

**BLUNTISHAM INTERNAL DRAINAGE BOARD**

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11 December 2019

Gentlemen

**Meeting of the Board**  
**10<sup>th</sup> January 2020**

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 10<sup>th</sup> January 2020.

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 7<sup>th</sup> June 2019.

(Copy pages 10-18)

4. Matters arising from the Minutes

5. Maintenance works in the District

Further to minute B.714, the Chairman to report.

6. Hanson – Progress Report

Further to minute B.687, to receive Hanson's Progress Report.

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

Further to minute B.715, the Clerk will refer to the Newsletter from the Environment Agency dated September 2019.

(Copy pages 19-20)

8. Clerk's Report

The Clerk advises:-

i) Middle Level Commissioners and Administered Boards Chairs Meeting

That a fourth Chair's Meeting was held on the 26<sup>th</sup> November 2019

The meeting commenced with a presentation with slides covering the lottery funded 'Fens Biosphere' bid. This UNESCO designation would have no statutory backing but instead aims to draw attention to the unique nature of the area. Good practice sharing would be facilitated and a framework of support for positive action developed. The idea is to frame the application around the Cambridgeshire peat lands and the IDB districts which provide a network of interconnecting watercourses. As this designation would not lead to a set of actions which would be enforced but could have a positive impact on the area the Board are asked (at this stage) to consider giving its approval in principle to the bid. A summary document detailing the vision is appended.

(Copy pages 21-24)

### **The Board's approval in principle is sought.**

Health and Safety discussions followed and it was agreed that the new arrangement with Cope Safety Management was working well.

The future vision for the MLC and IDBs was discussed and is covered as a separate agenda item.

On member training, after discussion, it was agreed that members would benefit from training on 'communications and engagement' as it was felt that Boards generally had challenges in getting messages across to the public.

The only other item covered in any detail was in relation to Board agendas and minutes. It was resolved that the Chairs supported the move to reducing the amount of paper leaving the MLC offices and it was also agreed, for reasons of efficiency, that Chairs be provided with an action points list as soon as practical after the meetings but in advance of issuing draft minutes.

- ii) Association of Drainage Authorities
- a) Annual Conference

That the 82<sup>nd</sup> Annual Conference of the Association had been held at the ICE building in Westminster on Wednesday 13<sup>th</sup> November 2019.

The conference was very well attended and the speakers this year were:-

**Stuart Roberts - Vice President National Farmers' Union** – an arable and livestock farmer who has also worked for Defra and Flood Standards Agency – who shared his views on the need for more radical and bold thinking on flood risk management and the supply of water for agriculture.

**Bryan Curtis – Chair Coastal Group Network – Chartered Engineer and a member of CIWEM and ICE.**

Bryan is Chairman of the Coastal Group Network. This is a network of Councils, Ports, Government bodies who provide a collective voice for the coast and management of the shoreline.

**Robin Price – Interim Managing Director – Water Resources East (WRE)**

Water Resources East is a partnership from a wide range of industries including water energy, retail, the environment, land management and agriculture who are working in collaboration to manage the number of significant risks to the future supply of water in

the East of England. The NFU and ADA (via the David Thomas) have membership on the Board of WRE.

The conference was introduced by Robert Caudwell who asked all present to mark their appreciation of the work being done in the north east of England to respond to and manage the impacts of the floods. He stated his opinion that warnings at previous ADA conferences over the lack of river maintenance had fallen on deaf ears and that the flooding taking place at the time was clear evidence of the need to better balance capital investment with maintenance spending. He then went on to outline ADA's intention to lobby all parties throughout the general election. This included sharing the 7-point plan detailed below;

### **1. Long term investment horizons in the face of climate change challenges**

Flood risk management delivers enduring benefits and authorities involved need to be able to plan ahead financially over multiple years and need to receive a sensible balance of capital and revenue funding, spread across the river catchments, in order to find efficiencies through climate change adaptation and resilience, and attract business investment.

### **2. Promote co-operation and partnership working to manage the water environment and reduce flood risk**

Close cooperation between flood risk management authorities, water companies, communities, business and land managers needs the continued strong support of government to deliver adaptive and resilient flood risk maintenance and similar activities more efficiently and affordably.

### **3. Total catchment management**

Total catchment management is now the widely accepted approach to managing our water and now is the time to increase and empower local professionals and communities to manage and operate these catchments together.

### **4. Sustainable drainage systems (SuDS)**

The next government needs to fully implement Schedule 3 of the Flood & Water Management Act 2010, to ensure future development can keep pace with the challenges of the changing climate, by ensuring that SuDS are maintained over the lifetime of a development.

### **5. Support local governance in flood and water level management decision making**

In some parts of England there is an appetite for greater local maintenance delivery on watercourses and flood defence assets than that currently afforded from national investment. This can be achieved via the careful transfer of some main river maintenance to local bodies or the expansion of areas maintained by those local bodies, such as Internal Drainage Boards, where there is local support and transitional funding.

### **6. Local Government Finances**

It is vital that Special and Local Levy funding mechanisms for drainage, water level and flood risk management continue to be part of this funding landscape to maintain the democratic link with local communities affected.

### **7. Brexit: Ensuring a resilient regulatory framework for the water environment**

The next government needs to provide clear policy messages about how they wish to make the delivery of environmental improvements to the water environment easier and more effective as we transition from European legislation such as the Water Framework Directive.

Unfortunately, because the conference was held during the pre-election period sometimes known as Purdah, which restricts certain communications during this time, there were no representatives available from the Environment Agency or Defra which significantly restricted the debate on flood risk management, funding and maintenance issues. However, there was considerable support from the floor of the conference for the view that lack of maintenance had significantly contributed to the recent problems with the River Don and the flooding of Fishlake village.

Officers of the Association were re-elected, including Lord De Ramsey as President and Robert Caudwell as Chairman.

Subscriptions to ADA would be increased by 2% for the following year.

b) Annual Conference

That the Annual Conference of the Association of Drainage Authorities will be held in London on Wednesday the 11<sup>th</sup> November 2020.

c) Annual Conference of the River Great Ouse Branch

That the Annual Conference of the River Great Ouse branch of the Association will be held on Tuesday the 3<sup>rd</sup> March 2020. The format will be as per the 2019 conference with a workshop in the morning and the conference in the afternoon.

d) Further Research on Eels

Further to minute B.578(e), ADA have advised that the valuable research work being carried out by Hull University on eels and eel behaviour in pumped catchments will be continuing for at least another two years. ADA consider that the financial support to the project to date provided by IDBs has been positive and noted by the regulator (EA), leading to positive engagement on finding practical solutions at pumping station sites. They therefore consider that it would be useful if IDBs could consider whether they would be willing to continue their annual contributions to this research over that period.

**The Board's instruction is requested.**

e) Floodex 2020

That Floodex 2020 will be held at The Peterborough Arena on the 26<sup>th</sup> and 27<sup>th</sup> February 2020.

f) Emergency Financial Assistance for Internal Drainage Boards

Whilst in East Anglia we have not had the unprecedented levels of rainfall which have occurred further north and in the west of the county in recent years this by no means equates to there being no risk of it occurring here. ADA have written to DEFRA (Copy pages 25-26) seeking to formalise a mechanism for IDBs providing support to the EA in a major event to recover costs. An update will be given should there be any substantive movement from DEFRA on this matter as a result of this request.

iii) Tactical Plans for the Fens Agreement

That the Environment Agency have set up a multi-partner group (FRM for the Fens) to steer work on developing strategic plans for managing flood risk in the lower Great Ouse catchment. This work is considered necessary to address the impacts of population growth and climate change, which are particularly relevant in this area (Copy pages 27-28). The EA is requesting approval to the approach being taken in principle and follows the letter sent in January 2019. The perceived value of this work is that it pre-apportions the benefits (land and property which would flood if not defended) so that applying for grant should be more straight forward and the amount of grant possible clearer. This should give increased certainty and clarity and resolves the issue of double counting benefits where for example a property is protected from flooding by both EA and IDB assets. Work on developing the strategy could take up to 15 years though and the proposal also therefore includes a mechanism for allowing grant-in-aided works to progress during this time on a hold-the-line basis.

**The Board's approval in principle is sought.**

iv) Water Resources East (WRE)

The Middle Level Commissioners' Chief Executive has been appointed as ADA's area representative on the Board of WRE. He will act as spokesman for IDBs who have an interest in the future management and provision of water in the East of England. This is particularly important as government consider plans to make the area more resilient and as the impacts of climate change start to bite in an area of rapid housing growth.

To facilitate a place on the Board requires a modest financial contribution from all IDBs within the area covered by WRE. The MLC contribution is their Chief Executive's time spent representing the Boards. For this Board the requested annual contribution is £50.70.

**The Board are asked to approve this payment.**

v) Vision for the Future of Boards administered by the MLC

Members will be aware that the Chair's meetings hosted by the MLC has had an item on the agenda for the last few meetings on future planning of administration and delivery of operations for the Board's collectively. As part of this process it has been agreed that members thoughts should be sought on what they envisage the collective future can and should look like to ensure the most resilient, delivery focused approach that can be achieved. Members should when developing their vision of water management in the fens in 2030 consider the challenges of maintaining representation, improving financial resilience, reducing duplication of work, the potential for cost savings, advantages and disadvantages of the various options available, the impacts of technology and sharing of resources and knowledge.

The information gathered from individual meetings will be collated and presented to the autumn 2020 Chairs meeting for their consideration.

9. Consulting Engineers' Report, including planning and consenting matters

To consider the Report of the Consulting Engineers

(Copy pages 29-39)

10. Capital Improvement Programme

To review and approve the Board's future capital improvement programme.

(Copy page 40)

11. Conservation Officer's Newsletter

The Clerk to refer to the Conservation Officer's Newsletter, previously circulated to members.

12. 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.

13. Claims for Highland Water Contribution – Section 57 Land Drainage Act 1991

(a) The Clerk will report that following his submission of claims for contributions the gross sum of £943.31 (inclusive of supervision) has been received from the Environment Agency (£952.66 representing 80% of the Board's estimated expenditure for the financial year 2019/2020 less £9.35 overpaid in respect of the financial year 2018/2019).

(b) Further to minute B.699, the Clerk will refer to the discussions with the Environment Agency over the monies available to fund highland water claims.

14. Association of Drainage Authorities Subscriptions

The Clerk will report that it is proposed by ADA to increase subscriptions by approximately 2% for 2020, viz:- from £553 to £565.

15. Health and Safety

Further to minute B.726(b), the Vice Chairman will report and will refer to the report received from Cope Safety Management following their visit to the District on the 18<sup>th</sup> October 2019.

(Copy pages 41-46)

16. Completion of the Annual Accounts and Annual Return of the Board – 2018/2019

a) To consider the comments of the Auditors on the Annual Return for the year ended on the 31<sup>st</sup> March 2019.

(Copy pages 47-52)

b) To consider the Audit Report of the Internal Auditor for the year ended on the 31<sup>st</sup> March 2019.

(Copy pages 53-59)

17. Defra IDB1 Returns

The Clerk to refer to the completed IDB1 form for 2018/2019 and to the letter from the Minister and Annual report summary and analysis received from Defra dated August 2019.

(Copy pages 60-83)

18. Review of Internal Controls

To consider the system of Internal Controls.

19. Risk Management Assessment

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

(Copy pages 84-95)

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

(Copy page 96)

20. Transparency Code for Smaller Authorities

The Clerk will report that, as resolved at its' last meeting, the Board will continue with a limited assurance review and not take advantage of the audit exemption available for smaller public bodies with income and expenditure less than £25,000.

21. 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.

22. Payments to 30<sup>th</sup> November 2019

The Clerk to report on payments made to 30<sup>th</sup> November 2019.

(Schedule page 97)



23. Expenditure estimates and special levy and drainage rate requirements 2020/2021

To consider estimates of revenue expenditure and levy and rate requirements in respect of the financial year 2020/2021.

(Copy pages 98-99)

24. Date of next Meeting

The Clerk will remind members that the next meeting of the Board will be held on Friday 5<sup>th</sup> June 2020.

25. 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 7<sup>th</sup> June 2019

### PRESENT

P D Burton Esq (Chairman)	J M Green Esq
J R Anderson Esq (Vice Chairman)	H Law Esq
H Burgess Esq	J Neish 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.

### Apology for absence

An apology for absence was received from A G R Holloway Esq.

### B.712 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 Neish declared an interest in all planning matters as a member of Huntingdonshire District Council.

### B.713 Confirmation of Minutes

### RESOLVED

That the Minutes of the Meeting of the Board held on the 11<sup>th</sup> January 2019 are recorded correctly and that they be confirmed and signed.

### B.714 Maintenance works in the District

#### a) Hanson's hedge

Further to minute B.683, Miss Ablett reported that following the hedge being cut, Hanson Aggregates had been invoiced and payment received in September 2018.

Mr Hilton enquired how often the drain was maintained to which the Chairman advised that, depending on the condition of the watercourse, usually every two years. However, as the drain was one that was near to the pumping station, if there was a build-up of weed growth in any one year then it would have to be machine cleansed in that year.

Mr Hilton advised that Hanson Aggregates were happy to continue with the current arrangement whereby the Board cut the hedge and invoice Hanson Aggregates accordingly.

b) Maintenance works

Further to minute B.686, the Chairman reported that an opportunity had arisen to allow the 2018-2019 maintenance work to be completed early. He advised that the 2019-2020 programme would include the ditch along the main river between points 1-20, as this had not been machine cleansed for 5 years, together with the drain down to White Bridge between points 15-17 and he anticipated this work would be carried out in the Autumn.

B.715 Ouse Washes Section 10 Reservoir Inspection Middle Level and South Level Barrier Bank Works

Further to minute B.688, Miss Ablett referred to the Newsletter from the Environment Agency dated May 2019.

B.716 Updating IDB Byelaws

Further to minute B.689, the Board considered their updated Byelaws.

RESOLVED

That the updated Byelaws be adopted.

B.717 Clerk's Report

Miss Ablett advised:-

i) Middle Level Commissioners and Administered Boards Chairs Meeting

That a third Chair's Meeting was held on the 11<sup>th</sup> March 2019 and that discussions at this centred around:-

- 1) The provision of increased support to IDBs on Health and Safety management and control.
- 2) The Future investment planning for the Lower River Great Ouse catchment.
- 3) Future planning for IDBs and DDCs administered by the Middle Level Commissioners.
- 4) Member training.

One option for future Board arrangements discussed at the second and third meetings was the subject of a briefing paper.

The Chairman reported that any amalgamation would give rise to various concerns and the reason IDBs worked so well at the moment was due to local people having local knowledge of their district and land drainage systems. He advised that if the Board, for whatever reason, was unable to operate independently then they would have to amalgamate, but whilst it was working so well, in his opinion, the Board should remain independent.

## RESOLVED

That Members could see no benefit from amalgamating with the Boards within the Middle Level.

### ii) Association of Drainage Authorities

#### a) Annual Conference

That the Annual Conference of the Association of Drainage Authorities will be held in London on Wednesday the 13<sup>th</sup> November 2019.

#### b) Annual Conference of the River Great Ouse Branch

That the Annual Conference of the River Great Ouse branch of the Association was held on Tuesday the 12<sup>th</sup> March 2019. The meeting format was changed this year and included a morning workshop session led by the EA. Topics covered were water resources, PSCAs and future planning of FRM. Robert Caudwell spoke for ADA in the afternoon followed by talks from Brian Stewart, the FRCC Chair, Paul Burrows, the FRM Area Manager and Claire Jouvray, the Operations Delivery Manager.

That the date of the next meeting is Tuesday the 3<sup>rd</sup> March 2020.

#### c) Good Governance Guide for Internal Drainage Board Members

That, at the Annual Conference last November, ADA launched the publication of the Good Governance Guide for IDB Board Members. It provides Members with a comprehensive guide to their role as water managers servicing the local communities. The document has been produced with the financial support of Defra and will provide Members with knowledge to help expand their grasp of the role, and how best to execute their responsibilities on the Board.

That a copy of the Guide for each Member has been included with this agenda and can be downloaded from the ADA website.

That ADAs workshops were well attended and are helping to deal with the questions being raised by Defra following the Audit Commission Report which criticized aspects of IDB governance. At least one member of this Board attended one of the two local workshops in the area and hence the Board will be able to record in the IDB1 Defra return that training has been provided on Governance. In addition to governance Defra appear to expect over time that training will be given for the following; Finance, Environment, Health, safety and welfare and Communications and engagement. The Board may wish to consider an order of priority for future training and a timetable for delivery.

#### d) Workstreams

That ADA annually review their workstreams and an update is included.

### iii) Water Resources East Group Meeting

That the Middle Level Commissioners are setting up a Committee to discuss how they can work more closely with Anglian Water and other partners to ensure that the management of water and the quantity taken from the River Nene can be maximised in stressed years.

iv) The New Rivers Authorities & Land Drainage Bill

That this Bill has completed its Committee stage in the House of Commons and passed through its Third Reading. It has now started its progression through the House of Lords.

The Bill, which has been prepared by Defra, aims to put the Somerset Rivers Authority onto a statutory footing as a precepting body, but it would also enable the reform of IDB ratings annual value lists. It does this by recognising the need to ensure that the methodology through which IDBs calculate and collect drainage rates and special levy sits on a sound legal basis that can be periodically updated to contemporary values better reflecting current land and property valuation.

With the above in mind ADA has been working with Defra and a number of IDBs to test a new methodology using contemporary valuation and Council Tax lists that could be applied via this legislative change.

v) Environment Agency consultation on changes to the Anglia (Central) RFCC

That a consultation is taking place on the constitution of three RFCCs following a formal proposal for two new unitary authorities to be formed in Northamptonshire (West Northamptonshire and North Northamptonshire) has been submitted to the Government for consideration. If approved these authorities would coming into existence on the 1 April 2020.

In Buckinghamshire the decision to create a single unitary authority replacing the existing five councils has been made by the Government, subject to Parliamentary approval. It would come into existence on the 1 April 2020.

Each new authority will be a unitary authority, delivering all local government services in their respective areas, including their functions as a Lead Local Flood Authority (LLFAs).

The membership of Thames RFCC, Anglian (Central) RFCC, and Anglian (Northern) RFCC currently includes representation from one or both of the existing county councils. To reflect the changes proposed the membership of all three RFCC will need to be varied before 1 December 2019.

At the same time to better reflect a catchment-based approach it is proposed to change the name of Anglian (Central) RFCC to Anglian (Great Ouse) RFCC. ADA has stated that it supports the naming revision.

B.718 Consulting Engineers' Report, including planning and consenting matters

The Board considered the Report of the Consulting Engineers.

Miss Ablett referred to the residential development on land adjacent to Fair View, Bluntisham Road, Needingworth (MLC Ref. Nos. 012 & 017) and advised that no further correspondence had been received from the applicants or their agents concerning the development and enquired whether the Board wished for the Planning Engineer to write to the applicant again.

Mr Neish advised that Huntingdonshire District Council had been in conversation with Luminus Homes and it was anticipated that work would commence in the Summer.

Miss Ablett referred to the development for up to 30 new residential units on an existing vacant plot adjacent to Lodel Farm in Needingworth (MLC Ref. No. 20) and advised that neither

the applicant, their agent or engineering consultants had contacted the Board to enquire whether the proposals put forward would be acceptable to the Board. She enquired whether the Members wished for the Planning Engineer to write to all parties in order to resolve any issues.

RESOLVED

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

ii) MLC Ref Nos. 012 & 017

That the Planning Engineer write again to the applicant to follow up the application, especially in view of the work commencing shortly.

iii) MLC Ref No. 20

That the Planning Engineer write to all parties concerned, including Huntingdonshire District Council, in order to resolve any potential issues.

B.719 Pumping Station duties

The Board gave consideration to the payment in respect of pumping station duties for 2019/2020.

RESOLVED

That the Board agree that the sum of £1,545.00 be allowed for the provision of pumping station duties for 2019/2020.

(NB) – Mr Green declared an interest when this item was discussed.

B.720 Conservation Officer's BAP Report

Members considered and approved the most recent BAP report.

Mr Hilton expressed his surprise that fly tipping was not a topic covered in the BAP report as it must have an effect on biodiversity and would assist with identifying any issues arising within the District.

Miss Ablett confirmed that she would make enquiries and report back to the next meeting.

RESOLVED

That the Conservation Officer be asked to advise (for report at the next meeting of the Board) whether fly tipping was considered an issue when reporting on the BAP and whether details should be included.

B.721 Environment Agency – Precept

Miss Ablett reported that the Environment Agency had issued the precept for 2018/2019 in the sum of £1,850.26 (the precept for 2018/2019 being £1,762).

## B.722 Association of Drainage Authorities Future Communications

Miss Ablett referred to a letter received from ADA dated 18<sup>th</sup> October 2018 and to the form included with the agenda.

In order to continue to receive communications from ADA in 2019, ADA required a completed form from each Member. The form could also be completed and returned electronically via the link at [www.ada.org.uk/communications](http://www.ada.org.uk/communications).

## B.723 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.

Miss Ablett reported that the EA undertook a ‘refresh’ of its grant allocation schedule and optimised it to increase the likelihood of meeting the government outcome measure targets. As part of this some schemes were deferred in favour of those which could be delivered within the next two years with certainty and the programme has, as a consequence, become financially oversubscribed. This effectively means that there will be little or no chance of receiving grant for any new schemes between now and 2021 (at the earliest). This date marks the end of the six-year funding commitment and whilst it is understood that the EA are pressing hard to have another six-year settlement and, if agreed to by treasury, for this to be larger than the previous one to help address the increasing investment required to tackle climate change driven impacts. At this point in time we do not know what will happen and changes could be made in any event to the funding model, what outcome targets are or the process of securing grant. What is clear is that the further ahead that IDBs collectively plan their investment needs the more likely whatever grant is available will be accessible by them.

Some members will recall that in 2009 asset surveys were carried out on all IDB pumping stations. As ten years has now passed it might be timely to revisit and update these to reflect any changes that might have occurred and for this updated information to be used to plan for future investment needs. Similarly, as it is five years since these assets were valued for insurance reasons, it is also considered worthwhile revising the rebuilding estimates to reflect construction cost inflation.

The Chairman was of the opinion that, as the Board’s pump was in a satisfactory condition and working well and in view of quarterly maintenance visits being carried out and reported to him, an asset survey was not necessary to enable the Board to plan for future investment needs.

Members considered the initial valuation of the pumping station at £470,000 to be more than adequate for insurance purposes and did not consider it worthwhile to re-visit the rebuilding estimates.

## RESOLVED

- i) That no proposals be formulated at the present time.
- ii) That no action concerning the asset survey or rebuilding estimates be carried out.

### B.724 Determination of annual values for rating purposes

The Board considered the recommendations for the determination of annual values for rating purposes.

#### RESOLVED

- i) That the determinations recommended be adopted by the Board.
- ii) That the Clerk be empowered to serve notices and to take such other action as may be necessary to comply with statutory requirements.
- iii) That the Chairman and the Clerk be empowered to authorise appropriate action on behalf of the Board in connection with any appeals against the determinations.

### B.725 Rate arrears

Consideration was given to writing off rate arrears amounting to £64.94.

#### RESOLVED

That the arrears be written off.

### B.726 Health and Safety

- a) Further to minute B.701, the Vice Chairman reported that, due to access issues, the installation of the escape stairs had been delayed, however he was confident these would be installed shortly.
- b) The Chairman reported that it had been agreed at a recent Chairs meeting for the Middle Level Commissioners to enter into a 3 year contract with Cope Safety Management with the annual payment being split between the Boards. The Chairman confirmed that Cope Safety Management had carried out work on behalf of Lattenbury Services and he had found them to be very thorough.

Miss Ablett advised that assuming all Boards joined the arrangement, the cost to the Board would be £200 per annum and if the Board required extra support in the first year or so this could be provided at a day rate of £500 (Hourly rate of £85 for part days).

The Chairman enquired whether, following the appointment of Cope Safety Management, Croner would be retained. Miss Ablett advised that as far as she was aware Croner were being retained by the Middle Level Commissioners, however she would request the Clerk contacts the Chairman to confirm this.

#### RESOLVED

- i) That Cope Safety Management be appointed for a period of three years at a cost of £200 per annum, together with additional charges for any extra assistance requested.
- ii) That the Clerk contact the Chairman to advise whether Croner were being retained after the appointment of Cope Safety Management.



### B.727 Budgeting

Miss Ablett referred to the budget comparison of the forecast out-turn and the actual out-turn for the financial year ending 31<sup>st</sup> March 2019.

### B.728 Transparency Code for Smaller Authorities

Miss Ablett reported that, as resolved at its last meeting, the Board will continue with a limited assurance review and not take advantage of the audit exemption available for smaller public bodies with income and expenditure less than £25,000.

#### RESOLVED

To continue with a limited assurance review as has been carried out in previous years.

### B.729 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.730 Annual Governance Statement – 2018/2019

The Board considered and approved the Annual Governance Statement for the year ended on the 31<sup>st</sup> March 2019.

#### RESOLVED

That the Chairman be authorised to sign the Annual Governance Statement, on behalf of the Board, for the financial year ending 31<sup>st</sup> March 2019.

### B.731 Payments

The Board considered and approved payments amounting to £18,805.55 which had been made during the financial year 2018/2019.

(NB) – The Chairman declared an interest in the payment made to Lattenbury Services Ltd.

### B.732 Annual Accounts of the Board – 2018/2019

The Board considered and approved the Annual Accounts and bank reconciliation for the year ended on the 31<sup>st</sup> March 2019 as required in the Audit Regulations.

#### RESOLVED

That the Chairman be authorised to sign the Annual Return, on behalf of the Board, for the financial year ending 31<sup>st</sup> March 2019.

### B.733 Dates of next Meetings

#### RESOLVED

That the next Meetings of the Board be held as follows, viz:-

- i) Friday the 10<sup>th</sup> January 2020
- ii) Friday the 5<sup>th</sup> June 2020.

### B.734 Hanson Aggregates

The Chairman referred to a letter he had recently received in respect of Hanson Aggregates seeking planning permission and enquired whether all Members had received a copy. The Vice Chairman confirmed they had.

Mr Hilton explained that the request related to a slight variation to the existing application to correct some phasing issues and to remove redundant conditions that were no longer applicable. He confirmed that any permission would not affect the Board or any member of the Board as it was more of an advisory notice.

# Ouse Washes

## Middle Level Barrier Bank works

### What's happening?

What a start! During the UK heatwave we worked hard to keep the dust down, bringing in extra water bowlers at each workface to dampen down the haul road. This was followed by heavy rain which flooded the haul road resulting in the water needing to be pumped away, and then there were high winds to add to the mix. Our contractor, JacksonHyder dealt with these difficult conditions efficiently with little or no disruption to the local communities.

#### Welmore Lake Sluice – Welney

We have now completed the haul road improvement works in this section. We have inspected and re-opened the public footpath in September 2019.

#### Welney to railway bridge

We received 90,000 tonnes of clay to the bank to date with 135 lorries deliveries per day.

The material is being delivered to Welney from the quarry in Mepal using the A142, A10 and A1101 to avoid disruption through the local villages.



The footpath diversion will be in place along the Low Bank and Bedford Bank West until summer 2021.

A road sweeper is in operation to ensure the

highway is kept clear of debris.

We are regularly monitoring vehicles using GPS trackers which are installed in each lorry. We also use onsite speed boards to monitor all vehicles on site.

#### Railway bridge to Welches Dam

We are progressing with the haul road widening works ready for next season's work.

The footpath and access to the bird hides north of

Welches Dam will remain closed until Autumn 2020.



#### Mepal to Welches Dam

We have received 124,000 tonnes of clay to the bank to date. The dumper trucks are using a temporary access road and bridge direct from Mepal quarry to the bank to avoid using the local roads.



We removed the bird hides to the south of Welches Dam for the bank works to be undertaken and we will replace and re-open to the public in the Autumn 2019. However, please note that the footpath along the top of the bank will remain closed until Summer 2020 to allow the grass to establish.

The footpath diversion remains in place and diverted to the Low Bank until Summer 2021.

#### Earith

We have decommissioned and removed the disused telemetry hut. We have completed the bankworks at Earith bridge and is ready for grass seeding to take place.

We started the bridleway improvements and bank works during September 2019 and we are close to completion.

We are receiving material from Mepal Quarry using the A142, B1050 and A1123 to the site access at Earith Bridge.

We will re-open the public footpath/bridleway from Short Drove, Earith towards Sutton Gault 1 November 2019. The access at Sutton Gault will be restricted to one way the bankworks at Sutton Gault needs time for the grass to establish. The public footpath/bridleway from Earith Sluice to Short Drove, Earith will remain closed until summer 2020.

#### Sutton Gault

We started the works on the retaining wall in August 2019 and we will complete this by 31 October 2019.

We receive material using A142, B1381, turning right onto Bury Lane.

customer service line  
03708 506 506

incident hotline  
0800 80 70 60

floodline  
03459 88 11 88

### Sutton Gault to Mepal

The footpath closure will stay in place until September 2019. Once we conduct the final inspection we can then decide if we can reopen it.

### Sutton Gault to Chain Corner

We have now completed the access road improvement works.

Once we conduct the final inspection and cut the grass we can then decide if we can reopen the bank.

### Public footpath diversions

The grass is important on the reservoir bank. As the grass grows, the roots help to stabilise the bank and reduce erosion. We use a mixture of different seeds to get a variety of different grass species.

The grass is growing and the footpath diversions will stay in place until there is sufficient cover to the bank.

We will post diversions and closures on the local site noticeboards. Details of where these are located is below.

### Public surgery events

Come along to one of the surgeries we are holding throughout construction until 31 October 2019. Our Public Liaison Officer will be available to answer any questions that you may have.

#### Wednesdays

**Earith**  
Rector's Hall, Colne Road  
10.00am - 12.00pm

#### Thursdays

<b>RSPB Reserve</b>	<b>Welney</b>
<b>Welches Dam, Manea</b>	<b>The Lamb &amp; Flag</b>
<b>10.00am - 12.00pm</b>	<b>3.00pm – 5.00pm</b>

### Improving the image of construction



The Considerate Constructors Scheme was set up to improve the

image of the construction industry. The scheme aims to encourage best practice beyond statutory requirements and show the industry to be considerate. The scheme's monitor visited our site in September and was very impressed with the high standards set by the team. Jackson's have improved on last year's award of 'Beyond Compliance' and have this year achieved the award of 'Excellence' which is awarded to sites that are excelling at being a considerate constructor.

Site registration no: 116973 / Freephone 0800 7831423

### Our environment

Due to environmental constraints on the Ouse Washes, our construction works can only take place between 15 July and 31 October.

We delayed our grass cutting activities in June and July at Welches Dam to allow for the crossing of the Redshank.



Known as the "sentinel of the marshes" they often guard their young by perching on high vantage points like field fencing.

The RSPB have a healthy population on what they call their "pilot project", land that they have reverted back to wet meadows safe from flood conditions on the adjacent Ouse Washes. Once the young are mobile, the parents often transport them across to the wash-lands where the numerous pools provide great conditions for fast growing chicks.

### How to find out more

We have notice boards on the bank near Earith Sluice, in the Anchor Inn car park at Sutton Gault, at Welches Dam on the RSPB Reserve and near the Old Parish Hall at Welney.

If you have any questions or comments about the project, please contact our Public Liaison Officer Monica Stonham on 07534 457348

Email: [ousewashesprojectEA@gmail.com](mailto:ousewashesprojectEA@gmail.com)

### Working in partnership

The project is being carried out by JacksonHyder on behalf of the Environment Agency with support from:



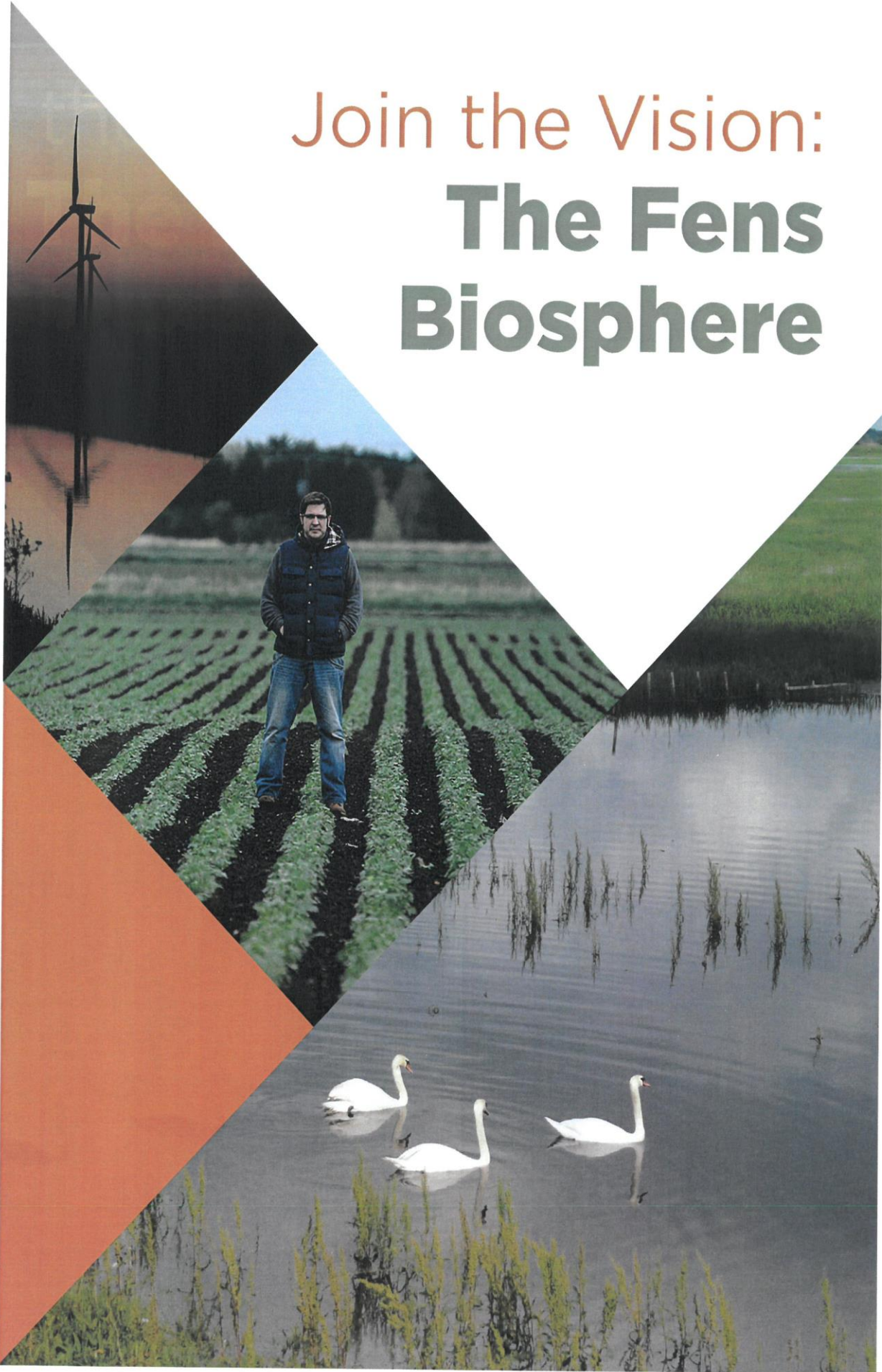
customer service line  
03708 506 506

incident hotline  
0800 80 70 60

floodline  
03459 88 11 88

[www.gov.uk/environment-agency](http://www.gov.uk/environment-agency)

# Join the Vision: **The Fens** **Biosphere**



**A sustainable living fens landscape, supporting more and better spaces for nature and a better place for people to live, work and enjoy**



## **Becoming a Biosphere**

A Biosphere is a globally recognised accolade awarded by UNESCO to a region which has a strong cultural and landscape identity and can demonstrate excellence in sustainable development.

There are 7 Biospheres in the UK but none in the East of England. The Fens Biosphere will confer international recognition and status to a unique and valuable area.

The Vision is to:

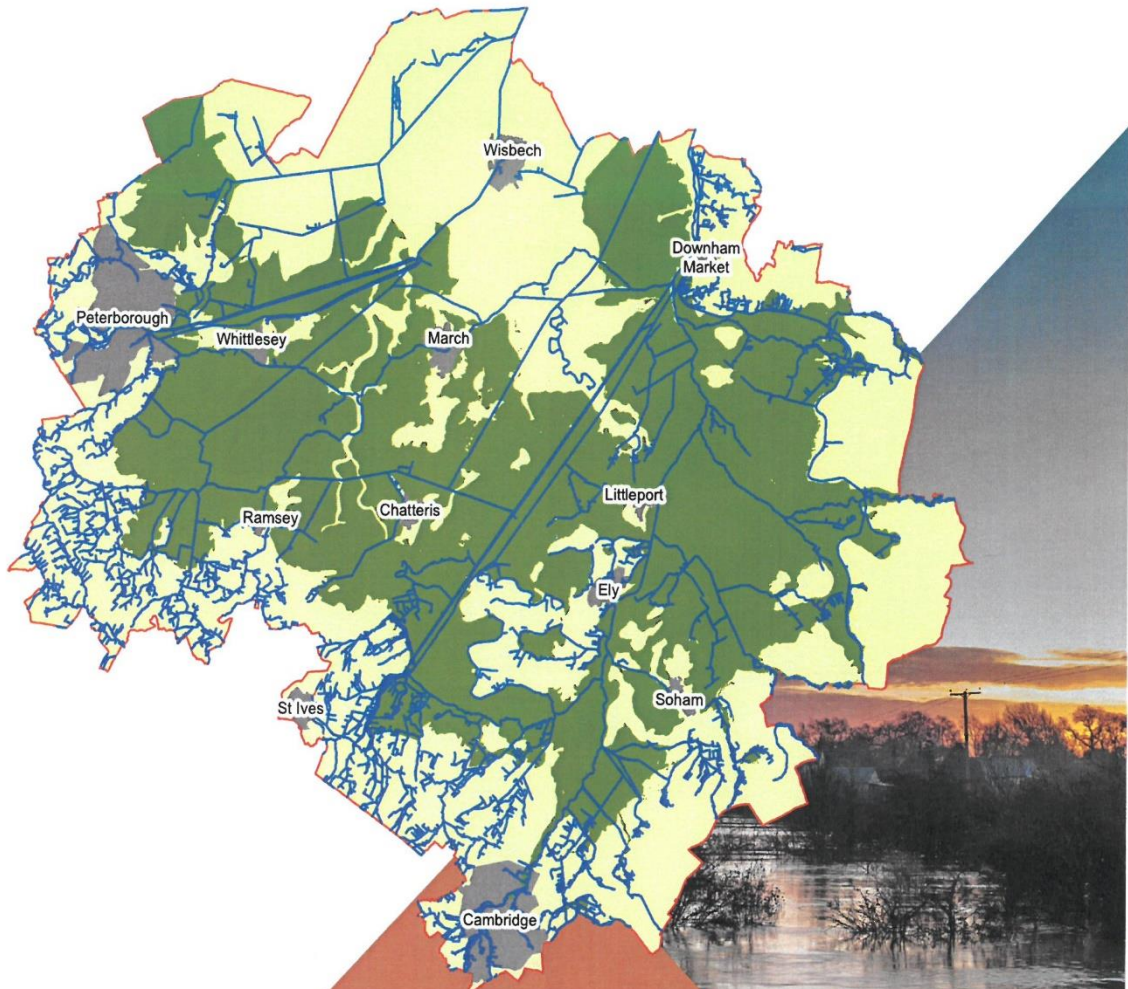
- **Achieve Biosphere status for the Fens by 2022**
- **Join the exclusive global network of 701 Biosphere in 124 countries**

For everyone in the Fens Biosphere area, whether living or working there, running businesses or farms, or investing in infrastructure and development, Biosphere status will be a benefit not a hindrance; Biospheres are confirmed by UNESCO but are not statutory designations. Biospheres cannot prohibit any activity.



## The Fens Biosphere area

The proposed boundary of the Fens Biosphere is based on those special landscape features that make the Fens unique and which define the area: peat soils (in green) the water drainage network (in blue) and the height of the low-lying land.



**Join us in  
delivering the  
Fens Biosphere  
Vision!**

## After Biosphere status has been achieved we will:

- 1. Promote new ideas** about farming and water management which can help deal with the effects of climate change
- 2. Provide new opportunities** for these new ideas to be trialled in the fens, making more links between research and farming and boosting our local economy
- 3. Support conservation organisations** with the development of more and better areas for nature across the fens landscape which will benefit wildlife and people
- 4. Provide opportunities for communities** to create and manage local spaces for nature which will improve environments, access to nature and well-being
- 5. Promote a strong fenland identity** based around a landscape internationally recognised for its wildlife, food production and heritage which can be used to promote the area and its products.

## Want to know more?



A multi sector partnership, co-ordinated by Cambridgeshire ACRE and drawn from all sectors of life is working together to achieve UNESCO Biosphere status for the Fens.

To get in touch with the Fens Biosphere team at Cambridgeshire ACRE, find out more information and receive invitations to Biosphere events please contact:

- **Mark Nokkert** at [mark.nokkert@camsacre.org.uk](mailto:mark.nokkert@camsacre.org.uk) 01353 865030 or
- **Rachael Brown** at [rachael.brown@camsacre.org.uk](mailto:rachael.brown@camsacre.org.uk) 01353 865037.
- Visit: [www.fenlandbiosphere.wordpress.com](http://www.fenlandbiosphere.wordpress.com)
- Social media: Twitter, Facebook, Instagram: [@fensbiosphere](https://www.instagram.com/fensbiosphere)

The Fens Biosphere Partnership is supported by funding from the People's Postcode Lottery Dream Fund as part of the Water Works project awarded to the Wildlife Trust BCN.

[www.postcodelottery.org.uk](http://www.postcodelottery.org.uk) [www.postcodecommunitytrust.org.uk](http://www.postcodecommunitytrust.org.uk)



Cambridgeshire ACRE is registered in England as a charity (no.1074032) and a company limited by guarantee (no.3690881). Photos with thanks to: Fraser Chappell, Richard Humphrey & Andrew Sharpe.





## Representing Drainage Water Level & Flood Risk Management Authorities

Rural Innovation Centre, Avenue H,  
Stoneleigh Park, Warwickshire, CV8 2LG  
Telephone: +44 (0) 2476 992889  
Email: [admin@ada.org.uk](mailto:admin@ada.org.uk)  
Website: [www.ada.org.uk](http://www.ada.org.uk)  
Twitter: @ada\_updates

Hazel Durant  
Head of Water & Flood Integration  
Defra  
2 Marsham Street  
Westminster  
LONDON  
SW1P 4DF

by e-mail: [hazel.durrant@defra.gov.uk](mailto:hazel.durrant@defra.gov.uk)

Friday 29 November 2019

Dear Hazel,

### **Emergency Financial Assistance for Internal Drainage Boards**

I am writing to you following my conversation with you yesterday.

**We consider that the acuteness of the current situation being felt by Internal Drainage Boards (IDBs), particularly in Yorkshire, Lincolnshire, and Nottinghamshire, warrants the creation of proportionate emergency financial assistance for IDBs that could be made available following both recent and future incidents.**

It is becoming apparent that a number of our IDB members are facing considerable financial challenges as a result of the various flood events that have taken place this year, largely since the start of June 2019. Overtopping, seepages, and bank failures from embanked and engineered lowland Main Rivers have imputed substantially larger volumes of water into adjacent internal drainage districts than their systems have been designed for. Consequently, IDB pumping stations have pumped for more hours and far greater volumes of water than they are designed to accommodate. IDB staff have worked a significant number of hours in order to assist with the emergency response and recovery, and have undertaken emergency repairs. IDBs have worked in partnership to provide mutual aid and support to other Risk Management Authorities.

As a result of their emergency response, IDBs are facing significantly increased pumping costs (electricity and fuel), and labour costs. The costs being faced are well beyond those that would normally be expected by an IDB when evacuating water following a largescale rainfall event, and are the direct result of receiving additional volumes from embanked Main Rivers. In the case of at least one IDB the electricity costs for additional pumping are almost an entire year's electricity budget in just one month and electricity invoices for November are yet to be received.

The costs are therefore beyond those that have been budgeted for by the IDBs. For some IDBs that have been most acutely affected, these costs are substantially depleting their financial reserves, much of which are earmarked for specific capital projects or plant machinery replacement. In one case there is a real risk of the IDB running out of money before year end if recent rainfall patterns were to continue throughout the winter and additional volumes continue to be received from Main River bank breaches, seepages and overtopping.

We are aware that other Risk Management Authorities that have been affected by the recent flood incidents will be seeking emergency financial assistance, namely the triggering of the Bellwin Scheme for local authorities. However, in some of the rural areas recently affected, local authorities have confirmed that they have not directly incurred excessive costs to the thresholds to trigger Bellwin. Nonetheless, IDBs in those areas have accrued substantial costs and have no mechanism through which to recover them.

[ADA – representing drainage, water level and flood risk management authorities](#)

Member of EUWMA- the European Union of Water Management Associations

ADA is a Company Limited by Guarantee. Registered in England No 8948603



## Representing Drainage Water Level & Flood Risk Management Authorities

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Email: [admin@ada.org.uk](mailto:admin@ada.org.uk)  
Website: [www.ada.org.uk](http://www.ada.org.uk)  
Twitter: @ada\_updates

Additional to their costs incurred tackling the immediate impacts of the floods, as IDBs move into the incident recovery phase they are faced with a need to repair and replacement critical infrastructure that they operate. Such assets include pumps, electrical controls, culverts, syphons, embankments and watercourses damaged owing to the scale, depth, and duration of inundation.

The purpose of this letter is therefore to formally request that Defra make available a suitable process through which affected IDBs can seek financial assistance following this emergency event. We also request that it is designed to be easily replicated in future flood events, much in the same way as the Bellwin Scheme or the Farming Recovery Fund are triggered by Government following significant flood events. We recognise that this would need to be on the basis of the appropriate evidence of additional costs being submitted by IDBs and we are willing to work with Defra and Environment Agency colleagues to draft proportionate criteria.

Given the high likelihood of further possible flood events in the coming months with the ground being as saturated as it is, our IDBs remain fully committed to supporting all the Category 1 responders at times of flood incident and recovery. They will continue to manage their own systems and assets for the benefit of the local communities they represent. I therefore very much hope that Defra will be able to consider special provision to financially assist those IDBs facing excessive, direct costs arising from circumstances above and beyond those incurred when dealing with the impact of high rainfall events on their own catchments and assets.

Yours sincerely,

J. Innes Thomson BSc CEng FICE  
Chief Executive

Cc: R Caudwell (ADA), D Cooper (Defra), J Curtin (EA), M Garrett (EA), C Wright (EA), R Hill (EA)

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

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## Tactical Plans for the Fens

### **Seeking Agreement in Principle and support from each Risk Management Authority for the approach taken.**

In both Defra Policy Statements (Appraisal of Flood and Coastal Erosion Risk Management June 2009 and Partnership Funding May 2011) demonstrating and evidencing a strategic approach to flood or coastal erosion risk is a requirement for every project, to ensure value for money for Flood and Coastal Erosion Risk Management Grant in Aid (FCERM GiA).

With climate change projections and many of our assets in the Great Ouse Fens coming to the end of their design life, we now collectively, need to take a more strategic and long term approach. This will enable us all to maximise financial leverage and present a stronger, more considered investment case to funding bodies.

The current approach to flood risk management in the Great Ouse Fens area is one which generally has considered flood risk projects on a case by case basis, when assets require repair or are coming to the end of their life. Evidence and learning from the initial years of the FCERM six year programme, shows that each individual Risk Management Authority (RMA) has tended to consider its programme of work in isolation, not taking in to account the plans and programmes, and importantly the benefits being claimed, of other Risk Management Authorities.

In January 2019 all IDB Chairs and LLFA Chief Executives, in the Fens area were sent a letter, explaining the Fens project and how it fitted with the Strategic Approach as set out in the Partnership Funding Policy.

The approach we have followed is the same benefits apportionment approach as that used for the Isle of Axholme and a recommended method by the National Flood Risk Assessment and Investment team. We have been working with the relevant RMAs over the last year, to produce a plan for each of the South Level, Middle Level, and Tidal areas. For each sub catchment the relevant RMAs have identified the assets, which provide a flood risk benefit. These have then have been ranked depending on the benefit they provide in terms of flood risk and then using this ranking to apportion benefits, Present Value Benefit (PVb) and Outcome Measures, for the area. The rankings and related benefits have been agreed for all the sub catchment areas and we have also ensured this work has linked in with the latest 6 year programme refresh. This approach also ensures there will not be duplication of benefit claiming in the future.

**The headlines from this work show there is a £217.6M investment need for the Fens over the next 15 years, of which £125M would be funded by FCERM GiA and £92.6M partnership funding.** This is based on a raw Partnership funding score of 54%, for the Fens area under current Partnership Funding rules.

We are seeking agreement in principle to the approach by RMAs, so that future investment and the use of FCERM GiA on assets in the Fens can be more easily facilitated and collectively understood.

The agreement to the plans is on the basis that any work in the Fens area will be to maintain the current Standard of Service (SoS)\* for the area, until the Flood Risk Management for the Fens project has set out the preferred direction and options for managing flood risk in the Fens. If RMAs are not able to agree the plans, then the maximum grant rate allowable would be reduced to 45% for any projects in their area, which are requesting FCERM GiA.

The apportionment allocated to assets will be subject to all standard funding and business case rules, when future works on those assets are undertaken using FCERM GiA.

The outputs from the work show those assets which are affordable and cost-beneficial and sets out how many benefits each asset is able to draw upon as each asset business case will need to be assessed at the time of the works.

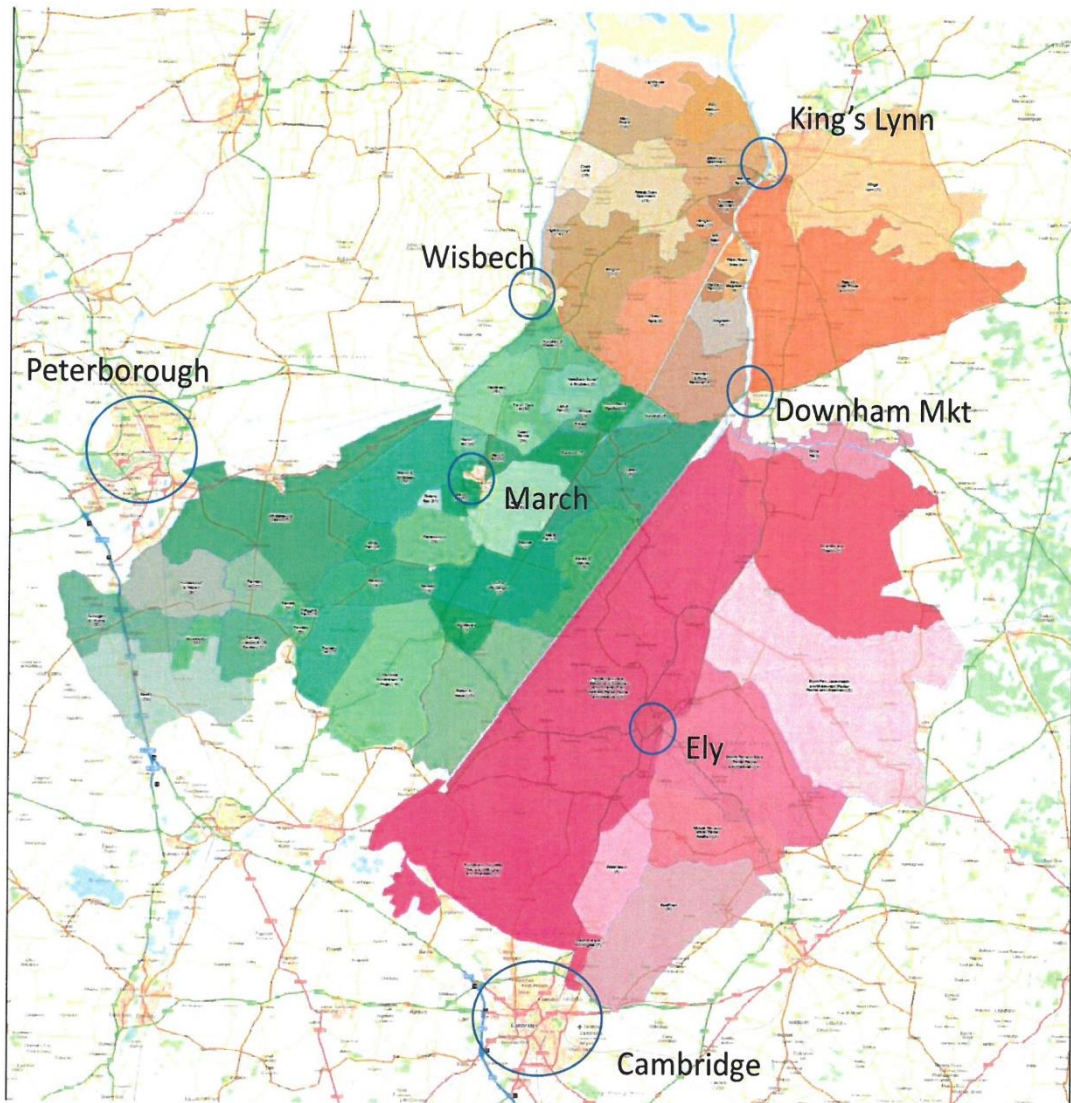
It is essential therefore that each RMA confirms support for the Tactical Plans and the principles of the benefit apportionment for the Great Ouse Fens. Please could you send an email or letter confirming your support to this approach, to Paul Burrows Area Flood and Coastal Risk Manager, Environment Agency, Brampton Office, Bromholme Lane, Huntingdon PE28 4NE. paul.burrows@environment-agency.gov.uk

**\*Definition of Standard of Service (SoS)**

The measurable and objective description of an asset such as the crest level of a wall or pumping capacity and a minimum condition grade.

**Definition of Standard of Protection (SoP)**

The design standard, measured by Annual Exceedance Probability (AEP) that an existing asset or proposed scheme provides, based on the current assessment of risk. The SoP changes over time due to climate change impacts and asset deterioration.



## Bluntisham I.D.B.

### Consulting Engineers Report – December 2019

#### Pumping Station

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

The 5 yearly electrical condition report has been completed.

#### *Pumping Hours*

**Total Hours Run Nov 18 - Nov 19 = 400** (approximately)

Total Hours Run Nov 17 - Nov 18 = 860 (approximately)

Total Hours Run Nov 16 - Nov 17 = 549

Total Hours Run Nov 15 – Nov 16 = 560 (approximately)

Total Hours Run Nov 14 – Nov 15 = 520

Total Hours Run Nov 13 – Nov 14 = 932

#### Flood Risk Management (FRM) for the Fens Technical Group [previously reported as the Future Fenland Project]

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

An article detailing the project was included on page 16 of the Summer edition of the ADA Gazette.

This can be found at <https://flickread.com/edition/html/index.php?pdf=5d1efbbc0a48b#16>

The project is further discussed under a separate Agenda item.

#### Planning Applications

In addition to matters concerning previous applications, the following 6 new development related matters have been received and, where appropriate, dealt with since the last meeting:

<i>MLC Ref.</i>	<i>Council Ref.</i>	<i>Applicant</i>	<i>Type of Development</i>	<i>Location</i>
026	H/5006/19/CM	Hanson Quarry Products Europe Ltd	Creation of wetland habitat	Bluntisham Road, Needingworth
027	H/19/01166/REM	David Wilson Homes	Residential (120 dwellings)	South of A1123/west of Bluntisham Road, Needingworth
028	H/19/01638/HHFUL	Mr & Mrs Ewers	Residence (Double garage and store)	Overcote Lane, Needingworth
029	H/19/01788/FUL	Mr Mustafa	Commercial (Fish farm)	Needingworth Road, Bluntisham
030	H/19/01737/FUL	Mr J Wenman	Gypsy/traveller site (Part Retrospective)	Needingworth Road, Bluntisham

031	H/19/01960/PIP	Mr & Mrs D Morgan	Residential (8 plots)	Russett Avenue, Needingworth
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**Planning applications ending 'CM' relate to Full Application (Minerals)**  
**Planning applications ending 'RM', 'REM' or 'RMM' relate to reserved matters**  
**Planning applications ending 'HHFUL' relate to Householder applications for Full Planning Permission**  
**Planning applications ending 'PIP' relate to Permission in Principle**

From the information provided it is understood that all the developments propose to discharge surface water to soakaways, infiltration devices and/or Sustainable Drainage Systems (SuDS). It is likely that treated foul effluent water emanating from some of these sites will be via Needingworth Water Recycling Centre (WRC). The applicants have 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) & David Wilson Homes (MLC Ref No 027)*

A Reserved Matters planning application was submitted to the District Council in June and is currently being considered.

*Residential development on land adjacent to Fair View, Bluntisham Road, Needingworth - Luminus Homes (MLC Ref Nos 012 & 017)*

Luminus, part of the Places for People Group, has rebranded and become Chorus Homes Group.

As requested in minute B.718 Consulting Engineers' Report, including planning and consenting matters a letter has been sent to the parties concerned, albeit only recently, and a response is currently awaited.

*Developments at Green Acres, Needingworth Road, Bluntisham*

(a) *Change of use of agricultural land to one gypsy/traveller pitch including two dayrooms (retrospective) at land north of Green Acre – Mr R Harris (MLC Ref No 018)*

Further to the last meeting report planning permission was granted by the District Council in July, subject to the imposition of planning conditions including one relating to "foul drainage".

(b) *Change of use of the land to Gypsy & Traveller residential with the siting of one static caravan and one touring caravan and the development of a block of stable/utility block (part retrospective) at 2 Green Acre - Mr J Wenman (MLC Ref No 030)*

A Planning application was submitted to the District Council in September and is currently “In progress”.

In a similar manner to Mr Harris’ site (MLC Ref No 018) it is proposed that foul water disposal is to the private open watercourse on the eastern side of The Drove via a package treatment plant.

*Development of existing vacant plot adjacent to Lodel Farm in Needingworth for (up to) 30 new residential units, including 12 affordable housing units at land north of Lodel Farm, Overcote Lane, Needingworth – Mr M Hudson (MLC Ref No 020)*

According to the District Council’s Public Access web page the planning process is still “In progress”.

As with the Fairview site (MLC Ref Nos 012 & 017), above, a letter has been sent to the parties concerned as requested.

*Erection of 40 dwellings with associated landscaping, parking, cycle and refuse storage, sustainable drainage systems (SuDs) and vehicular access point off Mill Way at land north of Sunryl, Church Street, Needingworth – Innerspace Homes Ltd (MLC Ref No 022)*

The planning application was refused permission by the District Council because:

“..... the site is not allocated for development within the Huntingdon shire Local Plan to 2036 and as such it is considered to be in the countryside for the purposes of this plan. Being within the countryside, development of the site is contrary to development plan policies LP9 and LP10.”

*Residential development of up to 5 dwellings on land adjacent to 15 Mill Lane, Bluntisham – Mr Searle (MLC Ref No 024)*

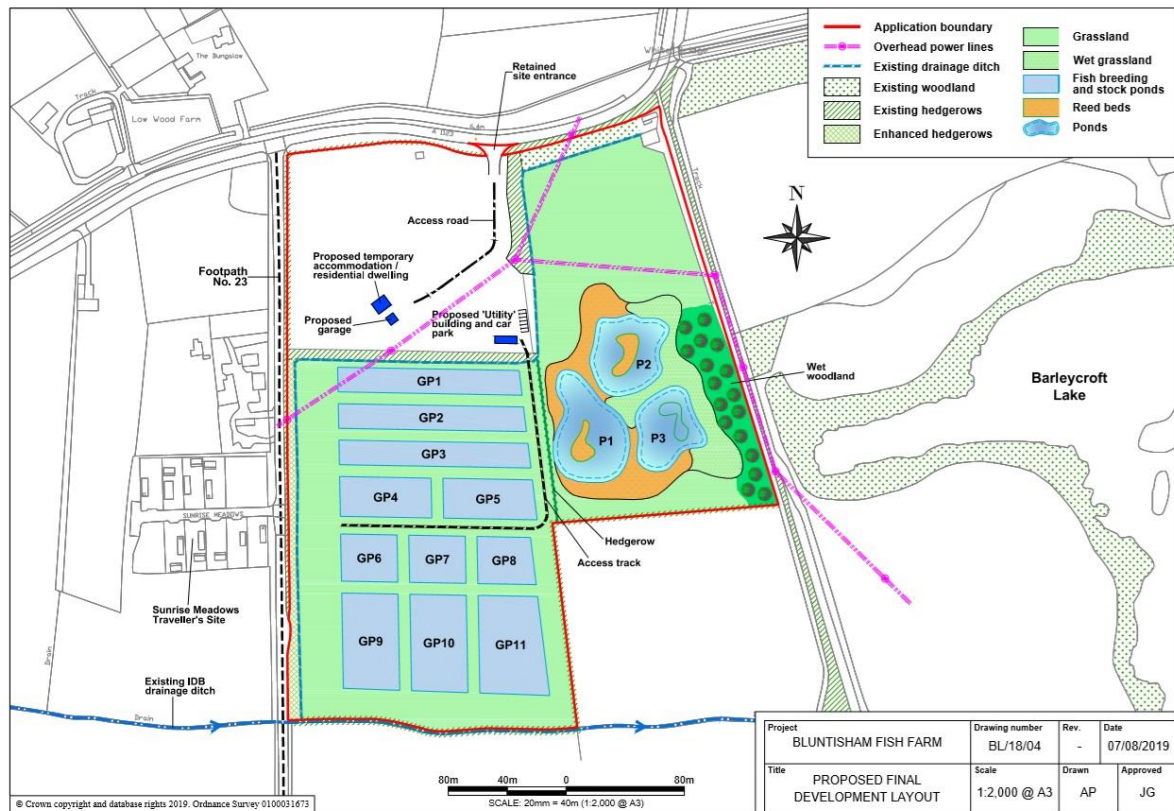
**Permission in Principle (PIP) - The permission in principle consent route is an alternative way of obtaining planning permission for housing-led development which separates the consideration of matters of principle for proposed development from the technical detail of the development. The permission in principle consent route has 2 stages: the first stage (or permission in principle stage) establishes whether a site is suitable in-principle and the second (‘technical details consent’) stage is when the detailed development proposals are assessed.**

Further to the last meeting report planning permission in principle was granted by the District Council in July.

*Change of use of land to commercial fish farm and siting of mobile home for a temporary period at land south of White Bridge, Needingworth Road, Bluntisham – Mr Mustafa (MLC Ref Nos 025 & 029)*

As discussed in the last meeting report, a planning application has been submitted to, and is currently being considered by, the District Council.

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



Extract from Drawing No BL/18/04

*Creation of wetland habitat following excavation and processing of sand and gravel and associated changes to the related S106 agreement at Needingworth Quarry, Bluntisham Road, Needingworth – Hanson Quarry Products Europe Ltd (MLC Ref No 026)*

This planning application seeks amendments to the existing planning conditions in order to regularise changes to the working and restoration schemes.



The proposals do not seek to increase the size of the quarry nor intensify the output beyond what is already permitted. The changes arise as both Hanson and RSPB have recognised that the working of the site and delivery of the restoration could be improved, most notably by creating larger reed bed cells.

*8 large houses at land rear of Mill Meadows on land adjacent to 40 Russett Avenue Needingworth - Mr & Mrs D Morgan (MLC Ref No 031)*

A PIP planning application was submitted to the District Council in September and according to the District Council's Public Access web page the current status is "Pending decision".

In the absence of any technical detail it is not possible to advise on the means of drainage or any impacts on the Board's system.

## **Local Plan Update and associated Consultations**

### **Cambridgeshire County Council (CCC)**

#### ***Cambridgeshire Statement of Community Involvement (SCI) document***

No further correspondence has been received in respect of this document.

#### ***2019 revision of the Local Validation Guidance List & Local Validation Check List for planning applications for the County Council's own development & for waste development***

A report detailing the proposed revisions and the public responses which included responses from various interested parties including the Commissioners, several Parish and Town Councils, and various County Council departments went before the County Councils on 16 May.

A copy of the report can be found on the Council's webpage by using the following link and searching for "Review of the Local Information Requirements for the Validation of Planning Applications":

<https://cmis.cambridgeshire.gov.uk/ccclive/Meetings/tabid/70/ctl/ViewMeetingPublic/mid/397/Meeting/232/Committee/8/Default.aspx>

However, the relevant items, as far as the Commissioners and relevant associated Boards are concerned, are summarised below.

### **"3.0 CONSULTATION RESPONSES**

3.10 Middle Level Commissioners – Middle Level Commissioners have made a number of comments: 1. The contents of the Middle Level Commissioner's response of 2017 remain relevant. 2. The Commissioners are pleased to note that the reference in the introduction on page 2 of the 2019 LVL Guidance notes to the use of relevant and competent technical specialists

and encourage this. 3. The commissioners and associated boards promote meaningful preapplication advice and work with CCC colleagues to ensure that any issues concerning flood risk, water level management, navigation and environmental issues are dealt with prior to the planning application process, which offers more certainty in the decision making process. The Middle Level Commissioners would be pleased if applicants and/or agents could be advised to contact the Middle Level Commissioners for advice within their jurisdiction. A web site link is given to their pre- and post-application procedure: <https://middlelevel.gov.uk/consents/>. 4. The Commissioners request that applicants and/or agents are reminded that should planning approval be given by Cambridgeshire County Council, to remind the applicant(s) agent(s) that any matters requiring consent under the requirements of the Land Drainage Act, the Highways Act, the Water Industry Act, the Flood and Water Management Act and/or the Middle Level Act 2018, which relates to navigation related issues, must be complied with before any work is commenced on site. 5. It is requested that any drawings that are submitted to County Council be to a recognised engineering scale including a scale bar and advice on what size of paper the drawing should be printed on. 6. The Commissioners are pleased to note that the reference in the introduction on page 2 of the 2019 LVL Guidance notes to the use of relevant and competent technical specialists and encourage this. 7. The Biodiversity Survey and Report (Paragraph 4) includes reference to the Middle Level Biodiversity Manual (2016), on page 5 - this remains current on 10 April 2019. 8. The Statement of Sustainable Design and Construction (Paragraph 5) includes or the provision of both a foul drainage strategy and water conservation strategy, on pages 6 and 7. This is supported but it is suggested that the latter should be applied County wide and not just applied to the South Cambridgeshire District Council's area. 9. The Flood Risk Assessment (Paragraph 7) gives a list of application types that is appropriate to provide a Flood Risk Assessment for. The last bullet point (on page 8) refers to developments of: "Less than 1 hectare within flood zone 1 which has critical drainage problems as notified by the Environment Agency." Unless the area is identified within a Preliminary Flood Risk Assessment) the Environment Agency are unlikely to be involved. Drainage is the responsibility of several stakeholders, including Internal Drainage Boards and your Council's Flood Risk and Biodiversity Team. The latter are more likely to be aware of and have to resolve "critical drainage problems". It is reassuring to note and we applaud the inclusion of a reference and a link to our "Planning Advice and Consent Documents" webpage on page 9. 10. Additional Plans and Drawings (including cross-sections where required). (Paragraph 22), the inclusion of the section detailing other plans and drawings and suggesting suitable scales for these is noted and supported."

#### "4.0 Consideration of the Consultation responses

4.10 Middle Level Commissioners – 1. Noted with thanks. No changes required. 2. Pre application advice - References to Middle Level guidance will be retained, so no changes required. 3. References to Middle Level guidance are retained and it is recommended that the Middle Level Commissioners are added to the list of other bodies who provide pre-application advice. 4. Consent under the requirements of the Land Drainage Act is covered when necessary by informative at decision stage. 5. Drawings - This is covered by national guidance, so no changes required. 6. Technical specialists' reference - Noted with thanks. No changes required. 7. Biodiversity survey - Noted with thanks. No changes required. 8. Statement of Sustainable Design and Construction - This is already covered across all districts based on the relevant adopted policy guidance. The reference to South Cambridgeshire is only made as their requirements are stricter through adopted policy. Therefore no changes are required. 9. Flood Risk Assessment - Officers acknowledge that drainage is the responsibility of several stakeholders and have noted the acceptance to the Middle Level Commissioners planning advice pages. This will be retained on the new guidance and therefore no further changes are required. 10. Additional Plans and drawings - Noted with thanks. No changes required."

A copy of the Planning Committee Minutes can be viewed via the following link by searching for "Minutes – 16<sup>th</sup> May 2019":

[https://cmis.cambridgeshire.gov.uk/ccc\\_live/Meetings/tabid/70/ctl/ViewMeetingPublic/mid/397/Meeting/232/Committee/8/Default.aspx](https://cmis.cambridgeshire.gov.uk/ccc_live/Meetings/tabid/70/ctl/ViewMeetingPublic/mid/397/Meeting/232/Committee/8/Default.aspx)

The final published versions of both the Statement of Community Involvement (SCI) and the Local Validation List and Guidance Notes can be accessed via the following link:

<https://www.cambridgeshire.gov.uk/business/planning-and-development/planning-applications/submitting-a-planning-application/>

## **Huntingdonshire District Council (HDC) Local Plan to 2036**

### ***Infrastructure Planning and Delivery***

In May the following was received from the District Council:

“I am writing with regards your continued input into the infrastructure needs for Huntingdonshire.

Thank you for your agency/company engagement over the last 18 month in the development of the Infrastructure Delivery Plan (IDP). This was used to support the new Local Plan to 2036 which was considered for adoption by Full Council on 15<sup>th</sup> May. Please visit the following link and specifically documents INF/01 – 03 to view the final documents again <http://www.huntingdonshire.gov.uk/planning/new-local-plan-to-2036/local-plan-document-library/>”

### ***Developer Contributions Supplementary Planning Document (SPD) and Community Infrastructure Levy (CIL)***

Huntingdonshire District Council is currently reviewing the 2011 Developer Contributions Supplementary Planning Document (SPD) and Community Infrastructure Levy (CIL). To inform the development of the SPD it needs to better understand current and future infrastructure requirements, what would trigger a developer contribution and how any Section 106 money that has previously been received has been spent. Also, what infrastructure has been delivered as a result thus enabling the District Council to test a revised Developer Contributions and CIL schedule against development viability and hence provide practical up-to-date guidance together with a schedule for land owners, developers and development management officers.

A Public Consultation (using a questionnaire format) was held between Tuesday 16 July and Friday 6 September but it was not considered appropriate to respond, primarily because the Commissioners and associated Boards do not currently have any infrastructure projects which are likely to require developer contributions through the planning process. However, the opportunity was taken to advise the District Council of the current and potential future funding processes in respect of our interests ie Grant-In-Aid funding, Green Infrastructure, Navigation and Partnership Working.

The response included the following summary:

“As discussed above, there are procedures in place for external funding which are available to the Commissioners and associated Boards and, therefore, they do not currently have any projects for the delivery of infrastructure that require developer contributions through the planning process. It is likely that this will remain the case in the short to medium term.

However, as the findings of the above projects and studies are completed and assessed, together with impacts as a result of changes to Government policy, seeking funding via the planning process may become necessary in the longer term. However, the extent, location and value of this is currently unknown and may take some time to determine.”

### **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 Board meeting. The main matters that may be of interest to the Board are as follows:

#### ***Future Meetings***

Following the successful “joint” approach future meetings will involve both the Cambridgeshire Flood Risk Management Partnership (CFRMP) and Peterborough Flood & Water Management Partnership (PFLoW). The MLC are stakeholders in both partnerships.

#### ***Draft National Flood and Coastal Erosion Risk Management (FCERM) Strategy for England***

A public consultation on the draft FCERM Strategy for England document was held between May and June.

Members of the partnership generally considered that amongst other matters the consultation could have been more ambitious; sought greater RMA involvement; and that surface water flooding should have been included.

Following the consideration of the responses it is intended to publish the final national FCERM strategy for England in 2020.

#### ***Local FRM Strategy***

Both the Cambridgeshire and Peterborough Strategies are due to be reviewed soon and may be a joint Cambridgeshire and Peterborough response.

#### ***The Environment Agency’s Joint Assurance Group***

This group provides support to the RMAs on the delivery of Grant-in-Aid (GiA) funded projects and meets on a monthly basis to discuss business cases.

Partnership members generally agreed that it would be beneficial to understand what the EA, in its role as the approval body, would like to see in business cases and requested suitable good examples that could be used as guidance.

The EA advised that:

- (i) The lack of sharing of suitable business case examples may be for GDPR/commercially sensitive/economic reasons and advised that whilst the EA cannot 'circulate' these, other RMAs can.
- (ii) Due to the specialist nature of projects within The Fens it may not be possible to find enough suitable projects.

### ***Property Flood Resilience Pathfinder Project***

A £700k grant bid was made by a consortium of LLFAs. Confirmation of a successful bid is awaited.

Further details on the project can be found in Flood Resilience Community Pathfinder Evaluation Final Evaluation Report October 2015.

Further details can be found at the following link:

<https://www.gov.uk/government/news/29-million-extra-funding-to-boost-action-on-making-homes-more-resilient-to-floods>

### ***Riparian Responsibilities***

In order to raise awareness of and instigate discussion on an issue that causes difficulties for RMAs, including the Boards, primarily due to increased workload and costs, the County Council's Flood Risk and Biodiversity Team prepared an "Issues and Options Briefing Note" seeking changes to current practices that are inefficient and create inconsistency across the county in the use of public resources to address the issues associated with riparian assets. The document is currently being considered by the Regional Flood and Coastal Committee.

### ***Cambs County Council Capitally Funded Highway Drainage Schemes***

Schemes have been assessed and prioritised based upon level of flooding reported, ie high priority is property flooding or risk to life, low priority is highway only flooding and will be developed to provide estimated costs and prioritised to be delivered to available budget. There is an annual highway drainage budget of £1m, which needs to cover all staff, investigation, design and construction costs and, therefore, not all the schemes will be delivered in the current financial year.

The majority of investigation and design is delivered through Skanska or its supply chain, and managed by the County's Highways Projects team. Priority and funding are confirmed by its Asset Management team.

There are currently 22 schemes ongoing within the County, six of which are within the Fenland district, but none are within the Board's area.

### ***District Council Strategic Flood Risk Assessment (SFRA) & Water Cycle Study (WCS) documents***

Most of the SFRA and WCS documents are considered old and have not been updated as initially intended. All will require reviewing as supporting evidence when the respective District Council's Local Plans are updated.

A 'joint' County-wide document was suggested but was not considered possible due to the differing states of the various Local Plans across the County.

No reference was made to the funding arrangements for the provision of the updated documents.

### ***Good Governance for Internal Drainage Board Members***

In March and April 2019 ADA ran a series of five Good Governance Workshops for IDB Members. The recordings from these events will be available as a series of training modules via the ADA website later in 2019.

A copy of the slides used at the presentation can be found at the following link:

[https://www.ada.org.uk/wp-content/uploads/2019/04/Good\\_Governance\\_Workshop\\_Slides\\_2019.pdf](https://www.ada.org.uk/wp-content/uploads/2019/04/Good_Governance_Workshop_Slides_2019.pdf)

### ***Public Sector Co-operation Agreements (PSCA)***

Following a problem encountered within North Level District IDB which required close liaison with Peterborough City Council, in its role as the Highway Authority, the possibility of arranging PSCAs with IDBs and Councils was raised but has not yet been concluded.

### ***Updates on Highways England (HE) Scheme***

The former areas 6 and 8 now form the East Region and the new term contractor is Ringway. The previous short-term Asset Support Contracts (ASC) have been replaced by a 15-year Road Investment Strategy (RIS) contract in order to ensure a consistent long-term approach.

### ***Anglian Water Services Limited (AWSL) Price Review 2019 (PR19)***

OFWAT like what is being proposed but not the associated costs. AWSL contends that it is trying to be "proactive and not reactive". **Note: In order to reduce charges on its customers AWSL**

**currently appears reluctant to incur any unnecessary additional costs beyond what it is obliged to accept.**

Requests have been made for suitable applications to be submitted to its project funding programme. It is hoped that a meeting with AWSL's Flood Partnership Manager will be arranged soon.

Consulting Engineer

9 December 2019

Bluntisham(357)\Reports\December 2019

Bluntisham Internal Drainage Board														
Capital Improvement Programme (2020/2021)		PREVIOUS YEARS	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	FUTURE YEARS	ALL YEARS
		Pre Yr 0	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Post Year 10	Total Expenditure
Barley Croft p/s	Pumping station replacement	0	0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	Pumping station pumping and control equipment replacement	0	0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	Pumping station automatic weedscreen cleaning equipmet	0	0	0.0	50.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	50.0
	Pumping station Control building refurbishment/replacement	0	0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	Pumping station compound/surrounds improvements	0	0	0.0	0.0	0.0	0.0	5.0	0.0	0.0	0.0	0.0	0.0	5.0
	Refurbishment of inlets/outfalls	0	0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Drainage Channels														
		0	0	0	50	0	0	5	0	0	0	0	0	55





## Bluntisham IDB

Site Safety Inspection Record

Complete

Name of organisation: <b>Bluntisham IDB</b>
Date of site visit: <input type="checkbox"/> 18th Oct, 2019 <input checked="" type="checkbox"/> 1:30 PM BST
Name of Advisor: <b>Scott Butters</b>
Time of arrival at site: <input type="checkbox"/> 18th Oct, 2019 <input checked="" type="checkbox"/> 1:30 PM BST
Audit Name: <b>Bluntisham IDB</b>


## Audit

An opening meeting was held with James Anderson and Ed Waters	
Have there been any accidents since our last visit?	No
Have there been any new starters since our last visit?	No
<p>1</p> <p>Introduction. Bluntisham IDB covers an area of approximately 427 ha and comprises one pumping station with a GRP control cabinet housing one electric pump at Bluntisham Pumping Station. The electrical installation had been inspected and tested (expires March 2024).</p> <p>It was noted that the weed screen is cleaned manually. It was reported that two members are in attendance for weed screen cleaning. A waist belt and lanyard was observed in the control cabinet. It was reported that this is worn, with the lanyard attached to a rail behind the weed screen area.</p> <p>The IDB has no direct employees, members are responsible for the operation of the pumping station equipment only as required; any electrical or mechanical maintenance work on the equipment, property or drains is undertaken by Middle Level Commissioners or their approved contractors. If other contractors are used, it should be ensured they are competent to undertake the work and have appropriate liability insurance in place.</p> <p>All IDBs have been made aware that whilst Middle Level Commissioners provide a conduit for health and safety information and can provide general advice, it is the Board or Commissioners' responsibility to ensure appropriate measures are taken to ensure that members, contractors and anyone else who could be affected by their undertakings are not placed at risk of injury or ill health, this can be achieved by complying with relevant legislation and best practice guidance.</p> <p>It was pleasing to see a Do's and Dont's guidance for safe operation displayed at the pumping station, it is recommended this guidance is followed.</p>	
<p>2</p> <p>Work near water. The risk of drowning exists should a member of the public fall in the water at the pumping station. Perimeter palisade fencing is provided that surrounds the pumping station, but not the weed screen area. In addition, the risk of drowning also exists should a member working at a pumping station fall into the water. There is inadequate edge protection at the weed screen area. See photographic risk assessment below for more detail.</p>	
<p>3</p> <p>Lone working. As members will usually visit the pumping stations alone, it is recommended that a suitable system is established to ensure their safety. This could be by ensuring suitable communication is made before and after visiting a pumping station.</p>	
<p>4</p> <p>Lighting. As the visit was undertaken during daylight hours, the efficiency of lighting provided at the pumping station could not be determined. As occasional access would be required to the pumping station during poor lighting conditions or darkness, it is recommended that the status of lighting, including external lighting be reviewed. It is also recommended that the member be provided with and carry a suitable torch.</p>	

## Photographic Risk Assessment

### Photographic Risk Assessment

#### Photographic Risk Assessment 1

Location/Task/Activity	
Bluntisham Pumping Station. The member was observed to climb the edge protection to access the control cabinet. The edge protection would not deter members of the public accessing the area. The flat area used to collect waste has inadequate edge protection.	
Nature of hazard	
Hazard of member or member of the public falling into the water.	
Recommended remedial action	
Provide suitable edge protection. It is recommended that a fan be provided to prevent access to the area photographed. The flat area should have suitable edge protection comprising of a top and intermediate rail.	
Applicable legislation	Work at Height Regulations 2005
Level of Risk	Medium
📅 18th Oct, 2019 🕒 1:52 PM BST	
- Photos	
	
Photo 1	

#### Photographic Risk Assessment 2

Location/Task/Activity	
Bluntisham Pumping Station. The weed screen area has inadequate edge protection. The route to the area has inadequate edge protection.	
Nature of hazard	
Hazard of member or member of the public falling into the water.	
Recommended remedial action	
Provide suitable edge protection comprising of a top and intermediate rail. Consideration should be given to extending the palisade fencing to enclose the weed screen area.	
Applicable legislation	Work at Height Regulations 2005
Level of Risk	Medium
📅 18th Oct, 2019 🕒 1:56 PM BST	

- Photos



Photo 2

**Signature of person informed**

**Signature of person informed 1**

Signature of person informed



James Anderson

18th Oct, 2019 2:12 PM BST

Advisor's signature



Scott Butters

18th Oct, 2019 2:12 PM BST

Departure time

📅 18th Oct, 2019 ⌚ 2:30 PM BST

Number of outstanding Photographic Risk Assessments

**0**  
From 0 to 99

Photos

2 Photos



Photo 1



Photo 2

# Bluntisham IDB

## SUMMARY OF PHOTOGRAPHIC RISK ASSESSMENTS

### Site Safety Inspection 18<sup>th</sup> October 2019

Ref.	Location	Risk Level	Brief Description	Action
1	Bluntisham Pumping Station	M	The member was observed to climb the edge protection to access the control cabinet. The edge protection would not deter members of the public accessing the area. The flat area used to collect waste has inadequate edge protection. Hazard of member or member of the public falling into the water. Provide suitable edge protection. It is recommended that a fan be provided to prevent access to the area photographed. The flat area should have suitable edge protection comprising of a top and intermediate rail.	
2	Bluntisham Pumping Station	M	The weed screen area has inadequate edge protection. The route to the area has inadequate edge protection. Hazard of member or member of the public falling into the water.	

## Bluntisham Internal Drainage Board

### Notice of conclusion of the audit

#### Annual Governance & Accountability Return for the year ended 31st March 2019

Sections 20(2) and 25 of the Local Audit and Accountability Act 2014  
Accounts and Audit Regulations 2015 (SI 2015 /234)

1 The Audit of accounts for the Bluntisham Internal Drainage Board for the year ended 31st March 2019 has been concluded and the accounts published.

2 The Annual Governance & Accountability Return is available for inspection by any local government elector of the area of Bluntisham Internal Drainage Board on application to:

The Clerk  
Bluntisham Internal Drainage Board  
85 Whittlesey Road  
March  
Cambridgeshire  
PE15 0AH

between the hours of 9.00am and 4.00pm on Mondays to Fridays (excluding public holidays), when any local elector may make copies of the Annual Return.

3 Copies will be provided to any local elector on payment of £2.40 for each copy of the Annual Return

Announcement made by:

  
D C Thomas - Clerk to the Board

Date of Announcement:

27th August 2019

# Annual Internal Audit Report 2018/19

## BLUNTISHAM INTERNAL DRAINAGE BOARD

This authority's internal auditor, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls to be in operation during the financial year ended 31 March 2019.

The internal audit for 2018/19 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Agreed? Please choose one of the following		
	Yes	No	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
H. Asset and investments registers were complete and accurate and properly maintained.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
I. Periodic and year-end bank account reconciliations were properly carried out.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
K. IF the authority certified itself as exempt from a limited assurance review in 2017/18, it met the exemption criteria and correctly declared itself exempt. ("Not Covered" should only be ticked where the authority had a limited assurance review of its 2017/18 AGAR)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
L. During summer 2018 this authority has correctly provided the proper opportunity for the exercise of public rights in accordance with the requirements of the Accounts and Audit Regulations.	<input type="checkbox"/>	<input type="checkbox"/>	Not applicable <input checked="" type="checkbox"/>
<b>M. (For local councils only)</b> Trust funds (including charitable) – The council met its responsibilities as a trustee.	<input type="checkbox"/>	<input type="checkbox"/>	Not applicable <input checked="" type="checkbox"/>

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

13/06/19

19/06/19

Name of person who carried out the internal audit

Whiting & Partners

Signature of person who carried out the internal audit

M. Haydon  
Whiting & Partners

Date

19/06/19

\*If the response is 'no' you must include a note to state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

\*\*Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).



**Bluntisham Internal Drainage Board**  
**Year Ended 31<sup>st</sup> March 2019**  
**Supplementary Schedule – Regarding “Not Covered” in Year per Annual Return**

Internal Control Objective Section	Date of most recent summary audit work carried out on this area	Date of most recent detailed audit work carried out on this area	Date when next planned detailed audit work will commence
A	Year ended 31/03/2019		
B	Year ended 31/03/2019		
C	Year ended 31/03/2019	Year ended 31/03/2018	Year ending 31/03/2021
D	Year ended 31/03/2019	Year ended 31/03/2017	Year ending 31/03/2020
E	Year ended 31/03/2019	Year ended 31/03/2017	Year ending 31/03/2020
F	Year ended 31/03/2019	N/A – no petty cash	N/A – no petty cash
G	Year ended 31/03/2019	Year ended 31/03/2018	Year ending 31/03/2021
H	Year ended 31/03/2019	Year ended 31/03/2017	Year ending 31/03/2020
I	Year ended 31/03/2019		
J	Year ended 31/03/2019	Year ended 31/03/2018	Year ending 31/03/2021
K	Year ended 31/03/2019	Limited assurance review carried out for year ended 31/03/2018	

Our internal review work for the year ended 31<sup>st</sup> March 2019 is based on a combination of annual whole system review, annual analytical review and other works; this is in addition to the more detailed sampling methodology outlined above, carried out on a planned cyclical basis as modified if appropriate in light of the current year assessment.

**Conclusion**

From our work carried out, the internal control objectives listed above are satisfactory for the year ended 31<sup>st</sup> March 2019.

**Name of person who carried out the internal audit – WHITING & PARTNERS**

**Signature of person who carried out the internal audit – M. Haydon – Whiting & Partners**

*M. Haydon - Whiting & Partners*

**Date** 19-6-2019

**PARTNERS**

Philip M Peters FCA  
Mark N Haydon CA  
James D Coker FCA  
Paul M Tamm FCA

Andrew P Wears FCA  
Christopher D Hagan FCGA  
Ian S C Pizer FCA  
Christopher P Kelly FCA  
Barbara Mitchell CTA

Andrew H Bond FCA  
Sara J Hunt FCA  
Karin J Day FCGA  
Antonia E Swanson FCA  
Kiri Cayless FCA

**ASSOCIATES**

Richard A Alcock AAT  
Jennifer P Mingo ACCA  
Stephen D Mulkin CAT  
Paul N Jorlesse ACA

**PRACTICE MANAGER**

Janet Franklin

Registered to carry on audit work in the UK and Ireland; regulated for a range of investment business activities; and licensed to carry out the reserved legal activity of non-contentious probate in England and Wales by the Institute of Chartered Accountants in England and Wales.

## Section 1 – Annual Governance Statement 2018/19

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 2019, that:

	Agreed		Yes means that this authority
	Yes	No	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
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.	✓		has only done what it has the legal power to do and has complied with Proper Practices in doing so.
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.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
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.	✓		considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		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.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
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.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
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
			has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.

\*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets should be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

07/06/2019

and recorded as minute reference:

B.730

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

Chairman

Clerk

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

## Section 2 – Accounting Statements 2018/19 for

### BLUNTISHAM INTERNAL DRAINAGE BOARD

	Year ending		Notes and guidance
	31 March 2018 £	31 March 2019 £	
1. Balances brought forward	60,300	61,029	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	17,839	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	2,230	7,901	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	19,340	13,686	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	61,029	73,083	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	77,456	82,211	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, as a body corporate, 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 2019 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

Date

12<sup>th</sup> May 2019

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

07/06/2019

as recorded in minute reference:

B.732

Signed by Chairman of the meeting where the Accounting Statements were approved

*[Signature]*

### Section 3 – External Auditor Report and Certificate 2018/19

In respect of **Bluntisham Internal Drainage Board – DB0011**

#### 1 Respective responsibilities of the body and the auditor

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2019; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and **does not** provide the same level of assurance that such an audit would do.

#### 2 External auditor report 2018/19

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with *Proper Practices* and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

- The annual internal audit report focuses on a series of internal control objectives covering an authority's key financial and accounting systems and concludes whether, in all significant respects, the internal control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of the authority. We note that the internal auditor has not provided a conclusion on the following internal control objectives: C, D, E, H and J. The annual internal audit report will inform the authority's response to assertions 2 and 6 in the annual governance statement. As a result, the authority must ensure that assurance that has not been provided via these control objectives has been sought elsewhere.

#### 3 External auditor certificate 2018/19

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2019.

External Auditor Name

**PKF LITTLEJOHN LLP**

External Auditor Signature

*PKF Littlejohn LLP*

Date

21/08/2019

\* Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews for 2018/19 in Auditor Guidance Note AGN/02. The AGN is available from the NAO website ([www.nao.org.uk](http://www.nao.org.uk))



MNH/BB/SAB/MM053

15 October 2019

Messrs. D Thomas and R Hill  
Middle Level Commissioners  
Middle Level Offices  
85 Whittlesey Road  
March  
Cambs.  
PE15 0AH

Dear Messrs. Thomas and Hill

**Internal Drainage Boards - Internal Audit 2018-2019**

Having completed the internal audit work for the various Internal Drainage Boards administered by the Middle Level Commissioners officers for the year ended 31 March 2019, we are pleased to provide you with the following recommendations to be considered for comment and implementation. We have included some general points and some points which are related to specific boards.

**General points**

**1. Surplus Balances**

We made reference in last year's management letter to the fact that a number of IDB's hold significant cash reserves. Unfortunately we note that this has not been acted upon in all cases and monies have not been reinvested. Again, we would recommend any significant surplus balances are reinvested in order to achieve a greater return on public funds and to spread inherent risk between even UK financial institutions.

**Client Comment:**

Investment opportunities are kept under review, but during the period, interest rates remained low, which led to further restrictions in relation to investments. During this period, the minimum balance to invest with approved bodies remained higher than Boards would be able to achieve. During the current financial year minimum balances to invest have started to reduce and therefore opportunities to invest further will be looked into on an individual Board basis.

**2. Opera Bank Reconciliations**

As in prior years we have noticed that there are still issues with the Opera bank reconciliation function, as such in some cases the Opera unreconciled reports do not tie back to the main cashbook reconciliation. We are aware that this is a software issue and

**PARTNERS**

Philip M Peters FCA  
Mark N Haydon CA  
James D Cater FCA  
Paul N Tatum FCA

Andrew P Winearis FCA  
Christopher D Ridgeon FCCA  
Ian G C Piper FCA  
Christopher P Kelly FCA  
Barbara Nicholas CTA

Andrew R Band FCA  
Trina J Nunn FCA  
Keith J Day FCA  
Amanda E Newman FCA  
Kim Clayden FCA

**ASSOCIATES**

Richard A Alecock ATT  
Jonathan P Moore ACCA  
Stephen D Malkin CAT  
Paul M Jefferson ACA

**PRACTICE MANAGER**

Janet Frostick

*Registered to carry on audit work in the UK and Ireland; regulated for a range of investment business activities; and licensed to carry out the reserved legal activity of non-contentious probate in England and Wales by the Institute of Chartered Accountants in England and Wales.*

Bury St. Edmunds

Ely

King's Lynn

March

Mildenhall

Peterborough

Ramsey

St Ives

St Neots

Wisbech

not down to human error. In all cases with the assistance of the manual reconciliation provided, no differences were identified in the year end bank and cash figures.

Client Comment:

As referred to, this is a minor software glitch associated with system shut-downs at the time transactions are being processed, with part of the transaction ending up on the unreconciled report. Although we are now able to have these postings rectified remotely by our software provider through our maintenance agreement, this is obviously done after the event. As mentioned, these do not constitute an error with the transaction postings which would lead to any adjustments to the accounting ledgers being required.

**3. Rate Software**

As in prior years we are satisfied that the rate software is operating as expected. However, on enquiry we understand that the programme is still not being used to its full capabilities as a result of it not being fully linked to the Opera software. This was highlighted previously and therefore we question whether the system is delivering full value for money to the boards and ratepayers as it appears the system is effectively being used in the same way as the preceding system.

As mentioned in the prior year's management letter it was identified that only one member of staff has a working knowledge of the rates system and is the only member of staff who can access the programme. This could lead to great operational impact if the employee became indisposed or decided to leave the organisation. As such we would urge that further users are trained to avoid over reliance on one member of staff and improve control risk by way of promoting segregation of duties.

Client Comment:

The installation/commissioning of the new software took longer than initially anticipated and through this process the software was restricted to one workstation. The software is now on two workstations, both of which are used. There is an operational manual for the operation of the software and staff are required to keep an updated procedures manual for their areas of work. Currently, when opportunities arise, in-house training is being given to provide continuity of cover. There continues to be a delay in getting the software fully integrated with the accounting software and the finance officer will shortly be attending a meeting with the software provider to discuss these difficulties further.

**4. ADA Subscription**

We are pleased to note that ADA subscriptions are being accounted for under the accruals basis in the current year. We accept that this has led to some variance between the current prior years charges during this transitional year, these variances are not material.

**5. Bank Reconciliation Verification**

We are pleased to note that in the main bank reconciliation verifications are being carried out. There are still isolated cases where this has not occurred and would therefore consider this to be an improvement on the prior year position. Again we would suggest that concerted effort is made to ensure all monthly bank reconciliations are verified in the current year.

**6. Insurance**

We note as in prior years that from the property insurance schedule provided that the buildings (excluding pumping stations) were last revalued for insurance purposes in 2012. We would suggest that due to residential and commercial property values increasing in recent times that the buildings owned by the IDB's might be worth more in today's market and could therefore potentially be slightly underinsured. As such we would suggest that, as with the pumping stations in 2015, the IDB's with such property revalue for insurance purposes and carry out regular revaluations going forward, eg every fifth year.

It is also noted that extra engineering insurance has not been taken out by a number of boards, due to the difficulties faced when trying to make claims due to the fact that it is impractical for a time a value for money perspective to maintain pumps in accordance with the manufacturer's guidelines. We appreciate that the nature of the insurance covers "sudden & unforeseen" damage to the pumps and does not cover general wear and tear. On enquiry the boards in question have decided that if such damage was to occur, sufficient funds are in place to repair any such damage. On review of the fund balances available at the year ended 31<sup>st</sup> March 2019 in the main we would agree that this is the case, however we would suggest that a separate ring fenced fund is created for any "sudden & unforeseen" damage that may arise in the future to such plant and machinery. We would also suggest that each Board annually reviews its discussed position on this matter formally by way of minute record and its action plans for such contingent events.

Client Comment:

For pumping stations, it was recommended that Boards review the asset appraisals carried out in 2015 and the majority approved to instruct the engineer to re-visit these and provide an update for the 2020 Board meetings, at which point the Board will be able to review this valuation against the current insured value and take appropriate action. For residential buildings, the Board now annually review a schedule showing the insured value and therefore have the opportunity to increase/decrease the insured values if considered appropriate.

Following the withdrawal of engineering insurance a number of Boards started a "ring fenced" fund for pumping plant repairs/replacements. A Number of Boards had already been raising money for this purpose and Boards will continue to review the matter in relation to their individual circumstances.

**7. Employee Benefits**

**Residential Property**

As a result of HMRC's compliance visit to the Middle Level Commissioners some points arose in relation to the provision of vehicles and properties to its employees. Whilst we appreciate that the IDB's are separate entities and did not fall under the scope of the visit due to the synergies in relation to Middle Level and the IDB's administrative working practices the conclusions reached by HMRC might apply to other individual drainage boards.

We note that a number of IDB's have residential property that is occupied by employees; these individuals do not pay rent. It is noted from the most recent P11d submitted that no benefit has been calculated on the basis that their occupancy is necessary to the proper performance of their duties; in addition to the fact that it is customary within the industry

to provide such accommodation. This aside HMRC determined that this still constitutes a chargeable benefit as their work responsibilities did not deem it necessary for the employee to be significantly on site. Changes in technology, social needs and working practices meant that customary may not apply for general engineering staff now.

In addition it is noted that in some cases utility charges are also considered to be fully exempt on the basis that these are used wholly for business use. Again it is questionable whether this can be the case if occupied by employees as tied or rental basis.

As such going forward we advise that such arrangements are reviewed on a case-by-case basis to ensure that any such benefit is commensurate with the service provided by the tenant and extent of services provided to the tenant.

#### **Vehicle Usage**

Where IDB's own vehicles, in the majority of cases these are specifically assigned to the relevant boards' employees and it has been declared that these vehicles are not used for private use. We gather from the notes that accompany the P11d that this declaration is provided by the chairman who is not generally the same as the employee.

We would advise that annual confirmations from the chairman are only acceptable if the employee provides physical confirmation (eg signature) on a separate schedule to their contract of employment when:

- they are first employed by the board
- renewed when any personal circumstances change (e.g. if vehicle used is changed)
- renewed if their role within the board changes and

regardless of the above, if nothing has changed the employee should provide written confirmation every three years.

#### **8. Residential Property – Occupied by Pumping Attendants**

It has been noted on some boards that subcontracted pumping attendants/assistants are living rent free or at a reduced rental rate. We gather from the notes that accompany the P11d that this again is required in order to allow for the individual to fully and effectively discharge their duties. This requires the provision of accommodation to be included within their contract of employment and linked to the need to be on site /close to the pumping station for the better performance of their duties. On review of the typical annual fee charged by such individuals against what an equivalent rental charge would be we consider this "benefit" to be overly generous. As such in order to provide value for money to ratepayers of the affected IDB's we would suggest rent is charged on, albeit at a potentially reduced rate, to the individuals in residence or the value of accommodation factored into the current salary position.

#### **9. Land – rented to individuals/bodies associated with IDB's**

In the cases where IDB's have surplus land in and around the pumping stations it is noted that this is rented out in some cases to individuals or bodies that are associated with the IDB's, in the main by virtue of their position as commissioners. Whilst we appreciate that some consideration is received, in the majority of cases we question whether this is at market rate and therefore whether this represents value for money to the affected boards.



It is noted that some of the individuals charged have held tenancies for a number of years and therefore it may be difficult to increase rents until these come up for renewal. The affected boards should review these tenancies on a semi-regular basis and take appropriate action where needed to ensure that value for money principles are being applied. In addition, we suggest that there should be a specific declaration of the interest for members that have land rental arrangements and approval of the arrangement on an annual basis at a board meeting.

Client Comments:

Employee Benefits

For those Boards concerned, we have written to the Chairman to outline the position and made the suggestion of a meeting to fully review those matters relevant to the Board and any actions that may be needed to update current procedures.

Land Rentals

Boards with land holdings which are rented do review rental values on a regular basis, with those Boards with larger holdings engaging third party independent land agents. Board members do already complete a register of members' interest and we will look to ensure that these continue to be updated as tenancy agreements change.

**10. Provisions**

In the past a number of boards have necessarily made provisions to take account of potential costs that are unquantifiable, but due, at the balance sheet date. We note in the current year that when the related actual costs have been paid over by the boards any resulting difference between provisional and actual costs has not always been written back in the accounts. As such going forward we would suggest that all boards with such provisions carry out a review on an annual basis to ensure that write backs are being carried out, where necessary.

Client Comment:

As part of the end of year accounts procedures, provisions are looked at and a decision on an individual basis made as to retain or write back.

**11. Exercise of Public Rights**

Going forward we note that all boards are now required to advertise a period of 30 days in which individuals can exercise their rights to inspect the accounts and relevant backing records. We believe that all boards are well prepared for this and have always been, for a number of years, advertising this right to the general public when the accounts are published on the Middle Level website.

Client Comment:

Boards are required advertise the appointment of the auditor, audit period, publication of unaudited annual accounts and publication of audited accounts. As mentioned, the regulations provide specific instructions concerning the publication of notices and each Board annually publishes the required notices in accordance with the regulations.

**12. Health and Safety Reviews**

It was noted that some internal drainage boards had commissioned health and safety reviews during the audited year. It was noted that there were some instances where a

number of improvements had been communicated to these boards on completion. We would suggest that in light of the consistency of systems, processes and procedures across the majority of boards it would be prudent to ensure a review is carried out by each board in order to identify any further issues and action required to ensure boards reduce their exposure to any potential associated claims from staff and other users/visitors of their district facilities.

Client Comment:

Health and safety arrangements have been a topic discussed at the Middle Level Chairman's meetings and for the 2019 round of Board meetings, members were asked to consider the recommendations coming from the Chairman's meeting. All but one Board approved to appoint Cope Safety Management as health and safety consultants for a period of three years; this will provide administration support services to the Board as well as the provision of inspections and annual reporting. The Board that didn't appoint Cope have appointed the NFU instead.

**13. Risk Management Policy and procedures**

We note that most boards undertook a substantial risk management assessment process in 2014 leading to formal acceptance in April 2015 which is subject to brief formally Minutes review each year.

As we are now in mid-2019 these need to be checked on the agreed periodic 5 yearly cycle to ensure they remain fully 'fit for purpose' taking account of both internal and external changes to the economic circumstances, staff/management changes, climate changes considerations and other environmental developments - past, current and anticipated.

The purpose is to identify potential risks, put in place to preventive measures, and monitor/measure and have actions plans pre-developed to cater for such eventualities in order to minimise issues occurring in the first place and minimising their effect if they do happen enabling quick and effect action to take place.

This work, while possibly initiated on an across Middle Level administrative IDB framework/template, will require detailed input from officers and members of each individual Board to achieve target completion and formal acceptance dates of Spring 2020.

**Specific Points**

**1. Waldersey and Hundred of Wisbech IDBs**

As has been the case for a number of years the two aforementioned boards have a joint pumping arrangement. Waldersey IDB constructed a new pumping station, to which Hundred of Wisbech IDB evacuate their water. Whilst we are happy with the current arrangement we would strongly suggest that a legal arrangement be made.

Client Comment:

The "terms of the agreement" are going to be reviewed during this current financial period to ensure that it still remains relevant in relation to changes to land use and as part of the process opportunity can be taken to look into the formal arrangements further.

**2. Haddenham IDB**

It came to light during the course of the audit that the wages for the employee of Haddenham IDB had not been amended to reflect the standard wage increase agreed in the minutes. This issue has been rectified retrospectively and appears to have been an isolated incident. We have made the required disclosures on the annual return and our supplementary schedule to reflect this.

Client Comment:

This matter has been disclosed as part of the audit submissions and procedures put in place to reduce the risk of this happening again.

**3. Manca & Welney IDB**

During the year the fixed assets have increased in value by £300,000. This is in relation to the Old Glen House pumping station which was previously not valued or insured; this has also been separately insured for the same value in the year for the first time in recent years.

We note that the chairman has advised of this valuation, but no detailed backing documentation has been provided to support the figure uplifted. As such we would suggest that where valuation changes are made in relation to pumping stations and property in the future that sufficient backing documentation is provided to endorse the movement.

In addition, due to the pumping station not being currently operational it is questionable whether Old Glen House should be included within operational assets, instead it may be more appropriate to include within a separate heritage asset classification. However we note that there is potential for the engines to be restored which could again bring the pumping station back into operation.

Client Comment:

The Commissioners have approved to investigate the possibility of works to the site and possible avenues of funding. We will therefore review the position further at the end of the current financial year.

Finally we take this opportunity to thank your staff involved in our audit for their assistance and cooperation.

Yours sincerely,



**Whiting & Partners**



## Annual Report for the year ended 31 March 2019

**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 30 September 2019 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](mailto: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](mailto: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 £.

BLUNTISHAM

Internal Drainage Board

### Section A – Financial information

#### Preliminary information on special levies issued by the Board for 2019- 20

*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 2019-20 (forecast)	
Name of local authority	2019-20 forecast £
1. HUNTINGDONSHIRE DISTRICT COUNCIL	11,068
2.	
3.	
4.	
5.	
6.	
7.	
8.	
<b>Total</b>	<b>11,068</b>

## Section A – Financial information (continued)

### Income and Expenditure Account for the year ending 31 March 2019

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 2019 £
<b>INCOME</b>		
1. Drainage Rates		7,179
2. Special Levies		10,660
3. Higher Land Water Contributions from the Environment Agency		885
4. Contributions received from developers/other beneficiaries		300
5. Government Grants (includes capital grants from EA and levy contributions)		0
6. PSCAs from EA and other RMAAs		0
7. Loans		0
8. Rechargeable Works		480
9. Interest and Investment Income		285
10. Rents and Acknowledgements		0
11. Other Income		5,951
<b>Total income</b>		<b>25,740</b>
<b>EXPENDITURE</b>		
12. New Works and Improvement Works		0
13. Total precept to the Environment Agency		1,762
14. Watercourse maintenance		568
15. Pumping Stations, Sluices and Water level control structures		4,158
16. Administration		6,627
17. PSCAs		0
18. Rechargeable Works		0
19. Finance Charges		0
20. SSSIs		0
21. IDB Biodiversity and conservation (other than item 20 expenditure)		348
22. Other Expenditure		223
<b>Total expenditure</b>		<b>13,686</b>

<b>EXCEPTIONAL ITEMS</b>		
23. Profits/(losses) arising from the disposal of fixed assets		<b>0</b>
<b>Net Operating Surplus/(Deficit) for the year</b>		<b>12,054</b>
24. Developers Funds income not applied in year		300
25. Grant income not applied in year		0

## 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

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### 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?	7
Seats available to appointed members under the Land Drainage Act 1991.	7
Number of elected members on the board at year end.	6
Number of appointed members on the board at year end.	1
Mean average number of elected members in attendance at each board meeting over the last financial year.	6
Mean average number of appointed members in attendance at each board meeting over the last financial year.	1

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?	0
Number of complaints outstanding in the financial year?	0
Number of complaints referred to the Local Government Ombudsman?	0
Number of complaints upheld by the Local Government Ombudsman?	0

**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   
 Newsletters   
 Web site   
 Meetings   
 Shows/events (including open days/inspections)   
 Consultations   
 Notices

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.

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## Section C – Declaration

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BLUNTISHAM

Internal Drainage Board

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

Signature



Date

18/9/19

Name in BLOCK LETTERS

MISS SAMANTHA ABLETT

Designation

ASSISTANT TREASURER

Email address

ADMIN@MIDDLELEVEL.GOV.UK



Department  
for Environment  
Food & Rural Affairs

2 Marsham Street,  
London, SW1P 4DF

T: 03459 335577  
helpline@defra.gsi.gov.uk  
www.gov.uk/defra

To: The Chairs of all Internal Drainage Boards  
in England

August 2019

Dear All,

Thank you for completing last year's IDB1 reports. From analysis Defra officials have undertaken of these returns, I am pleased to see that you and your Boards have been able to demonstrate continued improvement in many areas, including on governance and accountability. I would like to thank you and reiterate my continued support for the work that you do. I also welcome ADA's work on the Good Governance Guidance. A copy of our summary report is attached for your information.

You will have received IDB1 forms for 2018-19 to be completed and returned to us by 30 September 2019. I encourage you to continue with this upward trend and ensure that you adopt all relevant model governance documents as soon as possible, as well as continuing to address all other aspects of your work. I look forward to seeing this progress continue and I am keen that your boards aim for zero audit qualifications this year.

As you may know, the report from our recent research into IDB membership will be published shortly. I am particularly keen that local authorities are properly represented on your boards and my officials will continue to work closely with ADA and others to ensure that actions to address the findings are taken.

By working together in these areas, I am confident that IDBs can remain on a firm footing to contribute widely to the needs of society in the long-term.

Yours sincerely,

Dr Thérèse Coffey MP



Internal Drainage Boards (IDBs): Annual  
report summary and analysis - 2018

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## Introduction

1. In response to the findings of the NAO report into Internal Drainage Boards (IDBs) that was published back in March 2017, Defra has been working closely with Association of Drainage Authorities (ADA) to address the issues raised with regard to IDBs' governance and accountability.
2. A number of steps have been taken to strengthen IDBs governance, including adding more questions to the IDB1 form. We worked closely with ADA and the IDBs, EA, NE, RSPB, CLA and NFU in updating the form.

### IDB1 forms published annual returns

3. An IDB makes an annual return to the Defra via a standard IDB1 form. This reports on the IDB's finances and confirms that IDBs have performed appropriately over the previous year. There are three parts to the return:
  - Financial information from their internal audit report setting out income (for example, drainage rates, special levy and other contributions) and expenditure,
  - A forecast of next year's levy incomes; and
  - A series of declarations that the IDB has complied with relevant guidance and best practice for the sector during the preceding year.
4. The information collected from IDB1 forms will be used to identify:
  - Broad trends and themes within the sector;
  - Areas where the sector as a whole may require additional support and guidance to come into compliance with expected requirements; and
  - Individual IDBs who may require support.
5. Initial analysis received from all the 113 IDBs as shown in Annex A on some of the key themes is set out in the following sections.

## Policy delivery statement

6. Nearly all boards report that they have in place an up to date policy statement.

Question	Percentage in 2018	Percentage in previous year (2017)
Boards that have an up to date statement	90%	64%

## Biodiversity action plans (BAPs)

7. Nearly all boards report (96%) that they have in place a biodiversity action plan, and in most cases this is available to the general public.

Question	Percentage in 2018	Percentage in previous year (2017)
Boards that have a biodiversity action plan	96%	66%
Boards that have made their plan publicly available	77%	66%
Boards that have reported progress on BAP implementation	49%	39%
Boards that have a biosecurity process	38%	N/A

#### SSSI water management (WLM) plans

8. A small number of IDBs (27%) reported that they are responsible for SSSI WLM plans.

Question	Percentage in 2018	Percentage in previous year (2017)
Boards that are responsible for any SSI WLM plans	27%	N/A

#### Access to environmental expertise

9. The majority of boards (84%) report that they have access to environmental expertise via contracted persons or consultants.

Question	Percentage in 2018	Percentage in previous year (2017)
Boards who have appropriately skilled Board Members (e.g. Board member from an Environmental Body/Authority)	19%	18%
Boards who have Co-opted members	4%	N/A
Boards who have directly employed staff	18%	11%
Boards who have contracted persons or consultants	84%	66%
Boards who have environmental Partners/NGOs	26%	20%
Boards who have other	9%	8%

#### Asset management

10. All boards (100%) report that they have continued to undertake visual inspections and update asset.

Question	Percentage in 2018	Percentage in previous year (2017)
		Different ways of recording
Boards who have ADIS systems/database	35%	
Boards who have Paper records	36%	
Boards who have Other electronic systems	42%	
Boards who have continued to undertake visual inspections and update asset	100%	

#### Health and Safety (H&S)

11. Practically all boards (98%) report that they have a current Health and Safety policy and a good number (86%) of boards have a responsible officer for H&S.

Question	Percentage in 2018	Percentage in previous year (2017)
----------	--------------------	------------------------------------

<b>Boards who have a current Health and Safety policy</b>	98%	Not reported
<b>Boards who have a responsible officer for H&amp;S</b>	86%	Not reported
<b>Boards who have had any reportable incidents in past year</b>	1%	Not reported

## Guidance and Best Practices

12. Nearly all boards have adopted good guidance and best practices recommendations such as: (93%) report that they have adopted a formal scheme of delegation, (92%) boards have reported to have website information current for this year, (98%) have adopted computerised accounting and rating systems, as specified in the IDB Review, (100%) have ensured that environmental impacts are taken into account and Standing Orders and Byelaws are adopted. (99%) boards that have adopted Code of Conduct for board Members, (80%) boards have adopted Anti-fraud and corruption policy.

<b>Question</b>	<b>Percentage in 2018</b>	<b>Percentage in previous year (2017)</b>
<b>Boards that have adopted a formal Scheme of Delegation</b>	93%	64%
<b>Boards that have provided training for members in the last year on Governance</b>	22%	63%
<b>Boards that have provided training for members in the last year on Finance</b>	13%	N/A
<b>Boards that have provided training for members in the last year on Environment</b>	21%	N/A
<b>Boards that have provided training for members in the last year on health, safety and welfare</b>	16%	N/A
<b>Boards that have provided training for members in the last year on communications and engagement</b>	10%	N/A
<b>Boards that have provided other means of training for members in the last year</b>	4%	29%
<b>Boards that have website information current for this year (Board membership, audited accounts, programmes of works, WLMPS, etc.)</b>	92%	67%
<b>Boards that have adopted computerised accounting and rating systems, as specified in the IDB Review</b>	98%	68%
<b>Boards that have published all minutes of meetings</b>	86%	N/A
<b>Boards that have publish approach to maintenance</b>	86%	N/A
<b>Boards that have ensured that environmental impacts are taken into account</b>	100%	N/A
<b>Boards that have adopted Standing Orders</b>	100%	70%
<b>Boards that have adopted Standing Orders that have been approved by Ministers</b>	96%	66%
<b>Boards that have adopted Byelaws</b>	95%	64%
<b>Boards that have adopted the latest set of Byelaws published in 2012</b>	41%	N/A
<b>Boards that have had their byelaws approved by Ministers</b>	88%	66%

<b>Boards that have adopted Code of Conduct for Board Members</b>	99%	70%
<b>Boards that have adopted Financial Regulations</b>	99%	70%
<b>Boards that have adopted Register of member's Interests</b>	100%	70%
<b>Boards that have adopted Anti-fraud and corruption policy</b>	80%	N/A

### Board membership and attendance

13. Nearly all boards (93%) report that they have held elections in the last three years.

<b>Question</b>	<b>Percentage in 2018</b>	<b>Percentage in previous year (2017)</b>
<b>Boards that have held elections in last three years</b>	93%	Not reported
<b>Boards that held elections that comply with requirements</b>	94%	Not reported
<b>Boards that have complaints procedure accessible from their websites</b>	91%	Not reported

### Public Engagement

14. Nearly all boards (97%) report that they have websites in place. IDBs report that the most popular way of engaging with the public is via meetings (82%) and newsletters (77%).

<b>Question</b>	<b>Percentage in 2018</b>	<b>Percentage in previous year (2017)</b>
<b>Boards that have conducted press Releases</b>	8%	Not reported
<b>Boards that have had newsletters</b>	77%	Not reported
<b>Boards that have websites in place</b>	97%	Not reported
<b>Boards that have conducted meetings</b>	82%	Not reported
<b>Boards that have conducted shows/events</b>	40%	Not reported
<b>Boards that have had consultations</b>	38%	Not reported
<b>Boards that display notices</b>	66%	Not reported

### Findings

The following finding are based on comparisons of 2017 and 2018 reports. It is important to note that a number of steps have been taken to strengthen IDBs governance, including adding more questions to the IDB1 form from this year. Therefore, some of the questions were not in the 2016 - 2017 IDB1 form and therefore it is not possible to carry a comparison check on progress.

15. Based on the responses, there are some positive results. It is showing that majority of IDBs are making good use of their websites as a platform to share important information as a way of being transparent. It is also showing that majority of IDBs have adopted good guidance and best practices such as having in place code of conducts, financial regulations and approved statutory instruments such as standing orders and byelaws. IDBs are also ensuring that that environmental impacts are taken into consideration.

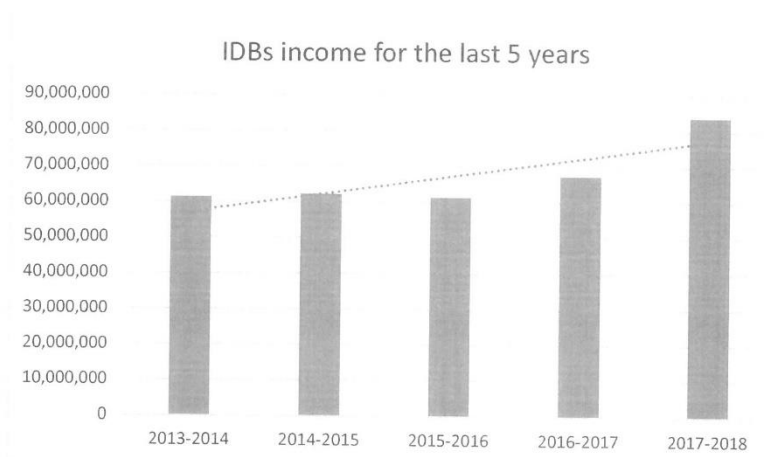
16. Based on the responses, there are some positive results. It is showing that majority of IDBs are making good use of their websites as a platform to share important information as a way of being transparent. It is also showing that majority of IDBs have adopted good guidance and best practices such as having in place code of conducts, financial regulations and approved statutory instruments such as standing orders and byelaws. IDBs are also ensuring that that environmental impacts are taken into consideration.
17. However, there are still some areas which require further improvement, for instance more work needs to be done around providing training on health, safety and welfare for their board members. Training for finance, communication and engagement etc is also on a low side and requires further attention. IDBs also need to ensure that biodiversity action plans are more publicly available. Furthermore, even though majority of the boards have byelaws in place, there is a need for some of the boards to adopt the latest sets of Defra byelaws, but this may depend upon local needs.

### Funding

18. IDBs reported a total income of £83,8m for financial year 2017-2018.

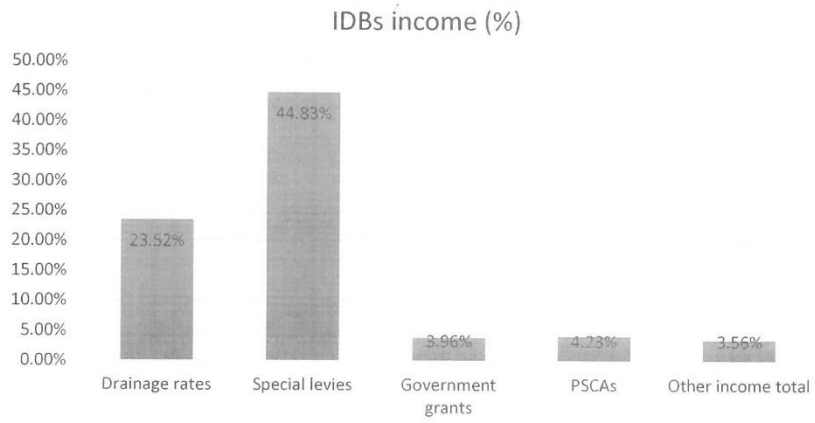
### Trend in funding

19. The sector's reported total income has increased for the last five years and by around 20% in real terms over the last year as the chart below shows.

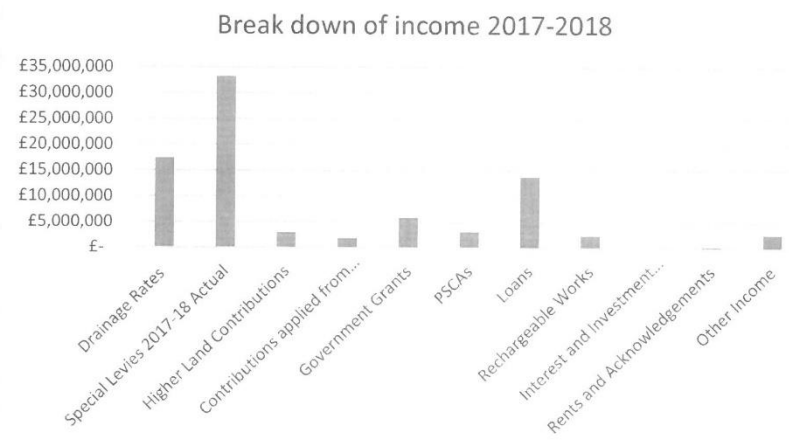


20. 80% of the sector's income comes from special levies (paid by local authorities) and drainage rates (paid by landowners within the internal drainage district). The remainder comes from a variety of sources including government grants and rental income as demonstrated below.

**Income 2017 - 2018**

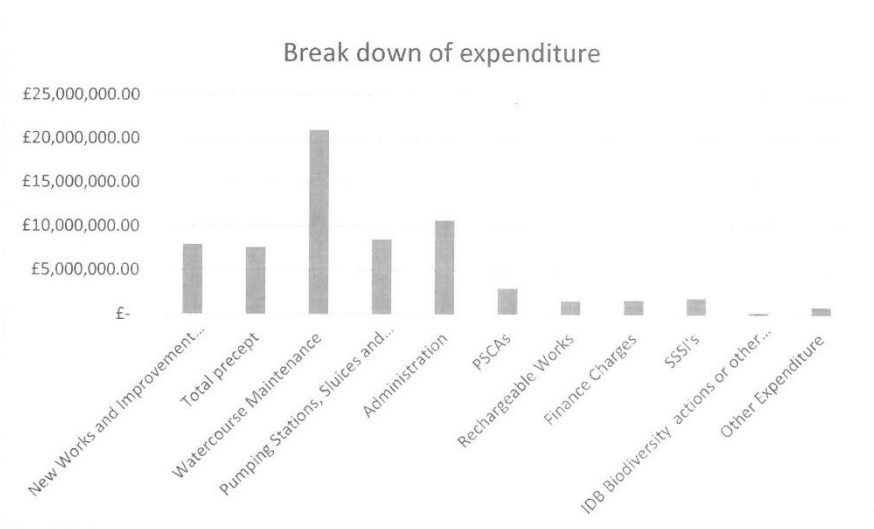
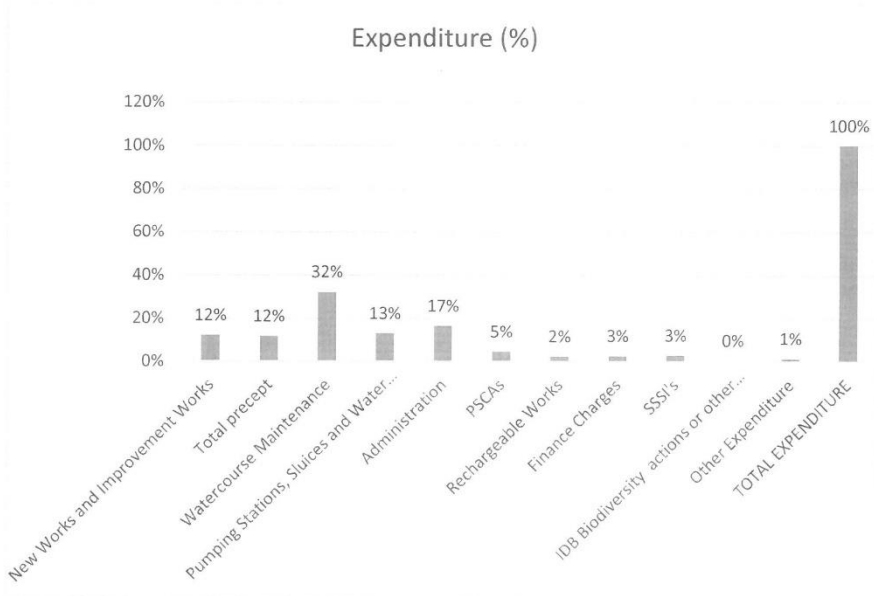


**Breakdown of income**



21. In 2017 – 2018 reporting year alone, around 45% of the sector’s income came from special levies.

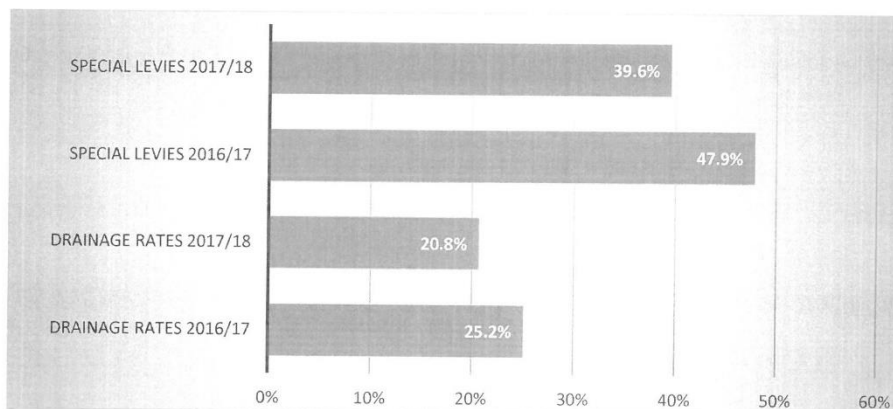
**Expenditure**



22. 32% of the sector's is around watercourse maintenance. The remainder is around a variety of activities such as administration costs and new work and improvements.

## Comparison of the major funding

23. Drainage rates have slightly decreased as a percentage of total income from the previous year 25% in 2016-17 to 20% in 2017-18 and special levies have decreased from 47% in 2016-17 to 39% in 2017-18. However, monetary value has increase from the previous year from £16,930,773 in 2016-17 to £17414981 in 2017-18 and special levies has increased from £32215377 in 2016-17 to £33184557 in 2017-18.



## Conclusion

24. Based on the responses from the IDB1 forms, IDBs are showing willingness and good cooperation in addressing concerns that have been raised. However, some areas still need to be addressed.
25. However, there are still some IDBs who are not yet fulfilling some of these requirements. Such as implementation of BAPs and ensuring all of the guidance and best practices are implemented fully.

## Recommendations

26. Defra should continue to work closely with ADA, IDBs and other key players such as EA, NE, RSPB and other public bodies to ensure that IDB guidance that has been published recently is exercised fully by all of the board members. More work is needed such as encouraging IDBs to implement more training for their boards and making their biodiversity plans publicly available. Furthermore, even though the majority of the boards have byelaws in place, there is a need for some of the boards to adopt the latest set of Defra byelaws, but we also need to ensure the byelaws are updated and fit for purpose.



## Annex A

### List of IDBs who submitted IDB1 forms

1	Ainsty (2008) IDB
2	Airedale DC
3	Alconbury and Ellington
4	Ancholme Internal Drainage Board
5	Axe Brue
6	Axeholme & North Notts
7	Bedfordshire and River Ivel
8	Benwick
9	Beverley and North Holderness IDB
10	Black Drain DB
11	Black Sluice IDB
12	Bluntisham
13	Braunton Marsh DB
14	Broads
15	Buckingham and River Ouzel
16	Burnt Fen
17	Cawdle Fen
18	Churchfield and Plawfield
19	Connington & Holme
20	Cowick & Snaith
21	Curf and Wimblington Combined IDB
22	Danvm Drainage Commissioners
23	Dempster IDB
24	Doncaster East
25	Downham & Stow Bardolph
26	Earby & Salterforth
27	East Harling
28	East of the Ouse, Polver and Nar IDB
29	East Suffolk IDB
30	Euixmoor
31	Feldale
32	Foss IDB (2008)
33	Goole and Airmyn IDB
34	Goole Fielde
35	Haddenham Level
36	Holmewood and District DB
37	Hundred Foot Washes IDB
38	Hundred of Wisbech
39	Kings Lynn
40	Kyle and Upper Ouse IDB
41	Lakenheath
42	Lindsey Marsh DB
43	Littleport and Downham
44	Lower Medway IDB
45	Lower Severn IDB(2005)
46	Manea & Welney
47	March 3rd

48	March 5th
49	March 6th
50	March East
51	March West and White Fen
52	Melverley IDB
53	Middle Fen and Mere
54	Middle Level Commissioners
55	Mildenhall
56	Needham & Laddus
57	Nightlayers
58	Nordelph
59	Norfolk Rivers
60	North East Lindsey
61	North Kent Marshes
62	North Level District IDB
63	North Somerset Levels IDB*
64	Northwold
65	Old West
66	Ouse and Derwent IDB
68	Ouse and Humber
69	Over and Willingham
70	Padnal and Waterden
71	Parrett
72	Pevensey and Cuckmere
73	Ramsey
74	Ramsey 1st (Hollow)
75	Ramsey 4th (Middlemoor)
76	Ramsey Upwood & Gt. Raveley
77	Ransonmoor
78	Rawcliffe DB
79	Rea IDB
80	Reedness and Swinefleet DB
81	River Lugg IDB
82	River Stour (Kent) IDB
83	Romney Marshes Area IDB
84	Sawtry
85	Scunthorpe and Gainsborough WLM Board
86	Selby Area IDB
87	South Holderness
88	South Holland
89	Southery & District
90	Sow and Penk DB
91	Stoke Ferry
92	Strine IDB
93	Stringside
94	Sutton & Mepal
95	Swaffham
96	Swale and Ure
97	Swavesey
98	Thorntree IDB
99	Trent Valley

- 100 Upper Medway IDB
- 101 Upper Witham
- 102 Upwell
- 103 Vale of Pickering
- 104 Waldersey
- 105 Warboys, Somersham and Pidley
- 106 Waterbeach Level
- 107 Waveney, Lower Yare and Lothingland
- 108 Wellend and Deepings
- 109 Whittlesey and District
- 110 Witham 1st
- 111 Witham 3rd
- 112 Witham 4th
- 113 Woodwalton

**BLUNTISHAM INTERNAL DRAINAGE BOARD**

**Risk Management Strategy**

**Risk Management Policy**

**Risk Register**

**April 2020**

## **Contents**

1. Purpose, Aims & Objectives
2. Accountabilities, Roles & Reporting Lines
3. Skills & Expertise
4. Embedding Risk Management
5. Risk and the Decision Making Processes
6. Risk Evaluation
7. Risk Control
8. Supporting Innovation & Improvement

## **Appendices**

- A – Risk Management Strategy Statement
- B – Risk Management Policy Document

# **BLUNTISHAM INTERNAL DRAINAGE BOARD** **(the Board)**

## Risk Management Strategy

### **1. Purpose, Aims and Objectives**

1.1 The purpose of the Board's Corporate Risk Management Strategy is to effectively manage potential opportunities and threats to the Board achieving their objectives. See attached Corporate Risk Management Policy Statement, Appendix A.

1.2 The Board's Corporate Risk Management Strategy has the following aims and objectives:

- Integration of Risk Management into the culture of the Board
- Raising awareness of the need for Risk Management by all those connected with the delivery of services (including partners)
- Enabling the Board to anticipate and respond to changing social, environmental and legislative conditions
- Minimisation of injury, damage, loss and inconvenience to employees, Members, members of the public, service users, assets etc arising from or connected with the delivery of the Board's functions
- Introduction of a robust framework and procedures for identification, analysis, assessment and management of risk, and the reporting and recording of events, based on best practice
- Minimisation of the cost of risk

1.3 To achieve these aims and objectives, the following strategy is proposed:

- Establish clear accountabilities, roles and reporting lines for all employees
- Acquire and develop the necessary skills and expertise
- Provide for risk assessment in all decision making processes
- Develop a resource allocation framework to allocate resources for risk management
- Develop procedures and guidelines
- Develop arrangements to measure performance of Risk Management activities against the aims and objectives
- To make all partners and service providers aware of the Board's expectations on risk, both generally and where necessary in particular areas of operation

1.4 The Board have noted and taken account of the Audit Commission definition of Risk:

- 'Risk is the threat that an event or action will adversely affect the organisation's ability to achieve its objectives and to successfully execute its strategies'.

### **2. Accountabilities, Roles and Reporting Lines**

2.1 A framework has been implemented that has addressed the following issues:

- The different types of risk – Strategic and Operational
- Where it should be managed
- Corporate, Departmental and Risk Management Unit roles and accountabilities
- The need to drive the policy throughout the Board
- Prompt reporting of accidents, losses, changes etc

- 2.2 In many cases, risk management follows existing service management arrangements.
- 2.3 Strategic risk is best managed by the Board.
- 2.4 The Clerk will be responsible for the overall risk management strategy, and will report directly to the Board.
- 2.5 The Chairman will be responsible for the overall Health and Safety policy and will report to the Board.
- 2.6 It is envisaged that the development of a risk management strategy will encourage ownership of risk and will allow for easier monitoring and reporting on remedial actions/controls.

### **3. Skills and Expertise**

- 3.1 Having established roles and responsibilities for risk management, the Board must ensure that they have the skills and expertise necessary. They will achieve this by providing appropriate training for employees and contractors and where appropriate providing awareness courses that address the individual needs of both the manual workforce and office staff.
- 3.2 Training will include focusing on best practice in risk management and on specific risks in areas such as the following:
- Partnership working
  - Project management
  - Operation of vehicles and equipment
  - Manual labour tasks eg Health and Safety issues

### **4. Embedding Risk Management**

Risk management is an important part of the service planning process. This will enable both strategic and operational risk, as well as the accumulation of risks from a number of areas to be properly considered. Over time the Board aim to be able to demonstrate that there is a fully embedded process.

This strategy and the information contained within the appendices provide a framework to be used by all employees and Members in the implementation of risk management as an integral part of good management.

## **5. Risks and the Decision Making Process**

- 5.1 Risk needs to be addressed at the point at which decisions are being taken. Where Members and Officers are asked to make decisions they should be advised of the risks associated with recommendations being made. The training described in the preceding section will enable this to happen.
- 5.2 The Board will need to demonstrate that they took reasonable steps to consider the risks involved in a decision.
- 5.3 A template has been developed for use with all significant decision reports.
- 5.4 There needs to be a balance struck between efficiency of the decision making process and the need to address risk. Risk assessment is seen to be particularly valuable in options appraisal.
- 5.5 This process does not guarantee that decisions will always be right but it will demonstrate that the risks have been considered and the evidence will support this.

## **6. Risk Evaluation**

- 6.1 Managers have been made aware that there are a number of tools that can be used to help identify potential risks:
  - Workshops
  - Scenario planning
  - Analysing past claims and other losses
  - Analysing past corporate incidents/failures
  - Health & safety inspections
  - Induction training
  - Performance Review & Development interviews
  - Feedback
- 6.2 Having identified areas of potential risk, they must be analysed by:
  - An assessment of impact
  - An assessment of likelihood

This is to be done by recording the results using the risk matrix below:



## RISK ASSESSMENT MATRIX

Likelihood of occurrence ↑  ↓	<b>HIGH</b>	<b>Low Impact High Likelihood 4</b>	<b>Medium Impact High Likelihood 5</b>	<b>High Impact High Likelihood 6</b>
	<b>MEDIUM</b>	<b>Low Impact Medium Likelihood 3</b>	<b>Medium Impact Medium Likelihood 4</b>	<b>High Impact Medium Likelihood 5</b>
	<b>LOW</b>	<b>Low Impact Low Likelihood 2</b>	<b>Medium Impact Low Likelihood 3</b>	<b>High Impact Low Likelihood 4</b>
		<b>LOW</b>	<b>MEDIUM</b>	<b>HIGH</b>
		← <b>Impact on the Business</b> →		

The high, medium and low categories for impact and likelihood are defined as follows: However, certain activities will, of necessity, cross categories.

### IMPACT

- *High* – will have a catastrophic effect on the operation/service delivery. May result in major financial loss (over £100,000). Major service disruption (+ 5 days) or impact on the public. Death of an individual or several people. Complete failure of project or extreme delay (over 2 months). Many individual personal details compromised/revealed. Adverse publicity in national press.
- *Medium* – will have a noticeable effect on the operation/service delivery. May result in significant financial loss (over £25,000). Will cause a degree of disruption (2-5 days) or impact on the public. Severe injury to an individual or several people. Adverse effect on project/significant slippage. Some individual personal details compromised/revealed. Adverse publicity in local press.
- *Low* – where the consequences will not be severe and any associated losses and/or financial implications will be low (up to £10,000). Negligible effect on service delivery (1 day). Minor injury or discomfort to an individual or several people. Isolated individual personal details compromised/revealed. NB A number of low incidents may have a significant cumulative effect and require attention.

### LIKELIHOOD

- *High* – very likely to happen. (*matrix score 3*)
- *Medium* – likely to happen infrequently and difficult to predict. (*matrix score 2*)
- *Low* – most unlikely to happen. (*matrix score 1*)

## 7. Risk Control

7.1 Using the risk matrix produces a risk rating score that will enable risks to be prioritised using one or more of the “three T’s”

- **Treat – score 2-3 – accept the risk but take cost effective in-house actions to reduce the risk**
- **Transfer – score 4-5 – let someone else take the risk (eg by insurance or passing responsibility for the risk to a contractor)**
- **Terminate – score 6 – agree that the risk is too high and do not proceed with the project or activity**

NB – Insurance cover may be taken out for a risk falling within levels 2-3 when appropriate to do so.

7.2 Risk assessment and risk matrices provide a powerful and easy to use tool for the identification, assessment and control of business risk. They enable managers to consider the whole range of categories of risk affecting a business activity. The technique can assist in the prioritisation of risks and decisions on allocation of resources. Decisions can then be made concerning the adequacy of existing control measures and the need for further action. It can be directed at the business activity as a whole or on individual departments/sections/functions or indeed projects.

## 8. Supporting Innovation and Improvement

8.1 Risk Management will be incorporated into the business planning process with a risk assessment of all business aims being undertaken as part of the annual Estimates process.

8.2 The internal auditor will have a role in reviewing the effectiveness of control measures that have been put in place to ensure that risk management measures are working.

## **RISK MANAGEMENT STRATEGY STATEMENT**

Risk is a feature of all businesses. Some risks will always exist and can never be eliminated: they therefore need to be appropriately managed.

The Board recognise that they have a responsibility to manage hazards and risks and support a structured and focused approach to managing them by approval at appropriate intervals of a Risk Management Strategy.

In this way the Board will improve their ability to achieve their strategic objectives and enhance the value of services they provide to the community.

### **The Boards' Risk Management objectives are to:**

- Embed risk management into their culture and operations
- Adopt a systematic approach to risk management as an integral part of service planning and performance management
- Manage risk in accordance with best practice
- Anticipate and respond to changing social, environmental and legislative requirements
- Ensure all employees have clear responsibility for both the risk and the tools to effectively reduce/control it

### **These objectives will be achieved by:**

- Establishing clear roles, responsibilities and reporting lines within the organisation for risk management
- Incorporating risk management in decision making and operational management processes
- Reinforcing the importance of effective risk management through training
- Incorporating risk management considerations into Service/Business Planning, Project Management, Partnerships & Procurement Processes
- Monitoring risk management arrangements on a regular basis

### **The benefits of Risk Management include:**

- A safer environment for all
- Improved public relations and reputation
- Improved efficiency
- Protecting employees and others from harm
- A reduction in probability/size of uninsured or uninsurable losses
- Competitive Insurance Premiums (as insurers recognise the Board as being a “low risk”)
- Maximising the efficient use of available resources

**RISK MANAGEMENT POLICY DOCUMENT**

In all types of undertaking, there is the potential for events and consequences that may, either be opportunities to benefit or a cause of difficulty or harm. The Boards' operations are no different and risk management is increasingly recognised as being central to their strategic management. It is a process whereby the risks are methodically addressed. The focus of good risk management is to identify what can go wrong and take steps to avoid this or successfully manage the consequences.

Risk management is not just about financial management; it is about achieving objectives to deliver high quality public services. The failure to manage risks effectively can be expensive in terms of litigation and reputation, the ability to achieve desired targets, and, eventually, the rate and special levy bills.

The Board need to keep under review and, if need be, strengthen their own corporate governance arrangements, thereby improving their stewardship of public funds and providing positive and continuing assurance to rate and special levy payers.

Risk is already examined as part of the day to day activities but there is now a need to look at, adapt, improve where necessary and document existing processes.

The importance of looking afresh at risk comes in the wake of a more demanding society, bold initiatives and a greater propensity to challenge and litigate when things go wrong. It also arises because of the Defra IDB Review. The Board currently face pressures that potentially give rise to a range of new and complex risks and which suggest that risk management is more important now than at any other time.

Members are ultimately responsible for risk management because risks threaten the achievement of policy objectives. Members therefore should, at appropriate intervals:

- take steps to identify and update key risks;
- evaluate the potential consequences if an event identified as a risk takes place; and
- decide upon appropriate measures to avoid, reduce or control the risk or its consequences.

This Risk Management Policy document is designed to be a living document which will be continually updated when new risks are identified or when existing risks change.

The assessment of potential impact will be classified as high, medium or low. At the same time it will assess how likely a risk is to occur and this will enable the Boards to decide which risks they should pay most attention to when considering what measures to take to manage the risks.

After identifying and evaluating risks the responsible officer will need to decide upon appropriate measures to take in order to avoid, reduce or control the risks or their consequences.

## Risk Register

<b>Risk Identified</b>	<b>Risk Level</b>	<b>Treat</b>	<b>Transfer</b>	<b>Terminate</b>	<b>Details of how risk will be managed</b>	<b>Review Date</b>	<b>Officer</b>
Loss of cash through theft or dishonesty (fidelity guarantee)	2		Y		Insure and Fraud Prevention Policy	April annually	Clerk
Computer Programming services & Telemetry Installations	2	Y			Through the Middle Level Commissioners	April annually	
Banking arrangements, including borrowing or lending	3	Y			Within the authority given by the Board	April annually	Clerk
Keeping proper financial records in accordance with statutory requirements	3	Y			Internal Auditor employed & External Audit required.	Continuous	Clerk
Complying with restrictions on borrowing	2	Y			Monitored by Clerk and Internal Auditor	Continuous	Clerk
Proper, timely and accurate, reporting of the Board's business in the minutes	2	Y			Managed by Clerk	Meetings	Clerk
Regular review of policies	2	Y			Clerk to produce schedule	Every 5 years unless more frequent review required	Clerk
Protection of buildings (loss or damage)	3-4	Y	Y		Regular recorded asset inspections, buildings and assets insured	April annually	Engineer
Protection of plant and equipment (loss or damage)	3-4	Y	Y		Regular inspections, insurance	Ongoing	Engineer
Ensuring all business activities are within legal powers applicable to the Board	2-4	Y	Y		Clerk's advice taken in conjunction with specialist advice where appropriate	Ongoing	Clerk
Ensuring that all requirements are met under employment law and HM Revenue & Customs regulations	2-4	Y	Y		Clerk to manage seeking advice where necessary. AP Partnership Employment Law advice taken	Ongoing	Clerk

<b>Risk Identified</b>	<b>Risk Level</b>	<b>Treat</b>	<b>Transfer</b>	<b>Terminate</b>	<b>Details of how risk will be managed</b>	<b>Review Date</b>	<b>Officer</b>
Ensuring the adequacy of the annual rates and levies within sound budgeting arrangements	3	Y			Annual Estimates recommended to the Board by Clerk. Board approve at rate setting meetings; following regular monitoring at Board Meetings	At meetings	Clerk
Meeting the laid down timetables when responding to consultation invitations	2	Y			Clerk	Annually	Clerk
Responding to those wishing to exercise their rights of inspection	2	Y			Notices posted in accordance with Legislation	Annually	Clerk
Register of Members' Interests and Gifts and Hospitality in place	2-3	Y			Maintained by Clerk	Annually	Clerk
The Risk of damage to third party property or individuals as a consequence of the Board providing services (public liability)	3-4	Y	Y		Risk Assessments and insurance	Annually	Clerk
Critical incident loss of data	3-4	Y	Y		Back up computer facility	Ongoing	Clerk
Corporate Manslaughter Legislation for employees	4-5	Y	Y		Seek specialist advice/employ NEBOSH qualified Engineers	Ongoing	Clerk
Maintenance of watercourses and pumping stations	3-4	Y	Y		Routine operations	Consider at AGM	Board
Vehicle or equipment lease or hire	2	Y	Y		Insure	Annually	Board
Damage to wildlife and subsequent prosecution	4	Y			Environmental Officer employed	Annually	Conservation Officer
Complying with Health and Safety Law	4	Y	Y		Clerk. Croner employed as Consultant	Ongoing	Clerk
Regular budget monitoring	3	Y				Ongoing	Clerk

<b>Risk Identified</b>	<b>Risk Level</b>	<b>Treat</b>	<b>Transfer</b>	<b>Terminate</b>	<b>Details of how risk will be managed</b>	<b>Review Date</b>	<b>Officer</b>
Flood inundation by actions of others ie failure of raised embankments	4	Y			Environment Agency in conjunction with Engineer/Board	Annually	Engineer
Legal liability as a consequence of asset ownership (public liability)	4	Y	Y		Insure	Annually	Clerk
Legal liability as an employer (employers' liability)	4	Y	Y		Insure	Annually	Clerk
Legal liability as the owner of motor vehicles (motor insurance)	5		Y		Insure	Annually	Clerk
Mechanical & Engineering Asset Inspections	4	Y	Y		Annual inspection by insurance provider. Regular in house inspections	Ongoing	Engineer

**BLUNTISHAM IDB**  
**INSURED VALUE OF FIXED ASSETS**

**PUMPING STATION**

As At  
31st March 2020

BARLEY CROFT PUMPING STATION	470,000.00
	<hr/>
	470,000.00
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## BLUNTISHAM INTERNAL DRAINAGE BOARD

Payments 2019/2020 (1st April 2019 – 30<sup>th</sup> November 2019)

<u>DATE</u>	<u>DETAIL</u>	<u>NET</u>	<u>VAT</u>	<u>GROSS</u>
04/04/2019	Middle Level Commissioners - Fees (Production of Board report, planning and development applications)	82.75	16.55	99.30
31/05/2019	Environment Agency - Precept	925.13	0.00	925.13
10/06/2019	Middle Level Commissioners - Electrical inspection (Account from CMS)	120.00	24.00	144.00
03/07/2019	Middle Level Commissioners - Pumping station maintenance	140.80	28.16	168.96
20/08/2019	Lattenbury Services Limited - To supply and install stairs (Health & safety requirements)	2,860.00	572.00	3,432.00
28/08/2019	PKF Littlejohns LLP - Audit fee (2018/2019 accounts)	200.00	40.00	240.00
10/09/2019	Middle Level Commissioners - Contribution to Eel Research 2018	41.67	8.33	50.00
18/09/2019	Middle Level Commissioners - Fees (Production of Board report, planning and development applications)	259.25	51.85	311.10
18/09/2019	Middle Level Commissioners - Contribution (Environmental Officer)	347.50	0.00	347.50
18/09/2019	Middle Level Commissioners - Administration charge, postages and telephone charges	2,245.26	449.05	2,694.31
18/09/2019	Middle Level Commissioners - Internal audit fees (Whiting & Partners, 2018-2019 accounts)	435.00	87.00	522.00
26/09/2019	Middle Level Commissioners - Renewal of insurances	365.36	0.00	365.36
16/10/2019	Middle Level Commissioners - Pumping station maintenance	140.80	28.16	168.96
16/10/2019	Middle Level Commissioners - Provision of Health & Safety services - COPE Safety Management Limited	133.33	26.67	160.00
31/10/2019	D & M K Green & Sons - Pumping station duties (1st January 2018 to 31st December 2018)	1,100.00	220.00	1,320.00
13/11/2019	Environment Agency - Precept	925.13	0.00	925.13
26/11/2019	Middle Level Commissioners - Fees (Planning and development applications)	193.25	38.65	231.90
		<b>10,515.23</b>	<b>1,590.42</b>	<b>12,105.65</b>

**BLUNTISHAM INTERNAL DRAINAGE BOARD**  
**BUDGET 2020/2021**

	<u>Approved budget</u> <u>2019/2020</u> £	<u>Probable Actual</u> <u>2019/2020</u> £	<u>Estimated</u> <u>2020/2021</u> £	<u>Remarks</u>	
1 Channel Maintenance	5,000	5,000 <sup>A</sup>	5,000 <sup>B</sup>	A - Includes provision for: Maintenance works 2019/20	4,000
2 Pumping Station				B - Includes provision for works required - Chairman to report	4,000
Repairs and Renewals	4,100 <sup>C</sup>	4,100 <sup>D</sup>	1,600		
Electricity	2,300	2,300	2,300		
Labour	1,500	1,100	1,500		
3 Administration				C - Includes provision for H&S works	3,000
Insurances	500	400	500	D - Includes H&S works	2,860
Administration	7,250	7,250	7,400		
4 EA Precept	1,850	1,850	1,897	E - Assumes for highland water to be paid as per calculations	
	22,500	22,000	20,197	F - Does not include provision for possible: - weedscreen cleaning improvements - write-back of prior period provisions	
LESS Deposit Accounts interest, etc	978	979	1,026 <sup>E</sup>		
Use of balances - D/W raised for 18/19	4,000	2,860			
	17,522	18,161	19,171 <sup>F</sup>		

11.94p raised -  
Last years rate set £17,839

18,522

Rate required 12.300 p

Bluntisham Internal Drainage Board

Rate and levy requirements 2020/2021

Under Section 37 of the Land Drainage Act 1991, the appropriate proportions in which the net expenditure of the Board must be borne for 2020//2021 are:-

- a) Proportion to be borne by the Agricultural Sector – 39.91%
- b) Proportion to be borne by Special levy issued to Huntingdonshire District Council - 60.09%

The product of a rate of 1p in the £ on Agricultural land and buildings is £622

In 2020/2021 a rate of 1p together with corresponding Special levy would raise £1,559.

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Estimated revenue cash balance in hand at 31<sup>st</sup> March 2020 without transferring any balance to the pumping plant replacement fund is - £36,100

Estimated balance in the Boards Asset Replacement Fund at 31<sup>st</sup> March 2020 without transferring any balance from the general fund is £34,100.

The estimated net expenditure of £19,171 in 2020/2021, which does not include provision for weedscreen cleaning improvements is equivalent to:-

- a) a rate in the £ on Agricultural land and buildings of 12.30p and
- b) a Special levy on Huntingdonshire District Council of £11,520.

In 2019/2020 a rate of 11.94p in the £ was set together with a Special levy of £11,068 on Huntingdonshire District Council to raise £18,522 towards estimated expenditure of £18,522.

The estimated expenditure for 2020/2021 does not include provision for the cost of future pumping plant replacement.

D C THOMAS

Clerk to the Board

December 2019

## NOTES