



**Scunthorpe & Gainsborough**

Water Management Board

**Grange Park Golf Club  
Butterwick Road  
Messingham  
Scunthorpe, DN17 3PP**

**Meeting Papers**

**Monday, 11 November 2019  
2:00pm**



**Shire**

Group of IDBs

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## Meeting Papers

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Rating Officer - Janette Parker

## Purpose

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# 1. Governance

**Recommendation:**

- Note the information contained in this report

## 1.1 Apologies for Absence

## 1.2 Declaration of Interest

## 1.3 Minutes of the Meeting held 13 May 2019

<b>Member</b>	<b>05.0 2.20 18</b>	<b>21.0 5.20 18</b>	<b>12.1 1.20 18</b>	<b>4.2.2 019</b>	<b>13.5. 19</b>	<b>11.1 1.20 19</b>
Margaret Armiger MA	√	√	√	-	-	
David Barratt DB	√			√	√	
Adrian Black – Chair AB	√	√	√	√	√	
Chris Black CB	√	√	√	√	√	
Frank Bottamley FB	√	√	√	A	√	
Rod Chapman RC	-	-	-	-	-	
John Coggan JC	√	A	√	√	√	
John Collinson JC1	√	A	√	A	A	
John England JE	√	√	√	A	-	
David Forington DF	√	√	√	√	√	
Trevor Foster TF	√	√	√		A	
Samuel Godfrey SG	√	A	√	√	√	
Benjamin Jackson (Vice Chair) BJ	√	√	√	A	A	
Jonathan Jackson JJ	A	A	√	√	A	
Paul Metheringham PM	√	√	√	√	√	
Patricia Mewis PM1	√	√	√	√	Retired	
Ralph Ogg RO	√	√	√	√	A	
Dave Oldfield DO	√	√	√	√	-	
Neil Poole NP	√	A	√	√	√	
Helen Rowson HR	A	A	A	A	A	
Jeff Summers JS	√	√	√	√	√	

**In attendance on behalf of JBA Consulting, Clerk, Engineer and Environmental Officer:**

Ian Benn (Clerk)	Clerk
Craig Benson (Finance Officer)	FO
Alison Briggs (Environment Officer)	EO
Paul Jones (Engineer)	Eng.
Martin Spoor (Asset Manager)	AM

## Governance

- 2019.28** Apologies for absence were received from John Collinson, Trevor Foster, Benjamin Jackson, Jonathan Jackson, Pat Mewis who had retired from the Board, Ralph Ogg and Helen Rowson
- 2019.29** Declaration of Interest – none to declare
- 2019.30** Minutes of Meeting 4 February 2019 – **DF proposed true record for signature by Chairman, seconded DB, all in agreement**
- 2019.31** Matters arising not discussed elsewhere – none
- 2019.32** Complaints/FOI requests - none

## CEO's Report

**2019.33** Policy – Clerk advised for an asset rich public body it would be appropriate to develop a Corporate Plan, Asset Management Policy, Strategic Asset Management Plan and will assist with GiA future funding.

**2019.34** Humber FRMS – Clerk reported on information released by the Agency associated with the Strategy. A Member considered Board needed to be defensive against the theory the country cannot continue building and he did not believe HFRMS was strong enough. It was noted that approach needed to come from the political arena. Emma Howard-Boyd had spoken recently advising the country cannot continue to build out of sea level rise which spoke directly to the Humber FRMS. The Agency talked in terms of 4°C rise under business as usual scenario, water storage will become very important. Themes under the Strategy were “Containing the Tide”, “Adapting to the Tide” and “Keeping out the Tide”. Collectively all affected parties will be required to “Adapt to the rising Tide”. The Agency is due to start engaging widely with communities and landowners.

Members discussed pump station resilience to a changing climate. It was confirmed at change of station climate change was always part of calculations however the Board would not consider upsizing its stations to accommodate an overtopping of the Trent. Making space for water had to be considered and how that would impact on discharging water from Board District. Climate change and rising seas already have a day to day impact on Board function. It was noted gravity systems did not discharge when required to assist with heavy rainfall events. Board requirement to consider those gravity outfalls without a pumping facility but also to produce a wider strategy for the Board. Member advised whatever the Board did it would need to dovetail with the EA and LLFA in accordance with its responsibilities as a Risk Management Authority. A Member considered the Board should concentrate its efforts on drainage of water within its District and wait until definitive requirements were produced by EA. Another advised those requirements were already available; IDBs are required to analyse pump stations, make efficiencies, produce cost benefit analysis, look at the area they are draining, consider de-mainment opportunities to take on from the EA where it serves the wider catchment for which there is short-term funding availability. The signals are already out there. If there are no properties to protect, grant money availability will be reduced for station refurbishment therefore the Board must fit into the existing jigsaw.

**2019.35** The EO advised a Consultation had just been released on the Draft National Flood & Coastal Erosion Risk Management Strategy for England. It was important the Board and individual landowners responded. Comments can be sent to office for inclusion in response on behalf of Board. The strategic objectives included mainstream working with natural processes by all RMAs and changes to agricultural practices to manage flooding but also the Agency working with Government on Green Finance for funding and financing of flooding and change that delivers more private funding in future which seemed to speak to “he who benefits pays”, which may impact on the way GiA is available.

**2019.36** ADA governance Workshops - Noted

**2019.37** Defra Policy Advisory Group requirements – EO advised on the type of changes which required Secretary of State consent therefore Defra resource support. Members saw the advantage of expanding boundaries to take in higher ground however appreciated this may affect Highland Water Contributions. It was also noted changes of this type could only take place where there was local support. CB advised the Board had amalgamated only 6 years

ago and was unlikely to be considering any changes particularly to amalgamation or reconstitution even long-term.

### Financial Report

The Financial Report, copies of which had been circulated to members was considered.

### Matters Arising

- 2019.38** Rating Report – £602 relates to 19 accounts 4 of which form majority. 30% of drainage rates collected and 50% special levy
- 2019.39** Audit – Internal Audit – Recently issued report was circulated and noted by Members.
- 2019.40** Audit – Annual Governance and Accountability Return (AGAR) Section 1 - Annual Governance Statement 2018/19 – Members considered list of statements and **SG proposed approved Section 1 for signature by the Chairman, DF seconded, all in agreement**
- 2019.41** Accounts y/e 31 March 2019 and budget comparison – Income increase due to PSCA work. Accounts reviewed in detail. Noted a dry year and would expect to be within budget. **JS proposed accounts be approved, seconded DF all in agreement**
- 2019.42** Annual Governance and Accountability Return (AGAR) Section 2 - Financial Statements 2018/19 – Section 2 was reviewed by Members, **NP proposed Section 2 be approved for signature by the Chairman, seconded JS, all in agreement**
- 2019.43** 5-year budget estimate – noted.
- 2019.44** Schedule of payments – payments totalling £166,282.18 had been made £45,223.79 of which had been authorised by the Clerk only. **SG moved, all in agreement.**
- 2019.45** Apportionment of costs with Ancholme IDB – Members noted the percentage apportionment.

### Engineer Report

The Engineer Report, copies of which had been circulated to members with the Meeting papers, was considered. Eng. advised paper as read with exception of few updates

- 2019.46** Asset Management – Hilton Avenue Culvert – members reviewed information contained in report
- 2019.47** Pump Stations – PAR has been updated, finalised and will be submitted to EA. Feedback will be received on confirmation of funding then the need to push forward design and build contract. Business case covers whole flood cell. AM. advised Great Catchwater is part of exit strategy for asset transfer with its gravity outfall system. The Board needs to understand EA long term position with this low risk system, and it would be sensible to incorporate it into Ravensfleet refurbishment scheme.
- 2019.48** Maintained Ordinary Watercourses – pre-start meeting with appointed contractors, Sweeting Bros Ltd., arranged for 5<sup>th</sup> June. Eng. felt that given that the Board were offering a £1 million contract over 10 years that all contractors would have improved their responses to tender questions. DB requested a separate meeting with landowners enabling Contractors to understand cropping patterns facilitating maintenance. JC suggested Board could adopt an automatic compensation payment policy for landowners. EO considered may not be appropriate, claims under the Act should be supported by evidence of loss/injury.
- 2019.49** Planning - noted

### Environment

The Environmental Report, copies of which had been circulated to members with the Meeting papers, was considered and the information noted.

- 2019.50** Biodiversity Action Plan – work commencing in Scunthorpe & Messingham areas shortly
- 2019.51** Eels (England & Wales) Regulations – EO advised Changes to Process were intended to protect eel but not unreasonably impact on operators. The new Economics and Site Specific

Eel Risk Assessments will reflect work she has already done on behalf of the Board in assessing catchment suitability upstream of stations.

#### **Health & Safety**

The Health and Safety Report, copies of which had been circulated to members with the Meeting papers, was noted by the Board.

**2019.52** There had been no accidents or incidents to report

**2019.53** Health Safety & Wellbeing – Hedge cutting information was noted

**2019.54** Representation - Members noted the fora on which the Board had been represented.

#### **Date of Next Meetings**

**2019.55** 11 November 2019. Meeting closed 14:56

## **1.4 Complaints/FOI requests**

None received



## 2. Clerks Report

**Recommendation:**

- Note the information contained in this report

### 2.1 Policy

Nothing to report

### 2.2 Legislation

#### 2.2.1 Environment Bill

Includes clauses which will be incorporated into the Land Drainage Act if passed. Changes are associated with the creation of new IDBs and the ability for IDBs to extend boundaries to include areas from which water flows into catchments. ADA has lobbied Defra for amendments to the ways in which annual values are calculated which ADA believes will reflect a fairer approach to collection of drainage rates.

### 2.3 Environment Agency

#### 2.3.1 Draft National Flood & Coastal Erosion RMS

On behalf of the Board, Officers responded to the draft national strategy proposals which contained both financial and operational implications for the Board.

#### 2.3.2 Humber Flood Risk Management Strategy

Linked to the Humber Strategy the Environment Agency recently held meetings with landowners to discuss rising sea level, storm surge and flood risk around the Estuary. Meeting Venues were arranged at Arties Mill, Goole and Hull. Details were issued to elected Members within the Shire Group.

### 2.4 Anglian Northern RFCC

It was reported that changes are being proposed to the FCERM grant aid rules associated with Outcome Measure 4 – Environmental Benefits.

The existing measure may be changed to account for additional environmental benefits delivered by FCERM schemes rather than solely focussing on statutory designated sites e.g. SSSI. This amendment would encourage FCERM schemes to embed natural flood management and natural capital approaches and support the objectives of the government's 25-year Environment Plan.

It was also reported of proposed changes to FCERM to incorporate an Asset Replacement Fund.

This fund would pay more grant in aid for significant capital upgrades when assets have reached the need for replacement, i.e. there is no realistic prospect of securing local contributions and these works have a high benefit-cost ratio. This would strengthen existing EA practices where it manages deteriorating assets by planning for their sustainable replacement before they require emergency works in the same Asset Management approach Management is advocating for this Board. The fund would be used as part of the existing Partnership Funding arrangements and would be subject to meeting eligibility criteria.

### 2.5 Association of Drainage Authorities

2019 Conference will be held on Wednesday 13th November 2019 at One Great George Street, Westminster, London, SW1P 3AA

## **2.6 Employee's Remuneration**

The Board are asked to consider an annual increase of 2.7% in the employee's salary in accordance with the ADA Lincolnshire Branch pay award for this year. This would be backdated to 1 April 2019.

## 3. Financial Report

### Recommendations:

- To note the information contained in this report
- To approve the list of payments

### 3.1 Rating Report

Details of the Rates and Special Levies issued and payments received up to and including 22 October 2019: -

	£	£
Balance Brought forward at 1 April 2019		602.81
<b>2019/2020 Drainage Rates and Special Levies</b>		
Drainage Rates		134,987.41
Special Levies		
North Lincolnshire Council	255,191.00	
West Lindsey District Council	57,496.00	312,687.00
<b>Total Drainage Rates Due</b>		<b><u>448,277.22</u></b>
<b>Less Paid: -</b>		
Drainage Rates		117,813.99
Special Levies		
North Lincolnshire Council	127,595.50	
West Lindsey District Council	28,748.00	156,343.50
<b>Total Drainage Rates Paid</b>		<b><u>274,157.49</u></b>
<b>Balance Outstanding as at 22 October 2019</b>		<b><u>174,119.73</u></b>

### 3.2 Audit

#### 3.2.1 Internal Audit

Nothing to Report

#### 3.2.2 External Audit

The External Audit for 2018/19 is complete with no issues giving cause for concern that relevant legislation and regulatory requirements have not been met.

#### 3.2.3 Internal Audit Review

The Internal Audit Review meeting will take place on Monday 25 November 2019 at Epsom House and will commence at 10.00am.

### 3.3 Budget Comparison for the Year Ended 31 March 2020

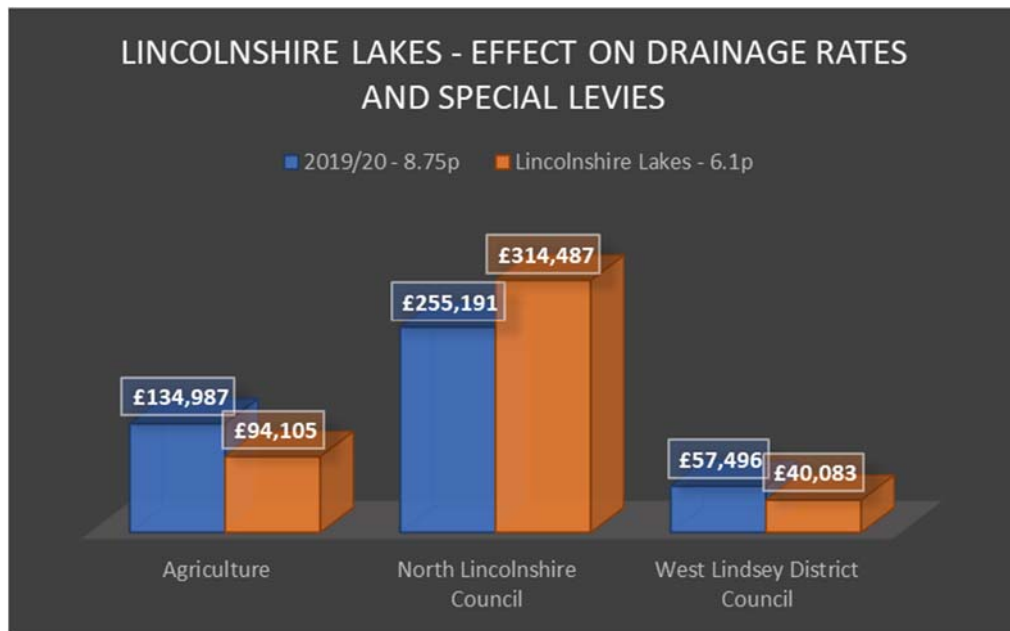
<b>BUDGET FOR THE YEAR ENDING 31ST MARCH 2020</b>					
<b>2019/20</b>					<b>2018/19</b>
<b>Approved Estimate</b>		<b>Actual Todate</b>		<b>24 October 2019</b>	<b>%</b>
<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>		
<b>INCOME</b>					
134,987		113,768		<b>Drainage Rates on Agricultural Land:-</b>	84.28%
<b>Special Levies</b>					
57,496		28,748		West Lindsey District Council	50.00%
255,191		127,596		North Lincolnshire Council	50.00%
<b>Other Income:-</b>					
40,786		40,786		Foreign Water Contribution (FWC)	100.00%
738		7,364		Other Income	997.79%
50	489,248	197	318,459	Interest etc	394.64%
<b>EXPENDITURE</b>					
99,146		49,573		PWLB Loans	50.00%
5,413		0		Ravensfleet PS New Loan	0.00%
70,435		45,999		Administration:-	65.31%
40,000		23,042		Management Fees	57.60%
30,435		22,957		Other Administration Expenses	75.43%
238,250		41,612		Drains Maintenance:-	17.47%
46,000		14,029		Wages & Other Shared Costs	30.50%
101,750		15,324		Maintenance Contracts	15.06%
27,000		975		Drain Maintenance (Silt Removal Lysaghts)	3.61%
15,000		0		Telemetry Contract	0.00%
27,000		0		PSCA Works on Environment Agency Main Rivers	0.00%
750		1,318		General Maintenance	175.78%
750		0		Burringham Lagoon Reservoir	0.00%
4,000		2,743		Biodiversity Action Plan	68.59%
16,000		7,223		Plant and Vehicles	45.14%
126,890	555,134	45,973	183,157	Pumping Stations, etc.	36.23%
	(65,886)		135,302	Surplus - (Deficit)	
	397,096		432,161	Balance Brought Forward	108.83%
	40,000		0	Transfer to NW&P Account	
	<b>291,210</b>		<b>567,463</b>	<b>Balance Carried Forward</b>	194.86%

<b>NEW WORKS AND PLANT ACCOUNT</b>					
<b>2019/20</b>					<b>2018/19</b>
<b>Approved Estimate</b>		<b>Actual Todate</b>			<b>%</b>
<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>		<b>£</b>
				<b>INCOME</b>	
40,000		0		Transfer from Revenue Account	0.00%
0		0		Interest	0.00%
100,000		0		PWLB Loan	0.00%
<u>195,000</u>	335,000	<u>0</u>	0	Grant Income - Ravensfleet PS Scheme	0.00%
				<b>EXPENDITURE</b>	
573,000		0		Ravensfleet PS Refurbishment	0.00%
24,000		2,025		Ravensfleet PAR Submission	8.44%
<u>0</u>	<u>597,000</u>	0	<u>2,025</u>	River Eau - Scotter Improvement Scheme	0.00%
	(262,000)		(2,025)	Surplus - (Deficit)	0.77%
	<u>270,361</u>		<u>292,797</u>	Balance Brought Forward	108.30%
	<b>8,361</b>		<b>290,772</b>	<b>Balance Carried Forward</b>	<b>3477.72%</b>

### 3.4 Five Year Budget Estimate

The five-year budget estimate is shown below.

		0	1	2	3	4	5
	2019/20	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25
Income & Expenditure Account	App	Estimated Out-turn					
	Budget						
	£	£	£	£	£	£	£
<b>Income</b>							
Drainage Rates	134,987	134,987	134,987	134,987	134,987	150,415	150,415
Special Levies	312,687	312,687	312,687	312,687	312,687	348,423	348,423
Rental Income	200	400	200	200	200	200	200
Foreign Water Contribution	40,786	40,786	40,786	40,786	40,786	40,786	40,786
Other Income	538	7,513	567	584	602	620	638
Bank Interest	50	50	50	50	50	250	250
<b>Total Income</b>	<b>489,248</b>	<b>496,423</b>	<b>489,277</b>	<b>489,294</b>	<b>489,312</b>	<b>540,693</b>	<b>540,711</b>
<b>Expenditure</b>							
Drain Maintenance (Silt Removal)	27,000	-	-	-	-	-	-
Maintenance of Pumping Stations	126,890	142,801	126,560	129,091	131,673	134,306	136,993
Drains Maintenance	211,250	164,376	198,050	202,011	206,051	210,172	214,376
PSCA Maintenance	27,000	27,000	27,000				
Administration	70,435	73,771	70,935	74,025	75,576	77,465	79,402
Loan Repayments:-	99,145	99,145	99,145	99,145	99,145	95,350	88,077
New Loans	5,413	-	5,508	5,508	5,508	5,508	5,508
Telemetry Contract	15,000	-	-	-	-	-	-
<b>Total Expenditure</b>	<b>582,133</b>	<b>507,093</b>	<b>527,198</b>	<b>509,780</b>	<b>517,953</b>	<b>522,802</b>	<b>524,355</b>
Surplus/(Deficit)	(92,885)	(10,670)	(37,921)	(20,486)	(28,641)	17,891	16,356
Balance Brought Forward	397,095	432,161	381,491	343,570	323,084	294,443	312,334
Contribution to NW&P Account	40,000	40,000	-	-	-	-	-
<b>Balance Carried Forward</b>	<b>264,210</b>	<b>381,491</b>	<b>343,570</b>	<b>323,084</b>	<b>294,443</b>	<b>312,334</b>	<b>328,690</b>
<b>New Works and Plant Account</b>	<b>8,361</b>	<b>268,798</b>	<b>263,798</b>	<b>310,798</b>	<b>343,798</b>	<b>135,998</b>	<b>235,998</b>
<b>Penny Rate in £</b>	8.75p	8.75p	8.75p	8.75p	8.75p	9.75p	9.75p
<b>Penny Rate £51,163</b>	44%	119%	115%	124%	123%	86%	108%
<b>I&amp;E Balance as % of Expenditure</b>	45%	75%	65%	63%	57%	60%	63%



	2019/20	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25
	App	Estimated Out-Turn					
New Works and Plant Account	Budget						
	£	£	£	£	£	£	£
<b>Income</b>							
Transfer from I&E	40,000	40,000	-	-	-	-	-
Loan	100,000	-	100,000	-	-	-	-
Possible Grant Income	195,000	-	195,000	600,000	100,000	200,000	100,000
<b>Total Income</b>	<b>335,000</b>	<b>40,000</b>	<b>295,000</b>	<b>600,000</b>	<b>100,000</b>	<b>200,000</b>	<b>100,000</b>
<b>Expenditure</b>							
4x4 vehicle				20,000			
Lysaghts PS Refurbishment		40,000					
PAR Submissions	24,000	24,000					
Jenny Hum PS refurbishment			-	260,000			
Ravensfleet PS Refurbishment	573,000	-	300,000	273,000			
Ravensfleet to Susworth Strategic Study							
Whoofer PS Refurbishment				-	67,000		
Susworth PS Refurbishment					-	407,800	
Pauls Malt PS Refurbishment							
River Eau - Scotter Improvement Scheme							
<b>Total Expenditure</b>	<b>597,000</b>	<b>64,000</b>	<b>300,000</b>	<b>553,000</b>	<b>67,000</b>	<b>407,800</b>	<b>-</b>
Surplus/(Deficit)	(262,000)	(24,000)	(5,000)	47,000	33,000	(207,800)	100,000
Balance Brought Forward	270,361	292,798	268,798	263,798	310,798	343,798	135,998
<b>Balance Carried Forward</b>	<b>8,361</b>	<b>268,798</b>	<b>263,798</b>	<b>310,798</b>	<b>343,798</b>	<b>135,998</b>	<b>235,998</b>

## 4. Schedule of Payments

Payments made since those reported at the previous meeting.

DATE		REF	PAYEE	DESCRIPTION	TOTAL	
					VALUE	
2019					£	
Apr	8th	204	Controlstar Systems	Burringham PS - Pressure Sensor	1,363.16	*
		182	DN22 Trees & Landscapes	Pruning at Loughton Highland Outfall	3,450.00	*
		202-3	H Mell & Son	Pumping Station Maintenance, etc.	2,691.00	*
		201	NPower Yorks Ltd (Burr Equip)	Burringham PS - Meter Operator Service	474.00	*
	9th	-	HMRC	PAYE/NI	377.22	*
	10th	-	Remote Asset Management Ltd	Vehicle Tracking	20.64	*
	15th	1	Fuel Genie	Fuel Account	124.00	*
		200	3 Business Services	Mobile Broadband - Ravensfleet CCTV Unit	15.98	*
		-	NatWest	Bankline Fees	24.50	*
	23rd	11	Iris Business Software Ltd	Auto-enrolment Fees	14.78	*
		206	Iris Business Software Ltd	Open Payslips	7.39	*
		205	Woldmarsh Producers Ltd	Supply to Black Bank PS	784.06	*
				Supply to Burringham PS	1,762.29	*
				Supply to East Butterwick PS	1,039.61	*
				Supply to Flixborough PS	164.44	*
				Supply to Jenny Hurn PS	1,892.89	*
				Supply to Lysaghts PS	2,034.87	*
				Supply to Ravensfleet PS	3,698.36	*
				Supply to Susworth PS	1,754.79	*
				Vodafone - Mobile Phone & Telemetry Lines	85.78	*
	25th	-	Employee	Wages	1,208.25	*
	26th	208	Danvm Drainage Commissioners	Payroll Costs, etc.	313.50	*
		211	Evans Halshaw	Vehicle Maintenance	403.43	*
		207	Lyons of Gainsborough Ltd	Tools & Equipment	48.05	*
		4	Lincolnshire Wildlife Trust	BAP - Service Level Agreement	309.60	*
		-	B&CE Holdings	Pension Contributions	112.62	*
	30th	209-10,212	Ancholme IDB	Share of Foreman's Costs 2018/19, etc.	19,180.12	
		2-3,5	JBA Consulting	Fee Accounts: -		
				Management Fees - Expenses	600.06	
				Management Fees	3,950.00	
				Ravensfleet PAR Update	2,430.00	
		6	Perry's Pumps Ltd	Ravensfleet PS - 30" Valve	10,605.12	
		-	NatWest	Bank Fees	7.35	*
May	10th	18	Remote Asset Management Ltd	Vehicle Tracking	20.64	*
	14th	10	Fuel Genie	Fuel Account	116.00	*
	15th	-	NatWest	Bankline Fees	25.85	*
	16th	7	3 Business Services	Mobile Broadband - Ravensfleet CCTV Unit	15.98	*
	20th	22	Woldmarsh Producers Ltd	Supply to Susworth PS	658.48	*
				Supply to Lysaghts PS	1,489.39	*
				Supply to Burringham PS	1,393.78	*
				Supply to East Butterwick PS	818.22	*
				Supply to Black Bank PS	534.10	*
				Supply to Ravensfleet PS	1,798.00	*
				Supply to Flixborough PS	97.67	*
				Supply to Jenny Hurn PS	1,276.43	*
				Supply to Pauls Malt PS	85.24	*



				Screwfix - Tools & Equipment	149.98	*
				Vodafone - Mobile Phone & Telemetry Lines	75.92	*
				Membership Fees	294.94	*
	21st	12	Iris Business Software Ltd	Auto-enrolment Fees	14.78	*
		13	Iris Business Software Ltd	Open Payslips	7.39	*
	22nd	-	HMRC	PAYE/NI	362.82	*
	23rd	8	Controlstar Systems	Telemetry Maintenance Contract	763.98	*
		9	DN22 Trees & Landscapes	Herbicide at Laughton Highland drain	180.00	*
		21	Dexel Tyre & Auto Centre	Puncture Repair	14.40	*
		14	Integrated Utility Services	Lysaghts PS - High Voltage Operation	1,079.58	*
		16	Lincolnshire Waste Oil	Ravensfleet PS - Waste Oil Collection	60.00	*
		19	NPower Yorks Ltd (Sus Equip)	Susworth PS - Meter Operator Service	474.00	*
		17	Peacock & Binnington	Protective Equipment	91.80	*
		20	Solo Protect Ltd	Lone Worker Monitoring	431.28	*
		-	Employee	Wages	1,241.70	*
		-	B&CE Holdings	Pension Contributions	116.48	*
	31st	-	NatWest	Bank Fees	62.65	*
Jun	10th	-	Remote Asset Management Ltd	Vehicle Tracking	20.64	*
	12th	23	ACS Electrical Engineering Services	Jenny Hurn PS - Various Electrical Works	6,065.00	
		25	Towergate Insurance	Insurances	21,622.90	
		15,27	JBA Consulting	Fee Accounts: -		
				Management Services - May 2019	4,005.20	
				Management Services - June 2019	4,259.68	
	13th	32	Fuel Genie	Fuel Account	189.00	*
	14th	28	Evans Halshaw	Vehicle Maintenance	234.80	*
		29	Lyons of Gainsborough Ltd	Tools & Equipment	11.18	*
		-	HMRC	PAYE/NI	386.31	*
		-	NatWest	Bankline Fees	24.50	*
	17th	24	Public Works Loan Board	Loan Repayment	37,899.09	*
		30	3 Business Services	Mobile Broadband - Ravensfleet CCTV Unit	15.98	*
	20th	35	Woldmarsh Producers Ltd	Supply to Susworth PS	391.56	*
				Supply to Burringham PS	616.61	*
				Supply to Lysaghts PS	872.88	*
				Supply to East Butterwick PS	382.37	*
				Supply to Black Bank PS	301.99	*
				Supply to Ravensfleet PS	1,056.79	*
				Supply to Jenny Hurn PS	711.52	*
				Supply to Flixborough PS	82.28	*
				Supply to Whoofer PS	283.10	*
				Vodafone - Mobile Phone & Telemetry Lines	84.30	*
		-	Employee	Wages	1,174.60	*
		-	B&CE Holdings	Pension Contributions	108.77	*
	21st	33	Iris Business Software Ltd	Auto-enrolment Fees	14.78	*
		34	Iris Business Software Ltd	Open Payslips	7.39	*
	24th	26	Grange Park	Meeting Expenses	120.00	*
	28th	-	NatWest	Bankline Fees	30.80	*
Jul	15th	37	Anglian Water	Supply to Jenny Hurn PS	11.94	*
		38	Controlstar Systems	Telemetry Maintenance Contract	1,146.00	*
		41	University Of Hull	Contribution to Eel Research	1,200.00	*
		42	W Barratt & Sons Ltd	Pumping Station Spraying	600.00	*
		-	Remote Asset Management Ltd	Vehicle Tracking	20.64	*
		62	Fuel Genie	Fuel Account	123.00	*
		-	NatWest	Bankline Fees	23.60	*

		-	HMRC	PAYE/NI	339.53	*
16th	31		3 Business Services	Mobile Broadband - Ravensfleet CCTV Unit	15.98	*
18th	48		Iris Business Software Ltd	Auto-enrolment Fees	14.78	*
		-	B&CE Holdings	Pension Contributions	109.87	*
		-	Employee	Wages	1,183.93	*
19th	40,44-5		JBA Consulting	Fee Accounts: -		
				GISSmapp Hosting & Support	1,200.00	
				Management Services - July 2019	4,728.35	
				BAP Implementation	576.71	
		35-36	North Lincs Council	Procurement Services	6,372.00	
22nd	39		Iris Business Software Ltd	Open Payslips	7.39	*
	43		Woldmarsh Producers Ltd	Supply to Lysaghts PS	903.64	*
				Supply to Susworth PS	433.02	*
				Supply to Burringham PS	508.03	*
				Supply to East Butterwick PS	164.22	*
				Supply to Black Bank PS	189.62	*
				Supply to Ravensfleet PS	547.21	*
				Supply to Jenny Hurn PS	167.27	*
				Supply to Flixborough PS	90.71	*
				Vodafone - Mobile Phone & Telemetry Lines	91.84	*
26th	46		A Revill & Son	Ravensfleet PS - Oil Changes, etc.	172.80	*
	47		Carter Accommodation	Welfare Cabinet - Groundhog Keys	43.80	*
31st	-		NatWest	Bank Fees	16.45	*
Aug	12th		Remote Asset Management Ltd	Vehicle Tracking	20.64	*
	49		Public Works Loan Board	Loan Repayment	8,148.65	*
13th	50		Watson Petroleum	Gas Oil	714.18	*
	62		Fuel Genie	Fuel Account	124.00	*
14th	51		Watson Petroleum	Ravensfleet PS - Oil	437.00	*
15th	61		3 Business Services	Mobile Broadband - Ravensfleet CCTV Unit	15.98	*
	53		ADA (Lincolnshire Branch)	Contribution to Lincolnshire Show	250.00	*
	58		Addplant Limited	Ravensfleet PS - Lavatory Service	30.00	*
	59		Brodericks GBC	Internal Audit Fee 2018/19	1,314.00	*
	56		H Mell & Son	Tractor Maintenance	2,115.54	*
	57		Lyons of Gainsborough Ltd	Tools & Equipment	53.50	*
	60		ADA Trent Branch	Branch Conference Fees	80.00	*
	-		NatWest	Bankline Fees	24.50	*
	-		HMRC	PAYE/NI	346.47	*
	-		Employee	Wages	1,631.88	*
	-		B&CE Holdings	Pension Contributions	161.11	*
20th	52		Woldmarsh Producers Ltd	Supply to East Butterwick PS	69.42	*
				Supply to Flixborough PS	99.67	*
				Supply to Susworth PS	482.56	*
				Supply to Lysaghts PS	1,038.77	*
				Supply to Burringham PS	562.62	*
				Supply to Pauls Malt PS	72.30	*
				Supply to Black Bank PS	300.48	*
				Supply to Jenny Hurn PS	259.18	*
				Supply to Ravensfleet PS	926.81	*
				Screwfix - Tools & Equipment	14.22	*
				Vodafone - Mobile Phone & Telemetry Lines	94.97	*
				Membership Fees	234.17	*
21st	66		Iris Business Software Ltd	Auto-enrolment Fees	14.78	*
	67		Iris Business Software Ltd	Open Payslips	7.39	*

	30th	-	NatWest	Bank Fees	13.65	*
Sep	6th	54-5	JBA Consulting	Fee Accounts: -		
				BAP Implementation	694.67	
				Management Services - Aug 2019	4,316.94	
		71-3	Sweeting Brothers (Land Drainage) Ltd	Maintenance Contract	14,958.84	
	9th	64-5	H Mell & Son	Ravensfleet PS - Pressure Valve, etc.	557.71	*
		74	NX1 (UK) Limited	Ravensfleet PS - CCTV System Maintenance	180.00	*
		69	PKF Littlejohn LLP	External Audit Fee 2018/19	1,560.00	*
		68,75	Perry's Pumps Ltd	Pumping Station Inspections, etc.	3,242.40	*
	10th	-	Remote Asset Management Ltd	Vehicle Tracking	20.64	*
	12th	-	HMRC	PAYE/NI	655.02	*
		-	Employee	Wages	1,703.84	*
		-	B&CE Holdings	Pension Contributions	169.38	*
	13th	77	Fuel Genie	Fuel Account	195.00	*
	16th	-	3 Business Services	Mobile Broadband - Ravensfleet CCTV Unit	142.42	*
		-	NatWest	Bankline Fees	23.15	*
	20th	76	Woldmarsh Producers Ltd	Supply to Whoofer PS	163.73	*
				Supply to East Butterwick PS	50.97	*
				Supply to Susworth PS	347.44	*
				Supply to Lysaghts PS	869.45	*
				Supply to Burringham PS	303.02	*
				Supply to Black Bank PS	176.56	*
				Supply to Ravensfleet PS	311.68	*
				Supply to Jenny Hurn PS	188.98	*
				Supply to Flixborough PS	90.20	*
				Vodafone - Mobile Phone & Telemetry Lines	123.26	*
	23rd	79	Iris Business Software Ltd	Auto-enrolment Fees	14.78	*
		80	Iris Business Software Ltd	Open Payslips	7.39	*
		70	Public Works Loan Board	Loan Repayment	3,524.80	*
	24th	83	Watson Petroleum	Gas Oil	710.53	*
	26th	86	Post Office Ltd	Licence	260.00	*
	30th	-	NatWest	Bank Fees	23.50	*
Oct	1st	81-2	JBA Consulting	Fee Accounts: -		
				BAP Implementation	511.18	
				Management Services - Sep 2019	3,950.00	
	10th	84	Anglian Water	Water Supply to Jenny Hurn PS	12.07	*
		78	Danvm Drainage Commissioners	Payroll Costs, etc.	171.47	*
		88	H Mell & Son	Tractor Parts	10.92	*
		85	Lyons of Gainsborough Ltd	Gas Oil	68.28	*
		-	Remote Asset Management Ltd	Vehicle Tracking	20.64	*
		-	Employee	Wages	1,781.11	*
		-	HMRC	PAYE/NI	705.08	*
		-	B&CE Holdings	Pension Contributions	178.19	*
			<b>Total</b>		<b>239,329.37</b>	
			<b>* Total amount of direct debits and payments approved by the Clerk Only</b>		<b>129,302.60</b>	

## 5.Engineer's Report

### Recommendations:

- To note the information within this report
- Acknowledgement of Benefits of Telemetry and further resolution to be reached at the Board meeting (Item 4.1.3)

### 5.1 Asset Management

#### 5.1.1 Water Level Management

Officers have had discussions with staff from the EA in respect of PSCA works this year and a potential schedule of Schemes have been agreed, costings are awaited from the Board's Contractor for consideration and inclusion into Schedule 3's, before any planned delivery as part of this year's seasonal maintenance regime.

Locations are as follows;

- R. Eau in and downstream of Scotter
- Gt Catchwater
- Ravensfleet Reservoir
- Messingham Catchwater
- Emission Dyke

Recent high rainfalls associated with high lunar tidal events have resulted in the need for supported diesel engine pumping to manage water levels within the Ravensfleet Catchment.

#### 5.1.2 Pumping Stations

##### Ravensfleet Pumping Station

Issues with the EA outfall and reservoir have been raised and discussed with the EA and will continue to be monitored, with the long-term solution to be incorporated into the Pumping Station refurbishment works.

##### Lysaghts Pumping Station

A programme for the refurbishment of the three large pumps has been approved and is due to commence mid Oct with completion in this financial year at an estimated cost of £17K per pump.

##### Actuators

Site visits to assess condition and operation at various sites across the district are planned and it is envisaged replacements will be required at Flixborough P. Stn due to current operational difficulties being experienced at this site.

#### Ravensfleet Pumping Station Refurbishment Scheme

The Business Case to refurbish all 4 pumping stations within the Susworth Flood Cell (Ravensfleet, Whoofer, Jenny Hurn and Susworth pumping stations) was submitted to the Environment Agency and has been reviewed before submission for approval.

A meeting was held with the EA on 9<sup>th</sup> October and it was agreed that the preferred way forward was to separate Ravensfleet as a Standalone Project rather than including all 4 pumping stations.

The Business Case and associated documents will require some amendments to support a Standalone approach, however, we have initially amended the PPMT forms (6-yr financial forecast, 6-yr Outcome Measures forecast, Gateways Dates and overview of the project).

A further Exception Report and Partnership Funding Calculator will be required as well as changes to the business case which we will confirm with the Chairman moving forwards.

The spreadsheet below indicate the costs and timescales estimated:

Ravensfleet Pumping Station refurbishment TRC003/000A/0001A													
6-Year Programme													
All (£)	Prior Years	2015/16	2016/17	2017/18	2018/19	2019/20		2020/21		Pipeline		Total	
	Final Spend	Final spend	Final Spend	Final Spend	Final Spend	Current	Proposed	Current	Proposed	Current	Proposed	Current	Proposed
FCRM GiA								648,000				648,000	0
Local Levy			15,500									15,500	0
Public Contribution				49,500	40,000			233,000				322,500	0
Private Contribution												0	0
Contributions Required												0	0
Other EA												0	0
<b>Totals</b>	<b>0</b>	<b>0</b>	<b>15,500</b>	<b>49,500</b>	<b>40,000</b>	<b>0</b>	<b>0</b>	<b>881,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>986,000</b>	<b>0</b>

6-Year Programme													
OM1	Prior Years	2015/16	2016/17	2017/18	2018/19	2019/20		2020/21		Pipeline		Total	
	Claimed	Claimed	Claimed	Claimed	Claimed	Current	Proposed	Current	Proposed	Current	Proposed	Current	Proposed
OM1												0	0
OM2										180		180	0
OM2b										180		180	0
OM2c												0	0
OM4a												0	0
OM4b												0	0
OM4c												0	0

Overview of project			
Gateway	Current Date	Proposed Date	Business justification
Gateway 1		Dec-19	Business justification
Gateway 2			
Gateway 3		Mar-20	Contract award
Start of construction	Feb 2020	Oct-20	
End of construction		Jul-21	
Gateway 4	Sept 2023	Aug-21	Ready for service
Gateway 5			Contract Completion
Gateway 6			Project closure

Ravensfleet Pumping Station currently houses 2no. Diesel and 1no. Electric submersible pump. The IDB maintained pump station is also interlinked with Main River Great Catchwater which discharges into the River Trent. The IDB have approved the refurbishment of the station to replace pumps with electric alternatives to fully automate the station for a further 25 years. Hydraulic Modelling has been undertaken to demonstrate the benefits of the asset. Upon approval of GiA a Design & Build Contract is intended for the refurbishment which will also include an assessment of the residual life of the existing structure. However, similar pump structures from the 1940's in other areas retain residual life due to the type of construction at that time and we do not anticipate any major structural modifications.

### 5.1.3 Telemetry

The Board relies upon the use of telemetry as part of its water level management function. The data provided and the efficiency it brings to operating Board systems is a cost-effective way of managing water levels across the District.

- Telemetry is a fundamental requirement for effective water level management.
- Telemetry assists in managing flood response and providing section 19 reports to the LLFA
- Telemetry allows an instant review of a pumping stations current status.
- Telemetry permits trends to be observed and provides for correlation between operation and cost
- Telemetry monitors pumps, electricity, sumps, weed screens and intruder alarms for less than £2 per station per day, available 24/7/365.
- The absence of telemetry would require individual attendance at each station daily to assess the operational condition.

The current telemetry provider has ceased trading.

The Board is requested to acknowledge the benefits telemetry brings to the Board and instruct Management to seek alternatives.

Further updates will be available at the meeting.

#### **5.1.4 Maintained Ordinary Watercourses**

The first year of the new maintenance contract has progressed without any reported issues/concerns.

Progress in the Northern District is currently reported as 90% flail and 40% de-weed complete, with an envisaged completion end of Nov.

Progress in the Southern District is currently reported as 80% complete, with an envisaged completion early November.

Access Margins and the presence of late harvested crops immediately adjacent Board maintained drains have again caused operational issues, this time in the Ravensfleet Catchment. The Contractor had to re-mobilise specific plant to undertake maintenance to alleviate flood risk/high water levels upstream of a section of watercourse which had to be omitted from the planned maintenance regime, due to the presence of a potato crop.

The Board is requested to give consideration to an accepted and therefore in the future implemented approach it wishes to pursue in repeat circumstances. Options which appear to be appropriate are;

- Continue to require Contractor to work around cropping delaying maintenance completion and/or accept additional charges for re-mobilisation.
- Request/ require the provision of an access margin, especially on those primary drains linked directly to Pump Stations.
- Advise Landowners that in the absence of a margin crops will be run through to facilitate continuity of the maintenance programme, with the Landowner able to make a claim for injury/losses.
- Advise Landowners that in the absence of a margin crops will be run through to facilitate continuity of the maintenance programme, with the Board not supporting a Landowner making a claim for injury/losses.

#### **5.1.5 Planning Applications**

Officers have reviewed planning applications between 30<sup>th</sup> April 2019 and 24 October 2019, 40 of which have required comment on behalf of the Board.

#### **5.1.6 Land Drainage Act 1991 Section 23 and 66 (Byelaws)**

## Consents

3no. consent has been issued on behalf of the Board between 30<sup>th</sup> April 2019 and 24 October 2019.

### **5.1.7 Extended District Consents (Land Drainage Act 1991 Section 23)**

0no. consents have been issued on behalf of the Board between 30<sup>th</sup> April 2019 and 24 October 2019

## 6.Environmental Report

**Recommendation:**

- Note the information contained in this report

### 6.1 Biodiversity Action Plan 2015-2020

Work has been undertaken to identify whether the Board can incorporate the principle of Biodiversity Net Gain through its consenting processes, associated with Board owned sites at Westcliff and Riddings Lagoons and Healey's Drain reservoir. A report has been issued to the Chairman.

The principle of Biodiversity Net Gain is to be incorporated into planning policy under the new Environment Bill.

### 6.2 Eels (England & Wales) Regulations

We continue to work with the Environment Agency and Hull International Fisheries Institute on effects of this legislation.

The first draft proposals associated with the Changes to the Eel Regulation Process (ChERP) have been released associated with the Agricultural sector. A common query was associated with definitions, particularly "best Achievable Eel Protection measures. The Agency has also been clear the standard metric applied to all sectors for capital expenditure to implement the Regulations will be the cost per cumec. We await detailed proposals for FCERM bodies.



## 7. Health, Safety and Wellbeing Report

**Recommendations:**

- To note the information contained in the report

### 7.1 Board Employees

#### 7.1.1 Accidents and Incidents

There are no accidents or incidents to report involving either the Board employee or contractors.

#### 7.1.2 Lone worker device

1. An incident took place early July where procedures had to be escalated following a man down alert. Officers were contacted by the service providers who had been unable to reach Board employee following the man down signal.

Exterior Station CCTV was accessed however employee could not be seen, Board Officers repeatedly attempted to contact the employee with no success.

Board Member PM being the closest, was requested to undertake an urgent visit to Ravensfleet PS. Before that request was implemented, Board employee made contact.

Lone worker device had been left inside in his jacket whilst he worked outside.

2. A second incident took place in October triggering a man down alert. The device had been charged which automatically activates when charge complete. If not in use it requires de-activating which had not happened.

## 8. Representation

The Board is represented at several fora:

Environmental	Flood Risk Management	Other
EA/ADA Eel Liaison Group	Humber Flood Risk Management Steering Group	ADA BAP Guidance
Humber Estuaries Relevant Authorities Group (HERAG)	Comprehensive Review Humber Strategy workshops	
	Humber Strategy Officers Group	

## 9. Date of next meeting

3 February 2020  
11 May 2020  
9 November 2020



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Group of IDBs

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