NEEDHAM AND LADDUS INTERNAL DRAINAGE BOARD

At a Meeting of the Needham and Laddus Internal Drainage Board
hosted at the Middle Level Offices, March on Tuesday the 19th April 2022

PRESENT

J F Martin Esq (Chairman)
J H Fenn Esq (Vice Chairman)
M Scott Esq
Cllr W Sutton Esq
Cllr C J Crofts Esq
P M Tegerdine Esq
P W West Esq
S Carlton Esq
M Fenn (District Officer)
A Giles Esq
J Scott Esq

Miss McShane Solicitor and Assistant Clerk was in attendance.

Apologies for absence

Apologies for absence were received from Councillor K Harrison and N Scantlebury.

B.343 Declarations of Interest

The Clerk 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.

i) Councillor Sutton declared an interest in any planning matter as he is a member of the Fenland District Council's Planning Committee.

ii) Mr Michael Fenn District Officer declared an interest in item 15 of the agenda – District Officer's Fee.

iii) Jonathan Fenn declared an interest as an employee of Middle Level Commissioners.

iv) Paul West declared an interest as a member of Middle Level Commissioners Board.

B.344 Standing Orders

Miss McShane reported Further to minute B.278, 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, viz:

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

Regulations as to Proceedings

1. Meetings of the Board, for which 14 days notice will be given, will be open to the public and press who will on the invitation of the Chairman be able to speak at the meeting. The Board can name a resolution to exclude the public and/or press from a meeting or part thereof:-

   a) The Board will hold an Annual Public Meeting.

   b) The Board will hold a meeting at which the drainage rate and special levies will be set to enable the latter to be served on the special levy council by no later than the 15th February in respect to the following financial year.

   c) In the event of the need for an emergency meeting the notice will be waived.

   d) The Board will hold a meeting following an election of members of the board at which the election of the Chairman and Vice Chairman will be made.

2. For each meeting, other than for one arranged as an emergency meeting, members will receive an Agenda and any accompanying papers by post or other means despatched at least seven days before the meeting.

3. No business shall be transacted by the Board, other than that which appears on the Agenda, unless 75% of the members present agree to any such additional issue being discussed.

   a) A formal meeting of the Board cannot be conducted unless 5 members are present at the start of and during the meeting. If departures reduce the number below 5 then the Chairman will terminate the meeting at that point.

   b) All resolutions and proposals will be decided by a majority of votes of the members present.

   c) In the case of an equality of votes at any meeting, the Chairman for the time being of such meeting shall have a second or casting vote.

4. The Board shall meet at a place to be confirmed on the Agenda, including: in person, by remote attendance, or a combination of the two. A place where a meeting is held, or to be held, includes reference to more than one place including electronic, digital or virtual locations such as internet locations, web addresses or conference call telephone numbers.

   A member in remote attendance is present if they are able at that time -

   (a)to hear, and where practicable see, and be so heard and, where practicable, be seen by, the other members in attendance,

   (b)to hear, and where practicable see, and be so heard and, where practicable, been seen by any members of the public entitled to attend part or all, of the meeting.

5. The Board shall, as soon as they conveniently can, appoint a Chairman and Vice-Chairman for a period not exceeding three years. The term of office of such Chairman and Vice-Chairman shall continue until the first meeting of the Board after the next election following his appointment.

6. If any vacancy occurs in the office of Chairman or Vice-Chairman, the Board shall as soon as they conveniently can after the occurrence of such vacancy, choose someone of their number to fill such vacancy.

7. a) At any meeting of the Board the Chairman, if present, shall preside.

   b) If the Chairman is absent from a meeting of the Board, the Vice-Chairman, if present, shall preside.

   c) If at any meeting of the Board both the Chairman and Vice-Chairman are not present at the time the members present shall choose someone of their number to be Chairman of such meeting.

8. The Board shall cause Minutes to be made of all meetings and recorded in an appropriate form:-

   a) of all appointments of Officers made by the Board

   b) of the names of the members present at each meeting of the Board and Committees or Sub-Committees of the Board

   c) of all orders made by the Board and Committees or Sub-Committees of the Board, and

   d) of all resolutions and proceedings of meetings of the Board and of Committees or Sub-Committees of the Board.

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

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

Committees or Sub-Committees

10. The Board may appoint such Committees or Sub-Committees as they think fit but all acts of any Committee or Sub-Committee shall be subject to the approval of the Board unless the Board has delegated its powers to that Committee or Sub-Committee to deal with a specific issue.

11. A Committee or Sub-Committee may elect a Chairman of their meetings. If no such Chairman is elected, or if he is not present, the members present shall choose someone of their number to be Chairman of such meeting.

12. A Committee or Sub-Committee may meet and adjourn as they think proper. Proposals at any meeting shall be determined by a majority of votes of the members present. In case of any equal division of votes the Chairman shall have a second or casting vote.

13. Regulations 8 and 9 shall apply to minutes of Committees and Sub-Committees.

Standing Orders
Order of Debate

14. Every proposal or amendment, other than a proposal for the approval of a Committee or Sub-Committee, shall be proposed and seconded and shall, if required, be submitted to the Chairman who shall read it out before it is further discussed or put to the meeting.

15. The Chairman will invite members to speak on the subject under discussion.

16. Members must declare where they have an interest in a matter to be discussed, the Chairman then deciding what if any part the member can take in any ensuing discussion and whether the member can vote.

17. A proposal or amendment once made shall not be withdrawn without the consent of the Board.

18. Every amendment shall be relevant to the proposal to which it is applied.

19. Whenever an amendment upon an original resolution has been proposed and seconded, no second or subsequent amendment shall be moved until the first amendment shall have been dealt with but notice of any number of amendments may be given.

20. If an amendment is rejected then other amendments may be proposed on the original resolution or proposal.

21. If an amendment is carried the proposal as amended shall take the place of the original proposal and shall become the question upon which any further amendment may be moved.

22. No proposal to rescind any resolution which has been passed within the preceding six months, nor any proposal to the same effect as any proposal which has been negatived within the preceding six months shall be in order unless: (a) notice thereof has been given and specified in the Agenda and (b) the notice bears, in addition to the name of the member who proposed the resolution, the names of two other members; and when such resolution or proposal has been disposed of by the Board, it shall not be competent for any member to propose a similar proposal within a further period of six months.

23. Order 22 shall not apply to proposals which are moved by the Chairman or other members of the Committee or Sub-Committee in pursuance of the report of the Committee.

Common Seal

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

25. Copies of all sealed documents must be retained.

Suspension of Standing Orders

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

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

Proceedings of internal drainage board

3. (1) An internal drainage board may, with the approval of the relevant Minister, make rules–

(a) for regulating the proceedings of the board, including quorum, place of meetings and notices to be given of meetings;

(b) with respect to the appointment of a chairman and a vice-chairman;

(c) for enabling the board to constitute committees; and

(d) for authorising the delegation to committees of any of the powers of the board and for regulating the proceedings of committees, including quorum, place of meetings and notices to be given of meetings.

(2) The first meeting of an internal drainage board shall be held on such day and at such time and place as may be fixed by the relevant Minister; and the relevant Minister shall cause notice of the meeting to be sent by post to each member of the board not less than fourteen days before the appointed day.

(3) Any member of an internal drainage board who is interested in any company with which the board has, or proposes to make, any contract shall–

(a) disclose to the board the fact and nature of his interest; and

(b) take no part in any deliberation or decision of the board relating to such contract;

and such disclosure shall be forthwith recorded in the minutes of the board.

(4) A minute of the proceedings of a meeting of an internal drainage board, or of a committee of such a board, purporting to be signed at that or the next ensuing meeting by a person describing himself as, or appearing to be, the chairman of the meeting to the proceedings of which the minute relates–

(a) shall be evidence of the proceedings; and

(b) shall be received in evidence without further proof.

(5) Until the contrary is proved–

(a) every meeting in respect of the proceedings of which a minute has been so signed shall be deemed to have been duly convened and held;

(b) all the proceedings had at any such meeting shall be deemed to have been duly had; and

(c) where the proceedings at any such meeting are the proceedings of a committee, the committee shall be deemed to have been duly constituted and to have had power to deal with the matters referred to in the minute.

(6) The proceedings of an internal drainage board shall not be invalidated by any vacancy in the membership of the board or by any defect in the appointment or qualification of any member of the board.

The Common Seal of the
Needham and Laddus Internal Drainage Board
was affixed in the presence of:-

Chairman

Clerk

<u>RESOLVED</u>

That the revised Standing Orders be approved

B.345 Confirmation of Minutes

RESOLVED

That the Minutes of the Meetings of the Board held on the 20st April 2021 are recorded correctly and that they be confirmed and signed.

B.346 Matters Arising

No Matters arising.

B.347 Election of Board Members

Miss McShane reported that the term of office of the members of the Board will expire on 31st October 2022 and the register of electors which is applicable to the 2022 election is available for inspection.

B.348 Resignation of Mr Hartley

Miss McShane referred the Board to the letter of resignation received on 15th November 2021 from Mr Hartley. She advised the Board that Mr Hartley had been a member of a previous Needham, Burial& Birdbeck District Drainage Commissioners from March 2011.

The Board expressed their thanks to Mr Hartley for his valuable contribution to the Board over a number of years and that his knowledge and experience of Board matters would be greatly missed, viz:

Bexwell Hall
Bexwell
Norfolk
PE38 9LZ
15/11/2021

Dear James,

Following my recent standing down from The Middle Level I am afraid I have to do the same with the Needham & Laddus Drainage Board. As I explained at that meeting I have found it increasingly difficult to hear clearly enough to follow or contribute to the meetings adequately and I even struggled with the zoom meetings with the volume at maximum. I have tried with little success with a variety of hearing aids and have to accept that this is not going to improve in the future.

I have thoroughly enjoyed being involved with he Needham & Laddus Drainage Board. I wish the board all the success in the future. I was pleased how well the Thurlands Drove improvements coped with last years rain event at Christmas and hope you didn't receive too many complaints. I am available of course if there are any future local issues to assist if they require my historical recollection.

Yours sincerely,

<u>RESOLVED</u>

A letter of thanks be sent to Mr Hartley in recognition of his very valued service to the Board.

B.349 Clerk's Report

The Clerk advised:-

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 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) Application(s) for byelaw consent

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

Name of Applicant	Description of Works	Date Consent Granted
Mr Paul West	Installation of 1 no field underdrain outfall – district watercourse between Points 26 and 27 adjacent to Laddus Drove	08/04/21
Ms C Fitzpatrick	Construction of a replacement dwelling 6m from the top of the Board's drain at Mill House, The Common, Upwell – Board's Drain points 45 – 41 and 42 - 40	20/05/21

iv) Association of Drainage Authorities

a) Annual Conference

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

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

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

Topics covered included the challenges of climate change and the need to step up to the plate in delivering on the aim to achieve a net zero target as soon as possible, the importance of partnership working and the importance of agriculture in feeding the nation. The latter included the need to better educate the population, who clearly desire to move forward on delivering climate change and ecological objectives, but do not fully appreciate the role of agriculture, its real impacts or even properly understood where and how food is sourced. One example given that challenged a common assumption that agriculture was bad for the environment was that recent monitoring of CO2 release had shown that a well irrigated peat field of onions released less CO2 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) <u>Annual Conference</u>

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

c) <u>Meeting of the River Great Ouse Branch</u>

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

This was the first face to face meeting held since the COVID-19 outbreak but the format was restricted to the AGM only. It is planned however to reintroduce the popular and useful morning workshops for 2023.

Marc Heading was reappointed as chair with Councillor Doug McMurdo as vice chair. Topics covered included unsurprisingly red diesel, and water resources/the work of WRE.

Sofi Lloyd announced that Brian Stewart and Ian Hodge from the EA had recently joined the ADA Board and that DEFRA had asked ADA to liaise with them on the implementation of schedule 3 of the Flood and Water Management Act. She was also please to be able to report that ADA had been instrumental in initiating an all-party parliamentary group with a remit to discuss and consider Sustainable Flood and Drainage Management.

Phil Hulme and Amanda Macloughlan spoke on behalf of the EA covering the challenging associated with significant staff changes at the EA and noted that with the capital program for this six-year cycle being double that of the previous one this would be generating considerable additional work load.

It was advised that this coming years revenue (maintenance) budget was £5.3M which was more than the previous year but what could be delivered within this budget could be impacted by inflation.

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

d) Updating IDB Byelaws

Further to minute B.250, ADA has advised that there was an error in the Model Byelaws relating to a Penalty Notice which referred to s37 of the Criminal Justice Act 1982, which was actually repealed on the 1.12.2020 by the Sentencing Act 2020. Consequently, Defra has amended the Penalty Notice attached to the byelaws to include the correct reference. This Penalty Notice is not part of the Byelaws and, as such, is a simple correction. There is no requirement either to readvertise, or seek Defra approval and the version now uploaded to the website is the corrected one.

v) Environment Act

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

vi) National Drainage Show & Floodex 2022

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

vii) Fens Biosphere

The Clerk will report that this project is on hold and will remain so unless and until Fenland District Council is prepared to engage with a redefined brief and vision for it.

viii) Water Resources East (WRE)

A draft WRE plan went out for public consultation and responses to it were to be received by 28th February 2022. The latest news can be found by visiting www.wre.org.uk.

ix) Red Diesel

Following extensive lobbying and the efforts of ADA, DEFRA and Treasury have softened their stance on the potential loss of access to red diesel use by IDBs. Going forward then as long as the work undertaken by the IDB can be shown to have some agricultural benefit then red diesel use can continue. The exception will be construction works and works where the sole beneficiary is an urban area.

B.350 Consulting Engineers' Report, including planning and consenting matters

The Board considered the Report of the Consulting Engineers, viz:

Needham & Laddus I.D.B.

Consulting Engineers Report – April 2022

Weed Control and Drain Maintenance

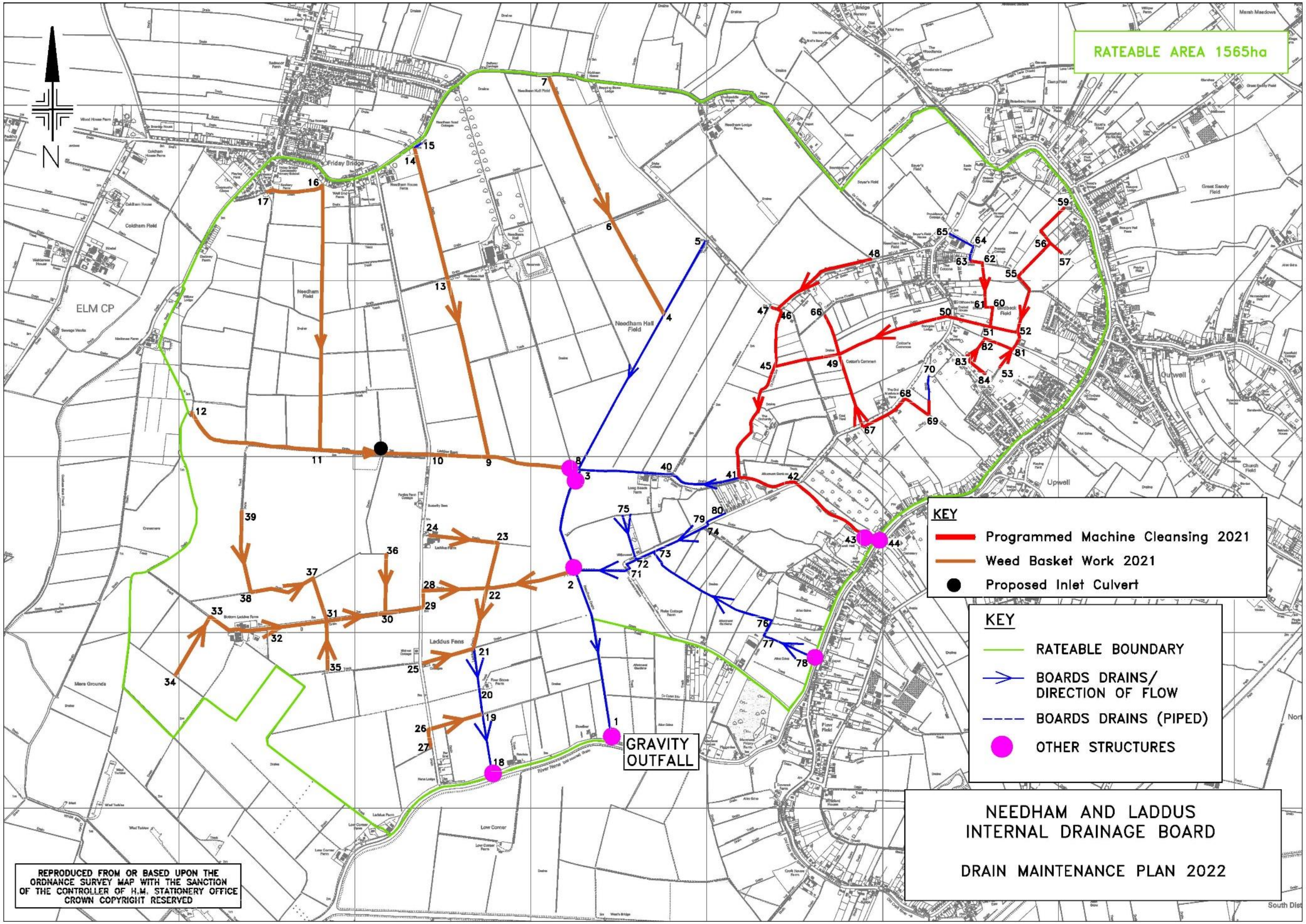
The weed control and drain maintenance strategy generally accorded with the programme approved by the Board at its last annual meeting.

A joint inspection of the District was undertaken pre-harvest last year to ascertain the Board's requirements for herbicide application and machine cleansing works. The inspection revealed that although some drains contained growths of filamentous algae (Cott) and sporadic stands of emergent and submerged aquatic vegetation, the majority were found to be in a satisfactory condition. As with previous years drains to the west of the system, in the Laddus Drove area, were included in the weed basket cleansing works to ensure any accumulations of Cott were removed before the winter season. Works programmes were also discussed and it was agreed for an herbicide application and additional contracted weed raking, utilising a tractor mounted flail arm fitted with a weed basket, be undertaken where it is deemed necessary.

The weed basket works in the west of the system highlighted an issue with access at reach 10-11, where overhead cables and an unlevel grass verge only permit the works to be carried out from the northern arable field side. A side inlet watercourse on this side prevents the tractor/mower combination or excavator from cleaning a small stretch of drain in a vitally important reach, holding back water in drains that directly drain parts of the nearby village of Fridaybridge. To alleviate this issue it is proposed to install a 600mm access culvert in the side drain, to allow access and the continual cleansing of the adjacent Board's drain. In anticipation that the Board will be in agreement and wish to proceed with the works, a provisional sum has been included within the estimated costs.

Inlet culvert, reach 10-11

Please refer to the plan on the following page indicating the reaches where machine cleansing was deemed necessary to retain the Board's drains in a satisfactory condition.



RATEABLE AREA 1565ha
N
ELM CP
GRAVITY
OUTFALL
KEY
Programmed Machine Cleansing 2021
Weed Basket Work 2021
Proposed Inlet Culvert
KEY
RATEABLE BOUNDARY
BOARDS DRAINS/
DIRECTION OF FLOW
BOARDS DRAINS (PIPED)
OTHER STRUCTURES
NEEDHAM AND LADDUS
INTERNAL DRAINAGE BOARD
DRAIN MAINTENANCE PLAN 2022
REPRODUCED FROM OR BASED UPON THE
ORDNANCE SURVEY MAP WITH THE SANCTION
OF THE CONTROLLER OF H.M. STATIONERY OFFICE
CROWN COPYRIGHT RESERVED

As the Board's annual meeting falls during the early part of the growing season, a District inspection will be required during the summer months to accurately identify additional maintenance requirements and the weed basket works within the Laddus Drove area. A provisional sum, based on previous years' expenditure, has been allocated within the Board's estimated costs, for works that are likely to be required.

Harrison Agricultural Contractors have indicated that they are available to undertake the Board's flail mowing and tractor mounted bucket requirements for the ensuing year. A sum for the completion of flail mowing District drains has been included within the estimate.

Weedscreen & Overspill, upstream of the Syphon at Point 2

The previously mentioned weedscreen, immediately upstream of the syphon structure at Point 2 has been identified as an outstanding issue in the Board's Health & Safety audit, undertaken by Cope Ltd. With the potential risk of blockage from weed or fly tipped material within the syphon, it would not be possible to remove the screen, leaving the inlet unprotected. The most viable option would be to replace the structure with a more suitable overspill and screen, that are both easier to clean and safer for the user. A contractor has provided an indicative estimate for replacing the old structure with a new overspill, weedscreen and associated access walkway. In anticipation of the Board being in agreement with the proposed works, a provisional sum has been included within the estimated costs.

The estimated costs of this year's recommended Weed Control and Drain Maintenance works follows. A provisional sum has also been included within the Board's budget to allow for any emergency machine cleansing, bank slip repair or culvert clearance works required later in the season.

An additional allowance has also been included in the estimates, in anticipation of an increase in contractors' rates this season, due to the current escalating cost of fuel, labour and machinery.

			£
Provisional Sum Allow for the installation of a new culvert in reach 10-11	Item	Sum	2500.00
Allow sum for Roundup application to Board's drains where it is required	Item	Sum	800.00
Allow sum for Machine Cleansing and Weed /Cott removal from Board's Drains	Item	Sum	8625.00
Estimated Sum Flail mowing Board's Drains	Item	Sum	6900.00
Replacement structure upstream of the syphon at Point 2	Item	Sum	10000.00
Provisional Item Allow for emergency machine cleansing, culvert clearance or bank slip repair works. Removal of fly tipped materials.	Item	Sum	2000.00
Fees for inspection, preparation and submission of report to the Board, arrangement and supervision of herbicide applications and maintenance works	Item	Sum	1300.00
		TOTAL	**£ 32,125.00**

Culvert Replacements at Points 1 & 2

Following the previous meeting, the grant in aid application was completed and eventually approved by the Environment Agency (EA). The project was awarded grant covering 92% of the costs, leaving only the remaining 8% to be funded by the Board.

Unfortunately, as the approval letter was not gained until September 2021, it was decided that it would be unwise to start the works at the Point 1 main outfall culvert under the road in the late autumn/winter months. However, as the Point 2 works were a bit more straight forward, having a farm track over it and the weather was largely dry at that time, they progressed with those in November 2021 and completed them in December 2021. The replacement culverts were installed to a good standard, within the original budget, and the finished job was tidy with only minimal snagging items needing to be addressed.

A grant claim was put into the EA in February for the expenditure to date. This covers the pipe costs for both sites, preparation costs for Point 1 (such as road closure and services applications), the complete works at Point 2 and the associated engineering and site supervision fees. Another final claim is expected to be submitted in the summer following the completion of the project.

Culvert replacement works at Point 2

The works at Point 1 are programmed to start in May 2022, when the weather should be more suitable for replacing this culvert which has a road over it, with Anglian Water and BT services present and with more involved damming off works in the Old River Nene needed. As previously, regular environmental bank cutting works adjacent to the site have been taking place since early March to discourage nesting birds and water voles from setting up home and preventing the works being undertaken as planned.

Planning Applications

In addition to matters concerning previous applications, the following 12 new applications and associated matters have been received and dealt with since the last meeting:

MLC Ref	*Council Ref*	*Applicant*	*Type of Development*	*Location*
385	Enquiry	Anglian Water	Grantham to Bexwell pipeline	Bramble Lane, Elm
386	21/00574/F	Robinsons Farms	Commercial (Weighbridge, laboratory and office)	Pius Drove, Upwell
387	21/00928/F	Mr Beaney	Travellers Site (3 static caravans)	Pius Drove, Upwell
388	21/01506/F	Outwell Timber & Building Supplies Ltd	Retail (Builders' merchant)	Isle Road, Outwell
389	21/02134/F	Mr & Mrs T Howarth	Residence (Extension)	Cottons Head, Outwell
390	21/02129/F	Mr Gittins & Agger	Residence (Extension)	Basin Road, Outwell
391	F/YR21/1405/F	Mr & Mrs S Britton	Residence (Extension)	Molls Drove, Friday Bridge
392	21/02308/RMM	Freebridge Community Housing	Residential (50 plots)	Isle Road, Outwell *
393	21/01880/F	Mr D Cuckow	Residence (Extension)	Robbs Chase, Outwell
394	21/02493/F	Mr & Mrs M Henson	Residence (Extension)	Town Street, Upwell
395	22/00072/F	Mr T Roughton	Leisure (pigeon loft)	Town Street Upwell
396	Enquiry	Client of Stirling Maynard	Residential (Not known)	Whetstone Way, Outwell

Planning applications ending 'RM', 'REM' or 'RMM' relate to reserved matters

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

No applications for Infiltration Device Self Certification or the Checking Service have been received since the last meeting report.

Further to item (v) of Minute B.288 Consulting Engineers' Report, including planning and consenting matters no further action has been taken in respect of the following developments.

- *Proposed 4No Semi-detached houses and garages at Sayersfield, Basin Road, Outwell – Mr & Mrs Pehl* (MLC Ref Nos 289 & 291) & *Dene Homes Ltd* (MLC Ref Nos 300 & 301)

- *Construction of a dwelling – Mr & Mrs P Bradley* (MLC Ref No 311) and *Reserved Matters application for proposed dwelling and garage at plot to the north west of Trevordale, Pius Drove, Upwell - Fountain Construction (Anglia) Ltd* (MLC Ref No 341)

- *Residential development at land to the south east of Trevordale, Pius Drove, Upwell and Reserved Matters Application for construction of 2 dwellings and garages – Mr & Mrs P Bradley* (MLC Ref Nos 314 & 344)

- *Residential development on land east of Pius Drove, Upwell – Mr G Brown* (MLC Ref No 315) *& P B Construction Ltd* (MLC Ref No 334)

- *Residential development for 22 dwellings at land on the east side of Pius Drove, Upwell – Mr E Broad* (MLC Ref No 318)

- *Residential development of 2 dwellings at Pius Drove, Upwell – Fountain Construction (Anglia) Ltd (MLC Ref No 328)*

Residential development on land at 34 Isle Bridge Road, Outwell - Mr D Cuckow (MLC Ref Nos 203, 210, 309, 331, 358 & 361) & *Welcombe Homes Ltd* (MLC Ref No 369)

Further to the last Board Meeting Report the appropriate documentation required from the applicants in order to meet their duties under the Board's Byelaws and the Land Drainage Act has recently been pursued.

Residential development at Fenland House, Town Street, Upwell – Fen Regis Trophies Ltd (MLC Ref Nos 233, 239 & 280) & *Demolition of existing warehouse, erection of new food store to rear with associated parking at Fen Regis House, 9 Town Street, Upwell – Saxondale Properties Ltd* (MLC Ref Nos 327, 342, 351 & 370)

Further to the last Board Meeting Report the appropriate documentation required from the applicants in order to meet their duties under the Board's Byelaws and the Land Drainage Act remains outstanding.

Development at Whetsone Way, Outwell – Renham Services Ltd (MLC Ref Nos 322 & 338) and Client of Stirling Maynard and Partners Ltd (MLC Ref No 364)

Further to the Board's April 2018 Meeting Report, a preliminary enquiry was received in February from the engineering consultant, Stirling Maynard and Partners Ltd, concerning an area of land to the north west of Whetstone Way, Outwell. No subsequent correspondence has been received.

Residential development on land west of Tikka Chef, Isle Road, Outwell – Beech Property Investments Ltd (MLC Ref No 347), *Partner Construction* (MLC Ref No 364) & NFC Homes (MLC Ref No 377) & *Freebridge Community Housing* (MLC Ref No 392)

Further to the last Board Meeting Report, a Reserved Matters application has been submitted to the Borough Council for the erection of fifty dwellings.

In view of the problems experienced elsewhere in Outwell, albeit in a neighbouring Board, one of which involves Freebridge Community Housing, it is disappointing to advise that no pre-application consultation has occurred with the Board.

Whilst a detailed assessment of the submission documents has not been undertaken, it is noted from a brief review that BHA Consulting Ltd's Drainage Strategy Report Ref. 3729 Version 2 includes the following text:

"A ground investigation was carried out on 15 December 2017. It was intended to carry out BRE365 infiltration testing at a number of locations, but ground conditions were very wet and prevented movement of the excavator between locations. One trial pit (TP01) was excavated to a depth of 1.85mbgl and recorded groundwater at 1.65mbgl. As a 1.2m unsaturated zone is required beneath the base of infiltration structures and the groundwater table, the planned infiltration testing was abandoned, as infiltration drainage is not a viable option. Therefore, this drainage strategy report is based on attenuation storage with a controlled discharge to a nearby watercourse."

"The existing (brownfield) runoff rates for the impermeable area (0.948ha) for the 1 year, QBAR, 30 year, and 100 year, storm events has been calculated in accordance with the ICP SuDS Mean Annual Flood methodology. In summary:

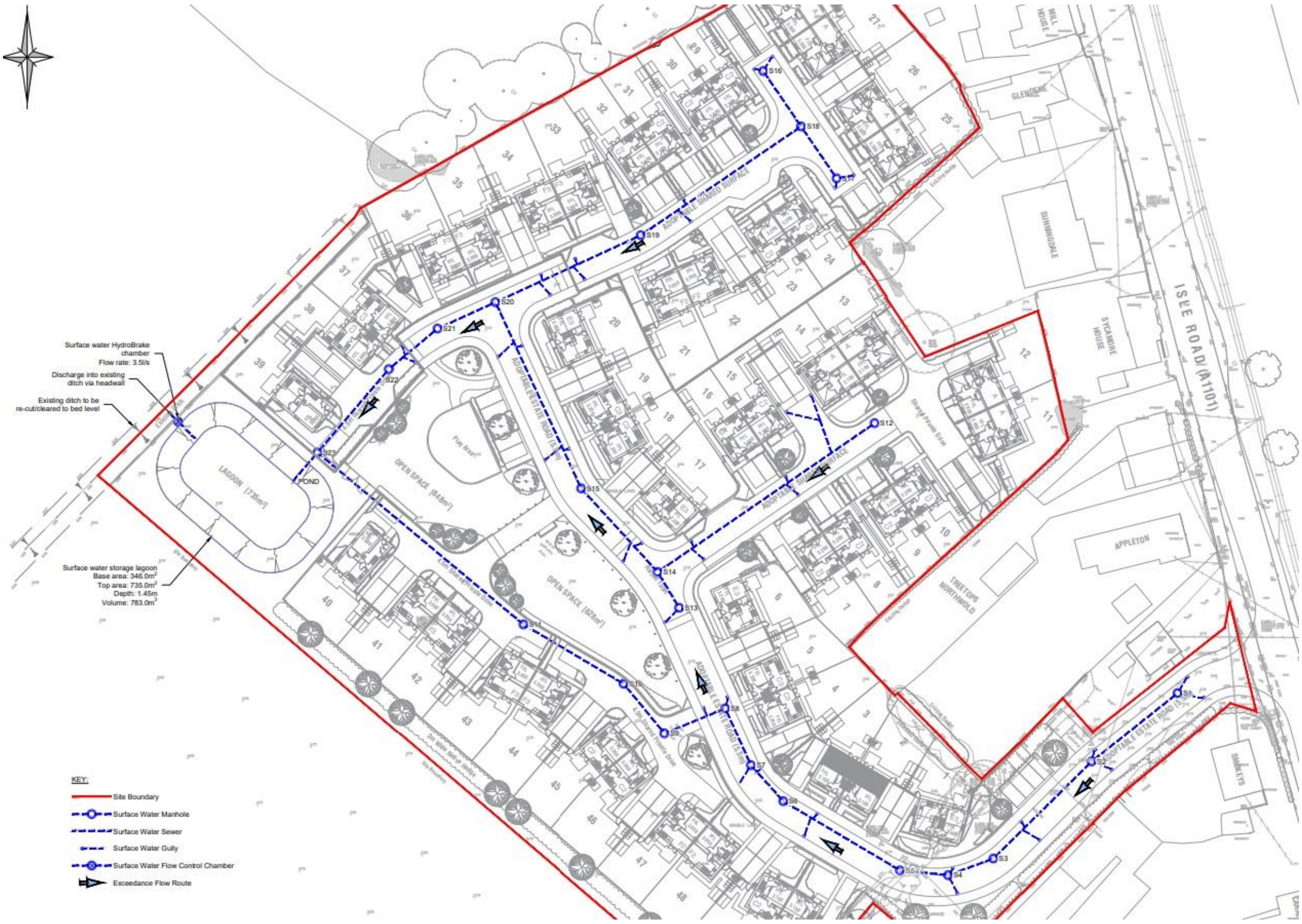
1 year 3.0l/s;
QBAR 3.5l/s;
30 Year 8.2l/s;
and 100 year 11.8l/s."

"The surface water drainage strategy is based on guidance provided in the National Planning Policy Guidance and the SuDS Manual. Ground conditions are unsuitable for infiltration drainage, therefore, the most appropriate form of surface water drainage for this Site is sub-surface storage with a controlled discharge to the adjacent watercourse.

• Rainwater harvesting using water butts for roof runoff to reduce the total volume of water discharged
• Roof, estate road and parking areas drained to attenuation storage in below ground tanks and pipes

• Final controlled discharge will be directed to the watercourse along the western boundary.
• Suitable silt trapping and the attenuation basin will provide adequate water quality treatment.

The required attenuation volume to accommodate the 100 year plus climate change storm event is 783m^3 based on a discharge rate of 3.5l/s (QBAR). Attenuation will be provided within an open attenuation basin ground tanks and pipes. Drainage calculations are provided for the 1 year, 30 year, 100 year + 40%CC"



Extract from BHA Consulting Ltd's Drawing No. 3729.SK01 Rev. P2 Drainage Strategy Plan

It is considered that the issues of long-term funding, management and maintenance arrangements for the upkeep of the facilities in perpetuity, particularly those associated with flood risk and water level management including SuDS, is of prime importance. It is further considered that, on this occasion, these should have been supplied much earlier within the decision-making process. This should have included arrangements for adoption by an appropriate public authority or statutory undertaker and any other arrangements to secure the operation of the scheme throughout its lifetime. Failure to do so may lead to an unacceptable burden on the ratepayer. Economic constraints **must not** be accepted as a justification for non-inclusion of such arrangements.

It is suggested that:

1. The layout of the development should be designed to facilitate access by routine maintenance machinery to the on-site water level and flood risk management systems, particularly the open watercourse, adjacent to Plots 36-39, and the attenuation lagoon.

2. The attenuation lagoon is poorly designed and may be difficult to maintain.

3. The attenuation lagoon may benefit from being re-located to maximise the close proximity of the Board's District Drain at Point 57.

4. The hydro-brake should be re-located to a more appropriate location that will not be trafficked by large and heavy maintenance machinery

5. The general principles discussed in the "Planning Updates & Consultations" document, pages 8-10, are followed to ensure that adequate arrangements are made for the long-term ownership funding, management and maintenance arrangements for the upkeep of any water level and flood risk management system, whether on or off site, in perpetuity.

It is further suggested that a "Water Level and Flood Risk Management Plan" should be provided which must include the following, as a minimum:

- Details of the receiving watercourse system.

- A hydraulic model of the receiving watercourse system to ensure its adequacy during flood events.

- A plan to cleanse the receiving watercourse and, if appropriate, suitable channel improvement works to ensure its efficiency in the long term.

- A regular watercourse maintenance programme which is agreed upon by all relevant parties including the RMAs to ensure its long-term integrity and efficiency.

- Protected clear access strips of a suitable width that are provided beside the receiving watercourse and attenuation lagoon to enable ready access to it.

- The provision of a “Surface Water Drainage Maintenance Plan”.

It is considered that the following specific information about the site and proposal should also be provided:

- Details of land ownership.

- Details of responsibility including adoption arrangements and funding mechanisms.

- A description of the system.

- Relevant information and data sheets.

- Utilities Plans.

- Method Statements/Risk Assessments.

The submission is to include appropriate detailed plans, to an engineering scale, of the surface water system, including the attenuation lagoon, together with appropriate supporting calculations, construction details, method statements, operating instructions etc.

It would be beneficial if correspondence from the adopting body and/or an appropriate person at Freebridge Community Housing confirmed the adoption arrangements of both the proposed foul and surface water systems and acknowledged who will be responsible for the whole life funding, management and maintenance of the on-site drainage system.

The Board is advised that as the surface water disposal system is attenuated to greenfield rates of run-off it will not receive any contribution fee.

Grantham to Bexwell Pipeline – Anglian Water Services Ltd (MLC Ref Nos 380 & 385)

Anglian Water Services Ltd is proposing to install a new pipeline from Grantham to Bexwell that crosses the northern part of the Board’s area. Discussions are underway to confirm the route of the pipeline and landowners are being contacted. A meeting is being arranged in the next few weeks with MLC engineers to review the depth of the pipeline where it crosses watercourses.

Proposed replacement dwelling at Mill House, The Common, Upwell – Miss C Fitzpatrick (MLC Ref No 383)

Further to last year's Board Meeting Report, the application for encroachment within the Board's District Drain and associated maintenance access strip at Point 41 was recommended for approval subject to the imposition of related conditions, in accordance with the requirements included in last year's Board Meeting Report.

An application for the disposal of both surface and treated foul effluent water was received in January and subsequently recommended for approval in March. Please see the following extracts from Ellingham Consulting Ltd's note of 04.02.22 showing the position of the outfalls for surface and treated foul effluent water.

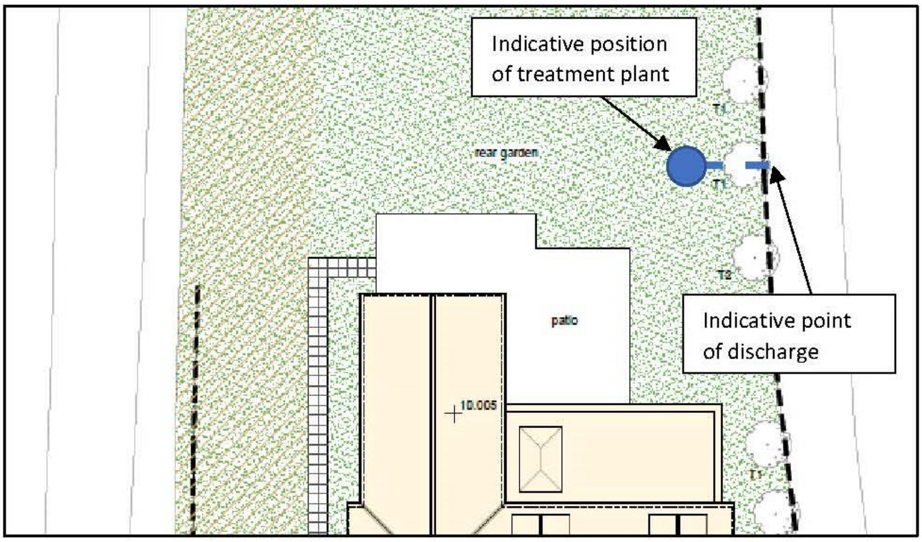
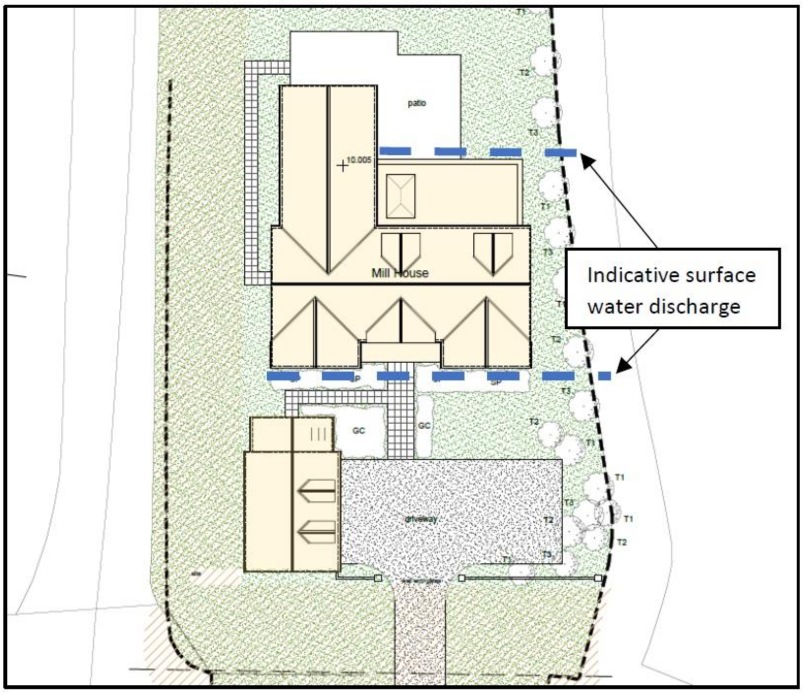


Figure 4 – Foul Water Treatment Plant and Point of Discharge



An application for Byelaw Consent to plant a new laurel hedge around the site has been received. Currently, this application is invalid as an appropriate plan showing the location of the hedge has not been submitted but it is understood that this could be between 0.5m and 1m from the brink of the Board's District Drain, presumably in the same location as that shown on the plans in last year's Board Meeting Report.

Whilst it could be contended that the presence of the previous hedge set a precedent it does not mean that the Board would not have removed the hedge if it had to undertake emergency works to the channel at this strategic location.

Discussions with the relevant parties continue but **<u>in order to guide further discussion and the issuing of consents, the Board is asked to consider whether it would consent the planting of a new hedge, advise on any requirements it may have and provide instruction on how it would wish us to proceed.</u>**

Construction of weighbridge office, welfare facilities and provision of sampling laboratory with associated office at The Myrtles (Mill Farm), Pius Drove, Upwell – Robinsons Farms (MLC Ref No 386)

During April 2021 the Borough Council validated the planning application associated with the agricultural use of this site. which was formerly owned and operated by Ray Wilson & Co.

It is proposed to demolish the existing weighbridge office and adjacent office building to enable the erection of a new 2-storey office building measuring 11m wide with a total length of 17m. The planning application advises that surface water disposal will be to soakaway but no evidence to support this was supplied with the planning application.

The Borough Council granted planning permission in June subject to the imposition of planning conditions, none of which relate to the Board.

During a brief review it was noted that there are also two previous planning applications for agricultural storage buildings, Borough Council Ref Nos 20/00938 and 20/01812, which appear to have been missed when undertaking a review of the planning applications lists.

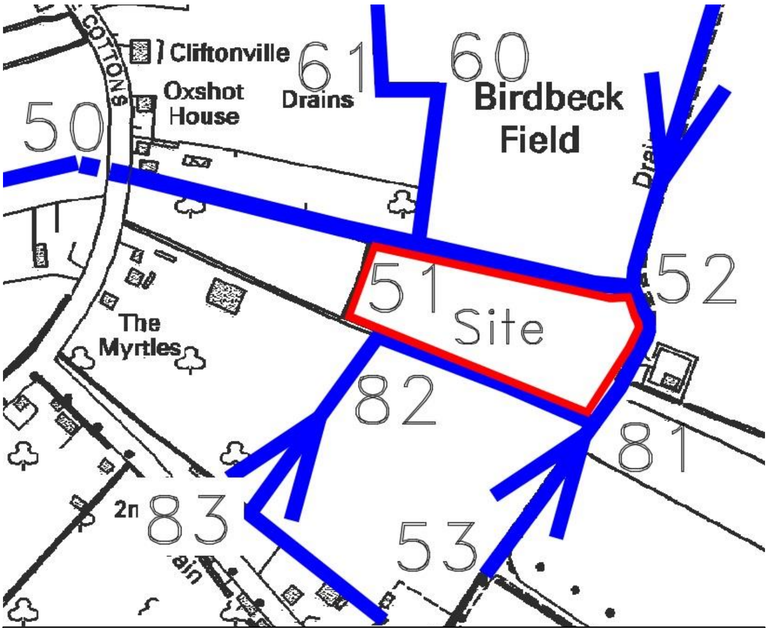
Extract from SDM Fabrication Ltd Drawing No 6827 001 Rev. -

The appropriate documentation required from the applicants in order to meet their duties under the Board's Byelaws and the Land Drainage Act has not been received and, in view of previous problems with the use of infiltration systems in this area, the Board may wish to consider taking further action.

Therefore, in order to resolve this matter and guide further discussion it would be beneficial to receive the Board's opinion and further instruction in respect of these developments.

Change of use of part of the land for the stationing of three static caravans for Gypsy/traveller occupation. Provision of three day rooms; erection of small agricultural barn. Hard and soft landscaping on land to the south east of Bramleys and east of The Myrtles, Pius Drove, Upwell – Mr Beaney (MLC Ref No 387)

Members may be aware that a planning application was submitted to the Borough Council in May, which was validated in August. The planning application form advises that surface water disposal would be to soakaways with foul water dealt with by a septic tank.



Extract from the Board's District Plan showing the proximity of the Board's network to the site

However, as can be seen from the extract from the Board's District Plan (left), the proposed Travellers' site is surrounded on three sides by Board's District Drains, and from the extract of the plan submitted as part of the planning application a post and rail fence, mixed hedge, mobile homes, dayrooms and an agricultural barn are shown within the Board's 9.0m wide maintenance access strip. The encroachment of these structures together with any planting in the access strip would not prevent the Board from gaining access to its system which could have an adverse impact on the local water level and flood risk management.

Extract from SJM Planning Drawing No. 2021-049v-PropBlock showing the proposed layout

<u>In order to resolve this matter and guide further discussion it would be beneficial to receive the Board's opinion and further instruction in respect of these proposals.</u>

Development Contributions

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

<u>Planning Updates & Consultations</u>

To reduce the size of this consultant's report and to increase public transparency the section of this report which provides information on the various strategic consultations and issues that may affect the Middle Level Commissioners and administered/associated Internal Drainage Board has been relocated to our website and can be found on www.middlelevel.gov.uk towards the bottom of the page under "Strategic Planning Consultation Responses".

<u>Norfolk Water Strategy Programme (NWSP)</u>

The Eastern region, and specifically Norfolk, is experiencing growing pressures on water resources. The ability of freshwater bodies to sustain biodiversity is considered by many to be at risk due to water shortage, pollution and destruction of native habitats.

Collaborative, cross-sector approaches and actions are required to ensure that there is enough water to meet the growth in population, support the recovery and growth of the local economy post-COVID and enable the local natural environment to recover and flourish to 2050 and beyond.

Water Resources East (WRE), together with Norfolk County Council, Anglian Water and The Nature Conservancy (TNC) have formed a partnership to prepare a sustainable Norfolk Water Strategy with associated funding and governance arrangements.

The objectives of the NWSP are to secure good quality, long-term water resource supply for all water users, while protecting the environment and showcasing the county as an international exemplar for collaborative water management.

The programme seeks to demonstrate how cross-sector, integrated water management action can deliver multiple benefits and help achieve the county's net zero targets. Early outputs and learnings from the project will feed into the development of the long-term Regional Plan - Water Resources East (wre.org.uk).

The development of the plan and associated governance arrangements, initially funded for two years, will entail working with a variety of organisations to test and implement a number of nature-based solutions (nbs) to manage water in the county. These nature-based solutions will be amalgamated into an investable, long-term, proposition for private and public financing which will underpin the creation of a governance structure referred to as a 'Water Fund'.

Water Funds are a well-established model for facilitating collective action to address water security challenges through the implementation of nbs as a complement for more traditional so-called 'grey' infrastructure such as pipelines and treatment plants. Norfolk is one of two European pilots selected for Water Funds by TNC, to add to TNC's global portfolio of Water Funds.

The Middle Level Commissioners and associated Boards are members of WRE and late last year the Middle Level Commissioners (representing both themself and the administered Boards within Norfolk) were invited to join the Steering Committee.

Since this time the Middle Level Commissioners' Planning Engineer has attended several virtual meetings where issues such as funding streams and sources; Governance and legal challenges; WFD targets; surface water abstraction pressures; climate change mitigation and adaption have been discussed.

Synergies have been identified with and will feed into the Cranbrook/Counter Drain FRM Strategy, which involves the Commissioners and Boards on the north western side of the Ouse Washes together with the Hundred Foot Washes IDB. It is hoped that other similar projects may also benefit.

Norfolk Water Management Partnership [Norfolk County Council (LLFA)]

Local Flood Risk Management Strategy Policy Review 2021

No further correspondence has been received or discussion subsequently occurred concerning this matter.

General Advice

Assistance has been given, on the Board's/Commissioners' behalf, in respect of the following:

(a) Mr Paul West – An application for bylaw consent, for the installation of a field underdrain outfall in the district watercourse between Points 26 and 27 adjacent Ladus Drove, was recommended for approval.

Consulting Engineer

8 April 2022

N&L(319)\April 2022

Mr Fenn reported that the weed control and drain maintenance had been carried out in accordance with the programme approved by the Board.

The Joint inspection of the Board had reported the growth of cott. This is becoming an annual problem and needs to be treated to prevent blockage of culverts.

Mr Fenn advised that to alleviate the problems of access at reach 10-11, it is proposed to install a 600mm culvert in the drain to allow access and a provisional sum has been included in the estimates.

Harrison Agricultural Contractors have indicated they will be available to undertake the boards flail mowing.

<u>Culvert replacements at points 1 & 2.</u>

Mr Fenn reported that following last year's meeting a grant-in-aid application had been completed and approved by the EA. The project was awarded grant aid of 92%oof costs with the Board funding the further 8%.

Point 2 works were completed in December 2021.

The Point 1 works will be commencing in early May 2022 and will take up to a month to complete. Fen Group will be contacted to carried out the works on behalf of the Board.

Planning applications

The Board noted the planning applications which had been dealt with since the date of the last meeting.

Residential development on land west of Tikka Chef, Isle Road, Outwell.

Beech Property Investments (MLC ref: No.347), Partner Construction (MLC ref: No.364) & NFC Homes (MLC ref no: 377) & Freebridge Community Housing (MLC ref No: 392 – 50 dwellings.

The Board noted the concerns of the engineer about the issues of funding management and maintenance arrangements for the surface water drainage of this site.

RESOLVED

That a letter be sent to local Planning Authority at Kings Lynn and West Norfolk BC and to the applicant setting out concerns of the engineer about the surface water issues on this site.

Proposed replacement dwelling at Mill House, The Common, Upwell – Miss C Fitzpatrick – (MLC ref no: 383)

Since the last meeting of the Board an application for encroachment within the Boards 9 metre strip has been processed. An application for Byelaw consent for a new laurel hedge around the site has been received and the proposed planting is very close to the boards drain.

RESOLVED

That the Chairman, Vice Chairman and Graham Moore make a decision on the Byelaw consent for this proposal.

Construction of weighbridge office, welfare facilities and provision of sampling laboratory with associated office – The Myrtles (Mill Farm) Pius Drove, Upwell – Robinsons Farms (MLC ref no: 386)

RESOLVED

That the Chairman and Vice Chairman consult with the Consulting Engineer and make a decision on the treatment of surface water for this development.

Change of use of part of land for the stationing of three static caravans for gypsy/traveller occupation, Provision of three day rooms, erection of small agricultural barn. Hard and soft landscaping on land to the south east of Bramley's and east of the Myrtles, Pius Drove, Upwell – Mr Beaney.

The Board expressed concerns that this development is surrounded on three sides by the boards drains and a post and rail fence, mixed hedge, mobile homes day rooms and a barn are all shown within the Boards 9 metre access strip.

i) A letter be sent to the Planning Department at Kings Lynn and West Norfolk BC about the Byelaw infringement and that it is unlikely to receive approval by the Board.

ii) A letter be sent to Mr Beaney the applicant advising of the need for Byelaw consent and requesting that the existing fence already erected and within the 9-metre strip be removed.

Harrison Agricultural Contractors

The Chairman advised that he had been approached by Nigel Harrison asking if the Board would consider a contract for a longer period.

The Board expressed the view that as this was public money, it was important to demonstrate that the Board were getting best value on any contracts.

RESOLVED

That the Chairman ask for a quotation for the work from Nigel Harrison for a longer period for 2/3 years up to a period of 5 years and that the Chairman and Board give this further consideration.

B.351 New Culvert Installation

The Clerk reported that this matter has been reconsidered as part of the Consulting Engineers report.

B.352 Robbs Chase/Cotton Corner

The Clerk reported that this matter had been considered as part of the consulting Engineers report.

B.353 Capital Improvement Programme

Members considered the Board's future capital improvement programme, viz:

Needham & Laddus 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
Structures	Gravity outfall refurbishment/replacement	0	0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	10.0	10.0
	Control structure refurbishment/replacement	0	0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	10.0	10.0
	Refurbish & renew structures along Needham outfall drain	0	0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	200.0	200.0
Pumping	Provision of pumping facilities in District	0	0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Drainage Channels	Channel Improvement works	0	0	10.0	10.0	10.0	10.0	10.0	10.0	10.0	10.0	10.0	0.0	90.0
	Structure at Point 2	0	10	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	10.0
	Gravity outfall (Point 1) & culvert at Point 2	76.8	142	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	218.8
		76.8	**152**	**10**	**10**	**10**	**10**	**10**	**10**	**10**	**10**	**10**	**220**	**539**

RESOLVED

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

B.354 District Officer's Report

The District Officer stated that he had nothing further to report to the Boards update on the drain maintenance.

B.355 Conservation Officer's Newsletter and BAP Report

The Board considered and approved the most recent BAP report produced by the Conservation Officer, viz:

Needham and Laddus 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.

Needham and Laddus IDB Report Summary

Invasive Species

Azolla present on many drains in the district – care should be taken if moving machinery between sites and cleaned off if contact suspected.

Mink raft in place along the Old River Nene bordering the district caught 2 mink in the reporting period. Reports of the species are, as ever, very important.

Mitten crabs reported from Marmont Priory Lock in March 2022. This species is a considerable threat and should not be put back in the water if recovered. Contact the CO if it is observed in Board drains.

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.

A detailed survey of drain 10-8 took place in March 2022 and found good density of water voles. Similarly, signs were found in many sites in the district. Species should be considered widespread when planning works.

Tree Planting

Sites sought within IDB districts – contact Conservation Officer with any suggestions.

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 speakers: Cliff Carson and Mike Foley. *This event has passed but the CO is happy to discuss or share presentations from it with Boards upon request.*

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

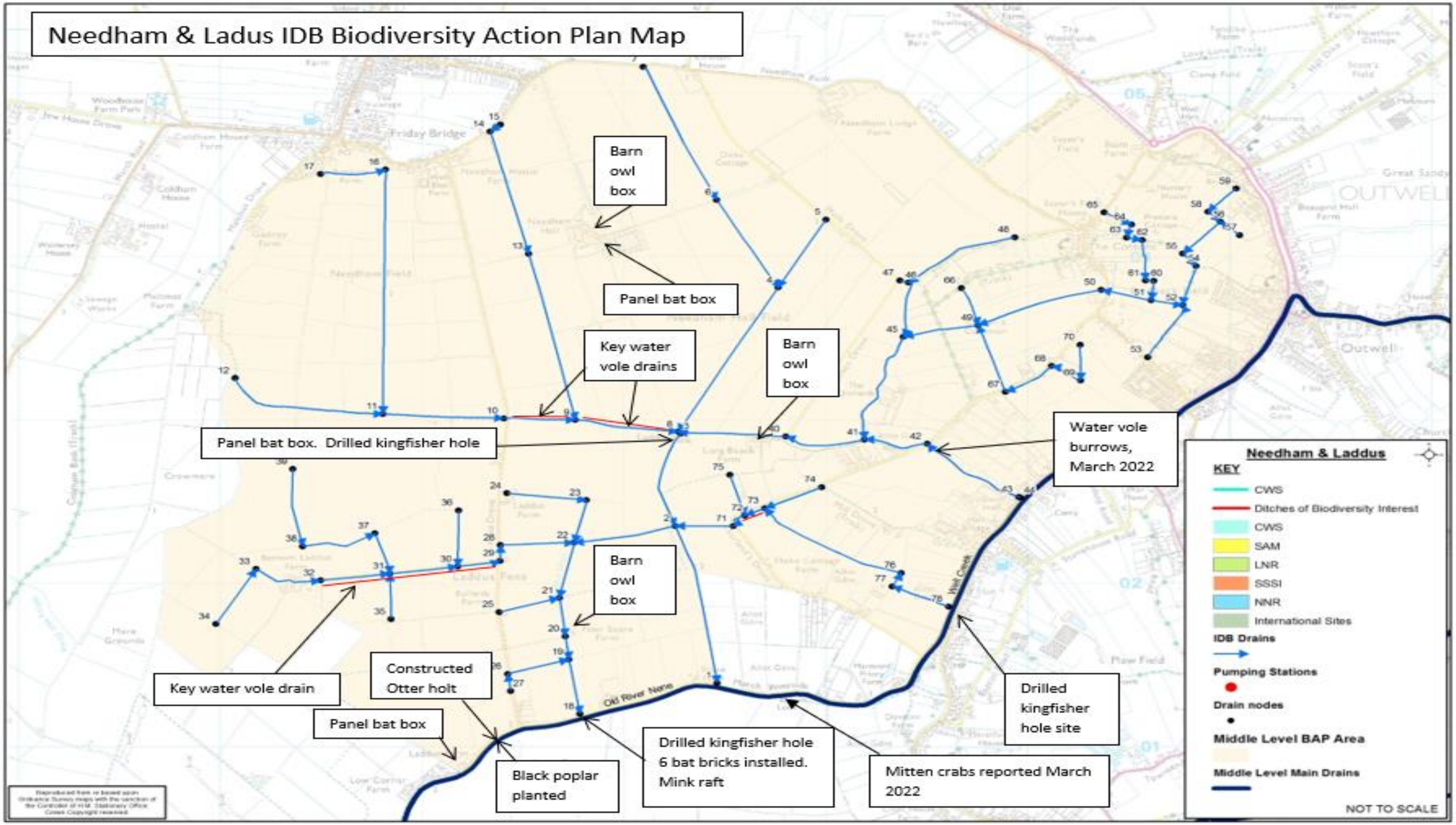
Peter.beckenham@middlelevel.gov.uk

07765 597775

Clockwise from top left:

Water vole 'lawn' around a burrow half way up a bank – close views show the vegetation chewed in the immediate vicinity of the burrow; Frogspawn in an IDB drain – another species that benefits from sensitive management and in-channel growth; Margins in place on drains is a characteristic of the modern IDB

Needham and Laddus IDB Map 2021-22



Needham and Laddus Internal Drainage Board Biodiversity Action Plan Report 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.*
		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	*No 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	*No opportunities available.*
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 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	*No enquiries were received during the period*
4	Control invasive species	4.1	Report any sightings of non-native invasive species immediately to the Conservation Officer and control as appropriate	Conservation Officer, Environment Agency, Plantlife, Wildlife Trust	Ongoing	Reports to Conservation Officer	*See summary.*

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. The District has a good number of drains with significant reed margins.*
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	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	Undertake work outside the bird breeding season (7th April – 15th July). Where this is not possible take conservation advice and carry out breeding bird surveys prior to works.	Conservation Officer, Wildlife Trust, RSPB	Ongoing	Reeds not cut during bird nesting season	*Management work was not carried out during the bird nesting 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	Number of ponds created	*None*
		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	Number of landowners assisted	*None*
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 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 and follow the ADA water vole mitigation guide	Conservation Officer	Ongoing	Measures incorporated in management plans	*Water vole Best Practice methods were used*
		1.2	Publicise good practice for rat control near drainage ditches	Conservation Officer, Wildlife Trust	Ongoing	Good practice publicised	*Best Practice for rat control has been previously publicised in the Environmental Officer's Natural Level newsletter.*
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; no measures taken during the period.*
		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	*Conservation Officer surveys key drains annually.*
		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	Number of sightings/minks caught	*Mink trap in place on Old River Nene adjacent the district.*

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	*Suitable habitat and popular sprainting sites represented on map*
2	Monitor otter populations	2.3	Ensure any dead otters are reported to the Conservation Officer	Conservation Officer, Environment Agency	Ongoing	Otters reported to Conservation Officer, if found	*No dead otters were reported but the Old River Nene remains a key waterway for the species.*
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. Members are encouraged to report any suspicious activity or illegal fishing to the EA or Conservation Officer.*

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	*3 previously installed at Needham Hall Farm, Ladus Farm and node 3 headwall.*
		1.2	Pollard suitable trees to provide bat roosts		Ongoing	Number of trees pollarded	*No trees identified.*
		1.3	Identify potential sites for a bat hibernaculum, e.g. in disused buildings or tunnels	Conservation Officer, Bat Conservation Trust	As opportunities arise	Site created	*Six bat bricks were previously installed inside the brick culvert at Laddus Drain (node 1). Still in place (2021)*
2	Collect information on bat populations	2.1	Monitor bat boxes	Bat Conservation Trust	2015 onwards	Number of boxes used by bats	*Bat checks will be made when possible.*
		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 3 potential nest holes	Conservation Officer	Ongoing	Number of nest sites provided	*Four sites provided - at Laddus outfall culvert, inlet 44, inlet 78 and culvert 3.*
		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 Environmental Officer	Conservation Officer, CPBRC, NBIS	Ongoing	Data sent via Conservatio n Officer annually	*Routinely observed on Old River Nene/Well Creek*

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	*3 barn owl boxes previously erected at Four Score Farm, Common Farm and Needham Hall Farm.*
		1.2	Pollard suitable trees to provide natural nest sites	Conservation Officer	Ongoing	Number of trees pollarded	*Few trees suitable for pollarding are present but many nest sites exist in the district.*
2	Collect records of barn owl presence	2.1	Monitor nest boxes for use. Have occupied boxes checked for success by licensed barn owl ringers.	Wildlife Conservation Partnership	2015	(a) Number of nest boxes checked by licensed ringers (b) Number of nest boxes used	*CO to check.*
		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	*Annual, when box is occupied.*

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	Conservation Officer, Wildlife Trust, Natural England	2013	Staff numbers attending	*See summary for training opportunities.*
		1.2	Establish suitable training for contractors' staff	Conservation Officer, Contractors	2013	Contractors covered	*The contractor has previously attended conservation workshops.*
2	Take biodiversity into account when planning and undertaking capital works	2.2	Consult with the Conservation Officer and choose the best possible mitigation solutions for biodiversity, e.g.fish-friendly pumps	Conservation Officer	Ongoing	Number of schemes commented on	*No schemes commented on.*

B.356 District Officer's Fee

The Board gave consideration to the District Officer's fee for 2022/2023.

RESOLVED

That the Board agree that the sum of £1,749.97 be allowed for the services of the District Officer for 2022/2023 – 3% increase.

B.357 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 there were no further proposals be formulated at the present time.

B.358 Environment Agency – Precepts

The Clerk reported 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 for 2021/2022 was £6,463.

B.359 Association of Drainage Authorities Subscriptions

Miss McShane reported that ADA had increased subscriptions by 1% for 2022 from £565 to £571.

RESOLVED

That the increased subscription be agreed and paid to ADA.

B.360 Health and Safety

The Vice-Chairman reported that Cope Safety Management had carried out their visit to the Board on 9th November 2021. The only outstanding issue in the Board's audit was the replacement of the old structure upstream of the syphon at point 2 and provision had been made in this year's estimates, viz:

Site Safety Inspection Record

Needham and Laddas IDB.

Complete

Site Safety Inspection

Name of organisation:	Needham and Laddas IDB
Date of site visit	9 Nov 2021 09:00 GMT
Address of inspected premises	C/O Middle Level Commissioners Middle Level Offices 85 Whittlesey Road March Cambridgeshire PE 15 0AH
Name of Advisor	Martin Clark
Time of arrival at site:	9 Nov 2021 09:00 GMT
Audit Name	Needham and Laddas IDB.

Audit

Inspection Record

An opening meeting was held with

James Martin.

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

It was understood that some work had commenced to replace the culvert at the the overspill point however this has stalled for several reasons and it is anticipated that work will recommence by early spring 2021.
An additional handrail has been added, it was understood that once the work to replace the culvert has been completed that the access platforms and corresponding handrails will be replaced.

Photo 1

2

It was understood that documentation sent by Middle Level Commissioners, including risk assessments and Safe Systems Of Work (SSOW) have been communicated to relevant persons.
Lone working was discussed with James and it was pleasing to note that when attending the overspill point operators ensure that a third person is aware where they are.

Photographic Risk Assessment

Signature of person informed

Signature of person informed 1

Signature of person informed

Signed on behalf of James Martin by advisor.
9 Nov 2021 13:46 GMT

Advisor's signature

Martin Clark.
9 Nov 2021 13:46 GMT

Photographic Risk Assessments closed out during the visit.

Nil

Number of outstanding Photographic Risk Assessments

2
From 0 to 99

Appendix

Photo 1

NEEDHAM AND LADDUS IDB
SUMMARY OF PHOTOGRAPHIC RISK ASSESSMENTS

Site Safety Inspection 3rd September 2019

Ref.	Location	Risk Level	Brief Description	Action
1	Overspill point 2	L	Access for water adjustment and weed screen clearing. Hazard is damaged platform which could result in injury and/or fall into the water if it collapses. It is understood that the platform and simple weed screen may no longer be required. If this is the situation then the platform and screen should be removed. If it is still required, then the platform should be repaired or replaced.	
2	Overspill point 2	L	Access to overspill point. Hazard is fall from height into water. If platform and weed screen remains in operation (see PRA above) it is recommended that a suitable barrier is installed to reduce the risk of falling.	

B.361 Completion of Annual Accounts

a) The Board considered the comments of the Auditors on the Annual Return for the year ended on the 31st March 2021, viz:

Needham & Laddus 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 Needham & Laddus 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 Needham & Laddus Internal Drainage Board on application to:

The Clerk
Needham & Laddus 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

NEEDHAM & LADDUS INTERNAL DRAINAGE BOARD

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

The internal audit for 2020/21 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

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

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

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

Date(s) internal audit undertaken: 11/05/2021 25/05/2021 26/05/2021

Name of person who carried out the internal audit: Whiting & Partners

Signature of person who carried out the internal audit: M. Hajdon - Whiting & Partners

Date: 03/06/2021

*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:

NEEDHAM & LADDUS 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:

20/04/21

and recorded as minute reference:

B. 336

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

Chairman J. F. Martin

Clerk

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Section 2 – Accounting Statements 2020/21 for

NEEDHAM & LADDUS 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	103,934	107,523	*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	39,105	47,871	*Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.*
3. (+) Total other receipts	395	436	*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	35,911	44,513	*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	107,523	111,317	*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	113,297	127,867	*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	0	0	*The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.*
10. Total borrowings	0	0	*The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).*

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

I certify that for the year ended 31 March 2021 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

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

Date 8th April 2021

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

20/04/21

as recorded in minute reference:

B.338

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

J.F. Martin.

Section 3 – External Auditor Report and Certificate 2020/21

In respect of **NEEDHAM & LADDUS IDB – DB0058**

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 12/09/2021

* 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)

b) The Board considered and approved the Audit Report of the Internal Auditor for the year ending on the 31st March 2021, viz:

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

MNH/BB/MM053
08 October 2021

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

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

MLC administered Internal Drainage Boards - Internal Audit 2020-2021

Having completed the internal audit work for the various Internal Drainage Boards administered by the Middle Level Commissioners officers for the year ended 31 March 2021, we are pleased to provide you with the following recommendations to be considered for implementation. We have included some general points and some points which are related to specific boards.

General points

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

2. Asset Valuations and Insurances

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

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

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

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

Client Comment:

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

3. Employee Benefits - Vehicle Usage, and VAT recovery

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

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

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

Client Comment:

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

4. Provisions

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

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

Client comment:

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

5. Risk Management Policy and procedures

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

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

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

Risk Management Policy and procedures - continued

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

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

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

7. **Capital works**

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

8. **Capital assets**

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

Capital assets - continued

Client comment:

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

9. Budget figures

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

Client comment:

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

Specific Points

Sutton and Mepal IDB

See item 2 above – residential property value

Hundred of Wisbech IDB
See item 6 above

Conington & Holme IDB
See item 9 above

Client comment (Conington & Holme IDB):

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

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

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

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

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

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

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

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

Other Matters

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

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

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

Yours sincerely,

Whitings LLP

Whitings LLP

B.362 Defra IDB1 Returns

Miss McShane referred to the completed IDB1 form for 2020/2021 which the Board noted and approved, viz:

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 £.

NEEDHAM & LADDUS INTERNAL DRAINAGE BOARD

Section A – Financial information

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

Information requested below is essential in calculating future formula spending share. It is not covered elsewhere on this form or by the external auditor's certificate.

Special levies information for financial year 2021-22 (forecast)	
Name of local authority	**2021-22 forecast £**
1. FENLAND DISTRICT COUNCIL	3,925
2. KINGS LYNN & WEST NORFOLK DISTRICT COUNCIL	23,718
3.	
4.	
5.	
6.	
7.	
8.	
Total	27,643

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		20,334
2. Special Levies		27,537
3. Higher Land Water Contributions from the Environment Agency		0
4. Contributions received from developers/other beneficiaries		0
5. Government Grants (includes capital grants from EA and levy contributions)		0
6. PSCAs from EA and other RMAs		0
7. Loans		0
8. Rechargeable Works		0
9. Interest and Investment Income		286
10. Rents and Acknowledgements		0
11. Other Income		150
Total income		**48,307**
EXPENDITURE		
12. New Works and Improvement Works		9,739
13. Total precept to the Environment Agency		6,463
14. Watercourse maintenance		17,796
15. Pumping Stations, Sluices and Water level control structures		0
16. Administration		9,754
17. PSCAs		0
18. Rechargeable Works		0
19. Finance Charges		0
20. SSSIs		0
21. IDB Biodiversity and conservation (other than item 20 expenditure)		465
22. Other Expenditure		296
Total expenditure		**44,513**

EXCEPTIONAL ITEMS		
23. Profits/(losses) arising from the disposal of fixed assets		0
Net Operating Surplus/(Deficit) for the year		**3,794**
24. Developers Funds income not applied in year		46,522
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)?............................ 20/04/2021

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?

28

How many pumping stations does the Board operate?

0

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

0

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?	19
Seats available to appointed members under the Land Drainage Act 1991.	13
Number of elected members on the board at year end.	12
Number of appointed members on the board at year end.	7
Mean average number of elected members in attendance at each board meeting over the last financial year.	6
Mean average number of appointed members in attendance at each board meeting over the last financial year.	4

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

NEEDHAM & LADDUS INTERNAL DRAINAGE BOARD

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

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

B.363 Budgeting

Miss McShane referred to the budget comparison of the forecast out-turn and the actual out-turn for the financial year ending 31st March 2022, viz:

NEEDHAM AND LADDUS INTERNAL DRAINAGE BOARD
BUDGET 2023/2023

	Approved budget 2021/2022 £	Actual 2021/2022 £	Budget 2022/2023 £
1 Insurances	300	351	375
2 Repairs and renewals	100	0	100
3 District Officer's fee	1,660	1,699	1,800
4 Drainworks (including Environmental measures)	20,250	25,303 [A]	24,500 [B]
5 Administration charge, Health and Safety contract, Audit fee, printing, stationery, advertising, Association of Drainage Authorities subscriptions etc	10,000	9,603	10,000
6 Environment Agency Precept	6,463	6,463	6,592
7 Futur works funding	10,975	10,975	10,975 [C]
8 Improvement works	230,000	76,803 [D]	152,000 [E]
	279,748	131,197	206,342
LESS Deposit Accounts interest	231,847	78,719	153,950 [F]
	47,901	52,478	52,392

Remarks

A -	Slubbing	10,000
	Flail mowing/weed bucket/spraying	6,927
	Works at Dodds Stile	1,075
	Contribution - Env. Officer	468
	Drainworks/Planning fees/misc	2,726
		21,195
B -	Slubbing (including emergency)	10,625
	Flail mowing	6,900
	Spraying	800
	Contribution - Env. Officer	475
	Drainworks/Planning fees/misc	3,200
	Culvert at Point 10-11	2,500
		24,500
C -	Provision for Future works programme	
D -	Scheme developmemnt costs and replace culvrt at Point 2	
E -	Provision for culvert replacement at point 1	142,000
	Provision to replace structure at Point 2	10,000
F -	Includes Grant-in-aid (culvert Point 1)	130,850
	Future Works Fund - culvert at Point 1	11,150
	Future Works Fund - replace structure Pt 2	10,000

Actual General Fund

		Approved budget 2021/2022 £	Actual 2021/2022 £	Budget 2022/2023 £	
Opening Balance -		47,774	47,774	43,188	
Rate Raised -	8.00p	47,901	47,891	52,392	0.0875
Net Expenditure		47,901	52,478	52,392	
Use of balances		0	0	0	
Closing Balance		47,774	43,188	43,188	

Fund balances at 31st March 2022

Development charges fund	35,993
Commutation fund	10,175
Future works fund	31,259

B.364 Review of Internal Controls and appointment of Internal Auditor.

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

Miss McShane advised that due COVID-19 challenges the current Internal Auditor, Whiting & Partners, had been approached and asked and had agreed to extend their contract beyond the originally agreed three-year term (under the original contractual terms). It was also noted that going forward auditors be invited to tender for a five-year term, the principle being that this gave both parties certainty over a longer period. For the Boards this meant that the investment in time in getting a new auditor up to speed represented better value.

RESOLVED

That the Board approve a further one-year extension of the appointment of Whiting & Partners as Internal Auditor and to support the proposal for a five-year contract to be tendered thereafter.

B.365 Risk Management Assessment

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

B.366 Exercise of Public Rights

The Clerk 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.367 Annual Governance Statement – 2021/2022

The Board considered and approved the Annual Governance Statement for the year ending on the 31st March 2022, viz:

Section 1 – Annual Governance Statement 2021/22

We acknowledge as the members of:

NEEDHAM & LADDUS 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 2022, 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.*
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A	*has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.*

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

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

DD/MM/YY

and recorded as minute reference:

MINUTE REFERENCE

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

Chairman SIGNATURE REQUIRED

Clerk SIGNATURE REQUIRED

WWW.MIDDLELEVEL.GOV.UK

RESOLVED

That the Chairman be authorised to sign the Annual Governance Statement, on behalf of the Board, for the financial year ending 31st March 2022.

B.368 Payments

The Board considered and approved payments amounting to £144,668.41 which had been made during the financial year 2022/2022, viz:

NEEDHAM & LADDUS INTERNAL DRAINAGE BOARD

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

Middle Level Commissioners - Administration charge, postages, telephone charges, stationery and Health and Safety contract	5,579.33
Middle Level Commisssioners - Fees (Weed control and drain maintenance 2021, works in connection with culvert replacements and outfall replacement, planning and development applications)	11,442.30
Middle Level Commissioners - Bank revetment at The Cottons, Upwell	166.82
Middle Level Commissioners - Land registry charges (Account from Land Registry)	6.00
Environment Agency - Precept	3,231.29
Association of Drainage Authorities - Subscription 2021-2022	678.00
Fen Group - Supply of 1.35 metre drainage pipes for culvert replacement at points 1 and 2, application to Anglian Water and BT	26,409.06
Harrison Agricultural Contracting Ltd - Flailmowing	122.40
Upwell IDB - Rates refund	1,717.48
Middle Level Commissioners - Administration charge, postages and telephone charges	4,263.92
Middle Level Commissioners - Advertising of environmental impact assessment notices (Account from Archant)	213.34
Middle Level Commissioners - Renewal of insurances	351.21
Middle Level Commisssioners - Fees (Production of Board report, work in connection with culvert replacements, planning and development applications)	7,947.23
PKF Littlejohn LLP - Audit fee (2020-2021 accounts)	240.00
Environment Agency - Precept	3,231.29
Davies Contracting Ltd - Drain maintenance	10,500.00
Bank charges	3.00
Middle Level Commissioners - Internal audit fees (Whiting and Partners 2020/2021)	558.00
Middle Level Commisssioners - Fees (Work in connection with culvert replacements, planning and development applications)	1,275.60
Davies Contracting Ltd - Drain maintenance	1,289.40
Fen Group - Work in connection with culvert replacements	55,346.23
M E Fenn & Son - District Officer's fee (2021-2022)	1,699.00
Information Commissioner - Data Protection Registration renewal	40.00
Association of Drainage Authorities (River Great Ouse branch) - Subscription 2021-2022	30.00
Middle Level Commissioners - Contribution (Conservation Officer)	467.50
Middle Level Commissioners - Health and Safety re-charges for 2021-2022	240.00
Middle Level Commissioners - Fees (Culvert replacement works at Point 2, planning & development applications)	1,996.80
Middle Level Commissioners - Fees for Land Registry search	6.00
Middle Level Commissioners - Administration charge, postages, telephone charges, stationery and Health and Safety contract	5,426.29
Middle Level Commissioners - Discharge consent application fee	190.92
	144,668.41

(NB - Amounts shown include Value Added Tax)

A query was raised about the Upwell IDB Rates refund.

(NB) –Councillor Sutton declared interests (as a Member of the Middle Level Board) and Mr J Fenn (as an employee of the Middle Level Commissioners) in the payments made to the Middle Level Commissioners.

B.369 Annual Accounts of the Board – 2021/2022

The Board considered and approved the Annual Accounts and bank reconciliation for the year ended on the 31st March 2022 as required in the Audit Regulations, viz:

NEEDHAM AND LADDUS INTERNAL DRAINAGE BOARD
ACCOUNTS FOR THE YEAR ENDED 31st MARCH 2022

GENERAL FUND

2022				2021		
Mar-31	Expenditure during the year			Apr-01	Balance brought forward	47,774.32
	Precept		6,462.58	2022		
	Insurances	351.21		Mar-31	Rate income & Special levies	47,891.48
	Contractors charges	1,699.00			Interest on Deposit Accounts	40.94
	Drainworks	25,303.04			Development Charges Account	1,825.00
	Administration charge, Audit fee,				Consents	50.00
	printing, stationery, advertising etc	9,602.68	36,955.93			
	Improvement Works - Culvert replacements		76,803.19		Future Works Fund - Culvert replacements	5,760.24
	Future Works Fund - Rates raised 2021-2022		10,975.00		Grant-in-aid	80,051.53
	Future Works Fund - Grant-in-aid 2020/2021		9,008.58			
	Balance carried forward		43,188.23			
			183,393.51			183,393.51

BALANCE SHEET

Revenue Section

Liabilities			Assets			
	General Fund	43,188.23		Ratepayers - Arrears		1744.42
	Development Charges Account	35,993.40		Value added Tax - Refunds due		1,310.57
	Commutation Fund			Sundry Debtors		0.00
	(Rookery Farm Drain)	10,175.22		Grant-in-aid		66.60
	Future Works Fund	31,258.97		Balance in hand:-		
	Sundry Creditors	15,322.47		Treasurer's Account	131,838.91	
				National Savings Account	977.79	132,816.70
		135,938.29				135,938.29

Needham & Laddus Internal Drainage Board

Treasurers Account 2021/2022

1st April 2021 Balance brought forward		126,889.46	31st March 2022 Payments made during the year	144,668.41
31st March 2022 Receipts during the year				
Clerk's collection account	149,522.58			
Interest on deposit accounts	95.28	149,617.86	Balance carried forward	131,838.91
		276,507.32		**276,507.32**

National Savings Account 2020/2021

1st April 2021 Balance brought forward	977.69	31st March 2022 Payments made during the year	0.00
31st March 2022 Interest on deposit accounts	0.10	Balance carried forward	977.79
	977.79		**977.79**

Summary of Bank Reconciliations as at 31st March 2022

Barclays Bank PLc

Clients Premium Account

Balance per Statement as at 31st March 2022	131,838.91
Less unpresented cheques	0.00
Add outstanding lodgements	0.00
Balance per Trial Balance	**131,838.91**

Cash balances as at 31st March 2022

Barclays Bank PLc	
Clients Premium Account	**131,838.91**
National Savings	
Investment Account per passbook	**977.79**
Total reconciled cash balances per accounts	**132,816.70**

Section 2 – Accounting Statements 2021/22 for

NEEDHAM & LADDUS INTERNAL DRAINAGE BOARD

	Year ending 31 March 2021 £	31 March 2022 £	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	107,523	111,317	*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	47,871	47,891	*Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.*
3. (+) Total other receipts	436	81,788	*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	44,513	120,380	*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	111,317	120,616	*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	127,867	132,817	*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	0	0	*The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.*
10. Total borrowings	0	0	*The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).*

11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	N/A	*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 2022 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

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

SIGNATURE REQUIRED

Date DD/MM/YY 7th APRIL 2022

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

DD/MM/YY

as recorded in minute reference:

MINUTE REFERENCE

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

SIGNATURE REQUIRED

Needham & Laddus IDB
Reconciliation between statement of accounts and Annual Return

Financial year ended 31st March 2022

					Per Annual Return
Line 1	**Balances brought forward**				
	General Fund		47,774.32		
	Development charges account		36,355.27		
	Commutation fund		10,166.51		
	Asset replacement Fund		17,021.05		
				111,317.15	**111,317**
Line 2	**Rates and Special Levies**				
	Agricultural rates		20,128.24		
	Contribution Needham Bank		130.00		
	Special Levies		27,643.00		
	Penalty		0.00		
	Costs		0.00		
	Write-off		-9.76		
				47,891.48	**47,891**
Line 3	**Total other receipts**				
	Interest				
		General fund	40.94		
		Development charges account	31.15		
		Commutation fund	8.71		
		Future works account	14.58		
	Grant in Aid		80,051.53		
	Consents		50.00		
	Discharge contributions		1,591.08		
	Write back of provisions		0.00		
				81,787.99	**81,788**
Line 4	**Staff costs**				
	Wages/salaries		0.00		
	National insurance contributions		0.00		
	Pension costs		0.00		
	Travelling expenses		0.00		
				0.00	**0**
Line 5	**Loan repayments**				
	PWLB - Principal		0.00		
	PWLB - Interest		0.00		
				0.00	**0**

Needham & Laddus IDB
Reconciliation between statement of accounts and Annual Return

Financial year ended 31st March 2022

				Per Annual Return
Line 6	**All other payments**			
	Precept	6,462.58		
	Rates, insurances, telephones	351.21		
	Drainworks	25,303.04		
	Contractors charges	1,699.00		
	Administration	9,602.68		
	Development charges fees	159.10		
	Improvement works	76,803.19		
			120,380.80	**120,380**
Line 7	**Balances carried forward**			
	General Fund	43,188.23		
	Development charges account	35,993.40		
	Commutation fund	10,175.22		
	Future works account	31,258.97		
			120,615.82	**120,616**

Reconciliation
Line 1 + Line 2 + Line 3 - Line 4 - Line 5 - Line 6 120,615.82

RESOLVED

That the Chairman be authorised to sign the Annual Return, on behalf of the Board, for the financial year ending 31st March 2022.

B.370 Expenditure estimates and special levy and drainage rate requirements 2022/2023

The Board considered estimates of expenditure and proposals for special levy and drainage rates in respect of the financial year 2022/2023 and were informed by Miss McShane that under the Land Drainage Act 1991 the proportions of their net expenditure to be met by drainage rates on agricultural hereditaments and by special levy on local billing authorities would be respectively 42.13% and 57.87%, viz:

NEEDHAM AND LADDUS INTERNAL DRAINAGE BOARD
BUDGET 2023/2023

	Approved budget 2021/2022 £	Actual 2021/2022 £	Budget 2022/2023 £
1 Insurances	300	351	375
2 Repairs and renewals	100	0	100
3 District Officer's fee	1,660	1,699	1,800
4 Drainworks (including Environmental measures)	20,250	25,303 [A]	24,500 [B]
5 Administration charge, Health and Safety contract, Audit fee, printing, stationery, advertising, Association of Drainage Authorities subscriptions etc	10,000	9,603	10,000
6 Environment Agency Precept	6,463	6,463	6,592
7 Futur works funding	10,975	10,975	10,975 [C]
8 Improvement works	230,000	76,803 [D]	152,000 [E]
	279,748	131,197	206,342
LESS Deposit Accounts interest	231,847	78,719	153,950 [F]
	47,901	52,478	52,392

Remarks

A -	Slubbing	10,000
	Flail mowing/weed bucket/spraying	6,927
	Works at Dodds Stile	1,075
	Contribution - Env. Officer	468
	Drainworks/Planning fees/misc	2,726
		21,195
B -	Slubbing (including emergency)	10,625
	Flail mowing	6,900
	Spraying	800
	Contribution - Env. Officer	475
	Drainworks/Planning fees/misc	3,200
	Culvert at Point 10-11	2,500
		24,500
C -	Provision for Future works programme	
D -	Scheme developmemnt costs and replace culvrt at Point 2	
E -	Provision for culvert replacement at point 1	142,000
	Provision to replace structure at Point 2	10,000
F -	Includes Grant-in-aid (culvert Point 1)	130,850
	Future Works Fund - culvert at Point 1	11,150
	Future Works Fund - replace structure Pt 2	10,000

Actual General Fund					
Opening Balance -		47,774	47,774	43,188	
Rate Raised -	8.00p	47,901	47,891	52,392	0.0875
Net Expenditure		47,901	52,478	52,392	
Use of balances		0	0	0	
Closing Balance		47,774	43,188	43,188	

Fund balances at 31st March 2022

Development charges fund	35,993
Commutation fund	10,175
Future works fund	31,259

Needham and Laddus 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 Commissioners must be borne for 2022/2023 is:-

a) Proportion to be borne by the Agricultural Sector – 42.13%

b) Proportion to be borne by Special levies issued to Councils:-

Borough of Kings Lynn & Norfolk –	49.65%	
Fenland District Council –	8.22%	
		57.87%

The product of a rate of 1p in the £ on Agricultural land and buildings is £2,516.

In 2022/2023 a rate of 1p together with corresponding Special levies and contributions would raise £5,988

Revenue balance in hand on 31st March 2022 - £43,188

The estimated net expenditure of £52,392 in 2022/2023, which includes provision for the replacement of the gravity outfall (Point 1) and culvert (Point 2) is equivalent to:-

a) a rate in the £ on Agricultural land and buildings of 8.75p

b) a Special levy on the Borough Council of Kings Lynn and West Norfolk of £25,941 and

c) a Special levy on Fenland District Council of £4,293

d) contributions from Hundred of Wisbech IDB of £142

In 2021/2022 an equivalent rate of 8.00p in the £ was raised together with a Special levy of £3,925 on Fenland District Council and £23,718 on the Borough Council of Kings Lynn and West Norfolk, and contributions from Hundred of Wisbech IDB of £130.

D C THOMAS

Clerk to the Board

April 2022

RESOLVED

i) That the estimates be approved.

ii) That a total sum of £52,392 be raised by drainage rates and special levy and by way of contribution from Hundred of Wisbech IDB.

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 and contribution from Hundred of Wisbech IDB are £25,941, £4,293 and £142.00 respectively.

iv) That a rate of 8.75p in the £ be laid and assessed on Agricultural hereditaments in the District.

v) a) That a Special levy of £25,941 be made and issued to the Borough Council of Kings Lynn and West Norfolk for the purpose of meeting such expenditure.

b) That a Special levy of £4,293 be made and issued to Fenland District Council for the purpose of meeting such expenditure.

c) That a contribution of £142.00 be made by Hundred of Wisbech IDB in respect of the Friday Bridge outfall.

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

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

(NB) – Councillor Crofts declared an interest as a member of the Borough Council of Kings Lynn and West Norfolk.

B.371 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.372 Date of next Meeting

RESOLVED

That next Meeting of the Board be held on Tuesday the 18th April 2023 at 7pm at the Crown Lodge Hotel.

B.373 Any Other Business

i) The Vice-Chairman reported that Anglian Water pipeline to Essex would cross several farms in the District. The Consulting Engineer at the Middle Level Commissioners had been supplied with a plan showing the route of the pipeline.

ii) The Board requested that a letter of support be sent to the Parish Council concerning the right of way which had been obstructed. The Board wished to support the Parish Council in keeping the right of way open.

………………………………………………..
Chairman
18th April 2023