SUTTON AND MEPAL INTERNAL DRAINAGE BOARD

Telephone: DD (01354) 602003

E-mail: enquiries@middlelevel.gov.uk
www.middlelevel.gov.uk

Middle Level Offices
85 Whittlesey Road
MARCH
Cambs
PE15 0AH

PLEASE NOTE CHANGE OF TIME

20th December 2021

Mr Chairman and Gentlemen,

Meeting of the Board – Thursday 13th January 2022 10:30am

I enclose the Agenda for the Meeting of the Board to be held at Chatteris Cricket Club at **10.30** on Thursday 13th January 2022.

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 whether or not you will be attending the meeting as soon as possible.

Yours truly

D C THOMAS

Clerk to the Board

To the Chairman and the Members of the Sutton and Mepal Internal Drainage Board

AGENDA

1. Apologies for Absence

2. Declarations of Interest

   Members to declare any interests relating to the Agenda.

3. Confirmation of Minutes

   To confirm the Minutes of the Meeting of the Board held on the 1st June 2021.
   (Copy pages 9-22)

4. Matters arising from the Minutes

5. Goodjohn's Farm

   Further to minute B.2213(iv), the Chairman to report

6. Potential Amalgamation Discussions – Sutton & Mepal IDB, Manea & Welney DDC and Upwell IDB

   Further to minute B.2216, the Clerk to report.

7. Water Levels in the Counter Drain and Cranbrook Drain

   Further to minute B.2217, the Chairman to report.

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

   Further to minute B.2218, the Clerk will refer to the Newsletter from the Environment Agency dated December 2021.
   (Copy pages 23-24)

9. Low Level Restoration at Block Fen Account (Redland Aggregates) Limited

Further to minute B.2219, the Clerk to report.

10. Meter Readings – Lafarge and Tamac

Further to minute B.2220, the Clerk to report.

11. Retirement of District Officer

Further to minute B.2244, the Chairman to report.

12. Clerk's Report

The Clerk advises:-

i) COVID-19 Actions

That due to the risk of COVID-19 mutations appropriate measures are being put in place, revised and reviewed as per government advice and using activity-based risk assessments.

ii) Middle Level Commissioners and Administered Boards Chairs Meeting

That a seventh Chair's Meeting was held on the 2nd November 2021.

The meeting covered a wide variety of matters likely to affect IDBs. A summary of the key points and resolutions follows;

a) The MLC Chair introduced the meeting and took the opportunity to warn those present that government were pushing for land in this area to be set aside to mitigate the impacts of climate change. In this respect there was concern that the data underpinning this move was out-of-date and inadequate and that there was a risk that no proper account would be taken of the storage effects of the land as it is currently managed compared to how it might react if managed as wetland.

b) To better fit in with the farming calendar the annual safety audits carried out by Cope are to be moved to January and February. In response to a question from the floor, Chairs were advised that it is ultimately the Board and not the MLC's responsibility to manage safety at Board owned assets, although the MLC will assist where they can.

c) Chairs considered that it was considered important that IDBs and the MLC have a policy on climate change. It was felt likely that this will become increasingly important as pressure mounts for action to be taken. In this respect the Clerk advised that the MLC intended to carry out a baseline assessment of its carbon footprint which would then be used to underpin plans for reductions in CO_2 release and for mitigation. This model would be made available to those IDBs which wished to follow a similar path. Once what could be reasonably achieved has been defined a policy to steer implementation would be produced. Obviously, the aim will be to achieve net zero or as close to it as can be realistically and practically be achieved.

d) The Chief Executive outlined the work of WRE, including the regional reconciliation of water supply just carried out, the proposals for two new reservoirs (one in Lincolnshire and one in Cambridgeshire) and the future plans for water security providing a 1 in 500 year level of drought tolerance for potable water supply. On this latter point he advised that he had been pushing hard for the needs of agriculture to be taken into account, noting that wet farming and environmental targets for farming would require extra water in this region. Also, he considered that separating agricultural need from environmental need was an error and failed to recognise the close tie between the two.

e) It was reported that it seemed increasingly likely that despite lobbying MPs and Defra it will be the case from the 1st April 2022 that IDB's will lose access to red diesel for anything other than powering generators and for heating. This will increase costs and will present problems with the use of contractors who also work for agriculture which will have an exemption, hence can continue to use red diesel in plant.

f) On member training it was agreed that the MLC would set up a Zoom type seminar running several of the ADA video training sessions back-to-back. All members of all MLC administered IDBs would be invited and attendance will be recorded. This was seen as the most efficient way of delivering the training that Defra expects members to have undertaken.

g) For the next round of IDB meetings, the MLC website secure pages will be used for Board meeting documents. Members will be sent links to the appropriate webpage with a password. The documents can then be downloaded whenever it is convenient to do so. **MEMBERS WILL BE ENCOURAGED TO FOLLOW THIS ROUTE RATHER THAN REQUIRE PAPER COPIES OF DOCUMENTS**. In exceptional circumstances – for example for those members without email addresses - a paper copy of the relevant documents can still be printed off, bound and sent out. The use of the Microsoft Teams software is also to be explored for future years.

h) GDPR was discussed and it was resolved that for internal matters, or where working with partner organisations all email addresses will be visible to allow members to see who has knowledge of the matter under discussion. All external communications will normally be blind copied unless there is a need to show the address or the address is already known (for example when a member is passing on a query he or she has received themselves). It was also agreed that the website could continue to show names and primary contact numbers as long as addresses were not identified.

iii) Applications for byelaw consent

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

Name of Applicant	Description of Works	Date Consent Granted
R H Smith & Sons	Installation of 11 underdrain outfalls at Horsely Fen	23/08/21

Mr P Sole	Installation of 160mm non-perforated land drain and out-fall to lower level in adjacent water-course, including provision of a "Dyketector" headwall and marker post.	01/12/21

iv) Association of Drainage Authorities

a) Annual Conference

That the 84th Annual Conference of the Association was held on Wednesday the 10th November 2021.

The Conference was once again held virtually and was split into two parts; the Conference in the morning and AGM in the afternoon. It is expected that, whilst in future years it is hoped to return to a face-to-face format, the clear separation between conference and AGM is likely to be retained.

Speakers this year included Rebecca Row MP (Parliamentary Under Secretary of State – Defra), Dieter Helm (economist) and Lord De Ramsey (then President of ADA).

Topics covered included the challenges of climate change and the need to step up to the plate in delivering on the aim to achieve a net zero target as soon as possible, the importance of partnership working and the importance of agriculture in feeding the nation. The latter included the need to better educate the population, who clearly desire to move forward on delivering climate change and ecological objectives, but do not fully appreciate the role of agriculture, its real impacts or even properly understood where and how food is sourced. One example given that challenged a common assumption that agriculture was bad for the environment was that recent monitoring of CO_2 release had shown that a well irrigated peat field of onions released less CO_2 than adjacent dry grassland.

In his speech Lord De Ramsey announced that he was stepping down as President and that his place would be taken by Henry Cator. He was warmly thanked by ADA for his many years of service and was presented with a painting by an artist which it is known he admires. Henry spoke about how pleased he had been to be invited to take over the role and that he looked forward to working with ADA to meet the future challenges of the industry.

The AGM that followed gave an update on the work of ADA, noting the likelihood that, despite vigorous lobbying, the expectation was that from 1st April 2022 IDBs would no longer be able to use red diesel for anything other than heating or to run generators. This will impact on costs and will provide challenges to the continued use of agricultural contractors. The passing of the Environment Bill was touched upon which will release barriers to the formation of new IDBs and will also provide opportunities for IDBs to explore extending their boundaries if it was clearly beneficial to do so. Innes Thomason spoke on the work of ADA and the consultations ADA had responded to, including proposals to extend beaver introduction and a water abstraction licencing charging review amongst other things. Finally, it was reported that the ADA Board had agreed to a 1% rise in subscriptions for the 2022/23 year and noted that with inflationary pressures a higher increase should be expected next year.

b) Annual Conference

That the Annual Conference of the Association of Drainage Authorities will be held on Wednesday 9th November 2022, venue to be decided.

c) Meeting of the River Great Ouse Branch

That the Annual Conference of the River Great Ouse branch of the Association will be held on Tuesday the 1st March 2022.

d) Updating IDB Byelaws

Further to minute B.2109, ADA has advised that there was an error in the Model Byelaws relating to a Penalty Notice which referred to s37 of the Criminal Justice Act 1982, which was actually repealed on the 1.12.2020 by the Sentencing Act 2020. Consequently, Defra has amended the Penalty Notice attached to the byelaws to include the correct reference. This Penalty Notice is not part of the Byelaws and, as such, is a simple correction. There is no requirement either to readvertise or seek Defra approval and the version now uploaded to the website is the corrected one.

v) Environment Act

In November 2021 Defra announced that the Environment Act became law. The stated aim of this Act is to improve air and water quality, tackle waste, increase recycling, halt the decline of species, and improve the natural environment. However, the Act also includes powers (specific to IDBs) which amend the Land Drainage Act 1991, addressing the technical issue of missing or incomplete data, which is preventing existing internal drainage boards from expanding and new ones from being established. Defra have stated that they will be working on the associated secondary legislation over the coming year and will be engaging with IDBs through ADA on this.

vi) National Drainage Show & Floodex 2022

That the National Drainage Show & Floodex 2022 will be held at ExCel, London on the 23rd and 24th November 2022.

vii) Water Resources East (WRE)

Further to minute B.2221(iv), the Clerk will report that the requested contribution from this Board for 2021/2022 financial year is, once again, £125. Contributions from drainage boards within the East of England secure a direct stake in WRE and help to ensure their needs and opinions are taken into account.

13. Consulting Engineers' Report, including Planning and Consenting Matters

To consider the Report of the Consulting Engineers.

(Encl 1)

14. Conservation Officer's Newsletter

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

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

The Clerk to report.

16. Association of Drainage Authorities
Subscriptions

The Clerk will report that ADA has increased subscriptions by 1% for 2022.

17. Determination of Annual Values for Rating Purposes

The Clerk will submit the recommendations for the determination of annual values for rating purposes.

(See Confidential Papers)

18. Health and Safety

Further to minute B.2234, the Vice Chairman will refer to the report received from Cope Safety Management following their visit to the District on 16th November 2021 and will report thereon.

(Copy pages 25-29)

19. Completion of the Annual Accounts and Annual Return of the Board – 2019/2020

a) To consider the comments of the Auditors on the Annual Return for the year ended on the 31st March 2021.

(Copy pages 30-34)

b) To consider the Audit Report of the Internal Auditor for the year ended on the 31st March 2021.

(Copy pages 35-43)

20. Defra IDB1 Returns

The Clerk to refer to the completed IDB1 form for 2020/2021.

(Copy pages 44-53)

21. Expenditure/Estimate Update

The Clerk will advise the Board of how estimated expenditure for 2021/2022 compares with actual expenditure to date.

(Copy page 54)

22. Date of next Meeting

The Clerk will remind Members that the next meeting of the Board will be held on Tuesday 31st May 2022 at 10.30am prior to which the District Inspection will be held at 8.30am.

23. Any Other Business

SUTTON AND MEPAL INTERNAL DRAINAGE BOARD

At a Meeting of the Sutton and Mepal Internal Drainage Board held at Chatteris Cricket Club on Tuesday the 1st June 2021

PRESENT

M R R Latta Esq (Chairman) R J Angood Esq
C P K Lee Esq (Vice Chairman) M Jackson Esq
A Allan Esq P E Sole Esq
P W Allpress Esq R H Smith Esq

Miss Lorna McShane (representing the Clerk to the Board) was in attendance.

Apologies for absence

Apologies were received from Councillor S Criswell, M George Esq, J Sole Esq, E F Veal Esq, W Veal Esq.

B.2212.Standing Orders

Further to minute B.2153, Miss McShane reported that ADA have obtained agreement from Defra for the flexibility which allowed the Board to choose how they wished to hold Board meetings during the pandemic to become permanent. This change will allow remote attendance or fully virtual meetings to take place in future should that best meet the Board's particular requirements at that time.

RESOLVED

That the Board adopt the revised Standing Orders.

B.2213 Inspection of the District

Prior to the meeting, those Members present, with the exception of Mr M Jackson and including Mr M Heading, undertook an Inspection of the District which embraced the following matters;-

(i) Colne Fen Farm

The Chairman thought it was useful for the Board to consider the requests from an applicant, D M Newman, to fill in a section of the Internal Drainage Board's drain. The infill of the drain would allow Mr Newman to better use his fields. Having considered the request from Mr Newman and the flow of water in the area, the Board felt that it would not be appropriate to give consent.

RESOLVED

That it was a dangerous precedent to permit the infilling of a Board Drain. Mindful of their responsibilities for flood risk as an Internal Drainage Board, it was decided that the request should be refused.

(ii) Environment Agency Counter Drain

The Chairman referred to the work the Environment Agency had successfully carried out by piling the drain. The work being paid for by the Environment Agency and approximately 1,000 metres would be completed in total. It was anticipated that another 200/300 metres would be carried out in the next year as part of these works.

(iii) Holwood Farm

The Chairman referred to seepage which was occurring from the slacker. The Chairman advised the Board that to carry out this work and renew or line the pipe he had sought quotations which were £6,000 to replace the pipe and to line the existing pipe would be in the region of £2,000.

(iv) Goodjohn's Farm

The Board inspected the dam which had rotted at this location. The dam on the airfield holds back water. The owner was concerned about the water levels and had requested that water levels be lowered. This would require a new dam which would hold water levels at this point. It was proposed to put the dam near the culvert at this location.

(v) Jolly Banks Crossing

The Board inspected the culvert at this point and agreed that the culvert should be removed for security purposes as access was not needed there.

(vi) Pumping Station

The Board inspected the Pumping Station and the works that had been carried out by the Vice Chairman and the District Officer in response to the Risk Assessment prepared by Cope Safety Management. All the works were noted by the Board and the Vice Chairman and the District Officer were thanked for the works they had carried out.

B,2214 Declarations of Interest

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

The Chairman declared an interest (as a Member of the Middle Level Board) in any matters relating to the Middle Level Commissioners.

The Chairman and Vice Chairman declared an interest in minute no. B.2228.

The Chairman declared an interest in the planning applications MLC Ref Nos. 179, 188, 199, 226, 228, 232, 258, 296, 297 & 300 received for R A Latta (Farms) Ltd and Mick George Ltd.

The Vice Chairman declared interest in the planning applications (MLC Ref Nos. 072, 148, 177, 182, 236, 237, 298 & 301, 335, 338 & 341) received for P J Lee & Sons and (MLC Ref Nos. 227, 231, 240, 245, 246, 305, 309, 326 & 334) received for Pretoria Energy Ltd & Little Green Consulting Ltd.

Mr M Jackson declared an interest in planning applications (MLC Ref Nos. 078, 143, 164, 275 and 318) received for Mr and Mrs Jackson and D M Jackson & Son.
Mr P Sole declared an interest in planning applications (MLC Ref Nos. 091 and 319) received for A Sole & Son and Mr P Sole.

B.2215 Confirmation of Minutes

RESOLVED

That the Minutes of the Meeting of the Board held on the 14th January 2021 are recorded correctly and that they be confirmed and signed.

B.2216 Potential Amalgamation Discussions – Sutton and Mepal IDB, Manea and Welney DDC and Upwell IDB

Further to minute B.2193, the Chairman explained that this would be an ongoing matter and remain on the agenda for future consideration. No further action was to be taken at the current time.

RESOLVED

To keep this matter under review and it be revisited at a later date.

B.2217 Water Levels in the Counter Drain System

Further to minute B.2194, the Chairman reported that the works carried out by the Environment Agency had largely resolved the seepage issue. Further works on the bank of the Counter Drain were proposed to be carried out during the course of the next year.

The repair work had involved piling into the banks and restoring the banks.

(NB) – The Chairman declared an interest when this item was discussed.

B.2218 Ouse Washes Section 10 Reservoir Inspection Middle Level and South Level Barrier Bank works

Further to minute B.2195, Miss McShane referred to the Newsletter from the Environment Agency dated March 2021.

B.2219 Low Level Restoration at Block Fen Account (Redland Aggregates) Limited

Further to minute B.2196, Miss McShane explained that these were funds that had been ring-fenced by the Board until a final restoration scheme was known and the Board have discharged all of its duties under the Agreement. It was previously proposed that once the quarry works were completed that the land would be returned to low level agriculture. One of the options now being discussed for Block Fen was to construct a large reservoir and the sub-committee formed by the Board were meeting with the Environment Agency to look at future options.

B.2220 Meter Readings – Lafarge and Tarmac

Further to minute B.2197, Miss McShane reported that she had the meter readings and costings but needed still to consider whether any new agreement needs to be drafted. She would progress this matter and report directly to the Chairman.

B.2221 Clerk's Report

Miss McShane advised;

(i) Association of Drainage Authorities

a) Meeting of the River Great Ouse Branch

That the Annual Conference of the River Great Ouse branch of the Association was held virtually on Tuesday the 2nd March 2021.

Matters covered were that there was a change in Chairman with Harry Raby stepping down and Marc Heading taking his place. Councillor Doug McMurdo takes on the role of Vice Chairman. This maintains the balance of having upland and lowland members in key roles and also balances council and agricultural ratepayers' interests. John Heading was appointed for another three years on the ADA Board as branch representative. Robert Caudwell gave on update on ADA matters focusing in on progress of the agriculture bill through parliament and the lowland peat initiative which he considers must not negatively impact on livelihoods and the need to produce food for the nation. Next to speak was Brian Stewart who was seeking support for his initiative to create an Ex-Officio post on the FRCC for the sitting Chairman of the Great Ouse branch of ADA (EA nominated post). This was supported unanimously and Marc Heading will take up this new role with immediate effect.

Claire Jouvray and Paul Burrows gave updates on the revenue funding position, which was quite healthy with sources of money found to deliver what had been targeted and on the long-term strategy for the area including the tactical plans which are set to make access to grant in aid smoother than it might otherwise be. A warning was raised that funding may get squeezed as time passes and the financial impact of COVID-19 gets addressed.

Approximately 30 people attended this virtual meeting, which should return to its normal format at Prickwillow Hall next year.

The date of the next meeting is Tuesday 1st March 2022.

b) ADA response to publication of EFRA Flooding Enquiry Report

That ADA have responded to the Government EFRA report into the winters flooding, which has the headline conclusion that the lack of clear flood-resilience targets is leaving England at risk of 'playing catch-up' with climate change.

Encouragingly, in addition to recognising these challenges, EFRA have also clearly stated that in light of ever more frequent and severe storms, there is an urgent need to provide long-term funding for the maintenance of existing and new flood defences, to match capital commitment together with a need to examine the mental health impacts of severe flooding, calling for an action plan to address this alongside the economic and physical effects.

ADA's response and the full EFRA report can be found via the following link; https://publications.parliament.uk/pa/cm5801/cmselect/cmenvfru/170/170.pdf

(ii) Land Registry

That whilst it is a legal requirement for land occupiers to notify the Board of any change of occupation, including releasing contact details for the new occupiers, on many occasions this does not occur and time is spent trying to determine who the new occupier is. When the normal avenues fail to deliver any meaningful information we now use our Land Registry account to gain details of the current land owner. The costs of making an application via this method are small (currently £6) but obviously this will show up on the Board accounts, hence the need to draw this new way of working to the Boards attention.

(iii) National Drainage Show & Floodex 2021

That the National Drainage Show & Floodex 2021 will be held at the ExCel, London on 9th and 10th November 2021.

(iv) Water Rescources East (WRE)

Further to minute B.2139(v), Miss McShane reported that WRE have had a productive and fruitful year despite COVID and have managed to lever many millions of funding for studies and initiatives which in the long term should benefit this area by recognising the importance of agriculture to the water resource supply chain and by seeking ways to integrate water resources, flood risk management and environmental objective delivery together. For the 2020/2021 year (should the Board continue to wish to support the work of WRE and contribute accordingly) the calculated figure will be £125.00. Please note that ADA have developed a new band based charging structure, hence the change from the previous year's figure.

RESOLVED

That the Board approve the requested annual contribution of £125.00.

B.2222 Consulting Engineers' Report, including planning and consenting matters

The Board considered the report of the Consulting Engineers.

a) Pumping Station

The Board considered the Report of the Consulting Engineers on the condition of pumps and the pumping hours, and noted the increase in pumping over the winter period. The Vice Chairman explained the strategy on replacement pumps. A new pump had been installed last year and the original pump reconditioned.

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

The Board considered and approved the Engineer's Report on the Tactical Plans for the Fens. They noted the baseline economic benefits that had been calculated for the Board's assets. For Sutton and Mepal the asset of Mepal Pumping Station is £1,271,503.00 and the Sutton and Mepal Main Drains is £643,587.00.

c) Cranbrook/Counter Drain (CCD) FRM Strategy

The Engineer reported that since the last Board Meeting he had represented both the Middle Level Commissioners and the relevant Boards at regular update progress meetings to discuss sources of funding. He advised that the Environment Agency had held further engagement meetings with stakeholders including Tarmac & Aggregate Industries, the RSPB and Water Resources East (WRE). An aerial drone survey of the Counter Drain and Welches Dam Pumping Station has been carried out with the survey of the Mepal Pumping Station and the main Block Fen/Langwood Fen survey was planned to be completed by the end of April.

The Engineer reported that the Environment Agency was currently preparing a business case submission to the National Project Assurance Service (NPAS) to secure additional funding to progress the strategy over the next few years. In addition, the Environment Agency is seeking to appoint advisors from the Legal and Estates Team to commence the process of identifying the relevant legal agreements that may be required and had started to develop "heads of terms" for the strategy. The Board noted that consideration should be given to the appointment of an independent Land Agent to deal with any legal/estates issues that may arise.

d) High Rainfall Event and Flooding Incident

The Engineer reported on the flooding experienced in Somersham, Colne, Bluntisham and Earith areas. In its role as Lead Local Flood Authority (LLFA), Cambridgeshire County Council had enquired whether anyone had any useful information on the event; for example rainfall figures, the extent of any flooding and the approximate times of the storms etc. During this event, flooding also occurred in Cottenham, March, St Ives, St Neots/Eaton Socon, Weston Colville and Woodhurst. It was noted that work had been undertaken by the LLFA in conjunction with the County Highways team to investigate and address some of the issues directly as a result of this flooding incident.

e) December Flooding Incidents

The Engineer advised that early December had brought higher than average rainfall in the UK with the Eastern areas exceeding typical December rainfall. A more intense rainfall period was experienced just before Christmas and then a few days later Storm Bella crossed the country on the 26th and 27th December. In the Eastern Counties this rainfall was relatively low, however the catchment by this time was already in a saturated condition. The Middle Level Commissioners recorded 127.5mm of rain at their March office during December with 52.5mm being recorded on the 23rd December. The flooding which occurred was reported to Cambridgeshire County Council as LLFA.

David Thomas had attended a meeting with Stephen Barclay MP and representatives from other organisations to discuss issues associated with the flooding events. Due to the number of incidents within the area it is likely that the County Council will prepare Section 19 Flood and Water Management Act (FWMA) Report.

f) Planning Applications

The Board considered the development and related matters which had been received and dealt with by the Engineer.

g) Mixed Use Development on land south east of London Road, Chatteris – Hallam Land Management Ltd (MLC Ref Nos. 160, 184 & 190)

The Engineer had previously reported to the Board on a planning application for this development and a decision notice had now been issued which approved the development which is currently being considered by the Engineer. It involved the extraction and processing of sand and gravel and construction of access into Chatteris Road. It was noted that the planning permission associated with the extraction of clay (for the Ouse Washes flood embankment protection operations) by deepening the final construction of an agricultural reservoir, with restoration back to agriculture at this site, will expire on 18th July 2021.

h) Erection of an Anaerobic Digester (AD) plant on land east of Greys Farm, Iretons Way, Chatteris – Pretoria Energy Ltd and Little Green Consulting Ltd

The Engineer reported that an additional planning permission had been validated and subsequently granted by Fenland District Council for an extension to the existing anaerobic digester plant facilities.

i) Current Planning Matters within the Master Plan Area

The Board noted that no further correspondence had been received from the applicants or the applicant's agents in respect of the following developments;

- Extraction of sand and gravel with restoration to agricultural use both at low level and existing level using waste silt and imported inert waste at land off Block Fen Drove, Mepal – Redland Aggregates Ltd (MLC Ref No 350/8), Aggregate Industries UK Ltd + Larfarge Aggregates Ltd trading as Larfarge Tarmac & Tarmac Trading Ltd (MLC Ref Nos 50, 87, 88, 192 & 196)

- Developments at Wenny House, Iretons Way, Chatteris – Mr Jackson (MLC Ref No 078); Mr & Mrs Jackson (MLC Ref No 143); Mrs Jackson (MLC Ref No 275); D M Jackson & Son (MLC Ref Nos 164 & 318)

- Developments at Hundreds Farm, Langwood Fen Drove, Chatteris – A Sole & Son (MLC Ref No 091) & Mr P Sole (MLC Ref No 319)

- Soils and Mineral processing; plant washing and stock pile area etc at Witcham Meadlands Quarry, Block Fen Drove, Mepal – Mick George (Haulage) Ltd (MLC Ref No 156); Mick George Ltd (MLC Ref Nos 207, 211, 213, 286, 289 & 303); Langwood Fen (Cambridgeshire Aggregates Ltd) (MLC Ref No 316)

j) Application by Mr D M Newman

Mr Newman had requested to infill a section of the Board's watercourse between C6 and C7 and a length of private watercourse upstream of C7. The Board at their inspection considered the request and the length of the Board's watercourse that was proposed to be filled. This request had been made by the applicant for the watercourse to be filled on land owned by Mr Newman as infilling would allow him to better use his fields. The Board considered the request at the site visit and resolved to refuse the application.

There was a certain sympathy for the request by Mr Newman. The Board had however had to consider its obligations for flood risk management in the area and its duty as an internal drainage board, particularly in regard to rainfall over the last two winters.

RESOLVED

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

b) Pumping Station

That a new pump should be ordered and installed when it arrives taking the £40,000 from reserves. The proposal was to replace the oldest pump but to return it and recondition it as a stand-by.

c) Mr D M Newman request to infill a section of the Board's Drain

To refuse the application

(NB) - The Chairman declared an interest in the planning applications MLC Ref Nos. 179, 188, 199, 226, 228, 232, 258, 296, 297 & 300 received for R A Latta (Farms) Ltd and Mick George Ltd.

(NB) - The Vice Chairman declared interest in the planning applications (MLC Ref Nos. 072, 148, 177, 182, 236, 237, 298 & 301, 335, 338 & 341) received for P J Lee & Sons and (MLC Ref Nos. 227, 231, 240, 245, 246, 305, 309, 326 & 334) received for Pretoria Energy Ltd & Little Green Consulting Ltd.

(NB) - Mr M Jackson declared an interest in planning applications (MLC Ref Nos. 078, 143, 164, 275 and 318) received for Mr and Mrs Jackson and D M Jackson & Son.

(NB) - Mr P Sole declared an interest in planning applications (MLC Ref Nos. 091 and 319) received for A Sole & Son and Mr P Sole.

B.2223 Capital Improvement Programme

Members considered the Board's future Capital Improvement Programme.

The Board considered the Plant and Vehicle Replacement Strategy and noted the requirement for replacement of a digger which had had some problems recently but these had been repaired.

RESOLVED

That the Capital Programme be approved in principle, to delay the purchase of a new digger and for this to be considered at the next meeting of the Board.

B.2224 District Officer's Report

The Board considered and approved the Report of the District Officer.

RESOLVED

That the Report and the actions referred to therein be approved and that the Officer be thanked for his services over the preceding year.

B.2225 Conservation Officer's BAP Report

Members considered and approved the most recent BAP report.

B.2226 State-aided Schemes

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

RESOLVED

That no proposals be formulated at the present time

B.2227 District Labour

a) Miss McShane reported that during the financial year 2020/2021 overtime payments had been made as indicated on the Supplementary Schedule.

b) The Board gave consideration to the District Officer's salary for 2021/2022.

RESOLVED

That the salary of the District Officer be increased by 2.5% from 1st October 2021 as indicated on the Supplementary Schedule.

B.2228 Expenses Allowances

The Board gave consideration to the appropriate reimbursement of proper out-of-pocket expenses incurred by the Chairman and Vice Chairman on the Board’s behalf.

RESOLVED

That the sums of £500 and £250 be paid to the Chairman and Vice Chairman respectively for out of pocket expenses incurred on behalf of the Board for 2021/2022 and if any additional expenses were incurred by the Chairman and Vice Chairman the Board would approve any reasonable expenses incurred.

(NB) – The Chairman and Vice Chairman declared a financial interest when this item was discussed.

B.2229 Charges for hire of plant when engaged on private work

The Board considered whether any revisions were necessary in their charges for hiring of plant for private work (last reviewed in May 2020)

i) Atlas 140W Excavator

Present charge - £35 per hour in the District) (inclusive of operator’s wages).
- £40 per hour outside the District)

ii) Flail mower

Present charge - £35 per hour (inclusive of operator’s wages)

iii) Weed boat

Present charge - £35 per hour (inclusive of operator's wages)

iv) Piling Hammer

Present charge - £35 per hour (inclusive of operator's wages

(NB) – Travelling time being charged in addition to working time.

RESOLVED

That the hire charges be increased as follows:-

i) Atlas 140W Excavator

- £40 per hour in the District (inclusive of operator’s wages).
- £45 per hour outside the District

ii) Flail mower

- £40 per hour (inclusive of operator’s wages)
- £45 per hour for work carried out for the Environment Agency

iii) Weed boat

£40 per hour (inclusive of operator's wages) plus the addition of travel time by the District Officer

iv) Piling Hammer

£40 per hour (inclusive of operator's wages)

The Board noted that travelling time was to be charged in addition to working time.

B.2230 Environment Agency – Precepts

Miss McShane reported that the precept for the financial year 2021/2022 had been fixed at £113,104.00 representing a rate including special levies of 17.89p (the precept for 2020/2021 being £113,104.00).

B.2231 Claims for Highland Water Contributions – Section 57 Land Drainage Act 1991

Miss McShane reported that the sum of £625.12 (£4,655.50 less £4,030.38 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 2019/2020 together with the sum of £4,030.38 in respect of 80% of the Board's estimated expenditure for the financial year 20202021.

B.2232 Determination of annual value for rating purposes

The Board considered the recommendation for the determination of annual value for rating purposes:-

RESOLVED

i) That the determination recommended be adopted by the Board.

ii) That the Clerk be empowered to serve notices and to take such other action as may be necessary to comply with statutory requirements.

iii) That the Chairman and the Clerk be empowered to authorise appropriate action on behalf of the Board in connection with any appeal against the determination.

B.2233 Rate Arrears

Consideration was given to writing off rate arrears amounting to £11.98.

RESOLVED

That the arrears be written off.

B.2234 Health and Safety

Further to minute B.2205, the Vice Chairman reported on Health and Safety Matters and referred to his report.

It showed that all paint and old oils and aerosol cans had been removed by a waste contractor. All liquids had been removed from a high level cupboard, all floor areas had been cleared of rubbish and storage and waste disposed of accordingly. Paints were now to be in a metal, non-flammable cabinet in the Pump House. Signage had been updated and fire exit signs had been installed on all inside and outside doors accessing the buildings and "no unauthorised access" signs to be placed on the gates. Two life aids have now been mounted on the weedscreen, for the diesel engine and on the rails next to the electric weedscreen. A skip had been hired in April to remove all old office chairs and other general waste had been removed from the workshop and Pump House. The first aid kit had been replaced and new signage installed. Concrete slabs leading to the weedscreen had been unlevel and unstable in wet conditions and could become extremely slippery. These slabs have been removed and replaced with tarmac chippings to create a level, non-slip surface. "High Voltage" signs have been replaced on the weedscreen. The measures taken by the Vice Chairman to comply with the Risk Assessment prepared by Cope Safety were noted and approved and the Board wished to note their thanks for the work carried out by the Vice Chairman and David the District Officer.

The Vice Chairman reported that Cope Safety Management will look at the District Officer's lone working risks and any recommendations on this matter to be considered at the next meeting.

B.2235 Review of Internal Controls

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

B.2236 Risk Management Assessment

a) The Board considered and expressed satisfaction with the Board's Risk Management Policy

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

B.2237 Exercise of Public Rights

Miss McShane 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.2238 Annual Governance Statement – 2020/2021

The Board considered and approved the Annual Governance Statement for the year ended on the 31st March 2021.

RESOLVED

That the Chairman be authorised to sign the Annual Governance Statement, on behalf of the Board, for the financial year ending 31st March 2021.

B.2239 Payments 2020/2021

The Board considered and approved payments amounting to £302,325.77 which had been made during the financial year 2020/2021.

(NB) – The Chairman declared an interest (as a Member of the Middle Level Board) in the payments made to the Middle Level Commissioners.

(NB) – The Vice Chairman declared an interest in the payments made to P J Lee & Sons.

(NB) – Mr E Veal declared an interest in the payment made to him.

B.2240 Annual Accounts of the Board – 2020/2021

The Board considered and approved the Annual Accounts and bank reconciliation for the year ended on the 31st March 2021 as required in the Audit Regulations.

RESOLVED

That the Chairman be authorised to sign the Return, on behalf of the Board, for the financial year ending 31st March 2021.

B.2241 Expenditure estimates and special levy and drainage rate requirements 2021/2022

The Board considered estimates of expenditure and proposals for special levy and drainage rates in respect of the financial year 2021/2022 and were informed by Miss McShane that under the Land Drainage Act 1991 the proportions of their net expenditure to be met by drainage rates on agricultural hereditaments and by special levy on local billing authorities would be respectively 80.83% and 19.17%

RESOLVED

i) That the estimates be approved.

ii) That a total sum of £235,764 be raised by drainage rates and special levy.

iii) That the amounts comprised in the sum referred to in ii) above to be raised by drainage rates and to be met by special levy are £190,565 and £45,199 respectively.

iv) That a rate of 37.30p in the £ be laid and assessed on Agricultural hereditaments in the District.

v) That a Special levy of £20,575 be made and issued to Fenland District Council and for the purpose of meeting such expenditure.

vi) That a Special levy of £16,070 be made and issued to Huntingdonshire District Council and for the purpose of meeting such expenditure.

vii) That a Special levy of £8,554 be made and issued to East Cambridgeshire District Council and for the purpose of meeting such expenditure.

viii) That the seal of the Board be affixed to the record of drainage rates and special levies and to the special levies referred to in resolution (v).

ix) That the Clerk be authorised to recover all unpaid rates and levies by such statutory powers as may be available.

B.2242 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.2243 Date of Next Meeting

RESOLVED

That the next Meetings of the Board be held as follows in 2022:-

Thursday 13th January 2022 at 10.30am at Chatteris Cricket Club.

The Board considered the provision of refreshments after the meeting and felt it more appropriate to have bacon and sausage breakfast rolls could be provided with coffee.

Tuesday 31st May 2022 at Chatteris Cricket Club at 10.30am (prior to which the District Inspection will be held at 8.30am).

<u>B.2244 Any Other Business</u>

The Chairman reported that the District Officer in the course of his normal duties in September/October had repaired a stretch of bank at North Fen, but this work had been reported to the Environment Agency and an investigation was carried out as to whether the works had destroyed a water vole habitat. An inspection of the area did not reveal any evidence of water voles present in the area.

Peter Beckenham, Middle Level Conservation Officer, had investigated the matter and had written a report on behalf of the Board. The Chairman reported that he had advised David that in similar circumstances it would be prudent to consult the Conservation Officer first and have the work signed off by him to ensure no destruction of habitats.

The Chairman advised he was mindful that the District Officer could be considering his retirement within the next two years and he proposed to put an item on the next agenda regarding succession planning for the District Officer and the possibility of appointment of an apprentice/assistant to work with David prior to his retirement.

Ouse Washes:
Middle Level Barrier Bank raising works

December 2021

The Middle Level Barrier Bank is the bank of the Ouse Washes reservoir extending from Earith to Welmore Lake Sluice. The work we are doing is to comply with recommendations made by the reservoir Inspecting Engineer to complete the works under the Reservoirs Act 1975.

Year 5 progress

We have now finished the bank works for 2021. Once again, this year we faced a season of wet weather which has caused delays to the current construction programme. We expect to finish the overall bank raising works in 2022.

We have removed the temporary bridge at Mepal. The bridge was used during the project to avoid using local roads to deliver most of the material direct to the workface.

We have completed the bank works between Sutton Gault and Mepal. The public footpath will remain closed to give the grass time to establish.

We have installed four of the five bird hides at the RSPB Reserve, and we will install the final bird hide during 2022. For information about using the hides over the winter please contact RSPB Ouse Washes Reserve directly.

Year 6 works

Below is the anticipated programme of work for 2022.

There is a small section of bank raising work between Welches Dam and the railway bridge to do in 2022. This will take approximately 2 weeks to complete. We will also repair any damage sustained through the winter.

- April – June Ecological surveys and grass cuts full length of the Middle Level Barrier Bank
- June Start construction of the demountable flood barrier in Welney
- June – July Haul road repairs
- July - Oct Repair any flood damage sustained during the winter
- July – Oct Finish the bank raising work between Welches Dam and the railway bridge and install the final bird hide at the RSPB Reserve.
- October Project completion with grass maintenance to continue for 2 years

During late autumn and winter the haul road floods, which restricts access for maintenance vehicles. When we carry out the haul road works, we will bring in some material to raise the haul road in sections to help alleviate the problem in the future.

We will continue to keep you updated on the progress of the project.

Public footpath and bridleway access

The following footpaths will remain closed whilst we wait for the grass to grow, the grass will be monitored throughout the winter and spring period, and we will keep you updated as to when we can open these areas.

Middle Level Barrier Bank - where it is closed?

- Sutton Gault to A142, Mepal
- A142, Mepal to Welches Dam

Floodline 0345 988 1188 Incident Hotline 0800 80 70 60

- Welches Dam to railway bridge
- Railway bridge to Welney

Closures are clearly signposted.

Virtual room exhibition

During June, July, and August 2021, we opened a virtual exhibition room to provide an alternative way for community members and interested parties to get an update on the project and next steps. We had over 2,000 visitors view the exhibition.

Although the exhibition was closed in August there is plenty of information accessible from our Citizen Space page on this link:

https://consult.environment-agency.gov.uk/east-anglia-c-e/ouse-washes-section-10-works/

or click the link below to see how the Ouse Washes works:

https://www.youtube.com/watch?v=eRFHm9n2-jY

Other works in the Ouse Washes area

Over the winter period the Environment Agency will be undertaking periodic maintenance at Welches Dam Pumping Station which will be carried out within the site.

Only commercial vans and 4x4's will be required to carry out this work.

The pumping station will remain operational during this time.

Contact us

If you have any questions or concerns about this project, please contact our Public Liaison Officer: Monica Stonham via email ousewashesprojectea@gmail.com or call

07534 457348.

If you would like to be added to our mailing list to receive future updates about this scheme, please contact us through the email address.

Thank you for taking the time to read this update.

Stay up to date and visit our information page for the most up to date information https://consult.environment-agency.gov.uk/east-anglia-c-e/ouse-washes-section-10-works/

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

Site Safety Inspection Record

Sutton and Mepal IDB SSI 161121

Complete

Site Safety Inspection

Name of organisation:	Sutton and Mepal IDB
Date of site visit	16 Nov 2021 09:00 GMT
Address of inspected premises	Mepal Pumping Station Engine Bank Mepal CB6 2AX
Name of Advisor	Simon Cross
Time of arrival at site:	16 Nov 2021 09:00 GMT
Audit Name	Sutton and Mepal IDB SSI 161121

Audit

Inspection Record

An opening meeting was held with

Mathew Latta (Chair) and David Stimpson (DS) - (Pump Operator)

Have there been any accidents since our last visit?	No
Have there been any new starters since our last visit?	No

1

Introduction. During the visit, observations from previous visits were discussed to determine any progress or improvements, it was pleasing to note that significant improvements have been made to the health and safety standards. It was confirmed that the Board had received copies of the relevant risk assessments and safe systems of work documented and provided through Middle Level Commissioners (MLC) and these had been communicated to relevant persons.

2

Main Building. Observations and recommendations were made:
* Asbestos - due to the age of the building and some equipment (1800s onwards), it is possible some of the fabric of the structure or components could contain asbestos, indeed some warning signage is already in place. It was understood that no assessment or survey has has been undertaken or risk register in place. Any suspect material should therefore either be sampled by a competent person to confirm the absence or presence of asbestos or the material assumed to contain asbestos and managed accordingly.
* Lifting equipment- It was reported that the overhead crane and accessories in use are inspected 6 monthly or annually as required by MLC subcontractors.
* Access pathways. - it was pleasing to note that the pathway slabs around the site previously identified as loose have been removed and replaced with an aggregate/gravel surface. A previous observation and recommendation was to provide a non-slip surface on the concrete steps leading from the pump house to the weed screen area, this is still awaited.
* Pressure systems - used to prime the pump and also inflate vehicle tyres. Reported that equipment is inspected by MLC subcontractors as required.
* Electrical. Pleasing to see that portable appliance testing (PAT) has been undertaken in Oct 2020 and has been arranged to be repeated next week.
* Fire Safety. Fire extinguishers provided in both pumping station buildings, inspected annually by Fenland Fire Services, last undertaken Apr 21. This could be supplemented with regular in house checks of the equipment.
* First Aid. A new first aid kit has been provided in the main building.
* Work at height. It was reported that the planned training for DS had not been completed due to the global pandemic, it is recommended that this is completed when practical. For your information, Cope Safety Management provide online training courses which may be of use - please see https://www.jwcope.co.uk/online-training/
* Access equipment. It was reported that new extendable ladders and foldable work platform have been provided for working at height activities. These are visually checked for defects prior to use.
* Workshop. Minor maintenance work is undertaken within the workshop. Housekeeping standards have improved which is pleasing to see, with removal of redundant equipment and materials. A new chuck guard has been fitted to the bench mounted drill. Barrels now stored on bunded storage trays with warning signage displayed.

3

Operation of equipment. Flailing operations of all drain areas are undertaken annually on a rolling programme using tractor and flail. Weed and vegetation clearing is undertaken using wheeled 360 excavator and boat on a rolling maintenance programme. Training has reportedly been provided previously, where practical it is recommended that suitable refresher training be provided at periodic intervals to confirm continuing competence and any changes or updates.

4

Work near water. A fence surrounds the main site to restrict access to unauthorised persons. Edge protection barriers are also in place around the automatic weed screen cleaner, across the old weed screen and now reportedly the other structures within the district identified previously.

5

Work near overhead power lines. Contact energy provider UK Power if any work is undertaken near power lines. In certain areas, MLC have provided red/white markers either side of power lines to indicated their location, however these should not be relied on completely, knowledge and visual assessment of power line locations should be undertaken. It was recommended that district maps are provided with overhead power lines marked on them. An information leaflet - 'Look Out, Look Up' was provided.

6

Lone Working. At present DS operates from either of the pumping stations which are located adjacent to his bungalow, or operates within the district, during these occasions he communicates with his wife prior to and on completion of the task. Also in regular communication with other persons using mobile phone where signal allows. It was recommended that a location identifying app for his mobile phone, such as 'What 3 Words', is downloaded and used when practical.

Photographic Risk Assessment

Advisor's signature

Simon Cross
16 Nov 2021 11:04 GMT

Departure time 16 Nov 2021 11:15 GMT

Photographic Risk Assessments closed out during the visit.

SSI 251019-
Ref 1 - Loose slabs removed and replaced with gravel.
Ref 2 - Redundant workshop equipment removed.
Ref 3 - Edge protection reportedly provided at structures.
SSI 250220-
Ref 1 - Poster updated.
Ref 2 - PAT undertaken on electrical equipment.
Ref 3 - Paint/chemicals removed.
Ref 4 - Life buoys provided.
Ref 5 - Redundant equipment removed, PAT undertaken.

Number of outstanding Photographic Risk Assessments 1

From 0 to 99

Sutton and Mepal IDB
SUMMARY OF PHOTOGRAPHIC RISK ASSESSMENTS

Site Safety Inspection 25 February 2020

Ref.	Location	Risk Level	Brief Description	Action
6	Steps leading from pump house	L	Prone to becoming slippery when wet. Risk of slips and falls. Fit high grip surface- steel grate identified, recommended this is bolted in place to ensure it does not become a separate trip hazard.	

Sutton & Mepal Internal Drainage Board

Notice of conclusion of the audit

Annual Governance & Accountability Return for the year ended 31st March 2021

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 Sutton & Mepal Internal Drainage Board for the year ended 31st March 2021 has been completed and the accounts have been published.

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

The Clerk
Sutton & Mepal Internal Drainage Board
85 Whittlesey Road
March
Cambridgeshire
PE15 0AH

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

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

Announcement made by: D C Thomas - Clerk to the Board

Date of Announcement: 17th September 2021

Annual Internal Audit Report 2020/21

SUTTON AND MEPAL INTERNAL DRAINAGE BOARD

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During the financial year ended 31 March 2021, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2020/21 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	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
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.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
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.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2019/20, it met the exemption criteria and correctly declared itself exempt. *(If the authority had a limited assurance review of its 2019/20 AGAR tick "not covered")*			✓
L. If the authority has an annual turnover not exceeding £25,000, it publishes information on a website/ webpage up to date at the time of the internal audit in accordance with the Transparency code for smaller authorities.			✓
M. The authority, during the previous year (2019-20) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations *(evidenced by the notice published on the website and/or authority approved minutes confirming the dates set).*	✓		
N. The authority has complied with the publication requirements for 2019/20 AGAR *(see AGAR Page 1 Guidance Notes).*	✓		

	Yes	No	Not applicable
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

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

Date(s) internal audit undertaken: 08/06/2021, 11/06/2021, 15/06/2021

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

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

Date: 15/06/2021

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

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

Section 1 – Annual Governance Statement 2020/21

We acknowledge as the members of:

SUTTON AND MEPAL 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 2021, that:

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

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

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

01/06/21

and recorded as minute reference:

B. 2238

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

Chairman Matthew Latt

Clerk Lorna Mhme

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Section 2 – Accounting Statements 2020/21 for

SUTTON AND MEPAL INTERNAL DRAINAGE BOARD

	Year ending 31 March 2020 £	Year ending 31 March 2021 £	Notes and guidance: *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.*
1. Balances brought forward	797,532	720,190	*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	229,193	229,511	*Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.*
3. (+) Total other receipts	33,256	24,050	*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	33,987	36,183	*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.*
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	305,804	236,986	*Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).*
7. (=) Balances carried forward	720,190	700,582	*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	724,054	698,491	*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	3,199,991	3,202,164	*The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.*
10. Total borrowings	0	0	*The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).*

11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	*The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.*
			N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2021 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 1st May 2021

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

01/06/21

as recorded in minute reference:

B.2240

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

Section 3 – External Auditor Report and Certificate 2020/21

In respect of **SUTTON & MEPAL INTERNAL DRAINAGE BOARD – DB0105**

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 2021; 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 2020/21

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:

NONE

3 External auditor certificate 2020/21

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 2021.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature	PKF Littlejohn LLP	Date	09/09/2021

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

Whitings
Chartered Accountants LLP
The Old School House, Dartford Road
March, Cambridgeshire, PE15 8AE
t: 01354 652304
e: march@whitingsllp.co.uk
w: whitingsllp.co.uk

MNH/BB/MM053
08 October 2021

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

Dear Messrs. D Thomas, R. Hill, and S Ablett,

MLC administered Internal Drainage Boards - Internal Audit 2020-2021

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 2021, we are pleased to provide you with the following recommendations to be considered for implementation. We have included some general points and some points which are related to specific boards.

General points

1. **Annual Return – Guidance notes**
   We note that there has been a subtle change within the guidance notes on completing Part 3 of the Annual Governance and Accountability Return (AGAR) 2020/21 from what was shown in 2019/20. Previously the guidance stated that "the authority **should** receive and note the annual internal audit report **if possible** before approving the annual governance statement and the accounts" this has been replaced by "the authority **should** receive and note the annual internal audit report before approving the annual governance statement and the accounts". As such whilst we are satisfied that all of the administered boards have previously and remain compliant in this matter, due to this not being something that the boards **must** comply with, we would strongly urge a review of the wording within any future AGAR's to ensure that, should this requirement come into force, you are able to adjust your plan of works in plenty of time. We would also request that should this take affect you contact us at your earliest convenience, so that we may tailor our own work programmes accordingly.

2. Asset Valuations and Insurances

We note that there are a number of boards which have had revaluations within the year on their pumping station assets and that these are now valued in excess of what has been included within the insurance valuations and the accounts/annual return. We appreciate that the accounts/annual return value must remain at cost/deemed cost however we would suggest that as soon as the results of these valuations come to light you seek to change the insurance valuation accordingly, we understand that in many cases these amendments are carried out at the point of annual renewal.

In some individual cases it is noted that residential properties have been revalued during the audited year, but the underlying insurance values have not been increased. We recommend that, as with pumping station assets, the insurance valuation is increased to reflect the current market value and thereby ensure that such assets are adequately insured.

Finally, it is noted that, whilst a large proportion of boards have taken the option to revalue for insurance purposes their pumping station and residential assets during the year, there are some boards that have not followed suit. We have seen elsewhere that such revaluations have sometimes resulted in significant uplifts in value, and as such we would suggest that any remaining boards that have yet to carry out such an exercise do so at the earliest convenience.

We would recommend that in the absence of specific information to the contrary suggesting need for earlier review, that a revaluation exercise be performed for insurance purposes at least every 5 years on all major Board assets.

Client Comment:

All Boards are asked concerning valuations for insurances and it is a Board decision. Depending when the meeting is held and when the valuation is completed depends when the instruction can be given. However, once approved we look to update policies at that time. Where applicable, we are also looking into the viability of having certain values index linked but note that these will still need monitoring on a routine basis.

3. Employee Benefits - Vehicle Usage, and VAT recovery

In 2020 a high-level tax case was brought by HM Revenue & Customs against Coca-Cola European Partners Great Britain Limited relating to vehicles provided to employees of Coca-Cola and whether these 'dual purpose' vehicle should be classed as a van or a car for benefit-in-kind (BIK) and other taxation purposes. Typical example of such a vehicle being a double-cab pickup as operated by some boards.

This case was ruled in favour of HMRC where the use of three of its vehicles (2 Volkswagen Kombis and a Vauxhall Vivaro) should be treated as cars, rather than vans for tax purposes. The Vauxhall had been modified in a number of ways and an additional row of seats and windows were added along with a bulkhead to ensure goods being transported could not enter the passenger area. Both the VW Kombi vehicles were fitted with rear seats and additional racking was required by the driver for business use, for the Kombi version 2 this required a rear seat to be removed for racking. The Court of Appeal ruled that the vehicles were not sufficient to differentiate between them and therefore they should all be treated on a similar basis for BIK purposes, each vehicle was multi-purpose and capable of transporting goods or passengers, but neither type of vehicle was 'primarily' suited to the carrying of goods as required by current taxation legislation s.115(2).

At this point in time (drafting late June 2021) no updates to the tax rules have been issued by HMRC in the light of the ruling and therefore we are unable to determine whether the current vehicles owned by each board and allocated to an employee will be classed as a van or car. And until HMRC include any such updates and guidance we are unable to determine whether the vehicles held by each board will be liable for a van or car BIK on employees where the vehicle is not operated as a depot-based Pool vehicle. This case also has potentially wider implications relating to recovery or not of VAT on the vehicle when purchased and in commercial settings capital allowances.

Client Comment:

We are aware of this position and have also been checking with HMRC but as yet they have not issued guidance that can be passed onto Boards. There are significant tax implications, both for employer and employee and will continue to monitor the position.

4. **Provisions**

We are pleased to note that, in the main; provisions for amounts owing to and owed from applicable boards, are being monitored and written back should the underlying potential asset/liability be extinguished. There are still odd cases where provisions are "brought forward and carried forward" that relate in excess of the standard life of debt, being 6 years. On review in some cases whilst the underlying rationale of these balances are reasonable, we would question whether payments could still be enforced if chased, aside from in relation to development contributions. As such we would encourage continued review of provisions as a whole, with special consideration being made to aged provisions that have existed for a number of years.

We would recommend that any such old debts or provisions (part from development contribution provisions), say over 3 years old, be presented at the Board meeting annually and approved.

Client comment:

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

5. **Risk Management Policy and procedures**

We noted in the 2019 most boards undertook a substantial risk management assessment process in 2014 leading to formal acceptance in April 2015 which is now subject to a brief review each year which is duly recorded formally in the board minutes. After recommendation in the prior year's management letter, we are pleased to note that this processed has been carried out again for 2020 - 21.

The COVID-19 pandemic is, hopefully, the greatest challenge many of us will face in our lifetime. In the face of adversity there is also opportunity to embrace this emerging "new normal" and such an event should allow us to take a step back and look at the policies and procedures that underpin the organisation. With this in mind we would urge greater breadth of coverage of policies and procedures to include consideration and action points in relation to areas such as climate change, global pandemics, and disaster action & recovery – at the time of writing we are not aware of such bigger policy being in existence.

It may also be helpful to revisit and enhance appreciation by way of visual colour coding of the RAG rating numbers to better differentiate between the varying levels of risk and consequence. We would expect to see low risk items being colour coded green, middling items colour coded yellow and high-risk items in red.

Risk Management Policy and procedures - continued

Client comment:

Risk management is an evolving matter and we will continue to look at emerging risks and having effective policies concerning these and although no formal policies are in place at this time the matters you have mentioned have been under consideration. With regards to the existing policy, consideration will be given to updating the matrix when either next revised or reviewed.

6. Website Publication

We note that there has been, for a number of years, significant information available to the public. We note that for some boards the latest information does not appear to have been updated, for example in one case the 2019/20 payments list was still published when the 2020/21 payments list should have been displayed. We would recommend that all items are updated promptly on the website once the meeting has been carried out.

Client comment:

Every effort is made to update the relevant pages of all authorities in an efficient and timely manner and in accordance with the regulations. It should be noted that the JPAG requirements for display appear to differ from those of audit requirements so while not necessarily aligning both requirements could be met. (This matter is being looked into for further guidance).

7. Capital works

Currently the definition of capital works is limited to new items e.g., a new culvert but works involving a repair or maintenance will be wholly written out in the year even though there may be a not insignificant element of improvement involved.

8. Capital assets

Following on from item 7 above it follows those assets may be unrecognised in the Accounts of the Boards and not appear in their Assets register. In view of greater Government and public interest and concern for environmental and climate change factors, should the 'value' of the basic drainage system be recognised beyond the pumping stations and equipment? This may be important in future years in order to factoring a fair proportion of potential future national Government funding.

Capital assets - continued

Client comment:

Comment has been noted. While Boards own pumping facilities and their footprint they do not (generally) own the watercourses, designating the arterial system for maintenance. This is probably a matter that could be discussed on an "industry wide" level, maybe through ADA by its policy and finance committee to ensure, if recognised, would provide a uniform approach across the country.

9. Budget figures

We note that Budget figures are prepared annually in advance, but we note these are not updated in the late Autumn even when notable variances may have occurred for various factors. Whilst not necessary to do so for all boards, we suggest that Chairmen of individual Boards are given opportunity to request updated Budgets after the half year point for the remainder of the year and distribute to Board members if they feel it appropriate due to circumstances to date or anticipated during the year.

Client comment:

As part of the finance regulations, we are required to carry out a budget monitoring exercise during the course of the year. For those Boards that have a relevant meeting, this is reviewed by the Board at their autumn/winter meeting. For all other Boards the monitoring exercise is completed as at the end of the calendar year, at this point the majority of the drain maintenance works have been completed, as would be any planned maintenance works at pumping stations. The expenditure to-date is then forecast to the end of the financial year and compared to the budget and initially sent to the chairman for review. Depending on the outcome of the monitoring exercise depends on whether it is considered appropriate to hold an emergency meeting. However, it is likely that if there were an extraordinary event the Board would be aware "in real time" and appropriate action taken at that point. It is not policy to update budgets depending on levels of expenditure but to use these as comparative to analyse variances of actual expenditure against.

Specific Points

Sutton and Mepal IDB

See item 2 above – residential property value

Hundred of Wisbech IDB
See item 6 above

Conington & Holme IDB
See item 9 above

Client comment (Conington & Holme IDB):

The "overspend" against budget related to additional drain maintenance works that were required and a breakdown at the pumping station which occurred after the monitoring exercise had been completed. These events were managed at the time and appropriate action taken when setting the following years rate.

Waldersey IDB and Hundred of Wisbech IDB – Joint Pumping Arrangement
As in previous years it is noted that there is a discrepancy between debtor held in Waldersey IDB and the creditor held in Hundred of Wisbech IDB; due to the substantial rainfall pattern in late 2020-21 this amount was more significant than normal

Waldersey IDB – Debtor	38,459.99
Hundred of Wisbech IDB - Creditor	47,997.84
Difference	**9,537.85**

This difference arises due to the accounts of Hundred of Wisbech IDB being completed before Waldersey IDB, therefore a provision having to be included within the former's books before more accurate figures become available. The difference is adjusted in the following year's Accounts for Hundred of Wisbech but in the short term could be considered slightly misleading.

We note that there have been discussions to potentially amalgamate the two boards, this would eradicate the anomaly. However, in the absence of this, we wonder whether there is scope to bring the meetings and account preparation periods in line to address this issue.

Waldersey IDB and Hundred of Wisbech IDB – Joint Pumping Arrangement - continued

Client comment (Waldersey IDB and Hundred of Wisbech IDB – Joint Pumping Arrangement):

These costs relate to the contribution for the costs of the shared pumping facility and at the time of production of the year end accounting statements discussions were taking place concerning potential changes to the contribution as a result of changes in land use. A new proposal had been put forward which was broadly approved by the Hundred of Wisbech Board, whose meeting is held first. In completing their accounting statements they requested that, due to the impact of the winter rainfall event the new proposal be used in calculating the contribution. When the Waldersey Board held it's meeting no changes had been approved at therefore the existing contribution calculation was used in their accounting statements. With regards to the Hundred of Wisbech creditor, these "old balances" will be written back during this financial year. There are no current plans to change meeting dates so there will remain a creditor/debtor position in both sets of accounts although now settled, this should be cleared, generally a year in arrears.

Other Matters

As you will already be aware our firm underwent a change of business name from Whiting & Partners to Whitings LLP, with effect from 1 October 2021. As the world and our practice move forward, even in these challenging times towards a "new normal", we have also decided to rebrand and change our look to promote this.

As provided for under the clauses of our existing Terms of Business ongoing engagements under our standard Whiting & Partners Terms and Conditions remain unchanged and have rolled over seamlessly into Whitings LLP; these are available on our new and improved website www.whitingsllp.co.uk

We are immensely proud of the work we continue to do with you at Whiting and we would like to take this opportunity to thank your staff involved in our audit for their assistance and cooperation in achieving substantial completion by the stated target deadlines, especially in light of the operational challenges posed to us all by the ongoing COVID-19 pandemic.

Yours sincerely,

Whitings LLP

Whitings LLP

Internal Drainage Boards in England

Department for Environment Food & Rural Affairs

Annual Report for the year ended
31 March 2021

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 2021 a copy must be provided to:

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

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

Please round all cash figures down to nearest whole £.

SUTTON & MEPAL INTERNAL DRAINAGE BOARD

Section A – Financial information

Preliminary information on special levies issued by the Board for 2021- 22

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 2021-22 (forecast)	
Name of local authority	**2021-22 forecast £**
1. FENLAND DISTRICT COUNCIL	20,575
2. HUNTINGDONSHIRE DISTRICT COUNCIL	16,070
3. EAST CAMBRIDGESHIRE DISTRICT COUNCIL	8,554
4.	
5.	
6.	
7.	
8.	
Total	45,199

Section A – Financial information (continued)

Income and Expenditure Account for the year ending 31 March 2021

All Internal Drainage Boards must ensure that the Income and Expenditure information provided below is consistent with the Board's annual accounting statements which have been prepared in accordance with proper practices found in *Governance and Accountability for Smaller Authorities in England – A Practitioners' Guide to proper practices to be applied in the preparation of statutory annual accounts and governance statements March 2017*

	Notes	Year ending 31 March 2021 £
INCOME		
1. Drainage Rates		185,543
2. Special Levies		43,968
3. Higher Land Water Contributions from the Environment Agency		4,455
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 RMAs		0
7. Loans		0
8. Rechargeable Works		7,120
9. Interest and Investment Income		838
10. Rents and Acknowledgements		0
11. Other Income		11,637
Total income		**253,561**
EXPENDITURE		
12. New Works and Improvement Works		0
13. Total precept to the Environment Agency		113,104
14. Watercourse maintenance		83,307
15. Pumping Stations, Sluices and Water level control structures		80,237
16. Administration		20,373
17. PSCAs		0
18. Rechargeable Works		0
19. Finance Charges		0
20. SSSIs		0
21. IDB Biodiversity and conservation (other than item 20 expenditure)		670
22. Other Expenditure		3,854
Total expenditure		**301,545**

EXCEPTIONAL ITEMS		
23. Profits/(losses) arising from the disposal of fixed assets		0
Net Operating Surplus/(Deficit) for the year		**(47,984)**
24. Developers Funds income not applied in year		287,387
25. Grant income not applied in year		0

Notes:

11. Include all other Income, such as absorption account surpluses (for example plant and labour absorption accounts).

12. State the gross cost of undertaking minor capital works that have not been capitalised and the annual depreciation charges of all major schemes that have been capitalised. You should also include a fair proportion of the support costs directly associated with delivery of the schemes.

13. State the total precept demanded for the year as properly issued by the Environment Agency, in accordance with section 141 of the Water Resources Act 1991. Providing that the precept has been properly issued as before stated it should always be included here, even when the Board has appealed against the amount of contribution, in accordance with section 140 of the Water Resources Act 1991. Where the Board knows with certainty the outcome of any such appeal, it should also include the appropriate accrual/prepayment.

14. State all costs associated with the maintenance of watercourses, meaning work associated with open channels, pipelines, culverts, bridges, etc. Plant, vehicle and labour charges should include a fair proportion of the overheads such as depot/workshop costs, employment on-costs, insurances and depreciation, etc. You should also include a fair proportion of the support costs directly associated with delivery of the maintenance programme.

15. State all costs associated with maintaining and operating the pumping stations, sluices and water level control structures. Plant, vehicle and labour charges should include a fair proportion of the overheads such as depot/workshop costs, employment on-costs, insurances and depreciation, etc. You should also include a fair proportion of the support costs directly associated with maintaining and operating the pumping stations, sluices and water level control structures.

16. Include the cost of non-technical staff only, office accommodation, annual depreciation of office equipment that has been capitalised, minor office equipment that has not been capitalised, postages, telecoms', stationery, printing, advertising, auditing of accounts, general insurances and all other costs associated with supporting the organisation. Please note that this does not include support costs, which are directly associated with the delivery of front line services.

17. State all costs associated with the PSCA

18. State all costs associated with undertaking work for third parties. Plant, vehicle and labour charges should include a fair proportion of the overheads such as depot/workshop costs, employment on-costs, insurances and depreciation, etc. You should also include a fair proportion of the support costs directly associated with undertaking the rechargeable work.

19. Include the cost of servicing any borrowing, in terms of bank/loan/hire purchase Interest payable.

20. State all costs associated with undertaking works – capital or maintenance – specifically for helping to achieve favourable condition on Sites of Special Scientific Interest (SSSIs). In most cases, these costs will be incurred in implementing actions set out in SSSI Water Level Management Plans or SSSI River Restoration Plans.

21. State all costs associated with undertaking works – capital or maintenance – that are likely intended to help conserve biodiversity (other than works on SSSIs). These costs are likely to be incurred in implementing actions set out in an IDB's Biodiversity Action Plan or other conservation actions on non-designated sites.

22. Include all other expenditure, such as a provision for bad/doubtful debts, write-offs, and absorption account deficits (for example plant and labour absorption accounts).

23. For the disposal of assets, state the difference between any proceeds from the sale/disposal of the asset and the cost of the asset less accumulated depreciation.

24. Total balance of developer fund year end.

25. Unspent grant at year end.

Section B –IDB Reporting

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?)............................ 2021

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

When was biodiversity last discussed at a Board meeting (date)?............................ 01/06/2021

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

SSSI water level management plans

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

If so, which ones:

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

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

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

Access to environmental expertise

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

- Appropriately skilled Board Members (e.g. Board member from an Environmental Body/Authority) ☐
- Co-opted members ☐
- Directly employed staff ☐
- Contracted persons or consultants ☒
- Environmental Partners/NGOs ☐
- Other (please describe) ☐

Asset Management

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

- ADIS ☐
- Paper Records ☒
- Other Electronic System ☒

Has your Board continued to undertake visual inspections and update asset databases on an annual basis? Yes ☒ No ☐

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

66

How many pumping stations does the Board operate?

2

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

5.77 cumecs

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) ☐

No training has been provided for board members during the year ended 31st March 2021.

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?	17
Seats available to appointed members under the Land Drainage Act 1991.	4
Number of elected members on the board at year end.	16
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.	8
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 ☐
Newsletters ☐
Web site ☒
Meetings ☒
Shows/events (including open days/inspections) ☐
Consultations ☐
Notices ☒

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

0.42%

Section B: NOTES

Guidance and Best Practice

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

Board membership and attendance

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

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

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

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

Section C – Declaration

SUTTON & MEPAL INTERNAL DRAINAGE BOARD

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

Signature	
Date	29/9/21.
Name in BLOCK LETTERS	MR DAVID THOMAS
Designation	CLERK
Email address	david@middlelevel.gov.uk

SUTTON AND MEPAL INTERNAL DRAINAGE BOARD
BUDGET MONITORING 2021/2022

		Approved budget 2021/2022 £	Actual to 30.11.2021 £	Forecast to 31.03.2022 £	
1	Rates, telephones and insurances	5,600	5,247	5,600	0
2	Drainworks, repairs and renewals (including Environmental measures)	20,000 [A]	24,794 [B]	30,000 [C]	10,000
	Drainage channel - Cranbrook	0	0	0	0
3	Oil and electricity	35,000 [D]	13,598	35,000 [D]	0
4	District labour	38,000	25,814	37,500	-500
5	Administration charge, Health and Safety contract, Audit fee, printing, stationery, advertising, Association of Drainage Authorities subscriptions etc	20,500 [E]	7,968 [E]	20,000 [E]	-500
6	Environment Agency - Precept	113,104	113,104	113,104	0
7	Plant replacement	25,000 [F]	16,666 [F]	25,000 [F]	0
		257,204	207,191	266,204	9,000
	LESS :				
	Use of balances	9,481	8,533	9,481	0
	Revenue income	11,959 [G]	12,768 [H]	13,548 [H]	1,589
		235,764	185,889	243,174	7,411

Rates and Special Levy raised 2021/2022 - 37.30p £235,764

Remarks

A - Includes for:		
	Maintenance/general	6,000
	Service/repairs to excavator	3,500
		9,500
B - Includes for:		
	Maintenance/general	1,861
	Service/repairs to excavator	8,710
	Repairs to Ruston engine	3,212
	P/S maintenace & w/s/c repairs	11,011
		24,794
C - Includes for:		
	Maintenance/general	5,000
	Service/repairs to excavator	9,000
	Repairs to Ruston engine	3,250
	P/S maintenace & w/s/c repairs	12,750
		30,000
D - Provision based on 5 year average		
E - Includes for new Health & Safety arrangements		
F - Provision for plant replacement strategy		
G - Includes provision for receipt of avearge highland water claims		3,750
H - Includes treceipt of full claims submitted		6,298