

**CONINGTON AND HOLME INTERNAL DRAINAGE BOARD**

Telephone: DD (01354) 602003  
Fax: (01354) 659619  
E-mail: enquiries@middlelevel.gov.uk  
www.middlelevel.gov.uk

Middle Level Offices  
85 Whittlesey Road  
MARCH  
Cambs  
PE15 0AH

28 May 2020

Mr Chairman, lady and gentlemen

**Meeting of the Board**  
**9<sup>th</sup> June 2020**

I enclose the Agenda for the Meeting of the Board to be hosted at the Middle Level Offices at 10.00 am on Tuesday the 9<sup>th</sup> June 2020.

**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 Conington and Holme Internal Drainage Board**

## AGENDA

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 13-18) 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 Board's 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 11<sup>th</sup> June 2019.

(Copy pages 19-32)

5. Matters arising from the Minutes

6. Appointment of Chairman

To appoint the Chairman of the Board  
(Present Chairman – J Racey Esq)

7. Election of Board Members

The Clerk will report that as the number of candidates for membership did not exceed the number of persons to be elected (eight), the following candidates were elected as Members of the Board for a period of three years from 1<sup>st</sup> November 2019, viz:-

BLISS, Gregory Peter  
DAVIES, Peter John  
ELMORE, David Ralph  
ELMORE, Ralph

GLANVILLE, Ms Amelia  
RACEY, John  
SIMPSON, Toby  
WEST, Timothy R

The Clerk will also report that:-

- a) Further to minute B.983(b), Mr Paul Davies decided not to stand for re-election and MrToby Simpson was nominated as his replacement.

Mr Davies had been a member of the Board since 18<sup>th</sup> June 2002 and had been Chairman from June 2009 until June 2017. A letter of thanks, on behalf of the Board, was sent in October 2019.

- b) Ms Amelia Glanville has replaced Dirk Dudman as Savills' representative.

8. Water Transfer Licencing

Further to minute B.945, the Clerk will report that the relevant licences have been applied for for the MLC and associated Boards. These are in the process of being validated and following this the EA have 3 further years to determine them. It is worth noting that the EA have confirmed that only MLC system to IDB transfers do not require a separate licence.

9. Great Fen Project

Further to minute B.986, the Clerk to report.

10. East Coast Main Line Level Crossing Closure Programme

Further to minute B.987, the Clerk to report.

11. BT Poles to Conington Peterborough – Points 22-24

Further to minute B.988, the Clerk to report.

12. Catchwater Drain, upstream of Cooks Lane

Further to minute B.992, the Clerk to report.

13. Inspection - Conington Pumping Station

Further to minute B.994(ii) the Chairman to report.

14. Clerk's Report

The Clerk advises:-

i) COVID-19 Actions

That following the instructions given by government on 23<sup>rd</sup> 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 25<sup>th</sup> 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 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 33-36)

**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.

That a fifth Chair’s Meeting was held on the 10<sup>th</sup> 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) Application for byelaw consent

That the following application for consent to undertake works in and around watercourses has been approved and granted since the last general meeting of the Board:-

| <u>Applicant</u> | <u>Details</u>  | <u>Date Granted</u> |
|------------------|---|---------------------|
| Network Rail     | Repairs and improvements to culvert under the London-Peterborough railway line – Crease Road, Conington | 20th June 2019      |

iv) 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 was held on Tuesday the 3<sup>rd</sup> 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 2<sup>nd</sup> March 2021.

d) Further Research on Eels

Further to minute B.920(d), 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) Emergency Financial Assistance for Internal Drainage Boards

That 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 37-38) 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.

v) 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 39-40). 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.**

vi) Water Resources East (WRE)

That 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.

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

That 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 general feeling of the Boards so far was that they recognised there could be problems with Boards and the need to amalgamate possibly 10 years down the road but most seemed happy to continue with their current arrangements. However, this should remain under review and where appropriate amalgamations between Boards supported.

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

To consider the Report of the Consulting Engineers.

(Copy pages 41-53)

16. Capital Improvement Programme and Loan Funding

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

(Copy pages 54-58)

17. Conservation Officer's Newsletter and BAP Report

The Clerk to refer to the Conservation Officer's newsletter, previously circulated to members, and to consider the most recent BAP Report.

(Copy pages 59-70)

18. Report on maintenance work in the District

a) Gravity Area

To consider maintenance requirements for 2020/2021.

b) Pumped Area

To consider maintenance requirements for 2020/2021.

c) To consider flail mowing requirements in 2020/2021.

19. 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.

20. Environment Agency – Precept

The Clerk will report that the precept for the financial year 2020/2021 has been fixed at £2,100.00 representing a rate (including special levies) of 1.22p.

The precept for 2019/2020 was £2,049.02.

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

The Clerk will report that following his submission of claims for contributions the gross sum of £1,111.08 (inclusive of supervision) has been received from the Environment Agency (£1,221.39 representing 80% of the Board's estimated expenditure for the financial year 2019/20 less £110.31 overpaid in respect of the financial year 2018/19).

22. 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.

23. Contribution from Developer

With reference to minute B.180, the Clerk will report that a contribution towards the cost of dealing with the increased flow or volume of surface water run-off and treated effluent volume has been received.

(See Confidential Papers)

24. Health and Safety

a) Further to minute B.959, in light of the appointment of Cope Safety Management, it is considered important that the Board reconsider the appointment of a Health and Safety member or officer who will report at board meetings on any matters relating to health and safety.

Should the Board fail to nominate such a person then the default position will be to expect the Chairman to report on such matters.

b) Further to minute B.1002, the Chairman will report and will refer to the report received from Cope Safety Management following their visit to the District on the 8<sup>th</sup> November 2019. The second follow up visit has yet to be arranged.

(Copy pages 71-76)

The Clerk will remind the Board that it is responsible for ensuring it is compliant with all Health and Safety legislation and is 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.

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

(Copy pages 77-82)

25. 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 83-88)

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

(Copy pages 89-95)

26. 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 96-119)

27. Budgeting

The Clerk to refer to the budget update reviewed by the Chairman, with comparison to year end out-turn added, and any actions taken.

(Copy pages 120-121)

28. Review of Internal Controls

To consider the system of Internal Controls

29. Risk Management Assessment

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

(Copy pages 122-133)

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

(Copy page 134)

30. Transparency Code for Smaller Authorities

The Clerk to report.

31. 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.

32. Annual Governance Statement – 2019/2020

To review and complete the Annual Governance Statement.

(Copy page 135)

33. Payments 2019/2020

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

(Schedule pages 136-138)

34. Annual Accounts of the Board - 2019/2020

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

(Copy pages 139-143)

35. 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 144-147)

36. Date of next Meeting

37. Any other business

Rules made by the Conington and Holme Internal Drainage Board with the approval of the Secretary of State under paragraph 3(1) of the Second Schedule to the Land Drainage Act, 1991. The relevant statutory provisions governing the proceedings of an Internal Drainage Board are set out in the Annex to these Rules for reference purposes

### **Regulations as to Proceedings**

1. Meetings of the Board, for which 14 days notice will be given, will be open to the public and press who will on the invitation of the Chairman be able to speak at the meeting. The Board can name a resolution to exclude the public and/or press from a meeting or part thereof:-
  - a) The Board will hold an Annual General Meeting at which the election of Chairman and Vice Chairman will be made.
  - b) The Board will hold a meeting at which the drainage rate and special levies will be set to enable the latter to be served on the special levy council by no later than the 15<sup>th</sup> February in respect to the following financial year.
  - c) In the event of the need for an emergency meeting the notice will be waived.
2. For each meeting, other than for one arranged as an emergency meeting, members will receive an Agenda and any accompanying papers by post or other means despatched at least seven days before the meeting.
3. No business shall be transacted by the Board, other than that which appears on the Agenda, unless 75% of the members present agree to any such additional issue being discussed.
4.
  - a) A formal meeting of the Board cannot be conducted unless 5 members are present at the start of and during the meeting. If departures reduce the number below 5 then the Chairman will terminate the meeting at that point.
  - b) All resolutions and proposals will be decided by a majority of votes of the members present.
  - c) In the case of an equality of votes at any meeting, the Chairman for the time being of such meeting shall have a second or casting vote.
5. The Board shall meet at a venue to be determined from time to time with such venue being confirmed in the Agenda .
6. The Board shall, as soon as they conveniently can, appoint a Chairman and Vice-Chairman. The term of office of such Chairman and Vice-Chairman shall continue until the first meeting of the Board after the next election following his appointment.
7. If any vacancy occurs in the office of Chairman or Vice-Chairman, the Board shall as soon as they conveniently can after the occurrence of such vacancy, choose some one of their number to fill such vacancy.
8.
  - a) At any meeting of the Board the Chairman, if present, shall preside.

- b) If the Chairman is absent from a meeting of the Board, the Vice-Chairman, if present, shall preside.
  - c) If at any meeting of the Board both the Chairman and Vice-Chairman are not present at the time the members present shall choose some one of their number to be Chairman of such meeting.
9. The Board shall cause Minutes to be made of all meetings and recorded in an appropriate form:-
- a) of all appointments of Officers made by the Board
  - b) of the names of the members present at each meeting of the Board and Committees or Sub-Committees of the Board
  - c) of all orders made by the Board and Committees or Sub-Committees of the Board, and
  - d) of all resolutions and proceedings of meetings of the Board and of Committees or Sub-Committees of the Board.

The Board will approve, with or without amendment, the minutes of the preceding meeting and these will be duly signed by the Chairman together with any financial statements presented at that meeting.

10. All proceedings, resolutions and reports of every Committee or Sub-Committee intended to be laid before the Board shall be circulated among the members of the Board at least seven days before the meeting of the Board at which the same are to be submitted.

### **Committees or Sub-Committees**

11. The Board may appoint such Committees or Sub-Committees as they think fit but all acts of any Committee or Sub-Committee shall be subject to the approval of the Board unless the Board has delegated its powers to that Committee or Sub-Committee to deal with a specific issue.
12. A Committee or Sub-Committee may elect a Chairman of their meetings. If no such Chairman is elected, or if he is not present, the members present shall choose some one of their number to be Chairman of such meeting.
13. A Committee or Sub-Committee may meet and adjourn as they think proper. Proposals at any meeting shall be determined by a majority of votes of the members present, and shall be decided by a show of hands. In case of any equal division of votes the Chairman shall have a second or casting vote.
14. Regulations 9 and 10 shall apply to minutes of Committees and Sub-Committees.

**Standing Orders**  
**Order of Debate**

15. Every proposal or amendment, other than a proposal for the approval of a Committee or Sub-Committee, shall be proposed and seconded and shall, if required, be written out and handed to the Chairman who shall read it out before it is further discussed or put to the meeting.
16. The Chairman will invite members to speak on the subject under discussion.
17. Members must declare where they have an interest in a matter to be discussed, the Chairman then deciding what if any part the member can take in any ensuing discussion and whether the member can vote.
18. A proposal or amendment once made shall not be withdrawn without the consent of the Board.
19. Every amendment shall be relevant to the proposal to which it is applied.
20. Whenever an amendment upon an original resolution has been proposed and seconded, no second or subsequent amendment shall be moved until the first amendment shall have been dealt with, but notice of any number of amendments may be given.
21. If an amendment is rejected then other amendments may be proposed on the original resolution or proposal.
22. If an amendment is carried the proposal as amended shall take the place of the original proposal and shall become the question upon which any further amendment may be moved.
23. No proposal to rescind any resolution which has been passed within the preceding six months, nor any proposal to the same effect as any proposal which has been negatived within the preceding six months shall be in order unless: (a) notice thereof has been given and specified in the Agenda and (b) the notice bears, in addition to the name of the member who proposed the resolution, the names of two other members; and when such resolution or proposal has been disposed of by the Board, it shall not be competent for any member to propose a similar proposal within a further period of six months.
24. Order 23 shall not apply to proposals which are moved by the Chairman or other members of the Committee or Sub-Committee in pursuance of the report of the Committee.

**Common Seal**

25. The Common Seal of the Board shall be kept in some safe place. All deeds and other documents to which the Common Seal of the Board shall require to be affixed shall be sealed in pursuance of the Board, and in the presence of both the Chairman and the Clerk of the Board.
26. Copies of all sealed documents must be retained.

### **Suspension of Standing Orders**

27. Any one or more of the standing orders, in any case of urgency or upon resolution or proposal made on a notice duly given, may be suspended at any meeting, so far as regards any business at such meeting, provided that 75% of the members of the Board present and voting are in agreement.

### **Special Circumstances - Coronavirus**

28. In relation to any meeting held before 7th May 2021, “presence” at a meeting includes physical attendance and being present through remote attendance. “Remote attendance” means attending or participating in a meeting by electronic means, including by one or more of the following:

- i) telephone conference,
- ii) video conference,
- iii) live webcast,
- iv) live interactive streaming.

29. In relation to any meeting held before 7th May 2021, regulation 5 is suspended, and the Board shall instead provide members with relevant details to enable members to attend and participate in meetings, including remotely. The board shall provide confirmation of these details in the agenda. For these purposes, “details” includes one or more of the following:

- i) the venue,
- ii) the availability of a telephone conference facility and the manner of accessing such facility,
- iii) the availability of a video conference facility and the manner of accessing such facility,
- iv) the availability of a live webcast facility and the manner of accessing such facility,
- v) the availability of a live interactive streaming facility and the manner of accessing such facility.

**STATUTORY PROVISIONS REGARDING THE PROCEEDINGS OF AN INTERNAL DRAINAGE BOARD SET OUT IN PARAGRAPH 3 OF SCHEDULE 2 TO THE LAND DRAINAGE ACT, 1991.**

Proceedings of internal drainage board

- 3.-(1) An internal drainage board may, with the approval of the relevant Minister, make rules—
- (a) for regulating the proceedings of the board, including quorum, place of meetings and notices to be given of meetings;
  - (b) with respect to the appointment of a chairman and a vice-chairman;
  - (c) for enabling the board to constitute committees; and
  - (d) for authorising the delegation to committees of any of the powers of the board and for regulating the proceedings of committees, including quorum, place of meetings and notices to be given of meetings.
- (2) The first meeting of an internal drainage board shall be held on such day and at such time and place as may be fixed by the relevant Minister; and the relevant Minister shall cause notice of the meeting to be sent by post to each member of the board not less than fourteen days before the appointed day.
- (3) Any member of an internal drainage board who is interested in any company with which the board has, or proposes to make, any contract shall—
- (a) disclose to the board the fact and nature of his interest; and
  - (b) take no part in any deliberation or decision of the board relating to such contract;
- and such disclosure shall be forthwith recorded in the minutes of the board.
- (4) A minute of the proceedings of a meeting of an internal drainage board, or of a committee of such a board, purporting to be signed at that or the next ensuing meeting by a person describing himself as, or appearing to be, the chairman of the meeting to the proceedings of which the minute relates—
- (a) shall be evidence of the proceedings; and
  - (b) shall be received in evidence without further proof.
- (5) Until the contrary is proved—
- (a) every meeting in respect of the proceedings of which a minute has been so signed shall be deemed to have been duly convened and held;
  - (b) all the proceedings had at any such meeting shall be deemed to have been duly had; and

- (c) where the proceedings at any such meeting are the proceedings of a committee, the committee shall be deemed to have been duly constituted and to have had power to deal with the matters referred to in the minute.
- (6) The proceedings of an internal drainage board shall not be invalidated by any vacancy in the membership of the board or by any defect in the appointment or qualification of any member of the board.

The Common Seal of the  
Conington and Holme Internal Drainage Board  
was affixed in the presence of:-

Chairman

Clerk

Note: Items 28, 29 and 3(1-6) forming part of these standing orders were added on ZZZZZZZ.

## CONINGTON AND HOLME INTERNAL DRAINAGE BOARD

At a Meeting of the Conington and Holme Internal Drainage Board  
held at the Admiral Wells Inn, Holme on Tuesday the 11<sup>th</sup> June 2019

### PRESENT

J Racey Esq (Chairman)  
G P Bliss Esq  
P J Davies Esq

D Dudman Esq  
D R Elmore Esq  
R Elmore Esq

T R West Esq

Mr Robert Hill (representing the Clerk to the Board) was in attendance.

### Apologies for absence

Apologies for absence were received from T Alban Esq and P A Davies Esq.

### B.981 Declarations of Interest

Mr Hill 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.

### B.982 Confirmation of Minutes

### RESOLVED

That the Minutes of the Meeting of the Board held on the 12<sup>th</sup> June 2018 are recorded correctly and that they be confirmed and signed.

### B.983 Election of Board Members

- a) Mr Hill reported that the term of office of the Members of the Board would expire on the 31<sup>st</sup> October 2019 and submitted the proposed Register of Electors applicable to the 2019 election.

### RESOLVED

That the Register be approved.

- b) Board Membership

Mr Hill reported that there were 8 elected Members on the Board and currently there were no vacancies. The Chairman reported that Messrs Toby Simpson and James Davies had both expressed an interest in joining the Board. It was reported that it was unlikely that Mr P A Davies would stand for re-election.

B.984 Land Drainage Act 1991  
Huntingdonshire District Council

Mr Hill reported that Huntingdonshire District Council had re-appointed Councillor T D Alban to be a Member of the Board under the provisions of the Land Drainage Act 1991.

B.985 Glatton Brook

Further to minute B.942, Mr D Elmore reported that the contractor had taken the trees out last autumn and the watercourse was now clear, although it would need to be monitored. He confirmed that there had been no charge to the Board for the work as the contractor had kept the wood for himself.

B.986 Great Fen Project

Further to minute B.944, Mr Hill informed Members that he was unable to provide a report as he had not been advised following the Sawtry IDB meeting the previous week.

Mr Elmore reported that works on alternative farming trials were to take place looking at growing wetland crops.

B.987 East Coast Main Line Level Crossing Closure Programme

Further to minute B.946, Mr Hill referred to the matter as discussed at last year's meeting and apologised as he had been unable to find any record of a letter having been sent, as had been requested.

In response to the Chairman, Mr Hill confirmed that he would ensure a letter would be sent following the meeting.

RESOLVED

That the Clerk write to Network Rail requesting that the vegetation and drainage channel at their culvert at Point 12 be maintained, together with the cleaning of the weedscreen, on a regular basis, as the restricted access to this area is preventing the Board from fulfilling its obligations to keep the water flowing.

B.988 BT Poles to Conington Peterborough – Points 22-24

Further to minute B.947, Mr Hill referred to the matter as discussed at last year's meeting and apologised as he had been unable to find any record of a letter having been sent, as had been requested.

In response to the Chairman, Mr Hill confirmed that he would ensure a letter would be sent following the meeting.

RESOLVED

That, as a matter of urgency, the Clerk send a letter to BT requesting that the unused poles at points 22-24 be removed.

#### B.989 Updating IDB Byelaws

Further to minute B.956(e), the Board considered their updated Byelaws.

#### RESOLVED

That the updated Byelaws be adopted.

#### B.990 Policy Statement

Further to minute B.956(f), the Board reviewed and approved their Policy Statement which had been updated following the publication of the National Audit Office (NAO) report on IDBs in March 2017.

#### RESOLVED

That the revised Policy Statement be adopted.

#### B.991 Requirements for a Biosecurity Policy

Further to minute B.961, the Board considered their Biosecurity Policy.

#### RESOLVED

That the Biosecurity Policy be adopted.

#### B.992 Catchwater Drain, upstream of Cooks Lane

Further to minute B.980, Mr Hill reported that he had discussed the matter with the Middle Level Commissioners' Operations Engineer who would be looking at options to remedy the problems. Mr R Elmore reported that he had previously spoken with the excavator driver who had told him that his instructions had been to leave certain sections. Members raised concerns over the loss of the compliance strip.

#### RESOLVED

That the Middle Level Commissioners' Operations Engineer liaise with the Chairman concerning options in relation to bank stabilisation.

#### B.993 Clerk's Report

Mr Hill advised:-

##### i) Middle Level Commissioners and Administered Boards Chairs Meeting

That a second Chair's meeting was held on the 17<sup>th</sup> October 2018 and that discussions centred around meeting Health and Safety legislative requirements and the possible options for increased efficiency in delivery of IDB/DDC services. Outline detailed proposals on the latter are to be brought before the next Chair's meeting for consideration.

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 referred to the Chair's meeting where there were discussions concerning the repetition and duplication within the administered Boards and that consideration was given to one Board and advisory committees. Members discussed the possible liability for the advisory committees and if this could be covered by insurance as is currently the case for Board Members. Mr Bliss referred to the possible employment of staff for a new single Board and Mr R Elmore considered the proposals to be over-complicated.

Mr Hill referred to possible differential rating and in response to Mr West referred to possible ways in which individual Board's finances could be held within a new single Board. He also referred to the Board's financial position and how this might be affected by these proposed arrangements.

## RESOLVED

That the matter be looked into further and discussed at the next meeting of the Board.

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

That the 81<sup>st</sup> Annual Conference of the Association had been held at the ICE building in Westminster on Wednesday 14<sup>th</sup> November 2018 and had been well attended with the main speakers being Sue Hayman MP, Shadow Secretary for Environment Food and Rural Affairs, Robert Hössen crisis management expert from the Netherlands, John Curtin, Executive Director of Flood and Coastal Risk Management at the Environment Agency and David Cooper Deputy, Director for Flood and Coastal Erosion Management at Defra.

Sue Hayman Affairs spoke about her first-hand experience of flooding in Cumbria, the impact of flooding on mental health, building on flood plains and river management without environmental change and funding.

Robert Hössen gave a presentation on how incident management is organised and dealt with in the Netherlands.

John Curtin gave a presentation on the effects of climate change and referred to the government's discussions regarding the likelihood, impact and severity of climate change.

David Cooper referred to the 25 year environment plan and to various Government publications made in 2018, which can be viewed online.

That the Officers had been re-elected, subscriptions would be increasing by 2% for the following year and the Conference marked the launch of the Good Governance Guide for Internal Drainage Board Members.

That the Conference also marked the first presentation of the Chairman's award which were presented to Ian Russell from the Environment Agency for his work on Public Sector Co-operation Agreements and to Cliff Carson, former Environmental Officer of the Middle Level Commissioners and the Boards, for his work which was instrumental in changing views concerning conservation.

b) 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.

RESOLVED

That the Clerk be authorised to obtain a ticket for the Annual Conference of the Association for any Member who wishes to attend.

c) 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.

d) 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.

e) Workstreams

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

iii) External Bodies Conservation Initiatives

That there are two projects which may have an impact on the Board:-

a) The New Life on the Old West project being led by Cambs ACRE which aims to improve public understanding of the unique nature of biodiversity in the Fens and to deliver improvements on community green spaces and the ditch network. At the time of report the project has received a £100k grant to develop the project to the point at which a further £3/4 million grant bid will be made to support delivery.

b) The Cambridgeshire Fens Biosphere, Heritage Lottery have provided £10,000 of funding to research what would be necessary to bring Biosphere Reserve status to the Fens. This project is being led by the Wildlife Trust with support from Cambs ACRE. If successful, this would lead to a new UNESCO designation. This would be a non-statutory designation which records the unique nature of the area. Most recently, the project received £1m for field scale alternative farming trial works in the Great Fen area and to assist with the Biosphere bid.

iv) Catchment Strategy

That the EA, LLFA, IDBs and other partners are co-operating in a piece of work which is looking at the pressures on the catchment from a development and climate change perspective. The aim will be to develop proposals which will guide and inform discussion makers.

v) 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 maximized in stressed years.

The Vice Chairman reported that water intake into the Middle Level system was via one point at Stanground and current flows were very low and, in his opinion, unless there is reasonable rainfall there could be the possibility of shortages. He reported that part of the work of the group was to model the intake for Anglian Water which could hopefully lead to a better overall allocation for agricultural use.

vi) Anglia Farmers

Further to minute B.975, Mr Hill advised that the running of the remainder of the Anglia Farmers electricity contract had been monitored and was pleased to report that the service provided had improved.

In view of the significant increase in prices observed a utility specialist was approached and like for like prices at the time of tender, for a sample of meters, were requested in order that a comparison could be made with the prices obtained by Anglia Farmers. Although some savings may have been made, overall the prices obtained from Anglia Farmers were found to be generally competitive.

A verbal report was presented to the Middle Level Commissioners at their last Board meeting and, based on the results of the pricing comparison exercise and in view of the service provided by Anglia Farmers having improved, the Middle Level Commissioners resolved to remain with Anglia Farmers for a further contract period post 30<sup>th</sup> September 2019.

The Clerk had recommended that the Board also remain with Anglia Farmers. However, should the Board wish to choose to end their current contract, notice was required to be given by late January/early February 2019 following which they would then be responsible for negotiating their own separate electricity contract thereafter.

Mr Hill reported that the Chairman had subsequently agreed for the Board to remain with Anglia Farmers.

## RESOLVED

That the actions of the Chairman be approved and the Board remain with Anglia Farmers for a further contract period post 30<sup>th</sup> September 2019.

### vii) 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.

### viii) 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 come 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.994 Consulting Engineers' Report, including planning and consenting matters

The Board considered the Report of the Consulting Engineers.

The Chairman referred to the Consulting Engineer's report on the pumping station and the recommendation to replace the wet well bolts. In response to the District Officer, Mr Hill informed Members that the Engineer had indicated that the cost of these works would be between £3,000-£3,500.

Members discussed the Engineer's recommendations. Mr Bliss queried if the sump and foundations would be able to be re-used should a new station be needed. The District Officer considered that the building was in reasonable condition and in response to Mr Bliss confirmed that there were two pumps at the station but generally only one was required to be used at any time. Mr Bliss considered that there was a lot of information that the Board required and wondered if a Board inspection at the pumping station with the Consulting Engineer would be beneficial.

#### RESOLVED

- i) That the Report and the actions referred to therein be approved
- ii) That the Consulting Engineers contact the Chairman to arrange a date for a Board inspection at the pumping station to discuss the current state of the station and review possible options.
- iii) That the Planning Engineer be authorised to contact relevant parties in order to resolve any outstanding issues.

#### B.995 Capital Improvement Programme

Members considered the Board's future capital improvement programme.

#### RESOLVED

That the Capital Programme be approved in principle and kept under review and updated as more information becomes available concerning the pumping station.

#### B.996 Conservation Officer's Newsletter and BAP Report

Mr Hill referred to the Conservation Officer's Newsletter, dated December 2018, previously circulated to Members.

Members considered and approved the most recent BAP report.

## B.997 Report on maintenance work in the District

### a) Gravity Area

Mr D Elmore reported that there was a fallen tree in Conington Brook but that it was not currently holding water up. He wondered if the Board could get a contractor in to remove and take the tree away but considered it may need an excavator to assist with its' removal. He reported that there was more siltation in sections 33-32-35 which would require attention this year along with sections 34-32. Mr West agreed to walk the area to see if adjacent watercourses were in good order or if they required attention whilst the machine was in the area.

### b) Pumped Area

The Chairman referred to sections 12-13 which would require de-silting this year.

### c) Flail Mowing

Members considered the flail mowing undertaken last year and the arrangements to be made for this year.

## RESOLVED

i) That de-silting works be organised for drain sections:

33-32-35

34-32

12-13

ii) That the contractor be contacted concerning the removal of the tree from Conington Brook and the Chairman be authorised to take any further action concerning this as he considers appropriate.

iii) That Messrs Davies and Elmore be authorised to undertake flail mowing operations for the Board for 2019/2020.

(NB) –Messrs D and R Elmore declared interests when this item was discussed.

## B.998 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 Defra.

### Update on the EA grant-in-aid position

Mr Hill 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.

#### RESOLVED

- i) That no proposals be formulated at the present time.
- ii) That, in view of the Board carrying out a full review of the pumping station, no action concerning the asset survey or valuation was relevant at this time.

#### B.999 Environment Agency – Precepts

Mr Hill reported that the Environment Agency had issued the precept for 2019/2020 in the sum of £2,049.02 (the precept for 2018/2019 being £1,951).

#### B.1000 Claims for Highland Water Contributions – Section 57 Land Drainage Act 1991

(a) Mr Hill reported that the sum of £774.15 (£2,915.19 less £2,141.04 paid on account) (inclusive of supervision) had been received from the Environment Agency based on the Board's actual expenditure on maintenance work for the financial year 2017/2018 together with the sum of £911.05 in respect of 80% of the Board's estimated expenditure for the financial year 2018/2019.

(b) Further to minute B.954(b), Mr Hill referred to the discussions with the Environment Agency over the monies available to fund highland water claims.

#### RESOLVED

That the position be kept under review.

#### B.1001 Association of Drainage Authorities

##### a) Subscriptions

Mr Hill reported that it was proposed by ADA to increase subscriptions by approximately 2% in 2019, viz:- from £542 to £553.

#### RESOLVED

That the increased subscription be paid for 2019.

b) Future ADA Communications

Mr Hill 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.1002 Health and Safety

Mr Hill reported that at the autumn Middle Level and Associated Drainage Board's Chairs meeting, a request was made to seek to either take on an additional employee or employ a contractor to specifically support the Drainage Board's to help them meet their legal Health and Safety requirements and also deliver the specified requirements of the Board's insurers who are calling for evidence that appropriate measures are in place to manage Health and Safety.

The Chairman reported on the discussions at the Chair's meeting and the presentation made by Cope Safety Management and that he had received a letter dated the 25<sup>th</sup> April advising that it had been agreed at the Chairs meeting to enter into a 3 year contract with Cope Safety Management with the annual payment being split between the Boards. Assuming all Boards joined the arrangements, he advised that the cost to the Board would be £200 per annum. However, it was understood that particularly in the first year or so extra support may be needed and this could be provided at a day rate of £500 or at an hourly rate of £85 for part days.

Mr Bliss considered that it was likely that when the report was completed there would be some works and expenditure to attend to any issues raised.

RESOLVED

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.

B.1003 Completion of the Annual Accounts and Annual Return of the Board – 2017/2018

- a) The Board considered and approved the comments of the Auditors on the Annual Return for the year ended on the 31<sup>st</sup> March 2018.
- b) The Board considered and approved the Audit Report of the Internal Auditor for the year ended on the 31<sup>st</sup> March 2018.

B.1004 Defra IDB1 Returns

Mr Hill referred to the completed IDB1 form for 2017/2018.

B.1005 Budgeting

Mr Hill 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.1006 Review of Internal Controls

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

#### B.1007 Risk Management Assessment

- a) The Board considered and expressed satisfaction with their current Risk Management system.
- b) The Board reviewed and approved the insured value of their buildings.

#### B.1008 Transparency Code for Smaller Authorities

Mr Hill 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.1009 Exercise of Public Rights

Mr Hill 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.1010 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.1010 Payments

The Board considered and approved payments amounting to £34,438.72 which had been made during the financial year 2018/2019.

(NB) – The District Officer declared an interest in the payments made to Davies Contracting.

#### B.1011 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.1012 Expenditure estimates and special levy and drainage rate requirements 2019/2020

The Board considered estimates of expenditure and proposals for special levy and drainage rates in respect of the financial year 2019/2020 and were informed by Mr Hill that under the Land Drainage Act 1991 the proportions of their net expenditure to be met by drainage rates on agricultural hereditaments and by special levy on local billing authorities would be:-

|                | <u>Area 1 (Gravity Area)</u> | <u>Area 2 (Pumped Area)</u> |
|----------------|------------------------------|-----------------------------|
| Drainage rates | 54.10%                       | 97.56%                      |
| Special levy   | 45.90%                       | 2.44%                       |

Members discussed the cost of replacing the wet well bolts at the pumping station and possible future capital investment. Mr Hill confirmed that it would be possible for Area 2 to borrow the money from Area 1 to replace the wet well bolts but considered that this should be over a maximum period of 3 years.

Members approved to borrow the funds for the replacement of the wet well bolts at the pumping station and to review the position fully at the next meeting of the Board.

RESOLVED

- i) That the estimates be approved.
- ii) That a total sum of £19,499 be raised by drainage rates and special levy (Area 1 - £9,091; Area 2 - £10,408).
- iii) That the amounts comprised in the sum referred to in ii) above to be raised by drainage rates and to be met by special levy are:-

|                | <u>Area 1</u> | <u>Area 2</u> |
|----------------|---------------|---------------|
| Drainage rates | £4,918        | £10,154       |
| Special levy   | £4,173        | £254          |

- iv) That drainage rates be laid and assessed on Agricultural hereditaments in the District as follows:-

| <u>Area 1</u>  | <u>Area 2</u>  |
|----------------|----------------|
| 7.40p in the £ | 21.0p in the £ |

- v) That a Special levy of £4,427 be made and issued to Huntingdonshire District Council for the purpose of meeting such expenditure.

- vi) That the seal of the Board be affixed to the record of drainage rates and special levies and to the special levy referred to in resolution (v).
- vii) That the Clerk be authorised to recover all unpaid rates and levy by such statutory powers as may be available.

B.1013 Display of rate notice

RESOLVED

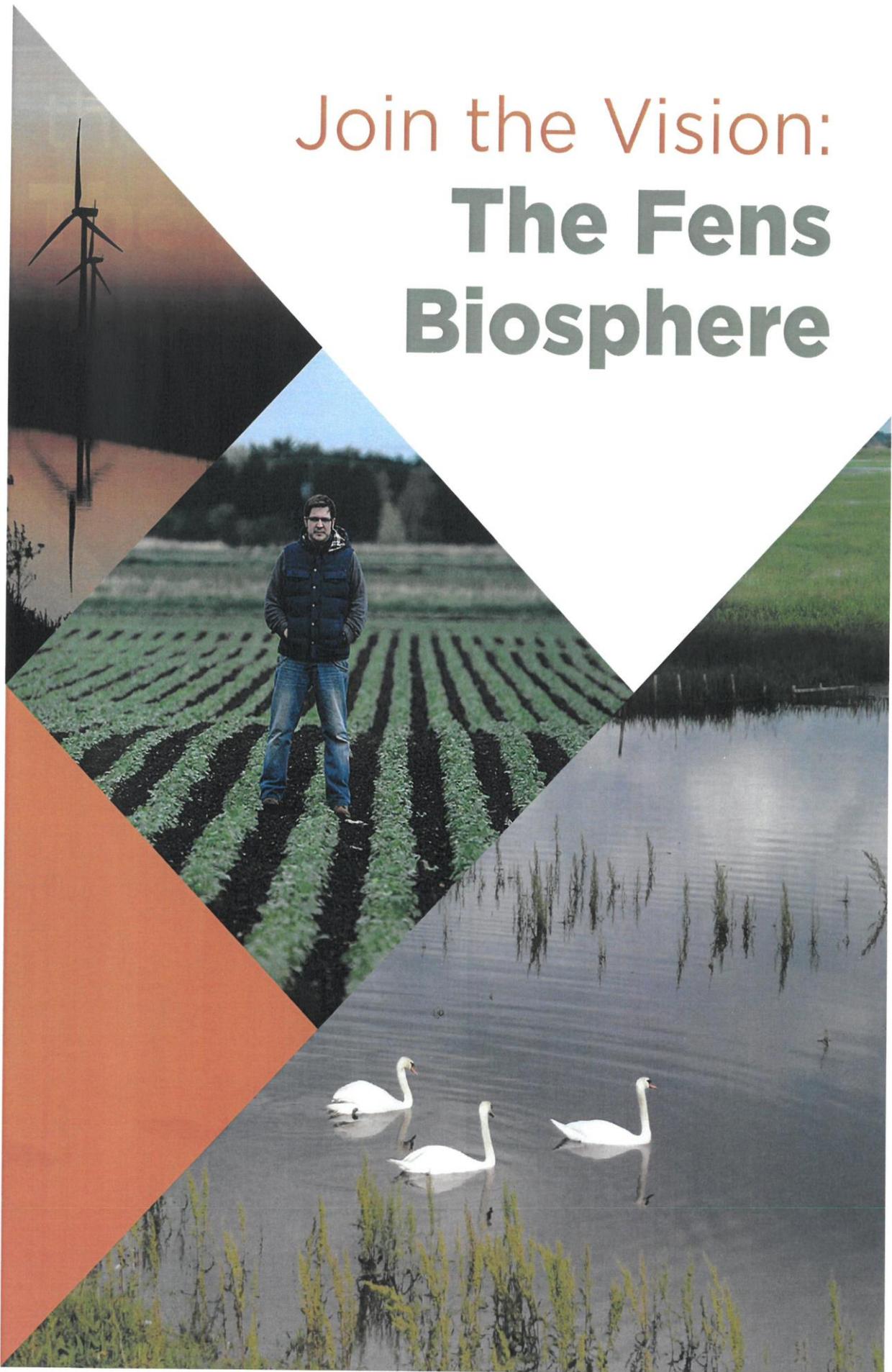
That notice of the rate be affixed within the District in accordance with Section 48(3)(a) of the Land Drainage Act 1991.

B.1014 Date of next Meeting

RESOLVED

That the next Meeting of the Board be held on Tuesday the 9<sup>th</sup> June 2020.

# 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**

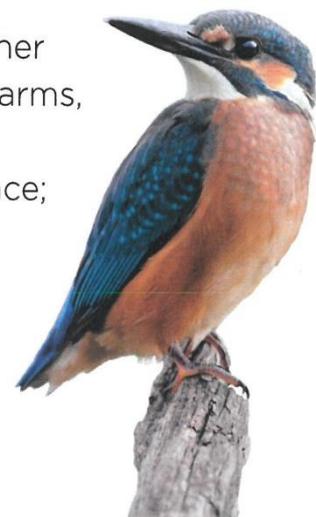
A Biosphere is a globally recognised accolade awarded by UNESCO to a region which has a strong cultural and landscape identity and can demonstrate excellence in sustainable development.

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:

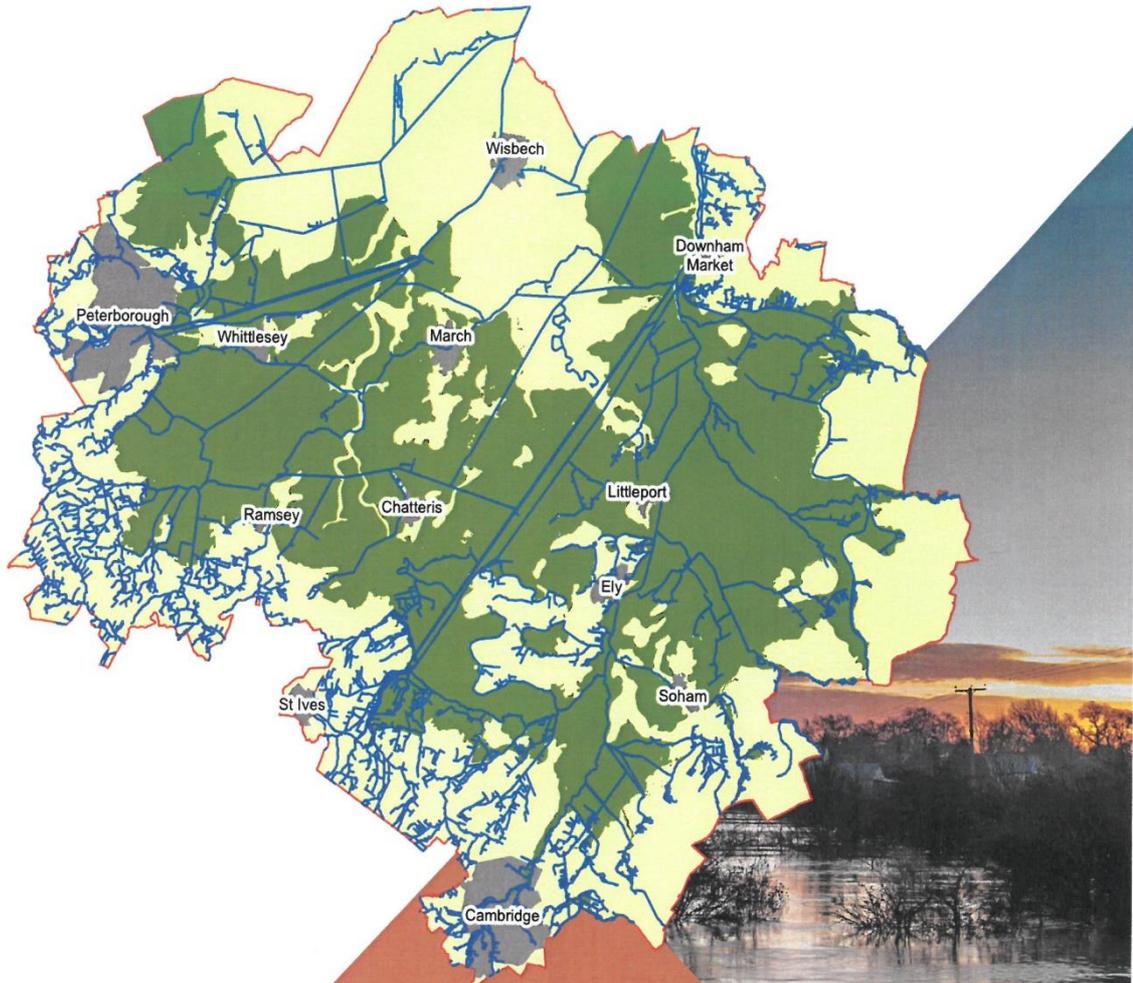
- **Achieve Biosphere status for the Fens by 2022**
- **Join the exclusive global network of 701 Biosphere in 124 countries**

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](#)

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## 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

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)

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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.

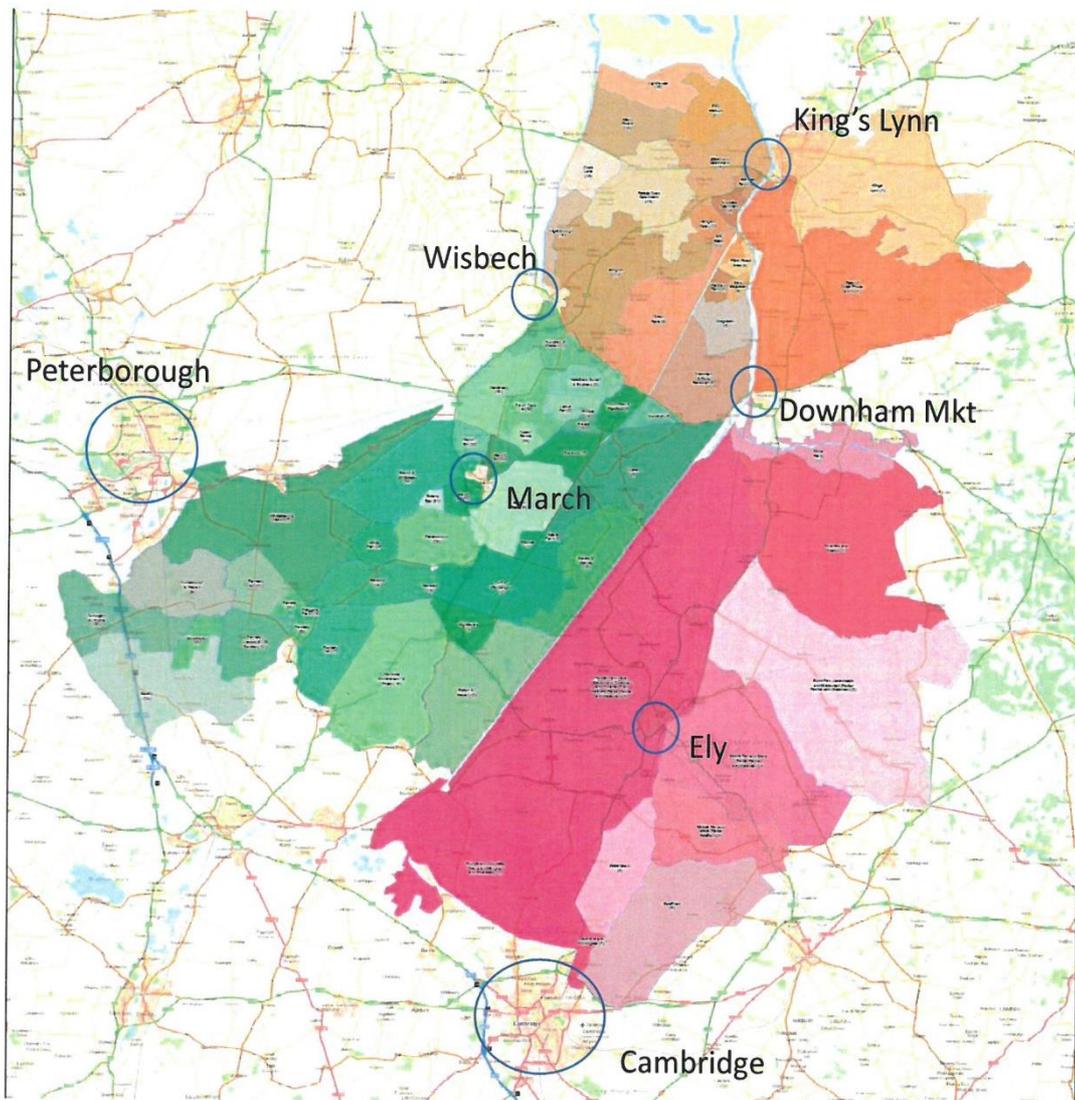
It is essential therefore that each RMA confirms support for the Tactical Plans and the principles of the benefit apportionment for the Great Ouse Fens. Please could you send an email or letter confirming your support to this approach, to Paul Burrows Area Flood and Coastal Risk Manager, Environment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



## Conington & Holme I.D.B.

### Consulting Engineers Report – May 2020

#### Pumping Station

Due to the very wet weather during the autumn it was not possible to dam off and dewater the intake sump to allow for the replacement of the corroded pump assembly bolts. It was therefore planned to carry out this work in spring 2020 but due to the COVID-19 lockdown this has again had to be deferred.

The pumping plant still appears to be currently operating satisfactorily despite its age and condition.

#### Pumping Hours

##### **Conington Pumping Station**

| Pump | Total hours run<br>Apr 16-Apr 17 | Total hours run<br>Apr 17-Apr 18 | Total hours run<br>Apr 18 – May 19 | <b>Total hours run<br/>Apr 19 – May 20</b> |
|------|----------------------------------|----------------------------------|------------------------------------|--|
| No 1 | 15                               | 376                              | 6                                  | <b>463</b>                                 |
| No 2 | 110                              | 43                               | 54                                 | <b>28</b>                                  |
|      | Total hours run<br>Mar 12-Apr 13 | Total hours run<br>Apr 13-Apr 14 | Total hours run<br>Apr 14-Apr 15   | Total hours run<br>Apr 15-Apr 16           |
| No 1 | 289                              | 116                              | 59                                 | 41   |
| No 2 | 599                              | 412                              | 593                                | 196  |

#### Planning Procedures Update

Further to the last Board meeting the Clerk to the Board has received invitations and attended meetings held by both Fenland District and King's Lynn & West Norfolk Borough (KL&WN) Councils' Developers Forum and the latter's Inter-Agency Flood Group.

#### The use of Infiltration Devices

At the last Inter-Agency Working on Flood & Water Group meeting the issue of minor developments (less than 10 houses) not having adequate safeguards in place where infiltration (soakaway) drainage is proposed was raised, as no authorities are prepared to accept responsibility for checking the adequacy of designs or to police their effective implementation. This matter has now been added to the agenda for future meetings.

#### Local Land Charges Register (LLCR)

A challenge to the legality of the requests by the Middle Level Commissioners to place notes on the Land Charges Registry was raised. This has resulted in KL&WN Council ceasing adding any such notes. Interestingly the stance being taken by Fenland District Council differs from this and it has

advised that it holds notes on file which are passed on whenever a Land Charges Registry enquiry is made. In this way it can rightly assert that the notes are not on the Registry but are held separately.

The Board may consider that similar discussions with Huntingdonshire District Council may be of benefit.

### **Planning Applications**

In addition to matters concerning previous applications, the following 9 new development related matters have been received and dealt with since the last meeting:

| <b>MLC Ref.</b> | <b>Council Ref.</b> | <b>Applicant</b>                  | <b>Type of Development</b>           | <b>Location</b>                         |
|-----------------|---------------------|-----------------------------------|--------------------------------------|---|
| 218             | H/18/02388/HHFUL    | Ms E Buchan                       | Residence<br>(Detached garden room)  | Cotton Close, Conington                 |
| 219             | H/19/00623/HHFUL    | Mr P Haynes                       | Residence<br>(Garage)                | Mill Lane, Glatton*                     |
| 220             | Enquiry             | Client of Artifex<br>Architecture | Residence<br>(Annexe)                | Washingley Road, Folksworth             |
| 221             | H/19/01176/HHFUL    | Mr T Simpson                      | Residence<br>(Extension)             | Old North Road, Stilton Fen,<br>Stilton |
| 222             | H/19/01289/AGDET    | Mr D Darke                        | Agricultural (Building &<br>Roadway) | High Street, Stilton                    |
| 223             | H/19/01461/HHFUL    | Mr & Mrs R Baiko                  | Residence<br>(Annexe)                | Washingley Road, Folksworth             |
| 224             | H/19/01446/HHFUL    | Mr & Mrs Green                    | Residence<br>(Extension)             | Elm Road, Folksworth                    |
| 225             | Enquiry             | Client of Artifex<br>Architecture | Residence<br>(Extension)             | Washingley Lane, Washingley             |
| 226             | H/20/00507/HHFUL    | Dr Hackman                        | Residence<br>(Garage)                | Church Road, Glatton                    |

***Planning applications ending 'HHFUL' relate to Householder applications for Full Planning Permission***

***Planning applications ending 'AGDET' relate to Agricultural Determination***

A development that is known to propose direct discharge to the Board's system is indicated with an asterisk. The remainder are understood to propose surface water disposal to soakaways/infiltration systems or sustainable drainage systems, where applicable. The applicants have been notified of the Board's requirements.

Mr Branson & Ms Stringer (on behalf of T H Branson & Son) chose to use the infiltration device self-certification process for surface water disposal from the siting of a temporary agricultural dwelling at the junction of Bullock Road and Infield Road, Glatton (MLC Ref No 178) and, in doing so, agreed that if the device was to fail in the future, they would be liable for discharge consent.

Further to Minute B.994 Consulting Engineers' Report, including planning and consenting matters (iii) the current position is being ascertained in respect of the following developments:

- *Various developments at Yew Tree Cottage, 4 Conington Lane, Conington – Mr & Mrs Carling (MLC Ref Nos 122 & 176) + Mrs E Carling (MLC Ref No 205)*
- *Extensions and alterations to bungalow at 17 Infield Road, Glatton - Mr & Mrs Gordon (MLC Ref No 197)*
- *Various developments at Denton Lodge Farm, Old North Road, Stilton – J H Simpson & Son (MLC Ref Nos 207 & 212)*

*Various developments at Glatton Hall, Glatton Ways, Glatton – Glatton Hall Estates Ltd (MLC Ref Nos 066, 070 & 120), Mr J. McClelland (MLC Ref No 079), Newton Chinneck Ltd operating as St Georges Care Home (MLC Ref Nos 127 & 142) and Berkley Care (Glatton) Ltd (MLC Ref No 204)*

Further to the last Board Meeting Report the Planning Inspector dismissed the Appeal. The Decision Notice advises on the reasoning behind the decision and includes the following:

#### “Drainage

26. At the application stage, the Lead Local Flood Authority (LLFA) objected to the lack of information as to whether the storage volume required to attenuate surface water run-off from the critical 1% annual exceedance probability critical storm event, including an appropriate allowance for climate change, can be provided on site. The LLFA requested a fully labelled network diagram and calculations of the drainage system. There was also a request to provide proof that Anglian Water (AW) will accept the levels of surface water discharge from the site.

27. At the appeal stage, the appellant has submitted an updated drainage strategy that purports to show the proposed drainage systems can fully accommodate the 1 in 100 year flood event to address the LLFA’s concerns. Further information has been provided at final comments stage in response to concerns raised by neighbouring residents. The appellant has also engaged with AW and has produced camera survey evidence to show that the existing surface water combines with the foul drainage network.

28. Although the appellant has received verbal confirmation that the additional details are satisfactory, nothing has been provided in writing from either the LLFA or AW to my knowledge. There is also no update from the

Council as it missed the deadline for submitting its statement of case. Therefore, I cannot be certain that the additional details address the Council's reason for refusal on drainage. A surface water management strategy is included in one of the Council's suggested conditions, but it is not clear whether this would make the development acceptable in drainage terms.

29. In the absence of clarity on the additional details, I am unable to reach a conclusion on this main issue and any compliance with HLP Policy LP15. However, even if I had found that there were no unacceptable effects in terms of drainage, given my findings on the other main issues, it would not have led to a different decision”.

*Developments at D J C Produce, Pingle Bank, Holme - DJC Farms Ltd (MLC Ref No 084), NJC & Sons Farms (MLC Ref No 194) and Client of RAB Consultants (MLC Ref No 201)*

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

However, it is understood that a planning application has been submitted to the District Council for the development of part of this site but it appears that it is not currently valid.

*Proposed application for an Annexe/Extension at Belle Vue, Washingley Road, Folksworth – Mr & Mrs Raiko (MLC Ref Nos 192, 220, 223 & 225)*

Members will recall from the 2018 Meeting Report that the applicants then agent, RW Architectural Services, submitted an infiltration device self-certification form for this site, a Category II Listed Building. The planning application HDC Ref No 17/01432/HHFUL (MLC Ref No 192) for side and rear extensions was refused by the District Council because the proposal “...would cause harm to the significance of Belle Vue.”

The site has been the subject of a further planning application HDC Ref No 19/01461/LBC (MLC Ref No 223) for an annexe. It is understood from the relevant entry on the District Council's Simple Search webpage that following the failure of the District Council to determine the planning application within the statutory period an appeal was submitted to the Planning Inspectorate. This appeal was subsequently dismissed as the Planning Inspector considered that:

“...the proposed extension would cause less than substantial harm to the significance of this Grade II listed building and would not preserve its special architectural or historic interest. It has not been shown that public benefits would outweigh this harm, and the proposal would conflict with the Framework and the Local Plan Policy LP34.”

In order to enable the development to proceed but alleviate any detrimental harm the applicants' agent, Artifex Architecture, contacted the Board requesting advice on the adverse impacts on water level and flood risk management created by a buried structure (MLC Ref No 225).

The response advised that the Board's initial comments were as follows:

“The enquiry site is within the "highland", land within the catchment that is not rated, of Conington & Holme IDB which extends up to Bullock Road.

Basement developments should consider amongst other items the ground conditions, flooding and drainage. Adequate site investigation information, prepared by a competent person, should be undertaken to demonstrate that these impacts have been understood.

According to the Environment Agency's Flood Map for Planning the site is not within the floodplain from rivers or the sea. However, it is within the floodplain from surface water. The various Flood Maps can be viewed at <https://flood-warning-information.service.gov.uk/long-term-flood-risk/map>.

A self-contained basement, particularly if it is to be used as living accommodation, may be classed as a "vulnerable" development and this is likely to require the provision of a Flood Risk Assessment (FRA). The District Council should be able to advise whether a FRA is required.

It is important that the design and construction of a basement takes account of all sources of flooding, including fluvial, groundwater, surface water and sewer flooding, to ensure that the basement itself is safe from flooding and water ingress (through the base or walls or water inundation through overtopping of property thresholds), and that the basement does not increase flood risk elsewhere. In addition, basements should have adequate mitigation measures such as non-return valves or pumped sewage devices to prevent back-flows from the system during sewer flooding.

Basements constructed just above or below the groundwater table could act as a barrier in the ground, thereby obstructing and/or diverting the groundwater flow around them and depending on the geology and topography, this could result in a local rise in the groundwater level that may contribute to increased flood risk.

Ensuring that there is an adequate soil “cover” above the basement, that extends beyond the area of the basement, will minimise any increased flows due to the changes in permeability as a result of the basements construction.

Please be advised that with the exception of the simplest of matters we are instructed that any further discussion would need to be the subject of one of our pre-paid procedures.”

No further correspondence has been received and no further planning application appears to have been submitted to the District Council.

### ***Development Contributions***

Contributions received in respect of discharge consent will be reported under the Agenda Item – ‘*Contributions from Developers.*’

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

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

In May 2019 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.”

### ***Validation Checklist Consultation***

A consultation was held between 5<sup>th</sup> March and 17<sup>th</sup> April on the District Council's Validation Checklists. Unfortunately, it was not possible to provide a response to this consultation.

### **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/ccclive/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/>

### **Cambridgeshire & Peterborough Flood & Water (C&P FloW) Partnership**

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 2019.

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 information 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, or 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, three of which are within the Huntingdonshire district. None of these are in the Boards catchment.

### ***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 are available as a series of training modules via the ADA website.

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.

**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 2019 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.**

Consulting Engineer

26 May 2020

C&H(307)\Reports\May 2020

**Conington & Holme 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 |
| Conington p/s     | Pumping station replacement                                | 0              | 0          | 0.0      | 0.0      | 0.0      | 1,500.0      | 0.0      | 0.0      | 0.0      | 0.0      | 0.0      | 0.0          | 1500.0            |
|                   | Pumping station pumping and control equipment replacement  | 0              | 3.5        | 0.0      | 0.0      | 0.0      | 0.0          | 0.0      | 0.0      | 0.0      | 0.0      | 0.0      | 0.0          | 3.5               |
|                   | Pumping station automatic weedscreen cleaning equipmet     | 0.0            | 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 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          | 0.0      | 0.0      | 0.0      | 0.0      | 0.0      | 0.0          | 0.0               |
|                   |  |                |            |          |          |          |              |          |          |          |          |          |              |                   |
| Drainage Channels | 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               |
|                   |  |                |            |          |          |          |              |          |          |          |          |          |              |                   |
|                   |  | <b>0</b>       | <b>3.5</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>1,500</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b>     | <b>1,504</b>      |

Conington & Holme Internal Drainage Board  
Area 2 - Pumped catchment

Loan 1                      Loan from Area 1 - A1(M) account    £10,000 repayable over 10 years

Installation of new weed-screen at pumping station.  
Loan commenced 1st April 2018

Repayment schedule:

| <u>Year</u> |           | <u>Principal</u> | <u>Interest</u> | <u>Total</u> |
|-------------|-----------|------------------|-----------------|--------------|
| 1           | 2018/2019 | 955.00           | 100.00          | 1,055.00     |
| 2           | 2019/2020 | 965.00           | 90.00           | 1,055.00     |
| 3           | 2020/2021 | 975.00           | 80.00           | 1,055.00     |
| 4           | 2021/2022 | 985.00           | 70.00           | 1,055.00     |
| 5           | 2022/2023 | 995.00           | 60.00           | 1,055.00     |
| 6           | 2023/2024 | 1,005.00         | 50.00           | 1,055.00     |
| 7           | 2024/2025 | 1,015.00         | 40.00           | 1,055.00     |
| 8           | 2025/2026 | 1,025.00         | 30.00           | 1,055.00     |
| 9           | 2026/2027 | 1,035.00         | 20.00           | 1,055.00     |
| 10          | 2027/2028 | 1,045.00         | 10.00           | 1,055.00     |
|             |           | 10,000.00        | 550.00          | 10,550.00    |

Loan 2                      Loan from Area 1 - A1(M) account    £3,500 repayable over 3 years

Replacement of wet well bolts at pumping station  
Loan to commence 2020/2021

| <u>Year</u> |           | <u>Principal</u> | <u>Interest</u> | <u>Total</u> |
|-------------|-----------|------------------|-----------------|--------------|
| 1           | 2020/2021 | 1,166.68         | 35.00           | 1,201.68     |
| 2           | 2021/2022 | 1,166.66         | 23.33           | 1,189.99     |
| 3           | 2022/2023 | 1,166.66         | 11.67           | 1,178.33     |
|             |           | 3,500.00         | 70.00           | 3,570.00     |

Repayment schedule:

| <u>Year</u> | <u>Principal</u> | <u>Interest</u> | <u>Total</u> | <u>Total</u> |
|-------------|------------------|-----------------|--------------|--------------|
| 1           | 577.50           | 17.50           | 595.00       | 595.00       |
| 2           | 577.50           | 17.50           | 595.00       |              |
| 2           | 583.33           | 11.67           | 595.00       | 1,190.00     |
| 3           | 583.34           | 11.66           | 595.00       |              |
| 3           | 589.16           | 5.84            | 595.00       | 1,190.00     |
| 4           | 589.17           | 5.83            | 595.00       | 595.00       |
|             |                  | 3,500.00        | 70.00        | 3,570.00     |

Loan to be finalised based on actual costs of works.



**PWLB FIXED RATE LOANS  
ESTIMATED REPAYMENT COSTS**

Amount of Advance: 1,000,000.00

| Period<br>(years)    | Annuity   |                      |                   | EIP       |                               |                               |                   |
|----------------------|-----------|----------------------|-------------------|-----------|-------------------------------|-------------------------------|-------------------|
|                      | Rate<br>% | % Yearly<br>Cost (£) | Total<br>Cost (£) | Rate<br>% | Initial % Yearly<br>Costs (£) | Reduces by<br>each % year (£) | Total<br>Cost (£) |
| 1 year               | -         | 0.00                 | 0.00              | -         | 0.00                          | 0.00                          | 0.00              |
| Over 1 not over 1%   | -         | 0.00                 | 0.00              | -         | 0.00                          | 0.00                          | 0.00              |
| Over 1% not over 2   | 2.00      | 256,281.09           | 1,025,124.36      | 2.00      | 260,000.00                    | 2,500.00                      | 1,025,000.00      |
| Over 2 not over 2%   | 1.99      | 206,009.40           | 1,030,047.00      | 1.99      | 209,950.00                    | 1,990.00                      | 1,029,950.00      |
| Over 2% not over 3   | 1.99      | 172,518.72           | 1,035,112.32      | 1.99      | 176,616.67                    | 1,658.33                      | 1,034,925.00      |
| Over 3 not over 3%   | 1.98      | 148,570.01           | 1,039,990.07      | 1.98      | 152,757.14                    | 1,414.29                      | 1,039,600.00      |
| Over 3% not over 4   | 1.98      | 130,632.75           | 1,045,062.00      | 1.98      | 134,900.00                    | 1,237.50                      | 1,044,550.00      |
| Over 4 not over 4%   | 1.97      | 116,654.84           | 1,049,893.56      | 1.97      | 120,961.11                    | 1,094.44                      | 1,049,250.00      |
| Over 4% not over 5   | 1.97      | 105,497.14           | 1,054,971.40      | 1.97      | 109,850.00                    | 985.00                        | 1,054,175.00      |
| Over 5 not over 5%   | 1.97      | 96,369.57            | 1,060,065.27      | 1.97      | 100,759.09                    | 895.45                        | 1,059,100.00      |
| Over 5% not over 6   | 1.97      | 88,764.61            | 1,065,175.32      | 1.97      | 93,183.33                     | 820.83                        | 1,064,025.00      |
| Over 6 not over 6%   | 1.96      | 82,302.90            | 1,069,937.70      | 1.96      | 86,723.08                     | 753.85                        | 1,068,600.00      |
| Over 6% not over 7   | 1.96      | 76,789.47            | 1,075,052.58      | 1.96      | 81,228.57                     | 700.00                        | 1,073,500.00      |
| Over 7 not over 7%   | 1.96      | 72,012.23            | 1,080,183.45      | 1.96      | 76,466.67                     | 653.33                        | 1,078,400.00      |
| Over 7% not over 8   | 1.96      | 67,833.13            | 1,085,330.05      | 1.96      | 72,300.00                     | 612.50                        | 1,083,300.00      |
| Over 8 not over 8%   | 1.97      | 64,174.47            | 1,090,965.99      | 1.97      | 68,673.53                     | 579.41                        | 1,088,650.00      |
| Over 8% not over 9   | 1.97      | 60,898.47            | 1,096,172.46      | 1.97      | 65,405.56                     | 547.22                        | 1,093,575.00      |
| Over 9 not over 9%   | 1.97      | 57,968.15            | 1,101,394.85      | 1.97      | 62,481.58                     | 518.42                        | 1,098,500.00      |
| Over 9% not over 10  | 1.98      | 55,359.54            | 1,107,190.80      | 1.98      | 59,900.00                     | 495.00                        | 1,103,950.00      |
| Over 10 not over 10% | 1.98      | 52,974.93            | 1,112,473.53      | 1.98      | 57,519.05                     | 471.43                        | 1,108,900.00      |
| Over 10% not over 11 | 1.99      | 50,835.77            | 1,118,386.94      | 1.99      | 55,404.55                     | 452.27                        | 1,114,425.00      |
| Over 11 not over 11% | 1.99      | 48,857.86            | 1,123,730.78      | 1.99      | 53,428.26                     | 432.61                        | 1,119,400.00      |
| Over 11% not over 12 | 2.00      | 47,073.47            | 1,129,763.28      | 2.00      | 51,666.67                     | 416.67                        | 1,125,000.00      |
| Over 12 not over 12% | 2.01      | 45,434.82            | 1,135,870.50      | 2.01      | 50,050.00                     | 402.00                        | 1,130,650.00      |
| Over 12% not over 13 | 2.02      | 43,925.11            | 1,142,052.96      | 2.02      | 48,561.54                     | 388.46                        | 1,136,350.00      |
| Over 13 not over 13% | 2.03      | 42,530.03            | 1,148,310.81      | 2.03      | 47,187.04                     | 375.93                        | 1,142,100.00      |
| Over 13% not over 14 | 2.04      | 41,237.33            | 1,154,648.24      | 2.04      | 45,914.29                     | 364.29                        | 1,147,900.00      |
| Over 14 not over 14% | 2.05      | 40,036.42            | 1,161,056.18      | 2.05      | 44,732.76                     | 353.45                        | 1,153,750.00      |
| Over 14% not over 15 | 2.06      | 38,918.16            | 1,167,544.90      | 2.06      | 43,633.33                     | 343.33                        | 1,159,650.00      |
| Over 15 not over 15% | 2.07      | 37,874.56            | 1,174,111.36      | 2.07      | 42,608.06                     | 333.87                        | 1,165,600.00      |
| Over 15% not over 16 | 2.08      | 36,898.63            | 1,180,756.16      | 2.08      | 41,650.00                     | 325.00                        | 1,171,600.00      |
| Over 16 not over 16% | 2.10      | 36,012.86            | 1,188,424.38      | 2.09      | 40,753.03                     | 316.67                        | 1,177,650.00      |
| Over 16% not over 17 | 2.11      | 35,184.68            | 1,195,259.12      | 2.11      | 39,961.76                     | 310.29                        | 1,184,825.00      |
| Over 17 not over 17% | 2.12      | 34,347.85            | 1,202,174.75      | 2.12      | 39,171.43                     | 302.86                        | 1,190,800.00      |
| Over 17% not over 18 | 2.14      | 33,616.94            | 1,210,209.84      | 2.13      | 38,427.78                     | 295.83                        | 1,197,025.00      |
| Over 18 not over 18% | 2.15      | 32,900.53            | 1,217,319.61      | 2.15      | 37,777.03                     | 290.54                        | 1,204,250.00      |
| Over 18% not over 19 | 2.16      | 32,224.00            | 1,224,512.00      | 2.16      | 37,115.79                     | 284.21                        | 1,210,600.00      |

| Period<br>(years)    | Annuity   |                      |                   | EIP       |                               |                               |                   |
|----------------------|-----------|----------------------|-------------------|-----------|-------------------------------|-------------------------------|-------------------|
|                      | Rate<br>% | % Yearly<br>Cost (£) | Total<br>Cost (£) | Rate<br>% | Initial % Yearly<br>Costs (£) | Reduces by<br>each % year (£) | Total<br>Cost (£) |
| Over 19 not over 19½ | 2.18      | 31,513.42            | 1,232,923.38      | 2.18      | 36,541.03                     | 279.49                        | 1,218,000.00      |
| Over 19½ not over 20 | 2.19      | 31,007.88            | 1,240,315.20      | 2.19      | 35,950.00                     | 273.75                        | 1,224,475.00      |
| Over 20 not over 20½ | 2.21      | 30,463.25            | 1,248,993.25      | 2.20      | 35,390.24                     | 268.29                        | 1,231,000.00      |
| Over 20½ not over 21 | 2.22      | 29,918.75            | 1,256,587.50      | 2.22      | 34,909.52                     | 264.29                        | 1,238,650.00      |
| Over 21 not over 21½ | 2.24      | 29,431.10            | 1,265,537.30      | 2.23      | 34,405.81                     | 259.30                        | 1,245,300.00      |
| Over 21½ not over 22 | 2.25      | 28,939.49            | 1,273,337.56      | 2.25      | 33,977.27                     | 255.68                        | 1,253,125.00      |
| Over 22 not over 22½ | 2.27      | 28,501.41            | 1,282,563.45      | 2.26      | 33,522.22                     | 251.11                        | 1,259,900.00      |
| Over 22½ not over 23 | 2.28      | 28,055.94            | 1,290,573.24      | 2.28      | 33,135.13                     | 247.83                        | 1,267,900.00      |
| Over 23 not over 23½ | 2.30      | 27,661.26            | 1,300,079.22      | 2.29      | 32,726.60                     | 243.62                        | 1,274,800.00      |
| Over 23½ not over 24 | 2.31      | 27,256.30            | 1,308,302.40      | 2.30      | 32,333.33                     | 239.58                        | 1,281,750.00      |
| Over 24 not over 24½ | 2.33      | 26,899.87            | 1,318,093.63      | 2.32      | 32,008.16                     | 236.73                        | 1,290,000.00      |
| Over 24½ not over 25 | 2.34      | 26,530.67            | 1,326,533.50      | 2.33      | 31,650.00                     | 233.00                        | 1,297,075.00      |
| Over 25 not over 25½ | 2.36      | 26,208.13            | 1,336,614.63      | 2.35      | 31,357.84                     | 230.39                        | 1,305,500.00      |
| Over 25½ not over 26 | 2.37      | 25,870.66            | 1,345,274.32      | 2.36      | 31,030.77                     | 226.92                        | 1,312,700.00      |
| Over 26 not over 26½ | 2.38      | 25,547.68            | 1,354,027.04      | 2.37      | 30,717.92                     | 223.58                        | 1,319,950.00      |
| Over 26½ not over 27 | 2.40      | 25,269.14            | 1,364,533.56      | 2.38      | 30,418.52                     | 220.37                        | 1,327,250.00      |
| Over 27 not over 27½ | 2.41      | 24,972.94            | 1,373,511.70      | 2.40      | 30,181.82                     | 218.18                        | 1,336,000.00      |
| Over 27½ not over 28 | 2.42      | 24,689.03            | 1,382,585.68      | 2.41      | 29,907.14                     | 215.18                        | 1,343,425.00      |
| Over 28 not over 28½ | 2.43      | 24,416.76            | 1,391,755.32      | 2.42      | 29,643.86                     | 212.28                        | 1,350,900.00      |
| Over 28½ not over 29 | 2.44      | 24,155.55            | 1,401,021.90      | 2.43      | 29,391.38                     | 209.48                        | 1,358,425.00      |
| Over 29 not over 29½ | 2.46      | 23,936.15            | 1,412,232.85      | 2.44      | 29,149.15                     | 206.78                        | 1,366,000.00      |
| Over 29½ not over 30 | 2.47      | 23,695.55            | 1,421,733.00      | 2.45      | 28,916.67                     | 204.17                        | 1,373,625.00      |
| Over 30 not over 30½ | 2.48      | 23,464.46            | 1,431,332.06      | 2.46      | 28,693.44                     | 201.64                        | 1,381,300.00      |
| Over 30½ not over 31 | 2.49      | 23,242.43            | 1,441,030.66      | 2.47      | 28,479.03                     | 199.19                        | 1,389,025.00      |
| Over 31 not over 31½ | 2.50      | 23,029.04            | 1,450,829.52      | 2.48      | 28,273.02                     | 196.83                        | 1,396,800.00      |
| Over 31½ not over 32 | 2.51      | 22,823.90            | 1,460,729.60      | 2.49      | 28,075.00                     | 194.53                        | 1,404,625.00      |
| Over 32 not over 32½ | 2.52      | 22,626.63            | 1,470,730.95      | 2.50      | 27,884.62                     | 192.31                        | 1,412,500.00      |
| Over 32½ not over 33 | 2.52      | 22,404.78            | 1,478,715.48      | 2.51      | 27,701.52                     | 190.15                        | 1,420,425.00      |
| Over 33 not over 33½ | 2.53      | 22,222.11            | 1,488,881.37      | 2.52      | 27,525.37                     | 188.06                        | 1,428,400.00      |
| Over 33½ not over 34 | 2.54      | 22,046.33            | 1,499,150.44      | 2.52      | 27,305.88                     | 185.29                        | 1,434,700.00      |
| Over 34 not over 34½ | 2.55      | 21,877.16            | 1,509,524.04      | 2.53      | 27,142.75                     | 183.33                        | 1,442,750.00      |
| Over 34½ not over 35 | 2.55      | 21,681.76            | 1,517,723.20      | 2.54      | 26,985.71                     | 181.43                        | 1,450,850.00      |
| Over 35 not over 35½ | 2.56      | 21,524.85            | 1,528,264.35      | 2.55      | 26,834.51                     | 179.58                        | 1,459,000.00      |
| Over 35½ not over 36 | 2.57      | 21,373.77            | 1,538,911.44      | 2.55      | 26,638.89                     | 177.08                        | 1,465,375.00      |
| Over 36 not over 36½ | 2.57      | 21,195.39            | 1,547,263.47      | 2.56      | 26,498.63                     | 175.34                        | 1,473,600.00      |
| Over 36½ not over 37 | 2.58      | 21,055.15            | 1,558,081.10      | 2.57      | 26,363.51                     | 173.65                        | 1,481,875.00      |
| Over 37 not over 37½ | 2.58      | 20,886.99            | 1,566,524.25      | 2.57      | 26,183.33                     | 171.33                        | 1,488,300.00      |
| Over 37½ not over 38 | 2.59      | 20,756.76            | 1,577,513.76      | 2.58      | 26,057.89                     | 169.74                        | 1,496,650.00      |
| Over 38 not over 38½ | 2.59      | 20,598.01            | 1,586,046.77      | 2.58      | 25,887.01                     | 167.53                        | 1,503,100.00      |
| Over 38½ not over 39 | 2.60      | 20,477.06            | 1,597,210.68      | 2.59      | 25,770.51                     | 166.03                        | 1,511,525.00      |
| Over 39 not over 39½ | 2.60      | 20,327.02            | 1,605,834.58      | 2.59      | 25,608.23                     | 163.92                        | 1,518,000.00      |
| Over 39½ not over 40 | 2.61      | 20,214.67            | 1,617,173.60      | 2.59      | 25,450.00                     | 161.88                        | 1,524,475.00      |
| Over 40 not over 40½ | 2.61      | 20,072.71            | 1,625,889.51      | 2.60      | 25,345.68                     | 160.49                        | 1,533,000.00      |
| Over 40½ not over 41 | 2.61      | 19,934.52            | 1,634,630.64      | 2.60      | 25,195.12                     | 158.54                        | 1,539,500.00      |
| Over 41 not over 41½ | 2.61      | 19,799.96            | 1,643,396.68      | 2.61      | 25,098.19                     | 157.23                        | 1,548,100.00      |

| Period<br><br>(years) | Annuity   |                      |                   | EIP       |                               |                               |                   |
|-----------------------|-----------|----------------------|-------------------|-----------|-------------------------------|-------------------------------|-------------------|
|                       | Rate<br>% | % Yearly<br>Cost (£) | Total<br>Cost (£) | Rate<br>% | Initial % Yearly<br>Costs (£) | Reduces by<br>each % year (£) | Total<br>Cost (£) |
| Over 41½ not over 42  | 2.62      | 19,702.92            | 1,655,045.28      | 2.61      | 24,954.76                     | 155.36                        | 1,554,625.00      |
| Over 42 not over 42½  | 2.62      | 19,575.34            | 1,663,903.90      | 2.61      | 24,814.71                     | 153.53                        | 1,561,150.00      |
| Over 42½ not over 43  | 2.62      | 19,451.02            | 1,672,787.72      | 2.61      | 24,677.91                     | 151.74                        | 1,567,675.00      |
| Over 43 not over 43½  | 2.62      | 19,329.84            | 1,681,696.08      | 2.62      | 24,554.25                     | 150.57                        | 1,576,400.00      |
| Over 43½ not over 44  | 2.62      | 19,211.70            | 1,690,629.60      | 2.62      | 24,463.64                     | 148.86                        | 1,582,950.00      |
| Over 44 not over 44½  | 2.62      | 19,096.50            | 1,699,588.50      | 2.62      | 24,335.96                     | 147.19                        | 1,589,500.00      |
| Over 44½ not over 45  | 2.62      | 18,984.13            | 1,708,571.70      | 2.62      | 24,211.11                     | 145.56                        | 1,596,050.00      |
| Over 45 not over 45½  | 2.63      | 18,909.20            | 1,720,737.20      | 2.62      | 24,089.01                     | 143.96                        | 1,602,600.00      |
| Over 45½ not over 46  | 2.63      | 18,802.32            | 1,729,813.44      | 2.62      | 23,969.57                     | 142.39                        | 1,609,150.00      |
| Over 46 not over 46½  | 2.63      | 18,698.00            | 1,738,914.00      | 2.62      | 23,852.69                     | 140.86                        | 1,615,700.00      |
| Over 46½ not over 47  | 2.62      | 18,561.21            | 1,744,753.74      | 2.62      | 23,738.30                     | 139.36                        | 1,622,250.00      |
| Over 47 not over 47½  | 2.62      | 18,461.69            | 1,753,860.55      | 2.63      | 23,676.32                     | 138.42                        | 1,631,200.00      |
| Over 47½ not over 48  | 2.62      | 18,364.49            | 1,762,991.04      | 2.63      | 23,566.67                     | 136.96                        | 1,637,775.00      |
| Over 48 not over 48½  | 2.62      | 18,269.56            | 1,772,147.32      | 2.63      | 23,459.28                     | 135.57                        | 1,644,350.00      |
| Over 48½ not over 49  | 2.62      | 18,176.81            | 1,781,327.38      | 2.63      | 23,354.08                     | 134.18                        | 1,650,925.00      |
| Over 49 not over 49½  | 2.62      | 18,086.17            | 1,790,530.83      | 2.62      | 23,201.01                     | 132.32                        | 1,655,000.00      |
| Over 49½ not over 50  | 2.62      | 17,997.60            | 1,799,760.00      | 2.62      | 23,100.00                     | 131.00                        | 1,661,550.00      |

**Note:** 1. If a borrower wishes to make a premature repayment of a loan, either in whole or in part, It should contact the Board giving full details beforehand. The Board will usually agree to accept this request but It should be noted that a premium will be payable when the Interest rate on the loan to be repaid is higher than the current rate applying to the premature repayment of a loan repayable by the same method and over the same period as that remaining on the loan which It is proposed to repay. When the Interest rate on the loan to be repaid is lower than the current rate applying to the premature repayment, a discount will be allowed.

## Conington & Holme IDB

### Biodiversity Action Plan Report 2019-20

#### Note on 2019-20 report

The ADA-led process to review and update existing IDB BAP guidelines and metrics is in motion with a national meeting scheduled for April 2020 (now an online meeting). The outcomes of this will be shared with all Boards as and when it is finalised. Until then, this report continues in the format of previous ones.

#### Report Summary

An updated Biodiversity Action Plan Map of the District is attached here. There is also an update on renewed efforts to eradicate mink in the Middle Level (as part of a wider national initiative).

Due to Coronavirus guidance on social distancing and contact, barn owl monitoring, which is undertaken with volunteer support, may not take place for the 2020 breeding season. Reports of owls in this time would be helpful in understanding how they are faring across the region.

Although ditches in much of this District tend to be dry or shallow with plenty of in-channel vegetation they are important features in the local landscape, providing nesting and foraging opportunities for many declining farmland birds such as yellowhammer and linnet. This sensitive approach should be continued. Of particular note in May 2020 was a grey wagtail nesting in the culvert between node 70 and the Catchwater Drain. East of the railway line the ditches are of uniformly high quality with a good water vole population.

#### Invasive Species

There was no sign of invasive aquatic plants during surveys in May 2020 but, as ever, observations should continue. Floating pennywort continues to cause problems in the Ouse valley between Huntingdon and the Earith area, up to the Ouse Washes. As such all IDBs are urged to be vigilant and report any sightings (confirmed or suspected) to the Conservation Officer. An ID poster produced for navigators (but relevant to all) in 2019 will be attached to this report, it can be printed and shared or copies are available from Head Office.

The non-native invasive American mink continues to be found in the Middle Level and adjacent catchments. As of autumn 2019, a coordinated Middle Level Mink project has started using new rafts and 'smart' traps, 7 mink have since been caught using the new technology. An additional 10 mink have been trapped at private sites since October. Following significant investment from the Ely & Downham Group of IDBs in the issue it has been suggested that Internal Drainage Boards of the Middle Level may be interested in supporting renewed efforts to eradicate mink from their drains and helping ensure the survival of our native Water Vole (and other wildlife). A recommendation has been included below and a copy of a letter with more information included on the use of remote-monitoring technology (see Appendix 1).

An IDB guide to Invasive Species will be circulated later in the year.

#### Recommendations

Per Appendix 1 and following sightings in the District, Mink Traps are available for purchase via the Conservation Officer at a cost of £210.68. The CO will arrange installation and any training needed.

#### Training

The next Middle Level Biodiversity Meeting will take place on Wednesday 2nd December 2020 at the Oliver Cromwell Hotel in March. Further training events will be scheduled in due course – the Conservation Officer welcomes suggestions for topics Board members may find useful/interesting.

The Conservation Officer is happy to assist with any enquiries arising from this report.

Peter.beckenham@middlelevel.gov.uk / 07765 597775



## Drainage Ditch Action Plan

| Target Reference | Target  | Action Reference | IDB Actions  | Partners  | Date    | Indicators   | Report   |
|------------------|---|------------------|--|---|---------|--|--|
| 1                | Manage ditches for biodiversity as well as for drainage   | 1.1              | Establish and maintain a management plan for routine IDB operations incorporating key biodiversity features                                  | Conservation Officer  | 2015    | Plan finalised and followed each year                          | <i>A map-based plan has been produced and will be updated annually.</i>                                    |
|                  |   | 1.2              | Look for opportunities to provide natural erosion protection such as marginal plant ledges when re-profiling ditches                         | Conservation Officer  | Ongoing | If re-profiling is carried out, opportunities identified       | <i>Previously in 2015 but no opportunities to carry out this action were identified during the period.</i> |
|                  |   | 1.3              | Provide natural erosion protection as in 1.2 if opportunities available  | Conservation Officer  | Ongoing | Length of ditch with ledge / natural vegetation revetment      | <i>As above.</i>   |
| 2                | Identify ditches of conservation interest and manage appropriately                              | 2.2              | Ensure appropriate management of ditches for priority species  | Conservation Officer, Plantlife, Wildlife Trust                     | Ongoing | Specified in management plan                                   | <i>Priority ditches have been identified on the management plan as County Wildlife Sites</i>               |
| 3                | Support the Conservation Officer in working with landowners to benefit wildlife in the district | 3.1              | Refer private landowners to the Conservation Officer for advice on creating field margin buffer zones and wildlife-friendly ditch management | Conservation Officer, Natural England, Wildlife Trust, FWAG         | Ongoing | Number of contacts received and passed to Conservation Officer | <i>No enquiries received.</i>  |
| 4                | Control invasive species  | 4.1              | Report any sightings of non-native invasive species immediately to the Conservation Officer and control as appropriate                       | Conservation Officer, Environment Agency, Plantlife, Wildlife Trust | Ongoing | Reports to Conservation Officer                                | <i>No invasive non-native plants recorded</i>  |
| 5                | Plant black poplars to increase existing population   | 5.1              | Identify suitable sites and plant at least 2 young black poplars   | Conservation Officer  | 2015    | Number of trees planted  | <i>New sites to be considered.</i>   |

## Reedbed Action Plan

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

## Open Water Action Plan

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

|   |   |     |  |   |         |   |  |
|---|---|-----|--|---|---------|---|--|
|   |   | 1.2 | Support creation of flood storage areas and reservoirs   | Environment Agency, Natural England, Wildlife Trust, RSPB | Ongoing | Number of projects involved with                              | <i>No application for flood storage areas or reservoirs received.</i>                                      |
|   |   | 1.3 | Assist private landowners with advice, information or contacts as necessary  | Amphibian & Reptile Conservation, Wildlife Trust          | Ongoing | (a) Number of information requests<br>(b) Number responded to | <i>(a) No formal information requests received, (b) informal responses to inquiries given as required.</i> |
| 2 | Look for opportunities to create open water habitat when managing ditches | 2.1 | Create a pool at an appropriate ditch junction when re-profiling (see the Drainage Channel Biodiversity Manual, technique CL3) | Conservation Officer                                      | 2010    | One pool successfully created                                 | <i>No opportunities of this type occurred during the period.</i>   |

## Water Vole Action Plan

| Target Reference | Target  | Action Reference | IDB Actions   | Partners                             | Date    | Indicators   | Report  |
|------------------|---|------------------|---|--------------------------------------|---------|--|---|
| 1                | Manage ditches according to the law and to best practice for water vole | 1.1              | Assume water voles are present when carrying out works (discuss special circumstances with the Conservation Officer) and follow the ADA water vole mitigation guide | Conservation Officer                 | Ongoing | Measures incorporated in management plans          | <i>Water vole friendly ditch maintenance practices were adhered to.</i>   |
|                  |   | 1.2              | Publicise good practice for rat control near drainage ditches   | Conservation Officer, Wildlife Trust | Ongoing | Good practice publicised                           | <i>Good practice for rat control was publicised via the Environmental Officers newsletter issue 5.</i>  |
| 2                | Enhance drainage ditch habitat to benefit water vole                    | 2.1              | Look for opportunities to add a marginal shelf when re-profiling banks  | Conservation Officer                 | Ongoing | (a) Opportunities identified<br>(b) Measures taken | <i>(a) No opportunities identified<br/>(b) As above.</i>  |
|                  |   | 2.2              | Consider using coir roll to stabilise banks and provide marginal vegetation   | Conservation Officer                 | Ongoing | (a) Sites considered<br>(b) Measures taken         | <i>No appropriate sites for this measure were identified during the period.</i>   |
| 3-8              | Monitor water vole populations  | 3.1              | Set up a survey programme to monitor water vole populations   | Conservation Officer, Wildlife Trust | 2010    | Surveys carried out                                | <i>Informal presence/absence surveys were carried out by the CO and will be re-visited each year. It is an important district for this species.</i> |

|   |                           |     |  |                                   |         |  |  |
|---|---------------------------|-----|--|-----------------------------------|---------|--|--|
|   |                           | 3.2 | Provide data on water vole to the relevant Biological Records Centres  | Conservation Officer, CPBRC, NBIS | Ongoing | Data sent via Conservation Officer annually              | <i>Records passed on.</i>  |
| 4 | Control mink as necessary | 4.2 | Carry out mink control as part of the Middle Level programme and <u>report all sightings</u> to the Conservation Officer | Conservation Officer              | Ongoing | (a) Number of trapping days<br>(b) Number of mink caught | <i>None recorded, see note in report re purchasing of new traps.</i> |

## Otter Action Plan

| Target Reference | Target  | Action Reference | IDB Actions  | Partners                                       | Date             | Indicators  | Report  |
|------------------|---|------------------|--|--|------------------|---|---|
| 1                | Improve otter habitat   | 1.1              | Identify and maintain existing key bushes and trees near watercourses likely to be important for otters                                      | Conservation Officer                           | 2012 and ongoing | Sites identified and listed in management plans   | <i>Key bushes and trees identified on the Biodiversity Action Plan map.</i>   |
| 2                | Monitor otter populations   | 2.3              | Ensure any dead otters are reported to the Conservation Officer and transferred to the Environment Agency for post mortem                    | Environment Agency                             | Ongoing          | Otters reported to Conservation Officer, if found | <i>None reported, otter spraints found</i>  |
| 3                | Reduce otter deaths related to eel and crayfish trapping and road traffic | 3.1              | Report incidents of suspected illegal netting, trapping or fishing to the Environment Agency Fisheries Officers and the Conservation Officer | Environment Agency, Angling Clubs & syndicates | Ongoing          | Incidents reported, if discovered                 | <i>Otters being drowned in illegal eel nets remain a concern. Members are requested to be watchful for suspicious activity and report it to the Conservation Officer on 07765 597775 immediately.</i> |

## Bats Action Plan

| Target Reference | Target                                 | Action Reference | IDB Actions   | Partners                                     | Date                   | Indicators   | Report  |
|------------------|--|------------------|---|--|------------------------|--|---|
| 1                | Improve habitat for bats               | 1.1              | Put up at least 2 bat boxes at appropriate sites, e.g. pumping stations               | Bat Conservation Trust                       | 2015                   | Number of bat boxes sited                                      | <i>Two bat boxes previously installed.</i>  |
|                  |  | 1.2              | Pollard suitable trees to provide bat roosts  |  | Ongoing                | Number of trees pollarded                                      | <i>Any key trees identified on the Management Plan map.</i>   |
|                  |  | 1.3              | Identify potential sites for a bat hibernaculum, e.g. in disused buildings or tunnels | Conservation Officer, Bat Conservation Trust | As opportunities arise | (a) Potential sites looked for (b) Site created                | <i>Possible option for 'natural' hibernacula found. Also, bats apparently using a property (according to owner)</i> |
| 2                | Collect information on bat populations | 2.1              | Monitor bat boxes   | Bat Conservation Trust                       | 2015 onwards           | (a) Number of boxes monitored (b) Number of boxes used by bats | <i>Checks will be made when possible.</i>   |
|                  |  | 2.2              | Pass bat box information to CPBRC and NBIS  | Conservation Officer, CPBRC, NBIS            | 2015 onwards           | Data via Conservation Officer annually                         | <i>Data passed on.</i>  |

## Kingfisher Action Plan

| Target Reference | Target  | Action Reference | IDB Actions  | Partners                    | Date    | Indicators                                  | Report  |
|------------------|---|------------------|--|-----------------------------|---------|---|---|
| 1                | Improve the quality of kingfisher habitat                     | 1.1              | Provide at least one potential nest hole in sheet pilings  | Conservation Officer        | Ongoing | Number of nest sites provided               | <i>Two holes provided at Conington Fen PS in 2014.</i>            |
|                  |   | 1.2              | Leave kingfisher fishing perches where possible (e.g. occasional branch)                                   | Conservation Officer        | Ongoing | Number of perch sites left                  | <i>Many drains have suitable natural perches for kingfishers.</i> |
| 2                | Collect records of kingfisher breeding between March and July | 2.1              | Note sightings of potential breeding kingfisher and pass information to CPERC via the Conservation Officer | Conservation Officer, CPERC | Ongoing | Data sent via Conservation Officer annually | <i>Occasional sightings but no confirmed nesting in 2019.</i>     |

## Barn Owl Action Plan

| Target Reference | Target                                  | Action Reference | IDB Actions   | Partners   | Date    | Indicators   | Report   |
|------------------|---|------------------|---|--|---------|--|--|
| 1                | Improve the quality of barn owl habitat | 1.1              | Put up at least 2 barn owl nest boxes in suitable locations                               | Wildlife Conservation Partnership                              | 2015    | Number of nest boxes provided                                      | <i>Two.</i>  |
|                  |   | 1.2              | Pollard suitable trees to provide natural nest sites                                      | Conservation Officer   | Ongoing | Number of trees pollarded  | <i>Any suitable trees will be identified on the management plan map.</i> |
| 2                | Collect records of barn owl presence    | 2.1              | Monitor nest boxes. Have occupied boxes checked for success by licensed barn owl ringers. | Wildlife Conservation Partnership                              | 2015    | (a) Number of nest boxes checked.<br>(b) Number of nest boxes used | <i>Checks will be made when possible.</i>                                |
|                  |   | 2.2              | Pass barn owl box information to CPBRC and NBIS   | Conservation Officer, Wildlife Conservation Partnership, CPBRC | 2015    | Data sent via Conservation Officer annually                        | <i>Data sent.</i>  |

## Procedural Action Plan

| Target Reference | Target  | Action Reference | IDB Actions  | Partners   | Date    | Indicators  | Report  |
|------------------|---|------------------|--|--|---------|---|---|
| 1                | Provide training on IDB BAP and conservation management of drainage channels for all relevant staff by 2013 | 1.1              | Establish programme of 1-day courses for IDB staff and members   | Conservation Officer, Wildlife Trust, Natural England, other specialists | 2013    | (a) Number of courses held<br>(b) Number of Board members / staff attending courses | <i>Any Board members able to attend the next IDB BAP meeting on 2nd December 2020. would be very welcome.</i> |
|                  |   | 1.2              | Establish suitable training for contractors' staff   | Conservation Officer, Contractors  | 2013    | Contractors attended training course  | <i>Training course run previously.</i>  |
| 2                | Take biodiversity into account when planning and undertaking capital works                                  | 2.1              | Consult with the Conservation Officer and choose the best possible mitigation solutions for biodiversity, e.g. fish-friendly pumps | Conservation Officer   | Ongoing | (a) Number of capital schemes undertaken<br>(b) Number of schemes commented on      | <i>None</i>   |

# **MIDDLE LEVEL** **COMMISSIONERS**

Telephone: (01354) 602965  
(07765) 597775

Email: [peter.beckenham@middlelevel.gov.uk](mailto:peter.beckenham@middlelevel.gov.uk)

Website: [www.middlelevel.gov.uk](http://www.middlelevel.gov.uk)



MIDDLE LEVEL OFFICES  
85 WHITTLESEY ROAD,  
MARCH  
CAMBRIDGESHIRE  
PE15 0AH

**Peter Beckenham**  
Conservation Officer

3<sup>rd</sup> December 2019

FAO Chairmen and Vice-Chairmen

## Mink Control in the Middle Level

Dear Sirs, Madam

I am writing with an update on mink control in the Middle Level and proposing a future strategy for managing the species that I hope Internal Drainage Boards will support.

### **Background**

Internal Drainage Boards of the Middle Level have a proven record in delivering for conservation as part of Biodiversity Action Plans (BAPs). These plans focus on watercourse habitat conservation and the range of species that are dependent on them in the fens. Our work with Barn Owls, Kingfishers and Otters, among others, has been recognised nationally for its achievements.

### **Water Voles**

The Water Vole is described as Britain's fastest declining mammal, having disappeared from 70% of known sites in the seven years between national surveys in the late 1980s and early 1990s (GWCT, 2019). More recently, a further 30% decline was reported nationally between 2006 - 2015 (McGuire & Whitfield, 2017). In the Middle Level our work (supported by the Wildlife Trust) has shown that Water Voles are still present in number thanks to a combination of factors including continuity of drain management practices. However, given the precarious situation nationally, every effort should be taken to conserve and enhance Water Voles in the Middle Level.

### **Mink in the Middle Level**

The American Mink is an invasive non-native species (INNS) widely regarded as having contributed significantly to the decline of Water Voles across the country. This predation is acknowledged in the State of Nature 2019 report "INNS may outcompete or predate native species, as has happened with American Mink and Water Vole (Hayhow, et al. p35). The species is a formidable predator also targeting water birds such as Moorhen as well game birds, fish and other small mammals.

Sightings, reports and camera traps show that, although some control is ongoing, Mink are still well-established in the Middle Level in 2019. There is now growing acknowledgement of the scale and persistence of the mink problem and a need for a strategic, national approach to control alongside existing commitments made in BAPs.

## Using Remote Monitoring to control Mink

Previously mink trapping involved daily checks on a trap in order to ensure there was no undue suffering to the animal. This is problematic in that the time and responsibility taken on by the volunteer is often not sustainable for long periods.

Advances in technology have now resulted in the 'Remoti' device being made available. This device clips to the back of a cage and is capable of remotely monitoring a mink trap and notifying a volunteer/coordinator via text message or email if the trap is triggered. Once set up this ends the need to check traps daily, reducing the onus on a trap checker and thus greatly increasing the area that can be covered.

### Middle Level 'Remoti' trial, autumn 2019

In September 2019 the Middle Level Commissioners purchased 4 Remoti devices with new rafts and cages to test their suitability to local conditions such as mobile reception, public/environmental interactions and ease of use.

After 6 weeks the results were good with no malfunctions or incidences of interference. 1 Mink was caught in this time with the process of initial notification through to humane despatch being trouble-free. The devices work by using mobile network signals and this was found to be an issue in one location, however, another site was soon found nearby.

Mink control is taking place in adjacent catchments with the Ely Group of IDBs already operating 20+ 'remoti' rafts, Welland & Deepings and Lindsey Marsh IDBs are looking at options.

### Costs of Mink Control/Monitoring

The cost of supplying and operating a single mink raft with a Remoti is as follows (inc. VAT):

| Item   | Cost (£) (inc VAT) | Details   |
|--|--------------------|---|
| Mink Raft  | £75.28             | New design benefits by being made locally from recycled plastic and having a covered outer edge to reduce chance of polystyrene degrading and entering the water course   |
| Perdix Mink Trap (cage)  | £32.40             | Metal cage is coated to reduce rusting. Older cages may work provided they are rust-free.   |
| Remoti Unit + Subscription Fee   | £98.00             | The unit requires a subscription fee to cover all data charges and website functionality for 24 months (included with purchase). Beyond that the ongoing cost of a subscription renewal in 2021 is estimated to be £24.00 per annum per unit* (excluding V.A.T) |
| Assorted assembly items (eg cord, drill bit, tape, cable ties)   | £5.00              |   |
| <b>TOTAL</b>   | <b>£210.68</b>     | <b>Initial cost. Then £24.00 per year after 2 years (as above*)</b>   |
| Despatch per GWCT guidelines is suggested as an air pistol.<br><a href="https://www.gwct.org.uk/advisory/guides/mink-raft-guidelines/dispatching-a-mink/">https://www.gwct.org.uk/advisory/guides/mink-raft-guidelines/dispatching-a-mink/</a> |                    |   |

It is possible that a reduced rate can be negotiated on the above if a bulk order is placed.

## Summary and next steps

- IDBs are well-placed to provide a large-scale network of Mink control monitoring
- Such a scheme in the Middle Level will benefit our native Water Voles through the removal of invasive non-native American Mink and continue to demonstrate our interest in and commitment to Biodiversity Action Plan objectives
- As well as trapping Mink, the rafts will have long-term value as a means of recording water vole presence through latrines which are often left on rafts
- With IDB support there is potential to expand Mink control from spring 2020 across the Middle Level

**Mink are known to be particularly active from April and I am keen not to lose out in this important window. As such, in advance of board meetings next year, I would like to ask IDB Chairmen if they are interested in offering financial support for the purchase of new mink rafts and 'Remoti' devices for their districts per the costs outlined above.**

IDBs vary in size/length of drainage network so I will leave it to individual boards to assess what/if an amount can be contributed. As a guideline, an initial donation of £500 per IDB would allow for 2 fully kitted rafts with some of that sum going towards future maintenance/volunteer training etc. The Conservation Officer will liaise with the relevant parties over suitable locations for the rafts.

The Conservation Officer is on hand to answer any questions on the matter, send further information or attend Board Meetings. All IDBs will be kept informed of progress.

If you are willing to support this initiative please reply by email or letter by 31<sup>st</sup> January 2020.

Many thanks, Peter Beckenham

[peter.beckenham@middlelevel.gov.uk](mailto:peter.beckenham@middlelevel.gov.uk)



*Figure 1 & 2: New mink raft in operation. Note otter guards in place. Remoti unit attached to rear (2).*



**middle level  
commissioners**

**Invasive Non Native  
Species Alert**

## FLOATING PENNYWORT



### BOATERS

**Please follow this advice to help prevent the spread of Floating Pennywort:**

- Before entering the Middle Level system carry out a visual inspection of your vessel for Floating Pennywort and remove anything that should not be there and leave by the side of the watercourse, as far from the water as possible.
- If your vessel has an inboard engine check any weed filters or strainers and clear them.
- On a narrowboat lift & check for weed via the weed hatch where fitted and when safe to do so.
- Apply regular short bursts of reverse thrust when underway to throw off and unwrap any weed caught around propellers.

**If you do find something you suspect to be Floating Pennywort:**

- Note the location and take a photo.
- If it is on a Middle Level waterway phone the Middle Level Commissioners on 01354 653232.
- On any other waterways contact the Environment Agency on 0800 80 70 60.

Photos from: Olaf Booy, Richard Lansdown (RL), Mike McCabe, British Waterways





## Conington and Holme IDB SSI

Site Safety Inspection Record

Complete

|   |
|---|
| Name of organisation:<br>Conington and Holme IDB.   |
| Date of site visit<br><input type="checkbox"/> 8th Nov, 2019 <input checked="" type="radio"/> 9:30 AM GMT       |
| Address of inspected premises<br>c/o Bruce's Castle Farm<br>Cooks Lane<br>Sawtry<br>PE28 5XQ                    |
| Name of Advisor<br>Simon Cross  |
| Time of arrival at site:<br><input type="checkbox"/> 8th Nov, 2019 <input checked="" type="radio"/> 9:20 AM GMT |
| Audit Name<br>Conington and Holme IDB SSI   |

## Audit

|  |    |
|--|----|
| An opening meeting was held with<br>John Racey and David Elmore  |    |
| 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. Conington and Holme IDB covers an area of approximately 1113 ha and comprises 1 pumping station at Conington which has a weed screen that is manually cleared using a long handled Chrome.</p> <p>The Board has no direct employees and are responsible for the operation of the pumping station only, any equipment or drain maintenance is undertaken by either Middle Level or contractors. If contractors are used, it should be ensured they are competent and have appropriate liability insurance; competence is measured by the level of training and experience gained.</p> <p>All Boards 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's responsibility to ensure appropriate measures are taken to ensure that Board members, contractors and anyone else who could be affected by the Board's undertakings are not placed at risk of injury or illness, this can be achieved by complying with relevant legislation and best practice.</p> |    |
| <p>2</p> <p>Management of contractors. A discussion was held regarding the competence of contractors used by the Board for flailing, mowing, equipment, tree and drain maintenance; to confirm competence to undertake the relevant tasks, it is recommended that the level of training and experience of the contractor is determined, in addition the provision of a Risk Assessment and Method Statement (RAMS) by the contractor will demonstrate that they will take the necessary control measures to reduce any risks to themselves and others who may be affected by the work. It is incumbent on the Board to ensure that any relevant hazard and risk information is communicated to the contractor prior to the work, E.g. presence of asbestos in a building or overhead power lines along a drain.</p>  |    |
| <p>3</p> <p>Lone Working. No formal system currently in place. Board member will usually inform family members or colleagues when undertaking Board activities.</p>  |    |
| <p>4</p> <p>Work near water. A number of structures were observed, as well as the pumping station, these either had barriers around the main points where a fall hazard was evident or access was not required close to the waters edge.</p>   |    |
| <p>5</p> <p>Conington Pumping Station. Two electrically operated pumps, one having a power take-off (PTO) connection with a PTO shaft in place - it was observed that this had an incomplete guard, please see separate Photographic Risk Assessment over the page; this requires urgent replacement of the guard or removal of the PTO shaft.</p> <p>Manual weed screen cleaning using long handled Chrome. Barrier is in place around the weed screen, concrete plinth on floor for foot support and slip prevention. Also on site is a redundant old pump house adjacent to existing pump house building. Although there is some fencing and a gated vehicle entrance, there is no security fencing around the remainder of the site.</p>   |    |

## Photographic Risk Assessment

### Photographic Risk Assessment

#### Photographic Risk Assessment 1

|   |  |
|---|--|
| Location/Task/Activity<br>Conington Pump House. Back-up PTO operation of pump in the event of electrical failure.   |  |
| Nature of hazard<br>Incomplete guard on PTO shaft. Entanglement hazard.   |  |
| Recommended remedial action<br>As it could not be determined when the PTO shaft was last operated or if it is likely to be used again, if the PTO shaft is no longer required, removal will eliminate the hazard; if it is to be used again then it must be ensured a suitable PTO guard is installed prior to use. |  |
| Applicable legislation  | <ul style="list-style-type: none"><li>+ Health and Safety at Work Act 1974</li><li>+ Management of Health and Safety at Work Regulations 1999</li><li>+ Provision and Use of Work Equipment Regulations 1998</li></ul> |
| Level of Risk   | <b>High</b>  |
| <input type="checkbox"/> 8th Nov, 2019 <input type="checkbox"/> 10:59 AM GMT  |  |
| - Photos  |  |
|    |  |
| Photo 1   |  |

#### Signature of person informed

#### Signature of person informed 1

|   |  |
|---|--|
| Signature of person informed  |  |
|  | John Racey<br>8th Nov, 2019 11:52 AM GMT |

|   |                              |
|---|------------------------------|
| <p>Advisor's signature</p> <div style="display: flex; align-items: center;">  <div> <p>Simon Cross</p> <p>8th Nov, 2019 11:53 AM GMT</p> </div> </div> |                              |
| <p>Departure time</p> <p><input type="checkbox"/> 8th Nov, 2019 <input type="checkbox"/> 12:10 PM GMT</p>   |                              |
| <p>Photographic Risk Assessments closed out during the visit.</p> <p>None.</p>  |                              |
| <p>Number of outstanding Photographic Risk Assessments</p>  | <p>0</p> <p>From 0 to 99</p> |

Photos

1 Photos



Photo 1

# Conington and Holme IDB

## SUMMARY OF PHOTOGRAPHIC RISK ASSESSMENTS

### Site Safety Inspection 8<sup>th</sup> November 2019

| Ref. | Location             | Risk Level | Brief Description  | Action |
|------|----------------------|------------|--|--------|
| 1    | Conington Pump House | H          | Back-up PTO operation of pump in the event of electrical failure. Incomplete guard on PTO shaft. Entanglement hazard. As it could not be determined when the PTO shaft was last operated or if it is likely to be used again, if the PTO shaft is no longer required, removal will eliminate the hazard; if it is to be used again then it must be ensured a suitable PTO guard is installed prior to use. |        |



## **ADA Advice Note:**

### Internal Drainage Boards' Health, Safety & Welfare Survey 2018

Prepared by Innes Thomson

#### **Executive Summary**

The content of this note is derived from the results of the first survey of health, safety and welfare (HS&W) across internal drainage boards (IDBs) in England and represents findings from just under 75% of all IDBs in England. Those who responded are thanked for taking the time to provide their answers.

Although the questionnaire did not require any hard evidence in the form of supporting documentation, responses were of a breadth to suggest a reasonably accurate reflection of the current situation regarding HS&W in the IDB sector.

Overall, the advice note highlights several areas where there are opportunities for improvements, some of which could be viewed as quick wins where others will require a little more investment.

Three areas highlighted for improvement have a common linkage around attitudes and behaviours where IDBs could demonstrate that they are leading their staff and employees in best practice. This includes:

1. Ensuring that HS&W is an integral part of discussions at all Board Meetings.
2. Actively showing that Board Members care about the competency and welfare of their staff and employees.
3. Implementing a no-blame, anonymous, easy-to-access incident reporting system with active reviews and actions fed back to staff/operatives.

Several excellent examples of HS&W best practice were highlighted from the questionnaire responses and all IDBs are encouraged to strive for such best practice. All IDBs should ensure that they have the capacity to undertake their functions safely and IDBs are encouraged to share and compare their Health & Safety approaches, systems and processes with other IDBs and wider ADA members to help achieve best practice outcomes.

ADA has suggested a series of recommendations for IDBs to consider and review which could support and guide them in the implementation of HS&W best practice in a consistent manner.

The conclusions also set out a series of recommended actions to help IDBs further improve their HS&W. Key to this will be the development of a series of HS&W seminars by ADA, supported by both IDB and HS&W professionals. These presentations will then be made available via the Knowledge section on ADA's website.

Finally it is essential that ADA engages with the IDBs that were unable to meet the response deadline and seek to assist them in understanding their HS&W requirements and to aim to achieve a consistent approach to the advice provided across all IDBs. ADA will be contacting all IDBs that were unable to complete the initial HS&W survey.



## **Introduction**

During 2018 ADA conducted a detailed survey of HS&W within IDBs.

The purpose of the survey was to identify a baseline through gathering a level of qualitative about HS&W of IDBs' board members, staff and operatives in order to:

1. act as a useful HS&W benchmark for IDBs as a community,
2. support ADA in their desire to help provide consistent industry guidance and recommendations,
3. assist IDBs seeking to identify potential areas of improvement in the way they manage HS&W within their operations to achieve best practice wherever possible.

The survey was held via an online questionnaire that IDBs could complete on the SurveyMonkey website. IDBs were first notified of the survey on 17 July 2018 and the questionnaire remained available for responses until 31 December 2018.

The questionnaire was based on a set of HS&W questions prepared by Ian Benn, PG Dip H&S and Env Law, Dip, NEBOSH, Grad IOSH, MCQJ CQP (Honorary Health & Safety Advisor, ADA), in conjunction with Ian Moodie (Technical Manager, ADA) and Innes Thomson (Chief Executive, ADA), and in consultation with ADA's Committees and Board of Directors.

ADA's Board of Directors made the assurance that all responses would be handled on a confidential basis in order to ensure ADA received accurate and open data about HS&W. Therefore, no individual data is identifiable from this report, and the general ethos of its production has been to encourage improvement across all IDBs in the way that HS&W is managed.

This is the first survey of its kind to get to this stage of evaluation across IDBs as a whole. ADA intends to evaluate progress with a repeat survey to be completed by 31 December 2021.

ADA commends those who have responded in providing an assessment of HS&W within their respective IDBs. Nearly 75% of all IDBs participated in the survey and we are encouraged to hear that all IDBs that completed the survey found it a useful audit of their HS&W capacity that will enable them to focus their own improvement efforts.



## **Conclusions & Recommendations**

The key to successful approaches in delivering and maintaining effective HS&W are wide and varied. They are also indelibly linked to peoples' behaviours and attitudes to the subject. Behaviours and attitudes are influenced by what people know through experience and how they have learnt about the subject.

This advice note seeks to guide ADA members about where improvements in personal and corporate HS&W can take place. On the back of these results, ADA will consider how we can further assist our members with HS&W systems and processes. However, the ultimate responsibility for good HS&W falls uniquely upon IDB Board Members themselves.

Whilst annual accident statistics were gathered as part of the survey, the purpose of this note is not intended to examine the detail of those incidents. It is noted, however, that these figures showed a steadily increasing number of near-miss events between 2013 and 2017. It is almost certain that such an increase can be attributed to better recording of near misses by IDBs throughout the period. This is not a negative statistic and should be viewed as extremely encouraging. Any statistics that have been collected by IDBs may support future risk assessment and risk reduction projects where applicable.

ADA has concluded that the data from this survey can be summarised in the following way, with recommendations for review and necessary actions/reflections by Boards.

As a first and top priority, all Boards should check key HSE guidance on what the statutory minimum expectation would be of Boards as employers and employees. This can be found at:

[www.hse.gov.uk/workers/employers.htm](http://www.hse.gov.uk/workers/employers.htm)



### **Top Three Recommendations**

- a) **Governance and leadership** | The majority of Boards reported that their day-to-day managers had received HS&W training. However, there are still opportunities to ensure that a greater number of Board Members receive HS&W training. Behaviours around H,S&W are about leadership. It is recommended that all IDBs initially focus on this area. Virtually all IDBs reported that they have an HS&W policy, and all IDBs should review their policy to ensure that it is being fully implemented, or to see if the policy needs updating. Boards should ensure that HS&W is a standing item for discussion at every Board Meeting, including short HS&W briefings for Board Members.
  
- b) **Ensuring competence** | We are pleased to note that nearly two thirds of responding Boards reported that they carry out tests to ensure that their employees are competent to undertake their work safely. Boards should ensure that all IDB operatives are tested and licensed for their competency to operate plant and equipment in connection with their jobs.
  
- c) **Recording accidents and near misses** | Several Boards reported that they do not hold sufficient records of accidents or near miss events, and lack a proper documented process for recording accidents. It is strongly recommended that Boards have distinct policies for recording accidents, incidents and near misses. This should note that all data is reviewed by the Board and that lessons learned are fed back into the updating of risk assessments potentially as hazard mitigation measures. All staff and contractors should be duty-bound to report accidents, incidents and near misses.



### **Additional Recommendations for IDBs to Consider**

The following additional recommendations (in no particular order) are made by ADA to support IDBs with the review and potential improvement of their HS&W activities.

| Ref | Issue                    | Recommendation  |
|-----|--------------------------|---|
| d)  | Quality of advice        | Review the provision of HS&W advice so that Board Members, managers and staff receive the proper and correct advice in line with their functions.   |
| e)  | Welfare facilities       | Ensure that all staff and operatives have access to appropriate toilet & mess facilities when working away from base office /depot.   |
| f)  | Routine training         | Plan and provide regular HS&W training updates to all staff and operatives, especially following accidents or incidents.  |
| g)  | Health surveillance      | Implement regular health screening for all staff and operatives.  |
| h)  | Capacity                 | Ensure that the IDB has the suitably qualified resource and capacity to undertake their functions safely. In doing so, the IDB should review the opportunities for closer working with their neighbouring IDBs to achieve best practice outcomes. |
| i)  | Risk assessment          | Ensure that risk assessments are undertaken for the IDB's activities.   |
| j)  | Toolbox Talks & Training | Plan and deliver programmes that provide information, instruction, training and supervision for hazardous activities highlighted in risk assessments.   |
| k)  | Machinery inspection     | Ensure that the IDB has a documented programme of routine machinery inspection.   |



### **Recommended Actions for ADA in support of IDBs**

ADA is committed to supporting its members in striving to achieve best practice across all of their functions, but especially HS&W. To that end, and on the basis of the results of the survey and this note, ADA will be seeking to complete the following actions with the assistance of external experts.

| No. | Action   | Timescale                           |
|-----|--|-------------------------------------|
| 1.  | ADA to check and review HS&W with all IDBs that were unable to respond to the survey within the allotted timeframe.  | Before 31 March 2020                |
| 2.  | ADA to consider how to capture and then annually compile and publish summary information about IDBs' health and safety incidents and near misses.                        | Annually                            |
| 3.  | ADA to complete second HS&W survey of IDBs, and seek a 100% response rate.   | Before 31 December 2021             |
| 4.  | Investigate if a series of standard HS&W Policy templates for use by IDBs may be appropriate.  | Before 31 December 2020             |
| 5.  | Consider the preparation of toolbox talk materials for IDBs, utilising the ADA website and ADA News Stream to communicate these to members.                              | To commence before 31 December 2020 |
| 6.  | Prepare briefings on HS&W matters for dissemination to IDB Clerks & Chief.   | To commence before 31 December 2020 |
| 7.  | Hold a series of HS&W seminars supported by both IDB and HS&W professionals. These presentations will then be made available via the Knowledge section on ADA's website. | Before 31 December 2020             |

**ENDS**

Final Version issued – 29 November 2019

## Conington & Holme 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 Conington & Holme 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 Conington & Holme Internal Drainage Board on application to:

The Clerk  
Conington & Holme 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:

  
O C Thomas - Clerk to the Board

Date of Announcement:

6th September 2019

# Annual Internal Audit Report 2018/19

## CONINGTON & HOLME 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 checked="" type="checkbox"/>        | <input type="checkbox"/> | <input 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"/> | <input checked="" type="checkbox"/> |
| M. (For local councils only)<br>Trust funds (including charitable) – The council met its responsibilities as a trustee.  | <input type="checkbox"/>                   | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

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

Date(s) internal audit undertaken

28/06/19 28/06/19

Name of person who carried out the internal audit

NATHAN A. METCAL

Signature of person who carried out the internal audit

*Nathan A. Metcal*

Date

28/06/19

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

**Conington & Holme 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 31/03/2018  | Year ending 31/03/2021                                   |
| F                                  | Year ended 31/03/2019   | N/A – no petty cash  | N/A – no petty cash                                      |
| G                                  | Year ended 31/03/2019   | N/A – no employees   | N/A – no employees                                       |
| 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   |  |  |
| 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 28-6-2019

**FOUNDER**

Philip M Whiting FCA  
Mark A Haydon CA  
James D Coker FCA  
Paul H Tabor FCA

**ASSOCIATE PARTNERS**

Andrew P Whalley FCA  
Christopher D Pilgerton FCA  
Ian D C. Pope FCA  
Christopher P Gilly FCA  
Robert Whitton CMA

**ASSOCIATE PARTNERS**

Andrew R Beer FCA  
Tina J Auld FCA  
Mark J Day FCA  
Amanda E Newby FCA  
Shea O'Byrne FCA

**ASSOCIATE PARTNERS**

Richard A. Hovell JCT  
Jonathan P Miles ACA  
Stephen D Wells FCA  
Paul M Johnson ACA

**PRACTICE MANAGER**

Joan French

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 activities of non-conditional practice in England and Wales by the Institute of Chartered Accountants in England and Wales.

Rory M. Edwards

Ed

Kim's Lynn

Mark

Mikhael

Peterborough

Remus

Stuart

Stuart

Stuart

Stuart

## Section 1 – Annual Governance Statement 2018/19

We acknowledge as the members of:

### CONINGTON & HOLME 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 the 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 ensure 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 the 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/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:

11/06/2019

and recorded as minute reference:

B.1011

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

Chairman

*J. Miller*

Clerk

*Reed*

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

Section 2 – Accounting Statements 2018/19 for

CONINGTON & HOLME INTERNAL DRAINAGE BOARD

|   | Year ending        |                    | Notes and guidance  |
|---|--------------------|--------------------|---|
|   | 31 March 2018<br>£ | 31 March 2019<br>£ |   |
| 1. Balances brought forward   | 53,192             | 41,146             | 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  | 16,804             | 18,384             | Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.   |
| 3. (+) Total other receipts   | 1,490              | 1,820              | 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   | 30,340             | 17,183             | 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   | 41,146             | 44,163             | 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                                   | 56,380             | 48,883             | 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                         | 610,000            | 610,000            | 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 FNLB).  |
| 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.<br>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

23<sup>rd</sup> May 2019

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

11/06/2019

as recorded in minute reference:

9.1013

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



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

In respect of **Conington and Holme Internal Drainage Board – DB0015**

#### 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 and H. 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

02/05/2019

<sup>1</sup> Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews for 2018/19 in Auditor Guidance Note AGN/52. 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 Ridgdon FCCA  
Ian G C Piper FCA  
Christopher P Kelly FCA  
Barbara Nicholas CTA

Andrew R Band FCA  
Trina J Nunn FCA  
Keith J Day FCCA  
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

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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 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.gov.uk](mailto:floodreports@defra.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 £.

CONINGTON & HOLME

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                              | 4,427              |
| 2.   |                    |
| 3.   |                    |
| 4.   |                    |
| 5.   |                    |
| 6.   |                    |
| 7.   |                    |
| 8.   |                    |
| <b>Total</b>   | <b>4,427</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<br>31 March 2019 £ |
|---|-------|--------------------------------|
| <b>INCOME</b>   |       |                                |
| 1. Drainage Rates   |       | 13,984                         |
| 2. Special Levies   |       | 4,400                          |
| 3. Higher Land Water Contributions from the Environment Agency                |       | 1,854                          |
| 4. Contributions received from developers/other beneficiaries                 |       | 0                              |
| 5. Government Grants (includes capital grants from EA and levy contributions) |       | 0                              |
| 6. PSCAs from EA and other RMA's  |       | 0                              |
| 7. Loans  |       | 0                              |
| 8. Rechargeable Works   |       | 0                              |
| 9. Interest and Investment Income   |       | 172                            |
| 10. Rents and Acknowledgements  |       | 0                              |
| 11. Other Income  |       | 0                              |
| <b>Total income</b>   |       | <b>20,210</b>                  |
| <b>EXPENDITURE</b>  |       |                                |
| 12. New Works and Improvement Works   |       | 0                              |
| 13. Total precept to the Environment Agency                                   |       | 1,951                          |
| 14. Watercourse maintenance   |       | 3,348                          |
| 15. Pumping Stations, Sluices and Water level control structures              |       | 2,783                          |
| 16. Administration  |       | 8,474                          |
| 17. PSCAs   |       | 0                              |
| 18. Rechargeable Works  |       | 0                              |
| 19. Finance Charges   |       | 0                              |
| 20. SSSIs   |       | 0                              |
| 21. IDB Biodiversity and conservation (other than item 20 expenditure)        |       | 395                            |
| 22. Other Expenditure   |       | 242                            |
| <b>Total expenditure</b>  |       | <b>17,193</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>3,017</b>  |
| 24. Developers Funds income not applied in year                |  | <b>28,887</b> |
| 25. Grant income not applied in year                           |  | <b>0</b>      |

## 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) | <input type="checkbox"/>            |
| Co-opted members   | <input type="checkbox"/>            |
| Directly employed staff  | <input type="checkbox"/>            |
| Contracted persons or consultants  | <input checked="" type="checkbox"/> |
| Environmental Partners/NGOs  | <input type="checkbox"/>            |
| Other (please describe)  | <input type="checkbox"/>            |

### Asset Management

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

- |                         |                                     |
|-------------------------|-------------------------------------|
| ADIS                    | <input type="checkbox"/>            |
| Paper Records           | <input checked="" type="checkbox"/> |
| Other Electronic System | <input checked="" type="checkbox"/> |

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?                         | 9 |
| Seats available to appointed members under the Land Drainage Act 1991.                                     | 4 |
| Number of elected members on the board at year end.  | 8 |
| 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. | 0 |

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

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

## Section B: NOTES

### Guidance and Best Practice

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

### Board membership and attendance

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

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

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

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

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## Section C – Declaration

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CONINGTON & HOLME

Internal Drainage Board

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

Signature



Date

18/1/19

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 findings 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.

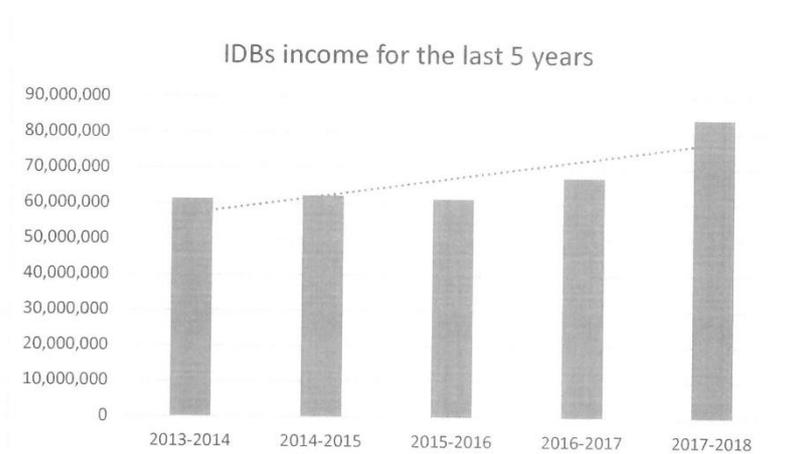
16. Based on the responses, there are some positive results. It is showing that majority of IDBs are making good use of their websites as a platform to share important information as a way of being transparent. It is also showing that majority of IDBs have adopted good guidance and best practices such 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.

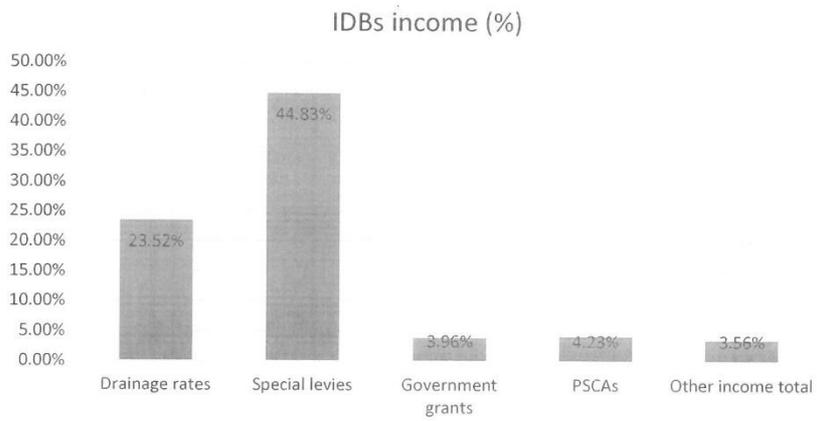
### Trend in funding

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.

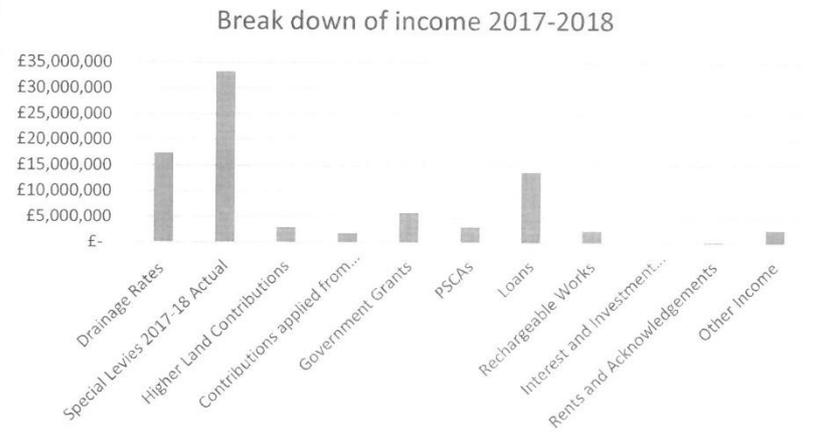


20. 80% of the sector's income comes from special levies (paid by local authorities) and drainage rates (paid by landowners within the internal drainage district). The remainder comes from a variety of sources including government grants and rental income as demonstrated below.

**Income 2017 - 2018**

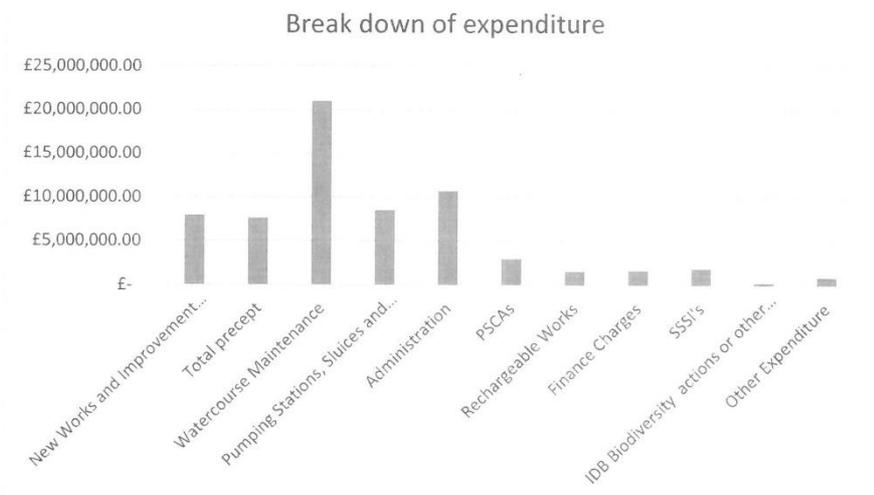
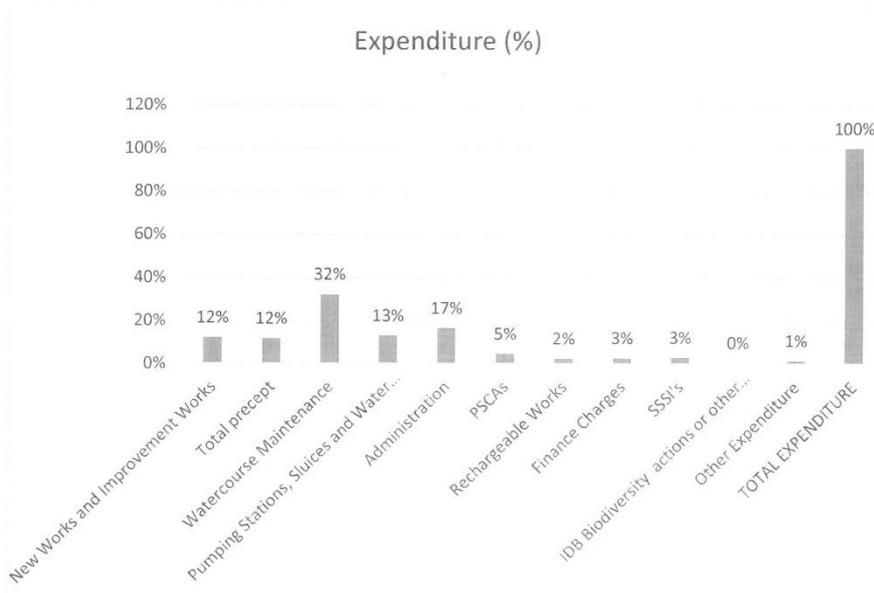


**Breakdown of income**



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

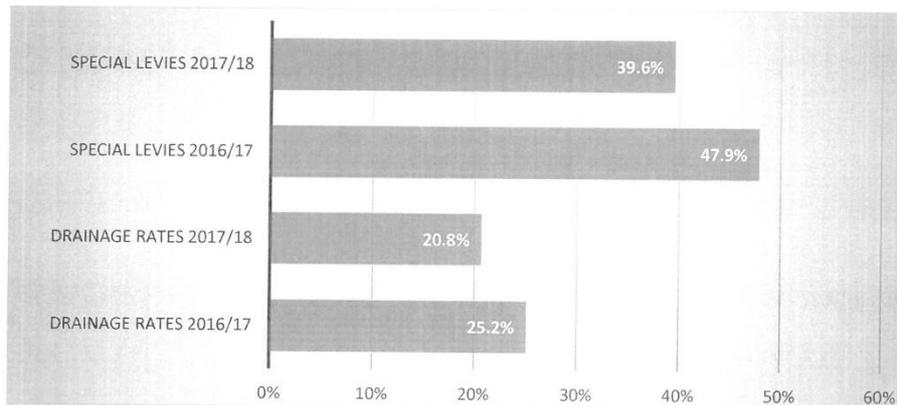
**Expenditure**



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

**CONINGTON AND HOLME INTERNAL DRAINAGE BOARD**  
**BUDGET MONITORING 2019/2020**  
**GRAVITY AREA (AREA 1)**

|  | <u>Estimated</u><br>2019/2020<br>£ | <u>Actual to</u><br>31.12.2019<br>£ | <u>Forecast to</u><br>31.03.2019<br>£ |   |       |
|--|------------------------------------|-------------------------------------|---------------------------------------|---|-------|
| 1 Drainworks (Including Environmental measures)  | 3,000                              | 1,159                               | 3,000                                 | - Includes provisions to end of year:-<br>(no contractor invoices paid) | 1,840 |
| 2 Repairs and renewals   | 50                                 | 0                                   | 50                                    |   |       |
| 3 Insurances   | 135                                | 104                                 | 105                                   |   |       |
| 4 Administration charge, Health and Safety contract, Audit fee, printing, stationery, advertising, Association of Drainage Authorities subscriptions etc | 4,500                              | 1,932                               | 4,500                                 | - Includes for new H&S arrangements                                     |       |
| 5 Environment Agency - Precept   | 1,537                              | 1,537                               | 1,537                                 |   |       |
|  | <u>9,222</u>                       | <u>4,732</u>                        | <u>9,192</u>                          |   |       |
| LESS Deposit Accounts interest, etc  | 253                                | 177                                 | 252                                   |   |       |
| 8,968  | <u>8,968</u>                       | <u>4,555</u>                        | <u>8,939</u>                          |   |       |

|                     |              |               |              |         |  |
|---------------------|--------------|---------------|--------------|---------|--|
| <b>GENERAL FUND</b> |              |               |              |         |  |
| Open balance        | 8,210        | 8,210         | 8,210        |         |  |
| Rates raised        | 9,091        | 9,091         | 9,091        | 0.073 p |  |
| net expenditure     | 8,968        | 4,555         | 8,939        |         |  |
| Close balance       | <u>8,333</u> | <u>12,746</u> | <u>8,362</u> |         |  |

**CONINGTON AND HOLME INTERNAL DRAINAGE BOARD**  
**BUDGET MONITORING 2019/2020**  
**PUMPED AREA (AREA 2)**

|  | <u>Estimated</u><br><u>2019/2020</u><br>£ | <u>Actual to</u><br><u>31.12.2019</u><br>£ | <u>Forecast to</u><br><u>31.03.2020</u><br>£ |   |
|--|---|--|--|---|
| 1 Drainworks (including Environmental measures)  | 1,000                                     | 194  | 1,000  | - Includes provisions to end of year:-<br>- (No contractor invoices paid) |
| 2 Electricity  | 2,000                                     | 652  | 2,000  | - Includes provisions to end of year:-                                    |
| 3 Repairs and renewals   | 4,600                                     | 1,250                                      | 1,250  | - Does not include for replacing wet well bolts                           |
| 4 Insurances   | 375                                       | 327  | 330  |   |
| 5 Administration charge, Health and Safety contract, Audit fee, printing, stationery, advertising, etc | 4,500                                     | 1,932                                      | 4,500  | - Includes for new H&S arrangements                                       |
| 6 Environment Agency - Precept   | 512                                       | 512  | 512  |   |
| 6 Improvement works (Year 2 of 10)   | 1,829                                     | 1,055                                      | 1,055  |   |
|  | <u>14,816</u>                             | <u>5,922</u>                               | <u>10,647</u>                                |   |
| LESS Deposit Accounts interest, etc  | 4,408                                     | 895  | 915  | - Does not include for replacing wet well bolts                           |
| 10,408   | <u>10,408</u>                             | <u>5,027</u>                               | <u>9,732</u>                                 |   |
| <b>GENERAL FUND</b>  |   |  |  |   |
| Open balance   | 7,066                                     | 7,066                                      | 7,066  |   |
| Rates raised   | 10,408                                    | 10,408                                     | 10,408                                       |   |
| net expenditure  | 10,408                                    | 5,027                                      | 9,732  |   |
| Close balance  | <u>7,066</u>                              | <u>12,447</u>                              | <u>7,742</u>                                 |   |

# **CONINGTON AND HOLME 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

# **CONINGTON AND HOLME 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

|                                    |               |   |  |  |
|------------------------------------|---------------|---|--|--|
| ↑<br>Likelihood of occurrence<br>↓ | <b>HIGH</b>   | <b>Low Impact<br/>High Likelihood<br/>4</b>   | <b>Medium Impact<br/>High Likelihood<br/>5</b>   | <b>High Impact<br/>High Likelihood<br/>6</b>   |
|                                    | <b>MEDIUM</b> | <b>Low Impact<br/>Medium Likelihood<br/>3</b> | <b>Medium Impact<br/>Medium Likelihood<br/>4</b> | <b>High Impact<br/>Medium Likelihood<br/>5</b> |
|                                    | <b>LOW</b>    | <b>Low Impact<br/>Low Likelihood<br/>2</b>    | <b>Medium Impact<br/>Low Likelihood<br/>3</b>    | <b>High Impact<br/>Low Likelihood<br/>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                                     | Clerk/<br>Engineer |
| 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            |                 |                  | Conservation 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       |
| Major failure of Middle Level pumping plant, and flood defence structures | 4                 | Y            |                 |                  | Operations/Mechanical & Electrical Engineers to inspect. Unlikely to be insurance for maintenance breakdown | 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       |

**CONINGTON & HOLME IDB**  
**INSURED VALUE OF FIXED ASSETS**

**PUMPING STATION**

As At  
31st March 2020

CONINGTON PUMPING STATION

610,000.00

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610,000.00

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## Section 1 – Annual Governance Statement 2019/20

We acknowledge as the members of:

### CONINGTON & HOLME 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 2020, 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.  | ✓      |     | <i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>   |  |
| 2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.  | ✓      |     | <i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>   |  |
| 3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances. | ✓      |     | <i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>   |  |
| 4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.   | ✓      |     | <i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>   |  |
| 5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.  | ✓      |     | <i>considered and documented the financial and other risks it faces and dealt with them properly.</i>  |  |
| 6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.  | ✓      |     | <i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i> |  |
| 7. We took appropriate action on all matters raised in reports from internal and external audit.  | ✓      |     | <i>responded to matters brought to its attention by internal and external audit.</i>   |  |
| 8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.                                  | ✓      |     | <i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>   |  |
| 9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.                         | Yes    | No  | N/A  | <i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i> |

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

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

DD/MM/YY

and recorded as minute reference:

MINUTE REFERENCE

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

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

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

AUTHORITY WEBSITE ADDRESS

## CONINGTON AND HOLME INTERNAL DRAINAGE BOARD

Payments 2018/2019 (1st April 2018 - 31st March 2019)

| <u>DATE</u> | <u>DETAIL</u>  | <u>NET</u> | <u>VAT</u> | <u>GROSS</u> |
|-------------|--|------------|------------|--------------|
| 18/04/2018  | Middle Level Commissioners - Administration charge, postages, telephone charges, stationery and Health and Safety contract | 4,141.96   | 828.39     | 4,970.35     |
| 18/04/2018  | Middle Level Commissioners - Replacement of weedscreen and associated works  | 10,898.28  | 2,179.66   | 13,077.94    |
| 18/04/2018  | Middle Level Commissioners - Fees (Work in connection with weedscreen replacement, planning and development applications)  | 476.45     | 95.29      | 571.74       |
| 18/04/2018  | Middle Level Commissioners - Installation of Health & Safety signage at pumping stations                                   | 83.52      | 16.70      | 100.22       |
| 26/04/2018  | Anglia Farmers Ltd - Electricity supply to pumping station   | 162.50     | 32.50      | 195.00       |
| 26/05/2018  | Anglia Farmers Ltd - Electricity supply to pumping station   | 227.23     | 45.44      | 272.67       |
| 31/05/2018  | Environment Agency - Precept   | 975.50     | 0.00       | 975.50       |
| 11/06/2018  | Middle Level Commissioners - Pumping station maintenance   | 175.56     | 35.11      | 210.67       |
| 11/06/2018  | Association of Drainage Authorities - Subscription 2018  | 542.00     | 108.40     | 650.40       |
| 12/06/2018  | Admiral Wells - Expenses in connection with Board meeting  | 74.87      | 14.98      | 89.85        |
| 26/06/2018  | Anglia Farmers Ltd - Electricity supply to pumping station   | 320.08     | 64.01      | 384.09       |
| 18/07/2018  | Middle Level Commissioners - Renewal of insurances   | 462.22     | 0.00       | 462.22       |
| 26/07/2018  | Anglia Farmers Ltd - Electricity supply to pumping station   | 105.01     | 5.59       | 110.6        |
| 29/08/2018  | Anglia Farmers Ltd - Electricity supply to pumping station   | 82.88      | 4.41       | 87.29        |
| 12/09/2018  | Middle Level Commissioners - Binding of minutes (Account from Brignell Bookbinders)  | 77.00      | 15.40      | 92.4         |
| 12/09/2018  | Middle Level Commissioners - Fees (Production of Board reports, planning and development applications)                     | 393.50     | 78.70      | 472.2        |
| 12/09/2018  | Middle Level Commissioners - Contribution towards retirement gift for Environmental Officer                                | 50.00      | 0.00       | 50.00        |
| 26/09/2018  | Anglia Farmers Ltd - Electricity supply to pumping station   | 78.94      | 4.21       | 83.15        |
| 26/10/2019  | Anglia Farmers Ltd - Electricity supply to pumping station   | 79.33      | 4.22       | 83.55        |
| 09/11/2018  | Middle Level Commissioners - Administration charge, postages and telephone charges   | 3,220.23   | 644.05     | 3,864.28     |
| 15/11/2018  | Middle Level Commissioners - Preparation of highland water claims (2018/19)  | 31.35      | 6.27       | 37.62        |
| 28/11/2018  | Anglia Farmers Ltd - Electricity supply to pumping station   | 231.26     | 25.81      | 257.07       |
| 30/11/2018  | Environment Agency - Precept   | 975.50     | 0.00       | 975.50       |
| 31/12/2018  | Anglia Farmers Ltd - Electricity supply to pumping station   | 89.95      | 4.80       | 94.75        |
| 30/01/2019  | Anglia Farmers Ltd - Electricity supply to pumping station   | 89.91      | 4.80       | 94.71        |
| 15/02/2019  | PKF Littlejohn LLP - Audit Fee (2017-2018 accounts)  | 200.00     | 40.00      | 240.00       |
| 15/02/2019  | Middle Level Commissioners - Pumping station maintenance   | 175.56     | 35.11      | 210.67       |
| 15/02/2019  | Middle Level Commissioners - Checking of bolts and pipework at pumping station   | 319.85     | 63.97      | 383.82       |
| 15/02/2019  | Middle Level Commissioners - Fees (Planning and development applications)  | 43.00      | 8.60       | 51.60        |
| 15/02/2019  | Middle Level Commissioners - Pumping station maintenance   | 213.00     | 42.60      | 255.60       |

|            |   |                  |                 |                  |
|------------|---|------------------|-----------------|------------------|
| 15/02/2019 | Middle Level Commissioners - Pumping station maintenance                                  | 165.02           | 33.00           | 198.02           |
| 15/02/2019 | Middle Level Commissioners - Supply of Castrol Impervia                                   | 158.03           | 31.61           | 189.64           |
| 15/02/2019 | Davies Contracting Ltd - Flail mowing   | 1,092.00         | 218.40          | 1,310.40         |
| 20/02/2019 | Association of Drainage Authorities (River Great Ouse branch) - Subscription 2018-2019    | 5.00             | 1.00            | 6.00             |
| 20/02/2019 | Information Commissioner - Renewal of Data Protection registration                        | 40.00            | 0.00            | 40.00            |
| 28/02/2019 | Anglia Farmers Ltd - Electricity supply to pumping station                                | 242.56           | 38.82           | 281.38           |
| 04/03/2019 | Middle Level Commissioners - Contribution (Environmental Officer)                         | 395.00           | 0.00            | 395.00           |
| 19/03/2019 | Middle Level Commissioners - Fees (Planning and development applications)                 | 39.50            | 7.90            | 47.4             |
| 19/03/2019 | Middle Level Commissioners - Internal audit fees (Whiting & Partners, 2017-2018 accounts) | 415.00           | 83.00           | 498.00           |
| 19/03/2019 | Davies Contracting Ltd - Flailmowing  | 1,150.50         | 230.10          | 1,380.60         |
| 19/03/2019 | Davies Contracting Ltd - Drain maintenance  | 488.95           | 97.79           | 586.74           |
| 22/03/2019 | Middle Level Commissioners -Supply of padlock   | 14.95            | 2.99            | 17.94            |
| 28/03/2019 | Anglia Farmers Ltd - Electricity supply to pumping station                                | 77.91            | 4.23            | 82.14            |
|            |   | <u>29,280.86</u> | <u>5,157.86</u> | <u>34,438.72</u> |

## CONINGTON AND HOLME INTERNAL DRAINAGE BOARD

### Payments 2019/2020 (1st April 2019 - 31st March 2020)

|  |          |
|--|----------|
| Anglia Farmers Ltd - Electricity supply to pumping station   | 98.49    |
| Environment Agency - Precept   | 1,024.51 |
| Middle Level Commissioners - Fees (Consideration of the CPIER report, planning and development applications)               | 168.30   |
| Middle Level Commissioners - Administration charge, postages, telephone charges, stationery and Health and Safety contract | 4,954.24 |
| Admiral Wells - Expenses in connection with Board meeting  | 120.15   |
| Middle Level Commissioners - Pumping station maintenance   | 222.67   |
| Association of Drainage Authorities - Subscription 2019  | 663.60   |
| Anglia Farmers Ltd - Electricity supply to pumping station   | 86.51    |
| Anglia Farmers Ltd - Electricity supply to pumping station   | 93.25    |
| Anglia Farmers Ltd - Electricity supply to pumping station   | 87.69    |
| Davies Contracting Ltd - Flail mowing  | 179.76   |
| Middle Level Commissioners - Pumping station maintenance   | 222.67   |
| Anglia Farmers Ltd - Electricity supply to pumping station   | 90.33    |
| Middle Level Commissioners - Contribution (Environmental Officer)  | 395.00   |
| Middle Level Commissioners - Internal audit fees (Whiting & Partners, 2018-2019 accounts)                                  | 522.00   |
| Middle Level Commissioners - Administration charge, postages and telephone charges   | 3,876.17 |
| Middle Level Commissioners - Fees (Production of Board reports, planning and development applications)                     | 716.51   |
| Anglia Farmers Ltd - Electricity supply to pumping station   | 179.14   |
| PKF Littlejohn LLP - Audit Fee (2018-2019 accounts)  | 240.00   |
| Middle Level Commissioners - Provision of Health & Safety services - COPE Safety Management Limited                        | 160.00   |
| Middle Level Commissioners - Renewal of insurances   | 431.70   |
| Environment Agency - Precept   | 1,024.51 |
| Anglia Farmers Ltd - Electricity supply to pumping station   | 52.47    |
| Middle Level Commissioners - Preparation of highland water claims (2019/20)  | 46.64    |
| Middle Level Commissioners - Fees (Planning and development applications)  | 253.20   |
| Middle Level Commissioners - Contribution towards Eel Research   | 50.00    |
| Anglia Farmers Ltd - Electricity supply to pumping station   | 213.58   |
| Anglia Farmers Ltd - Electricity supply to pumping station   | 180.07   |
| Middle Level Commissioners - Electrical inspection (Account from CMS)  | 126.00   |
| Middle Level Commissioners - Pumping station maintenance   | 222.67   |
| Middle Level Commissioners - Top up grease pumps at pumping station  | 397.04   |
| Middle Level Commissioners - Pumping station maintenance   | 222.67   |
| Information Commissioner - Renewal of Data Protection registration   | 40.00    |
| Association of Drainage Authorities (River Great Ouse branch) - Subscription 2019-2020                                     | 6.00     |
| Anglia Farmers Ltd - Electricity supply to pumping station   | 1,467.79 |
| T R West - Flail mowing  | 714.00   |
| Anglia Farmers Ltd - Electricity supply to pumping station   | 110.01   |

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19,659.34



**CONINGTON AND HOLME INTERNAL DRAINAGE BOARD**  
**BALANCE SHEET AS AT 31ST MARCH 2020**

LIABILITIES

CAPITAL SECTION

Capital Provisions Account

Loan account - Area 1 to Area 2

REVENUE SECTION

General Fund

Development Charges Account

Discharge Consent Contributions -  
A1(M) Account

Future works account

Sundry Creditors

|  | TOTAL             | GRAVITY<br>AREA  | PUMPED<br>AREA    |
|--|-------------------|------------------|-------------------|
| Capital Provisions Account                         | 610,000.00        | 8,080.00         | 601,920.00        |
| Loan account - Area 1 to Area 2                    | 0.00              | -8,080.00        | 8,080.00          |
| <u>REVENUE SECTION</u>                             |                   |                  |                   |
| General Fund                                       | 15,724.25         | 10,369.87        | 5,354.38          |
| Development Charges Account                        | 1,383.88          | 1,383.88         | 0.00              |
| Discharge Consent Contributions -<br>A1(M) Account | 28,971.29         | 28,971.29        | 0.00              |
| Future works account                               | 0.00              | 0.00             | 0.00              |
| Sundry Creditors                                   | 8,428.60          | 2,906.20         | 5,522.40          |
|  | <b>664,508.02</b> | <b>43,631.24</b> | <b>620,876.78</b> |

ASSETS

CAPITAL SECTION

Pumping Station (Valuation)

REVENUE SECTION

Value added Tax - Refunds due

Ratepayers Account - Arrears

Sundry Debtors

Balance in hand:-

Barclays -Treasurer's Account                      49,347.19

National Savings - Treasurer's Account              583.15

|  | TOTAL             | GRAVITY<br>AREA  | PUMPED<br>AREA    |
|--|-------------------|------------------|-------------------|
| Pumping Station (Valuation)                                  | 610,000.00        | 0.00             | 610,000.00        |
| <u>REVENUE SECTION</u>                                       |                   |                  |                   |
| Value added Tax - Refunds due                                | 929.83            | 414.05           | 515.78            |
| Ratepayers Account - Arrears                                 | 3,647.85          | 0.00             | 3,647.85          |
| Sundry Debtors   | 0.00              | 0.00             | 0.00              |
| Balance in hand:-  |                   |                  |                   |
| Barclays -Treasurer's Account                      49,347.19 |                   |                  |                   |
| National Savings - Treasurer's Account              583.15   | 49,930.34         | 43,217.19        | 6,713.15          |
|  | <b>664,508.02</b> | <b>43,631.24</b> | <b>620,876.78</b> |

**Conington & Holme Internal Drainage Board**

**Summary of Bank Reconciliations as at 31st March 2020**

**Barclays - Treasurers Account 2019/2020**

|                              |               |                         |                               |                         |
|------------------------------|---------------|-------------------------|-------------------------------|-------------------------|
| 1st April 2019               |               |                         | 31st March 2020               |                         |
| Balance brought forward      | 48,304.24     |                         | Payments made during the year | 19,659.34               |
| 31st March 2020              |               |                         |                               |                         |
| Receipts during the year     |               |                         |                               |                         |
| Clerk's collection account   | 20,482.04     |                         |                               |                         |
| Interest on deposit accounts | <u>220.25</u> | 20,702.29               | Balance carried forward       | 49,347.19               |
|                              |               | <u><u>69,006.53</u></u> |                               | <u><u>69,006.53</u></u> |

**National Savings - Treasurers Account 2019/2020**

|                              |                      |  |                               |                      |
|------------------------------|----------------------|--|-------------------------------|----------------------|
| 1st April 2019               |                      |  | 31st March 2020               |                      |
| Balance brought forward      | 578.52               |  | Payments made during the year | 0.00                 |
| 31st March 2020              |                      |  |                               |                      |
| Interest on deposit accounts | 4.63                 |  | Balance carried forward       | 583.15               |
|                              | <u><u>583.15</u></u> |  |                               | <u><u>583.15</u></u> |

**Barclays Bank PLC**

Clients Premium Account

|   |                         |
|---|-------------------------|
| Balance per Statement as at 31st March 2020 | 49,347.19               |
| Less unpresented cheques                    | 0.00                    |
| O/S lodgement                               | 0.00                    |
| Balance per Trial Balance                   | <u><u>49,347.19</u></u> |

**Cash balances as at 31st March 2020**

**Barclays Bank PLC**

|                         |           |
|-------------------------|-----------|
| Clients Premium Account | 49,347.19 |
|-------------------------|-----------|

**National Savings**

|                                 |        |
|---------------------------------|--------|
| Investment Account per passbook | 583.15 |
|---------------------------------|--------|

|   |                         |
|---|-------------------------|
| <b><u>Total reconciled cash balances per accounts</u></b> | <u><u>49,930.34</u></u> |
|---|-------------------------|

## Section 2 – Accounting Statements 2019/20 for

### CONINGTON & HOLME INTERNAL DRAINAGE BOARD

|   | Year ending        |                    | Notes and guidance  |
|---|--------------------|--------------------|---|
|   | 31 March 2019<br>£ | 31 March 2020<br>£ |   |
| 1. Balances brought forward   | 41,146             | 44,163             | <i>Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.</i><br><i>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.</i> |
| 2. (+) Precept or Rates and Levies  | 18,384             | 19,499             | <i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>  |
| 3. (+) Total other receipts   | 1,826              | 1,677              | <i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>  |
| 4. (-) Staff costs  | 0                  | 0                  | <i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>  |
| 5. (-) Loan interest/capital repayments   | 0                  | 0                  | <i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>   |
| 6. (-) All other payments   | 17,193             | 19,260             | <i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>   |
| 7. (=) Balances carried forward   | 44,163             | 46,079             | <i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>  |
| 8. Total value of cash and short term investments                                   | 48,883             | 49,930             | <i>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.</i>  |
| 9. Total fixed assets plus long term investments and assets                         | 610,000            | 610,000            | <i>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.</i>   |
| 10. Total borrowings  | 0                  | 0                  | <i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>   |
| 11. (For Local Councils Only) Disclosure note re Trust funds (including charitable) | Yes                | No                 | <i>The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.</i><br><i>N.B. The figures in the accounting statements above do not include any Trust transactions.</i>   |

I certify that for the year ended 31 March 2020 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

SIGNATURE

Date

27/05/2020

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

DD/MM/YY

as recorded in minute reference:

MINUTE REFERENCE

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

SIGNATURE REQUIRED

**Conington & Holme IDB**  
**Reconciliation between statement of accounts and Annual Return**  
**Financial year ended 31st March 2020**

|               |   | <b>Per Annual<br/>Return</b> |
|---------------|---|------------------------------|
| <b>Line 1</b> | <b>Balances brought forward</b>                     |                              |
|               | General Fund  | 15,275.83                    |
|               | Development Charges Account                         | 1,112.22                     |
|               | Discharge (A1M) Account                             | 27,774.86                    |
|               | Future Works Account                                | 0.00                         |
|               |   | <u>44,162.91</u>             |
|               |   | <b>44,163</b>                |
| <b>Line 2</b> | <b>Rates and Special Levies</b>                     |                              |
|               | Agricultural rates                                  | 15,071.76                    |
|               | Special Levies                                      | 4,427.00                     |
|               | Penalty   | 0.00                         |
|               | Costs   | 0.00                         |
|               | Write-off   | 0.00                         |
|               |   | <u>19,498.76</u>             |
|               |   | <b>19,499</b>                |
| <b>Line 3</b> | <b>Total other receipts</b>                         |                              |
|               | Interest  |                              |
|               | General fund  | 77.79                        |
|               | Development charges account                         | 141.43                       |
|               | Discharge (A1M) account                             | 5.66                         |
|               | Consents  | 50.00                        |
|               | Highland Water                                      | 1,072.21                     |
|               | Discharge contributions                             | 300.00                       |
|               | Write back of provisions                            | 30.00                        |
|               |   | <u>1,677.09</u>              |
|               |   | <b>1,677</b>                 |
| <b>Line 4</b> | <b>Staff costs</b>                                  |                              |
|               | Wages/salaries                                      | 0.00                         |
|               | National insurance contributions                    | 0.00                         |
|               | Pension costs                                       | 0.00                         |
|               | Travelling expenses                                 | 0.00                         |
|               |   | <u>0.00</u>                  |
|               |   | <b>0</b>                     |
| <b>Line 5</b> | <b>Loan repayments</b>                              |                              |
|               | PWLB - Principal                                    | 0.00                         |
|               | PWLB - Interest                                     | 0.00                         |
|               |   | <u>0.00</u>                  |
|               |   | <b>0</b>                     |
| <b>Line 6</b> | <b>All other payments</b>                           |                              |
|               | Precept   | 2,049.02                     |
|               | Rates, insurances, telephones                       | 431.70                       |
|               | Repairs and renewals                                | 1,178.11                     |
|               | Fuel  | 2,943.14                     |
|               | Drainworks  | 3,765.64                     |
|               | Administration                                      | 8,891.73                     |
|               | Development charges fees                            | 0.00                         |
|               | Improvement works                                   | 0.00                         |
|               |   | <u>19,259.34</u>             |
|               |   | <b>19,260</b>                |
| <b>Line 7</b> | <b>Balances carried forward</b>                     |                              |
|               | General Fund  | 15,724.25                    |
|               | Development Charges Account                         | 1,383.88                     |
|               | Discharge (A1M) Account                             | 28,971.29                    |
|               | Future Works Account                                | 0.00                         |
|               |   | <u>46,079.42</u>             |
|               |   | <b>46,079</b>                |
|               | Reconciliation                                      |                              |
|               | Line 1 + Line 2 + Line 3 - Line 4 - Line 5 - Line 6 | 46,079.42                    |
|               | <b>Balances carried forward</b>                     |                              |
|               | Per Annual return                                   | <b>0.00</b>                  |

**CONINGTON AND HOLME INTERNAL DRAINAGE BOARD**  
**BUDGET PROPOSAL 2020/2021**  
**GRAVITY AREA (AREA 1)**

|  | <u>Estimated</u><br><u>2019/2020</u><br>£ | <u>Actual</u><br><u>2019/2020</u><br>£ | <u>Budget proposal</u><br><u>2020/2021</u><br>£ | <u>Remarks</u>   |
|--|---|--|---|--|
| 1 Drainworks (including Environmental measures)  | 3,000                                     | 1,177                                  | 3,000 <sup> A</sup>                             | A - General provision<br>Drain maintenance programme to be agreed at meeting |
| 2 Repairs and renewals   | 50  | 0                                      | 50  |  |
| 3 Insurances   | 135                                       | 104                                    | 125   | B - Includes provision for new H&S arrangements                              |
| 4 Administration charge, Health and Safety contract, Audit fee, printing, stationery, advertising, Association of Drainage Authorities subscriptions etc | 4,500                                     | 4,446 <sup> B</sup>                    | 4,575 <sup> B</sup>                             |  |
| 5 Environment Agency - Precept   | 1,537                                     | 1,537                                  | 1,575   |  |
|  | 9,222                                     | 7,264                                  | 9,325   |  |
| LESS Deposit Accounts interest, etc  | 253                                       | 333                                    | 234   |  |
|  | 8,968                                     | 6,931                                  | 9,091   |  |

Conington & Holme Internal Drainage Board

AREA 1

Rate and levy requirements

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 is:-

- a) Proportion to be borne by the Agricultural Sector – 54.10%
- b) Proportion to be borne by Special levy issued to Huntingdonshire District Council – 45.90%

The product of a rate of 1p in the £ on Agricultural land and buildings is £665.

In 2020/2021 a rate of 1p together with corresponding Special levy would raise £1,228.

---

Revenue cash balance in hand on 31<sup>st</sup> March 2020 - £10,370

The estimated net expenditure for the Boards Revenue and Capital Programmes in 2020/2021 is £9,091 and equivalent to:-

- a) a rate in the £ on Agricultural land and buildings of 7.40p and
- b) a Special levy on Huntingdonshire District Council of £4,173.

In 2019/2020 the Board set a rate of 7.40p in the £ together with a Special levy of £4,173 on Huntingdonshire District Council. Members should give consideration to the required level of balances when setting the rate for 2020/2021.

D C THOMAS

Clerk to the Board

May 2020

**CONINGTON AND HOLME INTERNAL DRAINAGE BOARD**  
**BUDGET PROPOSAL 2020/2021**  
**PUMPED AREA (AREA 2)**

|  | <u>Estimated</u><br><u>2019/2020</u><br>£ | <u>Actual</u><br><u>2019/2020</u><br>£ | <u>Budget proposal</u><br><u>2020/2021</u><br>£ | <u>Remarks</u>  |              |
|--|---|--|---|---|--------------|
| 1 Drainworks (including Environmental measures)  | 1,000                                     | 2,589 <sup>A</sup>                     | 1,000 <sup>B</sup>                              | A - Includes:<br>Slubbing<br>Flail mowing   | 595<br>1,800 |
| 2 Electricity  | 2,000                                     | 2,943                                  | 2,000 <sup>C</sup>                              | B - General provision<br>Drain maintenance programme to be agreed at meeting  |              |
| 3 Repairs and renewals   | 4,600                                     | 1,178                                  | 4,600 <sup>D</sup>                              | C - New supply contract with increased unit rates - medium term provision not changed for 2020/21                           |              |
| 4 Insurances   | 375                                       | 327                                    | 375   | D - Includes provision for:<br>Replace wet well bolts at p/s  | 3,500        |
| 5 Administration charge, Health and Safety contract, Audit fee, printing, stationery, advertising, etc | 4,500                                     | 4,446 <sup>E</sup>                     | 4,575 <sup>E</sup>                              | E - Includes provision for new H&S arrangements   |              |
| 6 Environment Agency - Precept   | 512                                       | 512                                    | 525   | F - Provision for repayment of loan drawn from Area 1 A1(m) account, £10,000 repayable over 10 years at 1% (19/20 = year 2) |              |
| 7 Improvement works (Year 3 of 10)   | 1,055                                     | 1,055 <sup>F</sup>                     | 1,055 <sup>F</sup>                              | G - Provision to repay loan from Area 1 for replacement of wet well bolts - year 1  |              |
| 7 Improvement works (Year 1 of 3)  | 774                                       | 0                                      | 1,190 <sup>G</sup>                              | H - Includes calculated highland water contributions on all budgeted expenditure  |              |
|  | 14,816                                    | 13,050                                 | 15,320  |   |              |
| LESS Deposit Accounts interest, etc  | 4,408                                     | 931                                    | 4,168 <sup>H</sup>                              |   |              |
|  | 10,408                                    | 12,120                                 | 11,152  |   |              |

Conington & Holme Internal Drainage Board

AREA 2

Rate and levy requirements

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 is:-

- a) Proportion to be borne by the Agricultural Sector – 97.56%
- b) Proportion to be borne by Special levy issued to Huntingdonshire District Council – 2.44%

The product of a rate of 1p in the £ on Agricultural land and buildings is £484.

In 2020/2021 a rate of 1p together with corresponding Special levy would raise £496.

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Revenue cash balance in hand on 31<sup>st</sup> March 2020 - £5,354.

The estimated net expenditure for the Boards Revenue and Capital Programmes in 2020/2021 is £11,152, which includes loan repayment provisions of £1,055 (£10,000 payable over 10 years) for replacing the weed-screen at the pumping station and ££1,190 (£3,500 payable over 3 years) for replacing the wet well bolts at the pumping station, and is equivalent to:-

- a) a rate in the £ on Agricultural land and buildings of 22.50p and
- b) a Special levy on Huntingdonshire District Council of £272.

In 2019/2020 a rate of 21.00p in the £ was raised together with a Special levy of £254 on Huntingdonshire District Council. Members should give consideration to the required level of balances when setting the rate for 2020/2021.

D C THOMAS

Clerk to the Board

May 2020