

Minutes of the meeting of the Welland and Deepings Internal Drainage Board held at Deeping House, Welland Terrace, Spalding on Thursday, 24th May 2018 at 11:00 am

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| * G R Aley | Mrs C J Lawton |
| * A J Branton | Mrs A Newton |
| * W D Branton | * T C Purllant |
| * M H Bratley | G W Sly |
| R Broughton | Mrs J Smith |
| * A Casson | Mrs E J Sneath |
| K C Casswell | B Tidswell |
| * M Cooper | Mrs R Trollope-Bellew |
| * P Coupland | * J Ward |
| * P Dilks | * P N Watts MBE |
| S J Dobney | E J Whitfield |
| T W Franks | * Ms S Wray |
| * J F W Holdich OBE | |
| * Present | |

In Attendance:	Mrs K Daft	Chief Executive
	N Morris	Operations Engineer
	J Boden	Assistant Engineer
	D Gowing	Internal Auditor

Prior to the meeting, the Chairman welcomed Ms S Wray to the Board. Ms Wray had been elected South Holland District Councillor on the 3rd May 2018.

The Chairman also welcomed Mr D Gowing of Gowing Internal Audit Services Ltd, internal auditor to the Board, and thanked him for attending the meeting.

15/18 APOLOGIES

Apologies were received from Mr Broughton, Mr Casswell, Mr Dobney, Mr Franks, Mrs Lawton, Mrs Newton, Mr Sly, Mrs Sneath, Mrs Trollope-Bellew and Mr Whitfield.

Mr Dilks informed members that he would have to leave the meeting at 12 noon.

16/18 DECLARATIONS OF INTEREST

Mr Coupland declared an interest in the 'Surface Water Discharge Consent – discharge of 5 litres per second for 10 dwellings – Spalding' (Welland Homes Ltd/D Brown Building Contractors) in the Engineering report on page 17.

17/18 TO RECEIVE THE INTERNAL AUDITOR'S REPORT FOR THE YEAR ENDED 31ST MARCH 2018

The Board's internal auditor, Mr David Gowing, presented the Internal Audit report for the financial year 2017/2018. He advised members that, as in previous years, he was extremely happy with the Board's accounting controls and financial records. Mr Gowing stated that previous recommendations had been implemented.

It was RESOLVED that the report be adopted.

Mr Gowing advised members that he is to retire and that today's Board meeting was to be his last. He thanked members for their support during his nine years' term.

Both the Chairman and the Chief Executive thanked Mr Gowing and wished him a long and happy retirement.

18/18 TO APPOINT INTERNAL AUDITOR FOR 2018/19

The Chief Executive recommended to members that TIAA Limited, a country-wide company of internal auditors used by other IDBs within the county, be appointed as our new internal auditors.

It was RESOLVED that TIAA Limited be appointed as the Board's internal auditors for the financial year 2018/19.

19/18 TO CONFIRM MINUTES OF THE LAST MEETING

The minutes of the last meeting held on 1st February 2018, a copy of which had been circulated, had one minor amendment to the name of the replacement ADA Chairman of the Policy & Finance Committee from 'Mr Tom Farr' to 'Mr Tim Farr' (13/18). The minutes were amended and signed by the Chairman as a true record.

20/18 MATTERS ARISING FROM THE MINUTES

20/18/01 To receive the report on future maintenance of drains previously undertaken by specialist drainage machinery

Mr A Branton* reiterated his opinion that financial compensation for any crops damaged by tracked machines travelling on the drain-side should be paid. He emphasised there would be some ratepayers within the Deeping Fen catchment who could not understand why drainage rates had been increased this year, only to have a section of their crops ruined and to not receive compensation.

The Chairman reminded Members that a resolution had been adopted at February's Board meeting wherein the use of tracked machines on previously Berkenheger-maintained drains would be trialled for one year.

Mr Coupland drew Members' attention to the fact that as a district councillor he had a responsibility to his constituents to keep costs down and to ensure that they "didn't get their feet wet".

(* Member did not declare an interest.)

20/18/02 Bell Tunnel Drain, Cowbit Wash

The Operations Engineer advised that terms had been agreed with South Holland IDB and it was anticipated that works would commence during September/October 2018. The Operations Engineer confirmed that the cost of these works would be on a rechargeable basis.

20/18/03 Conservation

The Operations Engineer advised Members that our findings on badgers in and around the Tongue End area had been provided to the Environment Agency. We have also provided records of any sightings in the vicinity of Fosdyke Marsh/The Wash.

21/18 TO APPROVE THE ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR) PART 3 SECTION 1 FOR THE YEAR ENDED 31ST MARCH 2018

The Chief Executive presented Part 3 Section 1 of the Annual Governance and Accountability Return (AGAR) and it was RESOLVED that this be approved. The document was signed by the Chairman and the Chief Executive.

22/18 TO APPROVE THE ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR) PART 3 SECTION 2 FOR THE YEAR ENDED 31ST MARCH 2018

The Chief Executive presented Part 3 Section 2 of the Annual Governance and Accountability Return (AGAR) and it was RESOLVED that this be approved. The document was signed by the Chairman.

23/18 TO RECEIVE THE HEALTH AND SAFETY REPORT

The Operations Engineer advised members that the Board has continued with its proactive approach to health and safety training. The following training and/or refresher training courses had taken place:

- Safe use of chainsaws
- Entering and working in medium risk confined spaces
- Safe use of wood working machinery
- 360° tracked excavator
- Tractor driving
- Slinger/signaller
- Telehandler/forklift

The Foreman and Assistant Foreman have successfully passed their Site Supervisors Safety Training Scheme (SSSTS) refresher.

The Assistant Engineer has successfully passed the NEBOSH National Construction Certificate course and has obtained a 'Merit' pass. He was congratulated by the Operations Engineer on this achievement.

Annual 'SHOC' training (overhead cable awareness) is due to commence in June.

The bi-annual Cablesafe Forum was held at the office on 2nd May and was attended by representatives of most Lincolnshire IDBs and Western Power Distribution.

As reported in February's Board meeting, ADA are looking to roll out a Health and Safety survey for IDBs and is due to go 'live' in June. The Operations

Engineer advised that he and the Chairman had taken part in a mock questionnaire sent by Ian Moodie from ADA.

24/18 TO RECEIVE THE ENGINEERING REPORT

The Operations Engineer and Assistant Engineer presented the report to the Board.

Matters arising from the report:

24/18/1 General District

Board members were updated with details of general maintenance works carried out in the general district.

24/18/2 Workshops & Plant

Board members were updated with details of general maintenance works carried out to plant.

24/18/3 Private Works

Private works during the period have been limited to providing levels for private gauge boards.

24/18/4/1 Special Matters – Riddingtons Pumping Station, Pinchbeck Marsh

Flow analysis was undertaken by Godfreys on the 18th April. Both pumps were evaluated to see how actual flow varied from design flow and were found to be considerably over-producing. The Operations Engineer stated that he was of the belief that this was the main reason for the higher amp figures which are being seen on site.

After seeking independent advice, it is of the opinion that using a variable speed drive to slow the pumps could be the best solution to the issue. Talks are currently being held with Sulzer Pumps.

24/18/4/2 Special Matters – Maxey North Fen Pumping Station

Pump No 2 has been removed and taken to Fenflow Ltd's workshop for inspection. It was noted that a new impellor was required, as well as repairs needed to the inside of the pump casing. A new bronze impellor has been fitted together with the replacement of the pump shaft ball bearing and new bearings to the motor. The refurbished pump has now been reinstalled.

24/18/4/3 Special Matters – Pode Hole Diesel Pumping Station

As reported in 2017, an issue has been identified with Pump No 2, where grease which should be reaching the bottom bearings is being forced upwards.

As the pumps have not been lifted since they were installed over 60 years ago, it was decided that Pump No 2 be lifted out in order for a thorough examination to be implemented. During the early stage of planning, however, it was

discovered that the overhead crane would be unsuitable to lift out the pump due to updated weight-bearing regulations.

It was also discovered that the penstock which lets water into the station from the Counter Drain was not closing fully. DiveTech, a specialist diving company, were employed to locate the obstruction by way of a diver inspecting the impellers and bell mouths.

In April, a dive in the pump intakes was carried out to inspect and film each pump to look for signs of damage and wear. A live feed was sent back to a control unit where Board employees and an engineer from Fenflow Ltd were able to watch and direct the camera.

The penstock was also inspected and cleaned, enabling full closure to be obtained, allowing the sump to Pump No 3 to be fully isolated and pumped out if required.

The situation with the grease in Pump No 2, however, was unable to be resolved without further investigation. It is planned to carry out dive inspections of the bell mouths every two/three years to check and re-pack the grease in the short term until a suitable method can be found to lift out the pumps or access from below.

The Operations Engineer further reported that the high pressure compressed air receiver tanks were inspected by the Board's insurers. Again, these tanks are original and over 50 years old. It was discovered that water has, over the years, gathered in the base of the tanks and caused "pitting" of the internal surface. This, in turn, has thinned the metal to the stage where the insurer will no longer certify them, creating the need for the tanks to be removed from service. The Operations Engineer advised that quotes are being sought and a figure in the region of £12,500 for replacement tanks is anticipated.

24/18/4/4 Special Matters – Pode Hole Electric Pumping Station

The Operations Engineer informed Members that as the existing supporting stanchions and structure are in good condition, only a new weedscreen trolley and control unit are required. Unfortunately, the number of companies who manufacture weedscreen cleaners is very limited, with each company's systems being incompatible with others. Cost is anticipated to be in the region of £54,350.

It was RESOLVED that approval be given to proceed with the quotation in the sum of £54,350 from Ovivo Ltd to replace the trolley and control unit.

24/18/4/5 Special Matters – Crowland & Cowbit Pumping Station

The Operations Engineer reported the weedscreen cleaner installed in 1991 at Crowland & Cowbit Pumping Station now requires major refurbishment.

A refurbishment of the Bourne South Fen Pumping Station's weedscreen has been included in this year's estimates at a cost of £54,350. However, this site's cleaner is an E J Lord model and this company is no longer in existence. Therefore, a new costing will need to be addressed in next year's estimates.

The Operations Engineer requested that the budgeted estimate for Bourne South Fen Pumping Station be transferred over to Crowland & Cowbit Pumping Station to overhaul the weedscreen and fit a new control panel. Supplied by Ovivo Ltd in the sum of £54,350.

It was RESOLVED that approval be given to proceed with the quotation in the sum of £54,350 from Ovivo Ltd to overhaul the weedscreen and fit a new control panel.

24/18/4/6 Special Matters – Risegate Eau Pumping Station

As reported at February's Board meeting, 'pitting' has been found on the discharge pipe of Pump No 2. Further investigations showed that this 'pitting' revealed itself to be weep holes through the discharge pipework. Due to this, the pump had been taken out of service whilst further investigations/options for repair were being considered.

The Operations Engineer advised that repair costings were still being sought, and it had been decided that the most favourable option would be to have new discharge pipes fabricated for the sections that are easily accessible.

As a temporary measure, pipe coupling bands and silicone sealant have been used to band the weak spots. The pump has been run with the bands in place and no water leakage has been observed.

Details of firm costings will be reported once we have them.

24/18/4/7 Special Matters – Bourne South Fen Pumping Station

Pump No 1 had recently been lifted for inspection and taken away for assessment/refurbishment by Fenflow Ltd. It had been identified that major refurbishment was required, including: the replacement of new pump shaft bearing sleeves, the repair of the gland housing, a new lantern ring to the top shaft gland and new bearings in the motor. Reinstallation was expected within the next few days.

24/18/4/8 Special Matters – Fourth District Pumping Station Electrical Refurbishment

New double glazed windows, replacing the old steel windows, are due to be fitted in early June.

24/18/4/9 Special Matters – Five Towns & Risegate Eau Tidal Sluices – FDGiA Bid

A meeting had been held with two consultants from Mott McDonald at the Board's offices on the 16th May; they were then taken on a site visit. The programme from Mott McDonald is currently awaited which will detail the work involved in preparing the Outline Business Case. This will hopefully secure funding for this bid.

24/18/5 Conservation

As reported previously, re-profiling of the Sand Martin cliffs adjacent to the Vernatts Drain has been carried out.

A survey on the Deptford Pink site on the banks of the Risegate Eau was carried out on the 17th April. Results indicate that there has been a rise in numbers, with 30 plants being positively identified (an increase of five plants from last year). A further survey will be carried out later in the year.

24/18/6 Other Meetings Attended

The Operations Engineer advised that he and the Chief Executive had met with Mr Danny O'Shea, county adviser from Holland (Lincs) NFU, at the Board's offices on the 15th May.

24/18/7 Press/Publicity

The Operations Engineer reported that a letter had been received from Lincolnshire County Council's emergency services, thanking the Board's Foreman and Assistant Foreman for responding to a request via the Lincolnshire Resilience Forum to provide transport to key hospital staff during the heavy snow in late February/early March.

24/18/8 Inspection 2018

This year's Inspection will take place on the 5th July and will comprise of a visit to Papplewick Pumping Station in Nottinghamshire.

25/18 TO RECEIVE MANAGEMENT ACCOUNTS FOR THE YEAR ENDED 31ST MARCH 2018

The Chief Executive presented the Management Accounts for the year ended 31st March 2018.

Mr Coupland requested details of the term of 'short-term investments'; the Chief Executive confirmed a term of up to one year.

26/18 TO APPROVE REVISED POLICY STATEMENT ON WATER LEVEL AND FLOOD RISK MANAGEMENT

The Chief Executive presented the revised Policy Statement on Water Level and Flood Risk Management and advised there were very few amendments to the previous document.

It was RESOLVED that the revised Policy Statement on Water Level and Flood Risk Management be approved and adopted.

27/18 TO APPROVE REVISED DATA PROTECTION POLICY

The Chief Executive presented the revised Data Protection Policy and advised the document had been updated in line with the new General Data Protection Regulation (GDPR), implementation date of which is the 25th May 2018.

It was RESOLVED that the revised Data Protection Policy be approved and adopted.

28/18 TO APPROVE REGISTER OF ELECTORS

The Register of Electors for the forthcoming election was approved by the Board.

29/18 TO APPOINT A PAY & CONDITIONS SUB-COMMITTEE

The Chief Executive informed Members that the Board had previously subscribed to ADA Lincolnshire's 'White Book' (Wages & Salaries & Conditions of Service). However, there had been a disagreement regarding the 1% pay rise two years ago and it was decided that the Board would break away.

It is the Chief Executive's belief the Board hold a good position of trust with employees, and a 'Conditions of Service Policy' should be implemented rather than use the 'White Book'. The Vice Chairman reiterated that this was to make sure the situation is addressed.

The Chief Executive enquired if any Members would be willing to sit on the Pay & Conditions Committee. Mr M Cooper, the Chairman and the Vice Chairman put their names forward and will be joined by the Chief Executive and the Operations Engineer on the Pay & Conditions Committee. This agenda item is to be revisited at the next Board meeting in October.

30/18 ADA UPDATES

The Chairman advised the next ADA Lincs meeting was being held on the 19th July at Woodhall Spa.

31/18 ANY OTHER BUSINESS

The Chief Executive reminded Members that 2018 was election year, and if anyone was planning to step down could they please let her know. Also, if any Member could suggest anybody who would be interested in sitting on the Board, again, could they speak to the Chief Executive.

The issue of the size of the Board in relation to the number of Members was discussed.

There being no further business, the meeting was closed at 13.05pm.

Chairman