SWAVESEY INTERNAL DRAINAGE BOARD

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27th January 2022

Mr Chairman, Ladies and Gentlemen,

Meeting of the Board – Tuesday 8th February 2022

I enclose the Agenda for the Meeting of the Board to be held at The Memorial Hall, Swavesey at 2.30pm on Tuesday 8th February 2022.

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 Swavesey 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 Meetings of the Board held on the 9th February 2021 and 25th June 2021.

   (Copy pages 10-29)

4. Matters Arising from the Minutes

5. Main River Issues

   Further to minute B.1040, the Clerk to report on progress made with the Environment Agency.

6. Proposed Northstowe Development and other developments draining to Uttons Drove STW Northstowe and Effluent Discharge to Swavesey Drain

   Further to minute B.1042, the Chairman to report.

7. Outstanding Drainage Rates

   Further to minute B.1040, the Clerk to report.

8. Defra Consultation on the Rating System

   Further to minute B.1044, the Clerk to report.

9. 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 In this respect there was concern that the data underpinning this move was out-of-date and inadequate and that there was a risk that no proper account would be taken of the storage effects of the land as it is currently managed compared to how it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 CO2 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 that 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) 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 the 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.

That the date of the next meeting is Tuesday 7th March 2023.

d) Updating IDB Byelaws

Further to minute B.996, 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.

iv) 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.

v) 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.

vi) Water Resources East (WRE)

Further to minute B.1006(vii), the requested contribution from this Board for the 2021/2022 financial year is once again £125.00. 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.

The Board is asked to approve this payment.

Members may wish to note that the draft WRE plan is out for public consultation and that any responses to it need to be submitted before the closing date of 28th February 2022.
Please see the latest WRE news at www.wre.org.uk.

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

To consider the Report of the Consulting Engineers.

(Encl 1)

11. Capital Improvement Programme

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

(Copy page 30)

12. District Superintendent's Report

To consider the Report of the District Superintendent.

13. Conservation Officer's Newsletter and BAP Report

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

(Copy pages 31-41)

14. District Superintendent

a) Record of hours worked

The Clerk will report that the District Superintendent had worked 85 hours between February 2021 and January 2022.

b) Fee

To give consideration to the District Superintendent's fee for 2022/2023.

c) Telephone expenses

To give consideration to the appropriate reimbursement of telephone expenses incurred on the Board's behalf.

d) Casual Labour

To give consideration to the use of casual labour that may be required during the year.

15. State-aided Schemes

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

16. Environment Agency Precept

The Clerk will report that at the Environment Agency Flood defence Committee meeting the Committee voted to adopt an indicative 2% increase in the precepts on Internal Drainage Boards for the next 6 years commencing from 2022/23, with the ability to revisit annually should exceptional circumstances indicate this is required. The Committee voted for a 0% increase (for exceptional circumstances) above the indicative 2% increase for the year ending 31st March 2023 - total of a 2% increase on the level of precept on Internal Drainage Boards for the year ending 31st March 2023.

The precept paid to the Environment Agency for 2021/2022 was £1,796.

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

The Clerk will report that following his submission of claims for contributions the gross sum of £1512.17 (£5403.96 less £3891.79 received on account) (inclusive of supervision) has been received from the Environment Agency for the financial year 2020/2021 based on the Board's actual expenditure on maintenance work for that financial year and the sum of £3596.98 in respect of 80% of the Board's estimated expenditure for the financial year 2021/2022.

18. Association of Drainage Authorities Subscriptions

The Clerk will report that ADA has increased subscriptions by 1% for 2022. The rate for 2021 was £565.

19. Health and Safety

Further to minute B.1055, Ms Parrish will refer to the report received from Cope Safety Management following their visit to the District on 24th November 2021, and will report thereon.

(Copy pages 42-46)

20. Completion of the Annual Accounts and Annual Return of the Board – 2020/2021

a) The Clerk will report that in accordance with the Accounts and Audit Regulations all members received a copy of the Annual Accounts for the year ended the 31st March 2021 before the 30th June of that year and approved the Accounts for the purposes of the Regulations.

b) To consider the comments of the Auditors on the Annual Return for the year ended on the 31st March 20201

(Copy pages 47-51)

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

(Copy pages 52-60)

21. Annual Accounts of the Board - 2021/2022

The Clerk will report that in accordance with the Accounts and Audit Regulations Internal Drainage Boards' accounts are required to be approved by resolution on or before the 30th June of that year.

22. Defra IDB1 Returns

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

(Copy pages 61-70)

23. Review of Internal Controls

To consider the system of Internal Controls.

24. Risk Management Assessment

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

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

(Copy pages 71-72)

25. Transparency Code for Smaller Authorities

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

26. Exercise of Public Rights

The Clerk to refer to the publishing of the Notice of Public Rights and publication of unaudited Annual Return, Statement of Accounts, Annual Governance Statement and the Notice of Conclusion of the Audit and right to inspect the Annual Return.

27. Payments

The Clerk to report on payments made;

a) 2020/2021 (1^{st} February 2021 – 31^{st} March 2021)

b) 2021/2022 (1^{st} April 2021 – 31^{st} December 2021)

(Copy page 73)

28. Expenditure estimates and special levy and drainage rate requirements 2022/2023

To consider estimates of revenue expenditure and levy and rate requirements in respect of the financial year 2022/2023.

(Copy pages 74-75)

29. Date of Next Meeting

30. Any Other Business

SWAVESEY INTERNAL DRAINAGE BOARD

At a Meeting of the Swavesey Internal Drainage Board
hosted at the Middle Level Offices, March on Tuesday the 9th February 2021

PRESENT

K Wilderspin Esq (Chairman)	W Handley Esq
J E Dodson Esq (Vice Chairman)	Mrs A C Hemington
J S Burgess Esq	Miss H Parish
Mrs S Dodson	N K Stroude Esq

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

Apology for absence

An apology for absence was received from Councillor Ms A Malyon.

B.1034 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 in the Superintendent's Fee and payments.

The Vice Chairman declared an interest in minute no. B.1038

Mr Stroude declared an interest in minute no. B.1038.

B.1035 Confirmation of Minutes

RESOLVED

That the Minutes of the Meetings of the Board held on the 18th February and 26th June 2020 are recorded correctly and that they be confirmed and signed.

B.1036 Completion of the Annual Accounts and Annual Return of the Board – 2019/2020

a) The Board considered and approved the comments of the Auditors on the Annual Return for the year ended on the 31st March 2020.

RESOLVED

(i) That in accordance with the Accounts and Audit Regulations the minutes record that approval of the accounts was given on 26th June 2020.

(ii) That the Chairman was authorised to sign the Annual Governance Statement, on behalf of the Board, for the financial year ending 31st March 2020.

b) The Board considered and approved the Audit Report of the Internal Auditor for the year ended on the 31st March 2020.

B.1037 Appointment of Chairman

RESOLVED

That K Wilderspin Esq be appointed Chairman of the Board.

B.1038 Appointment of Vice Chairman

RESOLVED

That J E Dodson Esq be appointed Vice Chairman of the Board.

B.1039 Election of Members of the Board

Miss McShane reported that, as the number of candidates for membership of the Board did not exceed the number of persons to be elected (seven), the following candidates were elected as Members of the Board for a period of three years from the 1st November 2020, viz:-

BURGESS John Shepherd
DODSON James
DODSON Mrs Shirley
HEMINGTON Mrs Andrea Clare
PARISH Miss Hannah
STROUDE Neil Kingsley
WILDERSPIN Keith

(NB) – Under the provisions of the Land Drainage Act 1991, Councillors Ms A Maylon and W Handley are also Members of the Board as the nominees of South Cambridgeshire District Council.

B.1040 Main River Issues

Further to minute B.998, Miss McShane referred to the correspondence with the Environment Agency and reported that the Environment Agency have been chased on a number of occasions in relation to the current position regarding modelling of river levels in extreme events. A meeting had been arranged to go through all the information held but this was postponed when face-to-face meetings stopped and the Environment Agency's Brampton office closed to external parties, due to COVID-19.

Contact has recently been made to look to set up a meeting but this may realistically not be until early summer/late autumn.

The Chairman advised that Paul Burrows had stated that there was currently no money allocated for any works on the Swavesey river bank. Representations had been made to the Regional Flood and Coastal Committee on this and it was considered that the money required for this work was revenue maintenance not capital spend as it was effectively just putting back what had been there before. The Chairman advised the Board that they may be better off looking at the number of houses protected in the future and asking the Environment Agency how many houses are at risk if these works are not carried out. The Chairman advised that the Mere Fen works were being followed up and chased by Iain Smith and he would do this once COVID-19 conditions were relaxed.

Councillor Handley stated with regard to Phase 2 at Northstowe he would speak to the relevant Case Officer and provide a reply to the Chairman. The Chairman advised that he had written to Paul Burrows about Northstowe and 3B and this letter would be forwarded to Iain Smith.

RESOLVED

That Iain Smith would contact the Environment Agency about the Mere Fen works and the letter from the Chairman about Northstowe.

B.1041 A14 Improvement Scheme

Further to minute B.999, the Chairman advised that these works were now completed and he noted from a recent drive over the flyover that there was no water in the balancing ponds.

B.1042 Proposed Northstowe Development and other developments draining to Uttons Drove STW Northstowe and Effluent Discharge to Swavesey Drain

Further to minute 1000(b), as reported earlier, Councillor Handley had agreed to raise this matter with the relevant Case Officer at South Cambridgeshire District Council and would reply to the Chairman to give an update.

RESOLVED

That Councillor Handley would raise this matter with the Planning Case Officer and report back to the Chairman with an update.

(NB) - The Vice Chairman and Mr Stroude declared interests as landowners potentially affected by the scheme.

B.1043 Outstanding drainage rates

Further to minute B.1001, Miss McShane reported that this was an outstanding drainage rate which related back to 2012 in the sum of £1,770.25. Bailiffs had attended the premises on several occasions but there had been no goods on which to levy distress. At a previous meeting of the Board, the Board had acknowledged that there was difficulty in recovering the outstanding rates and there was no further action that could be taken at the present time. They did not, however, wish that the outstanding rates be written off at this stage in case it could be recovered at a future date.

RESOLVED

That the Board acknowledge the situation with regard to the outstanding drainage rates but do not write off the outstanding rates.

B.1044 Defra Consultation on the rating system

Further to minute B.1004, Miss McShane reported that the powers previously set out in the former New Rivers Authorities & Land Drainage Bill 2019 to amend the land valuation process for drainage rates and special levies were now contained in the Environment Bill which had also been delayed in the legislative process because of the need for Parliamentary time on Brexit legislation.

B.1045 Clerk's Report

Miss McShane advised:-

i) COVID-19 Actions

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

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

ii) Middle Level Commissioners and Administered Boards Chairs Meeting

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

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

Planning and Consenting

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

a) Remain with the current arrangements.

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

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

RESOLVED

That the Board wish to remain with the current arrangements which are a combination of a) and b).

That a sixth Chair's Meeting was held virtually on the 26th November 2020.

Topics discussed included the Middle Level Commissioners' Chief Executive giving; an update on COVID-19 actions and responses, the change of MLC Chairman from Marc Heading to Jonathan Brown, updates on the Technical Services Department review (which aims to address the delays in responding to planning and consenting matters) and an update on the work of WRE. He also advised that Defra had commented positively on the Good Governance Guide published by ADA and that on the back of this feedback ADA were currently working on a Environmental Good Governance Guide. It was also noted at this meeting that Agricultural and Environmental Bills were passing through Parliament, the later including clauses benefitting IDBs, allowing them to expand their boundaries or for entirely new IDBs to be created, which was welcomed by the Chairmen as a positive step forward. Paul Burrows spoke on the work of the Environment Agency covering topics such as carbon baselining, national strategies, the tactical plans (which are securing much needed grant allocation for the area) and the need to continue to grow partnership working. He also spoke for Brian Stewart, the RFCC Chairman, who unfortunately was suffering from a poor broadband connection. On behalf of Brian, he advised that following the re-shaping of the local RFCC, there were two extra EA nominated positions available and that in this respect he wanted to propose that an Ex-officio seat be created for the incumbent Chair of the Great Ouse branch of ADA. This is likely to be Marc Heading who is expected to take over from Harry Raby in the spring. The new post will inject a direct link to farming which is of course the major business sector covered by this RFCC. The meeting finally turned to the future amalgamation of IDBs which it was generally agreed are likely to increase over time as succession planning has to be addressed.

iii) Association of Drainage Authorities

a) Annual Conference

That the 83rd Annual Conference of the Association was held virtually on Wednesday the 11th November 2020.

The conference this year was held in two distinct and separate parts, with the morning session comprising of key speakers and questions and the afternoon the AGM.

Key speakers in the morning were;

David Cooper, Deputy Director for Flood & Coastal Erosion Risk Management Policy (Defra) – who first thanked the IDBs for the work they do and then endorsed the efforts being made to improve governance through the publication of the 'Good Governance Guide' and the work in hand on ‘Good Environmental Governance’. He then went on to speak about the ambitious aims of government, the record investment agreed by treasury for the next six year funding cycle and the Agriculture Bill that if passed will facilitate the creation of new IDBs and allow existing IDBs to expand districts. He finished by stating that the key was to educate people and to work together to share good practice.

Chris Stoate, Head of Research (Game & Wildlife Conservation Trust) – who spoke about the Allerton Project which was a carefully implemented scheme to directly measure the impacts of controlling headwaters using measures such as leaky dams. This work consisted of schemes on similar upland sub-catchments where a direct comparison could be made between interventions and non-interventions. The results were very promising with downstream peak flows being reduced by around a quarter where the most effective measures were installed. Chris accepted that there were challenges surrounding maintenance and that the choice of natural materials and design was key. He also noted that in the locations chosen any failed leaky dam materials would get caught on stream bends well before any risk of being washed downstream into urban areas.

Toby Willson, Executive Director of Operations (Environment Agency) – who is soon to leave the EA reflected on the target to be carbon neutral in less than a decade and in doing this noted that the equivalent carbon release linked to pumping alone from the February event this year was equivalent to that of 1200 houses. He went on to point out that the onus in on us to act now and that if we fail to do so it will be our children and grandchildren who will face the consequences.. He acknowledged the hugely influential role of ADA’s voice in the development of national strategies and the work being done in partnership with IDBs to be more resilient. He finished by setting out three challenges.

1) To develop true partnerships where all organisations are working unified towards the same goals.
2) To achieve net zero carbon emissions, asking specifically what the IDBs were doing towards this?
3) To develop and implement strategies to attract young people into the industry.

Questions were taken from the floor and were wide ranging from asking why there was so little information being shared on the development of ELMs to why it was necessary in one location for the EA to undertake an environmental check before removing a dead tree from across a watercourse.

A more formal question and answer session ended the morning, the panel being made up from, Julia Beeden from Cambridgeshire County Council, Emily Clarke from Anglian Water, John Curtin from Environment Agency, David Jenkins from Wessex RFCC, Innes Thompson from ADA and David Thomas from the Middle Level Commissioners. When asked a question David Thomas, your Clerk, took the opportunity to advise of the importance and value of the work being undertaken by WRE and also to point out to Toby Wilson that he absolutely agreed with the sentiments of partnership working and also the key aims of the EA but noted that true partnership working was a two way street and that there were still areas of policy development that ADA were not being involved with sufficiently. Toby accepted that the EA were not perfect and that more work needed to be done on this.

The AGM in the afternoon followed the usual format of recording appointments and electing office holders. It was noted that Robert Caudwell would be coming to the end of the normal Chair’s term of office and that this would be reviewed next year. The formalities over a lively question and answer session followed which seemed to work very well and may influence how future conferences are arranged.

b) Annual Conference

That the Annual Conference of the Association of Drainage Authorities will be held in London on Wednesday the 10th November 2021.

RESOLVED

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

c) Annual Conference of the River Great Ouse Branch

That the Annual Conference of the River Great Ouse branch of the Association was held on Tuesday the 3rd March 2020.

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

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

d) Floodex 2021

That Floodex 2021 will be held at The Peterborough Arena on the 7th and 8th April 2021.

e) ADA response to publication of EFRA Flooding Inquiry 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.

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

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

Further to minute B.1006(vii), Miss McShane reported that the general feeling of the Boards so far was that they recognised there could be problems with Boards and the need to amalgamate possibly 10 years down the road but most seemed happy to continue with their current arrangements. However, this should remain under review and where appropriate amalgamations between Boards supported.

v) Capital Funding Projects

That at the spring 2020 budget it was announced by Government that they would provide the Environment Agency with a settlement of £5.2billion for capital funding projects over the next 6 years, from April 2021 to March 2027, to better protect 336,000 properties. This includes both homes and non-residential properties and presents a significant increase over the current 6-year programme. It is noted that the definition of non-residential properties includes shops, businesses, industrial sites, schools, hospitals, etc. and the new arrangements also facilitate funded improvements to habitat and the environment.

In response to this the Environment Agency have issued new partnership funding rules which go alongside this increased funding programme. The new rules are considered critical to delivering the called for better protection to the target of 336,000 properties, but will also allow:

- updated payments which will now account for inflation and be based on new evidence on the overall impacts of flooding, such as mental health
- increased payments for flood protection schemes which also create a range of environmental benefits
- more funding for flood protection schemes which also protect properties that will later become at risk of flooding due to climate change
- a new risk category which will enable schemes that prevent surface water flooding to qualify for more funding

vi) What is Good Governance

That Defra have provided a summary of "What is Good Governance?":-

- Good governance is about the processes for making and implementing decisions. It's not about making 'correct' decisions, but about the best possible process for making those decisions - and therefore good governance, share several characteristics. All have a positive effect on various aspects of Boards including consultation policies and practices, meeting procedures, service quality protocols, officers' conduct, role clarification and good working relationships.

- Boards should implement decisions and follow processes that make the best use of the available people, resources and time to ensure the best possible results for their community – and try to serve the needs of the entire community while balancing competing interests in a timely, appropriate and responsive manner. A community's wellbeing results from all of its members feeling their interests have been considered by Boards in the decision-making process. This means that all groups, particularly the most vulnerable, should have opportunities to participate in the process.

- People should be able to follow and understand the decision-making process. This means that they will be able to clearly see how and why a decision was made – what information, advice and consultation Boards considered, and which legislative requirements (when relevant) Boards followed. This means that decisions are consistent with relevant legislation or common law and are within the powers of the Acts.

- Anyone affected by or interested in a decision should have the opportunity to participate in the process for making that decision. This can happen in several ways – community members may be provided with information, asked for their opinion, given the opportunity to make recommendations or, in some cases, be part of the actual decision-making process.

- Accountability is a fundamental requirement of good governance. Boards have an obligation to report, explain and be answerable for the consequences of decisions it has made on behalf of the community it represents.

vii) Smart Level System/District Wide Telemetry Bid

That a Local Levy Bid has been submitted that appears to have been successful and will offer a contribution of half the cost of installing telemetry at pumping station sites. This will allow early warnings of pump or weedscreen failure and remote operation. Also, as the bid covers all MLC administered IDBs there is scale which will facilitate very competitive rates.

RESOLVED

That, as the Board has its own telemetry system, this would not be advantageous to the Board but they would still like further information on what is being offered by this current proposal.

viii) Anglia Farmers

Further to minute B.969(vi), Miss McShane advised that although the running of the remainder of the Anglia Farmers electricity contract had continued to be monitored it had been difficult to address some of the issues due to the restrictions caused by COVID-19.

In view of this, the Middle Level Commissioners' resolved to remain with Anglia Farmers for a further contract period post 30th September 2021 and to continue to monitor the performance of Anglia Farmers over the new contract period.

Miss McShane reported that in addition it was proposed that quotes for 'green energy' be included, with a view to moving over to this form of power supply if the cost differential is marginal. Miss McShane further reported that the need to show that IDBs carbon footprint is being actively managed over future years is expected to increase with the Environment Agency setting themselves the target of being carbon neutral by 2030.

Miss McShane reported that the Chairman had subsequently agreed for the Board to remain with Anglia Farmers.

RESOLVED

That the actions of the Chairman be approved.

ix) Fens Biosphere

Further to minute B.1006, Miss McShane referred to the leaflet from Cambridgeshire Acre.

x) 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.

B.1046 Consulting Engineers' Report, including planning and consenting matters

The Board considered the Report of the Consulting Engineers.

Environment Agency/Swavesey IDB/Middle Level Commissioners' Public Sector Co-operation Agreement Works 2020 Season

The end of season debrief/pre-season 2020 meeting was held at the Middle Level Offices in January 2020 and attended by representatives from the Environment Agency, Middle Level Commissioners and the Swavesey IDB Chairman/District Superintendent. The previous season's works were discussed and the general consensus was everything had gone to plan and all parties involved were happy to deliver a similar programme of works in the 2021 season under the existing Public Sector Co-operation Agreement.

Following the meeting the Swavesey IDB Chairman/District Superintendent was able to secure the services of a local contractor who had previous working knowledge of the Environment Agency watercourses in the Swavesey area. This contractor was able to undertake some small-scale bush cutting, hand clearance of watercourses in the centre of Swavesey village together with the pest monitoring and control elements of the Public Sector Co-operation Agreement programme. The use of this contractor last season provided an extremely useful addition to the works delivery, and hopefully his services and working knowledge can be secured for future seasons' works.

The Middle Level Commissioners, for their part, provided plant and labour for the flail mowing and herbicide application (in-channel emergent aquatic weed) throughout the Environment Agency controlled watercourses in the Swavesey area.

A contractor was again utilised for self-sown bush trimming, 'tracked machine flail mowing' along the Church End Drain section, and the weed raking operation. All works were supervised by the Middle Level Commissioners' Operations Engineer, greatly assisted by the Swavesey IDB Chairman/Superintendent, and carried out to Environment Agency specification and protocols. All the works were delivered in a timely manner, before ground conditions deteriorated during the wetter winter months.

It is anticipated and hoped a similar programme of works under the Public Sector Co-operation Agreement, will continue again into the 2021 season.

All works undertaken with the Public Sector Co-operation Agreement at Swavesey were on a fully rechargeable basis to the Environment Agency.

Weed Control and Drain Maintenance

The maintenance works carried out last year generally accorded with the recommendations approved by the Board at its last Annual Meeting.

Roundup herbicide treatments were applied (during the early summer, with a follow up application during the autumn months) where required within the Board's district drains to control stands of emergent aquatic weed and vegetation growing within the dry and semi-dry drain beds. Please refer to the site plan on the following page for treatment locations. A sum has been included within the estimated costs to undertake herbicide applications throughout the district again this year.

The Board's flail mowing requirements were undertaken by Lattenbury Services Ltd. At the Chairman/District Superintendent's request, Lattenbury will be approached to undertake the flail mowing of Board's drains again this year. A sum has been included within the estimated costs to cover this work.

After experiencing an exceptionally warm dry summer last season, many of the Board's drain beds dried out. This reduced pumping requirements and water conveyance for the early part of the season. As emergent weed within the channel beds had already been treated with a Roundup application, the watercourses were deemed to have retained their general good condition and no apparent machine cleansing was required at this time. As autumn progressed it finally started to rain and this continued to increase throughout the winter. Maintenance works carried out in previous years ensured the system continued to operate efficiently and as intended. To this end, and with the Chairman/District Superintendent's approval, a late spring/early summer joint inspection of the Board's drains will be undertaken again this year. The inspection should highlight herbicide application requirements, and give an opportunity to forward plan any other works required to maintain the Board's drains to a satisfactory standard.

Provisional sums based on previous year's machine cleansing expenditure and culvert cleansing/ piling works, have been allocated within this report.

Pumping Station

The teething troubles with the new web based ultrasonic unit had not reoccurred and the pump/controls had worked well over the period.

The integrity of Corrugated Steel Pipes

Miss McShane reported that several boards within and adjacent to the Commissioners' area have experienced problems with the sudden deformation and failure of corrugated steel pipes, many of which were installed during the 1980s/early 1990s, that have needed urgent action often requiring the total replacement of the structure concerned with its unexpected costs. This can have serious complications for a Board when there is a structure failure particularly during high rainfall events. Therefore, in order to reduce the risk of failure it is considered appropriate for the Board to investigate the integrity of such structures for which they are directly responsible.

Planning applications

The Consulting Engineer's report set out 18 new development related matters which had been received and dealt with since the last meeting.

The Consulting Engineer reported that no further correspondence had been received from the applicants or the applicants' agents concerning the following development and no further action has been taken in respect of the Board's interest:-

- Repair and alterations to the listed building including demolition and replacement of rear extensions together with the construction of two new dwellings and associated access at 37 Market Street, Swavesey – Cardinalis Development Ltd (MLC Ref Nos 199 & 311)

- Residential development comprising 18 market and 12 affordable units plus open space, children's play area and landscaping at 18 Boxworth End, Swavesey – Mr & Mrs R Mallidine (MLC Ref No 271) and Matthew Homes (MLC Ref No 346)

- Demolition of farm outbuildings and the erection of up to 90 dwellings with public open space, landscaping and sustainable drainage system (SuDS) and vehicular access point from Boxworth End with all other matters reserved except for means of access on land off Boxworth End, Swavesey - Client of L K Group /Gladman Developments Ltd & Burgess (MLC Ref No 293) & Gladman Developments Ltd & Burgess (MLC Ref No 313)

- Erection of 56 dwellings including new access at field north of Home Close and west of Moat Way, on land north of Fen Drayton Road, Swavesey - Laragh Homes Ltd (MLC Ref No 314)

<u>Residential development with associated access, infrastructure and open spaces at land south of Fen Drayton Road, Swavesey (MLC Ref Nos. 284, 285, 291, 315, 344, 349,350, 351, 357, 360, 361, 366 & 379)</u>

The Consulting Engineer updated the Board on confirmation from the Case Officer that he would not release condition 4 and 5 of the planning permission until issues around the installation of telemetry had been resolved.

<u>Residential development on land to the rear of 130 Middlewatch, Swavesey (MLC Ref Nos. 294 & 310)</u>

The Consulting Engineer had responded to a consultation from South Cambridgeshire District Council and would object to the planning application until the Board's requirements were met, with regard to water level and flood risk management systems. A revised site layout had been submitted however it was considered likely that this would still present difficulties for access to the adjacent watercourse for routine maintenance machinery.

<u>Potential large-scale development at Slate Hall Farm, Barhill to the north east of the A14 (MLC Ref No. 384)</u>

The Consulting Engineer reported an enquiry had been recently received concerning a large-scale development at Slate Hall Farm between Northstowe and the A14.

<u>Northstowe</u>

<u>Phase 1</u>

The Consulting Engineer updated the Board on the discharge of the conditions relating to Phase 1 of the development.

<u>Phase 2</u>

The Consulting Engineer reported that Stantec had been employed to undertake a review of the proposals and discussions with the relevant parties were still continuing.

Phase 3b

An outline planning application had been submitted for Phase 3b but so far no discussions on the relevant issues in advance of the planning application had taken place.

The Engineer reported that according to the planning authority website a decision is still awaited on Phase 3b

RESOLVED

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

ii) Weed Control and Drain Maintenance

That the maintenance works contained in the Report be undertaken.

B.1047 Capital Improvement Programme

Members considered the Board's future capital improvement programme and noted that the pumping station pumping and control equipment replacement were earmarked for the year 2023/2024

RESOLVED

That the Capital Programme be approved in principle and kept under review.

B.1048 District Superintendent's Report

The District Superintendent reported that he had nothing further to add to the Consulting Engineer’s report on the pumping.

There had been some difficulties with the telemetry system which the Middle Level Commissioners’ Mechanical & Electrical Engineer had attended and it was now working satisfactorily.

RESOLVED

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

B.1049 Conservation Officer’s Newsletter and BAP Report

Miss McShane referred to the Conservation Officer’s Newsletter, dated December 2020, previously circulated to Members.

Members considered and approved the most recent BAP report.

B.1050 District Superintendent

a) Record of hours worked

Miss McShane reported that Mr K Wilderspin had worked 85 hours as District Superintendent between February 2020 and January 2021.

b) Fee

The Board gave consideration to the District Superintendent's fee for 2021/2022.

RESOLVED

i) That the Board agree that the sum of £1,784 be allowed for the services of the District Superintendent for 2021/2022.

ii) That the Board's thanks to the District Superintendent for his work over the last 12 months be recorded in the minutes.

c) Telephone Expenses

The Board gave consideration to the appropriate reimbursement of telephone expenses incurred on the Board's behalf.

RESOLVED

That the Board agree that the sum of up to £80 be allowed for telephone expenses incurred on behalf of the Board by Mr Wilderspin.

d) Casual Labour

The Board gave consideration to the use of casual labour that may be required during the year.

RESOLVED

That the Chairman and Vice Chairman be authorised to engage such casual labour as they consider appropriate up to a limit of £200.

(NB) – Mr Wilderspin declared an interest in all items save d) and left the room when these items were discussed.

The Chairman stated that he thought it was important that the Board should have some succession planning for the Board should he retire at a future date. Following discussions with Hannah Parish it had been agreed that she would shadow some of the work done by the Chairman and that Ms Parish would work with the Chairman on planning matters and eventually take over some of the work which the Chairman does on behalf of the Board.

It was suggested by the Board that someone other than the Chairman should take ownership of cleaning culverts etc and the use of casual labour could be used to do this manual work.

B.1051 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.1052 Environment Agency – Precepts

Miss McShane reported that the Environment Agency had held the precept for 2021/22 in the sum of £1,796 (the precept for 2020/21 being £1,796).

B.1053 Claims for Highland Water Contributions – Section 57 Land Drainage Act 1991

Miss McShane reported that the sum of £742.11 (£4,658.34 less £3,916.23 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 £3,891.79 in respect of 80% of the Board's estimated expenditure for the financial year 2020/2021.

B.1054 Association of Drainage Authorities
Subscriptions

Miss McShane reported that the Clerk had been advised that subscriptions for 2021 will remain unchanged at £565.

RESOLVED

That the requested ADA subscription for 2021 be paid.

B.1055 Health and Safety

Further to minute B.1019, Ms Parish reported that the next visit by Cope Safety Management would be held on Thursday the 11th February 2021.

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

B.1056 Special Circumstance Policy on Tendering

Miss McShane referred to the policy that had been produced and advised Members that there had been issues for some IDBs during the COVID-19 pandemic in respect to meeting their normal policy on numbers of valid tenders or quotations. It was intended that this policy would only apply in special conditions such as these and that to invoke the policy the Chairman would need to record what the special circumstance was before it could be used.

RESOLVED

That the Board formally adopt this policy.

B.1057 Annual Accounts of the Board – 2020/2021

Miss McShane reported that in accordance with the Accounts and Audit Regulations, Internal Drainage Boards' accounts were required to be approved by resolution on or before 30th June.

B.1058 Defra IDB1 Returns

Miss McShane referred to the completed IDB1 form for 2019/2020 which the Board noted and approved.

B.1059 Review of Internal Controls

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

B.1060 Risk Management Assessment

a) The Board considered and expressed satisfaction with their current Risk Management Policy.

b) The Board considered and approved the insured value of their buildings and suggested that an insurance review should be included in next year's agenda.

B.1061 Transparency Code for Smaller Authorities

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

RESOLVED

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

B.1062 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.1063 Payments

The Board considered and approved payments amounting to £3,905.38 which had been made during the financial year 2019/2020 (1st February – 31st March 2020) and £24,755.09 made during the financial year 2020/2021 (1st April 2020 – 31st December 2021).

Mr Stroude raised a query about the Middle Level Commissioners administrative charges. The Chairman explained that although this seemed expensive for a small Board, it was in fact good value for the services provide and if required the expenses could be reviewed at a future date.

(NB) – The Chairman declared an interest in the payment made to K & P J Wilderspin.

B.1064 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 :-

	Drainage rates	Special levy
AREA 1	62.42%	37.58%
AREA 2	70.25%	29.75%
AREA 3	100%	-

RESOLVED

i) That the estimates be approved.

ii) That a total sum of £19,389 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 £13,091 and £6,298 respectively.

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

AREA 1	-	70.0p
AREA 2	-	30.0p
AREA 3	-	10.0p

v) That a Special levy of £6,298 be made and issued to South Cambridgeshire District Council for the purpose of meeting such expenditure.

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

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

B.1065 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.1066 Date of next Meeting

RESOLVED

That the next Meeting of the Board be held on Tuesday the 8th February 2022.

B.1067 Cambridgeshire District Council

The Clerk reported that Cambridgeshire District Council had appointed a new drainage engineer and it was suggested that it would be useful if consideration could be given by South Cambridgeshire District Council for the Council to be a member of ADA.

B.1068 Northstowe

The Chairman reported that he had received an update on the Northstowe development. It was proposed that the work on the development should start next week however the properties cannot be occupied unless the authority agree a timescale for the occupation of the properties. The Case Officer was liaising with the Developer and any change to this arrangement would need to be reported to the Planning Committee and full Council.

SWAVESEY INTERNAL DRAINAGE BOARD

At a Meeting of the Members of the Swavesey Internal Drainage Board hosted at the Middle Level Offices, March on Friday the 25th June 2021

PRESENT

K Wilderspin Esq (Chairman)	W Handley Esq
J E Dodson Esq (Vice Chairman)	Mrs A C Hemington
J S Burgess Esq	Miss H Parish
Mrs S Dodson	N K Stroude Esq

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

Apology for absence

An apology for absence was received from Councillor Ms A Malyon.

B.1069 Standing Orders

Further to minute B.1030, 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.1070 Annual Governance Statement – 2020/2021

Members 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.1071 Annual Accounts of the Board – 2020/2021

Members 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.1072 Date of next Meeting

The Chairman reminded Members that the next Meeting of the Board will be held on Tuesday the 8th February 2022 at the Memorial Hall, High Street, Swavesey at 2.30pm.

Swavesey Internal Drainage Board

Capital Improvement Programme (2022/2023)

		PREVIOUS YEARS	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32	FUTURE YEARS	ALL YEARS
		Pre Yr 0	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Post Year 10	Total Expenditure
Long Causeway P/S	Pumping station replacement	0	0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	750.0	750.0
	Pumping station pumping and control equipment replacement	0	40	0.0	0.0	20.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	60.0
	Pumping station automatic weedscreen cleaning equipmet	0	0	0.0	0.0	30.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	30.0
	Pumping station Control building refurbishment/replacement	0	0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	Pumping station compound/surrounds improvements	0	0	0.0	5.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	5.0
Drainage Channels														
	Refurbishment of inlets/outfalls	0	0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
		0	**40**	**0**	**5**	**50**	**0**	**0**	**0**	**0**	**0**	**0**	**750**	**845**

Jan-22 Updated to engineers asset appraisal

Swavesey Internal Drainage Board

Biodiversity Action Plan Report 2021-22

Environment Act (2021) and note on 2021-22 BAP report

The new Environment Act recognises the key roles IDBs play in nature conservation (Photo: PB)

The Environment Act (2021) passed into UK law in November 2021 with the aim of protecting and enhancing our environment for future generations. The Act includes bold aims to 'halt the decline in species by 2030', improve air quality, natural habitats and how look at how resources may be better used. For Internal Drainage Boards ADA describes the Act as bringing 'impacts and opportunities' which recognise the important role IDBs have to play in some of these targets. Areas of particular interest to IDBs are:

- Biodiversity Assessment and Reporting
- Species Conservation Strategies and Protected Sites Strategies
- An Office for Environmental Protection (OEP) to uphold environmental law

Following the note in the 2020-21 report, work is underway to update IDB Biodiversity Action Plans in line with the newly available ADA guidelines; Boards will be notified when this is ready. As part of this process voluntary submissions for an IDB 'Biometrics survey' were issued by ADA in autumn 2021 and were submitted on behalf of the Board by the Conservation Officer. This survey aims to gather data relevant to key targets of the Biodiversity Action Plan with a view to putting IDBs 'on the front foot' with regards future Biodiversity reporting and assessment, like that laid out in the Environment Act above.

The Conservation Officer is happy to field any questions on the subject and will continue to work with Boards on existing and future plans.

Swavesey IDB Report Summary

Crassula

Observed again between nodes 7-4 in summer 2021, the drain subsequently received two herbicide treatments. Follow-up light desilting removed decaying matter from the drain in winter 2021.

Barn Owls

Sightings welcomed by the Conservation Officer. Board Chairman reports that the barn owl box has been relocated to a residence on the edge of the village. CO has offered support in monitoring.

Water Voles

A survey in spring 2021 again showed water voles to present in the district with the key drains from nodes 1-4. Separate works by the Environment Agency on Swavesey Drain in September 2021 also showed the presence of water voles.

As always, Boards are reminded to contact the Conservation Officer *before* any bank reprofiling or other works that may impact water voles take place. If unsure, please contact the Conservation Officer regardless.

Training

No training opportunities possible in 2021 due to Covid-19 guidelines. New sessions are planned in 2022 covering two important areas of our work; it is hoped that IDBs will be able to use the opportunities to refresh their knowledge on the subjects and/or enhance the skills of contractors/staff who may not have received such training before.

Tuesday 22nd March 2022: Non-native species workshop. Venue: Oliver Cromwell Hotel, March. 10-1pm.

The culmination of our Floating Pennywort awareness project, this training morning will provide an up-to-date summary of invasive species, both flora and fauna, to look out for in the Middle Level. Guest speaker(s) TBC.

May/June date TBC: Water voles - ecology, legislation and mitigation: a guide for IDBs. Venue: Middle Level Offices, March (followed by visit to local drain)

This training will be led by Julia Massey CEnv MCIEEM a Principal Ecologist with many years of experience working with water voles in the fens. It will cover the key elements of the species' ecology and how it relates to the work of IDBs.

Peter Beckenham, Conservation Officer for Middle Level Commissioners

Peter.beckenham@middlelevel.gov.uk

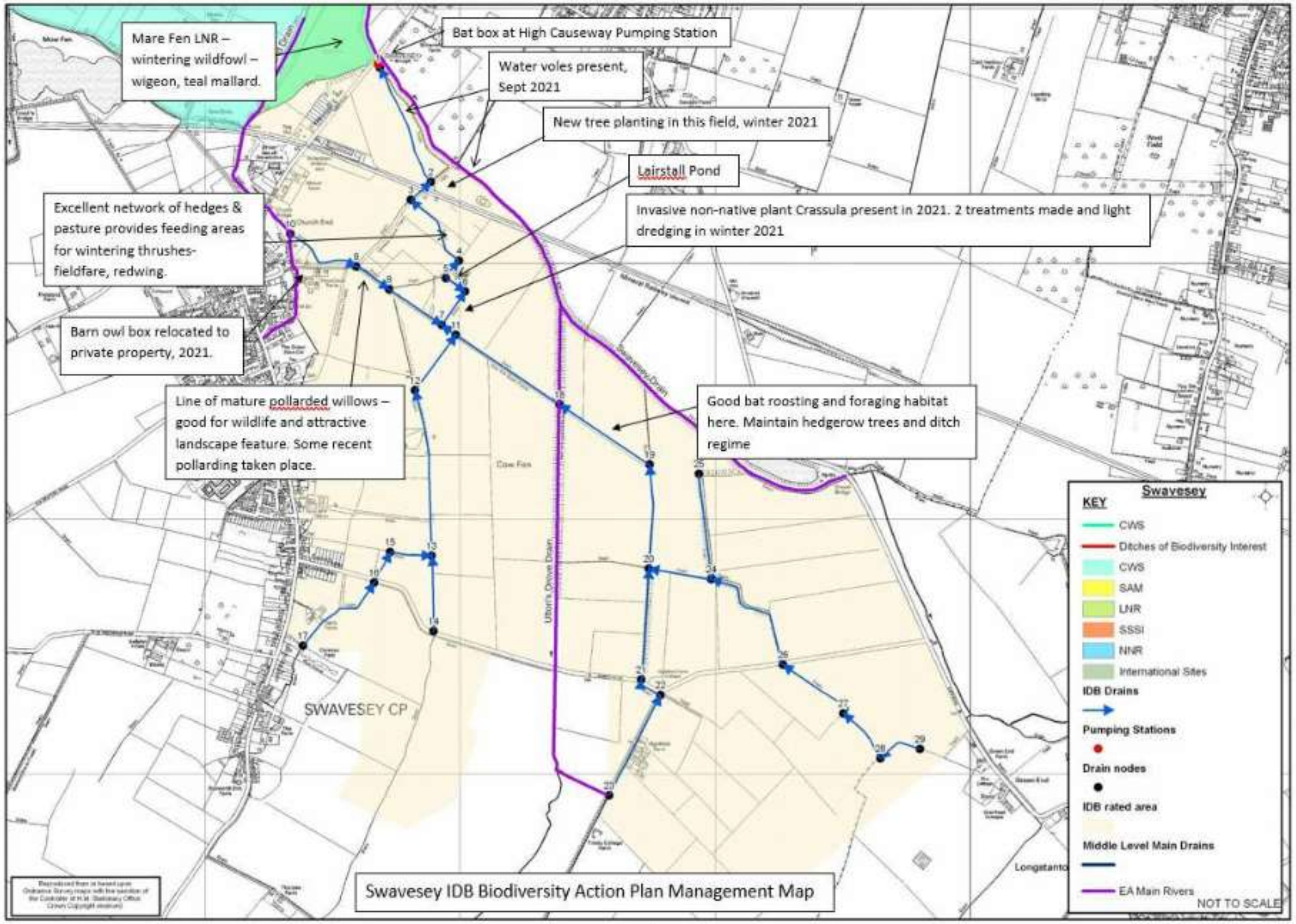
07765 597775

Photos (L-R):

Newly planted area in the district (private landowner); EA provisioned coir roll installation on Swavesey

Drain, supported by MLC.

Swavesey IDB Map 2021-22



Drainage Ditch Action Plan

Target Reference	Target	Action Reference	IDB Actions	Partners	Date	Indicators	Report
1	Manage ditches for biodiversity as well as for drainage	1.1	Establish and maintain a management plan for routine IDB operations incorporating key biodiversity features	Conservation Officer	2015	Plan finalised and followed each year	*A map-based is attached. It will be amended as further information is gathered.*
		1.2	Look for opportunities to provide natural erosion protection such as marginal plant ledges when re-profiling ditches	Conservation Officer	Ongoing	If re-profiling is carried out, opportunities identified	*Not aware of re-profiling carried out during the period.*
		1.3	Provide natural erosion protection as in 1.2 if opportunities available	Conservation Officer	Ongoing	Length of ditch with ledge / natural vegetation revetment	*None.*
2	Identify ditches of conservation interest and manage appropriately	2.2	Ensure appropriate management of ditches for priority species	Conservation Officer, Plantlife, Wildlife Trust	Ongoing	Specified in management plan	*Ditches of interest identified on Management Plan map.*
3	Support the Conservation Officer in working with landowners to benefit wildlife in the district	3.1	Refer private landowners to the Conservation Officer for advice on creating field margin buffer zones and wildlife-friendly ditch management	Conservation Officer, Natural England, Wildlife Trust, FWAG	Ongoing	Number of contacts received and passed to Conservation Officer	*None.*
4	Control invasive species	4.1	Report any sightings of non-native invasive species immediately to the Conservation Officer and control as appropriate (see Appendix F for species list)	Conservation Officer, Environment Agency, Plantlife, Wildlife Trust	Ongoing	Reports to Conservation Officer	*Crassula appeared again in spring 2021. Treated per recommendations.*

Reedbed Action Plan

Target Reference	Target	Action Reference	IDB Actions	Partners	Date	Indicators	Report
1	Identify, assess and map any areas of reedbed over 0.5ha in size	1.1	Pass details of any known areas to Conservation Officer	Wildlife Trust, Natural England, Environment Agency	2013	Review of reedbed areas carried out	*No areas of reedbed over 0.5ha identified.*
2	Support appropriate reedbed creation	2.2	Manage the District adopted drains, where possible, to assist private landowners who wish to create areas of reedbed on their own land	Wildlife Trust, Environment Agency	Ongoing	(a) Number of requests received (b) Number of landowners assisted	*No requests received.*
3	Take conservation value of reedbed into account when planning and carrying out ditch and river maintenance	3.2	Where reeds are present, commence mowing or cleansing work outside the bird breeding season (7th April – 15th July). Where reeds are growing in water be aware of the potential for late-nesting reed warblers being present until late August and avoid mowing in that location. In exceptional circumstances where this is not possible, seek advice from the Conservation Officer.	Conservation Officer, Wildlife Trust, RSPB	Ongoing	Reeds not cut during bird nesting season	*CO to advise as needed.*

Grazing Marsh Action Plan

Target Reference	Target	Action Reference	IDB Actions	Partners	Date	Indicators	Report
1	Identify, assess and map areas of existing floodplain grazing marsh	1.1	Pass details of any known areas to Conservation Officer	Wildlife Trust, RSPB, WWT, Natural England, Environment Agency	2012	Review of potential grazing marsh area carried out	*Existing Grazing marsh (Mare Fen) is already on WT records.*

2	Support landowners in creating or restoring grazing marsh / wet grassland	2.1	Manage District adopted drains where possible to assist private landowners and organisations undertaking habitat creation	Conservation Officer, Natural England, RSPB, WWT, Wildlife Trust	Ongoing	(a) Number of requests received (b) Number of landowners assisted	*No requests were received during the period.*

Open Water Action Plan

Target Reference	Target	Action Reference	IDB Actions	Partners	Date	Indicators	Report
1	Promote the creation of ponds, lakes and reservoirs in appropriate areas	1.1	Consider pond creation as mitigation when a ditch has to be filled in or culverted	Local authorities, Amphibian & Reptile Conservation, Wildlife Trust	Ongoing	(a) Number of mitigation opportunities (b) Number of ponds created	*One – Lairstall Pond.*
		1.2	Support creation of flood storage areas and reservoirs	Environment Agency, Natural England, Wildlife Trust, RSPB	Ongoing	Number of projects involved with	*No flood storage areas or reservoir projects arose during the period*
		1.3	Assist private landowners with advice, information or contacts as necessary	Amphibian & Reptile Conservation, Wildlife Trust	Ongoing	(a) Number of information requests (b) Number responded to	*No information requests were received*
2	Look for opportunities to create open water habitat when managing ditches	2.1	Create a pool at an appropriate ditch junction when re-profiling (see the Drainage Channel Biodiversity Manual, technique CL3))	Conservation Officer	2010	One pool successfully created	*No new opportunities for this method arose.*

Water Vole Action Plan

Target Reference	Target	Action Reference	IDB Actions	Partners	Date	Indicators	Report
1	Manage ditches according to the law and to best practice for water vole	1.1	Assume water voles are present when carrying out works (discuss special circumstances with the Conservation Officer) and follow the ADA water vole mitigation guide	Conservation Officer	Ongoing	Measures incorporated in management plans	*Water vole Best Practice methods were used where appropriate.*
		1.2	Publicise good practice for rat control near drainage ditches	Conservation Officer, Wildlife Trust	Ongoing	Good practice publicised	*Advice previously issued.*
2	Enhance drainage ditch habitat to benefit water vole	2.1	Look for opportunities to add a marginal shelf when re-profiling banks	Conservation Officer	Ongoing	(a) Opportunities identified (b) Measures taken	*No opportunities identified.*
		2.2	Consider using coir roll to stabilise banks and provide marginal vegetation	Conservation Officer	Ongoing	(a) Sites considered (b) Measures taken	*No appropriate sites or opportunities arose during the period.*
3	Monitor water vole populations	3.1	Set up a survey programme to monitor water vole populations	Conservation Officer, Wildlife Trust	2010	Surveys carried out	*Water vole surveys made in spring 2021.*
		3.2	Provide data on water vole to the relevant Biological Records Centres	Conservation Officer, CPERC, NBIS	Ongoing	Data sent via Environmental Officer annually	*Data sent to CPERC.*
4	Control mink as necessary	4.2	Carry out mink control as part of the Middle Level programme and report all sightings to the Conservation Officer	Conservation Officer	Ongoing	(a) Number of trapping days (b) Number of mink caught	*No evidence of mink presence but details of new 'Remoti' mink rafts sent to board.*

Otter Action Plan

Target Reference	Target	Action Reference	IDB Actions	Partners	Date	Indicators	Report
1	Improve otter habitat	1.1	Identify and maintain existing key bushes and trees near watercourses likely to be important for otters	Conservation Officer	2012 and ongoing	Sites identified and listed in management plans	*No sign but likely present*
2	Monitor otter populations	2.3	Ensure any dead otters are reported to the Conservation Officer and transferred to the Environment Agency for post mortem	Environment Agency	Ongoing	Otters reported to Conservation Officer, if found	*No dead otters were reported.*
3	Reduce otter deaths related to eel and crayfish trapping and road traffic	3.1	Report incidents of suspected illegal netting, trapping or fishing to the Environment Agency Fisheries Officers and the Conservation Officer	Environment Agency, Angling Clubs & syndicates	Ongoing	Incidents reported, if discovered	*No reports or indications of illegal trapping noted.*

Bats Action Plan

Target Reference	Target	Action Reference	IDB Actions	Partners	Date	Indicators	Report
1	Improve habitat for bats	1.1	Put up at least one bat box at an appropriate site, e.g. a pumping station	Bat Conservation Trust	2015	Number of bat boxes sited	*A bat box was installed at the Board's Pumping Station in February 2013.*
		1.2	Pollard suitable trees to provide bat roosts		Ongoing	Number of trees pollarded	*Several suitable willows are already pollarded beside Board drains and are indicated on the Management Plan map.*
		1.3	Identify potential sites for a bat hibernaculum, e.g. in disused buildings or tunnels	Conservation Officer, Bat Conservation Trust	As opportunities arise	(a) Potential sites looked for (b) Site created	*Potential sites for hibernaculum are limited.*

2	Collect information on bat populations	2.1	Monitor bat boxes	Bat Conservation Trust	2015 onwards	(a) Number of boxes monitored (b) Number of boxes used by bats	*The bat box was monitored for signs of use*
		2.2	Pass bat box information to CPBRC and NBIS	Conservation Officer, CPBRC, NBIS	2015 onwards	Data via Conservation Officer annually	*Annually if box found to be occupied by bats.*

Kingfisher Action Plan

Target Reference	Target	Action Reference	IDB Actions	Partners	Date	Indicators	Report
1	Improve the quality of kingfisher habitat	1.1	Provide at least one potential nest hole in sheet pilings	Conservation Officer	Ongoing	Number of nest sites provided	*No sign but likely present*
		1.2	Leave kingfisher fishing perches where possible (e.g. occasional branch)	Conservation Officer	Ongoing	Number of perch sites left	*There are many natural perch sites for kingfishers available.*
2	Collect records of kingfisher breeding between March and July	2.1	Note sightings of potential breeding kingfisher and pass information to CPBRC and NBIS via the Conservation Officer	Conservation Officer, CPBRC, NBIS	Ongoing	Data sent via CO annually	*No breeding sites have been identified.*

Barn Owl Action Plan

Target Reference	Target	Action Reference	IDB Actions	Partners	Date	Indicators	Report
1	Improve the quality of barn owl habitat	1.1	Put up at least one barn owl nest box in a suitable location	Wildlife Conservation Partnership	2015	Number of nest boxes provided	*One. A barn owl box was installed at Lairstall Drove in 2013. Box moved in 2021.*

		1.2	Pollard suitable trees to provide natural nest sites	Conservation Officer	Ongoing	Number of trees pollarded	*Several mature pollarded willows are already present beside Board drains and are indicated on the Management Plan map.*
2	Collect records of barn owl presence	2.1	Monitor nest boxes for use by licensed barn owl ringers.	Wildlife Conservation Partnership	2015	(a) Number of nest boxes checked by licensed ringers (b) Number of nest boxes used	*(a) NA. See above.*
		2.2	Pass barn owl box information to CPBRC and NBIS	Conservation Officer, Wildlife Conservation Partnership, CPBRC, NBIS	2015	Data sent via Conservation Officer annually	*NA..*

Procedural Action Plan

Target Reference	Target	Action Reference	IDB Actions	Partners	Date	Indicators	Report
1	Provide training on IDB BAP and conservation management of drainage channels for all relevant staff by 2013	1.1	Establish programme of 1-day courses for IDB staff and members	Conservation Officer, Wildlife Trust, Natural England, other specialists	2013	(a) Number of courses held (b) Number of Board members / staff attending courses	*No events held due to Covid-19. See summary for training days in 2022.*
		1.2	Establish suitable training for contractors' staff	Conservation Officer, Contractors	2013	Contractors attended training course	*The contractor's machine operator has previously attended a training workshop.*
2	Take biodiversity into account when planning and undertaking capital works	2.1	Consult with the Conservation Officer and choose the best possible mitigation solutions for biodiversity, e.g. fish-friendly pumps	Conservation Officer	Ongoing	(a) Number of capital schemes undertaken (b) Number of schemes commented on	*No capital schemes were undertaken by the Board during the period.*

Site Safety Inspection Record

Swavesey IDB

Complete

Site Safety Inspection

Name of organisation:	Swavesey IDB
Date of site visit	24 Nov 2021 12:00 GMT
Address of inspected premises	Swavesey Pumping Station Over Road Swavesey CB24 4QZ
Name of Advisor	Martin Clark
Time of arrival at site:	24 Nov 2021 12:00 GMT
Audit Name	Swavesey IDB

Audit

Inspection Record

An opening meeting was held with

Hannah Parrish

Have there been any accidents since our last visit?	No

None recorded.

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

None recorded,

1

The previous site safety inspection report (20.06.21) was discussed and it was pleasing to note that the record of weed screen cleaning equipment testing as required by Lifting Operations and Lifting Equipment Regulations (LOLER) has been located and a copy retained by the board.
It was also pleasing to note that vegetation has been cut back and the signage improved as recommended and that the site was secure including the access gate from the road.

Photo 1

2

No significant operational issues were reported since the previous site visit and it was understood that risk assessments and safe systems of work have been communicated by Middle level Commissioner's. It is recommended that these documents are viewed periodically to ensure they remain relevant to the operations being undertaken.

Photographic Risk Assessment

Signature of person informed

Signature of person informed 1

Signature of person informed

Signed on behalf of Hannah Parrish by advisor
24 Nov 2021 17:23 GMT

Advisor's signature

Martin Clark
24 Nov 2021 17:22 GMT

Departure time	24 Nov 2021 13:03 GMT

Photographic Risk Assessments closed out during the visit.

Nil

Number of outstanding Photographic Risk Assessments	0 From 0 to 99

Appendix

Photo 1

Swavesey IDB

SUMMARY OF PHOTOGRAPHIC RISK ASSESSMENTS

No outstanding PRAs

Swavesey 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 Swavesey 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 Swavesey Internal Drainage Board on application to:

The Clerk
Swavesey 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

SWAVESEY 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).*	✓		

O. (For local councils only)	Yes	No	Not applicable
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: 28/06/2021 29/06/2021 30/06/2021

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: 30/06/2021

*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:

SWAVESEY 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	Agreed No*	'Yes' means that this authority:
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.*

	Yes	No	N/A	
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.				*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:

25/06/2021

and recorded as minute reference:

B.1035

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

Chairman [signature]

Clerk [signature]

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Section 2 – Accounting Statements 2020/21 for

SWAVESEY INTERNAL DRAINAGE BOARD

	Year ending 31 March 2020 £	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	90,029	93,524	*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	19,389	19,389	*Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.*
3. (+) Total other receipts	10,456	4,392	*Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.*
4. (-) Staff costs	0	0	*Total expenditure or payments made to and on behalf of all employees. Include 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	26,350	28,290	*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	93,524	89,015	*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	95,131	91,660	*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	513,000	513,000	*The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.*
10. Total borrowings	0	0	*The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).*

	Yes	No	
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)			*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 3rd June 2021

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

25/06/21

as recorded in minute reference:

B.1036

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

Section 3 – External Auditor Report and Certificate 2020/21

In respect of **SWAVESEY INTERNAL DRAINAGE BOARD – DB0108**

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	10/09/2021

* 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.

<u>**General points**</u>

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 <u>**if possible**</u> 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.

<u>*Client Comment:*</u>

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.

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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 £.

SWAVESEY 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. SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL	6,298
2.	
3.	
4.	
5.	
6.	
7.	
8.	
Total	6,298

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		13,091
2. Special Levies		6,298
3. Higher Land Water Contributions from the Environment Agency		4,331
4. Contributions received from developers/other beneficiaries		23
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		0
9. Interest and Investment Income		38
10. Rents and Acknowledgements		0
11. Other Income		0
Total income		**23,781**
EXPENDITURE		
12. New Works and Improvement Works		0
13. Total precept to the Environment Agency		1,796
14. Watercourse maintenance		13,342
15. Pumping Stations, Sluices and Water level control structures		5,956
16. Administration		5,997
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		529
Total expenditure		**28,290**

EXCEPTIONAL ITEMS		
23. Profits/(losses) arising from the disposal of fixed assets		0
Net Operating Surplus/(Deficit) for the year		**(4,509)**
24. Developers Funds income not applied in year		34,529
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)?........................ 09/02/2021

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?

7

How many pumping stations does the Board operate?

1

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

0.68 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?	9
Seats available to appointed members under the Land Drainage Act 1991.	2
Number of elected members on the board at year end.	7
Number of appointed members on the board at year end.	2
Mean average number of elected members in attendance at each board meeting over the last financial year.	7
Mean average number of appointed members in attendance at each board meeting over the last financial year.	1

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

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

Complaints procedure

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

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

Public Engagement

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

Press releases	☐
Newsletters	☐
Web site	☒
Meetings	☒
Shows/events (including open days/inspections)	☐
Consultations	☐
Notices	☒

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

0%

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

SWAVESEY INTERNAL DRAINAGE BOARD

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

Signature	S S Ablett
Date	27/09/2021
Name in BLOCK LETTERS	MISS SAMANTHA ABLETT
Designation	ASSISTANT TREASURER
Email address	Sam.ablett@middlelevel.gov.uk

SWAVESEY IDB
INSURED VALUE OF FIXED ASSETS

PUMPING STATIONS

	As At 31st March 2022
High Causeway Pumping Station	513,000.00
	513,000.00

Engineer to revalue PS and put to the Board in 2022

Pumping Station Valuations

The following is an estimate of the maximum expected cost of rebuilding or replacing the pumping station on the same or an adjacent site following a catastrophic failure, eg a fire, a collapse or an explosion.

Site Name	**Swavesey IDB-High Causeway P.St.**

Site Data

No. Pumps	2
Station Capacity	680 l/s (each 340l/s)
Station built	1985
Description of Station	2 no. Allen Gwynnes 400mm Submersible mixed flow pumps with Wippendell Direct-on-line control panel. Automatic Weedscreen cleaner-Brackett Bosker HD500 brick Control building with flat roof.2.1m high galvanised palisade fencing.

Valuation

Civils Works	£290,000.00
M&E	£254,250.00
Other	£43,510.00
Total	**£587,760.00**

Breakdown of valuation

Civils Works

Pump sump/ pipework/valves	£208,800.00
Hard standing	£0.00
Fencing	£5,800.00
Outfall	£46,400.00
Control building	£23,200.00
Other	£5,800.00

M&E

Pumps	£135,600.00
Control Equipment	£28,250.00
Power Supply	£0.00
Motors	
Weedscreen raker	£90,400.00

Other

Approvals	£11,450.00
Liaison and consultation	£3,435.00
Design	£17,175.00
Supervision	£11,450.00

Swavesey Internal Drainage Board

Payments made 2020/2021 (1st February 2021 - 31st March 2021)

Stantec - Professional fees in respect of Northstowe Phase 2 southern access road,	3,360.00
Middle Level Commissioners - Repair hydraulic hoses (Account from NL Hydraulics)	517.33
Middle Level Commissioners - Supply filter cartridge (Account from Ovivo)	39.05
Association of Drainage Authorities - Subscription 2021	678.00
Rates refund - Mrs C D Warboys	70.67
Middle Level Commissioners - Pumping station maintenance	226.80
Middle Level Commissioners - Fees (Production of Board Report, planning and development applications)	1,019.10
K & P J Wilderspin - Supervisors fee (2020/2021)	2,236.80
Middle Level Commissioners - Health and Safety re-charges for 2020-2021	240.00
Middle Level Commissioners - Pumping station maintenance	286.20
	8,673.95

Payments made 2021/2022 (1st April 2021 - 31st January 2022)

Middle Level Commissioners - Telemetry charges	97.68
Middle Level Commissioners - Fees (Weed control and drain maintenance 2020/2021, production of board report, planning and development applications)	2,460.30
Middle Level Commissioners - Administration charge, postages, telephone charges, stationery and Health and Safety contract	3,162.98
Middle Level Commissioners - Replacement of faulty relay in pump control panel	196.44
Environment Agency - Precept	898.20
Middle Level Commissioners - Preparation of highland water claims	363.32
Middle Level Commissioners - Pumping station maintenance	291.00
Middle Level Commissioners - Fees (Preparation of asset survey, correspondence with Chairman concerning flooded properties over Christmas, planning and development applications)	1,192.21
Middle Level Commissioners - Renewal of insurances	561.01
Middle Level Commissioners - Administration charge, postages and telephone charges	2,133.28
Middle Level Commissioners - Pumping station maintenance	291.00
PKF Littlejohn LLP - Audit fee (2020/2021 accounts)	240.00
Information Commissioner - Data Protection Registration renewal	40.00
Environment Agency - Precept	898.19
Anglia Farmers Ltd - Electricity supply to High Causeway pumping station	2,736.62
	15,562.23

(NB - Amounts shown include Value Added Tax)

SWAVESEY INTERNAL DRAINAGE BOARD
BUDGET 2022/2023

	Estimated 2021/2022 £	Probable Actual 2021/2022 £	Budget proposal 2022/2023 £
1 Insurances	600	550	600
2 Repairs and renewals	2,000	2,000	2,000
3 Fuel	2,250	2,250	2,350 [A]
4 Drainworks (including Environmental measures)	12,000	10,000 [B]	12,000 [C]
5 Planning applications	1,800	1,800	1,800
6 Administration charge, Health and Safety contract, Audit fee, printing, stationery, advertising etc	6,600	6,500	6,600
7 Environment Agency - Precept	1,796	1,796	1,832
8 Improvement works	0	0	0
	27,046	24,896	27,182
LESS Deposit Accounts interest, Highland Water contributions etc	3,780 [D]	5,154 [E]	3,917 [F]
	23,266	19,742	23,266 [G]

Remarks

A - Previous 5 year average plus 50% for estimated increases

B - Includes:
Flail mowing 4,117

C - Includes engineers items 9,050

D - Includes estimated highland water contributions based on probable out-turn

E - Includes receipt of :
Full highland water contributions 5,154

F - Includes:
- average highland water contributions based on probable out-turn

G - Does not include provision for writing off rate arrears
Does not include for capital improvement funding

Works for EA carried out under MLC PSCA and re-charged by MLC.

				Rate
Estimated General Fund Opening Balance	43,706	43,706	43,353	
Rates Raised	19,389	19,389	23,266	£0.840
Net Expenditure	23,266	19,742	23,266	
Use of balances	0	0		
Closing Balance	39,829	43,353	43,353	

Swavesey Internal Drainage Board

Rate and levy requirements

Under Section 37 of the Land Drainage Act 1991, the appropriate proportions in which the net expenditure of the Board must be borne for 2022/2023 is:-

AREA 1

a) Proportion to be borne by the Agricultural Sector – 62.42%
b) Proportion to be borne by Special levy issued to South Cambridgeshire District Council – 37.58%.

The product of a rate of £1 in the £ on Agricultural land and buildings is £10,953.

AREA 2

a) Proportion to be borne by the Agricultural Sector – 70.25%
b) Proportion to be borne by Special levy issued to South Cambridgeshire District Council – 29.75%

The product of a rate of £1 in the £ on Agricultural land and buildings is £5,676.

AREA 3

All of the net expenditure must be borne by the Agricultural Sector.

The product of a rate of £1 in the £ on Agricultural land and buildings is £2,072.

The product of a rate of £1 in the £ on Agricultural land and buildings is £18,701.

A rate of £1 together with corresponding Special levy will raise £27,698.

EXPENDITURE

Estimated revenue cash balance in hand on 31st March 2022 £43,000.

The estimated net expenditure for the Boards Revenue and Capital Programmes in 2022/2023 is £23,266, is equivalent to:-

a) a rate in the £ on Agricultural land and buildings of 84.00p and

b) a Special levy on South Cambridgeshire District Council of £7,557.

The full rate raised in 2021/2022 was 70.00p in the £ and a Special levy of £6,298 was issued to South Cambridgeshire District Council to raise £19,389 against estimated expenditure of £23,266.

D C THOMAS
Clerk to the Board

January 2022