

## UPWELL INTERNAL DRAINAGE BOARD

At a Meeting of the Upwell Internal Drainage Board  
held at the Lamb and Flag Public House, Welney on Wednesday the 11<sup>th</sup> May 2016

### PRESENT

K Goodger Esq (Chairman)  
P Clabon Esq (Vice Chairman)  
H G Bliss Esq  
C J Crofts Esq  
R D Gladwin Esq  
R D Gott Esq  
G W Gowler Esq  
C F Hartley Esq  
J E Hartley Esq  
S Hartley Esq

R S Means Esq  
D J Pope Esq  
A Quail Esq  
J Quail Esq  
N R Russell Esq  
B Scott Esq  
D Scott Esq  
Mrs V M Spikings  
W Sutton Esq  
P M Tegerdine Esq

N V M Walker Esq

The Clerk to the Board was in attendance.

Mr Dave Gillett (representing the Environment Agency) also attended the meeting.

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The Chairman welcomed members and Mr Dave Gillett to today's meeting.

### Apologies for absence

Apologies for absence were received from P Hartley Esq and P Russell Esq.

### B.1568 Declarations of Interest

The Clerk reminded Members of the importance of declaring an interest in any matter included in today's agenda that involved or was likely to affect any individual on the Board.

Mr Crofts declared an interest in the payment made to Fen Regis Trophies.

Mr Sutton declared an interest in all planning matters as a member of Fenland District Council.

Mrs Spikings declared an interest in all planning matters as a member of the Borough Council of Kings Lynn and West Norfolk.

### B.1569 Confirmation of Minutes

### RESOLVED

That the Minutes of the Meeting of the Board held on the 25<sup>th</sup> January 2016 are recorded correctly and that they be confirmed and signed.

### B.1570 Clerk to the Board

Further to minute B.1538, the Clerk reported that the Middle Level Commissioners hoped to appoint his successor at the end of June and that he would advise the Chairman in due course of the appointment made.

The Chairman expressed his thanks on behalf of the Board to Mr Smith for his work over the years.

### RESOLVED

That the Board's appreciation of the work of Mr Smith be recorded in the minutes.

### B.1571 Water Framework Directive

Further to minute B.1542, the Clerk reported that the position remained as reported at the last meeting save that the River Basin Management Plan had been confirmed

### B.1572 Water Transfer Licences

Further to minute B.1543, the Clerk reported that where a Board had more than one inlet, a separate licence would be required at a proposed "one off" charge of £1,500 imposed to recover the Agency's costs of considering the grant of the Transfer Licence, rather than an annual charge, where the abstraction took place from different watercourses.

The Clerk reported that within the proposals was an exemption for ports abstracting below the tidal limit and that he had queried why this was not also an exemption for IDBs.

Following discussions with Defra, he felt it possible that this exemption could also be granted to IDBs.

### B.1573 Environment Agency – Precepts

a) Further to minute B.1544(a), the Clerk referred to his letter to the Chairman dated 25<sup>th</sup> February 2016 and reported that while the Chairman of the Commissioners was content to meet with the Board, he did not at present see the need. The Chairman indicated that he agreed with this conclusion.

Mr Bliss disputed that the Middle Level Commissioners contribution had increased and that the Board had originally agreed to pay a net contribution of £35,000.

The Clerk confirmed that the Middle Level Commissioners' contribution had been raised in line with the rise in precepts imposed by the Environment Agency and the Chairman confirmed that he had seen the original minute by which the sum of £35,000 (net) had been agreed.

The Chairman now considered the matter closed.

b) Local Choices Update

The Clerk referred to the Environment Agency's newsletter dated April 2016 and updated the Board on the recent Environment Agency/IDB Strategic Meeting.

Presentation by Mr D Gillett – Environment Agency

Mr Gillett referred to the Hundred Foot River bed levels available since 1933 and to the effect of the Ely Ouse Flood Protection Scheme which meant the Tidal River received flows only from the Bedford Ouse. This had led to greater silt deposition, with more coming in and slower removal. He referred to the effect of when Denver was refurbished, which had also led to a build up of sediment.

In the Tidal River there were silt deposits on the inside of bends but as surveys took the centre line these were often missed.

He referred to the winter flows of 2012 and 2013 which had lowered bed levels in the Tidal River but overall not dramatically in the Hundred Foot and confirmed that high flows at Welmore Sluice had effectively stopped the Hundred Foot. A report had been commissioned from Black and Veatch which advised that bed levels were back to 1980's levels in the Tidal River. In the Hundred Foot up to ½ metre reduction had occurred in some locations. The Tidal River Strategy contained the level for 1:100 year flood protection. Bed levels had lowered this by 0.3m, providing an increased level of flood protection. He referred to the system of the Counter Drain/Old Bedford and confirmed that Welney Gate was manually operated.

In response to Mr Bliss, Mr Gillett said if banks were under stress, the Environment Agency preferred to use Welches Dam rather than the Well Creek overspill.

c) Public Sector Co-operation Agreements

Further to minute B.1544(b), the Clerk reported on the informal meeting with Greg Murphy of the Environment Agency and Mr John Heading to discuss the possible works on the Old Bedford River which was to be organised by IDBs and paid for by the Environment Agency from precept. He confirmed that details had been sent to Mr Latta, Chairman of Sutton and Mepal IDB, and to the Chairman, and that Mr Heading had agreed to approach contractors for a guide price and would keep the Board informed. The Chairman confirmed that he had been kept informed.

B.1574 Hazelmere Homes Ltd

Further to minute B.1546, the Clerk reported that on receipt of updated Land Registry Certificates he had discovered that 2 properties had been sold without reference to the Board in spite of a Local Land Charge Note being in place. He had subsequently contacted the new owners and mortgagees of others and of the properties where payments were still outstanding, 2 owners had now paid, 1 mortgagee so far had paid and 1 was paying by instalments.

The Clerk explained the position regarding the remainder.

RESOLVED

That the action taken be approved; that the Clerk continue to proceed as previously authorised and that the Chairman be authorised to decide the action to be taken in any particular case.

### B.1575 Ouse Washes Reservoir Section 10 Reservoir Inspection

Further to minute B.1548, the Clerk reported that there had been little change since the last meeting and that the Environment Agency were working on the details of the scheme.

Mr Gillett felt that works required were the filling of the low spots on the Middle Level Barrier Bank.

### B.1576 Consulting Engineers' Report

The Board considered the Report of the Consulting Engineers, viz:-

## Upwell I.D.B.

### Consulting Engineers Report – April 2016

#### Pumping Stations

##### Pumping Station Inspections

Twice yearly routine inspections of the Board's Pumping Stations commenced in February, notes from the inspections are as follows:

##### Bedlam

1. It was noted that only the socket mounted on the panel is RCD protected and that other station sockets are not.
2. Resistance to earth with soft start connected is 23MΩ indicating a weakness developing in the soft start itself, this is not uncommon and will be monitored.
3. It was noted that the pumps were set to run on "milltronics", however the time clock was faulty and hence the station did not properly favour running when cheaper electricity was available. The MLC were instructed by the District Officer to replace the time clock and this work has now been completed.
4. Electrical condition report (5 year mandatory electrical inspection) ran out January 2016 and hence the District Foreman is taking appropriate action.
5. It was recorded that Pump 2 was overhauled in 2014. Pump 1 has less than half the running hours of pump 2 and therefore it is expected that the requirement to overhaul it is still some years away.

##### Cock Fen

1. The voltage from the alternator when running was found to be 26v, suggesting that it is faulty, the District Foreman will investigate this further.
2. There is a rev counter fault on Pump 2. As this instrument just provides information when viewing pump running its repair is not considered critical to the station's operation, although the Board may wish to instruct action for the sake of maintaining the station at its design condition.

3. The oil pressure gauge on pumps 1&2 reads out of limit (over pressure) when the engine is running. As with item two this instrument provides information only and the Board's instruction is sought accordingly.
4. The syphon spill return pipe on pump 1&2 is rusted through. This is not critical to the running of the pump however, as a result of this, instead of the syphon spill water returning cleanly to the sump it splashes all of the station deck plates which are going rusty as a result.
5. The terminal connections in the "Probe Controls" section were found to be rusty. It is recommended that these components are cleaned or replaced and anti-condensation heaters fitted.

### Nordelph

1. The outfall flap valve looks to be seized and needs attention; however as the syphon breaker valve is in good order this is not urgent. It is therefore recommended that this is attended to over the summer period.
2. The electricity supply meter was found to be 1hr 20mins ahead and hence it was agreed with the District Foreman that the panel time switch be adjusted to match the meter.

### **Electricity Metering**

Further liaison with Anglian Farmers, SSE and UK Power Networks has continued in order to try and resolve the metering issue at Nordelph Pumping Station and avoid, if possible, the need to install CT Metering which would be at a cost to the Board. SSE did attend site to replace the undersized cable between the supply company's cut-out fuses and the metering but found an issue with the screw/terminal size which would not allow the new cable to be fitted. This issue could not be rectified by SSE and has to be carried out by the DNO, which is UK Power Networks (UKPN).

Anglia Farmers has confirmed that UKPN normally have 40 days to respond from date of notification (23<sup>rd</sup> March), however, if they decide this is a category C fault, they will only attend "when resources are available", and there is no indication of a realistic timescale for this. UKPN have reaffirmed that they checked the site in the summer of 2015 and found the 160 amp meter with existing fuses to be safe.

### Padgetts Corner

1. It was noted that a 30ma trip is fitted to the main 100A breaker and there is a chance that this could cause problems in the future if the panel or pump motor develop any minor earth faults, in which circumstances the pump would fail to operate. It is more common to have a 30ma trip on a socket outlet and an adjustable earth fault tripping unit on the pump motor to remove this potential problem. It is therefore recommended to change the arrangements here at a convenient date.

### Upwell Fen

1. Both panel heaters are in a poor state of repair and one is not working at all. It is recommended that they be replaced.

### **Eel Regulations**

Since the last meeting a further EA and IDB liaison meeting has been attended by the Middle Level Commissioners' Chief Engineer. At the meeting clarification was sought on the latest position. Particular areas of interest were the next steps and timings and interpretation of the position statements which have been issued (both previous and proposed). It was pleasing to have it reaffirmed at the meeting that the EA and defra wish to work with IDBs to define appropriate actions. It was also confirmed that the EA is currently only looking at high priority sites and will not presently seek to act on any low or medium priority sites. This is why where exemptions are issued they are only for the high priority sites. As there is a legal requirement to act, unless an exemption is in place on sites, it will be necessary to consider when it may be possible to instigate an eel passage solution. To do this, key maintenance and asset replacement should be estimated and what solutions might be possible looked at, along with their cost and affordability. This will align with the issued statement that no works on a flood risk management asset will be required purely for eel passage, but that they must be considered as part of any maintenance or replacement works. A proportionality test should also be applied when works are considered to ensure that the balance of investment remains firmly weighted in favour of managing flood risk. Questions that remain unclear include what might be considered as proportionate, who makes the final decisions and what would be the trigger for the eel works in terms of maintenance activities, eg would it include simple pump refurbishment? No further action is required immediately but members should keep it in mind that a plan of action will need to be drawn up once the picture is fully crystallised.

## **Changes to Planning Procedures**

These include the following:

- (a) Since the introduction of the development control and consent “surgery” the up take has been limited, but feedback from people that have used the service has been positive. The “surgery” has helped to improve received applications enabling them to be processed smoothly. The “surgery” will continue to be held on the third Tuesday of the month and this will be reviewed again at a later date.
- (b) The soakaway certification and checking service has been running for over a year and a number of people have taken up the process. Again like the “surgery” the feedback has been positive. Generally this has allowed simpler applications to be processed smoothly. The service will be continued and, as above, will be reviewed at a later date.
- (c) An initial surge in requests for the “Acceptability of Surface Water and Sewage Effluent Discharge” form has recently slowed but the feedback has been positive and the service will continue for the foreseeable future. However, we have had to advise some applicants/agents that this is not a consent document nor does it confirm agreement that a water level/flood risk management strategy has been agreed.

## **Responses to Planning Applications**

Following the decision to “stand back” from the planning process standard letters are currently being sent to applicants to remind them of their responsibilities and duties under the Land Drainage Act and associated Byelaws.

Following several years of working closely with Peterborough City Council (PCC), Fenland District Council's planning team will, from January 2016, be providing a shared service with the aim of delivering of an improved and more cost-effective service that will, reportedly, save Fenland £137,000 a year and a total of £446,000 by the end of the 2018/19 period.

In addition, PCC will be providing both Fenland District Council and the Borough Council with a consultancy service to meet its requirements under the Floods and Water Management Act. Whilst this will cover ‘major’ planning applications, informal concerns have been expressed within Fenland over the potential adverse impacts of meeting its “growth” targets given that much of the development is self-build and/or “minor” developments.



## **Planning Applications**

In addition to matters concerning previous applications, the following 2 new development related matters have been received and, where appropriate, dealt with since the last meeting:

<b>MLC Ref.</b>	<b>Council Ref.</b>	<b>Applicant</b>	<b>Type of Development</b>	<b>Location</b>
432	16/00156/F	Mr K Curson	Residence	Main Road, Three Holes
433	16/00360/OM	Mr J Grant BCKLWN	Residential Development (16 plots)	Chestnut Avenue, Welney

From the information provided it is understood that all the developments propose to discharge surface water disposal to soakaways, or similar infiltration systems. Some of the above are likely to discharge treated effluent into the Board's system either via private treatment plants or Christchurch Water Recycling Centre (WRC).

*Erection of a house with detached carport on land south west of The Rectory, Church Road, Christchurch – The Ely Diocesan Board of Finance (MLC Ref No 269) & Mr & Mrs Mannion (MLC Ref Nos 309, 313 & 366) & Dr & Ms Mannion (MLC Ref No 416)*

No further correspondence has been received from the applicants or the applicants' agents concerning this development and no further action has been taken on the Board's behalf.

*Erection of single-storey side extension and formation of pitched roofs to existing flat roofs of existing pavilion to form village hall/pavilion and formation of car park (MLC Ref Nos 312, 319 & 376) & Erection of a single-storey building for use as Village Hall involving demolition of existing Village Hall at the Bowling Green, Upwell Road, Christchurch - Christchurch Parish Council (MLC Ref No 411)*

No further correspondence has been received from the applicants or the applicant's agents concerning this site and no further action has been taken in respect of the Board's interests.

*Erection of 4-bed dwellings and formation of access road at land north of playing field Upwell Road, Christchurch - Christchurch Parish Council (MLC Ref Nos 342 & 362); Mr M Simonds, (MLC Ref No 397) & Messrs G & K Baxter & D Smith (MLC Ref No 414)*

Board's approval was given to Mr Simonds for the installation of a 9m long culvert to provide access to a new house and the piping and filling of a 4m long section of watercourse for the provision of utilities.

*Residential development involving demolition of existing hall and buildings at Christchurch Memorial Hall, Church Road, Christchurch - Mr W Poole (MLC Ref Nos 350 & 374)*

No further correspondence has been received from the applicant or the applicant's agents concerning this development and no further action has been taken in respect of the Board's interests.

*Proposed 4 no semi-detached dwellings for key workers at Harwin, Main Road, Three Holes - Mr K Curson (MLC Ref No 382, 422 & 432)*

Further to the last meeting an advisory letter was sent to the applicant's agent in late February. An application for discharge consent was subsequently received and is, at the time of writing, being processed.

*Erection of 4 dwellings with detached garages, comprising of 2 x 2-storey 4-bed dwellings and 2 x 3-storey 5-bed dwellings at the site of the former Shrub House, 46 Church Road, Christchurch – P J Farms Ltd (MLC Ref Nos 409, 412 & 414)*

No further correspondence has been received from the applicant or the applicant's agents concerning this development and no further action has been taken in respect of the Board's interests.

### **King's Lynn & West Norfolk Local Plan**

The Borough Council's Community Infrastructure Levy (CIL) - Consultation on a Draft Charging Schedule and Proposed Main Modifications to the Site Allocations and Development Management Policies Document (SADMP) are currently out to public consultation. The former ends at the end of April and the latter in mid-May. At the time of writing the documents were being considered and draft responses being prepared.

### **Fenland District Council (FDC) Neighbourhood Strategy**

Responses were made to the District Council, on the Board's behalf, in respect of:

(a) ***Fenland Infrastructure Delivery Plan (IDP) Draft Update October 2015 – Public Consultation***

Following the public consultation the comments received were considered and reviewed. The subsequent "Changes made to the IDP following consultation" report was issued in early 2016.

Many of the comments submitted by the Commissioners were advisory and, therefore, no changes were made. However, text was amended or added in the final document in respect of Utilities – both surface and waste water, Flood Risk Management Provision and potential schemes to serve southern Wisbech and the Gaul Road area in March.

The final report was considered and adopted by Full Council on 25 February.

(b) ***Fenland District Council (FDC) District Wide Level 2 SFRA***

In the absence of funding no further progress has occurred with this project.

**Cambridgeshire Flood and Water Supplementary Planning Document (SPD)**

Further to the last report sections of a revised draft document have been issued to the Steering Group for further consideration and comment and these are currently being considered.

The County Council currently hopes that the SPD will go before the County Committee on 9 June and subsequently be adopted by each of the Cambridgeshire local planning authorities.

A handwritten signature in blue ink, appearing to read 'A. Thomas', with a long horizontal flourish underneath.

Consulting Engineer

29 April 2016

Upwell (331)\Reports\April 2016

With regards to Bedlam pumping station, the Chairman confirmed that the unprotected sockets were no longer used and that since the time clock had been replaced the District Foreman could see the levels on his computer. The Board noted that the references to the pumps were the wrong way round.

With regards to the rev counter fault on pump 2 at Cock Fen pumping station in paragraph 5 of the report, the Chairman reported that this was due to vibration, but it still worked and although the oil pressure gauge on pumps 1 and 2 read out of limit (over pressure) when the system was running, the system would shut down if it got too high or too low. He further reported that the District Foreman had advised that the cause of the water spill referred to in the syphon spill return pump on pumps 1 and 2 rusting through was due to moisture build up and that the District Foreman would construct a duct.

The Chairman confirmed that there was no outfall flap valve at Nordelph pumping station.

With regard to development at Upwell Road, Christchurch, Mr Russell reported that no action had been taken.

#### RESOLVED

- i) That the Report and the actions referred to therein be approved.
- ii) That the Consulting Engineers contact Mr Simonds to give him a final opportunity to comply with the Board's requirements, failing which enforcement action be considered and the Chairman and Vice Chairman be authorised to take the necessary action.

#### B.1577 Capital Improvement Programme

- a) Members considered the Board's future Capital Improvement Programme.

#### RESOLVED

That the Capital Programme be approved in principle and kept under review.

- b) Insurance quote covering employee(s) wages during sickness

The Clerk reported that insurance for a 6 week period only could not be obtained.

#### RESOLVED

That no further action be taken.

#### B.1578 Maintenance Work in the District

- a) District Work Report – February – April 2016

The Board considered the District Work Report.

#### RESOLVED

That the Report and the actions referred to therein be approved.

b) Drainworks Programme 2016/2017

With reference to minute B.407, the Board gave consideration to maintenance work required in 2016/2017.

Mr Bliss wondered where flail mowing had been done.

The Chairman proposed that the drainworks maintenance works for 2016/2017 comprised the Christchurch end of the District and hot spots and the main drains serving the pumping stations.

RESOLVED

That the programme be approved and the District Officers be authorised to undertake the necessary maintenance work.

c) Complaint of Mr D Partridge – Worlds End Farm, Nordelph

Further to minute B.1545, the Chairman updated members on the position. The Clerk reported that there had been no further recent complaints and that the works requested by Mr Partridge had been attended to by the Board.

B.1579 District Labour

a) The Clerk reported that during the financial year 2015/2016 overtime payments had been made as indicated on the Supplementary Schedule.

b) The Board gave consideration to the Board's employees' wages for 2016/2017.

The Chairman felt that Carl Nunn had performed satisfactorily. Mr Walker wondered about reviewing his terms and conditions. Mr S Hartley felt that Carl Nunn was good mechanically. The Board discussed purchasing attachments for the flail mower to assist Mr Nunn in undertaking his work

RESOLVED

i) That the wages of Mr G Nunn remain as at present.

ii) That the wages of Mr C G Nunn be increased by 50p per week, with consequent adjustments to overtime, holiday and sick pay as indicated on the Supplementary Schedule.

The Clerk advised that due to the confidential nature of the Revised Working Arrangement issues, it was necessary to pass a formal resolution to exclude the public.

RESOLVED

That in pursuance of Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, the public be excluded from the meeting when the above matters are being considered by reason of the confidential nature of the business to be transacted.

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### B.1580 Chemical Weed Control

With reference to minute B.1438, the Chairman reported that there were no plans for chemical treatment works planned at the present time.

### B.1581 District Officers' Fees

a) Agreement relating to District Officer's duties

Further to minute B.1514(b), the Clerk reported that Messrs Goodger and Clabon had duly signed the agreements.

b) The Board gave consideration to the District Officer's fees for 2016/2017.

c) The Board gave consideration to the expenses payable to Mr Goodger.

### RESOLVED

i) The Board agree that the sum of £3,500 be allowed for the services of the District Officers for 2016/2017.

ii) That the Board agree that a sum of up to £900 mileage payment be allowed to Mr Goodger.

(NB) – The Chairman and the Vice Chairman declared an interest when these items were discussed.

### B.1582 Environmental Officer's Press Release and BAP Report

The Clerk referred to the Environmental Officer's Press Release dated April 2016, previously circulated to Members.

Members considered and approved the most recent BAP report.

Members wished their thanks to be sent to Cliff Carson for all his work and that he be commended on his report.

### B.1583 State-aided Schemes

Consideration was given to the desirability of undertaking further State-aided Schemes in the District and whether any future proposals should be included in the capital forecasts provided to the Environment Agency.

### RESOLVED

That no additional proposals be formulated at the present time.

#### B.1584 Charges for hire of plant when engaged on private work

a) Consideration was given to whether any revisions were necessary in the Board's charges for hiring plant for private work (last reviewed – May 2015).

i) Volvo EW 160B Wheeled Excavator

Present charge - £37 per hour (inclusive of operator's wages etc).  
(NB) – Travelling time being charged in addition to working time.

ii) Flail mower

Present charge - £32 per hour (inclusive of operator's wages etc)

Mr Bliss wondered if now would be a good time to replace the flail mower. The Chairman reported that he would be attending the ADA Floodex event at which plant would be demonstrated which would allow options to be considered. The Vice Chairman gave some "ball park" figures for prices.

#### RESOLVED

- i) That the hire charges remain as at present, in view of the prospective labour changes.
- ii) That the Chairman and Vice Chairman be authorised to investigate purchasing a new flail mower and report back to the next meeting.

#### B.1585 Inspection of District 2016

The Board considered the desirability of having an inspection of the District in 2016.

The Vice Chairman referred to point 121 which he felt should be inspected.

#### RESOLVED

That an inspection of the District be held on Friday the 20<sup>th</sup> June 2016, and that arrangements be made to meet at the Lamb and Flag Public House at 5.00pm.

*(File Note – After the meeting, the Chairman advised that the Inspection should actually be held on Monday the 20<sup>th</sup> June 2016).*

#### B.1586 Pension Staging Dates

Further to minute B.1484, the Board considered the arrangements for the auto-enrolment pension for the Board's employees.

#### RESOLVED

- i) That the NEST scheme be approved as the Board's Auto-Enrolment Scheme.
- ii) That Tier One contributions be paid.

- iii) That minimum contributions be paid.
- iv) That the scheme take effect on the Board's Staging Date viz:- 1<sup>st</sup> January 2017.

B.1587 Contributions from Developers

With reference to minute B.272(b), the Clerk will reported that the following contributions towards the cost of dealing with the increased flow or volume of surface water run-off and treated effluent volume had been received, viz:-

<u>Contributor</u>	<u>Amount</u>
Mr G Kettlewell	£510.49 (gross) £459.44 (net)
Mrs L C Munt	£510.49 (gross) £459.44 (net)
Miss C Abbott	£510.49 (gross) £459.44 (net)

B.1588 Health and Safety Audits

The Clerk drew attention to the continuing need to ensure that the Board complied with Health and Safety Requirements and reminded Members of the arrangements with Croner.

The Chairman reported that Carl and Graham Nunn had discovered a lone operating system which could be worn which he would be looking in to.

B.1589 Cambridgeshire and Norfolk Flood Risk Management Partnership Update

Further to minute B.1563, the Clerk reported that the main recent items discussed were the County Council's project to install more rain gauges in Cambridgeshire; the impact of the A14 Project; Surface Water Management Plans and the new Supplementary Planning Document on flood risk, which the Middle Level Commissioners' Planning Engineer is involved with. The Clerk advised that the Planning Engineer does not feel that this document is yet in a suitable state commenting in particular, that it is too generic, does not really apply to the special needs of the Fens or properly set out the roles and functions of IDBs.

B.1590 Governance and Accountability for Smaller Authorities in England

The Clerk referred to the recently issued Practitioners' guide to proper practices to be applied in the preparation of statutory Annual Accounts and Governance Statements which will apply to Annual Returns commencing on or after 1<sup>st</sup> April 2016.



### B.1591 Budgeting

The Clerk referred to the budget comparison of the forecast out-turn and the actual out-turn for the financial year ending 31<sup>st</sup> March 2016.

### B.1592 Review of Internal Controls

The Board considered and expressed satisfaction with the current system of Internal Controls.

### B.1593 Risk Management Assessment

- a) The Board considered their current Risk Management system.

The Clerk reported that the Board had in place a Risk Management Policy which was last reviewed in 2015.

He reported that the Board had in place operational, financial and governance policies and considered all of their key risks and how to mitigate against them at each scheduled meeting, at which operational and environmental risks were discussed, based upon engineer's reports, officer reports, budgets and costings covering the short/medium and longer term issues. Budgets were prepared and approved by the Board.

The Clerk reported that insurances were in place that confirmed the cover was appropriate to the business. Budgets/year-end forecasts were reviewed at intervals by the Board. This was deemed adequate for the size of the business and the District system was monitored on a regular basis to identify new/emerging areas of risk.

The Board considered this current policy/strategy to be appropriate in between carrying out more substantial, periodic formalised reviews of risk assessment/management and met the requirements that they were assessed by.

- b) The Board reviewed and approved the insured value of their buildings.

### B.1594 Exercise of Public Rights

The Clerk referred to the publishing of the Notice of Public Rights and publication of unaudited Annual Return, Statement of Accounts, Annual Governance Statement and the Notice of Conclusion of the Audit and right to inspect the Annual Return.

### B.1595 Annual Governance Statement – 2015/2016

The Board considered and approved the Annual Governance Statement for the year ended on the 31<sup>st</sup> March 2016.

### RESOLVED

That the Chairman be authorised to sign the Annual Governance Statement, on behalf of the Board, for the financial year ending 31<sup>st</sup> March 2016.

### B.1596 Payments

The Board considered and approved payments amounting to £179,456.94 which had been made during the financial year 2015/2016.

Mr Bliss raised the amount of brake cleaner purchased. Mr S Hartley advised that this was also used as a de-greasant.

In response to Mr Gowler, the Chairman confirmed the position regarding the accounts for unblocking drains. He also confirmed that the payment to Almond Yard, refill for Hobbyweld 5, was to do with the machine.

(NB) – Mr Crofts declared an interest in the payment made to Fen Regis Trophies Ltd.

(NB) – Messrs C Hartley and Sutton declared an interest (as Members of the Middle Level Board) in the payments made to the Middle Level Commissioners.

### B.1597 Banking Arrangements

#### a) Changes to the bank mandate

The Clerk reported that due to his impending retirement relevant changes to bank mandates to name his successor would be required in due course.

#### RESOLVED

That the Chairman be authorised to make the necessary changes to the Board's bank mandates.

#### b) Changes to the National Savings Accounts signatories

The Clerk reported that it was necessary to update the signatories on the National Savings Accounts.

#### RESOLVED

That the Chairman and the Clerk be the authorised signatories on the National Savings Accounts.

### B.1598 Annual Accounts of the Board – 2015/2016

The Board considered and approved the Annual Accounts and bank reconciliation for the year ended on the 31<sup>st</sup> March 2016 as required in the Audit Regulations.

Mr Pope raised the amount of VAT due being roughly the same as for the previous year end.

Mrs Spikings referred to whether it would be cheaper to go to Anglia Farmers for fuel rather than Watson direct.

The Clerk referred to the commission paid to Anglia Farmers and agreed to look into the savings for approaching Watsons direct.

## RESOLVED

That the Chairman be authorised to sign the Annual Return, on behalf of the Board, for the financial year ending 31<sup>st</sup> March 2016.

### B.1599 Expenditure estimates and special levy and drainage rate requirements 2016/2017

The Board considered estimates of expenditure and proposals for special levy and drainage rates in respect of the financial year 2016/2017 and were informed by the Clerk that under the Land Drainage Act 1991 the proportions of their net expenditure to be met by drainage rates on agricultural hereditaments and by special levy on local billing authorities would be respectively 76.00% and 24.00%.

## RESOLVED

- i) That the estimates be approved.
- ii) That a total sum of £187,508 be raised by drainage rates and special levy.
- iii) That the amounts comprised in the sum referred to in ii) above to be raised by drainage rates and to be met by special levy are £142,503 and £45,005 respectively.
- iv) That a rate of 20.0p in the £ be laid and assessed on Agricultural hereditaments in the District.
- v)
  - a) That a Special levy of £26,746 be made and issued to the Borough Council of Kings Lynn and West Norfolk for the purpose of meeting such expenditure.
  - b) That a Special levy of £18,259 be made and issued to Fenland District Council for the purpose of meeting such expenditure.
- vi) That the seal of the Board be affixed to the record of drainage rates and special levies and to the special levies referred to in resolution (v).
- vii) That the Clerk be authorised to recover all unpaid rates and levies by such statutory powers as may be available.

### B.1600 Display of rate notice

## RESOLVED

That notice of the rate be affixed within the District in accordance with Section 48(3)(a) of the Land Drainage Act 1991.

### B.1601 Date of next Meetings

The Clerk referred to the request from the Borough Council of Kings Lynn and West Norfolk that the setting of rates and special levies should be made earlier and drew attention to the estimates

which would have arisen based on the budget available at the calendar year end which would have produced an increased rate and levy to meet them.

RESOLVED UNANIMOUSLY

That no change be made in the meeting arrangements and the next Meetings of the Board be held as follows in 2017, viz:-

- i) Monday the 23<sup>rd</sup> January 2017
- ii) Wednesday the 10<sup>th</sup> May 2017.

B.1602 Mr Graham Nunn

The Vice Chairman enquired whether a leaving gift should be purchased for Graham Nunn.

RESOLVED

That the Chairman and Vice Chairman be authorised to purchase suitable leaving gifts.