

**MINUTES OF THE SEVENTEENTH MEETING OF THE WAVENEY, LOWER YARE AND LOTHINGLAND
INTERNAL DRAINAGE BOARD HELD ON 5TH FEBRUARY 2015 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 H Carrie
Mr M Caston
Mr J Fiennes
Mr C Mutten
Mr I Vincent
Mrs L Neal (South Norfolk District Council)
Mr T Lewis (South Norfolk District Council)
Mr J Pettman (Broadland District Council)

In attendance: Mr B Blower (Clerk)

Apologies: Mr J Brown
Mr D Burroughs
Mr R Cundy
Mr N Dodd
Mr M Gooch
Mr W Slater
Mr D Watson
Mr J Tate

17.1 Minutes

The Chairman asked if he could sign the Minutes as a true record of the meeting held on 19th June 2014. Mr Carrie pointed out that he had been at the meeting although his name was not on the list. Otherwise the Minutes were agreed as a true record and Mr Collen was authorised to sign them.

17.2 Matters arising

Minute 16.7. Mr Lewis reported that he is appointed by South Norfolk District Council to the Broads IDB and that progress with the Pilot Project had been slow. The Environment Agency's funding arrangements were such that if they pass on responsibility for maintenance for a particular watercourse to the IDB there is a risk that the EA funding for that watercourse may be lost to the region altogether. This problem requires further investigation before the proposal could move forward.

Mr Basey-Fisher mentioned the problems that the Environment Agency are having with the maintenance of the Carlton Beck and pointed out that extreme caution was needed before the Board accepted responsibility for watercourses in their upland catchment.

Minute 16.8. The Chairman reported that the Association of Drainage Authorities had now been incorporated and there were fewer directors than there had previously been members making meetings more manageable and productive. He reported on Dr Jean Venables' imminent retirement

as Chief Executive and that two new appointments had been made to replace her taking effect in March.

17.3 Health and Safety

Mr Mutten reported that there had been no accidents and no near misses. Inspections are continuing.

17.4 Risk Register, Financial Regulations and Asset Register

The Board's risk register, financial regulations and asset register were reviewed. On the asset register Mr Mutten was asked to look again at the pump replacement costs particularly in the light of the significant increased cost of replacing pumps with fish/eel friendly equipment. It may also be appropriate to differentiate between the pump itself and associated infrastructure such as weedscreens and discharge pipes and Mr Mutten would consider this. Mr Mutten reported that items listed in the asset register had been inspected and checked during the year.

17.5 Maintenance Issues

- 17.5.1 The Clerk reported on the problems with the Carlton Beck where the Environment Agency had, after many years of trying to patch up leaks finally conceded that they could not continue to maintain the embanked section given the current water levels in the Beck. The problem is that water is not discharging as it should by gravity into the River. The Agency wished to take the pressure off the banks by removing boards from the spillway so lowering the water level and resulting in the Board having to pump that water which should have discharged direct into the River. A meeting was to be held with the Environment Agency to agree the best way forward. It was agreed that the Agency's proposals should be approved in principle subject to their paying a proper contribution for the cost of pumping the additional water.
- 17.5.2 The continuing problem with overtopping at the St Olaves boatyards and along the Haddiscoe New Cut under the bridge was raised. The Clerk reported that a request from one of the boatyard owners to discharge floodwater into the Board's system had been refused and the matter had been taken up with the Environment Agency/BESL. Currently BESL have no solution to the problem and pressure would continue to be brought to bear to make sure this was addressed.
- 17.5.3 It was reported that there is regular overtopping at the Reedham Ferry on the south side of the River.
- 17.5.4 Mr Cargill mentioned that the work carried out by BESL on the Chet had been very successful and BESL should be commended given the very difficult ground conditions in that area.
- 17.5.5 The Clerk reported that BESL had completed the new cross wall at Peto's Marsh. Shortly after the work was completed Peto's Marsh flooded and the penstock and pipe through the new wall was damaged. BESL are repairing this and going to remedy the problem with some additional piling. BESL are to return to site to repair a breach on the old wall which occurred before the new cross wall was completed and according to the Environment Agency this is the final maintenance that they will carry out on the old wall. The Clerk pointed out that the Board needs to give careful thought to how the new penstock will be operated once control is formally handed over. In the same compartment, the Clerk reported that the

Environment Agency had confirmed in March that they would be carrying out the work to raise the crest at Spratt's Water where there has been a recurring problem with overtopping.

- 17.5.6 Mr Budgen reported on the serious concerns held by all interested parties over the state of the sea wall adjacent to the Benacre pumping station. The Coastal Management Plan indicated that this should remain in place until at least 2025 but the present rate of erosion suggests that is very unlikely. Some work had been carried out last Autumn and further work was proposed imminently. Halcrow had been instructed to prepare a report on the options and Mr Budgen would ensure that the Board is represented at any future meetings concerning the maintenance of the pumping station and the sea wall.

17.6 External Auditor's Issues Arising

The external Auditor's Report for the year ending 31st March 2014 had been circulated with the Agenda. The Clerk reported that he had referred the query about his firm's remuneration to accountants and was awaiting advice as to how this should be dealt with. It was noted that a proportion of Nicholsons Solicitors fees may need to be treated specifically as remuneration for Mr Blower's appointment as Clerk and the Board would then need to account for National Insurance contributions on that part of the fee.

17.7 Capital Schemes

- 17.7.1 Askews Pump. The Clerk reported that although he had applied for £8,000.00 funding to prepare a project appraisal report for the replacement of the Askew pump in the current year, this had not been approved by the Environment Agency. This meant that it would now be too late in the current year to prepare the report and he would endeavour to have this grant approved for the next financial year. He reported that the Pettingill's pump had recently failed and the owners of that pump had approached the Board to ask that consideration be given to replacing both the Pettingill's pump and the Askews pump with just one pumping station to serve the entire Island. It was noted that while grant may be available on normal terms for the Askews pump any scheme involving the Board taking on responsibility for Pettingills was likely to require a substantial cash contribution from rate payers because of the perceived benefit to them. This fact alone may mean that a joint scheme was not going to be viable but it was agreed that the question should be investigated further to establish whether it was going to be feasible technically and to find out what funding might be available. It was agreed that £5,000.00 be allocated to carry out the studies required to look into this further.
- 17.7.2 The Clerk reported that £10,000.00 had been put into the Environment Agency forward capital budget for a project appraisal report on the Langley double pump next financial year. Mr Caston indicated that it was not necessary to replace the second pump at Langley as the new pump at that pumping station was coping adequately and the old pump was very rarely used. This possible scheme should therefore be taken out of the budgets. The Clerk invited the Board to consider whether any alternative schemes might be proposed which might be able to be substituted for the Langley double.
- 17.7.3 The Clerk reported on the current position with the Barnby North Cove pump replacement. The Environment Agency Project Appraisal Board had passed the scheme last November. Following that the Board's consultants had sought updated tenders from contractors. In the time that it had taken to obtain the PAB approval the original pump supplier had withdrawn

from the market of supplying fish/eel friendly pumps and effectively there was now only one supplier, Bedford Pumps. The cost of the pumps had increased by some £45,400.00. A further request had been put in to the Environment Agency to fund the increased cost and it seems there is a possibility that monies may be available. The Clerk was expecting to hear on this any day. If this additional funding is agreed then the net cost to the Board of proceeding with the scheme out of a total cost of £433,763.00 will be £60,000.00 (assuming no part of the £40,000.00 contingency is needed). The North Cove level has a balance of approximately £21,000.00 and the Barnby level a balance of approximately £28,000.00 and if these monies are applied a loan of £25,000.00 might be needed. Over ten years a loan of £25,000.00 from the Public Works Loan Board would cost approximately 4p in the pound. If a larger loan was needed, say £50,000.00 that could be borrowed over fifteen years at a cost of 6p in the pound on the rate. The figures quoted are approximate only and bearing in mind a differential rating order would be required to amalgamate the North Cove and Barnby levels the final impact on the rate may be slightly different.

The Clerk informed the Board that Mr Richard Wright who is very familiar with the Barnby level has serious reservations about whether the scheme will work. Mr Wright believes that the scheme is misconceived and strongly opposes its implementation. The Clerk mentioned that Mr Wright's views should be taken seriously given his knowledge of the system. The Board considered the matter and the fact that consulting engineers had advised on and recommended the scheme and considered that with the grant that will hopefully be available the scheme represented good value to ratepayers. Assuming the final element of the grant (to pay for the increased cost of the new pump) was approved it was resolved that the scheme should proceed.

17.8 Payments to the Clerk, Pump Attendants and Surveyors

It was resolved to increase payments by 1.6%. The Clerk reported that it had come to his attention that Mr Watts who looks after the Barnby pump had not had any increase in his payment for several years. It was agreed that an appropriate new figure should be agreed with him between the Clerk and Mr Watson when Mr Watson returned from his holiday.

17.9 Approval of estimates and rates

The Clerk's estimates of expenditure for the year ending 31st March 2016 had been considered by Board members prior to the meeting. Having considered the figures the Board approved the following rates:-

Waveney Valley – 3p in the £
Geldeston 1 – 10p
Geldeston 2 – 17p
Barsham 1 – 22p
Barsham 2 – 40p
Remainder – 3p
Gillingham 9p
Worlingham – 40p
North Cove – 54p
Long Dam – 45p
Short Dam – 57p
Barnby – 54p
Blundeston – 48p

General – 7p
Caldecott – 55p
Belton – 5p
Burgh St Peter – 60p
Wheatacre – 28p
Haddiscoe – 25p
Askews – 72p
Island – 74p
Pettingills – 77p
Fringe – 35p
Powells – 10p
Ravensingham – 54p
Norton Low – 38p
Norton – 56p
Limpenhoe – 54p
Langley – 34p
Claxton Gravitation – 15p
Burgh Castle – 3p
Lothingland – 14p

17.10 Special Levy

It was resolved to make the following special levies:-

Breckland District Council - £634.66
Mid Suffolk District Council - £12,437.78
Waveney District Council - £20,006.60
South Norfolk District Council - £92,326.16
Broadland District Council - £820.12
Great Yarmouth Borough Council - £39,563.91

17.11 Deposit Balances

The Clerk reported the bank balances at 5th February 2015:-

Handelsbanken deposit account - £374,038.18 (0.70%)
Manchester Building Society - £213,867.50 (0.95%) matures 6th November 2015
National Counties Building Society - £211,270.13 (0.88%) matures 13th August 2015
Nottingham Building Society - £300,000.00 (0.95%) matures 16th December 2015
Barclays current account as at 14th January 2015 - £192,552.51

The Clerk reported that the Handelsbanken account was through Nicholsons Solicitors LLP client account. He said that the Solicitors Regulation Authority had ruled that solicitors may not hold client money unless it relates to a specific underlying legal transaction on which the firm is advising. Arguably that was not the case for the money being held for the Board and therefore this account would have to be closed and new deposit accounts opened elsewhere at the best rates available.

It was agreed that on any new scheme where borrowing was required then consideration should be given at that time to arranging internal loans so that districts with deposit balances should lend to the districts requiring funding and the rate could be set somewhere between the rate that would

otherwise have been achieved if the money had been in the bank and the rate that would have been charged to the borrowing district by the Public Works Loan Board.

17.12 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 he proposed to recover them which was agreed. On Assessment 20/31/026 Mr S Farrow, it was resolved to write off £767.20 because he is insolvent. No action to be taken on Assessment Nos. 15/011/025, 20/31/023, 20/31/066. For the remainder liability orders would be considered immediately following the issue of next year's demands.

17.13 Expenditure Report

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

17.14 Membership of the Board

It was noted that elections were due in September 2015 so all Board members should give consideration to whether they wished to continue to serve and if not who might be appropriate as alternative candidates. Mr Vincent reported that Mr Kerkhof has expressed an interest in joining the Board. Any further expressions of interest should be reported to the Clerk in good time before the elections are due in September. In any event the elections would be advertised nearer the time. Mr Cargill indicated that he would wish to resign as Vice Chairman following the next elections.

17.15 Any other business

17.15.1 Mr Caston reported that a recent electricity failure at the Langley double pump had resulted in the electricity company supplying an emergency generator which had been delivered at midnight on the day of the failure. He suggested that contact details for each pumping station be supplied to the electricity company so that a proportionate response can be taken in the event of a power failure.

17.15.2 It was noted that on the Waveney Valley level a sale of part by Mr Mager of land in his assessment number 22/0199 had resulted in a new assessment for the land sold which carried an annual value of £22.68. In accordance with the Board's policy not to collect rates where the annual value of the land in the holding is less than £25.00 it was agreed that this should be taken out of rating.

17.15.3 It was agreed to make a contribution of £20.00 towards a gift for Dr Venables to mark her retirement from ADA.

17.15.3 It was agreed that the next meeting of the Board should be on the 25th of June 2015.

Arrears as at 5th February 2015

15/011/025	Mr P Girling 1.60 ac. Av. £44.00	£77.60 -	1996
21/011/003	Mr J E Duffield	£6.44 -	Current
21/011/010	R C Riches & Partners	£57.87 -	Current
21/011/011	R C Riches & Partners	£11.10 -	Current
21/011/021	R C Riches & Partners	£15.87 -	Current
17/21/012	Mr C F McNeil	£34.00 -	Current
19/302/005	Shrublands Enterprises Ltd	£566.55 -	Current
19/302/007	Shrublands Enterprises Ltd	£321.75 -	Current
19/303/004	Shrublands Enterprises Ltd	£3194.40 -	Current
19/305/022	Shrublands Enterprises Ltd	£312.84 -	Current
19/307/009	Gillingham Estate & Farms	£25.08 -	2013
19/306/007	Mr and Mrs P Harrison	£67.75 -	Current
20/31/023	Mr D Page 3.82 ac Av. £1533.00	£393.21 -	2007
20/31/026	Mr C Johnson	£712.40 -	Current
20/31/026	Mr Steven Farrow (IVA)	£767.20 -	2013
20/31/066	Mr MacCallum 2.50 ac. Av. £80.00	£88.00 -	2001
20/31/071	Miss L C Denmar	£67.08 -	Current
20/31/078	Mr and Mrs B C Macro 1 ac. Av. £30.00	£42.00 -	2007
20/033/004	Shrublands Enterprises Ltd	£223.44 -	Current
13/042/007	R C Riches & Partners	£6.15 -	Current
12/087/003	Mr S Roma - Shrublands	£73.26 -	Current
12/087/008	Mr K J & Mrs C Gardner	£37.62 -	Current
11/073/040	Mr S & Mrs C Barnes	£63.84 -	Current
22/0027	Cdr. M E Cheyne	£22.04 -	Current
22/0095	Wendland Ltd	£15.66 -	Current
22/0367	Mr and Mrs P Murton	£31.85 -	2010

	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	£376.84								
Clerks Salary	£42,782.34								
Consultant	£1,721.00			£1,050.00					
Dyke and Other Maint		£304.68		£5,460.68	£7,612.00				£4,046.71
Electricity		£3,713.69	£4,356.42	£2,832.40	£1,481.00				£1,729.29
H and S	£846.69			£110.44					
Insurance	£13,893.26								
Internal Audit	£1,810.00								
Licence Fee	£369.43								
Loan Interest			£2,199.08		£947.44			£7,830.52	
Miscellaneous	£78,741.50			£3,290.00					
Precept	£67,685.00								
Pump Attendant		£2,166.00	£374.00	£2,423.88					
Pump Repair/Serv			£4,000.00	£214.00					£585.00
Pump Scheme									
Road repairs					£230.00	£170.00			
Room hire	£19.50								
Subscriptions	£1,746.00								
Surveyors fees	£339.87			£2,816.51			£1,399.70		£345.42
Telemetry	£737.99								
Total	£213,085.19	£6,184.37	£10,929.50	£18,197.91	£10,270.44	£170.00	£1,399.70	£7,830.52	£6,706.42

	LW Barsham Amount	LW Geld 2nd Amount	LW Gillingham Amount	LW Long Dam Amount	LW North Cove Amount	LW Short Dam Amount	LW Worlingham Amount	LWS BSt Peter Amount	LWS Haddiscoe Amount
Advertising fees									
Audit Fees									
Bank Charges									
Clerks Salary									£293.34
Consultant									£240.00
Dyke and Other Maint	£1,420.00	£3,100.00	£2,299.60	£900.00					
Electricity	£3,765.78		£1,234.78	£2,570.86	£4,675.05	£1,042.81	£6,898.23	£1,230.99	£1,456.32
H and S									
Insurance									
Internal Audit									
Licence Fee									
Loan Interest	£780.04			£2,308.06		£574.13		£3,199.80	£739.78
Miscellaneous									
Precept									
Pump Attendant			£1,232.19	£600.00	£832.00	£400.00	£3,210.00		£2,197.12
Pump Repair/Serv							£1,918.30	£3,420.81	
Pump Scheme									
Road repairs									
Room hire									
Subscriptions									
Surveyors fees									
Telemetry									
Total	£5,965.82	£3,100.00	£4,766.57	£6,378.92	£5,507.05	£2,016.94	£12,026.53	£7,851.60	£4,926.56

	LWS Levels Amount	LWS Wheatacre Amount	LWT Belton Amount	LWT Caldecott Amount	LYS Langley Pur Amount	LYT Levels Amount	LYT Low. Gravit. Amount	LYT Norton Amount	LYT Raveningha Amount
Advertising fees									
Audit Fees									
Bank Charges									
Clerks Salary									£293.33
Consultant						£293.33			£293.33
Dyke and Other Maint		£125.00	£7,614.50		£87.00		£1,245.00	£266.00	
Electricity		£1,747.10	£3,201.66	£1,231.79	£8,462.60			£5,678.38	£2,229.82
H and S			£640.51						
Insurance									
Internal Audit									
Licence Fee									
Loan Interest								£1,058.20	
Miscellaneous								£150.00	
Precept									
Pump Attendant			£1,847.46		£5,363.37	£4,382.72			
Pump Repair/Serv			£577.66		£1,214.63				
Pump Scheme									
Road repairs			£7,780.00						
Room hire									
Subscriptions									
Surveyors fees	£1,191.96						£1,934.06		
Telemetry									
Total	£1,191.96	£1,872.10	£21,661.79	£1,231.79	£15,420.93	£6,316.78	£1,245.00	£7,152.58	£2,523.15

	NC/Barnby Amount	Waveney Valley Amount	Total Amount
Advertising fees			£715.77
Audit Fees			£1,300.00
Bank Charges			£376.84
Clerks Salary			£42,782.34
Consultant			£3,651.00
Dyke and Other Maint	£4,527.00		£39,248.17
Electricity			£59,538.97
H and S			£1,597.64
Insurance			£13,893.26
Internal Audit			£1,810.00
Licence Fee			£369.43
Loan Interest			£19,637.05
Miscellaneous			£82,181.50
Precept			£67,685.00
Pump Attendant			£25,028.74
Pump Repair/Serv			£11,930.40
Pump Scheme	£18,574.50		£18,574.50
Road repairs			£8,180.00
Room hire			£19.50
Subscriptions			£1,746.00
Surveyors fees		£3,343.89	£11,371.41
Telemetry			£737.99
Total	£18,574.50	£7,870.89	£412,375.51