

LOWER SEVERN (2005) INTERNAL DRAINAGE BOARD

# Full Board Annual Meeting

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Wednesday 6th November 2019

**The Gables Hotel, Falfield  
14.00pm**

**Minutes of the meeting of the Lower Severn (2005) Internal Drainage Board  
Held on Wednesday 25<sup>th</sup> September 2019 at 2.00 pm  
At Gables Hotel Falfield**

Present:

Cllr M Riddle     Chairman  
Mr M Barnes     Vice-Chairman  
Cllr P Abraham  
Cllr K Burchell  
Mrs F Collins  
Mr J Cornock  
Mr T Cullimore  
Mr R Godwin  
Cllr R Griffin  
Cllr F Hance  
Miss R Hewlett  
Mr J Hore

Cllr P Howells  
Mr R Hyslop  
Cllr J Jones  
Mr G R Littleton  
Mr J Nichols  
Mr I Ractliffe  
Mr G Simms  
Ald M Sykes  
Cllr P Toleman  
Ald C Williams  
Mr K Withers

Staff:

Martin Dear	Accounts Officer	AO
James Druett	Land Drainage Engineer	LDE
James Thomas	Civil Engineer	CE
Kieran Warren	Principal Officer	PO
Louise Reading	Minutes	

<b>2922</b>	<p><b>Apologies</b> Apologies were received from Bronwen Behan, Philip Burford, Patrick Goodey and Robert Thatcher.</p>	
<b>2923</b>	<p><b>Welcome</b> The Chair welcomed new Members Cllr Burchell and Cllr Griffin representing South Gloucestershire Council and Cllr P Howells representing Herefordshire Council.</p> <p>The Chair also thanked the Members who attended the training session prior to the Board meeting.</p>	
<b>2924</b>	<p><b>Chairman's Announcements</b> The Chair updated Members on the successful visit to Walmore Common that had taken place on 16<sup>th</sup> September.</p> <p>Members noted that the next visit would be to Arlingham in the near future.</p> <p>The Chair informed Members of a recent complimentary email received from a rate payer for works completed in Churcham. He recognised and thanked the Board's employees for their efforts.</p> <p>The Chair encourage Members to support Officers in attending the annual SWADA meeting which will take place in November at Highbridge.</p>	<p><u>Action 1</u> PO to look into dates</p>
<b>2925</b>	<p><b>Declaration of Members Interest</b> None were declared.</p>	
<b>2926</b>	<p><b>Minutes of Previous Meeting</b> The minutes should be updated to show Cllr Jones and Cllr Hance as present. Apologies were giving for the omission.</p> <p><b>Resolved that:</b></p> <ul style="list-style-type: none"> <li>• <b>Subject to the above alteration, the minutes of the meeting held 5<sup>th</sup> June 2019 be approved.</b></li> </ul>	

2927	<p><b>Matters Arising from the Minutes</b></p> <p>Ald Williams noted on page 4, minute number 2880, that the Financial Regulations needed to be updated after the resolution of the new petty cash limit and requested that the financial regulations are reviewed on an annual basis.</p> <p>The Chair reminded Members that there was a rolling cycle for checking policies.</p> <p><b>It was resolved that:</b></p> <ul style="list-style-type: none"> <li>• <b>The Financial Regulations be updated and a report be submitted to the Governance and Probity Committee in due course.</b></li> </ul>	<p><u>Action 2</u> PO to look at policy renewal schedule</p>
2928	<p><b>Finance &amp; General Purposes Meeting - 11<sup>th</sup> September 2019</b></p> <p><u>Management Accounts</u></p> <p>Ald Williams directed Members to the Management Accounts ending 30<sup>th</sup> June 2019. The AO had confirmed no material changes had taken place since then.</p> <p>In response to Mr Nicholls question about the pension reserve being high, the AO reminded Members that the figure was calculated annually on an actuarial basis. The reserve would decrease as and when employees and ex-employees left the LGPS.</p> <p><b>It was resolved that:</b> <b>The Management Accounts for the period 1<sup>st</sup> April 2019 – 30<sup>th</sup> June 2019 be approved.</b></p> <p><u>Investment</u></p> <p>Ald Williams stated minute 2991 of the Finance and General Purposes Committee advised further investment of funds of £150,000 on receipt of advice from Smith &amp; Williamson.</p> <p><u>External Audit</u></p> <p>Ald Williams was pleased to inform Members there were no issues arising from the external audit.</p> <p><u>Risk Register.</u></p> <p>The Chair explained that the risk register showed the risk and mitigations well.</p> <p>Mr Simms raised the point that the capital programme should have a positive effect on risk.</p> <p>The Chair welcomed this point and confirmed once the capital programme was confirmed then this would feed into the risk register.</p> <p><b>It was resolved that:</b></p> <ul style="list-style-type: none"> <li>• <b>The risk register be approved</b></li> </ul>	
2929	<p><b>Drainage Channel Maintenance Tewksbury.</b></p> <p>At the Board meeting on 25<sup>th</sup> June 2019, Members had requested Officers to appraise the works tendered by Gloucestershire County Council at Tewksbury.</p> <p>The PO informed the Members that on Monday, the County Council had given the contract to a contractor for these works excluding the maintenance.</p> <p>The PO explained that despite this, the appraisal had been a beneficial exercise and was a useful tool for future requests. It also highlighted the potential risks of contract work, including over staffing, plant and machinery</p>	

	<p>costs, the effect on the Board's core workload and its commitment to its 550km of adopted watercourse.</p> <p>Mr Godwin stated that he agreed with Officer proposals in respect of exceptions.</p> <p><b>It was resolved that:</b></p> <ul style="list-style-type: none"> <li>• <b>The Boards policy of carrying out only those works contained within its approved programme be re-affirmed.</b></li> <li>• <b>The criteria for determining exceptions to this policy as set out in Appendix 3 be approved.</b></li> <li>• <b>The determination of all requests for rechargeable works be delegated to the Civil Engineer and the Land Drainage Engineer; and</b></li> <li>• <b>In cases where the Engineers approve a request for rechargeable works, these be reported to the Board for information.</b></li> </ul>	<p><u>Action 3</u> The Delegation to Officers be amended</p>
<p><b>2930</b></p>	<p><b>Land Drainage Engineer's Report</b> <u>Drainage Channel Maintenance</u> The LDE advised that the annual mowing and weeding was well underway and the dry weather had helped keep the works on target.</p> <p>Rechargeable Works had also been carried out for the Canals River Trust on vital drainage channels which the IDB rely upon to convey water from the upstream catchment areas, adjacent and under the Gloucester/Sharpness canal.</p> <p><u>Pump Stations</u> The LDE was pleased to announce that Saul pumping station was now complete. He reported his satisfaction with the site works and the information on the telemetry system that eventually all the new pumps will adopt.</p> <p>The LDE also explained that the new pumps will have self-cleaning weed screens and this removes the need for manual cleaning.</p> <p>In response to Cllr Jones question, the LDE confirmed the project came in £2000 over the budget of £169,000 which all Members agreed was acceptable.</p> <p>Mr Godwin asked how monitoring of the pump stations would work. The LDE informed Members that site visits would still continue but the telemetry system meant the Engineers had unlimited access to the pumps. The system could be set up specifically to notify a user for alerts and notifications in line with requirements.</p> <p>The Chair asked what lessons had been learnt with Saul Pump station in line with the two main risks that deadlines aren't met and going over budget. The Engineers explained that the EA consents proved critical and this process would start much sooner.</p> <p>The background to the pump station replacement programme was given for new Members.</p> <p>Mr Hyslop asked the LDE what the payment to Hull University represented. The LDE advised that this reflected the Board's contributions to National Eel studies.</p> <p>In relation to the next pump station to be replaced at Elmore, the CE advised that a structural survey would be required to see if the concrete structure would need to be replaced.</p>	

	The Chair proposed that on completion of Elmore the LSIDB would hold an opening event.	
<b>2931</b>	<p><b>Civil Engineer's Report</b></p> <p><u>De-maining.</u> The CE reported that the EA will no longer consider de-maining rivers for the foreseeable future. Therefore the £30,000 budgeted for 2019/2020 was unlikely to be spent.</p> <p><u>Slimbridge</u> The CE updated Members on progress to purchase some water level management equipment at a cost of £8,000. The cost had been compared with renting such equipment and the CE felt it could be used in the future for other projects, making purchasing the more cost-effective option.</p> <p>Mr Ractliffe asked about the life expectancy of the equipment. The CE estimated that it would last for approximately 8 years.</p> <p>Mr Hyslop raised concerns that it was a considerable sum to be spent on Slimbridge WWT and questioned the benefits of this outlay.</p> <p>The CE explained that the works here would serve the property and landowners in and around Slimbridge.</p> <p>Mr Simms reminded Members that the Board had agreed to support the Slimbridge WLMP and that this was required as part of that plan.</p> <p><b>It was resolved that:</b></p> <ul style="list-style-type: none"> <li>• <b>£8,000 funding be made available for the Slimbridge WLMP</b></li> </ul> <p>In response to a question from Ald Williams the AO stated that £30,000 in the budget for de-maintenance would be written back into the accounts so will show in the Income &amp; Expenditure account as unallocated funds. The money for the M49 Culvert, which is now complete, will remain in developers' funds.</p> <p>Cllr Jones touched on the Wisloe development which had attracted a lot of opposition.</p>	
<b>2932</b>	<p><b>Date of Next Meeting</b> Members noted that the next Board meeting would be held on 6<sup>th</sup> November 2019.</p>	
	The meeting closed at 15.15pm	

**Minutes of the Engineering Committee  
of the Lower Severn (2005) Internal Drainage Board  
Meeting held Wednesday 24<sup>th</sup> October 2019 at 10.30 am  
at The Gables Hotel Falfield**

Present:

Mr Barnes  
Mr W J Cornock  
Miss R Hewlett  
Mr Hyslop

Chairman

Mr G Littleton – Deputising for Cllr J Jones  
Mr G Simms

Staff:

Martin Dear  
James Druett  
James Thomas  
Kieran Warren  
Andrew Terrett  
Louise Reading

Accounts Officer  
Land Drainage Engineer  
Civil Engineer  
Principal Officer  
Foreman  
Minutes

AO  
LDE  
CE  
PO

<b>2933</b>	<b>Apologies</b> Apologies were received from Patrick Goodey, Rodger Godwin, Ian Ractliffe & Cllr J Jones.	
<b>2934</b>	<b>Declarations of Interest</b> No interests were declared.	
<b>2935</b>	<p><b>Minutes of Previous Engineering Committee Meeting</b></p> <p>Miss Hewlett informed the Board that the initials NFU were no longer used by the Gloucestershire Severn Estuary Stake Holders and thus should be removed from minute number 2779.</p> <p><b>It was resolved that:</b></p> <ul style="list-style-type: none"> <li>• <b>Subject to the above alteration the minutes of the meeting held on 21<sup>st</sup> November 2018 are approved.</b></li> </ul>	
<b>2936</b>	<p><b>Update of the Capital Programme</b></p> <p>The PO advised the Board that the first part of the report was a summary of how the programme had evolved and Appendix A was now historical as it related to the picture in February this year.</p> <p>Officers were aware that the forecasted figures were unreliable and out of date and reminded Members of the importance of revisiting and updating these figures more frequently based on experiences of completed schemes, material costs and possible additional works such as refurbishing or replacing current structures. Having done this the global cost of the Programme had increased from £2.3m to £3.5m.</p> <p>Some schemes had dropped out of the Programme as they hadn't been fully costed and remained aspirational. These works will undergo assessment, prioritisation and financial approval in the future alongside other works.</p> <p>The Capital Programme focused on the Pump station replacement programme and machinery replacement over the next few years.</p> <p>Mr Simms asked whether clarity should be sought for the responsibility for the management of the Capital Programme and the PO confirmed that Capital Programme projects were to be decided and agreed by the Engineering Committee. They would then go to the Finance &amp; General Purposes Committee to agree how these schemes would be financed and then to the Board for approval.</p>	

	<p>Mis Hewlett suggested that the meeting schedule should reflect this.</p> <p>The CE recommended the Terms of Reference be amended to provide clarity as to the respective responsibilities of each Committee.</p> <p>In response to Mr Hyslop question about building new pump stations alongside the existing one and then decommissioning, the Engineers indicated that all aspects of design were taken into consideration when replacing or refurbishing the pumps.</p> <p>Members heard that the Programme as revised and attached at Appendix B was complete as of today's date taken together with the vehicle and plant replacement programme. It had been extended by 2 years to avoid a steep rise in drainage rates. If approved at the next Board meeting, the LDE will write to the EA to request an extension. On the morning of the Board meeting a Finance and General Purposes meeting will be held to decide how to best fund the revised programme and the Engineering Committee will recommend that £200,000 from the unallocated reserves be transferred to the pump replacement reserve.</p> <p><b>It was resolved that:</b></p> <ul style="list-style-type: none"> <li>• <b>The Capital Programme as set out in Appendix B, be approved: and</b></li> <li>• <b>The means by which the new proposals will be assessed and added to the Capital Programme be approved.</b></li> <li>• <b>Subject to the meeting of Finance and General Purposes on 6<sup>th</sup> November 2019, requests the Board move £200k from the unallocated reserves to the pump replacement programme.</b></li> <li>• <b>The LDE to write to the EA to request an extension from the 2025/2026 deadline for a further 2 years</b></li> <li>• <b>The Terms of Reference be amended and submitted to the Board for approval.</b></li> </ul>	
2937	<p><b>Machinery Replacement Programme</b></p> <p><u>Energreen 1500 AU11 HCH</u></p> <p>The LDE reminded the Committee that the replacement of this machine had been deferred from 2018/19 for one year, owing to low hours. The LDE recommended that a replacement should now be agreed as the machine was starting to show signs of increase maintenance and repair. He also did not want to replace this machine any later as it would clash with other replacements and create a financial spike in the programme.</p> <p>The quote for the new Energreen was £212,000 with a part exchange available of £25,000 costing £187,000 + VAT</p> <p>In response to Mr Hyslop's concerns that the part exchange value was low the LDE and Mr Barnes reiterated that the machine was a specialist item and that made it difficult to sale second hand.</p> <p><b>It was resolved that:</b></p> <ul style="list-style-type: none"> <li>• <b>A new Spearhead SPV2 be purchased on 2020/21, part exchanging with AU11 HCH.</b></li> </ul>	
	The meeting closed at 11.20	

**Capital Programme**  
**Assessment Criteria**

In order to ensure consistency and fair consideration for all potential projects, it will be helpful to identify and agree the criteria by which these projects will be judged prior to their inclusion in the programme. The following criteria are proposed:

1. The number of residential, agricultural and commercial properties that will enjoy greater flood protection benefits.
2. The area of farmland that will enjoy greater flood protection benefits.
3. The status of the land, ie where it is designated as a RAMSAR, SPA or SSSI site, the site of a Scheduled Ancient Monument or supports the implementation of the Board's Biodiversity Action Plan.
4. The extent (if any) to which the project assists the Board in the discharge of its statutory responsibilities.
5. The ongoing maintenance costs of the project (if any) post-completion.
6. The extent to which the Board's general maintenance programme might reduce as a result of the proposed works.
7. Confirmation of the Board's ability to finance the project in the proposed timescale.
8. The availability of external funding to support the financing of the works.
9. Where it can be measured, the Return on Investment for the project.

These principles should also govern the priority attached to each project. Should the Board need to respond urgently to a flooding event, then funds may have to be diverted from the Capital Programme. In such a case slippage might be unavoidable.

**LSIDB PROJECTS 2019/20 - 2025/26**

<b>Project</b>	<b>Benefits</b>	<b>Net Cost Estimate</b>  <b>£K</b>	<b>Maintenance Implications</b>  <b>+ Or -</b>	<b>Timescale</b>	<b>Return on Investment</b>	<b>Comments</b>  <b>description of scheme</b>  <b>criteria met</b>
<b>Plant + Vehicles</b> Tractor/mower	Health & Safety and Efficiency	140*		2021/22		Offset by sale of old machine
Excavator	Health & Safety and Efficiency	90* 130* 110*		2019/20 2021/22 2023/24		Offset by sale of old machine
Vehicles	Health & Safety and Efficiency	25* 25*		2023/24 2024/25		Offset by sale of old machine
Spearhead m/cs	Health & Safety and Efficiency	170* 360* 260*		2020/21 2022/23 2024/25		Offset by sale of old machine



<b>Pumping Stations</b> Renewals	Statutory, Environmental and Efficiency	200*		2019/20		
		225*		2020/21		
		250*		2021/22		
		275*		2022/23		
<b>Drainage Schemes</b>						
Hill Pill outfall		75				Survey work approved
Aust/Olveston		500		?		
Demainment works		30		2019/20		
Cornham		500		?		
Rea Lane pumps		250		?		
Epney				?		
Rockhampton				?		
Renew office and workshop		400		?		

\* Sum already budgeted.

REVISED

APPENDIX B

Cash Flow Forecast for the Pump Replacement Programme  
Annual Increment of £25,000 from 2018/19 to 2025/26

	£	£	2016/17 £	2017/18 £	2018/19 £	2019/20 £	2020/21 £	2021/22 £	2022/23 £	2023/24 £	2024/25 £	2025/26 £	2026/27 £	2027/28 £	Total £
	Original Budget (June 2015)	Revised Budget	actual	actual	actual	forecast	forecast	forecast	forecast	forecast	forecast	forecast	forecast	forecast	forecast
<b>Income</b>															
Provision from Income and Expenditure A/c	2,400,000	3,175,000	150,000	150,000	175,000	200,000	225,000	250,000	275,000	300,000	325,000	350,000	375,000	400,000	3,175,000
Provision from Unallocated Reserves		320,000				200,000							120,000		320,000
<b>Income Total</b>	<b>2,400,000</b>	<b>3,495,000</b>	<b>150,000</b>	<b>150,000</b>	<b>175,000</b>	<b>400,000</b>	<b>225,000</b>	<b>250,000</b>	<b>275,000</b>	<b>300,000</b>	<b>325,000</b>	<b>350,000</b>	<b>495,000</b>	<b>400,000</b>	<b>3,495,000</b>
<b>Expenditure</b>															
<b>Pump Station</b>	<b>No. of Pumps</b>														
<b>Oldbury</b>	3		513,300	867,358		6,779							553,110	307,469	867,358
<b>Marshfield</b>	2		385,860	577,247		6,776			406,562	163,909					577,247
<b>Lapperditch</b>	2		352,820	514,500		8,177	351,823	154,500							514,500
<b>Wicks Green</b>	2		553,420	851,854		5,728					556,307	289,819			851,854
<b>Elmore Back</b>	2		327,391	500,000	2,891		13,540	283,569	200,000						500,000
<b>Saul</b>	1		169,457	180,000	6,887	24,387	55,329	91,755	1,642						180,000
<b>Expenditure Total</b>	<b>2,302,248</b>	<b>3,490,959</b>	<b>9,778</b>	<b>24,387</b>	<b>68,869</b>	<b>402,784</b>	<b>553,465</b>	<b>154,500</b>	<b>406,562</b>	<b>163,909</b>	<b>556,307</b>	<b>289,819</b>	<b>553,110</b>	<b>307,469</b>	<b>3,490,959</b>
<b>Net Movement in the year</b>			<b>140,222</b>	<b>125,613</b>	<b>106,131</b>	<b>-2,784</b>	<b>-328,465</b>	<b>95,500</b>	<b>-131,562</b>	<b>136,091</b>	<b>-231,307</b>	<b>60,181</b>	<b>-58,110</b>	<b>92,531</b>	
<b>Reserve</b>															
Balance b/f				140,222	265,835	371,966	369,182	40,717	136,217	4,655	140,746	-90,561	-30,380	-88,490	
In year movement			140,222	125,613	106,131	-2,784	-328,465	95,500	-131,562	136,091	-231,307	60,181	-58,110	92,531	
Balance c/f			140,222	265,835	371,966	369,182	40,717	136,217	4,655	140,746	-90,561	-30,380	-88,490	4,041	4,041

Notes:

- 1 Assumes inflation of 3% per annum.
- 2 Extends the period of income required from the Income and Expenditure Account.
- 3 Assumes two transfers of funds from Unallocated Reserves.
- 4 Moves the start date of Oldbury pump replacement from 2025/26 to 2026/27.

**CALENDAR OF MEETINGS – NOVEMBER 2019 to FEBRUARY 2021****Introduction**

The table sets out the proposed dates for Board and Committee meetings for the above period. All meetings will take place on Wednesdays.

<b>Meeting</b>	<b>Date</b>	<b>Time</b>	<b>Venue</b>
Governance & Probity	4 December 2019	10.30am	The Gables
F&GP	11 December 2019	10.30am	The Gables
Staff & Pensions	8 January 2020	10.30am	The Gables
F&GP	22 January 2020	10.30am	The Gables
<b>Full Board Meeting Rate Setting</b>	<b>5 February 2020</b>	<b>2.00 pm</b>	<b>The Gables</b>
Treasury Sub	11 March 2020	10.30 am	DB Offices
Governance & Probity	1 April 2020	10.30 am	The Gables
Engineering Committee	15 April 2020	10.30am	The Gables
Staff & Pensions	6 May 2020	10.30 am	The Gables
F&GP	20 May 2020	10.30 am	The Gables
<b>Full Board Meeting</b>	<b>10 June 2020</b>	<b>2.00 pm</b>	<b>The Gables</b>
Treasury Sub	2 September 2020	10.30 am	DB Offices
F&GP	9 September 2020	10.30 am	The Gables
<b>Full Board Meeting</b>	<b>23 September 2020</b>	<b>2.00 pm</b>	<b>The Gables</b>
Engineering Committee	21 October 2020	10.30am	The Gables
<b>Full Board Meeting ANNUAL MEETING</b>	<b>4 November 2020</b>	<b>2.00 pm</b>	<b>The Gables</b>
Governance & Probity	2 December 2020	10.30 am	The Gables
F&GP	9 December 2020	10.30 am	The Gables
Staff & Pensions	14 January 2021	10.30 am	The Gables
F&GP	21 January 2021	10.30 am	The Gables
<b>Full Board Meeting Rate Setting</b>	<b>4 February 2021</b>	<b>2.00 pm</b>	<b>The Gables</b>

**Principles**

The schedule has been prepared on the basis that

- Four Board meetings are held each year, to include an Annual Meeting in November and a Rate-Setting meeting in February
- The proposed meeting dates meet all governance, budgeting and audit responsibilities
- Additional meetings will be added if required; an additional Engineering Committee meeting has been added to ensure the timely management of the Capital Programme
- All agendas will be issued FIVE working days prior to the meeting
- Board meeting papers will include the draft minutes of all Committee meetings held since the previous Board meeting

**Recommendation:** That the schedule be approved.

*(Kieran Warren, Principal Officer)*

### Appointment of Committees 2019

The table is a compilation of the Members responses, not all Members have replied. Where a 1<sup>st</sup> and 2<sup>nd</sup> choice was indicated both committees have been included. Cllr M Riddle & Mike Barnes currently serve on 3 Committees and have requested to remain on these.

Committee		Committee numbers					
Finance & General Purposes Committee		9 Members					
Engineering Committee		9 Members					
Governance & Probity Committee		6 Members					
Staff & Pensions Committee		9 Members					
Treasury Sub-Committee		4 Members					
Surname	Forename	Finance & GP	Engineering	Governance & Probity	Staff & Pension	Treasury Sub Comm.	Response Details
<b>ELECTED</b>							
Barnes	Mike	F	E			T	1st Eng., 2nd Tre, 3rd F & GP
Collins	Fiona			G	S		
Cornock	John	F	E				
Cullimore	Tom		E				
Godwin	Roger		E		S		If needed
Hewlett	Rose		E				
Hore	John	F					Happy to step down if needed
Hyslop	Robert		E				
Littleton	Graham	F			S		
Nichols	Jimmy	F				T	
Ractliffe	Ian		E				
Simms	Geoff		E		S		Eng. - 2nd choice
Thatcher	Robert	F	E				
Withers	Keith			G			
<b>APPOINTED</b>							
Abraham	Peter						
Goodey	Patrick		E				
Hance	Fi						
Sykes	Mary	F			S		
Williams	Colin	F				T	
Riddle	Matthew	F		G		T	
Burchell	Keith						
Griffin	Robert	F	E				
Jones	John		E	G			Gov - 2nd choice
Toleman	Paul		E				
Burford	Phillip						
Howells	Phillip					T	
Williams	Mark		E				
Behan	Bronwen			G	S		
<b>TOTAL</b>		<b>10</b>	<b>14</b>	<b>5</b>	<b>6</b>	<b>5</b>	