

BLUNTISHAM INTERNAL DRAINAGE BOARD

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31 May 2018

Mr Chairman and Gentlemen

Meeting of the Board
8th June 2018

I enclose the Agenda for the Meeting of the Board to be held at Hanson's, Needingworth Quarry at 10.30 am on Friday the 8th June 2018.

Please telephone or e-mail to confirm your attendance as soon as possible.

Yours truly

D C THOMAS

Clerk to the Board

To the Chairman and the Members of the Bluntisham Internal Drainage Board

A G E N D A

1. Apologies for absence

2. Declarations of Interest

Members to declare any interests relating to the agenda.

3. Confirmation of Minutes

To confirm the Minutes of the Meeting of the Board held on the 12th January 2018.

(Copy pages 7-17)

4. Matters arising from the Minutes

5. Maintenance works in the District

Further to minute B.626, the Chairman to report.

6. Issues with Drain Maintenance Works (B1/45)

The Clerk will refer to various issues encountered whilst carrying out drain maintenance works, as reported by the Chairman.

7. Water Transfer Licences

Further to minute B.629, the Clerk will refer to the fact that licencing of water transfers came into force on the 1st January 2018.

However, only one licence is required per EA water body transferred from even if multiple intakes exist. The cost per licence is £1,500 and will last for 12 years.

8. Ouse Washes Section 10 Reservoir Middle Level and South Level Barrier Bank Works

Further to minute B.630, the Clerk to report.

9. Defra IDB1 Returns

Further to minute B.642, the Clerk will refer to a letter received from Defra dated the 24th April 2018.

(Copy pages 18-27)

10. Consulting Engineers' Report

To consider the Report of the Consulting Engineers.

(Copy pages 28-30)

11. Pumping Station duties

To give consideration to the payment in respect of pumping station duties for 2018/2019

12. Environmental Officer's BAP Report

The Clerk to refer to the Environmental Officer's most recent BAP Report together with the information sheets about floating pennywort.

(Copy pages 31-42)

13. State-aided Schemes

To consider whether to undertake further State-aided Schemes and whether any future proposals should be included in the forward capital forecasts provided to the Environment Agency.

14. Environment Agency – Precept

The Clerk will report that the precept for the financial year 2018/2019 has been fixed at £1,762 representing a rate (including special levies) of 1.14p.

The precept for 2017/2018 was £1,736.

15. Association of Drainage Authorities

The Clerk will:-

a) Annual Conference

Report that the Annual Conference of the Association of Drainage Authorities will be held in London on Wednesday the 14th November 2018.

b) Annual Conference of the River Great Ouse Branch

Report on the Annual Conference of the River Great Ouse branch of the Association held in Prickwillow, Ely on Tuesday the 6th March 2018 and the fact that the administration of this branch has now been passed to the Middle Level Commissioners.

c) New Model Policy Statement

Refer to the publication of the new model Policy Statement issued in late April by ADA.

(Copy pages 43-50)

d) Floodex 2019

The Clerk will report that Floodex 2019 will be held at The Peterborough Arena on the 27th and 28th February 2019.

16. Middle Level Commissioners and Administered Boards Chairs Meeting

The Clerk will report that a meeting of the Chairmen of all of the Middle Level Commissioners' administered Boards was held on the 8th March 2018 to discuss the challenges facing Boards. Innes Thomson, Chief Executive of ADA, spoke on the arrangements adopted by other Boards around the country.

Matters raised included:-

- 1) Advantages, disadvantages and barriers to amalgamation.
- 2) Future meetings and the opportunity for Boards to request items be added to the agenda.
- 3) Reviewing Board membership numbers.
- 4) Frequency of Board Meetings

17. Requirements for a Biosecurity Policy

The Clerk to report.

18. Charging for Environmental Permits

The Clerk will report on the consultation on charging for Environmental Permits which closed on the 26th January 2018. It is suggested within the consultation that charging should be designed to recover costs and as such there may be significant increases in the charges for obtaining Environment Agency permits for some IDB activities which require such consents. ADA have responded on behalf of the industry and their response is available on their website, www.ada.org.uk/2018/01/ada-responds-environment-agency-charge-proposals-2018.

19. Health and Safety Audits

Further to minute B.640, the Vice Chairman will report on the visit by Croner on Monday 16th April 2018.

20. Governance and Accountability for Smaller Authorities in England

The Clerk to refer 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 1st April 2018 which is available on our website at www.middlelevel.gov.uk/BluntishamInternalDrainageBoard/GovernanceandAccountability.

21. Budgeting

The Clerk to refer to the budget monitoring comparison with comparison to year end out-turn added.

(Copy page 51)

22. Review of Internal Controls

a) To consider the system of Internal Controls.

b) To consider the appointment of the Internal Auditor and the proposed Audit Strategy and Audit Plan for 2019-2021.

(Copy pages 52-61)

23. Risk Management Assessment

a) To give consideration to the Board's Risk Management Policy.

b) To review the insured value of the Board's buildings.

(Copy page 62)

24. Appointment of External Auditor

Further to minute B.532(b), the Clerk to report.

25. Transparency Code for Smaller Authorities

The Clerk to report.

26. Exercise of Public Rights

The Clerk to refer 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.

27. Annual Governance Statement – 2017/2018

To review and complete the Annual Governance Statement.

(Copy page 63)

28. Payments 2017/2018

The Clerk to report on payments made during the financial year 2017/2018.

(Schedule page 64)

29. Annual Accounts of the Board - 2017/2018

To consider the Annual Accounts and bank reconciliation for the year ended on the 31st March 2017 and the completion of Section 2 of the Annual Return as required in the Audit Regulations.

(Copy pages 65-68)

30. Dates of next Meetings

To agree the dates for Meetings of the Board in 2019.

31. Any other business

BLUNTISHAM INTERNAL DRAINAGE BOARD

At a Meeting of the Bluntisham Internal Drainage Board
held at Hanson's, Needingworth Quarry on Friday the 12th January 2018

PRESENT

P D Burton OBE (Chairman)	H Burgess Esq
J R Anderson Esq (Vice Chairman)	M Francis Esq
K Bird Esq	A G R Holloway Esq

Miss Samantha Ablett (representing the Clerk to the Board) was in attendance.

The Chairman enquired whether ALL Board members were happy for the meeting to be recorded. All members were in agreement.

Apologies for absence

Apologies for absence were received from J M Green Esq and C Hudson Esq.

B.620 Declarations of Interest

Miss Ablett 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.

The Chairman declared an interest in any matter in which Lattenbury Farms were involved. Mr Bird declared an interest in any matters concerning Hanson's. Councillor Francis declared an interest in planning matters as a member of Huntingdonshire District Council.

B.621 Confirmation of Minutes

RESOLVED

That the Minutes of the Meeting of the Board held on the 9th June 2017 are recorded correctly and that they be confirmed and signed.

B.622 Appointment of Chairman

RESOLVED

That P D Burton OBE be appointed Chairman of the Board.

B.623 Appointment of Vice Chairman

RESOLVED

That J R Anderson Esq be appointed Vice Chairman of the Board.

B.624 Election of Members of the Board

Miss Ablett reported that, as the number of candidates for membership of the Board did not exceed the number of persons to be elected (six), the following candidates were elected as Members of the Board for a period of three years from the 1st November 2017, viz:-

ANDERSON James
BIRD Keith
BURGESS Herbert

BURTON Peter
GREEN John
HOLLOWAY Alan

B.625 Land Drainage Act 1991

Board Membership – Huntingdonshire District Council

Miss Ablett reported that Huntingdonshire District Council had re-appointed Councillor M Francis to be a Member of the Board under the provisions of the Land Drainage Act 1991.

B.626 Maintenance Works in District

Further to minute B.596, the Chairman confirmed that most of the flail mowing had been completed and that dredging works on the main channel would commence shortly.

Mr Burgess enquired whether all the maintenance work being carried out this year would come within budget. The Chairman advised that the budget for maintenance works had been increased last year and therefore all works should be within budget and he would expect all work to have been completed within the next six weeks.

The Chairman pointed out that as the stretch of drain alongside the river, which was due to be maintained next year, had been made into a site of scientific interest within the last 12 months, it may not be possible to carry out all the work in one go.

RESOLVED

That the maintenance works be approved and that Lattenbury Farm Services be engaged to undertake them.

(NB) – The Chairman referred to his interest when this item of business was being discussed and took no part in the decision.

B.627 Hanson – Progress Report

Further to minute B.597, Mr Bird reported there had been an increase in output last year, a certain amount of which related to the A14 project. He advised that all extraction activity had been carried out on the other side of the river, which was also the plan for the current year.

Mr Bird reported that work had commenced with Cambridgeshire County Council on a planning application regarding the re-phasing of operations, which again would mainly affect the other side of the river.

Mr Bird advised that Hanson's had expected to extract gravel to extend the silting capacity, but as the company considered it already had ample stock, the extraction this side of the river has been deferred for between 4-5 years.

With regards to the restoration project, which in principle was the same, Mr Bird reported that it had been agreed with Cambridgeshire County Council that a small area would be left unworked to preserve the archaeology identified.

Mr Bird advised that there were another 13 years of reserves left in the area and there was allocation in the Cambridgeshire County Council mineral plan within the next 5-10 years for planning applications for further acquisitions.

Mr Bird confirmed that the Board would be consulted regarding any planning applications

B.628 Water Framework Directive

Further to minute B.598, Miss Ablett advised that there was nothing further to report at the present time.

B.629 Water Transfer Licences

Further to minute B.599, Miss Ablett referred to a letter received from ADA dated the 27th October 2017 and to the Clerk's response to Defra.

Miss Ablett reported that Defra had now issued the Government response to the Consultation on Water Transfer Licences, which ended in January 2017, and it appears that, from the 1st January 2018, Defra will require Boards that transfer water from Main River to District Drains to obtain a licence. She advised that the licence fee will be £1,500 which would cover a period 12 year period, however no inter-district IDB transfers will be caught by the licencing regime. At the moment Defra have said the details to be contained in the licence will be flexible and that only if there is significant risk to water quality will a lot of detail be required in the licence. Only basic detail will be required where there is no risk to water quality and the environment.

ADA's position has been that they were reasonably happy with the licencing, but wanted an exemption for IDBs from paying the fee as the Boards get no income from Main River to IDB extractions.

On behalf of the Middle Level Commissioners and IDBs, the Clerk had written to Sarah Hendry, Policy Director for Floods and Water at DEFRA, requesting further information, expressing his disappointment with the lack of engagement with IDBs and with the implementation of the changes being made with virtually no notice.

RESOLVED

That the Chairman and the Clerk be authorised to take any actions considered necessary in relation to this matter.

B.630 Ouse Washes Section 10 Reservoir Middle Level and South Level Barrier Bank works

Further to minute B.600, Miss Ablett referred to Briefing notes from the Environment Agency dated August, September and October 2017.

Miss Ablett reported that works on this Environment Agency scheme needed to meet the legal requirements of the Reservoirs Act commenced this year and were part of a three year programme.

She added that it was worth noting that these works, which due to the nature of the location have to fit in with ecological timing constraints, were slightly behind programme but that it should be possible to address this over the next two years.

B.631 Ouse Washes Landscape Partnership Scheme

Miss Ablett referred to a letter received from Cambridgeshire Acre dated 1st May 2017.

She reported that an extensive biodiversity study had been commissioned by Cambridgeshire ACRE last year which included eight of the Bluntisham IDB watercourses. Information on this was given in the appendix and it was noted that the full survey results could be found online.

B.632 Consulting Engineers' Report

The Board considered the Report of the Consulting Engineers.

Miss Ablett referred to the proposed development to the north of Fairview and west of Enterprise Farm (MLC Ref Nos. 011 and 013), a map of which was tabled.

Miss Ablett advised that the applicant's consultant was of the opinion that the discharge would be into point 16 of the Boards District, but the Planning Engineer wondered whether, as the development was not within the highland water catchment area, the flow would actually be into the Environment Agency's drain, Wadsby Folly. She also referred to the residential development on land adjacent to Fair View, Bluntisham Road, Needingworth (MLC Ref No 012), and enquired whether this too would actually flow into the Environment Agency's drain.

Miss Ablett enquired whether any member was able to confirm the location and flow direction of the proposed discharge, before any further work was carried out on the Board's behalf.

The Vice Chairman advised that he thought the discharge went under the road into the Environment Agency's drain, but could not be certain.

RESOLVED

- i) That the Report and the actions referred to therein be approved.
- ii) That the Chairman review the information regarding the planning applications (MLC Ref Nos. 011 - 013) and report back to the Planning Engineer.

B.633 Capital Improvement Programme

Members considered the Board's future capital improvement programme.

Miss Ablett advised the Board that, should they go ahead with the installation of the automatic weedscreen cleaner in the year 2020/2021, consideration would need to be given to how the funds would be raised.

Members discussed the capital improvement programme and the availability of grant in aid. Mr Burgess advised that should the Board decide to proceed with the installation of the automatic weedscreen cleaner they could consider applying for a public works loan, as other IDBs had done recently.

RESOLVED

That the Capital Programme be approved in principle.

B.634 Environmental Officer's Newsletter

Miss Ablett referred to the Environmental Officer's Newsletter, which had previously been circulated to Members.

B.635 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 proposals be formulated at the present time.

B.636 Environment Agency – Precepts

Miss Ablett reported that the precept for the financial year 2018/2019 would include a 1.5% increase over the previous year's figure.

B.637 Claims for Highland Water Contributions – Section 57 Land Drainage Act 1991

- a) Miss Ablett reported that the sum of £44.61 (£1,040.37 less £995.76 paid on account) (inclusive of supervision) had been received from the Environment Agency based on the Board's actual expenditure on maintenance work for the financial year 2016/2017 together with the sum of £1,001.44 in respect of 80% of the Board's estimated expenditure for the financial year 2017/2018.
- b) Further to minute B.577(b), Miss Ablett referred to the discussions with the Environment Agency over the monies available to fund highland water claims.

RESOLVED

That the position be kept under review.

B.638 Association of Drainage Authorities

Miss Ablett reported:-

a) Annual Conference

That the 80th anniversary Annual Conference of the Association had been held at the ICE building in Westminster on Thursday the 16th November 2017 and had been well attended with speakers including Dr Therese Coffey MP, who spoke on future challenges, local accountability and the excellent work and the strength of IDBs amongst other things.

Councillor Derek Antrobus spoke about his experiences in Salford where the Council had turned spatial planning on its head by considering environmental assets before looking at provision for housing need, which allowed for more sustainable growth. Sir James Bevan followed and stated that he was a fan of IDBs and supported the transfer of watercourse maintenance through de-maining where there was a local desire for this. He also confirmed that dredging was important and would remain within the EA's programme and that £22M had been spent on this in the last financial year. The Conference also marked the stepping down of Henry Cator as ADA's chairman. He has been replaced by Robert Caudwell who has a background in farming in Lincolnshire and who is keen to see partnership working across catchments develop to provide a holistic answer to flood risk and drought management.

b) Annual Conference of the River Great Ouse Branch

That the Annual Conference of the River Great Ouse branch of the Association would be held in Prickwillow, Ely on Tuesday the 6th March 2018.

c) Subscriptions

That it was proposed by ADA to increase subscriptions by approximately 1% in 2018, viz:- from £536 to £542.

RESOLVED

That the increased ADA subscription be paid for 2018

d) Liability of Board Members

Miss Ablett referred to, and Members noted, a Guidance Note received from ADA dated the 28th September 2017 which summarised the issue of when Members of an Internal Drainage Board may be held personally liable for actions which they take in that capacity.

Miss Ablett advised that the Board had management liability insurance in place, which was in respect of claims made as a result of a wrongful act against members of the Board arising from the management and operations of the Board and that the cover attached was £5,000,000.

Councillor Francis enquired whether Councillors were also covered under the Board's management liability insurance. Miss Ablett advised that, as Members of the Board, she believed they were also covered, but that she would make enquiries and report back to him and the Chairman.

RESOLVED

That the Chairman and Councillor Francis be advised whether Councillors were covered under the Board's management liability insurance.

e) Updating IDB Byelaws

Miss Ablett referred to a letter received from ADA dated the 20th October 2017.

Miss Ablett reported that most of the IDBs in the area have a set of Byelaws which were made under Section 34 of the Land Drainage Act 1976 for the secure and efficient working of the drainage system in their area.

Defra have now suggested that the Byelaws which have been adopted by IDBs should be updated to include within their purpose the regulating of the effects of the environment. To do this it will be necessary to update the current Byelaws in line with the standard model byelaw published in October 2012.

RESOLVED

That the Clerk be requested to draft new Byelaws to include compliance with the environment regulations for consideration by the Board at their next meeting.

B.639 Capital Programme Strengthening and Delivery

Miss Ablett referred to, and the Board noted, the slides presented by the Environment Agency at the Great Ouse IDB and EA Strategic Group meeting on the 19th April 2017.

B.640 Member training and the appointment of a Health and Safety Officer

Miss Ablett reported that ADA has been encouraging member training for a number of years and Defra will, from 2018, require Boards to report upon any training that has been provided to members. This was to be reported by way of an entry on the IDB1 forms and the listed topics on this form are; Governance, Finance, Environment, Health, safety and welfare, Communications and engagement, amongst others. The Board may wish to pick an area where they consider specific tailored training is pertinent for it in a given year or alternatively might ask that the Middle Level Commissioners arrange some joint training with other Boards which they are happy to do.

On Health and Safety, after reviewing arrangements for a number of Boards, it has become clear that it would be helpful if Boards could appoint a member to be in charge of Health and Safety matters. This person would take overall responsibility for Health and Safety supported by Croner through the Middle Level Commissioners. This will help provide clarity going forward as ultimately it is the Boards' role to ensure that sites, equipment and working practices are as safe as can be reasonably expected. Whilst IDBs have an enviable record on safety and much that is needed is likely to already be in place, the HSE would probe the organisational structure should a reportable accident occur and would take a dim view if clarity on the lines of responsibility were unclear.

The Vice Chairman advised that training had been arranged with Croner relating to health and safety, but had been cancelled by Croner. He enquired whether this had been rescheduled and Miss Ablett advised that she would request the Clerk contact the Vice Chairman to make further arrangements.

Councillor Francis enquired whether there would be costs associated with any training requested. Miss Ablett advised that she would make enquiries and this would be reported at the next meeting.

RESOLVED

- i) That the Vice Chairman be appointed Health and Safety Officer.
- ii) That the Clerk contact the Vice Chairman to arrange a date for Health and Safety training with Croner.
- iii) That the costs of any training be advised to the Board at the next meeting.

B.641 Health and Safety Audits

Miss Ablett advised that, following the last meeting, the Clerk had contacted the Chairman and Vice Chairman to advise of the services provided by Croner relating to Health and Safety and also that assistance with the completion of Risk Assessments could be provided, if required.

B.642 Defra IDB1 Returns

Miss Ablett reported on the proposed changes to the Annual Defra IDB1 Returns.

She advised that the IDB1 form is completed each year in accordance with the Land Drainage Act 1991 and is submitted to Defra, the Environment Agency and to each Council which pays an IDB Special Levy. The form provides information on such items as income, expenditure, a policy delivery statement, the bio-diversity action plan, asset management and governance matters.

Miss Ablett reported that for the year ended 31st March 2017 the IDB1 return was amended and additional information requested, such as details of board membership, attendance at meetings, whether elections are held and confirmation that the complaints procedure is accessible from the home page on an IDB's website. This information will enable Defra to gather more data in relation to IDBs.

For 2018 the IDB1 form will be further expanded. The additions were developed in co-operation with the Environment Agency, ADA and invited IDB representatives including David Thomas on behalf of the Middle Level Commissioners. The inclusion of items within the form which would either be difficult to report on or provide information which collectively would be of little value have been resisted and the new IDB1 form should, as a result, allow Defra to gain a much clearer insight into what IDBs deliver annually. It is hoped that this in turn will assist with raising further the profile of IDBs.

B.643 The General Data Protection Regulation (GDPR)

Miss Ablett referred to the Guidance Note on the implementation of the GDPR and that all organisations must become fully compliant by the 25th May 2018.

RESOLVED

That Miss Lorna McShane, Solicitor and Assistant Clerk be appointed the Board's Data Protection Officer.

B.644 Completion of the Annual Accounts and Annual Return of the Board – 2016/2017

- a) The Board considered and approved the comments of the Auditors on the Annual Return for the year ended on the 31st March 2017.
- b) The Board considered and approved the Audit Report of the Internal Auditor for the year ended on the 31st March 2017.

B.645 Review of Internal Controls

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

B.646 Transparency Code for Smaller Authorities

At the Board's last meeting, it had been reported that a smaller authority with income and expenditure below £25,000 could apply for exemption from an external audit for the year ended 31st March 2018.

Miss Ablett informed Members that, in place of routine audit, the smaller authority would be subject to requirements under the new transparency code. This meant that the Board would have to publish far more information and in greater detail than it did at present.

She advised that should the Board choose to apply for exemption it should note that if the accounting records were questioned or challenged, an auditor would then have to be appointed and an audit carried out, which would incur costs.

In view of the above, Miss Ablett confirmed that the Clerk recommended that for better transparency, clarity and to avoid any challenges, the Board continues with the current arrangements.

Miss Ablett enquired whether the Board wished to continue to have a limited assurance review carried out by their appointed auditor as had been done in the past. The charge for this would be £200 + VAT.

The Chairman reported that he had previously been advised that the Board were not required to go out to tender or obtain quotes for any works below a certain limit, however, as he had an interest in the maintenance works, as the Board's contractor, he wished to know what these were. As Miss Ablett was not sure of the exact limits, she advised that she would make enquiries and report back him. The Chairman requested that for transparency purposes this be included as an agenda item for the next meeting.

RESOLVED

- i) To continue with external audit.
- ii) That the Chairman be advised of the limits applicable for both revenue and capital works before the Board is required to obtain further quotes and that this be included as an agenda item at the next meeting.

B.647 Exercise of Public Rights

Miss Ablett 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.648 Payments to 15th December 2017

The Board considered and approved payments amounting to £6,464.70 which had been made from the 1st April to the 15th December 2017.

B.649 Expenditure estimates and special levy and drainage rate requirements 2018/2019

The Board considered estimates of expenditure and proposals for special levy and drainage rates in respect of the financial year 2018/2019 and were informed by Miss Ablett 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 40.24% and 59.76%.

RESOLVED

- i) That the estimates be approved.
- ii) That a total sum of £17,839 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 £7,179 and £10,660 respectively.
- iv) That a rate of 11.50p in the £ be laid and assessed on Agricultural hereditaments in the District.
- v) That a Special levy of £10,660 be made and issued to Huntingdonshire 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 levy referred to in resolution (v).
- vii) That the Clerk be authorised to recover all unpaid rates and levy by such statutory powers as may be available.

B.650 Anglia Farmers

The Board considered their contractual arrangements with Anglia Farmers for the supply of electricity.

Miss Ablett reported that the contract with Anglia Farmers ceases on the 30th September 2018. Should the Board choose not to renew its contract, they would be required to give notice in December/January.

She advised that, in view of the problems encountered over the past 14 months with the operation of the contract, a report had been sent to all Chairmen.

Miss Ablett further advised that, although the Clerk was able to recommend to the Board that they remain with Anglia Farmers for a further contract period, usually 18 months to 2 years, during which time the service provided by them will be monitored, it was a Board decision and should they wish to be removed from the buying group then it would be the Board's responsibility to negotiate its own separate electricity contract with a supplier.

RESOLVED

That the current arrangements be continued for a further contract period, during which time the service provided by them, in relation to the running of the contract, be monitored.

B.651 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.652 Date of next Meeting

Miss Ablett reminded Members that the next Meeting of the Board will be held on Friday the 8th June 2018.



Department
for Environment
Food & Rural Affairs

Floor 3, Seacole
2 Marsham Street
London SW1P 4DF
T: 03459 33 55 77
helpline@defra.gsi.gov.uk
www.defra.gov.uk

To the Clerks, Internal Drainage Boards

Date: 24 April 2018

Dear Sir/Madam

IDB Annual Report for year ending 31 March 2018.

Please find enclosed a copy of the above statutory form to be completed and returned by 31 August 2018 for the Board(s) that you manage.

We are sending the form to you by email and we should be grateful if you would complete the form electronically. Please see further below for instructions on completing the form.

Changes since 2017

As you may know Defra has worked with ADA, IDBs and other stakeholders (EA, NE, CLA, NFU, RSPB) to update the IDB1 form, particularly in light of the NAO report into IDBs published in March 2017. We have amended/included the following:-

- Page 2: - under income, we have included lines for PSCAs (6) and Loans (7);
- Page 3: - under expenditure, we have included lines for PSCAs (17), developers funds income not applied in year (24), grant income not applied in year (25).
- Page 4: - we have included full guidance notes for all the expenditure entries;
- Page 5:- there are new questions under biodiversity and we have added in questions on SSSIs;
- Page 6: - new questions have been added under Asset Management and there are new questions on Health and Safety;
- Page 7: new questions under Guidance and Best Practice;
- Page 8: new questions on number of complaints, public engagements and percentage of drainage rates outstanding at year end.
- Page 9: new guidance notes in Section B



INVESTORS
IN PEOPLE

Completion Instructions

In order to ensure consistency of the responses and ensure we capture the correct information, when you complete the yes and no answers, please could you follow these instructions:-

Depending on whether your response is yes or no - click on the relevant yes/no box, by right clicking on that box and then when the box pops up – click on properties – you will see within the box under default values that it is “not unchecked”, please click on “checked” and then OK – this will then leave a X in the box to indicate your reply.

We should be grateful if you would submit the form by email to our shared email box at floodreports@defra.gsi.gov.uk. Copies should also be sent to the Environment Agency via rachael.hill@environment-agency.gov.uk.

In accordance with the Local Audit and Accountability Act 2014 and the transparency code for smaller authorities, we are looking to IDBs to publish their completed IDB1 forms on their websites.

If you have any queries about completing the form, please do not hesitate to contact Suja Ratnasingham, Business Support Unit at Sujahini.ratnasingham@defra.gsi.gov.uk

Yours faithfully,



Carol Tidmarsh, Flood Risk Management



Annual Report for the year ended

31 March 2018

The Law – the following annual report is provided in accordance with Paragraph 4 of Schedule 2 to the Land Drainage Act 1991.

No later than 31 August 2018 a copy must be provided to:

- Department for Environment, Food and Rural Affairs, Flood Management Division, Floor 3, Seacole, 2 Marsham Street, London SW1P 4DF via floodreports@defra.gsi.gov.uk
- National Flood and Coastal Risk Manager (Strategic Delivery), The Environment Agency, Horizon House, Deanery Road, Bristol, BS1 5AH via rachael.hill@environment-agency.gov.uk
- The Chief Executives of:
 - all local authorities that pay special levies to the Board;
 - all County Councils or London Boroughs within which the Board is situated.

Please complete the form electronically. If you are unable to complete the form electronically, please complete in BLOCK LETTERS using **black ink**.

Please round all cash figures down to nearest whole £.

ENTER INTERNAL DRAINAGE BOARD NAME HERE

Internal Drainage Board

Section A – Financial information

Preliminary information on special levies issued by the Board for 2018- 19

Information requested below is essential in calculating future formula spending share. It is not covered elsewhere on this form or by the external auditor's certificate.

Special levies information for financial year 2018-19 (forecast)	
Name of local authority	2018-19 forecast £
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
Total	

Section A – Financial information (continued)

Income and Expenditure Account for the year ending 31 March 2018

All Internal Drainage Boards must ensure that the Income and Expenditure information provided below is consistent with the Board's annual accounting statements which have been prepared in accordance with proper practices found in *Governance and Accountability for Smaller Authorities in England* –

A Practitioners' Guide to proper practices to be applied in the preparation of statutory annual accounts and governance statements March 2017

	Notes	Year ending 31 March 2018 £
INCOME		
1. Drainage Rates		X
2. Special Levies		X
3. Higher Land Water Contributions from the Environment Agency		X
4. Contributions received from developers/other beneficiaries		X
5. Government Grants (includes capital grants from EA and levy contributions)		X
6. PSCAs from EA and other RMAs		X
7. Loans		X
8. Rechargeable Works		X
9. Interest and Investment Income		X
10. Rents and Acknowledgements		X
11. Other Income		X
Total income		X
EXPENDITURE		
12. New Works and Improvement Works		Y
13. Total precept to the Environment Agency		Y
14. Watercourse maintenance		Y
15. Pumping Stations, Sluices and Water level control structures		Y
16. Administration		Y
17. PSCAs		Y
18. Rechargeable Works		Y
19. Finance Charges		Y
20. SSSIs		Y
21. IDB Biodiversity and conservation (other than item 20 expenditure)		Y
22. Other Expenditure		Y
Total expenditure		Y

EXCEPTIONAL ITEMS		
23. Profits/(losses) arising from the disposal of fixed assets		Z
Net Operating Surplus/(Deficit) for the year		X-Y+Z
24. Developers Funds income not applied in year		
25. Grant income not applied in year		

Notes:

11. Include all other Income, such as absorption account surpluses (for example plant and labour absorption accounts).
12. State the gross cost of undertaking minor capital works that have not been capitalised and the annual depreciation charges of all major schemes that have been capitalised. You should also include a fair proportion of the support costs directly associated with delivery of the schemes.
13. State the total precept demanded for the year as properly issued by the Environment Agency, in accordance with section 141 of the Water Resources Act 1991. Providing that the precept has been properly issued as before stated it should always be included here, even when the Board has appealed against the amount of contribution, in accordance with section 140 of the Water Resources Act 1991. Where the Board knows with certainty the outcome of any such appeal, it should also include the appropriate accrual/prepayment.
14. State all costs associated with the maintenance of watercourses, meaning work associated with open channels, pipelines, culverts, bridges, etc. Plant, vehicle and labour charges should include a fair proportion of the overheads such as depot/workshop costs, employment on-costs, insurances and depreciation, etc. You should also include a fair proportion of the support costs directly associated with delivery of the maintenance programme.
15. State all costs associated with maintaining and operating the pumping stations, sluices and water level control structures. Plant, vehicle and labour charges should include a fair proportion of the overheads such as depot/workshop costs, employment on-costs, insurances and depreciation, etc. You should also include a fair proportion of the support costs directly associated with maintaining and operating the pumping stations, sluices and water level control structures.
16. Include the cost of non-technical staff only, office accommodation, annual depreciation of office equipment that has been capitalised, minor office equipment that has not been capitalised, postages, telecoms', stationery, printing, advertising, auditing of accounts, general insurances and all other costs associated with supporting the organisation. Please note that this does not include support costs, which are directly associated with the delivery of front line services.
17. State all costs associated with the PSCA
18. State all costs associated with undertaking work for third parties. Plant, vehicle and labour charges should include a fair proportion of the overheads such as depot/workshop costs, employment on-costs, insurances and depreciation, etc. You should also include a fair proportion of the support costs directly associated with undertaking the rechargeable work.
19. Include the cost of servicing any borrowing, in terms of bank/loan/hire purchase Interest payable.
20. State all costs associated with undertaking works – capital or maintenance – specifically for helping to achieve favourable condition on Sites of Special Scientific Interest (SSSIs). In most cases, these costs will be incurred in implementing actions set out in SSSI Water Level Management Plans or SSSI River Restoration Plans.

21. State all costs associated with undertaking works – capital or maintenance – that are likely intended to help conserve biodiversity (other than works on SSSIs). These costs are likely to be incurred in implementing actions set out in an IDB's Biodiversity Action Plan or other conservation actions on non-designated sites.
22. Include all other expenditure, such as a provision for bad/doubtful debts, write-offs, and absorption account deficits (for example plant and labour absorption accounts).
23. For the disposal of assets, state the difference between any proceeds from the sale/disposal of the asset and the cost of the asset less accumulated depreciation.
24. Total balance of developer fund year end.
25. Unspent grant at year end.

Section B –IDB Reporting

Policy Delivery Statement

Boards are required to produce a publicly available policy statement setting out their plans for delivering the Government's policy aims and objectives. It is recommended that these statements be published on Boards' websites where they have them and reviewed every three years.

Is an up to date statement in place and copy (or weblink) provided to Defra, and EA? Yes ☐ No ☐

Biodiversity

Please indicate whether your Board has a Biodiversity Action Plan.....Yes ☐ No ☐

If "yes" is the Biodiversity Action Plan available on your website?.....Yes ☐ No ☐

What year was your Biodiversity Action Plan last updated?.....

Have you reported progress on BAP implementation on your web site?.....Yes ☐ No ☐

When was biodiversity last discussed at a Board meeting (date)?.....

Do you have a biosecurity process?.....Yes ☐ No ☐

SSSI water level management plans

Please indicate whether your Board is responsible for any SSSI water level management plans?.....Yes ☐ No ☐

If so, which ones:

Area of SSSI with IDB water level management plans.....

Area of SSSI where IDB water level management activities are contributing to recovering or favourable condition?

Area of SSSI where IDB water level management actions are required to achieve recovering or favourable condition?

Access to environmental expertise

Does your IDB have access to environmental expertise? If so please tick all those options below through which environmental expertise is regularly provided to your IDB:

Appropriately skilled Board Members (e.g. Board member from an Environmental Body/Authority)

☐

Co-opted members

☐

Directly employed staff

☐

Contracted persons or consultants

☐

Environmental Partners/NGOs

☐

Other (please describe)

☐

Asset Management

What system/database does your Board use to manage the assets it is responsible for?

ADIS

☐

Paper Records

☐

Other Electronic System

☐

Has your Board continued to undertake visual inspections and update asset databases on an annual basis?

Yes ☐

No ☐

What is the cumulative total of identified watercourse (in km) that the Board periodically maintains?

How many pumping stations does the Board operate?

What is the cumulative design capacity of the Board's pumping station(s) (enter zero if no stations are operated)?

Health and Safety

Does the Board have a current Health and Safety policy in place?

Yes ☐

No ☐

Does the Board have a responsible officer for Health and Safety?

Yes ☐

No ☐

Have there been any reportable incidents in the past year?

Yes ☐

No ☐

If so, please summarise in the box below:

Guidance and Best Practice

Has your IDB adopted a formal Scheme of Delegation? Yes ☐ No ☐

Has your IDB provided training for board members in the last year in the any of the following areas?

Governance ☐

Finance ☐

Environment ☐

Health, safety and welfare ☐

Communications and engagement ☐

Other (please describe) ☐

Is your Board's website information current for this financial year? (Board membership, audited accounts, programmes of works, WLMPS, etc)..... Yes ☐ No ☐

Has your IDB adopted computerised accounting and rating systems? Yes ☐ No ☐

Has your board published all minutes of meetings on the website?..... Yes ☐ No ☐

Does the Board publish information on its website on its approach to maintenance works and provide contact details to allow for and encourage public engagement? Yes ☐ No ☐

When planning maintenance and capital works are environmental impacts taken into account and wherever possible best practice applied? Yes ☐ No ☐

Has your Board adopted the following governance documents?

Standing Orders Yes ☐ No ☐

Have the Standing Orders been approved by Ministers Yes ☐ No ☐

Byelaws..... Yes ☐ No ☐

If you have Byelaws, have you adopted the latest model byelaws published in 2012..... Yes ☐ No ☐

Have the Byelaws been approved by Ministers..... Yes ☐ No ☐

Code of Conduct for Board Members Yes ☐ No ☐

Financial Regulations..... Yes ☐ No ☐

Register of Member's Interests..... Yes ☐ No ☐

Anti-fraud and corruption policy..... Yes ☐ No ☐

Board membership and attendance

How many Board members (in total – elected and appointed) do you have on your IDB?	
Seats available to appointed members under the Land Drainage Act 1991.	
Number of elected members on the board at year end.	
Number of appointed members on the board at year end.	
Mean average number of elected members in attendance at each board meeting over the last financial year.	
Mean average number of appointed members in attendance at each board meeting over the last financial year.	

Have you held elections within the last three years?.....Yes ☐ No ☐ N/A ☐

Did elections comply with the requirements specified by the Secretary of State under Regulation 28 of the Land Drainage (Election of Drainage Boards) Regulations 1938?..... Yes ☐ No ☐ N/A ☐

Complaints procedure

Is the procedure for a member of the public to make a complaint about the IDB accessible from the front page of its website?.....Yes ☐ No ☐

Number of complaints received in the financial year?	
Number of complaints outstanding in the financial year?	
Number of complaints referred to the Local Government Ombudsman?	
Number of complaints upheld by the Local Government Ombudsman?	

Public Engagement

Set out what your Board has done in this financial year to engage with the public (tick relevant box(es) below):

Press releases	<input type="checkbox"/>
Newsletters	<input type="checkbox"/>
Web site	<input type="checkbox"/>
Meetings	<input type="checkbox"/>
Shows/events (including open days/inspections)	<input type="checkbox"/>
Consultations	<input type="checkbox"/>
Notices	<input type="checkbox"/>

Percentage (in value) of drainage rates outstanding at year end?

--

Section B: NOTES

Guidance and Best Practice

Has your Board published **all** minutes of meetings on the web site? In answering this question, this should apply to all the main Board meetings held in the year and any appropriate meetings the Board has held with external stakeholders.

Board membership and attendance

When referring to **elected members** of the Board, this relates to the number of landowners/drainage rate payers that are elected to the Board.

When referring to **appointed members** of the Board, this relates to the number of members appointed by the local authorities to represent the local council taxpayers.

When referring to mean average number of elected and appointed members in attendance at meetings at each board meeting – **this should be expressed as a number of attendees** and not as a percentage attendance.

With regard to elections, under Schedule 1 of the Land Drainage Act 1991, elected members should hold office for three years, at which point a further election is held. When elections are held, they should comply with the requirements under Regulation 28 of the Land Drainage (Election of Drainage Boards) Regulations 1938 – to advertise and notify local stakeholders accordingly.

Section C – Declaration

ENTER INTERNAL DRAINAGE BOARD NAME HERE

Internal Drainage Board

I confirm that the information provided in sections A-C or with this form is correct.

Signature

--

Date

--

Name in BLOCK LETTERS

--

Designation

--

Email address

--

Bluntisham I.D.B.

Consulting Engineers Report – May 2018

Pumping Station

Only routine maintenance has been carried out. The pumping plant is mechanically and electrically in a satisfactory condition.

Total Hours Run May 17 – May 18 = 652

Total Hours Run May 16 – May 17 = 350 (approximately)

Total Hours Run April 15 – May 16 = 563

Total Hours Run April 14 – April 15 = 632

Total Hours Run April 13 – April 14 = 957

Insurance

The Board's new insurer AXA/HSB does include Engineering Insurance cover for sudden and unforeseen breakdown of pumping plant, however two recent claims made by local IDBs were rejected as AXA/HSB considered that the pumps should have been removed for service on a 5 yearly frequency. This was contested by the MLC and the frequency extended to 10 years; however even this is considered unacceptable in most instances, hence an alternative insurer is being sought. In the interim there is no cover in place.

Planning Procedures Update

Informatives on Decision Notices

Despite positive steps being taken, a review of the decisions that have recently been made in other Boards for whom the Commissioners provide a planning consultancy service, has identified that very few informatives are being added to Decision Notices advising the applicants of their separate legal obligation to comply with the requirements of the Board's Byelaws and the Land Drainage Act.

It is left to the Board's discretion whether it wishes the Commissioners to make a formal response to the Councils concerned directly on its behalf, or whether it requests that its Council representatives ensure that such informatives are requested.

Planning Applications

The following application has been received and dealt with since the last meeting:

MLC Ref.	Council Ref.	Applicant	Type of Development	Location
015	H/17/02627/HHFUL	Mr M Rix	Residence (Annexe)	Ashton Close, Needingworth

From the information provided it is understood that the development proposes to discharge surface water to soakaways, infiltration devices and/or Sustainable Drainage Systems (SuDS). In addition the above may discharge treated effluent into the Board's system either via private treatment plants or Needingworth Water Recycling Centre (WRC). The applicant has been notified of the Board's requirements.

Proposed development to the north of Fairview and west of Enterprise Farm - (Bluntisham Farm), off Bluntisham Road, Needingworth - Client of RSK Land & Development Engineering Ltd (MLC Ref No 011) & Gladman Developments (MLC Ref No 013)

Further to item (ii) of Minute B.632 Consulting Engineers' Report, the Chairman subsequently advised that surface water from this and the Luminus Homes site, see below, discharge into the Environment Agency's Wadsbys Folly catchment.

Residential development on land adjacent to Fair View, Bluntisham Road, Needingworth - Luminus Homes (MLC Ref No 012)

It is understood that planning permission was granted by the District Council subject to the imposition of conditions in February.

Huntingdonshire District Council (HDC) Local Plan to 2036

The Huntingdonshire Local Plan to 2036: Proposed Submission and its supporting documents were submitted for independent examination by the Secretary of State for Communities and Local Government via the Planning Inspectorate in late March.

The Secretary of State has appointed Kevin Ward from the Planning Inspectorate to carry out an independent examination of the Local Plan. The Inspector's task is to establish whether the Huntingdonshire Local Plan is 'sound'. He will then report on his findings, including advising if modifications are needed to make the Local Plan sound.

Housing and Economic Land Availability Assessment (HELAA)

A consolidated version of the HELAA has been produced to support the Proposed Submission Huntingdonshire Local Plan to 2036. This incorporates all site assessments from the HELAA documents published for consultation in July and October 2017. It also reflects the outcomes of the Call for Sites which accompanied the Huntingdonshire Local Plan to 2036: Consultation Draft 2017.

Huntingdonshire Strategic Flood Risk Assessment (SFRA)

Note. *SFRAs are high level strategic documents and, as such, do not go into detail on an individual site-specific basis and are developed using the best available information at the time of preparation.*

The note referring to the SFRA 2010 mapping for the Middle Level Commissioners' area remains on the Council's website.

Cambridgeshire Flood Risk Management Partnership (CFRMP)

The Middle Level Commissioners' Planning Engineer has represented both the Middle Level Commissioners and their associated Boards since the last meeting.

There are no significant new matters that may be of interest to the Board.

Consulting Engineer

25 May 2018

Bluntisham(357)\Reports\May 2018

Bluntisham Internal Drainage Board Biodiversity Action Plan Report 2017-18

Drainage Ditch Action Plan

Target Reference	Target	Action Reference	IDB Actions	Partners	Date	Indicators	Report
1	Manage ditches for biodiversity as well as for drainage	1.1	Establish and maintain a management plan for routine IDB operations incorporating key biodiversity features	Environmental Officer	2015	Plan finalised and followed each year	<i>A map-based plan has been established. It will be updated as additional information becomes available.</i>
		1.2	Look for opportunities to provide natural erosion protection such as marginal plant ledges when re-profiling ditches	Environmental Officer	Ongoing	If re-profiling is carried out, opportunities identified	<i>No re-profiling carried out during the period.</i>
		1.3	Provide natural erosion protection as in 1.2 if opportunities available	Environmental Officer	Ongoing	Length of ditch with ledge / natural vegetation revetment	<i>As above.</i>
2	Identify ditches of conservation interest and manage appropriately	2.2	Ensure appropriate management of ditches for priority species	Environmental Officer, Plantlife, Wildlife Trust	Ongoing	Specified in management plan	<i>Any priority ditches will be identified as the BAP map is developed.</i>
3	Support the Environmental Officer in working with landowners to benefit wildlife in the district	3.1	Refer private landowners to the Environmental Officer for advice on creating field margin buffer zones and wildlife-friendly ditch management	Environmental Officer, Natural England, Wildlife Trust, FWAG	Ongoing	Number of contacts received and passed to Environmental Officer	<i>No formal contacts received.</i>
4	Control invasive species	4.1	Report any sightings of non-native invasive species immediately to the Environmental Officer and control as appropriate (see Appendix F for species list)	Environmental Officer, Environment Agency, Plantlife, Wildlife Trust	Ongoing	Reports to Environmental Officer	<i>No new sightings of non-native invasive species observed or reported during the period.</i>

Reedbed Action Plan

Target Reference	Target	Action Reference	IDB Actions	Partners	Date	Indicators	Report
1	Identify, assess and map any areas of reedbed over 0.5ha in size	1.1	Pass details of any known areas to MLC Environmental Officer	Wildlife Trust, Natural England, Environment Agency	2012	Review of reedbed areas carried out	<i>No new areas of reedbed over 0.5ha identified.</i>
2	Support appropriate reedbed creation	2.1	Liaise with major habitat creation projects such as the Great Fen and gravel pit restorations	Natural England, Wildlife Trust, RSPB, WWT, Environment Agency	Ongoing	Formal contact made with project	<i>Contacts maintained with Ouse Fen Hanson RSPB Wetland Project managers.</i>
		2.2	Manage the District adopted drains, where possible, to assist private landowners who wish to create areas of reedbed on their own land	Wildlife Trust, Environment Agency	Ongoing	(a) Number of requests received (b) Number of landowners assisted	<i>No requests received.</i>
3	Take conservation value of reedbed into account when planning and carrying out ditch and river maintenance	3.2	Where reeds are present, commence mowing or cleansing work outside the bird breeding season (7 th April – 15 th July). Where reeds are growing in water be aware of the potential for late-nesting reed warblers being present until late August and avoid mowing in that location. In exceptional circumstances where this is not possible, seek advice from the Environmental Officer.	Environmental Officer, Wildlife Trust, RSPB	Ongoing	Reeds not cut during bird nesting season	<i>Reeds or other vegetation were not cut during the bird nesting season.</i>

Open Water Action Plan

Target Reference	Target	Action Reference	IDB Actions	Partners	Date	Indicators	Report
1	Promote the creation of ponds, lakes and reservoirs in appropriate areas	1.1	Consider pond creation as mitigation when a ditch has to be filled in or culverted	Local authorities, Amphibian & Reptile Conservation, Wildlife Trust	Ongoing	(a) Number of mitigation opportunities (b) Number of ponds created	<i>(a) No ditch infilling occurred, (b) no pond creation opportunities in mitigation necessary.</i>

		1.2	Support creation of flood storage areas and reservoirs	Environment Agency, Natural England, Wildlife Trust, RSPB	Ongoing	Number of projects involved with	<i>No application for flood storage areas or reservoirs received.</i>
		1.3	Assist private landowners with advice, information or contacts as necessary	Amphibian & Reptile Conservation, Wildlife Trust	Ongoing	(a) Number of information requests (b) Number responded to	<i>(a) No formal information requests received, (b) no responses required.</i>
2	Look for opportunities to create open water habitat when managing ditches	2.1	Create a pool at an appropriate ditch junction when re-profiling (see the Drainage Channel Biodiversity Manual, technique CL3))	Environmental Officer	2010	One pool successfully created	<i>No opportunities of this type were identified during the period.</i>
3	Support appropriate habitat creation as part of gravel pit restoration	3.1	Support inclusion of wetland habitats such as wet woodland, wet grassland, scrub and open water in gravel pit restoration schemes	Aggregates companies, local authorities, RSPB, WWT, Wildlife Trust	Ongoing	Number of schemes involved with	<i>Ouse Fen Hanson RSPB Management Plan supported within the District.</i>

Water Vole Action Plan

Target Reference	Target	Action Reference	IDB Actions	Partners	Date	Indicators	Report
1	Manage ditches according to the law and to best practice for water vole	1.1	Assume water voles are present when carrying out works (discuss special circumstances with the Environmental Officer) and follow the ADA water vole mitigation guide	Environmental Officer	Ongoing	Measures incorporated in management plans	<i>Water vole friendly ditch maintenance practices were adhered to.</i>
		1.2	Publicise good practice for rat control near drainage ditches	Environmental Officer, Wildlife Trust	Ongoing	Good practice publicised	<i>Good practice for rat control near ditches was publicised via the Environmental Officers newsletter number 5.</i>
2	Enhance drainage ditch habitat to benefit water vole	2.1	Look for opportunities to add a marginal shelf when re-profiling banks	Environmental Officer	Ongoing	(a) Opportunities identified (b) Measures taken	<i>(a) No opportunities occurred during the period (b) No measures taken.</i>

		2.2	Consider using coir roll to stabilise banks and provide marginal vegetation	Environmental Officer	Ongoing	(a) Sites considered (b) Measures taken	<i>No appropriate sites for this measure identified.</i>
3	Monitor water vole populations	3.1	Set up a survey programme to monitor water vole populations	Environmental Officer, Wildlife Trust	2010	Surveys carried out	<i>Informal checks are carried out by the EO</i>
		3.2	Provide data on water vole to the relevant Biological Records Centres	Environmental Officer, CPBRC, NBIS	Ongoing	Data sent via Environmental Officer annually	<i>Records passed on.</i>
4	Control mink as necessary	4.2	Carry out mink control as part of the Middle Level programme and report all sightings to the Environmental Officer	Environmental Officer	Ongoing	(a) Number of trapping days (b) Number of mink caught	<i>Mink trapping would be desirable within the District especially during the March/April period. Traps, rafts and support available from Environmental Officer.</i>

Otter Action Plan

Target Reference	Target	Action Reference	IDB Actions	Partners	Date	Indicators	Report
1	Improve otter habitat	1.1	Identify and maintain existing key bushes and trees near watercourses likely to be important for otters	Environmental Officer	2012 and ongoing	Sites identified and listed in management plans	<i>Any key bushes and trees will be identified as the BAP map is developed.</i>
2	Monitor otter populations	2.3	Ensure any dead otters are reported to the Environmental Officer and transferred to the Environment Agency for post mortem	Environment Agency	Ongoing	Otters reported to Environmental Officer, if found	<i>No dead otters reported within the District during the period. Signs of otter activity are regular on the adjacent Bedford Ouse.</i>
3	Reduce otter deaths related to eel and crayfish	3.1	Report incidents of suspected illegal netting, trapping or fishing to the	Environment Agency, Angling Clubs &	Ongoing	Incidents reported, if discovered	<i>Concerns remain about otters being drowned in illegally set gill nets and eel traps throughout the Middle Level.</i>

	trapping and road traffic		Environment Agency Fisheries Officers and the MLC Environmental Officer	syndicates			<i>Members are requested to be watchful for suspicious activity and report it to the Environmental Officer on 07765 597775 or the Environment Agency hotline 0800 807060 immediately.</i>
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Bats Action Plan

Target Reference	Target	Action Reference	IDB Actions	Partners	Date	Indicators	Report
1	Improve habitat for bats	1.1	Put up at least one bat box at an appropriate site, e.g. a pumping station	Bat Conservation Trust	2015	Number of bat boxes sited	<i>One bat box previously installed in 2013 in a tree site beside Bluntisham Pumping Station.</i>
		1.2	Pollard suitable trees to provide bat roosts		Ongoing	Number of trees pollarded	<i>Suitable trees to be identified.</i>
		1.3	Identify potential sites for a bat hibernaculum, e.g. in disused buildings or tunnels	Environmental Officer , Bat Conservation Trust	As opportunities arise	(a) Potential sites looked for (b) Site created	<i>A potential site has been identified near the Bluntisham PS.</i>
2	Collect information on bat populations	2.1	Monitor bat boxes	Bat Conservation Trust	2015 onwards	(a) Number of boxes monitored (b) Number of boxes used by bats	<i>(a) One (b) One. Signs of previous occupation by bats during a check on 21/04/18.</i>
		2.2	Pass bat box information to CPBRC and NBIS	Environmental Officer, CPBRC, NBIS	2015 onwards	Data via Environmental Officer annually	<i>Annual, when data available.</i>

Kingfisher Action Plan

Target Reference	Target	Action Reference	IDB Actions	Partners	Date	Indicators	Report
1	Improve the quality of kingfisher habitat	1.1	Provide at least one potential nest hole in sheet pilings	Environmental Officer	Ongoing	Number of nest sites provided	<i>Two holes previously drilled in the pumping station sheet piles in 2014. Additional soil will be required to infill behind the piles to make the site suitable. Other locations are being considered.</i>
		1.2	Leave kingfisher fishing perches where possible (e.g. occasional branch)	Environmental Officer	Ongoing	Number of perch sites left	<i>Many natural perching sites exist on Board drains.</i>
2	Collect records of kingfisher breeding between March and July	2.1	Note sightings of potential breeding kingfisher and pass information to CPBRC and NBIS via the Environmental Officer	Environmental Officer, CPBRC, NBIS	Ongoing	Data sent via Environmental Officer annually	<i>Kingfishers are regularly active in the District drains and waterbodies.</i>

Barn Owl Action Plan

Target Reference	Target	Action Reference	IDB Actions	Partners	Date	Indicators	Report
1	Improve the quality of barn owl habitat	1.1	Put up at least one barn owl nest box in a suitable location	Wildlife Conservation Partnership	2015	Number of nest boxes provided	<i>One barn owl box previously installed in a tree site at the west side of the District by David Garner in March 2013.</i>
		1.2	Pollard suitable trees to provide natural nest sites	Environmental Officer	Ongoing	Number of trees pollarded	<i>Suitable trees to be identified.</i>

2	Collect records of barn owl presence	2.1	Monitor nest boxes for use. Have occupied boxes checked for success by licensed barn owl ringers.	Wildlife Conservation Partnership	2015	(a) Number of nest boxes checked by licensed ringers (b) Number of nest boxes used	(a) One (b) The box was occupied by stock doves in 2017.
		2.2	Pass barn owl box information to CPBRC and NBIS	Environmental Officer, Wildlife Conservation Partnership, CPBRC, NBIS	2015	Data sent via Environmental Officer annually	Annual, once box occupied by barn owls.

Procedural Action Plan

Target Reference	Target	Action Reference	IDB Actions	Partners	Date	Indicators	Report
1	Provide training on IDB BAP and conservation management of drainage channels for all relevant staff by 2013	1.1	Establish programme of 1-day courses for IDB staff and members	Environmental Officer, Wildlife Trust, Natural England, other specialists	2013	(a) Number of courses held (b) Number of Board members / staff attending courses	(a) Two meetings/courses held. A course on the Identification of water vole and otter signs was held on May 3rd & 5th 2018. The IDB BAP Partnership meeting was held on 6th December 2017. (b) 0. Any Board members or officers able to attend the next IDB BAP meeting on 5th December 2018 . would be very welcome
		1.2	Establish suitable training for contractors' staff	Environmental Officer, Contractors	2013	Contractors attended training course	No courses specifically run for contractors during the period.
2	Take biodiversity into account when planning and undertaking capital works	2.1	Consult with the Environmental Officer and choose the best possible mitigation solutions for biodiversity, e.g. fish-friendly pumps	Environmental Officer	Ongoing	(a) Number of capital schemes undertaken (b) Number of schemes commented on	(a) No capital schemes affecting biodiversity undertaken by the Board during the period (b) 0.

Cliff Carson Environmental Officer 27/05/18
Office 01354 602965 Mobile 07765 587775



Only a few bat droppings were present when the box near the pumping station was checked in May 2018 but this was the first time it had been used and may be a sign of further activity to come.

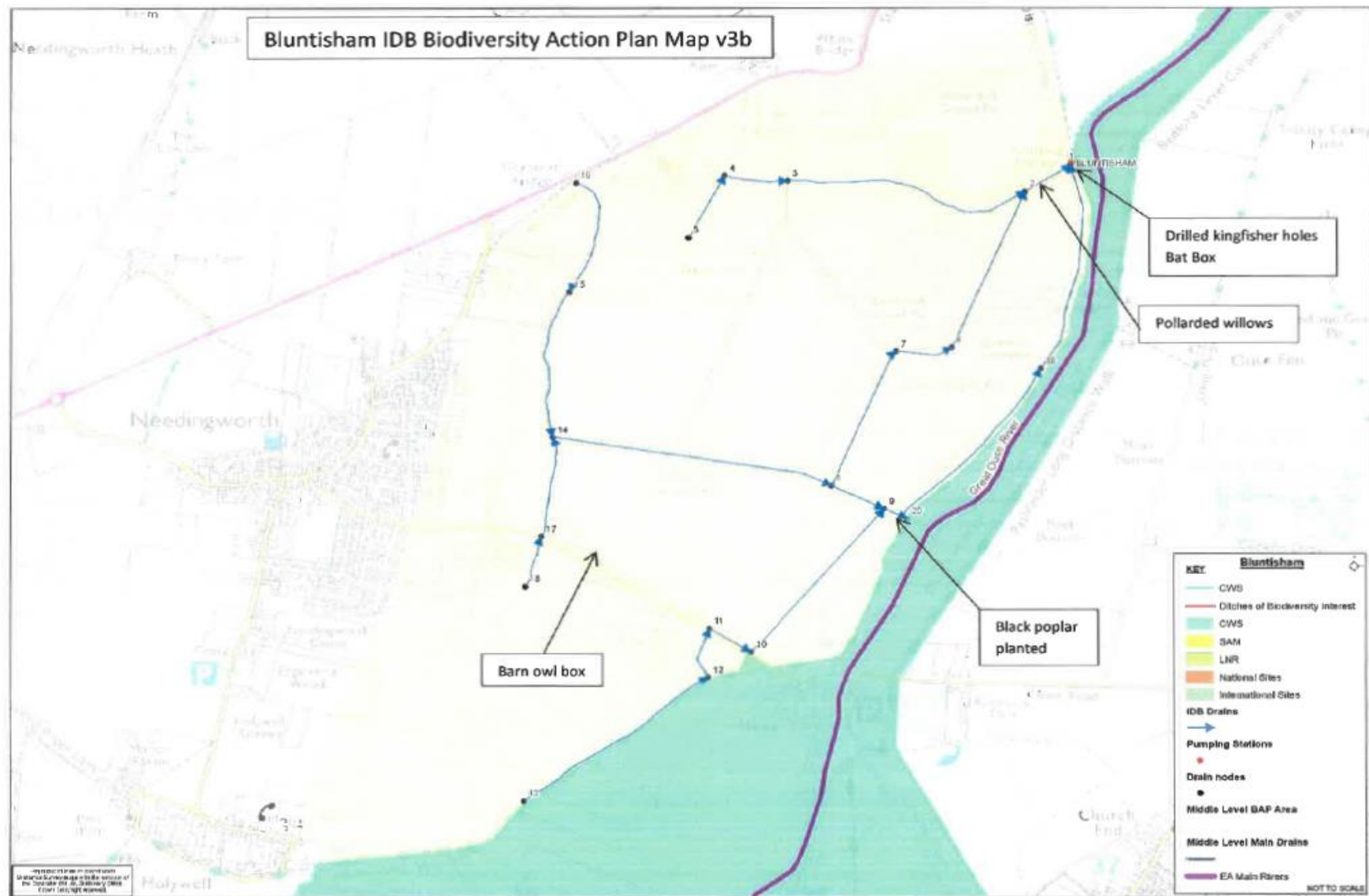
With its proximity to the washlands of the Bedford Ouse and the numerous internal wetlands the District is regularly visited by little egrets and many other species.



Ditch 9-10 (repositioned) is a very good drain for water plants, as are many of the district drains, thanks to the underlying gravels that filter the water and improve its quality

The recent weed and slub removal from the district drains will improve the water plant diversity and benefit related wildlife.





INVASIVE NON-NATIVE WATER PLANT ALERT

Waterway users entering or using drains and rivers in the Middle Level network are urgently asked be aware of the need to prevent the spread of Floating Pennywort, an invasive non-native water plant that is present in the Bedford Ouse, the Old West River, the River Cam, the Ely Ouse and the Tidal River Ouse, including the Denver Sluice area. It is highly invasive and grows very aggressively during warm conditions in summer. It remains green through much of the winter. It forms thick floating mats spreads easily when small or large fragments are broken off and float to new sites. It out-competes other plant species and by blocking out light inhibits the ability of native insects, plants and their dependant animals and fish to survive.

As far as we know, it is currently not present in the Middle Level system and we are very keen to prevent it becoming established in a new catchment. **Well Creek is one of the most vulnerable waterways for it to be carried into.**

We are seeking the help of everyone that has any contact with waterways to prevent Floating Pennywort entering the Middle Level system and to be alert and **report any early signs of it so that it can be controlled at an early stage.**

Boat owners entering the Middle Level from the Denver Sluice direction are particularly asked to ensure there are no fragments of vegetation being carried into Well Creek on propellers, anchor chains or any other means. It is requested that propellers, drive shafts and water intake filters are checked **before** entering Salters Lode Locks. Before approaching the locks at Salters Lode in the Tidal River Ouse channel it is requested that back-thrusting (putting the propeller briefly in reverse) is carried out at least twice, when safely possible, to throw off any vegetation attached. If any fragments of vegetation are found in the water filter or any part of the boat they should be carefully placed in an air-tight plastic bag tied closed until they can be deeply buried in a site away from water that will not be disturbed. Anglers moving tackle and equipment from other areas, especially the South Level, River Cam etc. should ensure no vegetation is carried into the Middle Level. Internal Drainage Board members and staff, anglers, dog walkers, riverside joggers, birdwatchers and all water users can help by being on the alert for signs of the plant in the system by studying the attached identification sheet and reporting any suspected signs to any or all of the contacts below.

Cliff Carson, Environmental Officer, Middle Level Commissioners.

Office 01354 602965. Mobile 07765 597775 cliff.carson@middlelevel.gov.uk

Also contact the EA at their 24/7 hotline 0800 80 70 60

Further biosecurity information can be viewed at

<http://www.nonnativespecies.org/checkcleandry/biosecurity-for-anglers.cfm>

Floating Pennywort

Species Description

Scientific name: *Hydrocotyle ranunculoides*

AKA: Dail-ceiniog amofiol (Welsh), *Hydrocotyle nova zealandiae*

Native to: North America

Habitat: Emergent or floating on the surface of still or slowly moving freshwater

Free-floating or rooted. The characteristic leaves and growth form help to make this plant easy to identify. It is found mostly in the south-east of England and occasionally in the north-west of England and Wales. Spreading rapidly.

First naturalised in 1990 as a result of discarded plants from garden ponds. Can grow up to 20cm per day and may quickly dominate a waterbody forming thick mats and impeding water flow and amenity use. May out-compete native species by blocking out light, causing deoxygenation, obstructing air breathing insects from reaching the water surface and reducing water temperatures.

Floating pennywort is listed under Schedule 9 to the Wildlife and Countryside Act 1981 with respect to England, Wales and Scotland. As such, it is an offence to plant or otherwise cause this species to grow in the wild.

For details of legislation go to www.nonnativespecies.org/legislation.



Key ID Features

Grows horizontally

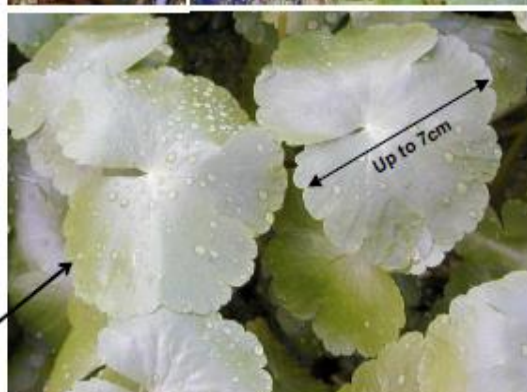


Leaves can be floating or emergent



Fleshy stalks

Fine roots



Up to 7cm

Shiny, kidney-shaped leaves with crinkled edge, frequently broader than long

Identification throughout the year

Varies little throughout the year, although in the winter it is most likely to be found at the water's edge. Tiny white flowers are rare, but if present, they appear between July and August.

Similar Species

Marsh Pennywort
Native
(*Hydrocotyle vulgaris*)



Grows on damp ground in bogs and fens. Always rooted in the ground, never free-floating

Marsh Pennywort



Smaller with stalk attached to centre of leaf, like an umbrella

Floating Pennywort

Larger with stalk attached between lobes of kidney shaped leaf

Distribution

Common in the south-east of England, and spreading to other parts of the British Isles.

Source: NBN Gateway. Check website for current distribution



References and further reading:

Blamey, M, Fitter, R and Fitter, A (2003) *The Wild Flowers of Britain and Ireland. The Complete Guide to the British and Irish Flora.* A & C Black

Preston, C D and Croft, J M (1997) *Aquatic plants in Britain and Ireland.* Harley Books

Preston, C D, Pearman D A and Dines, T A (editors) (2002) *New Atlas of the British and Irish Flora.* Oxford University Press

Stace, C (1999) *Field Flora of the British Isles.* Cambridge University Press



Representing Drainage Water Level & Flood Risk Management Authorities

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Website: www.ada.org.uk
Twitter: @ada_updates

To: All IDB Chairs by email to IDB Clerks

Monday 23 April 2018

TO ALL IDB CHAIRS

Dear IDB Chair

Governance & accountability - Updated IDB Policy Statement

Following the publication of the National Audit Office (NAO) report on IDBs in March 2017, ADA has been working hard to provide assistance to IDBs seeking to improve their governance and accountability. I am pleased to be able to write to you to confirm that ADA has now published a new Policy Statement for IDBs (attached) that has been endorsed by Dr Thérèse Coffey MP, Parliamentary Under Secretary of State for the Environment. Supported by Defra, ADA wishes to encourage Boards to adopt the new Policy Statement and make it available via their websites as a public statement of the purpose of IDBs.

The Policy Statement is a key output from the work ADA has been undertaking alongside Defra following the publication of the National Audit Office (NAO) Report on IDBs in March 2017. That work will continue in 2018 and ADA has commissioned the preparation of a Good Governance Guide, sponsored by Defra. It is being designed to be a quick reference guide to provide you with the essential information that you need to know as a Board Member. We are making good progress with the guide and hope to publish it later this summer. We will be making printed copies available to Board Members through a series of five IDB governance workshops that we intend to hold in collaboration with ADA Branches around England later this year and into early 2019.

One governance matter that I know that the Minister continues to take a particularly close interest in is the representation of local authority appointed members onto your Boards. It is important that all Boards pay close attention to both council appointments and election procedures, as well as the attendance at Board meetings. I would encourage you to work closely with your clerk, existing members and their appointing councils where there are concerns to help identify practical solutions. ADA will continue to highlight to appointing bodies that they should appoint persons to IDBs who know the district and/or have relevant knowledge/experience, and that these persons do not necessarily have to be councillors or council staff. Defra has also offered to assist in writing to Local Authorities where necessary and please let me know if you believe that such a letter to any of your representative Local Authorities from the Minister would be helpful.

I am grateful to those Boards that have taken steps, since the publication of the NAO Report, to seek the requisite number of appointed members and/or reconstitute the size of their Board in line with the guidance offered during the Defra Review of IDBs. Those efforts by IDBs have greatly assisted ADA in retaining the confidence and support of the Minister in the effective work of IDBs.

I very much look forward to all IDBs being able to adopt the attached Policy Statement for their activities and the opportunity this presents in demonstrating consistency and commitment to public service of all IDBs, which can only serve to increase IDBs' national profile and reputation.

Yours sincerely

Robert Caudwell
Chairman, ADA

ADA – representing drainage, water level and flood risk management authorities

Member of EUWMA- the European Union of Water Management Associations

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Policy Statement on Water Level and Flood Risk Management

1. Introduction

Purpose

- 1.1. This policy statement has been prepared by the XXXXX Internal Drainage Board (the Board) to provide a public statement of the Board's approach to its management of water levels and flood risk within the XXXXX Internal Drainage District (the District). The Board is constituted by order of Parliament operating under the terms of the Land Drainage Act 1991 and is designated as a flood risk and coastal erosion 'Risk Management Authority' (RMA) under the Flood & Water Management Act 2010.
- 1.2. The Board serves the local community by managing water levels in ordinary watercourses and other water infrastructure within the District to mitigate against the risks from flooding and drought. In delivering its functions the Board will meet its environmental obligations and commitments and seek opportunities to enhance the environment. The Board recognises its responsibility for good governance, local accountability and financial security, achieving value for money from all its activities. As an independent public body the Board is committed to the pursuit of economy, efficiency and effectiveness.
- 1.3. [Add as appropriate] It should be noted that although this document refers to 'flood and coastal erosion risk management' (FCERM) the District is not affected by coastal erosion or tidal flooding.

Background

- 1.4. The Department for Environment, Food and Rural Affairs (Defra) has policy responsibility for flood and coastal erosion risk management in England. The Environment Agency is responsible for taking a strategic overview of the management of all sources of flooding and coastal erosion. Lead Local Flood Authorities (unitary authorities or county councils) are responsible for developing, maintaining and applying a strategy for local flood risk management in their areas. Delivery is the responsibility of a number of flood risk and coastal erosion 'Risk Management Authorities' (RMA), which includes the XXXXX IDB.
- 1.5. This Policy Statement sets out the Board's approach to meeting the national policy aims and objectives in this area, as stated in the *National flood and coastal erosion risk management strategy for England 2011* (the National Strategy); the statement will be revised to reflect future revisions of the National Strategy. It summarises what plans the Board has in place to manage water levels and reduce flood risk, whilst protecting and enhancing the environment, and ensuring good governance and local accountability. Copies of this Policy Statement are available from the Board's office at: XXXXX. Digital copies can be downloaded from the Board's website.

2. Governance and local accountability

- 2.1. The Board will ensure that its policies and procedures enable effective representation of and accountability to drainage rate payers and the occupiers of non-agricultural land within the District, including triennial elections in line with the requirements of the Land Drainage Act 1991, and timely engagement with charging authorities to fill vacancies in seats allocated to appointed members.
- 2.2. Board members must take decisions objectively in the best interests of the Board and uphold the ethical standards expected of public officeholders. Board members must adhere to the Board's Members Code of Conduct, including the seven principles of public life (Nolan Principles). The Board will make sure that there is suitable training in place for board members and staff, including on financial and environmental matters as appropriate.
- 2.3. Board members must declare financial and other interests relevant to their function with the Board. Board members will recuse themselves as appropriate where conflicts of interest may occur in relation to procurement, contract management and decision making.

3. Delivering the National Strategy's policy aim and objectives

Aim

- 3.1. The overall aim of the National Strategy is to ensure the risk of flooding and coastal erosion is properly managed by using the full range of options in a co-ordinated way. The Strategy states that communities, individuals, voluntary groups and private and public sector organisations will work together to manage the risk to people and their property; facilitate decision-making and action at the appropriate level; and achieve environmental, social and economic benefits, consistent with the principles of sustainable development.

Objectives

- 3.2. The Strategy sets out five objectives in pursuance of the overall aim as follows:
 - understand the risks of flooding and coastal erosion, working together to put in place long-term sustainable plans to manage these risks and making sure that other plans take account of them;
 - avoid inappropriate development in areas of flood and coastal erosion risk and being careful to manage land elsewhere to avoid increasing risks;
 - build, maintain and improve flood and coastal erosion management infrastructure and systems to reduce the likelihood of harm to people and damage to the economy, environment and society as well as achieving wider environmental benefits;
 - increase public awareness of the risk that remains and engaging with people at risk to encourage them to take action to manage the risks that they face and to make their property more resilient; and
 - improving the detection, forecasting and issue of warnings of flooding, co-ordinating a rapid response to flood emergencies and promoting faster recovery from flooding.
- 3.3. The Board supports the national aim and objectives for the management of flood risk and water levels and the Board's policy and approach will be consistent with them.

4. Flood risk and water level management in the Board's District

- 4.1. The District has been determined to derive benefit, or avoid danger, as a result of drainage operations. As such the whole of the District is at some risk from flooding, but that risk is managed wherever it is practically, environmentally and financially viable¹.
- 4.2. The Board makes decisions regarding flood risk within the District taking into account the following:
- assets in place considering design standard and life;
 - Environment Agency and Lead Local Flood Authority flood risk strategies, plans and maps; and
 - other information such as the history of flooding and land use impacts.
- 4.3. The following outlines the key details of the District:
- Total area of the drainage district: xx ha
 - Catchment area draining to and including the District: xx ha
 - Area of agricultural land: xx ha
 - Area of other (non-agricultural) land: xx ha
- [List above can include summary of other land: e.g. residential and commercial property, amenity land, major road and rail infrastructure, other highways, area of designated environmental sites etc.]
- 4.4. Assets for which the Board has operational responsibility:
- Water level control structures: xx number
 - Watercourses (maintained): xx km
 - Raised embankments: xx km
 - Reservoirs: xx ha
 - Sustainable drainage systems (SuDS): xx number
 - Pumping Stations: xx number
- 4.5. Assets within or adjacent to the District that are maintained by the Environment Agency:
- Main rivers: xx km
 - Raised embankments/flood walls xx km
 - Pumping Stations: xx number

¹ It should be noted that the Land Drainage Act 1991 provides the Board with statutory powers to carry out works of maintenance and improvement for land drainage and flood defence purposes, rather than imposing a duty on the Board to carry out such works.

5. Building, maintaining and improving flood and coastal erosion risk management systems

- 5.1. Through the operation, maintenance and improvement of watercourses and other water control assets within the District, the Board seeks to achieve a general standard of water level management that enables the drainage and irrigation of agricultural land, reduces flood risk to developed areas, and sustains environmental features throughout the District.
- 5.2. The Board monitors and reviews the condition of its watercourses and other assets, particularly those designated as critical, over-spilling from which could affect people and property. Consistent with the resultant needs established, a routine maintenance programme is in place to ensure that the condition of the assets is commensurate with the standards required. The programme is reviewed periodically by the Board to ensure it is delivering the appropriate condition.
- 5.3. Where standards are not at the desired level, improvement works will be sought where they are considered to be practical and financially viable by the Board. Where improvement works meet the criteria set by Defra, financial support will be sought from the Government's Flood and Coastal Resilience Partnership Funding. Where appropriate works will be undertaken in partnership with other Risk Management Authorities and take opportunities to work with natural processes.
- 5.4. Work for and by the Board will be carried out in accordance with best practice and to deliver best value for money taking due regard of local flood risk management requirements and strategies, opportunities for partnership working, environmental obligations and guidance available from Defra, the Environment Agency and other organisations.
- 5.5. **[Delete as appropriate – MLC wording for para 5.5]** The Board's powers to carry out water level and flood risk management works are permissive (i.e. the Board is not obliged to carry out works) and their resources are limited. The Board's policy is therefore to designate what the Board considers to be the most important watercourses in the District as "District Drains" and prioritise their resources to the appropriate maintenance and, where necessary, improvement of such channels and associated structures. The watercourses and structures so designated will change over time as necessary but the current designated watercourses and structures are shown on the plan attached to this Statement.
- 5.6. **[Delete as appropriate – MLC wording for para 5.6]** Other watercourses usually are the responsibility of other bodies or the adjoining owners. The Board will only take action in respect of these latter watercourses where resources are available and where it is in all the circumstances appropriate for the Board to become involved, bearing in mind the powers available to other persons or bodies.
- 5.7. **[Delete as appropriate – Alternative wording for para 5.5]** The Board's powers to carry out water level and flood risk management works are permissive (i.e. the Board (i.e. they are not obliged to carry out works) and their resources are limited. The Board's policy is therefore to designate the watercourses in the District as either Critical, High, Medium or Low Risk and prioritise their resources to the appropriate maintenance and, where necessary, improvement of these channels and associated structures. The watercourses and structures so designated will change over time as necessary but the current designated watercourses and structures are shown on the plan attached to this Statement.

- 5.8. **[Delete as appropriate – Alternative wording for para 5.6]** Other watercourses usually are the responsibility of other bodies or the adjoining owners. The Board will only take action in respect of these latter watercourses where resources are available and where it is in all the circumstances appropriate for the Board to become involved, bearing in mind the powers available to other persons or bodies.
- 5.9. The Board has a supervisory duty, under section 1(2)(d) of the Land Drainage Act 1991 over all matters relating to the drainage of land in their District and will, under this duty where appropriate advise others regarding the undertaking of works when it is not appropriate for the Board to exercise its own powers.
- 5.10. The Board will also seek to ensure, where possible, that assets managed by other Risk Management Authorities, which also reduce flood risk to the District, are maintained at a satisfactory standard and may enter into a Public Sector Co-operation Agreement with another Risk Management Authority to achieve better value for money when carrying out work to reduce flood risk.

6. Regulation of activities - Avoiding inappropriate development and land management

- 6.1. The Board will take appropriate steps to help riparian owners understand their responsibilities for maintenance, byelaw compliance and environmental regulations.
- 6.2. The Board will regulate as necessary, using available legislative powers and byelaws, the activity of others to ensure their actions within, alongside, and otherwise impacting its drainage system do not increase flood risk, prevent the efficient working of drainage systems, or adversely impact the environment.
- 6.3. The potential impact on flood risk from future development, both within the District and the wider catchment draining into the District, is fully recognised by the Board. The Board will take an active role in the assessment of local plans, major development and, individual (planning) applications, to prevent inappropriate development and land use to ensure that flood risk is not increased. This will include, where appropriate, providing pre-application advice and checking of flood risk assessments.
- 6.4. Where appropriate the Board will seek contributions from developers to cover the cost of both immediate and longer term works necessary to mitigate against any resultant increase in flood risk. Such contributions will be recorded in accordance with the National Planning Policy Framework and associated technical guidance.
- 6.5. The Board will where appropriate designate structures or features affecting flood risk using section 30 of the Flood and Water Management Act 2010.

7. Communication and transparency

- 7.1. The Board will publicise the local risks from flooding, the reasons for managing water levels within the District and articulate the efforts being undertaken by the Board to manage water levels and flood risk as well as the steps the local community and land managers can take to assist in its management.
- 7.2. The Board will be open and transparent in its actions and decisions. The Board will comply with the requirements set out in the relevant Local Government transparency code.

- 7.3. The Board will provide an overview of the objectives and costs of its water level management operations by publishing on its website:
- A record of the watercourses it periodically maintains;
 - A statement of the types of general maintenance activities it routinely undertakes and why;
 - Its Annual Report to Defra (IDB1 Form); and
 - Approved Board minutes and papers.
- 7.4. The Board will seek views and respond to enquiries from the local general public in this regard and work with local partners to build a culture within which watercourses are seen as vital to managing flood risk, and enhancing habitat and amenity. Every effort will be made to dissuade abuse of watercourses.
- 7.5. The Board invites any comments regarding the condition of its system, which could assist with the management of water levels.

8. Working together

- 8.1. The Board will co-operate and share information with other relevant authorities in the exercise of their flood and coastal erosion risk management functions. The Board will contribute to strategies, plans and consultations relevant to its catchment and functions.
- 8.2. The Board will assist the Environment Agency wherever possible in its provision of adequate and cost effective flood warning systems, and assist Risk Management Authorities where necessary during flood emergencies. The Board will participate as necessary in exercises to develop and test emergency response procedures.
- 8.3. The Board has provided the Environment Agency and other local Risk Management Authorities with information on the major flood defence assets for which the Board is responsible. The information is available from the Environment Agency at **xxxxxx**.
- 8.4. The Board will seek to work with all relevant local organisations, in carrying out its flood and coastal erosion risk management functions and environmental obligations.

9. Environmental measures

- 9.1. The Board has nature conservation duties under the Land Drainage Act 1991, the Wildlife and Countryside Act 1981, the Protection of Badgers Act 1992, the Countryside and Rights of Way Act 2000, the Water Environment (Water Framework Directive) (England and Wales) Regulations 2003, the Eels (England and Wales) Regulations 2009, the Flood and Water Management Act 2010, the Natural Environment and Rural Communities Act 2006, Salmon and Freshwater Fisheries Act 1975, and as a competent authority under the Conservation of Habitats and Species Regulations 2017. The Board will fulfil these in a positive way.

- 9.2. Much of the Board's watercourse maintenance work constitutes vegetation control and de-silting and is often a vital and routine requirement. Whilst inevitably some short or long term impacts may arise, this management is often essential to maintain the distinct assemblage of aquatic habitat and species present in the District. Such work will be carried out in a way that manages the potential risks to the environment. The Board has access to environmental expertise from their **Conservation Officer/Advisor/Consultant [delete as necessary]**, and have a Biodiversity Action Plan, developed according to ADA and Natural England guidelines, **and a Conservation Manual [delete if not appropriate]** which indicate the way in which their functions can be carried out in a way appropriate to the environment and how the environment can be enhanced. The Board maintain only a small proportion of the total watercourse length in the District, the significant majority being the responsibility of the adjoining land owners or of other bodies.
- 9.3. When carrying out work, be it maintenance or improvement, and consistent with the need to maintain satisfactory flood protection standards, the Board will aim to:-
- Avoid any unnecessary or long term damage to agricultural interests and to natural habitats and species;
 - Carry out the monitoring of any gains and losses of biodiversity and report annually to the Environment Agency; and
 - Take appropriate opportunities to achieve multiple environmental outcomes and work with natural processes, wherever possible, including the enhancement of habitats and water bodies within the District.
- 9.4. The District is situated within numerous sites of **national and international [delete as appropriate]** biological or geological interest including:
- 9.5. **[List key designated sites (e.g. SSSI, SAC, SPA and Ramsar sites)]**
- 9.6. The Board has X Water Level Management Plan(s).
- 9.7. The Board will play its full role in sustaining the Water Level Management Plans prepared for SSSIs to maintain, or bring sites into, favourable condition, in conjunction with Natural England and other interested parties and review the plans in accordance with guidance.

10. Approval and Review of this Policy Statement

- 10.1. This protocol was adopted by the Board on **dd mm yyyy**.
- 10.2. The **XXXXX** IDB will review and update this Policy Statement as and when changes to policies are made and notwithstanding within a period not extending beyond five years.

BLUNTISHAM INTERNAL DRAINAGE BOARD
BUDGET 2018/2019

	<u>Approved budget</u> <u>2017/2018</u> £	<u>Probable Actual</u> <u>2017/2018</u> £	<u>Out-turn</u> <u>2018/2019</u> £	<u>Remarks</u>
1 Channel Maintenance	5,000	4,800	6,648	- Estimated included provisions to budgeted expenditure
2 Pumping Station				
Repairs and Renewals	1,000	1,000	487	- Estimate includes £500 transfer to plant replacement
Electricity	2,300	2,300	2,200	- Estimated included provisions to budgeted expenditure
Labour	1,500	1,500	1,240	- Estimated included provisions to budgeted expenditure
3 Administration				
Insurances	950	488	488	-
Administration	7,200	6,850	6,541	- Estimated included provisions to budgeted expenditure
4 EA Precept	1,750	1,736	1,736	
	19,700	18,674	19,340	
LESS Deposit Accounts interest, etc	1,130	973	1,006	
	18,570	17,701	18,334 ^D	

Rate required 11.819 p

BLUNTISHAM INTERNAL DRAINAGE BOARD

INTERNAL AUDIT STRATEGY AND AUDIT PLAN

2018 – 2021

REPORT

1.0 INTRODUCTION

- 1.1 The Board has a statutory responsibility under the Local Government Act 1972 and Accounts and Audit (England) Regulations 2011 to maintain an effective internal audit of its activities. The regulations require that the Board shall be responsible for ensuring the financial management of the Board is adequate and effective and that there are sound systems of internal control that facilitate the effective exercise of the Board's functions. Internal audit is also an important element of the Board's risk management arrangements in terms of the work that it undertakes in evaluating and reporting upon the control environment.
- 1.2 The Local Government Act 1972 (Section 151) states that "a relevant body shall maintain an adequate and effective system of internal audit of its accounting records and of its system of internal control in accordance with the proper internal audit practices".
- 1.3 Internal audit is an independent, objective assurance and pro-active consulting service designed to add value and improve the Board's operations. It provides an independent and objective opinion to the Board on the control environment that comprises of risk management, control and governance.

2.0 INTERNAL AUDIT STRATEGY AND PLAN

- 2.1 The Audit Strategy is a high level statement on how the Internal Audit Service will be delivered and developed. A proposed strategy for 2018-21 (2018/19, 2019/20 & 2020/21) is attached.
- 2.2 The Audit Plan has been developed in compliance within the current and future 2018-21 strategy and the indicative annual plan for 2018-19 is attached as illustration for future years together with Appendix A & B.

3.0 CONCLUSION

- 3.1 An internal audit strategy and internal audit plan is required to be approved.

RECOMMENDATION

- 4.0 The Board to approve the Audit Strategy for 2018-21 and indicative Audit Plan for 2018-19 and future years.

INTERNAL AUDIT STRATEGY 2018-21

- 1.1 This Audit Strategy is designed to be a high level statement of how the Internal Audit Service will be delivered and developed.
- 1.2 Internal audit is an independent, objective assurance and pro-active consulting services designed to add value and improve the Board's operations. It provides an independent and objective opinion to the Board on the control environment that comprises risk management, control and governance.
- 1.3 The Accounts and Audit (England) Regulations 2011 state that the Board is responsible for ensuring the financial management of the organisation is adequate and effective and that the Board has sound systems of internal control which facilitate the effective exercise of their functions (including risk management). The Regulations also require that the Board should conduct a review, at least once a year, of the effectiveness of its systems of internal control and shall include a Statement on Internal Control in its financial statements. The Internal Audit Service is a key independent and objective source of assurance for the Board.
- 1.4 The authority of Internal Audit is included within the Board's Financial Regulations.

2. RESOURCES

- 2.1 The Internal Audit Service is provided by Whiting and Partners who are an independent firm of Chartered Accountants.

3. AREAS OF WORK

- 3.1 All internal audit work will be undertaken with due regard to the Governance and Accountability in Internal Drainage Boards – a Practitioner's Guide and the CIPFA Code of Internal Audit Practice in Local Government.
- 3.2 The annual audit plan will be devised through discussions and agreement with the Clerk, Board Members, and the External Auditor where applicable.
- 3.3 The following paragraphs describe the main areas of internal audit work. The work concentrates on assurance and risk-based audits, traditional probity checks and assistance with risk management and provision of advice.
- 3.4 It covers aspects of all financial systems annually, rather than just on a strict 3 year cyclical basis which is a fairly common alternative for Internal Audit functions. The plan is for minimal 'systems review' days as the financial systems are undertaken on a common basis by the Middle Level Offices, so using a risk based audit approach these only require to be audited on a sample basis across the IDBs on an annual basis. The normal level of both System confirmation and Transaction testing is set to ensure that some transactions of all individual boards within the Middle Level Commissioners' administered area are covered each year such as will be appropriate to the Board's level of activity and/or strength of assessed internal controls; nonetheless all Boards will be covered in all areas across a 3 year period.

In addition, work is carried each year on certain areas to ensure compliance and correctness of the Annual Return form.

The following list summarises the work done and frequency:

A - Return, Accounts & Completion (Annually)

- Ensure IDB cashbook kept up to date
- Ensure that monthly bank reconciliations are carried out
- Check that verification of bank reconciliations has been carried out
- Ensure that the annual return and accounting record opening and comparative figures agree to prior years records
- Ensure that figures stated on the annual return agree to underlying accounting records
- Checking casting and arithmetic of schedules
- Review variance report and investigate reasons excessive variances

B – Purchases (Cyclically)

- Check proper purchase authority is recorded by the board in relation to IDB payments
- Carry out walkthrough testing in relation to IDB purchase system
- Agreement of purchase ledger balances to trial balance
- Ensuring payment of principal and interest in respect of loans is in accordance with agreed terms
- Confirm list of payments issued agrees to minutes
- Ensure that individual purchases are authorised by a relevant person

C– Minutes, Value for Money, Risk Management, Ethical Standard and Sustainability (Annually)

Minutes

- Review of minutes to check that risks relating to the boards are discussed
- Ensure that a formal risk assessment is carried out by the board
- Review the budget setting process
- Review minutes for unusual or extraordinary activities
- Check insurance review

Value for Money

- Ensure that value for money principles are being observed
- Obtain relevant tenders for capital purchases to ensure VFM principles are being considered.

Risk Management

- Ensure that the boards risk register is kept up to date and adequately covers potential areas of risk facing the board.
- Ensure that risk factors are taken into account in the board's decision making and implementation processes

Ethical Standards and Sustainability

- Ensure that decisions are made in an ethical manner by the board, bearing in mind environmental and other socioeconomic circumstances/responsibilities within the local community.
- Ensure that ethics is taken into account within the boards defined policies

- Ensure that long term sustainability is being taken into account in operational decisions.

D - Budget and Variance Analysis (Cyclically)

- Review variance analysis issued by the board
- Check that progress against budgets are regularly monitored
- Check that budgets are used for determining rates for the following year
- Review accruals for reasonableness
- Review after date information for possible accruals

E - Sales (Cyclically)

- Perform walkthrough testing on the IDB rates system
- Review any rates write offs and ensure received board approval
- Perform walkthrough testing of other sales made by IDBs
- Review minutes to ensure all expected other income has been received and banked

F - Petty Cash (Cyclically)

- Not applicable at present, no petty cash function for any IDBs currently.

G - Wages (Cyclically)

- Performance of wages walkthrough
- Ensure that authorisation granted for overtime paid
- Review of P11Ds
- Ensure that non-pay rolled staff have been correctly taxed

H - Assets (Cyclically)

- Vouch additions and review sales of fixed assets in the year
- Ensure assets are adequately covered by IDB insurance policies
- Ensure that asset movements in the year are reasonable and consistent with prior years

I – Bank (Annually)

- Ensure that regular reconciliations have occurred in the year
- Recalculation of interim and year end bank reconciliation
- Ensure that cashbooks entries are based on transactions as made rather than in order of appearance on the bank statements

J – Trial Balance & Nominal (Cyclically)

- Ensure Opera trial balance transferred to the accounts correctly
- Scrutinise creditors, accruals, debtors and prepayments
- Identify any transactions that are held within the audited figures that relate to prior or future periods

3.4.1 Assurance Audits

All financial systems are to be documented and reviewed on an annual basis to provide the required level of assurance. Where appropriate probity audit work will be undertaken and the propriety, accuracy and recording of transactions sample tested. The level of testing to be agreed with the Clerk and External Auditor.

3.4.2 Consultancy and Advice

Internal Audit will be available to assist the Board with control or operational issues. During the year there might be emerging risks or issues that need an independent view or review. In addition, internal audit will be pro-active with suggestions and advice to management from information gained through experience, other organisations and networking groups.

3.4.3 Anti-fraud, Bribery and Corruption

Internal Audit will be pro-active in counter fraud work. Although it is not a function of Internal Audit to detect fraud, bribery and corruption (this is a responsibility of management and good system control) work will be undertaken to help ensure there are adequate systems and procedures to highlight potential instances.

3.4.4 Value for Money (VFM), Risk Management, Ethical Standards and Sustainability

As a part of the audit review, systems and controls established by management to secure VFM, risk management, ethical standards and sustainability will be examined and evaluated. Matters of an overall nature are also addressed within the annual work programme. Auditors may initiate, conduct or participate in special reviews in these areas where need arises.

4.0 AUDIT REPORTS

4.1 At the completion of each audit a report will be produced and agreed with the Clerk. This details the terms of reference and scope of the audit, findings, recommendations and a management action plan. An executive summary that includes an audit opinion on controls will also be included.

4.2 An annual internal audit report shall be produced to the Board to provide an overall opinion on controls and detail the audit work for the year.

BLUNTISHAM INTERNAL DRAINAGE BOARD
INTERNAL AUDIT PLAN for 2018-19 – ANNUAL REVIEW and MEETING STANDARDS

Expected Standard	Evidence of Achievement	Yes/No
Scope of Internal Audit	As has been reported to the Board, Whiting and Partners, Chartered Accountants have been appointed as the Board's Internal Auditor. The Internal Audit Strategy for 2018-21 and this indicative Audit Plan for 2018/19 and future are to be approved by the Board. Internal Audit work takes into account both the Board's Risk Assessment and wider internal control arrangements. Internal Audit work covers the Board's anti-fraud, bribery and corruption arrangements.	Yes
Independence	Internal Audit has direct access to those charged with governance (see Financial Regulations). Reports are made in the name of the internal auditors to the Board. Internal Audit does not have any other role within the Board but can if requested provide temporary financial assistance with financial accounts preparation although there are no plans for this currently.	Yes
Competence	There is no evidence of a failure to carry out Internal Audit work ethically with integrity and objectivity.	Yes
Relationships	All responsible officers are consulted on the Internal Audit Plan.	Yes
Audit Planning and Reporting	The Annual Internal Audit Plan is formulated in the context of the Internal Audit Strategy and properly takes account of all the risks facing the Board and is to be approved by the Board. The Internal Audit Report for 2018/21 will be reported in accordance with the Internal Audit Plan.	Yes

BLUNTISHAM INTERNAL DRAINAGE BOARD
ANNUAL REVIEW OF INTERNAL AUDIT – CHARACTERISTICS OF EFFECTIVENESS

Characteristics of Effectiveness	Evidence of Achievement	Yes/No
Internal Audit work is planned	Planned Internal Audit work is based on risk assessment and designed to meet the Board's needs.	Yes
Understanding the whole organisation, its needs and objectives	The Annual Audit Plan demonstrates how audit work will provide assurance for the Board's Annual Governance Statement.	Yes
Be seen as a catalyst for change	Internal Audit supports the Board's work in delivering improved services. It will report, where identified, on aspects that appear to reflect sub-optimal efficiency, effectiveness and value for money.	Yes
Add value and assist the organisation in achieving its objectives	The Board makes positive responses to Internal Audit's recommendations and follows up with action where this is called for.	Yes
Be forward looking	In formulating the Annual Audit Plan, national agenda changes are considered. Internal Audit maintains awareness of new developments in the services, risk management and corporate governance.	Yes
Be challenging	Internal Audit focuses on the risks facing the Board. Internal Audit encourages the Board to develop their own responses to risks, rather than relying solely on audit recommendations.	Yes
Ensure the right resources are available.	Adequate resource is made available for Internal Audit to complete its work. Internal Audit understands the Board and the legal and corporate framework in which it operates.	Yes

PROPOSED AUDIT FEE 2018 – 2021

In light of the highlighted work to be carried out and the planned period of time the audit is scheduled to take place we propose a total fee of £17,750 (exc. VAT) for 2018/19 with a rise of 3.0% per annum (assumed general inflation level) over the next 3 years.

**Internal Audit Plan for the year ended 31st March 2019 for the
Middle Level Commissioners' administered Internal Drainage Boards (see Appendix B)**

Audit Areas	Plan Days
Planning, discussions, reporting etc.	5
Systems Review and confirmation	12
Transaction Tests	15
Advice	3
TOTAL	35

Benwick Internal Drainage Board
Bluntisham Internal Drainage Board
Churchfield & Plawfield Internal Drainage Board
Conington & Holme Internal Drainage Board
Curf & Wimblington Combined Internal Drainage Board
Euximoor Internal Drainage Board
Haddenham Level Drainage Commissioners
Hundred Foot Washes Internal Drainage Board
Hundred of Wisbech Internal Drainage Board
Manea & Welney District Drainage Commissioners
March West & White Fen Internal Drainage Board
March East Internal Drainage Board
March Fifth District Drainage Commissioners
March Sixth District Drainage Commissioners
March Third District Drainage Commissioners
Needham & Laddus Internal Drainage Board
Nightlayers Internal Drainage Board
Nordelph Internal Drainage Board
Over & Willingham Internal Drainage Board
Ramsey First (Hollow) Internal Drainage Board
Ramsey Fourth (Middlemoor) Internal Drainage Board
Ramsey Upwood and Great Raveley Internal Drainage Board
Ransonmoor District Drainage Commissioners
Sawtry Internal Drainage Board
Sutton & Mepal Internal Drainage Board
Swavesey Internal Drainage Board
Upwell Internal Drainage Board
Waldersey Internal Drainage Board
Warboys Somersham & Pidley Internal Drainage Board

BLUNTISHAM IDB
INSURED VALUE OF FIXED ASSETS

PUMPING STATION

As At
31st March 2018

BARLEY CROFT PUMPING STATION

470,000.00

470,000.00

Section 1 – Annual Governance Statement 2017/18

We acknowledge as the members of:

BLUNTISHAM INTERNAL DRAINAGE BOARD

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2018, that:

	Agreed		
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			<i>has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.</i>

*Please provide explanations to the external auditor on a separate sheet for each 'No' response. Describe how the authority will address the weaknesses identified.

This Annual Governance Statement is approved by this authority and recorded as minute reference:

MINUTE REFERENCE
dated DD/MM/YY

Signed by the Chairman and Clerk of the meeting where approval is given:

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

Other information required by the Transparency Codes (not part of Annual Governance Statement)
Authority web address

AUTHORITY WEBSITE ADDRESS

BLUNTISHAM INTERNAL DRAINAGE BOARD

Payments 2017/2018 (1st April 2017 - 31st March 2018)

<u>DATE</u>	<u>DETAIL</u>	<u>NET</u>	<u>VAT</u>	<u>GROSS</u>
10/04/2017	Middle Level Commissioners - Fees (Planning and development application)	13.25	2.65	15.90
30/06/2017	Middle Level Commissioners - Pumping station maintenance	121.80	24.36	146.16
27/07/2017	Middle Level Commissioners - Internal audit fees (Whiting & Partners, 2016-2017 accounts)	405.00	81.00	486.00
31/07/2017	Environment Agency - Precept	868.00	0.00	868.00
16/08/2017	Middle Level Commissioners - Fees (Planning and development applications)	183.25	36.65	219.90
21/09/2017	PKF Littlejohns LLP - Audit fee (2016/2017 accounts)	100.00	20.00	120.00
27/09/2017	Association of Drainage Authorities (River Great Ouse branch) - Subscription 2017/2018	5.00	1.00	6.00
27/09/2017	Middle Level Commissioners - Pumping station maintenance	121.80	24.36	146.16
10/10/2017	Middle Level Commissioners - Administration charge, postages and telephone charges	2,259.58	451.92	2,711.50
10/10/2017	Middle Level Commissioners - Renewal of insurances	488.48	0.00	488.48
30/11/2017	Environment Agency - Precept	868.00	0.00	868.00
30/11/2017	Middle Level Commissioners - Fees (Planning and development application)	34.25	6.85	41.10
30/11/2017	Middle Level Commissioners - Contribution (Environmental Officer)	347.50	0.00	347.50
18/01/2018	Middle Level Commissioners - Pumping station maintenance	121.80	24.36	146.16
23/01/2018	Association of Drainage Authorities - Subscription 2017/2018	542.00	108.40	650.40
19/02/2018	D & M K Green & Sons - Pumping station duties (1st January 2017 to 31st December 2017)	1,240.00	248.00	1,488.00
28/02/2018	Middle Level Commissioners - Fees (Production of Board report, planning and development applications)	316.14	63.23	379.37
28/02/2018	Information Commissioner - Data Protection Registration renewal	35.00	0.00	35.00
07/03/2018	Middle Level Commissioners - Contribution to eel research	50.00	0.00	50.00
13/03/2018	Middle Level Commissioners - Preparation of highland water claims	72.76	14.55	87.31
28/03/2018	Middle Level Commissioners - Pumping station maintenance	121.80	24.36	146.16
28/03/2018	Middle Level Commissioners - Administration charge, postages, telephone charges, stationery and Health and Safety contract	3,124.24	624.85	3,749.09
28/03/2018	Middle Level Commissioners - Fees (Planning and development applications)	166.75	33.35	200.10
		11,606.40	1,789.89	13,396.29

BLUNTISHAM INTERNAL DRAINAGE BOARD
ACCOUNTS FOR THE YEAR ENDED 31ST MARCH 2018
GENERAL FUND

2018 Mar-31	Expenditure during the year:-		2017 Apr-01	Balance brought forward		34,484.94
	Precept	1,736.00	2018 Mar-31	Rate income & Special levy	17,839.45	
	Insurances	488.48		Irrecoverables	<u>0.00</u>	17,839.45
	Administration	6,540.82		Interest on Deposit Accounts		32.47
	Drainworks	6,647.89		Highland Water Contributions		973.28
	Pumping Station Repairs	487.20				
	Electricity	2,200.00				
	Contractors Charges	<u>1,240.00</u>				
		17,604.39				
	Pumping plant replacement fund	500.00				
	Balance carried forward	<u>33,489.75</u>				
		<u>53,330.14</u>				<u>53,330.14</u>

BALANCE SHEET

Capital Section

Liabilities

Capital Provisions 470,000.00

Assets

Barley Croft Pumping Station 470,000.00

Revenue Section

General Fund 33,489.75
Sundry Creditors 18,120.00
Pumping Plant Replacement Fund 27,539.56
549,149.31

Value added Tax - Refunds due 1,681.88
Ratepayers Account - Arrears 10.96
Sundry Debtors 0.00
Balance in hand -
Barclays - Treasurer's Barclays Bank 77,456.47
549,149.31

Bluntisham Internal Drainage Board

Summary of Bank Reconciliations as at 31st March 2018

Treasurers Account 2017/2018

1st April 2017			31st March 2018	
Balance brought forward	71,127.53		Payments made during the year	13,396.29
31st March 2018				
Receipts during the year				
Clerk's collection account	19,668.45			
Interest on deposit accounts	<u>56.78</u>	19,725.23	Balance carried forward	77,456.47
		<u>90,852.76</u>		<u>90,852.76</u>

Barclays Bank PLC

Clients Premium Account

Balance per Statement as at 31st March 2018		81,551.82
Less unpresented cheques	28/03/2018 2017/19	4,095.35
Add outstanding lodgements		0.00
Balance per Trial Balance		<u>77,456.47</u>

Cash balances as at 31st March 2018

Barclays Bank PLC

Clients Premium Account	77,456.47
<u>Total reconciled cash balances per accounts</u>	<u>77,456.47</u>

Section 2 – Accounting Statements 2017/18 for

BLUNTISHAM INTERNAL DRAINAGE BOARD

	Year ending		Notes and guidance
	31 March 2017 £	31 March 2018 £	
1. Balances brought forward	55,539	60,300	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	17,628	17,839	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	3,711	2,230	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	0	0	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	16,578	19,340	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	60,300	61,029	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	71,128	77,456	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	470,000	470,000	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council acts as sole trustee for and is responsible for managing Trust funds or assets.
			N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2018 the Accounting Statements in this Annual Governance and Accountability Return present fairly the financial position of this authority and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer

Date


15th MAY 2018

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YY

and recorded as minute reference:

MINUTE REFERENCE

Signed by Chairman of the meeting where approval of the Accounting Statements is given

SIGNATURE REQUIRED

Bluntisham IDB
Reconciliation between statement of accounts and Annual Return
Financial year ended 31st March 2018

			<u>Per Annual Return</u>
<u>Line 1</u>	<u>Balances brought forward</u>		
	General Fund	34,484.94	
	Pump replacement fund	25,815.25	
		<u>60,300.19</u>	60,300
<u>Line 2</u>	<u>Rates and Special Levies</u>		
	Agricultural rates	7,179.45	
	Special Levies	10,660.00	
	Penalty	0.00	
	Costs	0.00	
	Write-off	0.00	
		<u>17,839.45</u>	17,839
<u>Line 3</u>	<u>Total other receipts</u>		
	Interest		
	General fund	32.47	
	Pump replacement fund	24.31	
	Highland Water	973.28	
	Write Back of Provisions	1,200.00	
		<u>2,230.06</u>	2,230
<u>Line 4</u>	<u>Staff costs</u>		
	Wages/salaries	0.00	
	National insurance contributions	0.00	
	Pension costs	0.00	
	Travelling expenses	0.00	
		<u>0.00</u>	0
<u>Line 5</u>	<u>Loan repayments</u>		
	PWLB - Principal	0.00	
	PWLB - Interest	0.00	
		<u>0.00</u>	0
<u>Line 6</u>	<u>All other payments</u>		
	Precept	1,736.00	
	Rates, insurances, telephones	488.48	
	Repairs and renewals	487.20	
	Fuel	2,200.00	
	Drainworks	6,647.89	
	Contractors charges	1,240.00	
	Administration	6,540.82	
		<u>19,340.39</u>	19,340
<u>Line 7</u>	<u>Balances carried forward</u>		
	General Fund	33,489.75	
	Pump replacement fund	27,539.56	
		<u>61,029.31</u>	61,029
	Reconciliation		
	Line 1 + Line 2 + Line 3 - Line 4 - Line 5 - Line 6	61,029.31	
	Balances carried forward		
	Per Annual return	61,029.00	