016	Payment	P04	Direct Deb	-4279.76	British Gas Business



Account	Date	Type	Ref 1	Ref 2	Value	Details
					-100667.19	
				Total Payments		
				Total Discounts		
				Total Adjustments		
				Total Refunds		
				Total	-100667.19	

**Payments**

Bacs	-63032.75	Cheque	Direct Deb	-37634.44	Chargecard
Bulk Bacs					

**Adjustments**

Disc		Contra SL			
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**Refunds**

Refund					
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.....  
 Chief Executive

.....  
 Finance Manager

**Black Sluice Internal Drainage Board**

Printed on 25/10/2016 at 12:06 by DW  
From 01/08/2016 To 31/08/2016

**Purchase Ledger Payments & Adjustments**

**Black Sluice Internal Drainage Board**

**Payments & Adjustments From 01/08/2016 To 31/08/2016**

Account	Date	Type	Ref 1	Ref 2	Value	Details
NAT005	01/08/2016	Payment	P05	Bacs	-1530.00	Nationwide Hydraulics Ltd
ASH001	11/08/2016	Payment	14626655	Bacs	-68.16	Ashtead Plant Hire Co Ltd
ATK002	11/08/2016	Payment	16017268	Bacs	-639.98	Atkins Ltd
BEE001	11/08/2016	Payment	33002	Bacs	-36.00	Beesons of Boston Ltd
BLU001	11/08/2016	Payment	19581	Bacs	-14.40	Blue Line Trailers
BOS002	11/08/2016	Payment	24900	Bacs	-498.29	Boston Commercial Cleaners Ltd
CEF001	11/08/2016	Payment	BOS/203479	Bacs	-22.54	CEF (Boston)
CON006	11/08/2016	Payment	108148	Bacs	-201.25	Contego Safety Solutions
COP002	11/08/2016	Payment	INV-39003	Bacs	-134.52	Cope Safety Management Ltd.
DOU001	11/08/2016	Payment	411204	Bacs	-72.82	John W Doubleday Limited
DWW	11/08/2016	Payment	4046	Bacs	-952.40	DW Woods Landscaping Ltd
ELL002	11/08/2016	Payment	65878	Bacs	-153.88	Ellgia Ltd
FEN001	11/08/2016	Payment	182804C	Bacs	-223.28	Fenland Fastenings
HAI001	11/08/2016	Payment	160599-1	Bacs	-372.17	Gary Haines Ltd
HAR001	11/08/2016	Payment	23142501	Bacs	-410.26	TC Harrison JCB
HBP001	11/08/2016	Payment	SIN039964	Bacs	-441.60	HBP Systems Ltd
INL001	11/08/2016	Payment	2016- P04	Bacs	-17188.03	HM Revenue & Customs
IRE001	11/08/2016	Payment	205513	Bacs	-480.00	Irelands Farm Machinery Ltd
KIO001	11/08/2016	Payment	SIP-1214421	Bacs	-23.34	Kiowa Ltd
LAR001	11/08/2016	Payment	57426	Bacs	-23.42	Ray Larrington Hydraulics
LIN002	11/08/2016	Payment	2016- P04	Bacs	-19975.75	Lincolnshire C C Pension Fund
LIN007	11/08/2016	Payment	2016 Lincs Show	Bacs	-900.00	Lincs ADA
LIN021	11/08/2016	Payment	4338	Bacs	-54.00	Lincolnshire Drainage Co. Ltd
MIS001	11/08/2016	Payment	11048196	Bacs	-193.07	Misco
ONE002	11/08/2016	Payment	26/07/16JH/BSIDB	Bacs	-83.40	O'Neils Catering Services
SIL001	11/08/2016	Payment	IN440156	Bacs	-9.28	Silt Side Services Ltd
SPS001	11/08/2016	Payment	820624	Bacs	-85.98	SP Services (UK) Ltd
SRP001	11/08/2016	Payment	C097776	Bacs	-648.00	SRP Toilet Hire

Account	Date	Type	Ref 1	Ref 2	Value	Details
SWI001	11/08/2016	Payment	BN024439	Bacs	-868.10	Switch Electrical WholesaleLtd
SYS001	11/08/2016	Payment	105246	Bacs	-55.20	Systematic Print Management
TFM001	11/08/2016	Payment	222543	Bacs	-135.26	TFM Supplies
UNI001	11/08/2016	Payment	2016- P04	Bacs	-98.75	Unison
WIT001	11/08/2016	Payment	INV03183	Bacs	-190.08	Witham Fourth IDB
WOO001	11/08/2016	Payment	966417	Bacs	-192.25	Woodco Business Machines
BRI001	17/08/2016	Payment	P05	Bacs	-2290.58	British Telecom
BLU001	25/08/2016	Payment	19698	Bacs	-72.00	Blue Line Trailers
CLA001	25/08/2016	Payment	62302	Bacs	-171.72	Frank Clayton & Son Ltd
COV001	25/08/2016	Payment	9920	Bacs	-431.28	Cover Up
CRP001	25/08/2016	Payment	CRPS/BSLUICE/22AUG16	Bacs	-70.00	C & R Property Services
ENG001	25/08/2016	Payment	33827	Bacs	-1608.91	Engineering & Hire Ltd
EVE002	25/08/2016	Payment	01241759370	Bacs	-1099.32	Everything Everywhere
FIR001	25/08/2016	Payment	17123	Bacs	-75.02	Malc Firth Landscapes Ltd
FOU001	25/08/2016	Payment	334	Bacs	-51.00	Chris Fountain Ltd T/AS Tek-Co
HGV001	25/08/2016	Payment	VBCV117331	Bacs	-37.08	HGV Truck Parts
IRE001	25/08/2016	Payment	205637	Bacs	-663.29	Irelands Farm Machinery Ltd
LAR001	25/08/2016	Payment	57528	Bacs	-107.38	Ray Larrington Hydraulics
LIN002	25/08/2016	Payment	10024881	Bacs	-420.11	Lincolnshire C C Pension Fund
MIS001	25/08/2016	Payment	11059113	Bacs	-3256.74	Misco
MOT001	25/08/2016	Payment	BTT118048	Bacs	-23.94	Motor Parts Direct Limited
OVI001	25/08/2016	Payment	32567	Bacs	-15300.00	Ovivo UK Ltd
PEA001	25/08/2016	Payment	88900	Bacs	-549.35	Pearson Hydraulics Ltd
PET002	25/08/2016	Payment	10820	Bacs	-282.72	Peter Smith Trailer Sales
SWI001	25/08/2016	Payment	BN024772	Bacs	-216.50	Switch Electrical WholesaleLtd
TUR001	25/08/2016	Payment	4-04199698	Bacs	-50.35	Turnbull & Co Ltd
WAL003	25/08/2016	Payment	876	Bacs	-672.44	Waltons Garage Services Ltd
WAT001	25/08/2016	Payment	000000880	Bacs	-853.09	Water Management Alliance
WES002	25/08/2016	Payment	MI00113797	Bacs	-3300.00	Western Power Distribution
UKF001	01/08/2016	Payment	P05	Direct Deb	-368.73	UK Fuels Ltd
UKF001	08/08/2016	Payment	P05	Direct Deb	-294.70	UK Fuels Ltd
SWA001	08/08/2016	Payment	P05	Direct Deb	-89.76	Swalec
TOM002	11/08/2016	Payment	P05	Direct Deb	-171.84	TomTom

Account	Date	Type	Ref 1	Ref 2	Value	Details
TOM002	11/08/2016	Payment	P05	Direct Deb	-171.84	TomTom
TOM002	11/08/2016	Payment	P05	Direct Deb	-171.84	TomTom
UKF001	15/08/2016	Payment	P05	Direct Deb	-559.69	UK Fuels Ltd
BRI005	18/08/2016	Payment	P05	Direct Deb	-51.49	British Telecom DD
BRI005	19/08/2016	Payment	P05	Direct Deb	-77.49	British Telecom DD
WOL001	22/08/2016	Payment	P05	Direct Deb	-8128.88	Woldmarsh Producers Ltd
UKF001	22/08/2016	Payment	P05	Direct Deb	-494.75	UK Fuels Ltd
BRI005	23/08/2016	Payment	P05	Direct Deb	-49.84	British Telecom DD
UKF001	30/08/2016	Payment	P06	Direct Deb	-512.89	UK Fuels Ltd
BOS001	30/08/2016	Payment	P06	Direct Deb	-2634.00	Boston Borough Council (Rates)
BUS001	31/08/2016	Payment	P06	Direct Deb	-2376.05	British Gas Business
BUS001	31/08/2016	Payment	P06	Direct Deb	-1700.37	British Gas Business

Account	Date	Type	Ref 1	Ref 2	Value	Details
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Total Payments					<u>-96432.44</u>	
Total Discounts						
Total Adjustments						
Total Refunds						
Total					<u>-96432.44</u>	

**Payments**

Bacs	-78578.28	Cheque		Direct Deb	-17854.16	Chargecard
Bulk Bacs						

**Adjustments**

Disc		Contra SL				
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**Refunds**

Refund



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Chief Executive



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Finance Manager

**Black Sluice Internal Drainage Board**

Printed on 25/10/2016 at 12:07 by DW

From 01/09/2016 To 30/09/2016

**Purchase Ledger Payments & Adjustments****Black Sluice Internal Drainage Board****Payments & Adjustments From 01/09/2016 To 30/09/2016**

Account	Date	Type	Ref 1	Ref 2	Value	Details
ADA001	09/09/2016	Payment	67424	Bacs	-243.59	Adan Limited
ADK001	09/09/2016	Payment	29398	Bacs	-762.00	HH Adkins (Contractors) Ltd
ANG101	09/09/2016	Payment	124541335 (Aug 16)	Bacs	-119.93	Anglian Water (Swineshead HQ)
ASS001	09/09/2016	Payment	Conference 2016	Bacs	-672.00	Assoc. of Drainage Authorities
BLU001	09/09/2016	Payment	19816	Bacs	-40.32	Blue Line Trailers
BOC001	09/09/2016	Payment	3037544454	Bacs	-119.08	BOC
CAR002	09/09/2016	Payment	41056	Bacs	-8.40	J Carr & Son
CLA001	09/09/2016	Payment	62443	Bacs	-140.22	Frank Clayton & Son Ltd
COP002	09/09/2016	Payment	INV-39305	Bacs	-134.52	Cope Safety Management Ltd.
DOU001	09/09/2016	Payment	411799	Bacs	-110.29	John W Doubleday Limited
ELL002	09/09/2016	Payment	67551	Bacs	-139.76	Ellgia Ltd
HAI001	09/09/2016	Payment	160824-1	Bacs	-396.75	Gary Haines Ltd
HAR001	09/09/2016	Payment	24630133	Bacs	-311.40	TC Harrison JCB
IBB001	09/09/2016	Payment	182939	Bacs	-225.00	Arthur Ibbett Limited
INL001	09/09/2016	Payment	2016- P05	Bacs	-17402.79	HM Revenue & Customs
IRE001	09/09/2016	Payment	205799	Bacs	-2395.12	Irelands Farm Machinery Ltd
LAR001	09/09/2016	Payment	57716	Bacs	-151.09	Ray Larrington Hydraulics
LIN002	09/09/2016	Payment	2016- P05	Bacs	-20137.97	Lincolnshire C C Pension Fund
TFM001	09/09/2016	Payment	223342	Bacs	-149.75	TFM Supplies
THU001	09/09/2016	Payment	20163805	Bacs	-178.02	Thurlby Motors
UNI001	09/09/2016	Payment	2016- P05	Bacs	-98.75	Unison
WEL004	09/09/2016	Payment	2040	Bacs	-10779.80	Wells Plant Hire
WIT001	09/09/2016	Payment	INV03195	Bacs	-1108.80	Witham Fourth IDB
WIT002	09/09/2016	Payment	100079186	Bacs	-190.51	Witham Oil & Paint
WOO001	09/09/2016	Payment	966625	Bacs	-131.56	Woodco Business Machines
BOS002	23/09/2016	Payment	24993	Bacs	-622.86	Boston Commercial Cleaners Ltd
CAR002	23/09/2016	Payment	41139	Bacs	-24.13	J Carr & Son
CLA001	23/09/2016	Payment	62454	Bacs	-194.16	Frank Clayton & Son Ltd

Account	Date	Type	Ref 1	Ref 2	Value	Details
COS001	23/09/2016	Payment	31477	Bacs	-1680.00	Peter & David Cosby
CRP001	23/09/2016	Payment	CRPS/B-SLUICE/19SEP	Bacs	-40.00	C & R Property Services
DON001	23/09/2016	Payment	DIN0007452	Bacs	-3.66	Donington Engineering Supplies
DOU001	23/09/2016	Payment	410782	Bacs	-1737.54	John W Doubleday Limited
DWW	23/09/2016	Payment	4106	Bacs	-952.40	DW Woods Landscaping Ltd
EVE002	23/09/2016	Payment	01243922510	Bacs	-1125.67	Everything Everywhere
FIR001	23/09/2016	Payment	17366	Bacs	-75.02	Malc Firth Landscapes Ltd
HAR001	23/09/2016	Payment	23144049	Bacs	-1104.75	TC Harrison JCB
KIO001	23/09/2016	Payment	SIP-1219206	Bacs	-21.97	Kiowa Ltd
LIN002	23/09/2016	Payment	10025813	Bacs	-420.11	Lincolnshire C C Pension Fund
MAS001	23/09/2016	Payment	SI005059	Bacs	-34.44	Mastenbroek Ltd
MJW001	23/09/2016	Payment	137	Bacs	-1392.60	MJ Wright & Son Contractors
MOT001	23/09/2016	Payment	BTC102275	Bacs	-94.88	Motor Parts Direct Limited
PEA001	23/09/2016	Payment	90982	Bacs	-461.54	Pearson Hydraulics Ltd
PER002	23/09/2016	Payment	19048	Bacs	-170.73	Periam & Williamson Ltd
TOW001	23/09/2016	Payment	140165	Bacs	-95.95	Towergate Insurance
WES002	23/09/2016	Payment	M100114203	Bacs	-300.00	Western Power Distribution
WIT002	23/09/2016	Payment	I00080119	Bacs	-2298.00	Witham Oil & Paint
CRO004	23/09/2016	Payment	P06	Bacs	-393.67	CROP LOSS
UKF001	05/09/2016	Payment	P06	Direct Deb	-321.07	UK Fuels Ltd
UKF001	12/09/2016	Payment	P06	Direct Deb	-498.78	UK Fuels Ltd
TOM002	13/09/2016	Payment	P06	Direct Deb	-171.84	TomTom
PIT001	13/09/2016	Payment	P06	Direct Deb	-507.20	Pitney Bowes Ltd
UKF001	19/09/2016	Payment	P06	Direct Deb	-275.23	UK Fuels Ltd
BRI005	19/09/2016	Payment	P06	Direct Deb	-53.68	British Telecom DD
BRI005	19/09/2016	Payment	P06	Direct Deb	-74.38	British Telecom DD
WOL001	20/09/2016	Payment	P06	Direct Deb	-6989.95	Woldmarsh Producers Ltd
BRI005	23/09/2016	Payment	P06	Direct Deb	-50.82	British Telecom DD

Account	Date	Type	Ref 1	Ref 2	Value	Details
					-78334.45	
				Total Payments		
				Total Discounts		
				Total Adjustments		
				Total Refunds		
				Total	-78334.45	

**Payments**

Bacs	-69391.50	Cheque	Direct Deb	-8942.95	Chargecard
Bulk Bacs					

**Adjustments**

Disc	Contra SL
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**Refunds**

Refund



Chief Executive



Finance Manager



**BLACK SLUICE INTERNAL DRAINAGE BOARD**

**BOARD MEETING – 2<sup>nd</sup> November 2016**

**AGENDA ITEM No 10(b)**

**LIST OF CONSENTS**

**1. BYELAWS**

The following byelaw consents have been issued by the Board since 15<sup>th</sup> June 2016:

2016/B11	Mrs S Garn & Mrs M Rodgers 27 Bayswood Avenue Boston PE21 7RT	Erection of single storey side extension BSIDB Drain 5/4 Grid Refs: 531588,341476
2016/B12	Western Power Distribution Gilbert Drive Endeavour Park Boston PE21 7TW	Laying of LV underground cable within 9m of Board Watercourse Drain: 6/23 Grid Refs: 532338,341639
2016/B13	Western Power Distribution Gilbert Drive Endeavour Park Boston PE21 7TW	Laying of LV underground cable within 9m of Board Watercourse Drain 6/20 Grid Refs: 533526,341598
2016/B14	Mr Thomas Garwell 6 Priestley Close Kirton Boston PE20 1HW	Erection of 2 Chalet bungalows BSIDB Drain 5/30 Grid Refs: 530278,337846
2016/B15	Western Power Distribution Isaac Newton Way Alma Park Ind Est Grantham NG31 9RT	Replacement transformer pole Drain 2/7 Grid Refs: 521735,336796
2016/B16	Mr Thomas Walker 30 Badgate Road Donington Spalding PE11 4SA	Erection of extension to existing dwelling Drain 2/9 Grid Refs: 521552,335776
2016/B17	Western Power Distribution Gilbert Drive Endeavour Park Boston PE21 7TW	Realignment of overhead line Drain 10/12 Grid Refs: 516988,342720

## 2. CULVERTS

The following culvert consents have been issued by the Board since 15<sup>th</sup> June 2016:

2016/C09	Mr David Leverton Leverton Brothers Dyke Fen Farm Dyke Drove, Bourne PE10 0BL	Installation of piped culvert BSIDB Drain 2814 Grid Refs: 513693,322296
2016/C10	Lincolnshire County Council Crown House Grantham Street Lincoln LN2 1BD	Structural lining of existing LCC Highways culvert Private Drain Grid Refs: 513530,330920
2016/C11	Lincolnshire County Council Crown House Grantham Street Lincoln LN2 1BD	Repair and extension of existing LCC Highways culvert Private Drain Grid Refs: 519760,334098
2016/C12	Miss Nicola Mastin 2 Halls Cottages Kirton Drove Kirton Fen Boston LN4 4QN	Installation of field access Private Drain Grid Refs: 523160,349058
2016/C13	E A Dring Farms Ltd Pelhams Land Farm Holland Fen Lincoln LN4 4QG	Filling of watercourse to amalgamate fields Private Drain Grid Refs: 512974,348864
2016/C14	J E Atkinson & Son Haconby Hall Haconby Bourne PE10 0UY	Diversion of ordinary watercourse to improve farming of adjacent field Private Drain Grid Refs: 516250,327117
2016/C15	Lincolnshire County Council Crown House Grantham Street Lincoln LN2 1BD	Repairs to existing LCC Highways culvert BSIDB Drain 36/3 Grid Refs: 511487,345003
2016/C16	Lincolnshire County Council Crown House Grantham Street Lincoln LN2 1BD	Repairs to LCC Highways structure BSIDB Drain 2/22 Grid Refs: 518663,332405
2016/C17	Lincolnshire County Council Crown House Grantham Street Lincoln LN2 1BD	Extension of existing culvert BSIDB Drain 22/2 Grid Refs: 519695,325708

### 3. DEVELOPMENT AGREEMENTS

The following development agreements have been issued by the Board since 15<sup>th</sup> June 2016.

2016/D02	Lincolnshire County Council County Offices Newland Lincoln LN1 1YT	Siting of structure in watercourse Household Waste Recycling Centre Nursery Rd, Boston BSIDB WC 6/24
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### 4. TILE DRAINAGE APPLICATIONS

The following tile drainage agreements have been issued by the Board since 15<sup>th</sup> June 2016.

2016/T03	L & F Robinson Greystones Days Lane Donington Spalding PE11 4XJ	2 Outfalls Drain 2/5 Grid Refs: 520623,337256
2016/T04	E & M Bettinson Longehedge Drove Bicker Boston PE20 3BL	3 Outfalls Drains 3/4 & 3/5 Grid Refs: 519621,339927 519727,339727
2016/T05	Henry Tunnard Ltd Blossom Hall Kirton Skeldyke Boston PE20 1LU	24 Outfalls Drain 7/5 Grid Refs: 532965,336453

### 5. EXTENDED AREA CONSENTS

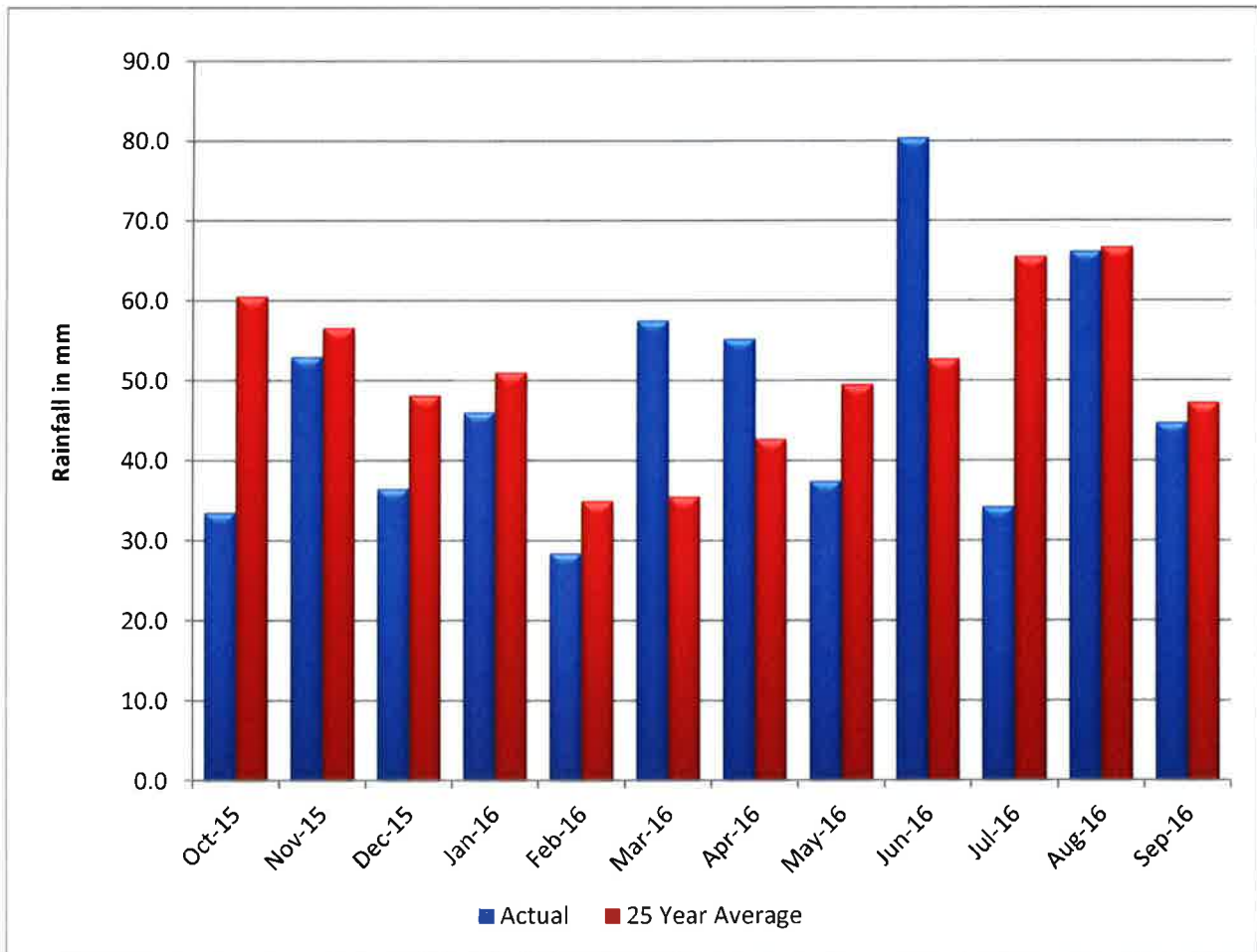
The following extended area consents have been issued by the Board since 15<sup>th</sup> June 2016.

2016/X02	E A Dring Farms Ltd Pelhams Land Farm Holland Fen Lincoln LN4 4QG	Filling of redundant watercourse to amalgamate fields Private Watercourse Grid Refs: 513261,348002 & 513308,348659
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I M Warsap  
Chief Executive

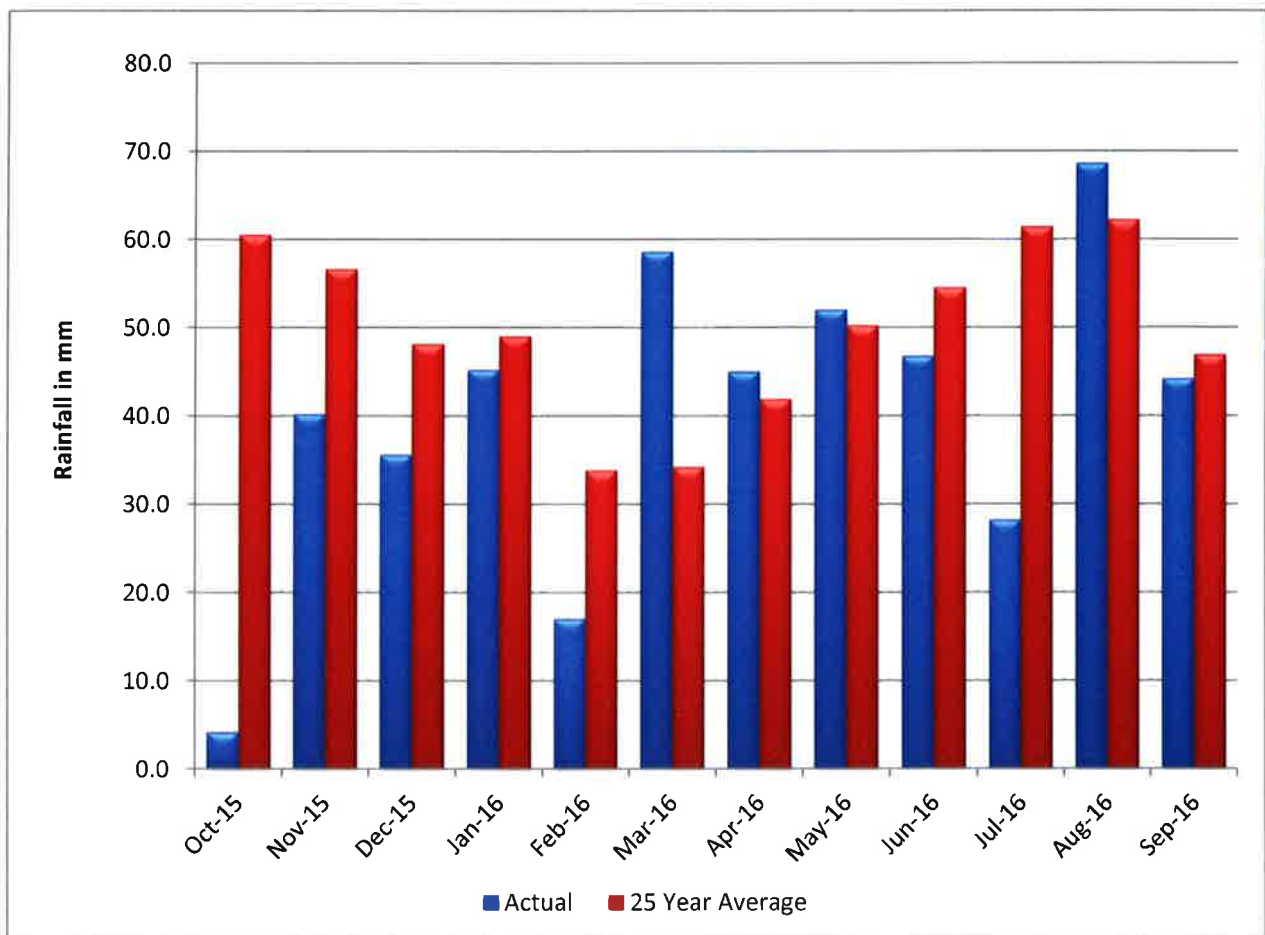
## BLACK SLUICE INTERNAL DRAINAGE BOARD Rainfall at Swineshead Depot

MONTH	Rainfall		Actual / Average
	Actual	25 Year Average	
	mm	mm	%
Oct-15	33.5	60.5	55.37%
Nov-15	53.0	56.6	93.64%
Dec-15	36.5	48.1	75.88%
Jan-16	46.0	51.0	90.20%
Feb-16	28.4	34.9	81.38%
Mar-16	57.5	35.5	161.97%
Apr-16	55.2	42.7	129.27%
May-16	37.4	49.5	75.56%
Jun-16	80.4	52.7	152.56%
Jul-16	34.2	65.5	52.21%
Aug-16	66.2	66.7	99.25%
Sep-16	44.7	47.2	94.70%
<b>Totals</b>	<b>573.0</b>	<b>610.9</b>	<b>93.80%</b>



## BLACK SLUICE INTERNAL DRAINAGE BOARD Rainfall at Black Hole Drove Pumping Station

MONTH	Rainfall		Actual / Average
	Actual	25 Year Average	%
	mm	mm	
Oct-15	4.2	60.5	6.94%
Nov-15	40.2	56.6	71.02%
Dec-15	35.6	48.1	74.01%
Jan-16	45.2	49.0	92.24%
Feb-16	17.0	33.8	50.30%
Mar-16	58.6	34.2	171.35%
Apr-16	45.0	41.9	107.40%
May-16	52.0	50.2	103.59%
Jun-16	46.8	54.5	85.87%
Jul-16	28.2	61.4	45.93%
Aug-16	68.6	62.2	110.29%
Sep-16	44.2	46.9	94.24%
<b>Totals</b>	485.6	599.3	81.03%



**BLACK SLUICE INTERNAL DRAINAGE BOARD**

**BOARD MEETING – 2<sup>nd</sup> NOVEMBER 2016**

**AGENDA ITEM No 11**

**PROPOSED DATES OF MEETINGS FOR 2017**

Wednesday	14 December 2016	Executive Committee - to approve initial budgets
Wednesday	8 February 2017	Board – to approve budgets & seal rate before 15 February
Wednesday	1 March 2017	Northern Works Inspection
Wednesday	22 March 2017	Southern Works Inspection
Wednesday	5 April 2017	Bridges & Culverts
Wednesday	26 April 2017	Audit & Risk
Wednesday	10 May 2017	Environment
Wednesday	24 May 2017	Executive - to approve accounts
Wednesday	14 June 2017	Board - approve accounts before 30 June
Wednesday	13 September 2017	Executive
Wednesday	04 October 2017	Audit & Risk Committee
Wednesday	18 October 2017	Joint Works Committees
Wednesday	8 November 2017	Board
Wednesday	13 December 2017	Executive