HADDENHAM LEVEL DRAINAGE COMMISSIONERS

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19th October 2022

Mr Chairman, Ladies and Gentlemen

Meeting of Commissioners
3rd November 2022

I enclose the Agenda for the Meeting of the Commissioners to be held at The Baptist Hall, Station Road, Haddenham at 7.30 pm on Thursday the 3rd November 2022.

Please telephone or e-mail to confirm your attendance as soon as possible.

Yours truly

D C THOMAS

Clerk to the Commissioners

To the Haddenham Level Drainage Commissioners

A G E N D A

1. Apologies for absence

2. Declarations of Interest

   The Commissioners to declare any interests relating to the agenda.

3. Confirmation of Minutes

   To confirm the Minutes of the Special Meeting of the Commissioners held on the 18th July 2022.

   (Copy pages 8 - 11)

4. Matters arising from the Minutes

5. Appointment of New Commissioners

   To consider the appointment of new Commissioners.

6. Construction of Irrigation Reservoirs - Willow Hall Farm

   Further to the Special Meeting, the Chairman to report.

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

   Further to minute C439, the Clerk will refer to the Newsletters from the Environment Agency dated August & October 2022.

   (Copy pages 12 - 16)

8. Tree on Catchwater Bank and Review of Watercourses

   Further to minute C.440, the Clerk to report.

9. Vehicles along the banks of the Catchwater Drain

   Further to minute C.442, the Chairman to report.

10. Clerk's Report

The Clerk advises:-

i) COVID-19 Actions

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.

ii) Middle Level Commissioners and Administered Boards Chairs Meeting

That an eighth Chair's Meeting was held on the 12th 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) Application(s) for byelaw consent

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

Name of Applicant	Description of Works	Date Consent Granted
Mr William Dennis	Removal of private (non IDB) watercourse due to construction of water supply reservoir and create of replacement drainage channels.	12/07/2022

iv) Association of Drainage Authorities

a) Annual Conference

That the Annual Conference of the Association of Drainage Authorities will be held on Wednesday the 9th November 2022, The Hive, Nocton, Lincolnshire, LN4 2AY.

b) Meeting of the River Great Ouse Branch

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

v) National Drainage Show & Floodex 2022

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

vi) 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, ie 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.

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.

The Board is asked to consider if it wishes to approve the two changes outlined above.

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

To consider the Report of the Consulting Engineers

(Copy pages 17 - 26)

12. District Labour

District Engineer's Wage Increase – 2022/2023

With reference to minute C.426, the Clerk will report that the District Engineer's wages were increased in accordance with the Middle Level Commissioners' pay award of 3%.

13. District Work Report & Review of District Watercourses

Further to minute C.441, the Chairman to report.

14. Health and Safety Report

Further to minute C.454, the Chairman will report.

15. Risk Management Assessment

To consider index-linking the insured value of the Commissioners’ buildings value from 2023.

16. Completion of the Annual Return of the Commissioners – 2021/2022

a) To consider the comments of the Auditors on the Annual Return for the year ended on the 31st March 2022.

(Copy pages 27 - 31)

b) To consider the Audit Report of the Internal Auditor for the year ended on the 31st March 2022.

(Copy pages 32 - 41)

17. Defra IDB1 Returns

The Clerk will refer to the completed IDB1 form for 2021/2022.

(Copy pages 42 - 51)

18. Expenditure/Estimate Update

The Chairman will advise the Commissioners of how estimated expenditure for 2022/2023 compares with actual expenditure to date.

(Copy page 52)

19. <u>Dates & Times of next Meetings</u>

To agree the dates and times for Meetings of the Commissioners in 2023.

20. <u>Any other business</u>

HADDENHAM LEVEL DRAINAGE COMMISSIONERS

At an Extra Ordinary Special Meeting of the Haddenham Level Drainage Commissioners hosted at the Baptist Hall, Station Road, Haddenham at 7.30pm on Monday 18th July 2022

PRESENT

M Church Esq (Chairman)	R Flint Esq
A Darby Esq	Mrs M Darby
R Darby Esq	N Tebbit Esq
J Dennis Esq	C Bidwell Esq
A R Yarrow Esq	J Smith Esq
G Wilson Esq	R Lee Esq

Mr John Gough – Mick George Ltd – by invitation

Mr Gary Roberts (Consulting) was in attendance.

Mr David Thomas – Clerk & Mr David Jordan – District Officer were also present

Apologies for absence

Apologies for absence were received from:

T Hughes Esq   A Lensen Esq   H Hurrell Esq   Cllr S Cheetham Esq

C.463 Declarations of Interest

Mr Jonathan Dennis Esq declared an interest in the matter of this meeting.

C.464 Confirmation of Minutes

RESOLVED

That the Minutes of the Meetings of the Commissioners held on the 28th April 2022 are recorded correctly and that they be confirmed and signed.

C.465 Matters arising from the minutes.

C440 – The Clerk reported that no letter has yet been sent but that this would be attended to shortly.

C443 (vi) – The Clerk reported that an order has been placed and whilst the equipment has not yet been installed it would be soon and should be operational by the end of the summer.

C445 – The chairman advised that this work was awaiting the post abstraction period when system water levels could be dropped.

C456 – The Chairman reported that he and the District Officer had reviewed several options and concluded that an electronic height limiter would be most suitable for the Board's needs. Board members had confirmed their agreement to this by a majority vote by email. The value of the order placed was £4.4K.

C464 – The Chairman noted that the District Officer had inspected the bank slip on 2nd Drain but that he had not yet had the chance to do so.

C.466 Appointment of Vice Chairman

The Chairman outlined the Background to the existing appointment which had always been seen as an interim measure. He went on to point out that ideally the Vice Chairman would be someone who was prepared to take over the role of Chairman when he retired, should the members be content with this. He considered that he had now found a potential candidate in Mr J Smith and proposed that he be appointed. The Current Vice Chairman seconded this proposal and members voted unanimously in favour. The new Vice Chairman then took a seat next to the Chairman for the remainder of the meeting.

RESOLVED

That Mr J Smith be appointed Vice Chairman with immediate effect and that it be recorded in these minutes that the Commissioners wished to thank the retiring Vice Chairmen for the significant support he had provided over the years he had been in post.

C.467 Construction of Irrigation Reservoirs – Willow Hall Farm

The Chairman introduced this item by going through its history and the sequence of events surrounding the Boards objections to the application. He wished however that it again be recorded that the Commissioners were not against the principle of the creation of water resource reservoirs, nor to the extraction of minerals. They were however concerned with the potential impacts that could arise from the scheme during and post construction. He then invited John Gough (Planning Director – Mick George) to speak on behalf of the applicant.

Mr Gough went through the plans and proposals. He noted that the original plans for dewatering had been developed before Mick George had been appointed as the contractor and that once work had started with the archaeological elements it soon became apparent that a rethink to dewatering was needed. Whilst noting that the current plans diverted from what had previously been proposed he stated that it was considered that the new proposals would still not impact negatively upon adjacent landowners. He also felt that the first stages of the works would require the largest amount of dewatering, with later phases having less need to do so.

In response to a question Mr Gough thought that it may be possible to thrust bore a pipe under the highway which could address one of the Commissioner's concerns regarding water management.

The Chairman noted that the impact of dewatering could expand well beyond what was being suggested and that as it seemed now agreed (Mr Gough did not dispute this) that the original hydrological report was inaccurate. Mr Gough noted that only in the first phase was it necessary to dispose of water into the Commissioner's system in large quantities. After this water can be moved from cell to cell.

A question was raised as to why boreholes 13 and 14 had been taken out of the monitoring regime under the revised proposals. Mr Gough stated that this was not the intention and was unclear as to why the report suggested they would not be used. He stated that it was clear in the accompanying letter that they would be used.

The Clerk enquired why Mick George had not attempted to meet with the Commissioners prior to submitting the variation as it would be clear that they had an interest. He also noted that they were already in breach of the agreement signed by William Dennis and the Commissioners and also noted that they had not been consulted when an emergency extension had been applied for from the EA to extend the abstraction period this spring.

Mr Lee wished to express his opinion that the Commissioner's concerns may be unfounded as mineral abstractions that had taken place on the north side of the Washes had had no negative impact upon crops. The Chairman noted that there were however other examples where a significant impact had been sustained and it was this uncertainty which needed addressing. He noted that the local RSPB site required clay lining before it was possible to stabilize the negative impacts of the workings.

Mr Gough noted that irrigation should not be impacted and that the recharge trenches should help dissipate the excess water. It was however pointed out that for many crops ground water table can be very important for example barley and wheat will struggle if the water table is below 1.5/2m.

Mr Roberts noted that the new ditch line which was the subject of a recent consent was deeper and wider than it needed to be as a boundary ditch. Mr Gough stated that this was needed as the ditch was to be used as a recharge trench. Mr Roberts noted that this had not been advised in the consent application and it may be that a further consent would be required for this. The Chairman noted that this new ditch ran into the Division Drain and that he would be concerned if additional water from this new ditch had to be pumped.

Mr Gough was asked what water level would be retained in the recharge trenches. He replied the aim would be to have a minimum depth of 400mm all year round.

In response to a question on sealing the excavations Mr Gough stated that in the first year the excavation will not be sealed with clay but instead overburden. However, although the material in-situ was reasonably porous at the moment, once dug, placed and compacted he expected it not to be.

On a question on time taken to recover water table levels. Mr Gough expected that if the hands-off trigger was reached it would take a month for levels to recover. Members were concerned by this as a month with a water deficit in the critical growing period could have huge consequences to yields and hence the livelihoods of farmers. Mr Gough noted that the water table was currently around 2m below the surface.

The Chairman stated that it would be the aim of any agreements if reached that these be dependent upon a design that sought to maintain SOP levels. He also considered that the Commissioners had already been forced to give ground on water abstraction and it was unreasonable to expect them to give more.

Mr Roberts noted that the Commissioners should have been receiving borehole monitoring records every two weeks under the agreement but that this had not happened and hence needed to be addressed.

A question was raised as to why the proposed recharge trench did not extend around the whole site. Mr Gough responded that it was considered that water was moving naturally southwards from the porous river bed north of the site.

The last comment gave rise to concerns that the seepage coupled with the dewatering in winter would then lead to increases in the amount of water the Commissioners needed to pump. Mr Gough acknowledged this and believed that precedents had been set elsewhere in which an IDB was reimbursed for the extra-over pumping costs.

It was pointed out that all of this was a significant deviation from the original stated plan which was linked with planning permission which was to discharge at greenfield run-off rates.

Mr Gough stated that Mick George would be obtaining all necessary abstraction licences. He did not seem aware that the Commissioners consent would also be required under its byelaws.

The Commissioners then voted upon whether or not to object to the application to the County Council to vary the original planning permission. All were in favour, Mr Lee abstained from the vote.

RESOLUTION

Submit an objection to the variation stating the reasons for objection.

It was suggested to Mr Gough that the best course of action would be to withdraw the application and arrange to meet with representatives of the Commissioners to see it agreement could be reached on some alternative proposals.

Ouse Washes Middle Level Barrier Bank raising works

August 2022

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

The project is being carried out by JacksonHyder on behalf of the Environment Agency

This year's works are well under way and the full road closure is in place at Welney for the demountable flood barrier construction. **There is no access for vehicles of any kind across the A1101 at Welney Bridge in either direction.**

Progress

Bank works and haul road

- Completed the haul road raising works between:
    - Earith and A142 at Mepal
    - A142 at Mepal and Welches Dam
    - Welney to the railway bridge
- Working to complete the bank raising works between Welches Dam to the Railway bridge.
- Raised a section of bank between A142, Mepal and Welches Dam.
- Completed the winter repairs.
- Started laying armour lock between Earith and Sutton Gault.

Welney demountable flood barrier & road closure update

20/07/2022 to 25/08/2022 - full road closure

26/08/2022 to 16/09/2022 - 2-way traffic lights for reinstatement works

Work completed to date:

- Completion of the abutment walls either side of the road
- The road surface has been planed and excavated for the beam across the road
- fixed the steel work for the new concrete beam and started the concrete pours.

The public footpath from Welmore Lake Sluice to Welney Bridge and from Welney Bridge to the Railway Bridge will remain closed until the end of construction. Please follow the diversion along Low Bank.

Watch an animation of the construction works here: https://www.youtube.com/watch?v=YSY0haa1zEw

RSPB Ouse Washes Reserve

- Bank raising works started in July and is due to be complete in September.
- The reinstallation of the fencing and gates will start in September and will be completed in October
- Installation of the final bird hide will start during August and be completed in October.

The bird hides will be closed during construction. Please follow the RSPB webpage link: RSPB Ouse Washes for up-to-date closure/re-opening information.

Environment Agency

Local community engagement

WWT Wetland Centre Welney

The Wetland centre is open as usual and remains accessible via the A10 through Ten Mile Bank and through our road closure from the A10 at Littleport. There is no access across the A1101 at Welney Bridge in either direction. We have put some extra signs up to help avoid any confusion.

Lamb & Flag - Welney surgery events

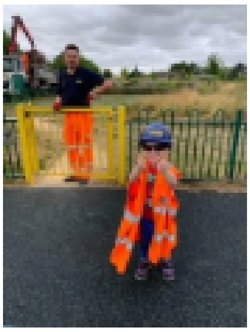
The Lamb & Flag in Welney is open as usual and remains accessible via the diversion routes. There is no access across the A1101 at Welney Bridge in either direction. Please follow the diversion signs.

If you would like to find out more about the project or have any concerns, join Yazmin or Monica for a cuppa in an informal and friendly environment every **Thursday at the Lamb & Flag in Welney, between 3pm and 5pm.**

Welney Residents Rec and Green Spaces Users Group

Welney RUG are creating a new gym activity area at the Sandgate Meadow Park and the area needed some groundwork preparation beforehand.

We were happy to help, our site Project Manager Tim Honeyball worked with Paul and Peter to understand what needed to be done. We started by scraping the land to level the area, we recycled the tarmac planings that were excavated from the road to create a base layer ready for the surface to be laid.



During tidying up a group of lively children and their parents visited who wanted to know what we were doing. Tim explained to them what was happening and how important it is to support the community. Little Arthur even got to dress up in Tim's site gear and he was most definitely ready to lend a hand. Maybe a future Civil Engineer?

Arthur's Mum, Laura said 'It's made my little boy's day. The area is looking really great, and it will be exciting when it's all finished'. *Photo courtesy of Laura Gleave*

Welney Parish Council

We are looking forward to attending the next meeting on 6 September. We will provide an update on the progress of the project including the Welney demountable flood barrier construction.

Visit our virtual room

To view the virtual exhibition, click here: https://eaousewashesbanks.co.uk/ the room will remain open until September 2022.

We will also continue to use the onsite noticeboards in Welney and at the RSPB to keep you up to date.

Contact us

Stay up to date and visit our information page for the most up to date information using the link below.

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

If you have any questions or concerns about this project or would like to be added to our mailing list for regular updates, please contact our Public Liaison Officers:

Monica Stonham or Yazmin Parry via email ousewashesprojectea@gmail.com

or call Monica 07534 457348 / Yazmin 07496 760446

Environment Agency

Ouse Washes Middle Level Barrier Bank raising works

October 2022

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

Progress

The weather has been kind this year and the project is progressing successfully towards completion at the end of October 2022.

Bank raising and haul road work

The bank raising work is now complete. During September we raised the haul road between the railway bridge and Welches Dam, and we are carrying out and a general tidy of all the work areas. Works to install new fencing and gates along the Middle Level Barrier Bank started in September and will be completed in October.

RSPB Ouse Washes Reserve

In August we started the construction of the final bird hide at the RSPB. We are also constructing new steps to the hide and improving the public footpath. This work will be completed in October.

Access to the bird hides will remain closed during construction. Please follow the RSPB webpage link for up-to-date closure/re-opening information: RSPB Ouse Washes

Welney demountable flood barrier

The main construction work for the demountable barrier is complete and the A1101 road was re-opened on 25 August. The embankment works around the abutment walls are complete and we have also carried out some work to reinforce the public footpath in this area. During October we will install the new fencing and gates.

We are currently carrying out some work to the first ramp on the embankment south of Welney Bridge. To carry out this work the traffic lights will need to stay in place until 14 October 2022.

The public footpath along the Middle Level Barrier Bank of the Ouse Washes will re-open on 1 November 2022.

Commissioning and testing of the Welney demountable flood barrier

Once the construction is complete, we will need to commission and test that the demountable barrier works. To do this we will need to close the road. Norfolk County Council have approved an off-peak road closure on **14 October 2022**. We cannot test and trial the barrier without closing the road.

During the closure we will also carry out a training session for the Area Operations team who will need to install the barrier when needed. The road closure will be between 9am and 4pm.

Welches Dam - vegetation work

To help the grass to grow we will be carrying out some vegetation clearance work during October. This work will take approximately 5 days to complete. We will carry this work out within the normal site working hours, which will be no earlier than 7.30am and finish at 6pm each day.

Award for excellence

We are pleased to announce that our contractor Jackson Civil Engineering has achieved the highest score from the Considerate Constructors Scheme in recognition of our community engagement and exemplar management of safety, health, and environmental risk.

The scheme aims to encourage best practice beyond statutory requirements and show the industry to be considerate. Find out more about the scheme here: https://www.ccscheme.org.uk


Considerate Constructors

Certificate of Performance

Contact us

Stay up to date and visit our information page for the most up to date information using the link below.

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

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Monica Stonham or Yazmin Parry via email ousewashesprojectea@gmail.com

or call Monica 07534 457348 / Yazmin 07496 760446

The project is being carried out by JacksonHyder on behalf of the Environment Agency

Environment Agency

Exciting environmental news

The Ouse washes are home to a plethora of stunning UK wildlife species which have continued to blossom throughout the bank upgrade. Some of these species are found at very few sites outside the Ouse washes, so it has been of the upmost importance to minimise disturbance to their lifecycles and ecology throughout the length of this project.

Over this past week, the successes of our efforts to reduce interference with the wildlife here has been especially evident. On a few occasions common cranes have been seen on or near the site during the working day. This is significant as Cranes were made locally extinct in Britain over 400 years ago due to hunting and habitat loss caused by the draining of the marshlands. They were absent from Britain until three birds were blown off course during their migration in 1979 and ended up in Norfolk. Since then, there has been a huge conservation effort to help them re-establish in the British landscape, including reintroductions and large-scale habitat restoration. This has not been an overnight transformation, but more of a slow and steady increase. As of 2021, the population reached 200 cranes for the first time since their extinction in Britain. These glorious and elegant giants of the bird world have been seen displaying to one another and loafing around foraging in the grazing marshes either side of the River Delph. Currently the highest number of cranes observed near to the site has been whopping 45! Numbers are building, as the Ouse Washes are a favoured location for the cranes to flock during the autumn and winter months. Highest peak in the area has been 60 birds which is approximately 30% of the entire UK population!

Another star species of the area are Hobbies. No, not 5-a-side footy or whittling, but one of nature's speediest and most agile hunters, a smaller relative of the Peregrine – nature's fastest animal. This smart-looking falcon is characterised by its dashing flight and rusty-red trousers. It's a relatively scarce bird in Britain, with around 2,000 pairs migrating from southern Africa each year. They follow their prey on the migration, because who doesn't like a snack when they've got a long journey! least two territories have been found around the works, both high up in willow trees near-by the drains and riverbanks. A perfect nesting spot to be close to hatching dragonflies, one of their other favourite foods. These aerial beauties have been seen on numerous occasions flying near the heavy plant without any signs of disturbance, which is a big win.

But it is not just the large, super-rare and beautiful birds that the project has adapted to protect. Three small warbler species; Cetti's, Sedge and Reed warblers have nested around the works, in, as their names would suggest, the surrounding sedge-lined riverbanks, reedbeds and willow scrub. All three are small brownish birds which to the untrained eye might look quite similar. When they sing however, it all changes. The noises these birds produce don't sound entirely out of place in a work yard, with clicks, whistles and metallic 'dinks' all featuring in the songs of these wonderful warblers. Where nests have been found, or suspected, the areas of vegetation have been left undisturbed until the birds have finished nesting and moved on, many of which have already started their journey to Africa for the winter. We wish them all the best of luck!

Haddenham Level Drainage Commissioners

Consulting Engineers Report – September 2022

Pumping Stations

Other than the matters described below, only routine maintenance has been carried out since the last meeting and the pumping plant at each of the Stations is mechanically and electrically in a satisfactory condition.

The Xylem Telemetry installation is nearly complete and will be made operational at both sites during October. Provision has been made for the future addition of rain gauges at both sites. The rain gauges used throughout the Middle Level Commissioners' system are 0.5mm Casella tipping bucket gauges and the unit cost is £570 plus fitting. These rain gauges are robust and reliable and we hold stock of the bucket and sensor mechanism to ensure quick repair if necessary. **The Commissioners are asked to confirm if they would wish to order the two rain gauges.**

Sutton Gault

The pump bolt replacement planned for this summer was postponed as the water levels were too high to install the dam doors and it was not sensible to pump the levels down during the drought. We are liaising with the District Officer to progress with this work once levels can be reduced.

The HMI for the weedscreen cleaner cannot be accessed, to change parameters, however this does not seem to be an issue. Nevertheless, it may well benefit from a thorough overhaul in the next two years. Quotes for the overhaul will be obtained if required.

Planning Applications

In addition to matters concerning previous applications, the following 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***
012	E/22/00507/RM	Vistry Homes Ltd	Residential (164 plots)	Mepal Road, Sutton
013	Discharge Consent	Mr P Hutchinson	Proposed lake and associated works	The Row, Sutton
014	E/22/00057/RMM	Abbey Developments Ltd	Residential (46 plots)	Garden Close, Sutton
015	CCC/22/075/VAR	Dennis (Haddenham) Ltd	Irrigation Reservoir	Hillrow Causeway, Haddenham

Planning applications ending 'RM', 'REM' or 'RMM' relate to reserved matters
Planning applications ending 'VAR' relate to Variation of condition

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 Commissioners' requirements.

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

Erection of up to 173 dwellings and provision of land for community facilities (sports pitches and burial ground), including access (not internal roads), open space, sustainable urban drainage systems and associated landscaping on land adjacent to 43 Mepal Road, Sutton – Linden Ltd (MLC Ref No 001) & Vistry Homes Ltd (MLC Ref No 012)

Both a Reserved Matters application, ECDC Ref No 22/00507/RMM (MLC Ref No 012) and a discharge of conditions application ECDC Ref No 19/01707/DISA (MLC Ref No 012) were submitted by the developer during April and September respectively. The decisions on these applications are still pending consideration.

Proposals in respect of surface water drainage remain unchanged from the Outline Planning permission and associated FRA. The proposal is for a fully attenuated system restricting discharge to greenfield rates of 18.1l/s. The drainage system incorporates an attenuation pond in the south east of the site discharging via a hydrobrake, to restrict flows, to the existing drain in Mepal Road. An extract of the drainage plan is provided on the following page.

The existing drain in Mepal Road enters a culvert which is then understood to connect to the culvert along "The Brook". The culverted drain in "The Brook" outfalls to an open channel in Sutton Park which connects to the head of the Catchwater Drain. The development should not, in theory, result in any impact to the Commissioners' system as the site is outside the "highland catchment" and surface water ultimately drains to the Catchwater Drain.

Some concerns have been highlighted in relation to the receiving watercourse, particularly the condition and capacity of the culverted watercourse through Mepal Road and "The Brook". The current condition and ongoing maintenance of these culverts is unknown therefore it is not clear whether there are any risks associated with accommodating the proposed 18.3l/s discharge rate from the development or whether any maintenance of these culverts is required to ensure no future issues arise. It may be prudent to respond to the application to highlight these concerns.

Extract from iD Ltd Drawing No 985-00-23 Rev B

The County Council, in its capacity as Lead Local Flood Authority (LLFA) raised "no objection in principle" to the Reserved Matters application but at the time of writing has yet to respond to the discharge of conditions application.

Reserved matters for Outline planning application 17/01445/OUM for erection of up to 53 houses to include public open space and details relating to access on land rear of Garden Close Sutton – Abbey Developments Ltd (MLC Ref Nos 002**,** 004 & 014)

According to the District Council's Public Access webpage a new Reserved Matters application was submitted by the developer, ECDC Ref No 22/00057/RMM (MLC Ref No 014), during January. The decision on the application is still pending consideration.

Whilst a detailed review of the submitted planning application has not been carried out it is noted that the LLFA has objected to the application on the basis that the drainage proposals have changed from the outline planning permission and more detailed information is required. Of particular concern is that the discharge rate to the two discharge locations has increased from the previous combined total rate of 2l/s to 8l/s. An initial review of the Drainage Strategy plan would suggest that the system utilises the previous drainage routing whilst increasing the discharge rates. It is therefore assumed that the developer has not taken into account the previous comments and concerns raised by the Commissioners.

<u>In order to guide further discussion, it would be beneficial to receive the Commissioners' opinion and further instruction on the above planning application and whether a further objection to this application should be raised.</u>

Outline application comprising access and landscaping to provide up to 115 dwellings comprising 35 CLT houses and 80 market houses (including 5no. self-build plots), commercial units - (Use Class B1(Business) and/or D1 (Non-residential Institutions - day nursery) - in the alternative), substation, multi-functional community building and football pitch, together with landscaping (including public open space) and associated infrastructure (with all other matters reserved) on land at Camp's Field south of Stretham Road Wilburton – Stretham & Wilburton Community Land Trust & Laragh Homes Developments Ltd (MLC Ref No 003)

Further to the entry in the last report no further correspondence has been received in relation to the above development and as a consequence no further action has been carried out on the Commissioners' behalf.

According to the District Council's Public Access webpage a decision on this planning application is pending but it is noted that an extension of time until 12th August has been requested by the Planning Officer to allow for a "formal re-consultation on received amended plans".

Approval of the details for reserved matters for appearance, Landscaping, Layout and Scale of planning application 18/01041/OUM erection of 33 dwellings, associated public open space and landscaping, with all matters reserved except for access on site east of 12 - 18 Metcalfe Way Haddenham, 20/01766/RMM – Castlemore Homes (MLC Ref No 005)

The Reserved Matters application for the above development was approved on the 23rd July. Construction has since commenced on site. The LLFA has confirmed that the submitted surface water drainage scheme and foul water disposal scheme are acceptable. The condition relating to surface water drainage and foul drainage has therefore been discharged. No other relevant conditions have been imposed by the approval.

No further correspondence has been received in relation to this development or the letter from the concerned neighbour and as a consequence no further action has been taken on the Commissioners' behalf. In respect of the letter from the neighbour it is assumed this is being delt with by the County Council in its role as LLFA and as the recipient of the letter.

Change of use of (1) an existing open-sided agricultural shed from agriculture to a mixed use of agriculture and B8 storage, (2) an existing agricultural building from agriculture to a mixed use of agriculture and B8 storage, and (3) (part retrospective) an area of hardstanding from open agricultural storage to open storage of contractor's plant and machinery (sui generis) at Tree Farm, Hillrow Causeway, Haddenham, 21/00044/FUL - Mr Kevin Johnson – CB Groundworks & Construction Ltd (MLC Ref No 006)

No correspondence has been received from the applicant in relation to the relevant consenting requirements that were identified in the response to the planning application.

At the time of writing the status of the planning application was still pending consideration, although it was noted that an extension of time to the 31st May had been agreed by the developer.

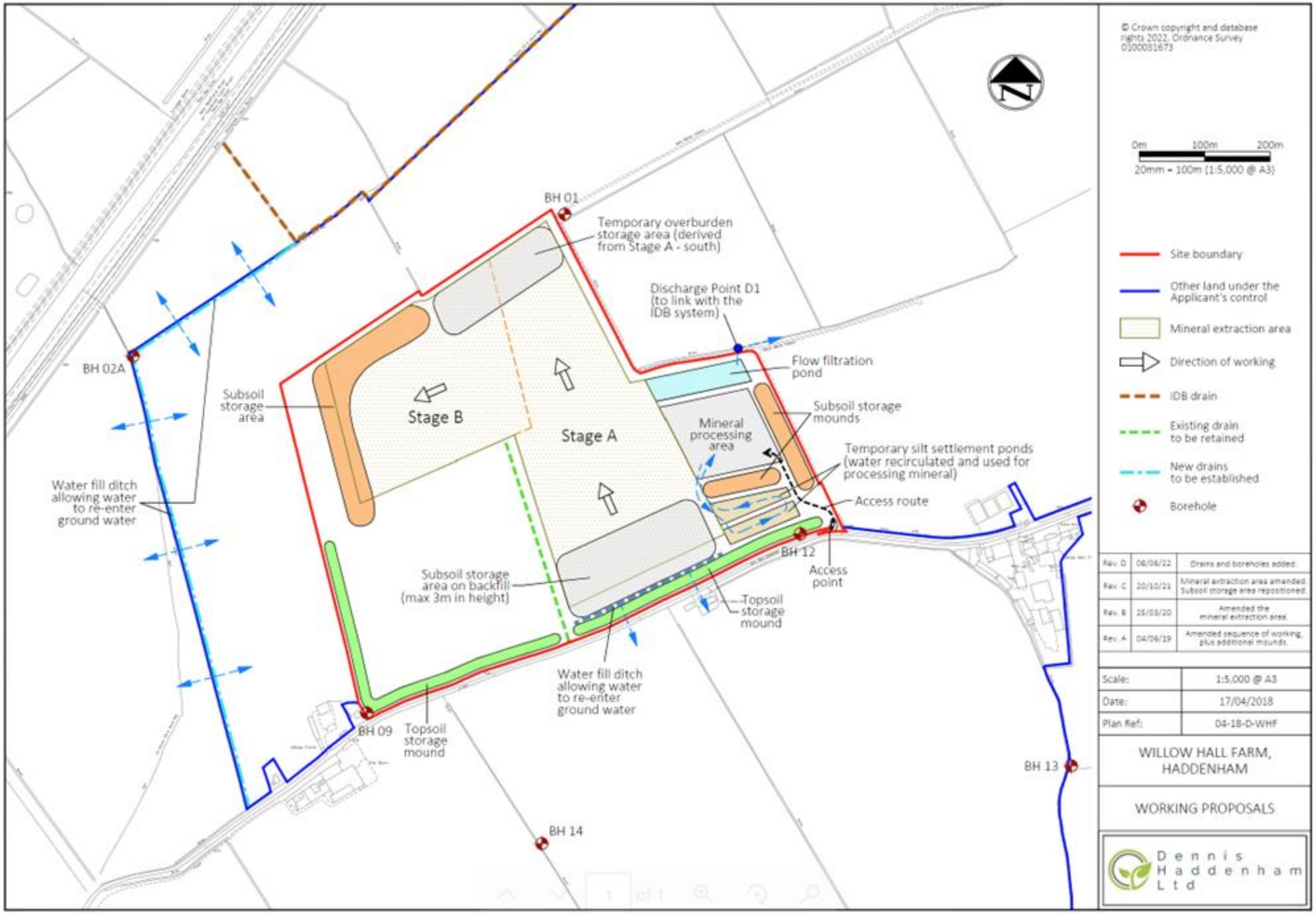
In order to guide further discussion, it would be beneficial to receive the Commissioners' opinion and further instruction over how they wish us to proceed with the above planning application

Proposal to demolish the existing buildings on site and replace with two barn structures at Forest School Camps Stores, Bungalow Farm, Hill Row Causeway, Haddenham – Forest School Camps (MLC Ref No 007)

Discharge Consent was issued on the 4th March. No further correspondence has been received in relation to the above development and as a consequence no further action has been taken on the Commissioners' behalf.

Construction of irrigation reservoirs by the extraction, processing and export of sand and gravel at Willow Hall Farm, Hillrow Causeway, Haddenham – Dennis Haddenham Ltd (MLC Ref Nos 008 & 015)

Following correspondence received from the County Council's Strategic & Specialist Applications Development Management concerning the above, the Chairman of the Commissioners requested the Consulting Engineer review the amended documents submitted in respect of the Discharge of Conditions application. The Chairman highlighted concerns regarding the proposals arising from the dewatering discharge rates into the Commissioners' district and the possible impacts of the dewatering operation on the surrounding area, particularly during the construction of the first of the three reservoir phases.



Copy of Dennis Haddenham Ltd's Plannings Drawing No 04-18-D-WHF-RevD

The development proposals consist of the construction of three, winter-fed, below ground reservoirs with a total capacity of 432,000m^3 along with a wetland and conservation grassland area adjacent to the reservoirs. Construction of the reservoirs will be through extraction and removal of approximately 690,000 tonnes of sand and gravel over a five-to-six-year period. A temporary processing facility will be constructed on the site to process minerals and store excavated topsoil over the construction period.

The proposal for dealing with surface water management from the site is for a fully attenuated discharge restricting flows to greenfield rates which will be achieved by diverting all flows originating on site to a balancing/flow filtration pond. Discharge to the receiving watercourse is restricted to greenfield rates through the use of a pumped outfall during the construction phase. This drainage system is also designed to accommodate the dewatering volumes created through excavation of the first of the three reservoirs with water pumped into the balancing/flow filtration pond.

Dewatering of the first reservoir is to occur between 1st October and 31st March. Dewatering for the second and third reservoirs will be into the previously constructed reservoir(s) therefore there is little or limited discharge off site to the wider district. The review of the groundwater impact assessment report had indicated reasonable assumptions had been used to quantify seepage rates arising from the excavations. However, the operator has experienced greater volumes of water during excavations for archaeological investigations required ahead of the main works. This would suggest the assumptions used are underestimates, further reinforcing the concerns raised. Given the system is managed through pumping the pass-through, flows to the District's system will be controlled although this may be significant in terms of volumes.

Prior to the submission of this detailed discharge of conditions application, and in response to the outline planning permission, the Commissioners entered into an agreement with the applicant, Dennis Haddenham Ltd, covering the management of the reservoirs. This agreement outlined several conditions regarding the operation and management of the reservoirs both during construction and post-construction.

A Section 23 application was submitted in respect of a temporary access culvert and roadway connection to provide access to the site off the A1123 and consent was granted in October 2021. A further application was submitted in respect of the removal, modification of existing field drains impacted by the scheme and the creation of a new watercourse to the west and north of the site connecting to the Commissioners' watercourse at Point 64. Consent was granted in June subject to the provision of an environmental feature as mitigation for the loss of watercourses impacted by the reservoirs. The design of the new watercourse did not cover the subsequent suggestion that it could be used as a trench to recharge groundwater during dewatering of the reservoirs. This is discussed further below.

A formal objection to the discharge of conditions application was submitted to the County Council, in its role as the Mineral Planning Authority (MPA), requesting further detailed information in respect of the drainage proposals as well as highlighting the requirement for the various consents in respect of the dewatering of the site and any modifications to watercourses affected by the development.

Confirmation that the concerns have been addressed was provided to the County Council on the 21st February.

The agreement in place with the applicant provides for control of the management of dewatering although it should be highlighted that this is likely to result in some additional pumping by the Commissioners. However, any additional costs the Commissioners may incur as a result of the development can be reimbursed and the developer has agreed to this, subject to agreeing the recharge rates.

The formal consent applications have yet to be received and it is assumed this is waiting on the detailed design of the control structures. The applicant has been asked to submit the applications and supporting information.

In addition to the above the applicant submitted a recent Section 73 planning application to vary conditions 3 & 7 of their planning permission, E/3003/18/CM, (Cambridgeshire County Council (CCC) planning ref CCC/22/075/VAR, MLC Ref No 015) to allow dewatering year-round throughout the entire construction phase of the development. As a consequence of this application an Extraordinary Board meeting was held on 18th July to discuss this variation. A representative of Mick George Ltd attended this meeting to present proposals on behalf of the applicant. The outcome of this meeting was an instruction to submit a formal objection to the variation due to the significant potential impacts that would arise from year-round dewatering and lowering of ground water levels. This was submitted to the County Council on 28th July. The response from the Environment Agency to the variation is that they are "**unable** to recommend the variation". Whilst the status of the application on the Council's planning portal is pending consideration it is understood that the current position of the variation is that the applicant has asked CCC to put the application in abeyance.

Following the Extraordinary meeting a working group of the Commissioners has been established to liaise with the applicant over their proposals. A meeting was held on the 23rd September with the applicant at which discussions were held regarding the requirements for seasonal dewatering (October to December) and proposals for the variation to year-round dewatering. The meeting discussion was positive and a number of proposals were put forward to allow the Commissioners to be reassured over year-round dewatering. Revised proposals will be drawn up by the applicant for submission to the Commissioners for review. Subject to the proposals being satisfactory the Commissioners' representatives should then be in a position to make recommendations to support a variation.

In addition to the above, details have been received of the proposed dewatering rates which are due to commence in October. This information is currently being reviewed and discussion is ongoing with the developer. A site walkover was carried out on the 21st September to confirm the condition of watercourses along the proposed route to the nearest Commissioners' drain. No major issues were identified. The applicant has agreed to replace the old non-return flow controls with proper flap valves to prevent dewatering volumes reaching Sutton Level and to maintain the section of drain from the discharge point to the Commissioners' Third Drain. Level gauge boards and telemetry to monitor water levels will also be installed at Points 34 and 32 in the Haddenham Level. The requirement for recharge of pumping costs at Haddenham Pumping Station has been raised with the applicant and a calculation of the reasonable costs of pumping per m^3 is being derived. At the meeting held on 23rd September, in-principle agreement to seasonal dewatering (October to March) was agreed subject to the agreement of the requirements listed and these being installed by the end of September. Recording of dewatering volumes will be carried out by the District Officer.

Liaison will continue with the appointed working party to allow for continued discussion and guidance and it is assumed any further instructions relating to the above planning application will be provided by the Chairman.

Cambridge Wastewater Treatment Plant Relocation in the Snout Corner/Honey Hill/Poplar Hall Farm area, Fen Ditton - Anglian Water Services Ltd (MLC Ref No 009)

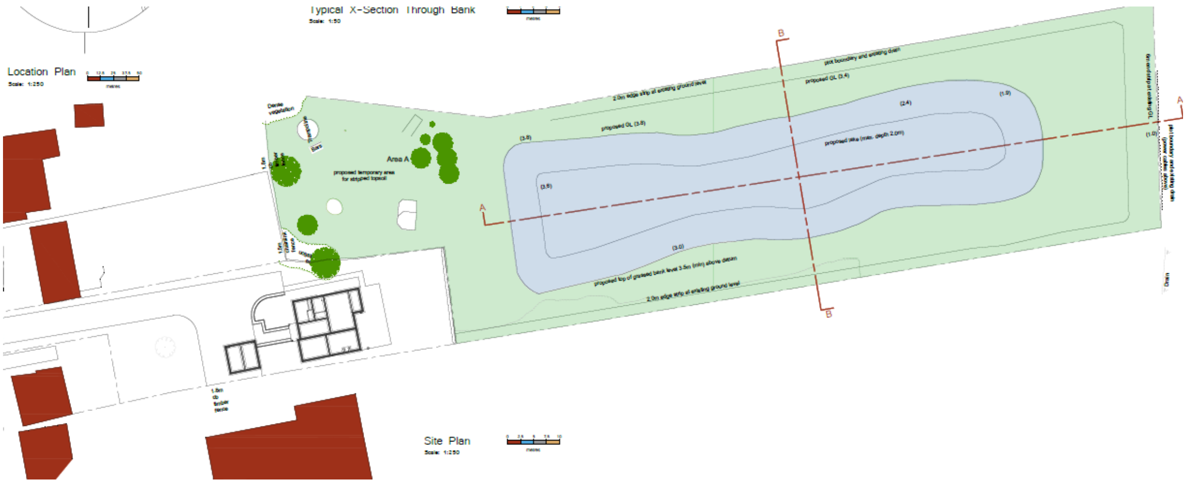
No further correspondence has been received in relation to the above development and as a consequence no further action has been carried out on the Commissioners' behalf.

Erection of 55 new dwellings, new access, estate roads, driveways, parking areas, open space, external lighting, substation and associated infrastructure at site south and west of The Bungalow, Brick Lane, Mepal - Havebury Housing Partnership (MLC Ref No 011)

Further to the entry in the last report no further correspondence has been received in relation to the above development and as a consequence no further action has been carried out on the Commissioners' behalf.

Construction of a lake on land rear of 107 The Row, Sutton – Mr P Hutchinson (MLC Ref No 013)

An enquiry has recently been received from the applicant in relation to the above development, as to whether consent would be required if the lake is to overflow into the Commissioners' system. More information has been requested to enable this matter to be considered in further detail.



Extract from Swan Edwards drawing no SE-1328-PP2000 Rev D

Draft Haddenham and Aldreth Neighbourhood Plan (Regulation 14) – Pre-Submission Consultation

Further to the entry in the last report no further correspondence has been received in relation to the above and as a consequence no further action has been carried out on the Commissioners' behalf.

Planning Updates & Consultations

A "Strategic Planning Consultation Responses" document can be found on www.middlelevel.gov.uk via the following link Strategic Planning Consultation Responses.

29 September 2022

Consulting Engineer

Haddenham Level Drainage Commissioners

Notice of conclusion of the audit

Annual Governance & Accountability Return for the year ended 31st March 2022

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 Haddenham Level Drainage Commissioners for the year ended 31st March 2022 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 Haddenham Level Drainage Commissioners on application to:

The Clerk
Haddenham Level Drainage Commissioners
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 Commissioners

Date of Announcement: 26th September 2022

Annual Internal Audit Report 2021/22

HADDENHAM LEVEL DISTRICT DRAINAGE COMMISSIONERS

WWW.MIDDLELEVEL.GOV.UK

During the financial year ended 31 March 2022, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2021/22 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2020/21, it met the exemption criteria and correctly declared itself exempt. *(If the authority had a limited assurance review of its 2020/21 AGAR tick "not covered")*			✓
L. The authority publishes information on a free to access website/webpage up to date at the time of the internal audit in accordance with any relevant transparency code requirements	✓		
M. The authority, during the previous year (2020-21) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations *(evidenced by the notice published on the website and/or authority approved minutes confirming the dates set)*.	✓		
N. The authority has complied with the publication requirements for 2020/21 AGAR *(see AGAR Page 1 Guidance Notes)*.	✓		

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

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

Date(s) internal audit undertaken: 28/05/2022 30/05/2022 10/06/2022

Name of person who carried out the internal audit: WHITINGS LLP

Signature of person who carried out the internal audit: P. PEECH – WHITINGS LLP

Date: 10/06/2022

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

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

Section 1 – Annual Governance Statement 2021/22

We acknowledge as the members of:

HADDENHAM LEVEL DISTRICT DRAINAGE COMMISSIONERS

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.*

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

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

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

28/04/2022

and recorded as minute reference:

C.460

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

Chairman M. Clay

Clerk

WWW.MIDDLELEVEL.GOV.UK

Section 2 – Accounting Statements 2021/22 for

HADDENHAM LEVEL DISTRICT DRAINAGE COMMISSIONERS

	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	227,698	237,463	*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	187,369	187,463	*Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.*
3. (+) Total other receipts	23,164	27,668	*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	36,633	36,720	*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	43,343	42,964	*Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).*
6. (-) All other payments	120,792	119,969	*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	237,463	252,941	*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	244,808	256,551	*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	2,489,030	2,489,030	*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	301,957	270,014	*The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).*

	Yes	No	N/A	
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 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 7th MARC 2022

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

28/04/2022

as recorded in minute reference:

MINUTE REFERENCE C.462

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

M. Clunel SIGNATURE REQUIRED

Section 3 – External Auditor Report and Certificate 2021/22

In respect of **HADDENHAM LEVEL DRAINAGE COMMISSIONERS – DB0035**

1 Respective responsibilities of the body and the auditor

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/ .

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 2022; and
• confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor report 2021/22

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 2021/22

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 2022.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature: PKF Littlejohn LLP   Date: 11/09/2022

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

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

BB/MM053
11 October 2022

Messrs. D Thomas, R Hill and S Ablett
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 2021-2022

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 2022, 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. **Asset Valuations and Insurances**

   It is noted that, whilst a large proportion of boards took the option to revalue for insurance purposes their pumping station and residential assets during recent years, there are still 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. Should a pumping station or residential property require a complete rebuild following an unforeseen catastrophic event, current valuations may no longer be appropriate given today's prices which may lead to a shortfall in funds which have to be met by surplus funds.

   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. This is especially important given the significant increase in material and labour costs seen in recent times as a result of rising inflation and global material shortages. However we are pleased to note that boards are being asked whether they wish for insurance to be index linked going forward and would strong suggest that all boards agree to this proposal.

1. **Asset Valuations and Insurances - Continued**

   <u>*Client comment:*</u>
   While we have put it to Boards to review pumping station valuations for insurance purposes, as separate statutory authorities it is up to each Board to review and approve what they consider to be an appropriate valuation and your point concerning possible under-insured amounts having to be funded directly by the Board following an event has been highlighted previously. A number of Boards have previously approved to index link valuations and we will be asking all Boards to consider this during the 2023 meetings, along with consideration of current valuations. This is an area already programmed to be reviewed every five years and hopefully with indexing we may not require such individual valuations going forward.

2. **Employee Benefits - Vehicle Usage**
   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' vehicles 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. The Court of Appeal ruled in favour of HMRC and, as a result HMRC are now reminding employers of the importance to ensure that they have classified their vehicles correctly and as a result we would advise that this matter is kept under review both now and into the future to mitigate the risk of an unexpected tax bill arising. We would advise that this is considered across all boards going forward if this is not being taken into account already.

   <u>*Client comment:*</u>
   We are aware of the case and potential implications to employees of classification of vehicles. Generally, we do not make changes concerning additional passenger/load capabilities to that of the original manufacturer's specification, which are relied upon alongside the HMRC guidance when designating vehicles for taxation/benefits in kind.

3. **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 and ideally the rationale being documented in the accounts pack provided to us as part of the internal audit

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

<u>*Client comment:*</u>

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

4. **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.

The budgets that have been set for 2022/23 year may need to be increased throughout the year due to the significant cost increases that are currently well publicised in the media, most notably in relation to the cost of gas and electricity as a result of the ongoing conflict between Russia and Ukraine.

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.

5. Surplus Funds

It is noted a number of IDB's hold significant cash reserves, with inflation now being at a 40 year high, all IDB's need to consider investing their surplus funds, in order to achieve greater return on public funds and to ensure value for money principles are observed and cash asset values are not eroded overtime. We appreciate that in recent years interest rates would have made such an exercise unfruitful when taking into account the associated admin cost involved in such an undertaking. However, with the Bank of England now increasing interest rates to combat rising inflation in the UK, we would advise that this is now an opportune time to conduct such an exercise.

Client comment:

We have previously made arrangements with our bankers concerning the costs for the provision of banking services and interest which when added together more than covered the costs associated with monthly/quarterly administration costs in transferring funds. As mentioned, interest rates in recent years have been negligible and as responsible public authorities we need to maintain caution as to where funds may be deposited - the general principle of the higher the reward the higher the risk applies. During this period we did re-negotiate our banking arrangements and maintained the cost benefit in relation to the provision of banking services. Although it is correct that the Bank of England is increasing interest rates to combat inflation, rates will not match/keep pace with (current) inflation and with the current spiralling fuel costs we also need to ensure Boards have sufficient liquidity to meet ongoing operational expenditure. We have planned meetings with our bankers when this will be discussed further as well as looking at possible alternative places for longer term investments.

6. Rental of Land

It was previously noted that some IDB's were renting out land to tenants for less than market value and that this should be reviewed to ensure value for money principles were being applied.

We are happy to note that some IDB's have increased the rental values of land to market rates, although there are still some IDB's where the rental value is significantly below market value and we advise that the market values are increased for these boards to ensure value for money principles are applied going forwards.

Client comment:

Boards which have land holding for rent generally review rents in accordance with tenancy agreements and use local land agents for guidance. A number of Boards have small holdings of land which are let at reasonable rates with a view to keep the land tidy and in good order as they are not necessarily commercially viable. A number of Boards have slamp land, which cannot be considered the same as general agricultural land for rental purposes. All Boards look to get the best rents available, but these are relevant to the size and type of land being let.

Specific Points

Conington & Holme IDB

We note that the pumping station owned by the board is insured at less than the latest revaluation amount, see below;

Insured value	610,000
Latest revaluation	685,630
Underinsured	**75,630**

We understand that the board took the conscious decision not to uplift the insurance value in line with the revaluation figure suggested by the engineer. As already highlighted above, should any significant event occur, such as a major fire, resulting in the need to reinstate the asset in full, the board run the risk of the shortfall which would require the use of surplus balances to cover the resulting deficit in funds. We would therefore strongly recommend that the board consider increasing the insured value to the revaluation figure.

Client comment:

Although as previously mentioned these points will be raised as agenda items your comments and recommendations will also be considered when reviewing the internal audit report.

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.

Waldersey IDB - Debtor	25,936.95
Hundred of Wisbech IDB - Creditor	25,500
Difference	**436.95**

We are pleased to note that this difference is insignificant for the current year. The difference arises due to the accounts of Hundred of Wisbech IDB being completed before Waldersey IDB, leading to a provision being required in the former's books in the absence of more accurate information being 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.

Client comment:

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 both Boards.

There are no current plans to change meeting dates so as one set of accounts is finalised before the other there is likely to remain creditor/debtor position in both sets of accounts although now that all older balances have been cleared, any in-year balance should be cleared, generally a year in arrears.

March East IDB

During our review it was noted that the onsite pumping station attendant's payments were not authorised during the year, the amounts charged by the attendant are similar to the rental costs charged to the individual for occupying residential property owned by the district. We understand that this arrangement has been agreed at board level to ensure that the individual is not financially penalised in carrying out their duties for the board. However, this treatment appears to be at odds with the amount charged being disproportionate when compared to other IDB's that we have audited. We would advise that these amounts most certainly should be authorised to ensure adequate controls are maintained over the purchase function and we would also question how HMRC would interpret the arrangement should they carry out any follow up review in the future.

Client comment:

Following a review in the previous financial year residential property rent was re-assessed in-line with current guidance from HMRC. At the same time the value of the attendant's services was re-appraised. These reviews were approved by the Board. There were no changes proposed for 2022 so the original resolution remained unchanged. However, we agree with your comments and both areas will be considered annually as separate agenda items.

March Sixth DDC

During the course of our audit we noted that the 2021/22 public rights notice had not been published on the website, we are pleased to note that following notification of this fact the notice was promptly uploaded. We are satisfied that this is an isolated incident but would remind all boards of their obligation to comply with the requirements in this area and to ensure that all relevant documents are published in a timely manner.

Client comment:

Every effort is made to update the relevant pages of all authorities in an efficient and timely manner and in accordance with the regulations. It should be noted that as well as display on the website, notices are also displayed in paper format withing the District.

Your comment is noted and procedures will be amended concerning this for the future.

We 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. We trust that the engagement team have not caused significant disruption during the execution of their procedures.

Yours sincerely,

Whitings LLP

Whitings LLP

Department for Environment Food & Rural Affairs

Annual Report for the year ended
31 March 2022

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 31 October 2022 a copy must be provided to:

- Department for Environment, Food and Rural Affairs, Flood and Coastal Erosion Risk Management Division, Floor 3, Seacole, 2 Marsham Street, London SW1P 4DF via flood.reports@defra.gov.uk
- National Flood and Coastal Risk Manager (Strategic Delivery), The Environment Agency, Horizon House, Deanery Road, Bristol, BS1 5AH via james.addicott@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 £.

HADDENHAM LEVEL DRAINAGE COMMISSIONERS

Section A – Financial information

Preliminary information on special levies issued by the Board for 2022-23

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 2022-23 (forecast)	
Name of local authority	**2022-23 forecast £**
1. EAST CAMBRIDGESHIRE DISTRICT COUNCIL	68,735
2.	
3.	
4.	
5.	
6.	
7.	
8.	
Total	**68,735**

Section A – Financial information (continued)

Income and Expenditure Account for the year ending 31 March 2022

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 2022 £
INCOME		
1. Drainage Rates		120,537
2. Special Levies		66,926
3. Higher Land Water Contributions from the Environment Agency		9,599
4. Contributions received from developers/other beneficiaries		2,835
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		11,658
9. Interest and Investment Income		229
10. Rents and Acknowledgements		0
11. Other Income		3,348
Total income		**215,132**
EXPENDITURE		
12. New Works and Improvement Works		0
13. Total precept to the Environment Agency		35,953
14. Watercourse maintenance		46,606
15. Pumping Stations, Sluices and Water level control structures		58,788
16. Administration		13,147
17. PSCAs		0
18. Rechargeable Works		0
19. Finance Charges		42,964
20. SSSIs		0
21. IDB Biodiversity and conservation (other than item 20 expenditure)		468
22. Other Expenditure		1,728
Total expenditure		**199,654**

EXCEPTIONAL ITEMS		
23. Profits/(losses) arising from the disposal of fixed assets		0
Net Operating Surplus/(Deficit) for the year		**15,478**
24. Developers Funds income not applied in year		3,610
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?).............................. 2022

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

When was biodiversity last discussed at a Board meeting (date)?.............................. 28/04/2022

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?

29.5

How many pumping stations does the Board operate?

2

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

4.47 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) ☐

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?	27
Seats available to appointed members under the Land Drainage Act 1991.	13
Number of elected members on the board at year end.	25
Number of appointed members on the board at year end.	2
Mean average number of elected members in attendance at each board meeting over the last financial year.	12
Mean average number of appointed members in attendance at each board meeting over the last financial year.	1

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

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

Complaints procedure

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

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

Public Engagement

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

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

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

0%

Section B: NOTES

Guidance and Best Practice

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

Board membership and attendance

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

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

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

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

Section C – Declaration

HADDENHAM LEVEL DRAINAGE COMMISSIONERS

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

Signature	S J Ablett
Date	12/09/2022
Name in BLOCK LETTERS	MISS SAMANTHA ABLETT
Designation	ASSISTANT TREASURER
Email address	sam.ablett@middlelevel.gov.uk

HADDENHAM LEVEL DRAINAGE COMMISSIONERS
BUDGET MONITORING 2022/2023

		Approved Budget 2022/2023	Actual to 30/09/2022	Forecast to 31/03/2023
1	CHANNEL MAINTENANCE	14,500	9,063 [A]	14,500
2	LABOUR	41,800 [B]	21,162 [B]	41,800 [B]
3	REPAIRS AND RENEWALS	18,000 [C]	1,902	18,000 [C]
4	FUEL	43,000	8,247	43,000 [D]
5	RATES, INSURANCES & TELEPHONES	11,300 [E]	3,861 [E]	10,300 [E]
6	ADMINISTRATION	13,900 [F]	5,965 [F]	13,900 [F]
7	ASSET REPLACEMENT	7,500 [G]	3,750 [G]	12,500 [G]
8	E. A. PRECEPT	36,672	18,336	36,672
9	LOAN REPAYMENT	42,964	21,482	42,964
10	REPLACEMENT EXCAVATOR	0	0	0
		229,636	**93,768**	**233,636**
	INCOME	**29,590** [H]	**4,054**	**33,675** [I]
	-200,047			
	Net Expenditure	**200,047**	**89,714**	**199,961**
	Rate Requirement	**37.90** p		**39.48** p
	Rate set			
	AV 506,448			
	Gen. Fund balance open	195,729	195,729	195,729
	Rates raised 38.00p	192,450	158,489	192,857
	net expenditure	200,047	89,714	199,961
	adj. balances	-6,425	0	-5,425
	closing balance	**181,707**	**264,505**	**183,201**

A - Includes for:

Flail mowing	5,100
Planning & development consultancy fees	403
	5,503

B - Provision for District labour and District Officer

C - Includes provision to replace wet well bolts - Sutton Gault pumping station 6,000

D - Provision for new contract rates at 5 year average (increased for new contract prices)

E - Includes gross water charges (re-charged to 3rd party)

F - Includes for new Health & safety arrangements

G - Funds raised for aset replacement fund

Asset replacement fund:

Balance at 01.04.22	53,602
Funds raised 2022/2023	7,500
Expenditure 2022/2023	-13,250
Estimated balance at 31.03.2023	47,852

H - Includes for average highland water, re-charge of water usage and private works

I - Includes calculated highland water claims, re-charge of water usage and private works

Includes asset funding for:

Sutton Gault p/s wet well bolts	6,000
Grant-in-aid - telemetry	2,500
asset fund - telemetry	2,500
Includes use of balances - surplus from 21/22	5,425