RAMSEY FIRST (HOLLOW) INTERNAL DRAINAGE BOARD

At a Meeting of the Ramsey First (Hollow) Internal Drainage Board
held at Ramsey Golf Club on Thursday 23rd June 2022

PRESENT

D Caton (Chairman)	C C Armstrong (District Officer)
A C Roberts (Vice-Chairman)	S E Johnson Esq
D E Stokes Esq	E Stokes Esq

Miss Samantha Ablett (representing the Clerk to the Board) and Mr Morgan Lakey (representing the Consulting Engineers) were in attendance.

The Chairman enquired whether ALL Board members were happy for the meeting to be recorded. All members were in agreement.

Mr E Stokes was welcomed to the Board as this was his first meeting.

Apologies for absence

Apologies for absence were received from J C Armstrong Esq, T Caton Esq, T Noble Esq, B Rignall Esq and M Smalley Esq.

B.958 Declarations of Interest

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

The District Officer declared interests in minute nos. B.973 & B.988.

B.959 Confirmation of Minutes

RESOLVED

That the Minutes of the Meeting of the Board held on the 24th June 2021 are recorded correctly and that they be confirmed and signed.

B.960 Appointment of Chairman

RESOLVED

That D J Caton Esq be re-appointed Chairman of the Board.

B.961 Appointment of Vice Chairman

RESOLVED

That A C Roberts Esq be re-appointed Vice Chairman of the Board.

B.962 Appointment of District Officer

RESOLVED

That C C Armstrong Esq be re-appointed as District Officer to the Board

B.963 Appointment of Clerk

RESOLVED

That the Middle Level Commissioners be re-appointed as Clerk to the Board

B.964 Clerk’s Fee

The Board gave consideration to the Clerk’s fee for 2022/2023.

Miss Ablett reported that it was possible, following changes and additional savings, to keep the fee the same for 2022/2023

RESOLVED

That there be no increase in the fee paid to the Clerk for the year 2022/2023.

B.965 Board Membership

Miss Ablett reported that both Messrs Edward Stokes and Michael Smalley had accepted the invitation to become Members of the Board.

B.966 Battery Charger for Pumping Station

Further to minute B.928 the Chairman reported that the Board had not experienced any problems with the electricity supply or the batteries on the pump so he considered this item could be removed from the agenda going forward.

B.967 Warboys Landfill Site

Further to minute B.929 Miss Ablett reported the Consulting Engineer had confirmed there was nothing further to report.

She referred to Planning Engineer’s report and his comment relating to an enquiry received in January 2022, from Stopford Limited for an energy from waste installation, regarding flood risk. She advised the Engineer had responded to Stopford Limited and they had been encouraged to use one of the pre-paid services offered by the Middle Level Commissioners, but an instruction had not yet been received.

Miss Ablett further advised that even if the applicant did not enter into a pre-application with the Commissioners this did not mean the matter was not progressing and she enquired whether Members considered any action was required.

It was agreed that the Planning Engineer should contact Stopford Limited to make enquiries regarding the current position and of their future plans and for him to report to both the Chairman and Vice Chairman so they can take any necessary action.

RESOLVED

That the Planning Engineer writes to Stopford Limited to make enquiries regarding the current position and of their future plans and for him to report to both the Chairman and Vice Chairman so they can instigate any action considered necessary.

B.968 Contravention of byelaws

Further to minute B.930 Miss Ablett advised that a letter had been sent to the occupier of the bungalow, Froghill Farm, Ramsey Hollow, together with a copy of the Board’s byelaws, making them aware of the byelaws.

B.969 Clerk's Report

Miss Ablett advised: -

i) COVID-19 Actions

That the majority of control measures have been removed now and normal office working has resumed (with the exception of trialling a degree of flexible working, which has been shown to be effective following the previous periods of enforced home working). Impacts now are largely confined to the high rates of COVID-19 illness cases in the UK.

ii) Middle Level Commissioners and Administered Boards Chairs Meeting

That an eighth Chair’s Meeting was held on the 12^{th} April 2022.

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

It was recorded that there had been a number of MLC staff changes over the period. These included the retirement of Deb Watts, Katie Hunt and Malcolm Downes. Also, Sarah Lemmon and Richard Lloyd had handed in their notice. New members of staff replacing them and linked with some restructuring of the finances and admin departments were Dave Bantoft (M&E Engineer), Sarah Bowd (Accounts Assistant), Polly Tombleson (PA Secretarial) and Claire Collings (Secretarial).

It was reported that following the successful telemetry grant bit for Local Levy £125K in grant had been secured and consequently an order had been placed for in excess of 45 new telemetry outstations. The MLC have tested the new system with the six stations they commissioned and were satisfied with its operation.

Training for Board members was covered and it was noted that ADA provide online training videos. Various methods for delivering these and recording attendance was discussed and it was finally resolved that the best way forward would be to ask all members to watch one or two videos a year and to record when they had been viewed. A record of who had watched which video would be retained and this information recorded at Board meetings and used to support DEFRA IDB1 returns.

A proposal to move from time charges to lump sum annual fees for planning and consenting matters was discussed and it was agreed that a proposal to move to this more efficient and effective way of working would be put to each Board. For similar reasons it was resolved that a proposal should be put forward which would reduce the scale of content reported to Boards under planning matters.

Inflationary pressures were touched upon and it was recognised that if this continues there will be pressure placed upon Boards to raise their rates more than has occurred in recent years. It was also recognised that along with these inflationary pressures there were increasing demands (with legal backing) evolving in relation to environmental gains and Boards should be aware of the costs of delivering on these. Examples are the government's commitment to protect 30% of all land by 2030 for the environment and of the Doubling Nature initiative in Cambridgeshire.

An update on work in relation to climate change and carbon reduction was given. Work currently in hand comprises of production of a carbon baseline for the MLC. Once complete the scale of the challenge to target carbon neutrality will be known and work will be undertaken to identify possible opportunities for reduction and mitigation, prior to production of a policy statement. During these next stages it is expected that Boards associated with the MLC will be similarly assessed and plan proposals made for them.

iii) Association of Drainage Authorities

a) Annual Conference

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

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

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

Topics covered included the challenges of climate change and the need to step up to the plate in delivering on the aim to achieve a net zero target as soon as possible, the importance of partnership working and the importance of agriculture in feeding the nation. The latter included the need to better educate the population, who clearly desire to move forward on delivering climate change and ecological objectives, but do not fully appreciate the role of agriculture, its real impacts or even properly understood where and how food is sourced. One example given that challenged a common assumption that agriculture was bad for the environment was that recent monitoring of CO^2 release had shown that a well irrigated peat field of onions released less CO^2 than adjacent dry grassland.

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

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

b) <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 pleased 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.

iv) Updating IDB Byelaws

Further to minute B.855, ADA have 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) Smart Level System/District Wide Telemetry Bid

There is currently Grant in Aid available covering 50% of the total cost should the Board choose to proceed this year. The cost to the Board (after grant) would be approximately £2.5K and would include supply, installation, configuration and five years of data and hosting. The new system is being installed in the majority of pumping stations in the MLC catchment and is web-based giving access to those with login privileges to information such as water levels, pump states (running or stopped) and pump failure. Text alarms can be generated for high or low water level and pump failure and pump running and level history can be interrogated.

Miss Ablett advised the anticipated cost of the telemetry would equate to a 1p rate or could be funded from the pump replacement fund.

RESOLVED

That the installation of telemetry at the Board's pumping station be approved and funded from the pump replacement fund.

vii) 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.

viii) 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.

ix) Planning and Consenting Fees

Proposed changes to planning and consenting service supply charging

Two changes are proposed. The current arrangements and the proposed changes are outlined below.

1. The current arrangements for charging for Technical Services advice and support, for planning and consenting matters, is based upon a direct cost recovery arrangement. To achieve this all time spent on every item of work undertaken has to be logged and recorded in detail. This information is then pulled together and invoices prepared and checked before being passed to the Board Chairs for sign-off. This requires a considerable amount of time and effort and this time is of course included in the eventual fees paid. It is considered that a more efficient model would be to mirror the one used for charging for Clerking services which is based upon a lump sum annual fee. This has a number of advantages. It reduces internal workload which in turn releases time to carry out productive work. It also allows Boards to budget for the fees knowing at the time of rate setting what the annual fees will be.

   To ensure that a fair assessment is made it is suggested that the last five years of fees are looked at and an average taken. If there is clearly one or two years where one or two planning matters have impacted heavily upon the figures then an appropriate adjustment will be made. The final fee will be converted into a fraction of the costs of overall cost of supplying planning and consenting services for all Boards including the MLC and this percentage will become fixed until such time that a review is called for.

   In addition, we will still actively encourage developers and their agents to enter into Pre/Post application contracts. This will help keep the overall planning costs to a minimum. We will also be looking to move more and more to lump sum charges for developers for the same reasons outlined above, i.e., to reduce internal administration work and costs where possible.

It is not proposed that this change will extend to other Technical Services work, such as surveys, catchment analysis, and refurbishment/replacement/improvement scheme work or associated advice which will continue to be logged and charged on a “hours spent” basis.

RESOLVED

That a lump sum fee arrangement be agreed in principle, but figures to be presented to the Board at their June 2023 meeting.

2. Many members have noted that the reporting in relation to planning application comments and responses is comprehensive. Again, it often takes many hours to produce such detailed reports for which the Board is charged. This time could be spent in dealing with and taking action on planning and consenting matters. There is also the issue of the potential time lapse between any planning/byelaw issue raising its head and the meeting of the Board. It is of course normally advantageous to take action as soon as possible after any issue had become apparent. It is therefore proposed that going forward the Board nominate who they wish to be copied in on all planning correspondence, for example the Chair and Vice-Chair. They will then be able to liaise with the Planning Engineer if they wish to and will be conversant with discussions being undertaken. The Board may also wish to delegate decision making for initial actions for bylaw infringements to the Board nominee/s.

   To ensure that the Board is consulted on the most important matters it is proposed that when it is wished for a matter to be raised within the Board report then a request from the Chair can be made and a detailed report would follow. This would normally be the case where significant costs might be associated with enforcement, including perhaps incurring legal fees or where an unusually large or significant development is proposed.

   Should the above change be agreed to, then going forward the Engineer’s report will provide a list of all planning applications of interest to the Board and consents applied for/approved but unless requested by the Chair no detail will be provided.

RESOLVED

That no further detail be reported on individual planning matters in the Consulting Engineers Report unless requested by the Chairman or Vice-Charman.

x) Anglia Farmers

Miss Ablett reported that following the last meeting of each Board/Commissioners the Anglia Farmers electricity contract was renewed in October 2021 for a shorter period of 6 months to 31st March 2022 and this was due to the volatile energy market at the time. As there remains an enormous amount of volatility and uncertainty surrounding energy prices and as competition is very limited, it was decided that the Commissioners and Boards should remain within the Anglia Farmers buying group at the moment as there is likely to be little scope for us to negotiate better deals. The Clerk will also report a new contract has been signed for a 12-month period to 31st March 2023 with EDF Energy through Anglian Farmers.

The Anglia Farmers Energy team does not have to commit to buying energy for years ahead at the current price levels and the flexible contract that they have to buy energy from 1st April 2022 allows them to risk manage the portfolio for their Members, which means they will be well positioned to take advantage of any energy market normalisation ahead. When market conditions have settled down/normalised the Board/Commissioners will be asked whether they wish to remain with Anglia Farmers. But this may not be for several years based upon current market assessments.

xi) Fens Biosphere

Miss Ablett reported 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.

B.970 Low points on the Bury Brook

Further to minute B.932 the Chairman reported that following the requested inspection of Bury Brook and having spoken with the Consulting Engineer he had been advised that it was an Environment Agency asset even though it was within the Board's District. He added this was therefore not the responsibility of the Board.

Mr Lakey advised the bank had been surveyed and a low point had been identified and although not considerably low, it was obviously low enough for it to over top and any works could lead to a knock-on effect further upstream.

Mr Stokes advised the size of culverts along that stretch of drain prevented the water from getting to the pump quickly and added that the Board had previously discussed installing larger pipes at several of the culverts to enable the water to flow more quickly.

Mr Lakey reported that Mr Stokes and Mr J Armstrong were going to contact him with the size of pipes required, for which the Board were going to pay.

The Vice Chairman advised that the culverts were fairly large and doubling them up would make a lot of difference. Mr Lakey advised that larger pipes would be a better option to doubling up.

Members advised that Mr Peter Horsford had applied for a culvert to be installed near Point 60, which if consented would cause problems for the Board if it was smaller than the proposed replacements.

The members discussed which culverts would need to be made bigger.
Miss Ablett advised the Board may be able to apply for GIA for drain improvements considering the number of anticipated culverts that may need to be enlarged.

Members considered the Board should inspect the drain between points 60 and 71 to ascertain what improvements would be necessary and agreed this should take place on Tuesday 28th June at 8am and for members to meet at Point 70, with the Consulting Engineer in attendance.

Mr Lakey advised he would liaise with the Civil Engineer to discuss whether GIA funding was available for improvements to drains and culverts, before the inspection on 28th June.

RESOLVED

That an inspection is made on Tuesday 28th June, with the Consulting Engineer in attendance to discuss improvements to the drain and culverts between points 71 and 60, the costs involved and GIA available.

The Consulting Engineer to liaise with the Civil Engineer to discuss whether GIA funding was available for improvements to drains and culverts, before the inspection on 28th June.

B.971 Consulting Engineers' Report, including planning and consenting matters

The Board considered the supplementary Report of the Consulting Engineers, viz;

Ramsey First (Hollow) I.D.B.

Consulting Engineers Report – June 2022

Weed Control and Drain Maintenance

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

Previously approved machine cleansing works along Ash drain, were completed during last winter. The works required the Board's water levels to be lowered significantly, to afford the machine driver visibility of old bank toe piles etc, to carry out the de-silting works. The lowered levels revealed significant quantities of silt and aquatic weed along the drain that required removing in order to improve future water conveyance to the pump. The siltation/weed mass was considerably more than would have normally been anticipated. Machine cleansing progress was slow, with considerable quantities of material being spread onto the adjacent arable fields. The opportunity was also taken to remove the remnants of the clay dam left behind some years ago from the pumping station improvement works while the contractor's long reach excavator was on site. It is envisaged the clay material will be utilised later in the summer as part of the Middle Level Commissioners' bank raising scheme works along the adjacent Forty Foot bank, negating further transport and disposal costs to the Board.

Large accumulations of silt and aquatic weed, exposed during the winter pump down for machine cleansing works on Ash Drain

Remainder of the clay dam removed upstream from the Pump attendant's property

A recent joint inspection of the Board's district drains has been undertaken with the District Officer, revealing that the majority of the drains remain in a satisfactory condition and are being maintained to a good standard.

The inspection highlighted sporadic stands of reed and emergent aquatic vegetation in Meggs Drove, Wistow Fen and the spur drains along the main pump drain. It is recommended the affected reaches are included in this year's proposed herbicide programme and a subsequent late summer inspection is carried out to identfy potential machine cleansing that may be required. 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.

Wistow Fen, reach 51-52

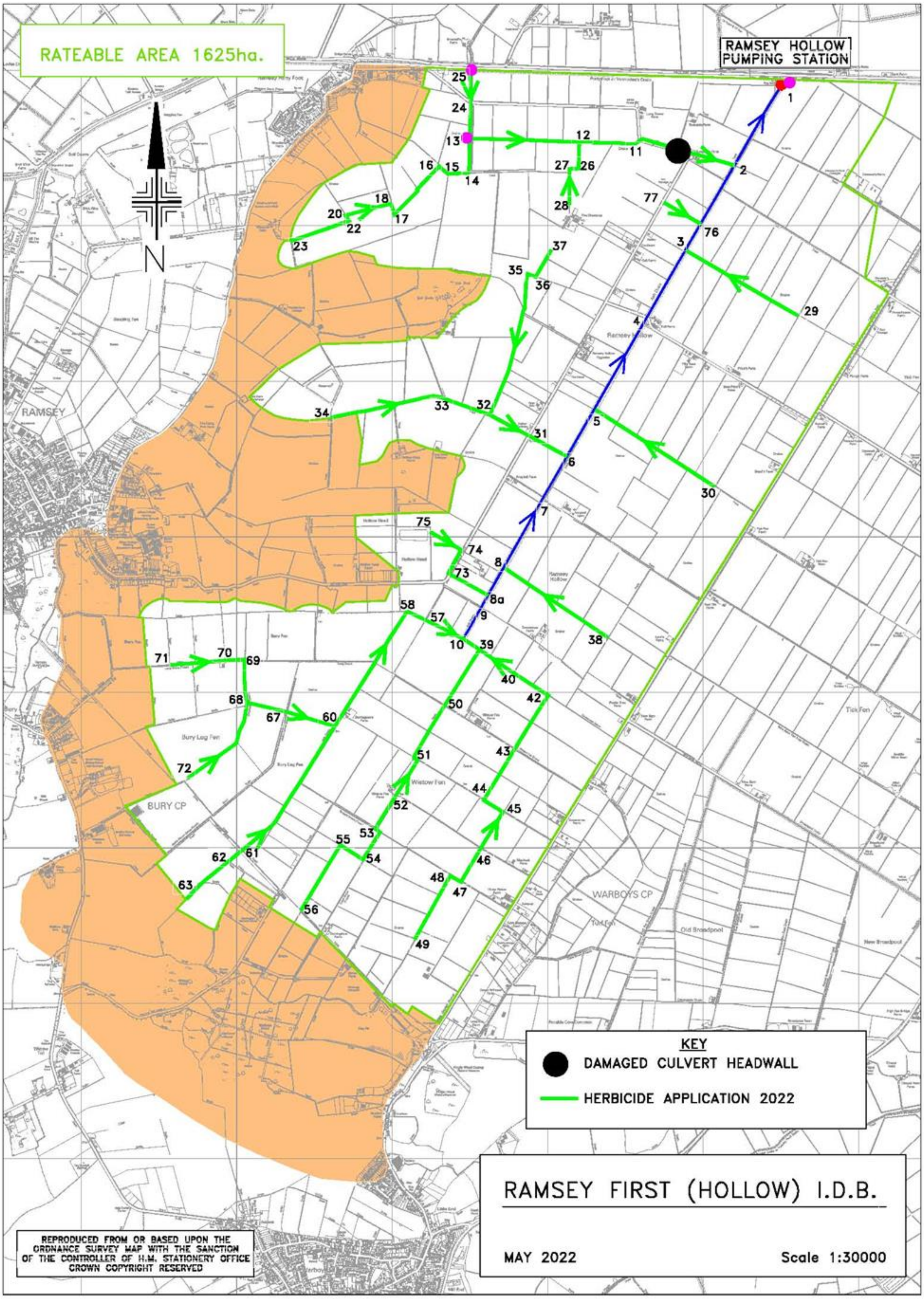
Deteriorating headwall, reach 2-11

It was also noted during the inspection that the culvert headwall on Long Drove, reach 2-11, has become unstable and if it deteriorates any further the drain and culvert would become blocked. **The Board may wish to take this opportunity to discuss how they wish to deal with this matter.**

A sum has been included within the estimate to allow for drains that fall within this year's proposed machine cleansing programme, and any others that require a Roundup application to control aquatic weed growth to be treated later in the growing season.

Messrs Ashman have indicated that they are available to undertake the Board's flail mowing requirements again this year. Flail mowing in advance of the machine cleansing works will be required to afford the machine operator optimum visibility to undertake the cleansing work. A sum for flail mowing both of the aforementioned reaches has been included within the Board's estimated costs.

A provisional sum has been included within the estimated costs for any emergency machine cleansing, cott removal or culvert clearance works that may be required later in the year


RATEABLE AREA 1625ha.
RAMSEY HOLLOW PUMPING STATION
N
KEY
DAMAGED CULVERT HEADWALL
HERBICIDE APPLICATION 2022
RAMSEY FIRST (HOLLOW) I.D.B.
MAY 2022
Scale 1:30000
REPRODUCED FROM OR BASED UPON THE ORDNANCE SURVEY MAP WITH THE SANCTION OF THE CONTROLLER OF H.M. STATIONERY OFFICE CROWN COPYRIGHT RESERVED
RAMSEY
BURY CP
WARBOYS CP
Bury Leg Fen
Wistow Fen
Old Broadpool
New Broadpool

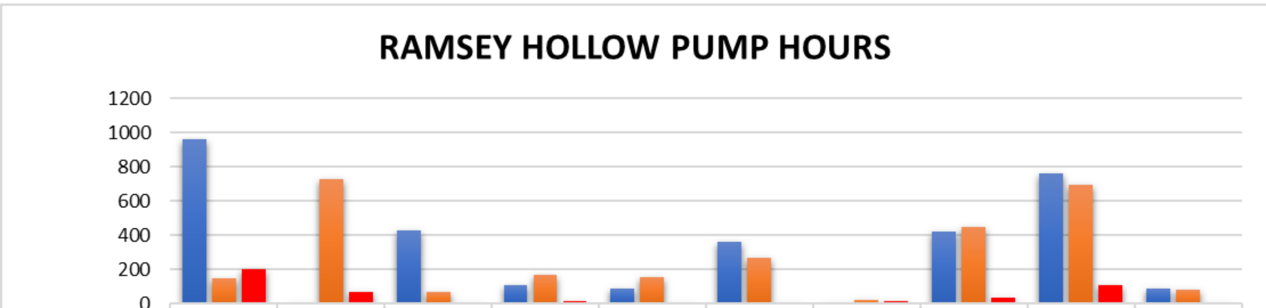
The estimated cost of this year's recommended Weed Control and Drain Maintenance works follows, please refer to the previous plan for locations. An additional allowance has also been included in the estimates in anticipation of an increase in contractor's rates this year, due to general economic uncertainties with the inflation rate and the current rise in fuel costs.

1	Allow sum for Roundup herbicide application where required throughout the district	Item Sum	850.00
2	Allow sum for Machine cleansing and any Weed / cott removal	Item Sum	6000.00
3	Allow for flail mowing in advance of machine cleansing	Item Sum	3000.00
4	**Provisional Item** Allow for emergency machine cleansing, cott removal or culvert clearance works	Item Sum	2000.00
5	Fees for inspection, preparation and submission of report to the Board, arrangement of herbicide treatments and machine cleansing works	Item Sum	1000.00
		TOTAL	**£12,850.00**

Orders for the application of herbicides by the Middle Level Commissioners are accepted on condition that they are weather dependent, and they will not be held responsible for the efficacy or failure of any treatment.

Ramsey Hollow Pumping Station

The weed screen downstream ultrasonic has had a cover fitted to prevent it being submerged as it was in December 2020.



	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021	2021/2022
E PUMP 1	964	0	427	111	89	362	5	419	760	89
E PUMP 2	149	725	68	167	157	270	19	449	694	83
D PUMP 3	203	68	10	12	3	10	18	36	109	5

The Right to Connect

During the passage of the Environment Act through the House of Lords an amendment was sought which aimed to minimise the impact of new housing development on levels of local flood risk and the likelihood of storm discharges of untreated sewerage effluent into rivers and coastal waters. It aimed to ensure housing developers design systems according to a hierarchy of drainage options that seek to reduce to a minimum the volume of rainwater entering combined sewerage systems removing the current "right to connect" to public sewers.

As members of the Cambridgeshire and Peterborough Flood and Water Management (FloW) Partnership the Middle Level Commissioners and their associated Boards/Commissioners have been asked to consider taking the opportunity to write to government and voice concerns over the right to connect for new developments and how this is expected to increase risk in the future. The County Council in its role as the LLFA was going to prepare a letter requesting that the right to connect be stopped, or at the very least that a change be considered, but at this time nothing has yet been received for comment.

Members need to consider that there could be many currently unassessed beneficial or detrimental impacts on the Commissioners'/Boards' systems; the viability of developments, particularly the re-development of sites within older parts of town centres, as the more sustainable discharge points (ie where the system has capacity for extra rainwater discharge) for site drainage could be more costly requiring the provision of significant infrastructure, for example, new surface water sewers, pumping station, outfall structures etc.

In order to assist further discussion, the Board is asked to consider if it would support removal of the right to connect to public sewers or not.

Planning Applications

In addition to matters concerning previous applications, the following 6 new development related matters have been received and, where appropriate, dealt with since the last meeting:

MLC Ref.	***Council Ref.***	***Applicant***	***Type of Development***	***Location***
202	H/21/01139/FUL	Mr I Johnson	Agricultural (Store)	Puddock Road, Warboys
203	H/21/01606/HHFUL	Mr & Mrs Taylor	Residence (Extension)	Ramsey Road, Ramsey Forty Foot
204	H/21/02124/HHFUL	Atila Moatazed-Keyvany	Residence (Conversion)	Ramsey Road, Ramsey Forty Foot
205	Enquiry	Mr E Thomas	Flood Risk, Land Ownership & Responsibility Issues	Hollow Road, Ramsey Forty Foot

206	Enquiry	Client of Stopford Limited	Energy from Waste Facility	Warboys Landfill Site, Warboys
207	H/21/02793/FUL	One Leisure	Leisure (Car parking)	Abbey Road, Ramsey

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

From the information provided it is understood that all the developments propose to discharge surface water to Soakaways/Infiltration devices and/or Sustainable Drainage Systems (SuDS). The applicants have been notified of the Board's requirements.

Mr & Mrs Taylor chose to use the Infiltration Device Self Certification Service for disposal of surface water from a new garage and porch at Ramsey Road, Ramsey Forty Foot (MLC Ref No 203), and in doing so have agreed that if the device was to fail in the future the land owner would be liable for any remedial works to rectify the situation.

Further to general principles detailed in Minute B.1159 Consulting Engineers' Report, including planning and consenting matters the current position is being ascertained in respect of the following developments:

- *Proposed residential development site at Meadow Lane, Bury – Client of RPS Group* (MLC Ref No 171) *and Abbey Properties Cambs Ltd & The Ramsey Club Company Ltd* (MLC Ref Nos 180 &188)
- *Creation of replacement dwelling and double garage/workshop at Hadley, The Hollow, Ramsey – Mr M Jones & Mr S Evers* (MLC Ref No 176) & *Mr M A Wiltshire* (MLC Ref No 196)

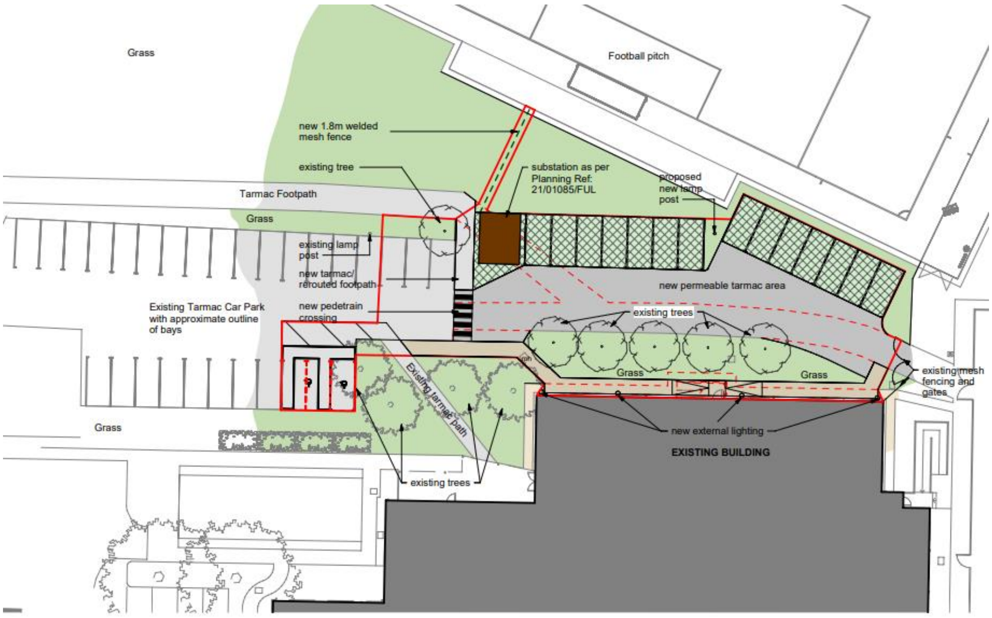
Ramsey (General area rather than parish/town boundaries)

Various developments at One Leisure, Abbey Road, Ramsey - Huntingdonshire District Council (MLC Ref Nos 073 & 078) *and One Leisure* (MLC Ref Nos 179 & 207)

Details were received in January from the applicant's agent, Saunders Boston Architects, showing areas of permeable surfacing created by the additional parking bays and widening of a path at an existing car park.

Due to the size of the development the use of an Option 2 Infiltration Device Checking Service, a pre-paid service provided by the Commissioners, has been suggested to ensure that the design of the surface water disposal system will meet current design standards. Further details are currently awaited.

The planning application is currently "In progress".



Extract of Saunders Boston Architects Drawing No 1869-SBA-XX-00-DR-A-504, Rev P3

Ramsey Forty Foot (General area rather than parish/town boundaries)

Various developments at Long Drove Farm, Hollow Road, Ramsey Forty Foot - Mr C Boon (MLC Ref Nos 115, 173 & 183)

It has been confirmed that discharge consents for the two larger agricultural barns were granted in 2018 and 2019 (MLC Ref Nos 173 & 183). The only outstanding matter is for a smaller barn erected in 2010 (MLC Ref No 115).

Proposed change of use at Bungalow Farm, Hollow Road, Ramsey Forty Foot – Mr R Meadow (MLC Ref Nos 170 & 177) & *Mr T Whatling* (MLC Ref Nos 193, 194 & 198)

Further to last year's Board Meeting Report, the District Council's Public Access web page for planning applications advises that:

A. MLC Ref No 194, HDC Ref 20/80285/COND this Discharge of Condition application remains "In progress".

B. MLC Ref No 198, HDC Ref 20/02229/FUL, a retrospective application for the conversion of an agricultural building to dwelling and change of use of agricultural land to residential.

> "This application has not been determined and has been FINALLY DISPOSED of in accordance with Article 40(13) of the Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended)."

An Option 2 Infiltration Device Certification and Checking Service request, a pre-paid service offered by the Commissioners, was submitted, and it was demonstrated that the two soakaways to be installed would have sufficient volume to cater for a 1-in-100-year storm. The applicant has agreed that if the device was to fail in the future the land owner would be liable for any remedial works to rectify the situation.

Erect a single dwelling on land at 10 Hollow Road, Ramsey Forty Foot - P & T Core (MLC Ref No 201)

Following the granting of planning permission in July for the erection of a larger replacement building, a Discharge Consent application has been received from the applicant's agent, Jackson Consulting Engineers, for the disposal of treated foul effluent water into the Middle Level Commissioners' Forty Foot River.

This proposal is contrary to the Commissioners' policies concerning the installation of new pipelines through its flood defence embankments and making new discharges into its system and would be recommended for refusal. As a result an alternative solution, possibly using the lakes to the rear of the property or the adjacent watercourse both of which discharge into the Board's system near Point 24, is currently being investigated. Further details are awaited.

Warboys (General area rather than parish/town boundaries)

Various developments at Warboys Landfill Site, Puddock Hill, Warboys – Client of BE Design (MLC Ref No 163), *Caulmert Limited* (MLC Ref Nos 164 & 175), *Sycamore Planning Ltd* (MLC Ref No 172) *and Client of Stopford Limited* (MLC Ref No 206)

Further to previous Board Meeting Reports, an enquiry was received in January from Stopford Limited for an energy from waste installation. The enquirer was encouraged to use one of the pre-paid services offered by the Commissioners but an instruction has not yet been received.

Rear and side extension to form new garage and kitchen/utility at Coronation Avenue, Warboys - Mr B Halfpenny and Miss E Burrows (MLC Ref No 189)

Further to last year's Board Meeting Report, the applicants have advised that permeability testing has shown that the site is unsuitable for the use of infiltration devices. The applicants therefore propose that any overflow of surface water from the rainwater harvesting system along with foul water from the development would be discharged to the AWS sewer. Further details are currently awaited.

Agricultural Store at Fullers Farm, Puddock Road, Warboys - Mr I Johnson (MLC Ref No 202)

The District Council's Public Access web page advises that this planning application, submitted to the District Council in May 2021 for the erection of a 539m^2 agricultural grain storage building, is "Pending decision".

Planning Updates & Consultations

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".

High Rainfall Event and Flooding Incident December 2020

Further to the entry included within the above-mentioned Strategic Planning Consultation Responses document, the MLC's Planning Engineer has been consulted and provided a response on the draft Ramsey Flood Investigation Report (FIR), prepared by the LLFA. It is understood that the final report is due to be issued soon.

The contents of the FIR may provide an opportunity to encourage that appropriate works be undertaken to the "Barrier Bank" beside the Golf Club to ensure that it meets a general standard capable of providing flood protection that is practically, environmentally, financially viable and commensurate with the Standard of Protection (SoP) that is sought to reduce future flood risk in the Board's area.

Consulting Engineer

14 June 2022

Ramsey First (Hollow) (324)\Reports\June 2022

Mr Lakey reported on the works carried out over the past year and of future works, together with the associated costs.

Mr Lakey referred Members to the deteriorating headwall at reach 2-11 and enquired whether the Board wished to take any action. Members discussed this further and confirmed the headwall belonged to Mr Harlock at Newtons Farm. It was agreed the Chairman should approach Mr Harlock requesting he repairs the wall at his expense.

Miss Ablett outlined the current position concerning the Right to Connect to public sewers and enquired whether the Commissioners would support removal of the Right to Connect to public sewers or not.

Following discussions amongst the Members it was agreed the Board did not support the removal of "Right to Connect".

<u>RESOLVED</u>

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

ii) <u>Weed Control and Drain Maintenance</u>

That the maintenance works identified in the Report be undertaken

iii) That the Chairman speaks with Mr D Harlock at Newtons Farm, regarding the headwall at reach 2 to 11 requesting he repairs the headwall at his expense and that the Chairman be authorised to take any action considered necessary.

iv) That the Board do not support the removal of the Right to Connect be public sewers

[**Post Meeting Note**]

Following the annual Board meeting on the 23rd June, it was agreed to arrange an additional site meeting at point 70 to identify any possible restrictions or culverts between the Golf Course and Point 58, that may be holding back water and cause localised flooding in a rainfall event.

Due to the high summer water retention level, it was not possible to see the actual pipe diameter of each culvert, however adjacent landowners confirmed they were no greater than 600mm. An inspection of the private watercourses between point 71 and the golf course, also revealed they were relatively narrow with unnecessarily steep banks, restricting the heavy flows experienced during an event and causing over topping.

It was agreed to survey the existing culverts and bed levels of reaches 60-67-68-69-70-71 and also the section upstream of point 71 to the golf course and downstream of point 69 to reach 58-60. Once the survey results have been received, a proposal for drain channel improvements and culvert replacements, can be submitted for GIA funding.

Surveys would be carried out once the water levels had been lowered to the winter retention levels and the adjacent banks flail mown.

RESOLVED

That the GIS technician surveys the existing culverts and bed levels of reaches 60-67-68-69-70-71 and also the section upstream of point 71 to the golf course and downstream of point 69 to reach 58-60.

That surveys are carried out once the water levels have been lowered to the winter retention levels and the adjacent banks flail mown.

That a proposal for drain channel improvements and culvert replacements be submitted for GIA funding, once the survey results have been received.

[Post meeting note ends]

B.972 Capital Improvement Programme

Members considered the Board's future Capital Improvement Programme, viz;

Ramsey First (Hollow) 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
Ramsey Hollow p/s	Pumping station replacement	0	0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	Pumping station pumping and control equipment replacement	0	0	0.0	30.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	30.0
	Pumping station automatic weedscreen cleaning equipmet	4	0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	20.0	24.4
	Pumping station Control building refurbishment/replacement	0	0	0.0	15.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	15.0
	Pumping station compound/surrounds improvements	0	0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	Pumping station roadway and bridge maintenance	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	10.0	0.0	0.0	0.0	10.0
Watercourses	Drainage Channels	0	0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	Refurbishment of inlets/outfalls	0	0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Property	Bungalow	0	0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
		4	**0**	**0**	**45**	**0**	**0**	**0**	**0**	**10**	**0**	**0**	**20**	**79**

Updated from engineers asset appraisal
No submission on 2020 PAFS

Miss Ablett reported the figures shown were those from the previous Consulting Engineer’s asset survey carried out in 2020 and advised the current Consulting Engineer had recently reviewed the asset survey and the current position.

Miss Ablett reported the consulting engineer had advised the control panel for the 2 electric pumps housed in the diesel pump house, was the original unit installed in 1974 and being almost 48 years old was at the end of its useful life and should be replaced.

She added the consulting engineer considered the old pump house was in need of renovation and he had advised of the options available to the Board.

a) If the pumphouse were to be demolished and a new GRP kiosk built on the existing site, together with a replacement control panel, the cost would be in the region of £35,000, plus demolition costs.

b) If the pumphouse was retained and the control panel replaced the cost would likely be in the region of £20,000, but the consulting engineer suggested that in view of the condition of the pumphouse, the control panel should be made weatherproof and this would cost in the region of £2,000.

Miss Ablett advised that should the Board wish to replace the control panel an application for GIA could be made. She added a business case would need to be prepared beforehand, which may be in the region of £3,000 to £5,000, however if 100% GIA was received this would cover the business case, but if not, the Board would have to pay for its preparation.

Miss Ablett reported that if the Board wished to proceed down the GIA route, it would not be possible to prepare the business case and make an application until 2028/2029.

Members discussed the Consulting Engineer’s comments, together with potential GIA being available and agreed that a business case should prepared and a GIA application made for the replacement of the control panel, including making it weatherproof in 2028/2029.

Members enquired whether any work could be carried out to the existing control panel to make it damp proof, i.e., using some form of heating. Mr Lakey confirmed that it may be possible and he would ask the consulting engineer to investigate it further.

<u>RESOLVED</u>

That the Capital Improvement Programme be amended to include £22,000 for a replacement control panel and weatherproofing to be included in 2028/2029.

That a business case be prepared and a GIA application made for the replacement of the control panel, including making it weatherproof be made in 2028/2029.

That if the application was not fully funded the cost of business case be paid from the pump replacement fund.

That the Consulting Engineer investigates whether any work can be carried out to the existing control panel to make it damp proof, i.e., using some form of heating.

B.973 District Officer's Report

The District Officer advised he didn't have much to add to the report already provided by Mr Lakey and reported that he had not received any complaints during the year.

RESOLVED

That the Officer be thanked for his services during the year.

B.974 Conservation Officer's Newsletter and BAP Report

Miss Ablett referred to the Conservation Officer's Newsletter previously circulated to Members.

Members considered and approved the most recent BAP report.

B.975 District Labour

District Officer's Fee and Pumping Attendant's Wages – 2022/2023

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

b) The Board gave consideration to the Pumping Station Attendant's wages for 2022/2023.

RESOLVED

i) That the Board agree that the sum of £3,494 be allowed for the services of the District Officer for 2022/2023, payable from the 1st April 2022.

ii) That the wages of the Pumping Station attendant be increased by 3% from 1st April 2022 as indicated on the Supplementary Schedule.

(NB) – The District Officer declared a financial interest when this item was discussed.

B.976 State-aided Schemes

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

RESOLVED

That no proposals be formulated at the present time other than those already discussed.

B.977 Environment Agency – Precepts

Miss Ablett 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 £6,422.00.

B.978 Claims for Highland Water Contributions – Section 57 Land Drainage Act 1991

Miss Ablett reported that following his submission of claims for contributions the gross sum of £5,153.61 (£14,699.01 less £9,545.40 received on account) (inclusive of supervision) has been received from the Environment Agency for the financial year 2020/21 based on the Board's actual expenditure on maintenance work for that financial year and the sum of £9,590.59 in respect of 80% of the Board's estimated expenditure for the financial year 2021/2022.

B.979 Association of Drainage Authorities Subscriptions

Miss Ablett reported that ADA has increased subscriptions by 1% for 2022, from £565 to £571.

RESOLVED

That the requested ADA subscription for 2022 be paid.

B 980 Health and Safety

Further to minute B.943, Mr Lakey reported that following the last inspection by COPE Safety Management the only matter outstanding was the replacement of warning signage. He advised the signs had been received and he was arranging for these to fitted shortly.

B.981 Completion of the Annual Accounts and Annual Return of the Board – 2020/2021

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

Ramsey First (Hollow) 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 Ramsey First (Hollow) 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 Ramsey First (Hollow) Internal Drainage Board on application to:

The Clerk
Ramsey First (Hollow) 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: 6th September 2021

Section 1 – Annual Governance Statement 2020/21

We acknowledge as the members of:

RAMSEY FIRST (HOLLOW) 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.
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:

24/06/2021

and recorded as minute reference:

B.953

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

Chairman

Clerk

WWW.MIDDLELEVEL.GOV.UK

Section 2 – Accounting Statements 2020/21 for

RAMSEY FIRST (HOLLOW) INTERNAL DRAINAGE BOARD

	Year ending 31 March 2020 £	Year ending 31 March 2021 £	Notes and guidance: Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.
1. Balances brought forward	124,200	132,184	*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	67,331	67,406	*Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.*
3. (+) Total other receipts	13,399	11,066	*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	11,152	11,954	*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	13,963	13,963	*Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).*
6. (-) All other payments	47,631	56,274	*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	132,184	128,465	*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	163,291	158,818	*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	1,424,991	1,424,991	*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	157,002	149,766	*The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).*

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

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

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

Date 25th May 2021

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

24/06/2021

as recorded in minute reference:

B.955

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

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Section 3 – External Auditor Report and Certificate 2020/21

In respect of RAMSEY FIRST (HOLLOW) INTERNAL DRAINAGE BOARD – DB0077

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 05/09/2021

* 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 ended 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.

<u>General points</u>

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

2. Asset Valuations and Insurances

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

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

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

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

Client Comment:

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

3. Employee Benefits - Vehicle Usage, and VAT recovery

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

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

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

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

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

4. **Provisions**

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

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

Client comment:

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

5. **Risk Management Policy and procedures**

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

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

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

Risk Management Policy and procedures - continued

<u>Client comment:</u>
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.

<u>Client comment:</u>
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.982 Defra IDB1 Returns

Miss Ablett 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 £.

RAMSEY FIRST (HOLLOW) 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. HUNTINGDONSHIRE DISTRICT COUNCIL	4,454
2.	
3.	
4.	
5.	
6.	
7.	
8.	
Total	4,454

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		62,952
2. Special Levies		4,454
3. Higher Land Water Contributions from the Environment Agency		10,883
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		183
10. Rents and Acknowledgements		0
11. Other Income		0
Total income		**78,472**
EXPENDITURE		
12. New Works and Improvement Works		0
13. Total precept to the Environment Agency		6,423
14. Watercourse maintenance		23,142
15. Pumping Stations, Sluices and Water level control structures		29,442
16. Administration		8,026
17. PSCAs		0
18. Rechargeable Works		0
19. Finance Charges		13,963
20. SSSIs		0
21. IDB Biodiversity and conservation (other than item 20 expenditure)		310
22. Other Expenditure		885
Total expenditure		**82,191**

EXCEPTIONAL ITEMS		
23. Profits/(losses) arising from the disposal of fixed assets		0
Net Operating Surplus/(Deficit) for the year		**(3,719)**
24. Developers Funds income not applied in year		10,791
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)?..................

24/06/2021

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

SSSI water level management plans

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

If so, which ones:

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

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

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

Access to environmental expertise

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

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

Asset Management

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

ADIS	☐
Paper Records	☒
Other Electronic System	☒

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

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

24

How many pumping stations does the Board operate?

1

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

3.4 cumecs

Health and Safety

Does the Board have a current Health and Safety policy in place?	Yes ☒	No ☐
Does the Board have a responsible officer for Health and Safety?	Yes ☒	No ☐
Have there been any reportable incidents in the past year?	Yes ☐	No ☒

If so, please summarise in the box below:

Guidance and Best Practice

Has your IDB adopted a formal Scheme of Delegation? Yes ☒ No ☐

Has your IDB provided training for board members in the last year in the any of the following areas?

Governance ☐

Finance ☐

Environment ☐

Health, safety and welfare ☐

Communications and engagement ☐

Other (please describe) ☐

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

Is your Board's website information current for this financial year? (Board membership, audited accounts, programmes of works, WLMPS, etc)........Yes ☒ No ☐

Has your IDB adopted computerised accounting and rating systems?........Yes ☒ No ☐

Has your board published all minutes of meetings on the website?........Yes ☒ No ☐

Does the Board publish information on its website on its approach to maintenance works and provide contact details to allow for and encourage public engagement? Yes ☒ No ☐

When planning maintenance and capital works are environmental impacts taken into account and wherever possible best practice applied? Yes ☒ No ☐

Has your Board adopted the following governance documents?

Standing Orders........Yes ☒ No ☐

Have the Standing Orders been approved by Ministers........Yes ☒ No ☐

Byelaws........Yes ☒ No ☐

If you have Byelaws, have you adopted the latest model byelaws published in 2012........ Yes ☒ No ☐

Have the Byelaws been approved by Ministers........Yes ☒ No ☐

Code of Conduct for Board Members........Yes ☒ No ☐

Financial Regulations..Yes ☒ No ☐
Register of Member's Interests...Yes ☒ No ☐
Anti-fraud and corruption policy.. Yes ☒ No ☐

Board membership and attendance

How many Board members (in total – elected and appointed) do you have on your IDB?	13
Seats available to appointed members under the Land Drainage Act 1991.	1
Number of elected members on the board at year end.	10
Number of appointed members on the board at year end.	1
Mean average number of elected members in attendance at each board meeting over the last financial year.	5
Mean average number of appointed members in attendance at each board meeting over the last financial year.	0

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

Complaints procedure

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

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

Public Engagement

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

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

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

0.43%

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

RAMSEY FIRST (HOLLOW) INTERNAL DRAINAGE BOARD

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

Signature	SAbletts
Date	27/07/2021
Name in BLOCK LETTERS	MISS SAMANTHA ABLETT
Designation	ASSISTANT TREASURER
Email address	Sam.ablett@middlelevel.gov.uk

B.983 Budgeting

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

RAMSEY FIRST (HOLLOW) INTERNAL DRAINAGE BOARD
BUDGET MONITORING 2021/2022

Page no.

		Approved budget 2021/2022 £	Actual to 31.12.2021 £	Forecast to 31.03.2022 £	Remarks
1	Rates, insurances and telephones	2,150	1,651	2,050	
2	Repairs and renewals	6,000	17,003	18,600	- Includes for replacement of heating system in pumping station bungalow
3	Fuel (oil and electricity)	12,000	4,365	12,000	- Forecast estimated to budget provision
4	Drainworks (including District Officer's fee and environmental measures)	20,800	4,341	20,800	- Includes provision for outstanding contactor a/cs
5	District labour	12,250	9,039	12,250	
6	Administration charge, Audit fee, printing, stationery, advertising etc	7,700	2,895	7,700	
7	Warboys Landfill Site - Engineering Consultancy	0	0	0	
8	Environment Agency Precept	6,423	6,423	6,423	
9	Public Works Loan Board - Loan Repayment	13,963	13,963	13,963	
		81,286	59,680	93,786	
	LESS Government grant, Deposit Accounts interest etc	13,955	14,044	18,569	
	67,331	67,331	45,635	75,217	
	General Fund Opening Balance	75,433	75,433	75,433	
	Rates Raised - 26.0p	67,333	67,333	67,333	
	Net expenditure	67,331	45,635	75,217	
	Future works account	0	0		
	Close Balance	75,435	97,131	67,549	

Rate re
Last

B.984 Review of Internal Controls and appointment of Internal Auditor

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

Miss Ablett 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.985 Risk Management Assessment

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

b) The Board considered and approved the insured value of their buildings and from 1st April 2023 sums insured to be index linked, viz;

RAMSEY FIRST (HOLLOW) IDB
INSURED VALUE OF FIXED ASSETS

PUMPING STATION AND BUNGALOW

	As At 31st March 2022
Hollow Pumping Station	1,394,300.00
Bungalow	150,000.00
	1,544,300.00

B.986 Exercise of Public Rights

Miss Ablett 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.987 Annual Governance Statement – 2021/2022

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

Section 1 – Annual Governance Statement 2021/22

We acknowledge as the members of:

RAMSEY FIRST (HOLLOW) 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	*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.988 Payments

The Board considered and approved payments amounting to £125,262.59 which had been made during the financial year 2021/2022, viz;

RAMSEY FIRST (HOLLOW) INTERNAL DRAINAGE BOARD

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

Middle Level Commissioners - Administration charge, postages, telephone charges, stationery and Health and Safety contract	4,109.95
Middle Level Commissioners - Pumping station Maintenance visit	278.10
Middle Level Commisssioners - Fees (Weed control and drain maintenance 2020-2021, planning and development applications)	1,178.10
Middle Level Commissioners - Repairs to automatic weedscreen cleaner	5,306.46
B J Plant Hire Ltd. - Drain maintenance	468.00
Lattenbury Services Ltd - Works carried out to Wistow Fen watercourse	2,400.00
Public Works Loan Board - Loan repayment	6,981.55
Environment Agency - Precept	3,211.50
Middle Level Commissioners - Preparation of Highland water claims	840.72
W T Allen - Weed removal and road maintenance	900.00
Middle Level Commissioners - Pumping station Maintenance visit	387.96
Wave - Metered water	56.07
Association of Drainage Authorities (River Great Ouse branch) - Subscription 2021	678.00
B S Oil Heating & Plumbing - Installation of new heating system and boiler at Ramsey Hollow bungalow	7,500.00
Middle Level Commissioners - Highland Water transfer	12,920.81
PKF Littlejohn LLP - Audit Fee (2020-2021 accounts)	360.00
Middle Level Commissioners - Administration charge, postages and telephone charges	2,930.00
Middle Level Commissioners - Renewal of Insurance	952.94
Middle Level Commisssioners - Fees (Production of Board report, planning and development applications)	476.70
Middle Level Commissioners - Repairs to automatic weedscreen cleaner, replacement of speed sensor on diesel pump and repair to syphon breaker (Accounts from Farnell and E Rand)	783.64
Wave - Metered water	49.43
Environment Agency - Precept	3,211.49
Middle Level Commissioners - Pumping station Maintenance visit	387.96
Information Commissioner - Data Protection Registration renewal	40.00
B S Oil Heating & Plumbing - Installation of new heating system and boiler at Ramsey Hollow bungalow - Final payr	5,600.00
Public Works Loan Board - Loan repayment	6,981.55
Middle Level Commisssioners - Fees (Planning and development applications)	113.70
Middle Level Commissioners - Pumping station Maintenance visit	387.96
Bank charges (Refunded)	3.00
L R Boon & Sons Ltd - 3 locks and a box of latex gloves	103.02
Middle Level Commissioners - Internal audit fees (Whiting & Partners, 2020-2021 accounts)	558.00
Middle Level Commissioners - Repairs to automatic weedscreen cleaner (Accounts from Mill Stainless, Wrights Tools, R S Components and CW Engineering)	2,632.91
Wave - Metered water	49.31
Middle Level Commissioners - Supply of Roundup	45.48
G Ashman - Flail mowing	2,104.00
Middle Level Commissioners - Chemical weed control of District drains	968.11
Davies Contracting Limited - Drain maintenance	10,016.64
Middle Level Commissioners - Preparation of Highland water claims	839.70
Association of Drainage Authorities (River Great Ouse branch) - Subscription 2021-2022	30.00
Middle Level Commissioners - Contribution (Environmental Officer)	312.50
Davies Contracting Limited - Drain maintenance	9,439.20
Middle Level Commisssioners - Fees (Planning and development applications)	121.80
Middle Level Commissioners - Health and Safety re-charges for 2021-2022	240.00
Middle Level Commissioners - Pumping station Maintenance visit	387.96
Wave - Metered water	5.80
C C Armstrong - District Officer's Fees 2021-2022	3,392.00
Middle Level Commissioners - Administration charge, postages, telephone charges and stationery	4,012.63
Middle Level Commisssioners - Supply rat bait boxes and blocks (Account from LR Boon)	62.63
Middle Level Commisssioners -Manufacture of gates and making building safe after break in	418.62
British Telecom - Telephone charges	741.72
District Labour	12,299.24
Anglia Farmers - Electricity supply - (Ramsey Hollow pumping station)	6,641.07
Anglia Farmers - Electricity metering charges - (Ramsey Hollow pumping station)	212.03
Anglia Farmers - Electricity data collection charges - (Ramsey Hollow pumping station)	132.63
	125,262.59

(NB - Amounts shown include Value Added Tax)

(NB) – The District Officer declared an interest in the payment made to him.

B.989 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;

RAMSEY FIRST (HOLLOW) INTERNAL DRAINAGE BOARD
ACCOUNTS FOR THE YEAR ENDED 31ST MARCH 2021
GENERAL FUND

2021			
Mar-31	Expenditure during the year		
	Precept		6,423.00
	Rates, insurances, telephones	1,891.72	
	Repairs & Renewals	8,257.91	
	Fuel	17,068.01	
	District Labour	11,954.02	
	Drainworks (including District Officer's fees)	14,606.67	
	Administration charge, printing, stationery, advertising, Association of Drainage Authorities subscriptions	8,026.23	61,804.56
	Public Works Loan Repayment		
	Principal	7,236.32	
	Interest	6,726.78	13,963.10
	Pumping plant replacement fund		
	Surplus 2019/2020	3,918.26	
	Surplus 2020/2021 (balance)	0.00	3,918.26
	Balance carried forward		75,432.83
			161,541.75

2020		
Apr-01	Balance brought forward	83,125.84
2021		
Mar-31	Rate income and Special levy	67,405.84
	Interest on Deposit Account	127.34
	Highland Water contributions	10,882.73
		161,541.75

BALANCE SHEET
Capital Section

Liabilities	
Capital Provisions	1,275,225.19
Public Works Loan Board - Loan outstanding	149,765.81
	1,424,991.00

Assets		
Bungalow	124,991.00	
Pumping Station	1,300,000.00	1,424,991.00
		1,424,991.00

Revenue Section

General Fund	75,432.83
Fenside Waste Management Account	12,686.06
Development Charges Account	10,791.28
Pumping Plant Replacement Fund	29,554.64
Sundry Creditors	36,287.55
	1,589,743.36

Ratepayers' Account - Arrears	945.21
Sundry Debtors	0.00
Value added Tax - Refunds due	2,989.48
Stock	1,999.45
Balance in hand - Treasurer's Account	158,818.22
	1,589,743.36

RAMSEY FIRST (HOLLOW) 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	75,432.83
	Precept		6,422.99	2022		
	Rates, insurances, telephones	1,939.56		Mar-31	Rate income and Special levy	67,330.84
	Repairs & Renewals	18,247.50			Interest on Deposit Account	4.68
	Fuel	7,595.39			Highland Water contributions	14,044.45
	District Labour	12,016.41				
	Drainworks (including District Officer's fees)	25,325.11				
	Administration charge, printing,					
	stationery, advertising, Association				By transfer from creditors	
	of Drainage Authorities subscriptions	7,407.04	72,531.01		- C G Godfrey Ltd - Rtention balance	4,567.16
	Public Works Loan Repayment					
	Principal	7,551.48				
	Interest	6,411.62	13,963.10			
	Pumping plant replacement fund					
	Surplus 2019/2020	0.00				
	Surplus 2020/2021 (balance)	0.00	0.00			
	Balance carried forward		68,462.86			
			161,379.96			161,379.96

BALANCE SHEET
Capital Section

Liabilities		Assets		
Capital Provisions	1,282,776.67	Bungalow	124,991.00	
Public Works Loan Board -		Pumping Station	1,300,000.00	1,424,991.00
Loan outstanding	142,214.33			
	1,424,991.00			1,424,991.00

Revenue Section

General Fund	68,462.86	Ratepayers' Account - Arrears	823.68
Fenside Waste Management Account	12,686.06	Sundry Debtors	0.00
Development Charges Account	11,091.95	Value added Tax - Refunds due	1,238.38
Contributions holding account	4,617.45	Stock	1,411.36
Pumping Plant Replacement Fund	29,556.47	Balance in hand -	
Sundry Creditors	7,122.16	Treasurer's Account	130,063.53
	1,558,527.95		1,558,527.95

Ramsey First (Hollow) Internal Drainage Board

Summary of Bank Reconciliations as at 31st March 2022

Treasurers Account 2021/2022

1st April 2021			31st March 2022	
Balance brought forward		158,818.22	Payments made during the year	125,262.59
31st March 2022				
Receipts during the year				
Clerk's collection account	96,500.72			
Interest on deposit accounts	7.18	96,507.90	Balance carried forward	130,063.53
		255,326.12		**255,326.12**

Barclays Bank PLc

Clients Premium Account

Balance per Statement as at 31st March 2022	130,063.53
Less unpresented cheques	0.00
O/S lodgement	0.00
Balance per Trial Balance	**130,063.53**

Cash balances as at 31st March 2022

Barclays Bank PLc

Clients Premium Account	**130,063.53**
Total reconciled cash balances per accounts	**130,063.53**

Section 2 – Accounting Statements 2021/22 for

RAMSEY FIRST (HOLLOW) INTERNAL DRAINAGE BOARD

	Year ending		Notes and guidance
	31 March 2021 £	31 March 2022 £	*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	132,184	128,465	*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	67,406	67,331	*Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.*
3. (+) Total other receipts	11,066	23,536	*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	11,954	12,016	*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	13,963	13,963	*Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).*
6. (-) All other payments	56,274	66,938	*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	128,465	126,415	*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	158,818	130,064	*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	1,424,991	1,424,991	*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	149,766	142,214	*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 27th May 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

Ramsey First (Hollow) IDB
Financial year ended 31st March 2022
Reconciliation between statement of accounts and Annual Return

				Per Annual Return
Line 1	**Balances brought forward**			
	General Fund	75,432.83		
	Development charges account	10,791.28		
	Fenside Waste management account	12,686.06		
	Pumping plant replacement fund	29,554.64		
			128,464.81	**128,465**
Line 2	**Rates and Special Levies**			
	Agricultural rates	62,876.84		
	Special Levies	4,454.00		
	Penalty	0.00		
	Costs	0.00		
	Write-off	0.00		
			67,330.84	**67,331**
Line 3	**Total other receipts**			
	Interest			
	General fund	4.68		
	Development charges account	0.67		
	Pumping plant replacement fund	1.83		
	Utility re-charges	0.00		
	Highland Water	14,044.45		
	Discharge contributions	4,917.45		
	Insurance Claim	0.00		
	Write Back of Provision	4,567.16		
			23,536.24	**23,536**
Line 4	**Staff costs**			
	Wages/salaries	11,155.56		
	National insurance contributions	414.62		
	Pension costs	446.23		
	Travelling expenses	0.00		
			12,016.41	**12,016**
Line 5	**Loan repayments**			
	PWLB - Principal	7,551.48		
	PWLB - Interest	6,411.62		
			13,963.10	**13,963**
Line 6	**All other payments**			
	Precept	6,422.99		
	Rates, insurances, telephones	1,939.56		
	Repairs and renewals	18,247.50		
	Fuel	7,595.39		
	Drainworks	25,325.11		
	Administration	7,407.04		
	Development charges fees	0.00		
	Write back of provision	0.00		
			66,937.59	**66,938**
Line 7	**Balances carried forward**			
	General Fund	68,462.86		
	Development charges account	11,091.95		
	Fenside Waste management account	12,686.06		
	Pumping plant replacement fund	29,556.47		
	Contributions Holding Account	4,617.45		
			126,414.79	**126,415**

Reconciliation
Line 1 + Line 2 + Line 3 - Line 4 - Line 5 - Line 6 126,414.79

RESOLVED

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

B.990 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 Ablett 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 93.39% and 6.61%.

Miss Ablett advised the estimates did not allow for the cost of any security measures and referred to the recent theft of gas oil from the station. After discussing the slubbing requirements for the coming year Members agreed that security measures should be improved and requested the consulting engineer to obtain a quote for an alarm, a camera system with alerts, together with additional lighting, viz;

RAMSEY FIRST (HOLLOW) INTERNAL DRAINAGE BOARD
BUDGET 2022/2023

	Approved budget 2021/2022 £	Actual 2021/2022 £	Budget 2022/2023 £
1 Rates, insurances and telephones	2,150	1,940	2,175
2 Repairs and renewals	6,000	18,248 A	5,000
3 Fuel (oil and electricity)	12,000	7,595	15,000 B
4 Drainworks (including District Officer's fee and environmental measures)	20,800	25,325	19,000 C
5 District labour	12,250	12,016	12,625
6 Administration charge, Audit fee, printing, stationery, advertising etc	7,700	7,407	7,700
7 Warboys Landfill Site - Engineering Consultancy	0	0	0 D
8 Environment Agency Precept	6,423	6,423	6,551
9 Public Works Loan Board - Loan Repayment	13,963	13,963	13,963
	81,286	92,917	82,015
LESS Government grant, Deposit Accounts interest etc	13,955	18,616 E	10,800 F
	67,331	74,301	71,215 G
General Fund Opening Balance	75,433	75,433	68,463
Rates Raised - 26.0p	67,333	67,331	71,215
Net expenditure	67,331	74,301	71,215
Future works account	0	0	
Close Balance	75,435	68,463	68,463

Remarks

A - Includes for:

Repairs and replace ultra-sonic head	2,194
Replace heating system - p/s bungalow	13,100

B - Provision based on 5 year average plus 50% for new contract rates

C - Includes engineers items: 12,850

D - Further net costs to be met from Fenside Waste Management account

E - Includes contractors retention balance for removal of clay dam - Ash drain 4,567

F - Includes receipt for full highland water claims

G - **Does not include provision for security measures at pumping station - say £5,000**
£5,000 represents an additional rate of 1.93p
Works could be funded from exisiting budget if no slubbing required or from plant replacement fund.
Board to decide what works required and funding at meeting.

Ramsey First (Hollow) Internal Drainage Board

Rate and levy requirements

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

a) Proportion to be borne by the Agricultural Sector – 93.39%

b) Proportion to be borne by Special levy issued to Huntingdonshire District Council – 6.61%.

The product of a rate of 1p in the £ on Agricultural land and buildings is £2,418.

In 2022/2023 a rate of 1p together with corresponding Special levy would raise £2,590.

Revenue cash balance in hand on 31st March 2022 - £68,463.

The estimated net expenditure for the Boards Revenue and Capital Programmes in 2022/2023 is £71,215 and equivalent to:-

a) a rate in the £ on Agricultural land and buildings of 27.50p and

b) a Special levy on Huntingdonshire District Council of £4,711.

In 2021/2022 a rate of 26.00p in the £ was raised together with a Special levy of £4,454 on Huntingdonshire District Council.

D C THOMAS

Clerk to the Board

June 2022

RESOLVED

i) That the estimates be approved.

ii) That a total sum of £73,805 be raised by drainage rates and special levy.

iii) That the amounts comprised in the sum referred to in ii) above to be raised by drainage rates and to be met by special levy are £68,923 and £4,882 respectively.

iv) That a rate of 28.50p in the £ be laid and assessed on Agricultural hereditaments in the District.

v) That a Special levy of £4,882 be made and issued to Huntingdonshire District Council for the purpose of meeting such expenditure.

vi) That the seal of the Board be affixed to the record of drainage rates and special levies and to the special 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.

viii) That the Consulting Engineer obtains a quote for security measures at the pumping station and the Chairman be authorised to take any action considered necessary.

B.991 Date of next Meeting

RESOLVED

That the next Meeting of the Board be held on Thursday 22nd June 2023 at Ramsey Golf Club.

B.992 Any other Business

Members requested that a text be sent to them, prior to sending the agenda, advising that the email and attached agenda may be in their junk mail, and they need to approve the sender so this does not occur going forward.

RESOLVED

That Members are sent a text prior to the agenda being sent advising that the email and attached agenda may be in their junk mail, and they need to approve the sender so this does not occur going forward.

…………………………………
Chairman

……………………….
Date