

RAMSEY UPWOOD AND GREAT RAVELEY INTERNAL DRAINAGE BOARD

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5 May 2020

Mr Chairman and Gentlemen

Meeting of the Board
14th May 2020

I enclose the Agenda for the Meeting of the Board to be hosted at the Middle Level Offices, March on Thursday the 14th May 2020 at 2.00pm.

PLEASE NOTE THAT THIS AGENDA INCLUDES CONFIDENTIAL PAPERS. APART FROM THE COPY RETAINED WITH THE CONFIDENTIAL MINUTES THEY WILL BE DESTROYED FOLLOWING THE MEETING AND MEMBERS ARE REMINDED THAT THEY MUST NOT BE DISCUSSED WITH ANYONE OTHER THAN A BOARD MEMBER.

AFTER THE MEETING PLEASE DESTROY YOUR COPY OF THE PAPERS OR RETURN THEM TO THE OFFICE TO BE DESTROYED.

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 Ramsey Upwood and Great Raveley Internal Drainage Board

A G E N D A

1. Apologies for absence

2. Standing Orders

To allow the Board to modify the manner in which they hold meetings (for a temporary period) whilst special arrangements are in place to deal with COVID19 Defra have agreed to the adoption of modified standing orders. (Copy pages 9-14) show an adapted set of the new model orders, as supplied by ADA, which includes two extra clauses at the end of them which allow a change to the way in which meetings are held to allow remote attendance etc.

The Boards approval to these revised Standing Orders are sought.

3. Declarations of Interest

Members to declare any interests relating to the agenda.

4. Confirmation of Minutes

To confirm the Minutes of the Meeting of the Board held on the 9th January 2020.

(Copy pages 15-27)

5. Matters arising from the Minutes

6. Appointment of Clerk

To appoint the Clerk to the Board for the ensuing year.
(Present Clerk – Middle Level Commissioners)

7. Clerk's fee

To consider the fee of the Clerk.

8. Appointment of District Officer

To appoint the District Officer.
(Present Officer – L Butler Esq)

9. Election of Board Members

The Clerk will report that the term of office of the Members of the Board will expire on the 31st October 2020 and will submit the proposed register of electors which is applicable to the 2020 election.

10. Vacancy in Membership

To consider the filling of the vacancy in the membership of the Board.

11. Damage to Bank Close to Point 54

Further to minute B.1178, the Clerk to report.

12. Use of Drovers Claimed by the Board

Further to minute B.1179, the Chairman to report.

13. Drain Adjacent to Tesco's at Point 28

Further to minute B.1181, the Clerk to report.

14. Cadent Gas

Further to minute B.1182, the Clerk to report.

15. Unconsented Fence – Point 76

Further to minute B.1183, the Chairman to report.

16. Development at Ramsey Business Park, St Mary's Road, Ramsey (MLC Ref Nos. MLC 225, 278, 354, 357 & 359)

Further to minute B.1186, the Clerk to report.

17. Contravention of Byelaws – Grasmere, Chapel Road, Ramsey Heights

Further to minute B.1991, the Clerk to report.

18. Mrs Johns

Further to minute B.1200, the Clerk to report.

19. Clerk's Report

The Clerk advises:-

i) COVID-19 Actions

That following the instructions given by government on 23rd March the following list of actions have been taken (this list is not exhaustive);

- Arrangements were made for all MLC staff to have the facility to work from home. This included access to email, and in most cases full remote access to work computers. This was implemented and fully operational by Wednesday 25th March.
- MLC operatives continue to attend work but in a more restricted manor following NHS guidelines.
- A skeleton rota to ensure that the office phones are manned has been put in place, post is received and processed and letters sent out where necessary.
- Other temporary arrangements have been implemented to help support the continued operation of the office whilst the COVID-19 government restrictions remain in place, this includes allowing more flexible hours of work, allowing access to the office as and when required to collect or deposit papers making arrangements for the post to be collected and delivered to a safe location outside the office.
- A licence to run video conferencing meeting was obtained and arrangements made to hold meetings by telephone and/or video. Chairmen were contacted at each stage as government advice emerged.
- A policy statement was issued via the MLC website stating the actions the MLC were taking.
- Consultation with ADA on more or less a daily basis were undertaken in the first few weeks encouraging them to take proactive action. Of value to us (and as called for) ADA have been able to secure IDBs 'Key Worker' status and have obtained approval from Defra to move to web/telephone conference meetings.

ii) Middle Level Commissioners and Administered Boards Chairs Meeting

That a fifth Chair's Meeting was held on the 10th March 2020.

Topics discussed included health and safety, effective communications with the public, the move to electronic agendas, consideration of the level of planning information included in reports, planning fees and the work of WRE.

Planning and Consenting

One of the agreed actions from the last Chair's meeting was that each Board be asked to consider the degree of delegation and reporting they require on planning and consenting matters. This was in response to several queries over the extent of detail being reported on such matters and the delays in issuing responses due to the number of people being consulted. I have outlined several possible options below to assist the Board but of course there are many other permutations and it is for the Board to decide which suits its interests best.

- a) Remain with the current arrangements.

b) Continue to delegate all commenting on consent applications and relevant planning matters to the chairman and in his absence (or where he has an interest) to the Vice Chair. The Chair to have the power to decide if a matter should be raised at the board meeting for its consideration where legal timeframes permit this. All matters however to be reported generally more briefly within the Board report, ie number of applications responded to and number of consents issued or refused.

c) As above but leaving the Clerk with the power to determine the appropriate responses to consent applications and planning matters without reference to the Chair or Vice Chair.

The Board's instruction is sought.

iii) Association of Drainage Authorities

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 3rd March 2020.

The meeting format was as per the 2019 Conference with a workshop in the morning and the Conference in the afternoon. Topics covered were control of invasive species, water resources, planning and effective communications with the wider public.

That the date of the next meeting is Tuesday the 2nd March 2021.

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

Further to minute B.1185(v), the Clerk will report that the general feeling of the Boards so far was that they recognised there could be problems with Boards and the need to amalgamate possibly ten years down the road but most seemed to be happy to continue with their current arrangements. However, this should remain under review and where appropriate amalgamations between Boards supported.

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

To consider the Report of the Consulting Engineers.

(Copy page 28-35)

21. Capital Improvement Programme

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

(Copy page 36)

22. District Officer's Report

To consider the Report of the District Officer.

(Copy page 37)

23. Conservation Officer's BAP Report

To consider the most recent BAP Report.

(Copy pages 38-49)

24. District Officer's Fee

To give consideration to the District Officer's fee for 2020/2021.

25. 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.

26. Environment Agency – Precept

The Clerk will report that the precept for the financial year 2020/2021 has been fixed at £5,229.00 representing a rate (including special levies) of 1.62p.

The precept for 2019/2020 was £5,100.98.

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

- a) The Clerk will report that following his submission of claims for contributions the gross sum of £6,037.47 (inclusive of supervision) has been received from the Environment Agency (£8,140.42 representing 80% of the Commissioners' estimated expenditure for the financial year 2019/2020 less £2,102.95 overpaid in respect of the financial year 2018/19).

28. Determination of annual value for rating purposes

The Clerk will submit the recommendation for the determination of annual value for rating purposes.

(See Confidential Papers)

29. Health and Safety

(a) Further to minute B.1195, the Chairman will report and will refer to the report received from Cope Safety Management following their visit to the District on the 3rd March 2020.

(Copy pages 50-54)

The Clerk will remind the Board that it is responsible for ensuring it is compliant with all Health and Safety legislation and is/are adequately insured. In view of this, all points for action raised by its' Health and Safety consultant must be implemented so as to avoid the Board's insurance policy from becoming invalid.

b) The Clerk will refer to the ADA Internal Drainage Boards' Health, Safety & Welfare Survey 2018.

(Copy pages 55-60)

30. Review of Internal Controls

To consider the system of Internal Controls.

31. Risk Management Assessment

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

(Copy page 61-72)

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

(Copy page 73)

32. 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.

33. Annual Governance Statement – 2019/2020

To review and complete the Annual Governance Statement.

(Copy page 74)

34. Payments 2019/2020

The Clerk to report on payments made during the financial year 2019/2020.

(Schedule page 75)

35. Annual Accounts of the Board - 2019/2020

To consider the Annual Accounts and bank reconciliation for the year ended on the 31st March 2020 and the completion of Section 2 of the Annual Return as required in the Audit Regulations.

(Copy pages 76-80)

36. 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 81-82)

37. Dates of next Meetings

To agree the dates for Meetings of the Board in 2021.

38. Any other business