



# 1. Governance

**Recommendation:**

- Note the information contained in this report

## 1.1 Apologies for Absence

## 1.2 Declaration of Interest

In accordance with the Members Code of Conduct, Part 2 Members Interests, Members must remove themselves from the discussion or determination of matters in which they have a financial interest.

In matters where Members have a non-financial interest, they should not participate in the discussion or determination of a matter where the interest might suggest a danger of bias.

## 1.3 Public Forum

## 1.4 Minutes of the Meeting held 5 February 2024

| MEMBER                 | 13.06. 2022 | 7.11. 2022 | 6.2. 2023 | 25.4. 2023 | 12.6. 2023 | 6.11. 2023 | 05.02. 2024 |
|------------------------|-------------|------------|-----------|------------|------------|------------|-------------|
| Margaret Armiger MA    | -           | √          | √         | A          | -          | √          | √           |
| David Barratt DB       | √           | √          | A         | A          | √          | A          | A           |
| Adrian Black AB        | √           | √          | √         | √          | √          | √          | √           |
| Chris Black CB         | √           | √          | √         | √          | A          | √          | √           |
| Tony Ellerby TE        | √           | √          | √         | -          | A          | √          | √           |
| Ian Fleetwood IF       | √           | √          | √         | √          | -          | √          | √           |
| David Forington DF     | √           | √          | √         | A          | √          | √          | √           |
| Will Forington WF      |             |            |           |            |            | New √      | √           |
| Trevor Foster TF       | √           | A          | √         | √          | √          | √          | A           |
| Samuel Godfrey SG      | √           | √          | √         | A          | √          | √          | -           |
| Benjamin Jackson BJ    | √           | √          | A         | A          | √          | √          | A           |
| Robert Kissaglis RK    | √           | √          | √         | √          | A          | √          | A           |
| Janet Longcake JL      | -           | √          | √         | A          | A          | √          | -           |
| Paul Metheringham PM   | √           | √          | √         | √          | √          | √          | √           |
| Lesley Rollings LR     | √           | -          | √         | A          | √          | √          | √           |
| Ralph Ogg - Vice Chair | √           | A          | A         | A          | √          | √          | √           |
| Neil Poole - Chair     | √           | √          | √         | √          | √          | √          | √           |
| Helen Rowson HR        | √           | √          | A         | √          | A          | A          | √           |
| George Strawson GS     |             |            |           |            |            | New √      | √           |
| Gwylim G Williams GW   | √           | -          | A         | -          | A          | √          | √           |

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

|  |       |
|--|-------|
| Craig Benson (Clerk)                   | Clerk |
| Paul Jones (Engineer)                  | Eng   |
| David Blake (Senior Financial Officer) | SFO   |

### Apologies for Absence

2024.1 Apologies were received from Mr D Barratt, Mr T Foster, Mr B Jackson and Mr R Kissaglis. Clerk also gave apologies for Janette Parker, (Rating Officer).

### Declarations of Interest

2024.2 AB declared an interest in item 1.5.



### Additional Agenda Item

**2024.3** The Chairman informed members that he would like to add an additional item on to the agenda but this required approval of at least 75% of those members in attendance to comply with the Board's Standing Orders. He asked the Board Officers to leave the room whilst the item was discussed. The Chairman explained that the Management Services contract would reach the end of the current term at the end of March and Members were asked to consider the option available. Following discussions it was agreed to extend the contract for a further five-year term. The Officers were brought back in to the room. The Clerk on hearing the extension to the contract, thanked the Chairman and Members and confirmed that the contract would be prepared and presented to the Chairman for signature.

### Minutes of Last Meeting

**2024.4** WF proposed approval of as true and accurate record this was seconded by TE and all Members in favour.

### Matters Arising

**2024.5** None.

### Complaints/FOI Requests

**2024.6** The Clerk referred members to the two letters at Appendix A received by the Board from ratepayers within the River Eau Catchment. One was thanking the Board for their assistance and work on the Section of the River Eau, upstream of the village of Scotter. The second was a request for the Board to help facilitate works to the downstream section of the River Eau. Eng confirmed that a meeting was planned with the Environment Agency this week to discuss the continued PSCA/Main River work carried out by the Board. LR acknowledged that work had been needed for a long time on the River Eau and thanked the Board and Officers for their assistance in facilitating works to the upstream section. Eng. was asked to send an update to members following the meeting with the EA this week.

### CLERKS REPORT

Clerk advised the report was for information with the following added:

**2024.7** Board Employee – Clerk informed members that the employee would be 70 this year and asked if the Board would like to mark the occasion. It was agreed that the Clerk would liaise with the Chairman to arrange something for him.

**2024.8** Burringham Reservoir Shooting Rights - Clerk advised members that the rights would be shared by two individuals, who are known to each other, and an appropriate document would be produced to formally recognise this.

### FINANCIAL REPORT

**2024.9** Rating Report – SFO confirmed the outstanding balance was now £11,584.71. with the second instalment of the special levy having been received.

**2024.10** Proposed Drainage Rate Removal – SFO informed members that there were an amount of £2,220.52 of drainage rates that were deemed to be uncollectable, the bulk of which was a company going in to receivership. DF proposed, and AB seconded the recommendation to remove the rates and this was agreed by the Board.

**2024.11** Audit Review Meeting – The minutes of the meeting, which were circulated with the papers, were noted by the Board.

**2024.12** Risk Register – SFO informed members of the changes that had been made to the Register and following discussion, WF proposed that the Register be approved by the Board. This was seconded by CB and approved by members.

**2024.13** Electricity Standing Charges – SFO informed members of the financial implications of OFGEMS's Targeted Charging Review of high demand users of electricity. This Board has seen an increase from £12,592 in 2021/22 to £62,000 this year. ADA had requested details from all IDBs in the country to raise this issue with DEFRA. Data from the Shire Group had been submitted following this request and we await the outcome. In the meantime, this has put pressure on the Board's level of reserves. Chair thanked the SFO for the information and suggested that the Board look at installing VSD (variable speed drives) at those pumping stations that had high charges. Eng. confirmed that the Senior



- MEICA Engineer (shared employee) prioritise any installation based upon the charges incurred along with the risk.
- 2024.14** Pumping Station Electricity Charges – Linked to the Standing Charges was the unit cost of electricity. SFO confirmed that he was tasked with reviewing the market to see if the current supplier was still the most favourable. It was agreed to undertake the review with the other Boards within the Shire Group to try and obtain the best price possible.
- 2024.15** Rates and Special Levies for the Year Ending 31 March 2025 – SFO reviewed the budget against the estimated year end balances. Bank interest and PSCA funded works were the reasons behind the anticipated increase in income for the year whilst the pumping station costs (as discussed above) related to the increase in expenditure. The forecast balance at the year end was at 34.41% which was below the Reserve Policy target of 40%. WF asked if renewables had been considered, possibly to help power the pumping stations. SFO confirmed they had but the Board would need a large solar site or wind turbine to generate the level of power/income required. SFO reviewed the options available to the Board and the impact each would have on the reserve level and penny rate. IF commented that it is important that the Board cover their expenditure and therefore would propose option 4 – 11.30p penny rate. DF stated that the Board has a responsibility towards our ratepayers and proposed a penny rate increase, option 3 – 10.75p. GW seconded option 4 and AB seconded option 3. Eng advised member of the upskilling of the workforce to enable them to work on the Board assets and therefore save money. Chairman stated that the inflation rate was dropping and in light of this, it could be difficult for the Board to explain any significant rate increase over and above the rate of inflation. Members then took a vote, Option 4 – Rate 11.30p received 3 votes for and 11 against. Option 3 – Rate 10.75p received 11 votes for and 3 against. It was therefore agreed that the rate would be set at 10.75p for the financial year ending 31 March 2025.
- 2024.16** Ten Year Budget Estimate – Information noted.
- 2024.17** Schedule of Payments – The schedule of payments totalling £262,416.00 were presented to the Board for approval. CB proposed and DF seconded that the schedule be approved and this was agreed by members.

#### ENGINEER'S REPORT

- 2024.18** Ravensfleet Pumping Station D&B Existing Electric Pump – Eng. Provided an overview of the information in the papers and gave an update. DF and WF declared an interest. Eng. confirmed that the project team were looking to make best use of the existing assets and place less reliance on the diesel pumps. The updated construction costs that have been submitted to the EA for approval were £5.2m. The Board's contribution to the scheme remained at £200k. Members were asked to approve the recommendation to instruct the contractor to proceed with the construction phase subject to EA approval of the variation, EA Permit and EIA advertisement of Works. Chairman approved and CB seconded this recommendation and the Board approved.
- 2024.19** Pumping Stations – Eng. wished to express his thanks to the Board's employee, shared employees, contractors and the Clerk for their efforts in and around the catchment and especially keeping the diesel pumps at Ravensfleet operational which Members reciprocated and acknowledged.
- 2024.20** River Eau Penstock Protocol – Eng. Confirmed that he had worked with landowners and the EA to demonstrate real-time water levels in the catchment upstream of Kirton Road and on a trial basis the EA had agreed to change the penstock protocol.
- 2024.21** Great Catchwater Wharton Road Bank Slip – Eng. gave an overview of the impact of the issues surrounding this slip. Work had been undertaken to try and reduce the amount of water entering the Board's system by undertaking 6km of emergency maintenance on Great Catchwater which was funded by the EA and at Wharton Road with clay infill but there remained a sink hole/defect in the road culvert. IDB have led on the investigation to identify the problem, arrange for quotations and oversaw the works. LCC have confirmed that they would fund the clay infill works to the bank of the drain; cost circa £4k; and lead on works to repair or replace the road culvert.
- 2024.22** Storm Damage – The Board had received a request from DEFRA via ADA, for flood recovery costs incurred by the Board as a direct result of the storms. DEFRA also



requested a cost for "life expired assets & improvements" within the Board's control. The two figures provided were £500k and £7.5m respectively.

Chairman thanked the Eng. for his report.

#### **ENVIRONMENTAL REPORT**

**2024.23** Information noted. Clerk added that the mink trap had been moved from East Butterwick PS to Ravensfleet PS where mink had been sighted.

#### **HEALTH, SAFETY AND WELLBEING REPORT**

**2024.24** Information noted with the Clerk advising that the planned overhead power line training course would be re-arranged due to the Storm event.

#### **DATE OF NEXT MEETINGS**

**2024.25** 3 June 2024 and 1 November 2024.

### **1.5 Matters arising not discussed elsewhere.**

### **1.6 Complaints/FOI requests**

The Board had received one FOI request since the last meeting. It related to the number of water complaints that the Board had received in relation to water quality, water pressure, supply interruption etc. A response was given stating that the S&GWMB is not a Water Authority as defined under the Water Industry Act 1991 and therefore have no complaints in relations the questions raised.

3/6/2024