

**MINUTES OF THE FIFTEENTH MEETING OF THE WAVENEY LOWER YARE AND  
LOTHINGLAND INTERNAL DRAINAGE BOARD HELD ON 6<sup>TH</sup> FEBRUARY 2014 AT 2 O'CLOCK  
AT HADDISCOE VILLAGE HALL**

**Present:**

- Mr B G Collen (Chairman)
- Mr P Cargill (Vice Chairman)
- Mr R Basey-Fisher
- Mr R Beevor
- Mr H Budgen
- Mr D Burroughs
- Mr H Carrie
- Mr R Cundy
- Mr J Fiennes
- Mr M Gooch
- Mr C Mutton
- Mr W Slater
- Mr I Vincent
- Mr D Watson
- Mrs L Neal (South Norfolk District Council)
- Mr T Lewis (South Norfolk District Council)
- Mr J Savage (South Norfolk District Council)
- Mr J Pettman (Broadland District Council)

**In Attendance:** Mr B J S Blower (Clerk)

**Apologies:**

- Mr J Brown
- Mr M Caston
- Mr N Dodd
- Miss R Hipperson
- Mr M Plane
- Mr M Pitchers

### **15.1 Minutes**

The Minutes of the meeting of the Board held on 20<sup>th</sup> June 2013 having been circulated were approved as a true record. Mr Collen was authorised to sign them.

### **15.2 Matters Arising**

There were no matters arising from the Minutes

### **15.3 Water Framework Directive**

Mr Will Akast from the Environment Agency made an informative presentation to the Board giving an introduction to the Water Framework Directive and the manner in which this was being implemented in the region. It was noted that in carrying out any works the Board needed to have regard to the provisions of the Water Framework Directive and to keep

records to be able to demonstrate that its provisions had been taken into account. Any queries on the Directive and its implementation or impact for the Board could be directed to Mr Akast at the Environment Agency at any time.

#### **15.4 Health and Safety**

The Board's Risk Register was reviewed and it was noted that no changes had been made since the last review. It was agreed that no changes were necessary and the Register remained appropriate. There were no other health and safety issues which needed to be drawn to Board members' attention.

#### **15.5 Asset Register and Financial Regulations**

15.5.1 The Board's Asset Register was reviewed this having been circulated prior to the meeting. It was noted that the internal auditor had suggested that the Register should include an existence check, a note of the current condition of the asset, a note of the projected remaining life and the anticipated replacement date. A quotation for adding this additional work had been obtained of some £600.00. The Board considered the matter and it was agreed that this additional information would add nothing to the Register and would not help the Board fulfil its function and it was agreed that no change should be made to the content of the Asset Register. The estimated replacement cost shown on the Register of £2,325,000.00 was noted and that this was an increase on the previous figure. The Clerk suggested that this might be the figure to be used on the next insurance renewal. The figure was agreed but consideration should be given to whether it was appropriate to insure all the assets shown on the register.

15.5.2 The Financial Regulations were reviewed and it was noted that following the recommendation of the external auditor at point 5, reference to "budgets" had been added in the heading to make clear that the paragraph below covered budgeting.

#### **15.6 Maintenance Issues**

15.5.1 The Chairman invited comments on the document circulated with the agenda relating to the Norfolk Mink Project. Mr Gooch confirmed that he was involved with the Project and would be content to represent the Board and this was agreed. It was agreed also to make the requested contribution of £2,500.00 towards the cost of the trapping. The area of the Project's operation would be checked and if confined to Norfolk, only those districts in Norfolk would contribute to this scheme.

15.5.2 The Clerk reported on the Japanese knotweed problem at Wild Duck Caravan Park on the Belton level. Attempts to persuade the landowners to treat this had met with no response and it was agreed that if necessary the Board should undertake at its own cost the treatment of the knotweed within the

dykes in order to avoid it spreading further down the system. It was suggested also that the matter should be referred to Natural England for enforcement action to be taken against the landowner.

- 15.6.3 Mr Vincent reported on the breach adjacent to the pumping station at Belton on the occasion of the surge tide in December 2013. The breach occurred at a low point about which the Board had warned the Environment Agency but nothing had been done about this. The breach had apparently been sandbagged as a temporary repair and pressure should be brought to bear on the Agency to deal with this problem as soon as possible in a proper manner.

### **15.7 External Auditor's Issues Arising Report**

The External Auditor's Report for the year ending 31<sup>st</sup> March 2013 had been circulated with the Agenda. The Report was considered and it was agreed that there were no matters of concern which needed to be addressed.

### **15.8 Capital Schemes**

- 15.8.1 The Clerk briefly reported on the current position with the proposed scheme for the replacement of the North Cove and Barnby pumping stations with a single pumping station at Share Mill. It was noted that there was some uncertainty at the present time as to whether grant funding would be forthcoming but it was agreed that if the grant was approved then the Board should proceed with the work immediately.
- 15.8.2 Mr Carrie expressed his concern about the Askews pump and the need to bring this forward. This is scheduled in the capital works forecast submitted to the Environment Agency for a project appraisal report to be prepared in the year 2015/16. Mr Carrie suggested that if this could be brought forward it would be worth trying to do so.

### **15.9 Differential Rate**

It was agreed that if the Barnby North Cove pumping station scheme proceeds then it would be appropriate thereafter for the two districts to be amalgamated and rated as one. It was hoped that by the time of the next meeting in June it would be known whether the scheme had been awarded grant and if it had then the Clerk would make some formal proposals for the amalgamation and illustrate the figures so that this could be approved and then an application made to DEFRA.

### **15.10 Salaries Review**

It was proposed and unanimously agreed that salaries should be increased by 2.6% from 1<sup>st</sup> April 2014. The Clerk reported that Paul Smith's remuneration as Belton pump attendant had historically been set by reference to the Agricultural Wages Order. This having been abandoned it was agreed that his hourly rate should be increased by the same percentage

as other payments made by the Board in each year and that this should take effect from the 1<sup>st</sup> of October in each year with the current review being backdated to 1<sup>st</sup> October 2013.

#### **15.11 Approval of Estimates and Rates**

The Clerk's estimates of expenditure for the year ending 31<sup>st</sup> March 2015 had been considered by Board members prior to the meeting. Having considered the figures the Board approved the following rates:-

Waveney Valley - 2p in the £  
Geldeston One - 10p in the £  
Geldeston Two - 15p  
Barsham One - 21p  
Barsham Two - 40p  
Remainder - 3p  
Gillingham - 9p  
Worlingham - 40p  
North Cove - 52p  
Long Dam - 45p  
Short Dam - 55p  
Barnby - 52p  
Blundeston - 48p  
General - 7p  
Caldecott - 55p  
Belton - 5p  
Burgh St Peter - 57p  
Wheatacre - 27p  
Haddiscoe - 26p  
Askews - 70p  
Island - 70p  
Pettingills - 75p  
Fringe - 35p  
Powells - 11p  
Ravensingham - 52p  
Norton Low - 38p  
Norton - 56p  
Limpenhoe - 50p  
Langley Pumped - 33p  
Claxton Gravitation - 15p  
Burgh Castle - 3p  
Lothingland - 13p

#### **15.12 Special Levy**

It was resolved to make the following special levies:-

Breckland District Council - £523.12

Mid Suffolk District Council - £10,251.97  
Waveney District Council - £19,466.20  
South Norfolk District Council - £84,556.99  
Broadland District Council - £688.00  
Great Yarmouth Borough Council - £44,714.47

### **15.13 Deposit Balances**

The Clerk reported the bank balances as at 6<sup>th</sup> February 2014 were as follows:-

Handelsbanken Deposit Account - £286,411.06  
Handelsbanken Waveney Valley Bovis Account - £5,372.58  
Nat West Term Deposit maturing 19<sup>th</sup> May 2014 - £430,251.84  
Manchester Building Society Term Deposit maturing 6<sup>th</sup> November 2014 - £211,750.00  
National Counties Building Society Term Deposit maturing 6<sup>th</sup> August 2014 - £210,000.00  
Barclays Current Account as at 8<sup>th</sup> January 2014 - £96,799.59

### **15.14 Arrears**

The Clerk reported that the arrears outstanding were as set out on the sheet attached to these Minutes and he reported on the action being taken to recover them and it was agreed that this was appropriate. It was requested that in future the Arrears Report should state over what period the figures had accumulated.

### **15.15 Expenditure Report**

The summary of expenditure incurred as attached to these Minutes had been circulated with the Agenda and the expenditure was approved.

### **15.16 Any Other Business**

15.16.1 The Clerk reported briefly on the re-organisation of the Association of Drainage Authorities. It was being formed into a company limited by guarantee and the central office was looking to devolve some functions back down to the individual branches. They are anxious to revive the branch meeting structure with provision for regular meetings. There was an immediate need to confirm the Eastern Branch appointment to the Board. Bryan Collen had been serving on the Executive Committee and he was willing to take up a position as director of the new company. The Clerk thanked him for his willingness to give up the time to serve. It was agreed that Mr Collen should be nominated if other Boards in the region are content for him to do so.

15.16.2 The Clerk asked whether any Local Authority representatives would like to attend the Association of Drainage Authorities Local Authority Conference on the 20<sup>th</sup> of March at Peterborough and Mr Lewis said that he would like to attend.

- 15.16.3 Mr Budgen reported on the condition of the outfall at the Benacre pumping station. This had become badly eroded and he suggested that the Board should open discussion with the Environment Agency and put pressure on them to divulge their proposals for its protection and find out what their future plans for this are.
- 15.16.4 The Clerk reported on Mr Bramley's unwillingness to pay rates for a piece of land at Gillingham which is on the Remainder Level comprising Alder Carrs. This land has an annual value of £480.00 producing a rate in the current year of £12.54. The Clerk explained Mr Bramley's objection to the area being rated which is that it is not served by any drainage, the water coming in to the area on each high tide. The matter was considered but it was not thought appropriate for the Board to take the land out of rating without having independent supporting evidence to confirm the position. Mr Bramley should be invited to provide this so that the Board could consider this further. It was agreed that the amount of rate involved could not justify the Board instructing a third party to inspect.
- 15.16.5 It was agreed that the next meeting of the Board should be held on 19<sup>th</sup> June 2014 at 2 o'clock.

<u>Assessment No.</u>	<u>Name</u>	<u>Amount</u>
15/011/025	Mr P Girling	58.40
19/305/013	R & J Morton	88.38
19/307/009	Gillingham Estates	12.54
20/31/023	Mr D Page	353.43
20/31/026	Mr S E Farrow	767.20
20/31/034	A1 Property Preservation (EA) Ltd	574.00
20/31/066	Mr MacCallum	67.20
20/31/078	Mr and Mrs B C Macro	34.20
12/081/006	Mr & Mrs Lees	429.08
12/087/014	Mr and Mrs Conlin	112.00
12/088/002	Mr S G Lutkin	1750.66
22/0187	Mr J Parker	13.04
22/0367	Mr and Mrs P Murton	26.95
22/0424	Mr E Nicolson	12.78

	All levels Amount	Barnby Amount	Blundeston Amount	Burgh Castle Amount	LCT Askews Amount	LCT Island Amount	LCT Levels Amount	LCT Pettingills Amount	Limpenhoe Amount
Advertising fees	£715.77								
Audit fees	£1,300.00								
Bank charges	£348.12								
Clerks Salary	£41,698.19								
Consultant	£1,417.00								
Dyke and Other Maint		£328.20				£288.00			£131.86
Electricity		£2,866.35	£7,443.51	£2,220.59	£2,024.96				£2,249.43
H and S	£1,073.50								
Insurance	£13,174.39								
Internal Audit	£1,760.00								
Loan Interest			£2,199.08		£947.44			£7,830.51	
Marshman					£915.00				
Miscellaneous	£74,289.91								
Money on deposit	£210,000.00								
Precept	£65,906.00								
Pump Attendant		£2,137.04	£366.00	£2,362.27					
Pump Repair/Serv		£32.08	£277.00	£270.00	£120.00				£180.00
Pump Scheme		£47.36							
Road Repairs						£2,056.21		£3,818.66	
Room Hire	£18.90								
Subscriptions	£1,678.00								
Surveyors Fees	£1,373.85			£1,770.42			£2,046.36		
Telemetry	£782.25	£132.02			£71.75				
<b>Total</b>	<b>£415,535.88</b>	<b>£5,543.05</b>	<b>£10,285.59</b>	<b>£6,623.28</b>	<b>£4,367.15</b>	<b>£2,056.21</b>	<b>£2,046.36</b>	<b>£11,649.17</b>	<b>£2,561.28</b>

	LW Barsham Amount	LW Geld 2nd Amount	LW Geldeston Amount	LW Gillingham Amount	LW Long Dam Amount	LW North Cove Amount	LW Remainder Amount	LW Short Dam Amount	LW Worlingham Amount
Advertising fees									
Audit fees									
Bank charges									
Clerks Salary									
Consultant									
Dyke and Other Maint		£1,253.00	£3,142.88	£1,950.00	£508.75				£1,500.00
Electricity	£3,797.11			£2,835.90	£2,793.19	£398.75		£710.36	£6,941.27
H and S									
Insurance									
Internal Audit									
Loan Interest	£780.04				£2,308.06			£574.13	
Marshman									
Miscellaneous									
Money on deposit									
Precept									
Pump Attendant				£1,200.96	£600.00	£774.00			£2,950.00
Pump Repair/Serv					£5,300.00	£30.00			£2,706.48
Pump Scheme									
Road Repairs									
Room Hire									
Subscriptions									
Surveyors Fees							£262.28		
Telemetry									
<b>Total</b>	<b>£4,577.15</b>	<b>£1,253.00</b>	<b>£3,142.88</b>	<b>£5,986.86</b>	<b>£11,510.00</b>	<b>£1,202.75</b>	<b>£262.28</b>	<b>£1,284.49</b>	<b>£14,097.75</b>

	LWS BSt Peter Amount	LWS Haddiscoe Amount	LWS Wheatacre Amount	LWT Belton Amount	LWT Caldecott Amount	LWT General Amount	LYS Langley Pur Amount	LYT Levels Amount	LYT Norton Amount
Advertising fees									
Audit fees									
Bank charges									
Clerks Salary									
Consultant									
Dyke and Other Maint	£378.00			£2,820.00			£5,614.74		
Electricity	£3,114.60	£4,948.96	£2,888.05	£3,887.39	£1,630.22		£13,599.55		£4,332.95
H and S									£14.35
Insurance									
Internal Audit									
Loan Interest	£3,199.80	£739.78					£997.49		£1,058.20
Marshman									
Miscellaneous									
Money on deposit									
Precept									
Pump Attendant		£3,212.16		£1,486.26			£5,763.69	£5,190.03	
Pump Repair/Serv			£255.00	£41,200.00			£7,670.70		£360.00
Pump Scheme									
Road Repairs		£310.00							
Room Hire									
Subscriptions									
Surveyors Fees		£1,742.64						£2,827.59	
Telemetry					£80.27	£95.57			
<b>Total</b>	<b>£6,692.40</b>	<b>£10,953.54</b>	<b>£3,143.05</b>	<b>£49,393.65</b>	<b>£1,710.49</b>	<b>£95.57</b>	<b>£33,646.17</b>	<b>£8,017.62</b>	<b>£5,765.50</b>

	LYT Raveningha Amount	NC/Barnby Amount	Waveney Valley Amount	Total Amount
Advertising fees				£715.77
Audit fees				£1,300.00
Bank charges				£348.12
Clerks Salary				£41,698.19
Consultant				£1,417.00
Dyke and Other Maint			£15,607.50	£33,522.92
Electricity	£3,033.79			£71,716.93
H and S				£1,087.85
Insurance				£13,174.39
Internal Audit				£1,760.00
Loan Interest				£20,634.53
Marshman				£915.00
Miscellaneous				£74,289.91
Money on deposit				£210,000.00
Precept				£65,906.00
Pump Attendant				£26,042.41
Pump Repair/Serv				£58,401.26
Pump Scheme		£4,654.79		£4,702.15
Road Repairs				£6,184.87
Room Hire				£18.90
Subscriptions				£1,678.00
Surveyors Fees			£2,450.18	£12,568.89
Telemetry				£1,066.29
<b>Total</b>	<b>£3,033.79</b>	<b>£4,654.79</b>	<b>£18,057.68</b>	<b>£649,149.38</b>

## Expenditure Report

1<sup>st</sup> April 2013 - 9<sup>th</sup> January 2014