WARBOYS SOMERSHAM AND PIDLEY INTERNAL DRAINAGE BOARD

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18th November 2022

My Lord, Lady and Gentlemen

Meeting of the Board – 1st December 2022

I enclose the Agenda for the Meeting of the Board to be held at Lakeside Lodge, Pidley during the afternoon of Thursday 1st December 2022.

An Inspection of the District will take place prior to the Meeting and Members should assemble at the Lodge at **09.30am**.

PLEASE NOTE THAT THIS AGENDA INCLUDES CONFIDENTIAL PAPERS. APART FROM THE COPY RETAINED WITH THE CONFIDENTIAL MINUTES THEY WILL BE DESTROYED FOLLOWING THE MEETING AND MEMBERS ARE REMINDED THAT THEY MUST NOT BE DISCUSSED WITH ANYONE OTHER THAN A BOARD MEMBER.

AFTER THE MEETING PLEASE DESTROY YOUR COPY OF THE PAPERS OR RETURN THEM TO THE OFFICE TO BE DESTROYED.

Please telephone or email to confirm **whether or not** you will be attending the meeting and/or inspection & meal.

Luncheon will be provided following the Inspection at approximately **12.45pm**, with the meeting to follow at **2pm**.

The office needs to advise the Lakeside Lodge of how many luncheons will be required by **WEDNESDAY 23rd NOVEMBER**.

To avoid paying for food that is not required please confirm **WHETHER OR NOT YOU WILL BE STAYING** for the meal. Thank you.

Yours truly

D C THOMAS

Clerk to the Board

To the Chairman and the Members of the Warboys Somersham and Pidley Internal Drainage Board

A G E N D A

1. Apologies for absence

2. Declarations of Interest

Members to declare any interests relating to the agenda.

3. Confirmation of Minutes

To confirm the Minutes of the Meeting of the Board held on the 26th May 2022.

(Copy pages 7 - 21)

4. Matters arising from the Minutes

5. Resignation of G Munns

Mr G Munns has handed in his resignation from the Board on 26th May 2022. A letter of Thanks has been posted to Mr Munns.

6. Vacancy in Membership

To consider the filling of the vacancy in the membership of the Board left by the resignation Mr G Munns.

7. Election of Board Members

The Clerk will report that as the number of candidates for membership did not exceed the number of persons to be elected (21), the following candidates were elected as Members of the Board for a period of three years from 1st November 2022, viz:-

Mr J Armstrong Esq	Mr D Brown Esq (VC)	Mr D Cornwell Esq
The Lord De Ramsey	Mr S Edgley Esq	Mr D Edwards Esq
Mr D England Esq	Mr M England Esq	Mr D Fabb Esq
Mr J German Esq	Mr M Heading Esq	Mr I Johnson Esq
Mr S Johnson Esq	Mr C Leadbetter Esq (C)	Miss L Munns
Mr T Noble Esq	Mr J Short Esq	Mr R Waters Esq
Mr H Whittome Esq	Mr S Whittome Esq	

8. Appointments 2022/2023

a) To appoint the Chairman of the Board
(Present Chairman – C Leadbetter Esq)

b) To appoint the Vice Chairman of the Board
(Present Vice Chairman – D Brown Esq)

c) To appoint the Clerk of the Board
(Present Clerk – Middle Level Commissioners)

d) To appoint the Finance Committee
(Present Finance Committee comprises The Lord de Ramsey, Messrs D D Brown, D W England, D Fabb, M P England, J German, C Leadbetter, T E A Noble and H W Whittome)

9. Rental Agreement – Puddock Pumping Station Bungalow

Further to B.1800, The Clerk to report.

10. Fenton Lode New Cut (Tesco Site)

Further to B.1802, the Chairman to report.

11. Outstanding Drainage Rates

Further to minute B.1803, the Clerk to report.

12. Review of Easement Agreements (A Bartlett & Sons Ltd)

Further to B.1807, The Chairman to report.

13. Clerk's Report

The Clerk advises:-

i) 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.

ii) Association of Drainage Authorities

a) Annual Conference

That the 85th Annual Conference of the Association was held on Wednesday 9th November 2022, The Hive, Nocton, Lincolnshire. The Clerk to report.

b) Meeting of the River Great Ouse Branch

That the Annual Conference of the River Great Ouse branch of the Association will take place on Tuesday 7th March 2023 at Prickwillow Village Hall.

iii) Smart Level System/District Wide Telemetry Bid

Further to minute B.1811(x), the Clerk to report.

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

To consider the Report of the Consulting Engineers.

(Copy Pages 22 - 27)

15. District Officer's Report

To consider the Report of the District Officer.

16. Association of Drainage Authorities – Subscriptions

The Clerk will report that ADA have increased subscriptions by 4.5% for 2023.

ADA subscriptions for 2022 were £875, will be £915 for 2023.

17. Contribution from Developers

The Clerk will report that a contribution towards the cost of dealing with the increased flow or volume of surface water run-off and treated effluent volume has been received.

(See Confidential Papers)

18. Health & Safety

The Clerk will advise that the next Cope Safety Management visit will be 18th January 2023. The report from this visit will be included in the next meeting.

19. Financial Statement

a) Board's revenue cash balance at 16th November 2022: -

Clients Premium Account	£862,772.17

b) Drainage rates and special levies outstanding at 2nd November 2022 £80,241.40

20. Risk Management Assessment

Further to minute B.1824(b), the Board to consider the valuation of their buildings and whether to index-link these values from April 2023. (Previous valuation at 31st March 2022 included)

(Copy page 28)

21. Completion of the Annual Accounts and Annual Return of the Board – 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 29 - 33)

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

(Copy pages 34 - 43)

22. Defra IDB1 Returns

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

(Copy pages 44 - 53)

23. Expenditure/Estimate Update

The Clerk will advise the Board how estimated expenditure for 2022/2023 compares with actual expenditure to date.

(Copy pages 54 - 56)

24. Electricity

The Chairman to report on current costs, cost of pumping to retain levels throughout the District and possible renewable energy provision.

25. Date of next Meetings

To agree the dates for the Meetings of the Board to be held in 2023.

26. Any Other Business

WARBOYS SOMERSHAM AND PIDLEY INTERNAL DRAINAGE BOARD

At a Meeting of the Warboys Somersham and Pidley Internal Drainage Board
held at the Lakeside Lodge, Pidley on Thursday 26th May 2022

PRESENT

C Leadbetter Esq (Chairman)	S Johnson Esq
D R A Fabb Esq	J German Esq
I Johnson Esq	T E A Noble Esq
L C A Munns	D W England Esq
D J Edwards	J M Short Esq

Miss Lorna McShane (representing the Clerk to the Board) & Mr R Wilmer (District Officer) was in attendance.

D W Cornwell Esq & M P England Esq joined the meeting remotely via telephone.

Apologies for absence

Apologies for absence were received from J C Armstrong Esq, Cllr I Benney, D D Brown Esq, S Edgley Esq, M E Heading Esq, G Munns Esq, R Waters Esq, H W Whittome Esq and S W Whittome Esq.

B.1796 Declarations of Interest

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

The Chairman declared an interest in item 13 on the agenda – Lafarge Restoration/Pumping Agreement.

B.1797 Confirmation of Minutes

RESOLVED

That the Minutes of the Meeting of the Board held on the 2nd December 2021 are recorded correctly and that they be confirmed and signed.

B.1798 Election of Board Members

Miss McShane reported that the term of office of the Members of the Board will expire on the 31st October 2022 and will submit the proposed register of electors which is applicable to the 2022 election.

B.1799 Death of Mr Terry Kent

Miss McShane reported that Mr Terry Kent, who was a long serving employee of the Board, had died at the end of February this year. A letter of condolence had been sent to Mrs Kent.

B.1800 Rental Agreement, Puddock Pumping Station Bungalow

Miss McShane reminded the Board that Mr & Mrs Kent had resided at the Puddock Pumping Station bungalow since Mr Kent's retirement. As Mr Kent had no longer been an employee of the Board, they had occupied the property on a shorthold tenancy in Mr Kent's name. With the Chairman's agreement, Mrs Kent had been given a shorthold tenancy for 6 months. This is a temporary arrangement until she can obtain alternative accommodation as the Board may need the bungalow for operational purposes for the new District Officer when Mr Wilmer retires.

RESOLVED

> The Board approved the actions of the Chairman in granting Mr Kent's widow a shorthold tenancy of 6 months from 17th March 2022.

B.1801 Standing Orders

Further to Minute B.1777, Miss McShane advised the Board bout the procedure for reducing the numbers of Members on the Board from 21 to the suggested 14/15 elected Members. In addition, the Board also had one appointed Member from Fenland District Council. She advised that an application to reduce numbers could, depending on the work load currently being undertaken by Defra, be quite a long and protracted process.

The Board expressed the view that their real concern was not so much the number of Members on the Board, but the quorum required by the Board to make decisions and asked the Clerk to investigate with Defra whether it was possible to just reduce the quorum to about 7 members as it was proving difficult to get quorum of 12 Members to every meeting of the Board, due to the reduction in the number of farms in the area and some of the older Members retiring from farming.

RESOLVED

> That the Clerk contact Defra about the Board's wish to amend their standing orders to require a quorum of 7 Members rather than carry out a formal reconstitution of the Board.

B.1802 Fenton Lode New Cut (Tesco Site)

Further to minute B.1781, Miss McShane advised that the Consulting Engineer, in his report, was suggesting that subject to the availability of the relevant parties, a detailed inspection of the diverted drain should be undertaken to ensure that any slippage in the banks, slip stabling and any other issues are dealt with before the Agreement co-performance Deed terminates in 2023.

RESOLVED

That the Consulting Engineer arrange a site meeting to be attended by the Chairman, Vice-Chairman and District Officer.

B.1803 Outstanding Drainage Rates

Further to minute B.1782, Miss McShane reported significant work had been done to bring the Boards Rating area plans up to date. It was hoped to get this finalised soon and to take any actions needed to identify any land that remained unallocated to a ratepayer and then to seek to identify occupation.

RESOLVED

That the current position be noted.

B.1804 Access Requirements, Fenton Lode New Cut

Further to minute B.1785 (ii) & (iii), The District Officer reported that a fence had been erected between the Tesco site and Honeysome Road and that access was required here for maintenance purposes.

RESOLVED

That the Consulting Engineer, Solicitor and District Officer arrange a site visit to view the access arrangements at this location.

B.1805 Over Hanging Trees – Stainless Metalcraft

Further to minute B.1795, The District Officer reported that the trees had now been removed and no further action was required.

B.1806 Lafarge Restoration/Pumping Agreement

The Chairman reported that a meeting had been arranged with the Consulting Engineer and the specification for construction had been discussed.

B.1807 Review of Easement Agreements – (A Bartlett & Sons Ltd)

The Chairman reported that this was no longer in agricultural use and therefore any spoil from maintenance works would need o be removed from the site.

The Chairman agreed to discuss the continued use of the nine-metre easement strip with Toby Barlett.

B.1808 Land Drainage Act 1991

Miss McShane reported that Huntingdonshire District Council had written to advise that due to the new administrative arrangements at the Council following the elections in May, there had been some delay with the appointments to outside bodies and that new cabinet were to meet to review the appointments on 16th July 2022 and will advise the Board of the appointed Members after that date. The previous appointed Members, Councillors Bill and Haines did not stand for re-election in May.

B.1809 Finance Committee

The minutes of the Meeting of the Finance Committee held on Wednesday 11th May 2022, were noted and approved.

B.1810 Charges for hire of plant when engaged on private work

Further to minute B.1749, the Board considered the charges for hiring of plant for private work and the recommendations of the Finance Committee. (last reviewed – June 2021).

RESOLVED

That the charges for hire of plant when engaged on private work for the year 2022-2023 are:-

(i) Doosan DX 140W Excavator

Increase to - £60 per hour in the District) (inclusive of operator's wages)
£65 per hour outside the District)

(ii) Flail Mower

Increase to - £65 per hour inside the District) (inclusive of operator's wages)
£70 per hour outside the District)

B.1811 Clerk's Report

The Clerk advised: -

i) COVID-19 Actions

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

ii) Middle Level Commissioners and Administered Boards Chairs Meeting

That an eighth Chair's Meeting was held on the 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) 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, venue yet to be announced.

b) Meeting of the River Great Ouse Branch

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

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

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

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

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

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

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

iv) 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.

v) Land Registry

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

vi) Red Diesel

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

vii) 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.

   RESOLVED

   1) That a lump sum fee arrangement be agreed in principle, and figures presented to the Board at their January 2023 meeting.

   2) Chairman, Vice-Chairman and David England to be copied into correspondence on relevant Planning Applications.

viii) Anglia Farmers

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

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

ix) Fens Biosphere

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

x) Smart Level System/District Wide Telemetry Bid

The Clerk reported that an order has been placed for telemetry to be installed at all six of the Board's pumping stations and that the installation will proceed over the summer months.

B.1812 Consulting Engineer's Report, including planning and consenting matters

The Board considered the Report of the Consulting Engineers.

Acre Fen

The Chairman reported that he was to arrange a site visit to the Pumping Station with Dave Bantoft, the Electrical Engineer.

High Fen

The new control panel and weedscreen cleaner was working well. The weedscreen cleaner is due its first service which is required to keep the warranty valid.
The cost of the service is £1,350 and Members approved an order to be placed for these works to be carried out. The Chairman agreed to discuss the warranty with the Electrical Engineer.
It was noted by Members of the Board that pump 2 was installed in 1989 and last overhauled in 2009 and consideration should be given to replacing it.

Puddock

It was noted that pump 2 continues to operate with the moisture ingress sensor unit defeated, however a recent test of the motor windings showed no further deterioration of its insultation resistance.
Both pumps at this station were manufactured in 1992 but are operating well.

Planning Applications

The Members noted the Planning Applications received and where appropriate had been dealt with by the Planning Engineer since the date of the last meeting.

Development of Womb Farm to the South West of Doddington Road, Chatteris

The Consulting Engineer advised that an approached had been received from Persimmon Homes East Midlands concerning this development which is beside Fenton Lode/Fillenham Drain (Dents Diversion).

The site is within both the Boards area and that of Nightlayers IDB and it was noted that during previous discussions it had been agreed that surface water should be directed to the Boards Fillenham drain whilst the treated foul effluent water should discharge in to the Boards systems via AWSL's Nightlayer's Fens WRC.

The Boards approved the actions of the Planning Engineer to date and asked for the Planning Engineer to arrange a site visit with Persimmon Homes.

New Advanced Engineering Training Centre at Chatteris Engineering works off Honeysome Road Chatteris – Stainless Metalcraft (Chatteris) Ltd

The District Officer reported that the encroachment issues had now been resolved.

Residential Development on Land to the West of Richmond Lodge, Fen Road, Pidley.

The Engineer reported that the information requested about the capacity of the balancing pond had not been received.

Pudduck Pumping Station

The Engineer reported that following the sale of the former Pumping Station, proposals had been submitted to modify the building into 2 residential properties. The Board had been approached to consider the disposal of surface water and treated effluent from the properties into the Boards watercourse. This will require laying two discharge pipes across the Board's land between the concrete road and conifers at the rear of the site, cutting a hole through the inlet headwall and discharging into the Board's watercourse.

RESOLVED

i) High Fen - That the weedscreen cleaner is serviced at a cost of £1,350.00.

ii) Puddock - That the pumps should not be replaced at the present time.

iii) Puddock Pumping Station - That the Board was agreeable to this request subject to the appropriate conditions being negotiated including the removal of conifers and erection of a fence by the developer, a 6-metre gate to be provided between the pumping station and drain. A sum in the region of £20,000 to be negotiated for the cost the easement together with payment of the Board's legal costs. The Engineer to investigate if a water connection can be made to Puddock Pumping Station to help provide a resolution to the water pressure problems with Anglian Water.

B.1813 Capital Improvement Programme

Members considered the Board's future capital improvement programme.

RESOLVED

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

B.1814 District Officer's Report

The District Officer reported that a culvert was to be installed near point 14. He advised that he had 200 piles remaining and these would be installed at Fenton Lode near the Forty Foot River and that he would carry out these works.

He reported that at Hawk Fen there were obstructions in the 9-metre strip, mostly trees that needed to be removed and a letter had been sent to Kevin Richardson at Sewoods Farm, Chatteris.

The boards at High Fen were rotten and the District Officer asked if the Middle Level Engineer could provide an estimate for the cost of replacement.

The roadway to Pidley Acre Fen and West Moor needs attention and the District Officer asked if the Middle Level Engineers could inspect and provide an estimate for these works.

The District Officer requested if Planning could be obtained from Cambridgeshire County Council for the Pidley Pumping Station.

B.1815 Conservation Officer's Newsletter and BAP Report

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

Members considered and approved the most recent BAP report.

B.1816 Clerk's fee

Consideration was given to the fee of the Clerk.

RESOLVED

That the proposed rate for 2022/2023 be approved.

B.1817 State-aided Schemes

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

RESOLVED

That no proposals be formulated at the present time but that this remains under review.

B.1818 District Labour - District Officer's Salary

The Board considered the recommendation of the Finance Committee that the salary of the District Officer be increased in accordance with the Middle Level Commissioners' pay award, as indicated on the Supplementary Schedule.

RESOLVED

That the recommendation of the Finance Committee be adopted.

B.1819 Environment Agency – Precept

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

The precept for 2020/2021 was £21,877.00.

B.1820 Claims for Highland Water Contributions – Section 57 Land Drainage Act 1991

The Clerk will report that following his submission of claims for contributions the gross sum of £8,132.60 (£18,900.12 less £10,767.52 received on account) (inclusive of supervision) has been received from the Environment Agency for the financial year 2020/2021 based on the Board’s actual expenditure on maintenance work for that financial year and the sum of £11,822.17 in respect of 80% of the Board’s estimated expenditure for the financial year 2021/2022.

B.1821 Determination of annual value(s) for rate purposes

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

RESOLVED

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

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

B.1822 Health and Safety

Further to minute B.1788, the Chairman reported that he would arrange the next meeting with Cope Safety Management and the report would be reported at the next meeting of the Board in December.

B.1823 Review of Internal Controls and appointment of Internal Auditor

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

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

RESOLVED

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

B.1824 Risk Management Assessment

a) Members considered and approved the Board's Risk Register.

b) The Board considered and approved the insured value of their buildings and gave consideration to having a professional valuation of the Board's real estate assets, for insurance purposes.

RESOLVED

That no changes be made to the valuation at this time and for the matter to be reviewed again at the next annual meeting.

B.1825 Exercise of Public Rights

Miss McShane referred to the publishing of the Notice of Public Rights and publication of unaudited Annual Return, Statement of Accounts, Annual Governance Statement and the Notice of Conclusion of the Audit and right to inspect the Annual Return.

B.1826 Annual Governance Statement – 2021/2022

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

RESOLVED

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

B.1827 Payments

The Board considered and approved payments amounting to £309,563.31 which had been made during the financial year 2021/2022.

(NB) – Mr German declared an interest in the payments made to K R German and Sons.

B.1828 Annual Accounts of the Board – 2021/2022

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

RESOLVED

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

B.1829 Expenditure estimates and special levy and drainage rate requirements 2022/2023

The Board considered estimates of expenditure and proposals for special levy and drainage rates in respect of the financial year 2022/2023 and were informed by the Clerk that under the Land Drainage Act 1991 the proportions of their net expenditure to be met by drainage rates on agricultural hereditaments and by special levy on local billing authorities would be respectively 89.15% and 10.85%.

RESOLVED

i) That the estimates be approved.

ii) That a total sum of £182,759 be raised by drainage rates and special levy.

iii) That the amounts comprised in the sum referred to in ii) above to be raised by drainage rates and to be met by special levy are £162,938 and £19,821 respectively.

iv) That a rate of 22.0p in the £ be laid and assessed on Agricultural hereditaments in the District.

v) a) That a Special levy of £14,778 be made and issued to Huntingdonshire District Council for the purpose of meeting such expenditure.

b) That a Special levy of £5,043 be made and issued to Fenland District Council for the purpose of meeting such expenditure.

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

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

B.1830 Date of next Meeting

The Clerk reminded Members that the next Meeting of the Board would be held on Thursday 1st December 2022 at Lakeside Lodge, Pidley which would include an inspection of the District commencing at 9.30am.

B.1831 Any Other Business

i) The Board approved the payment of the ADA subscription.

ii) During the meeting, the District Officer had confirmed that it was his intention to retire in April 2023 and his son had put his name forward to be considered as his replacement.

The Chairman reported that he had agreed to meet and interview Richard Wilmer on 27th May and the Board delegated a decision on any appointment to the Chairman, subject to consultation with other board Members, if necessary.

The appointment to be made on the same salary as the existing District Officer with a review after 6 months.

This arrangement would enable Richard Wilmer to be trained up before the District Officer retired. The Chairman advised that, if required, the District Officer was willing to work for the Board on a temporary basis over the winter period or as required.

The Chairman advised at the current time the Pudduck Pumping Station Bungalow was not available and not required, but if this position changed, notice would need to be served on the current tenants. It was noted by the Board that refurbishment works may be needed to the bungalow.

Warboys, Somersham & Pidley I.D.B.

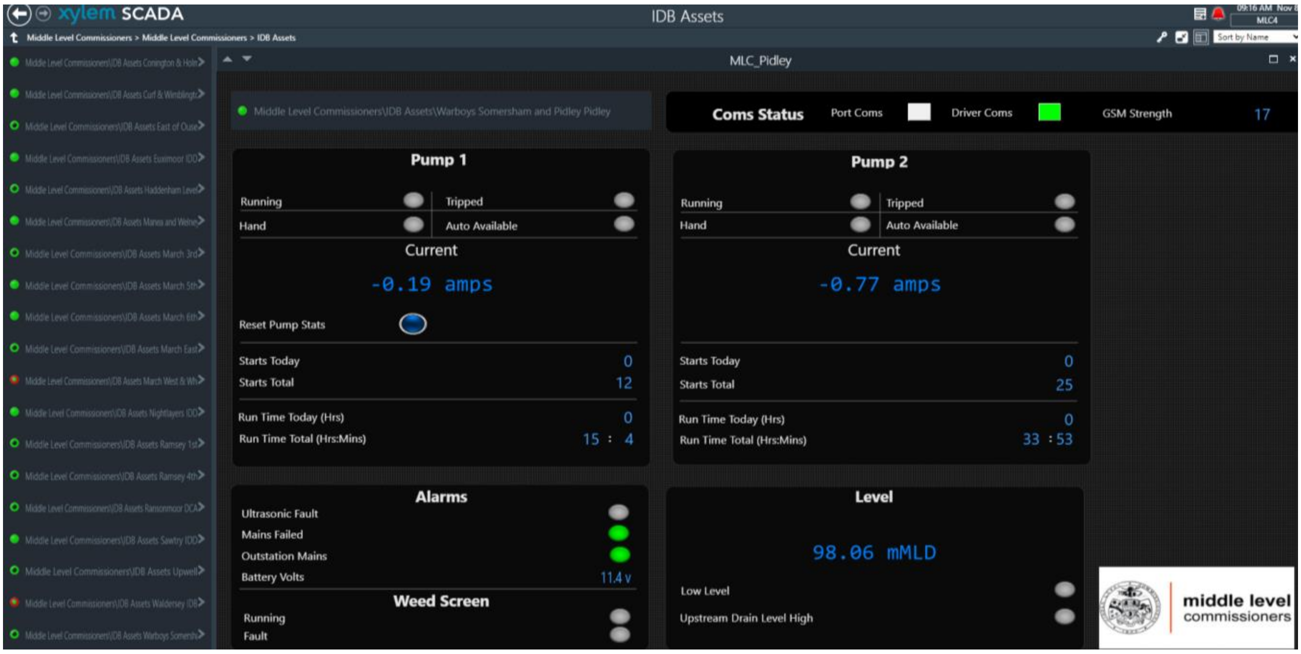
Consulting Engineers Report November 2022

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 appears to be in a mechanically and electrically satisfactory condition.

Xylem telemetry has now been successfully installed at all pumping stations.

Example screen shown below



Electricity Readings

Due to the volatility of the electricity market, regular and accurate manual electricity meter readings are becoming very important; even for sites with meters that are read remotely. This is so that bills can be verified to ensure correct rates are being paid.

Moving forward, the Mechanical and Electrical Engineer requests that the Pump Attendants/District Officers take electricity meter and pump run hour readings monthly (as close to the 1st of each month as possible) and forward them via email or phone to david.bantoft@middlelevel.gov.uk or 07768 026119.

High Fen

Pump 2 was installed in 1989 and last overhauled in 2009 and consideration should now be given to replacing it.

Puddock

Pump 2 continues to operate with the Moisture Ingress Sensor (MIS) unit defeated, the September 2022 routine inspection showed no further deterioration in its insulation resistance. Both pumps, which were manufactured in 1992, are operating well but, due to the age of these pumps, consideration should be given to their replacement. Bedford Pumps have quoted in the region of £60k for a new pump or £15k for overhaul.

Washways

The two batteries failed on pump 4 and were replaced in September, the batteries on pump 1 are of a similar age and it is recommended they are also changed. **Please confirm this should be done at the next routine inspection in December, battery cost estimate £250 for the two.**

Diversion of Fenton Lode/Fillenhams Drain, Chatteris (Dents Diversion)

It is understood that this section of channel has recently been cleansed and with the exception of the encroachment problems associated with the Persimmon Homes site at Womb Farm no reports of items requiring remedial works at this time have been received.

A request for the return of the penultimate deposit associated with the Agreement and Performance Deed, which terminates in 2023, is anticipated in the next few weeks.

Planning Matters

In addition to previous planning matters, 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*
1200	H/22/00544/FUL	K R German & Son	Leisure (Fisherman pod cabins and seven caravan pitches)	Fen Road, Pidley
1201	F/YR22/0412/F	Charlie Campbell	Residence (Extension)	Westbourne Road, Chatteris
1202	F/YR22/0381/F	Urban Developments Peterborough Ltd	Residential (22 plots)	West Street, Chatteris
1203	H/22/00896/AGDET	Partners In Planning & Architecture Ltd	Agricultural (2 buildings)	Fen Road, Pidley
1204	H/22/01020/HHFUL	Mr & Mrs Buckley	Residence (Loft conversion)	Puddock Road, Warboys
1205	H/22/00412/FUL	Longhurst Group	Residential (48 plots)	Station Road, Warboys
1206	F/YR22/0548/F	Mr S Warr	Residence (Extension)	Doddington Road, Chatteris

1207	F/YR22/0687/F	Mr M Price	Residence (Conversion of garage and store to 1-bed annexe)	Parkside, Chatteris
1208	H/22/01273/HHFUL	Mrs L Daniel	Residence (Double garage)	Fen Road, Pidley
1209	H/22/00640/FUL	Mr S Wilcox	Agricultural (Grain and storage building)	Puddock Road, Warboys
1210	F/YR22/0685/F	Mrs R Salisbury	Residence	Blackmill Road, Chatteris
1211	F/YR22/0727/F	Mr A Redhead	Residence	Doddington Road, Chatteris
1212	H/22/01402/HHFUL	Mr T Farmer	Residence (Extension)	Fenton Road, Warboys
1213	H/22/01252/HHFUL	Mr & Mrs Boys Fuller	Residence (Extension)	Fen Road, Pidley
1214	F/YR22/0821/F	Mr & Mrs Cavanagh	Residence (Extension)	Station Road, Chatteris
1215	H/22/01559/HHFUL	Mr Swain	Residence (Garage)	The Paddock, Warboys
1216	F/YR22/0876/F	Mr & Mrs Howard	Residence (Extension)	Huntingdon Road, Chatteris
1217	F/YR22/0905/F	Mr C Connolly	Residence (Extension)	Blackmill Road Chatteris
1218	H/22/01755/FUL	Fenside Leisure Ltd	Leisure (Change of use)	Puddock Road, Warboys
1219	F/YR22/3089/COND	Persimmon Homes East Midlands	Residential (Up to 248 plots)	Doddington Road, Chatteris
1220	F/YR22/0951/F	Green Welly Café	Commercial (Café, extension, car park)	Doddington Road, Chatteris
1221	Number not used			
1222	H/22/01776/FUL	Cornwell & Son	Residential (Subdivision of dwelling)	Warners Drove, Somersham
1223	H/22/01855/HHFUL	Mr S Clark	Residence (Extension)	Parkhall Road, Somersham
1224	F/YR22/1018/VOC	Mr & Mrs P Guy	Residential (3 plots)	Willey Terrace, Chatteris
1225	F/YR22/1039/F	Executors of Mr L Allpress	Residential (5 plots)	London Road, Chatteris
1226	H/22/01935/HHFUL	Mr S Clark	Residence (Extension)	Parkhall Road, Warboys
1227	H/22/00518/FUL	Ms S McEwan	Gypsy/Traveller (12 pitches)	Parkhall Road, Somersham
1228	Enquiry	Stainless Metalcraft	Flood Risk Assessment	Honeysome Road, Chatteris

Planning applications ending 'AGDET' relate to Agricultural Determination
Planning applications ending 'HHFUL' relate to Householder applications for Full Planning Permission
Planning applications ending 'COND' or 'DISC' relate to the discharge of relevant planning conditions
Planning applications ending 'VOC' 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 Board's requirements.

Mr Warr chose to use the Infiltration Device Self-Certification Service for surface water disposal from Doddington Road, Chatteris (MLC Ref No 1206) and, in doing so, agreed that if the device was to fail in the future, the land owner would be liable for any remedial works to rectify the situation.

Members of the Board will recall that at the last meeting it was decided that specific detailed entries would not be made in future reports unless requested to do so. In the absence of any instruction no detailed entries have been made but updates have been provided on issues raised in the Matters Arising from the last Board meeting.

Chatteris

Development at Womb Farm to the south west of Doddington Road, Chatteris - Colliers CRE (MLC Ref No 524), Triman Developments (UK) Ltd (MLC Ref No 528), *Client of Haskoning DHV UK Ltd* (MLC Ref No 1036)*, Barmach Ltd* (MLC Ref No 1040)*, Triman Developments (UK) Ltd & Robertson Strategic Asset Management Ltd* (MLC Ref No 1066) & Persimmon Homes East Midlands (MLC Ref No 1177)

Further to the last meeting several meetings involving the Board's Chairman and District Officer together with the Commissioners' Solicitor and Planning Engineer have been held in an effort to resolve the current encroachment within the Board's 9m wide maintenance access strip. At the time of writing discussions are currently taking place with an aim of reaching an amicable position.

New Advanced Engineering Training Centre at Chatteris Engineering Works off Honeysome Road, Chatteris – Stainless Metalcraft (Chatteris) Ltd (MLC Ref Nos 1117 1123 & 1161)

The consent application currently remains unissued and is subject to further discussion with the District Officer.

Pidley

Residential development on land to the west of Richmond Lodge, Fen Road, Pidley - Mr Hopkins (MLC Ref Nos 907, 936, 980 & 1104) *& Mrs Bradshaw* (MLC Ref No 1060)

Further efforts made to resolve this situation have, to date, been unsuccessful.

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

General Advice

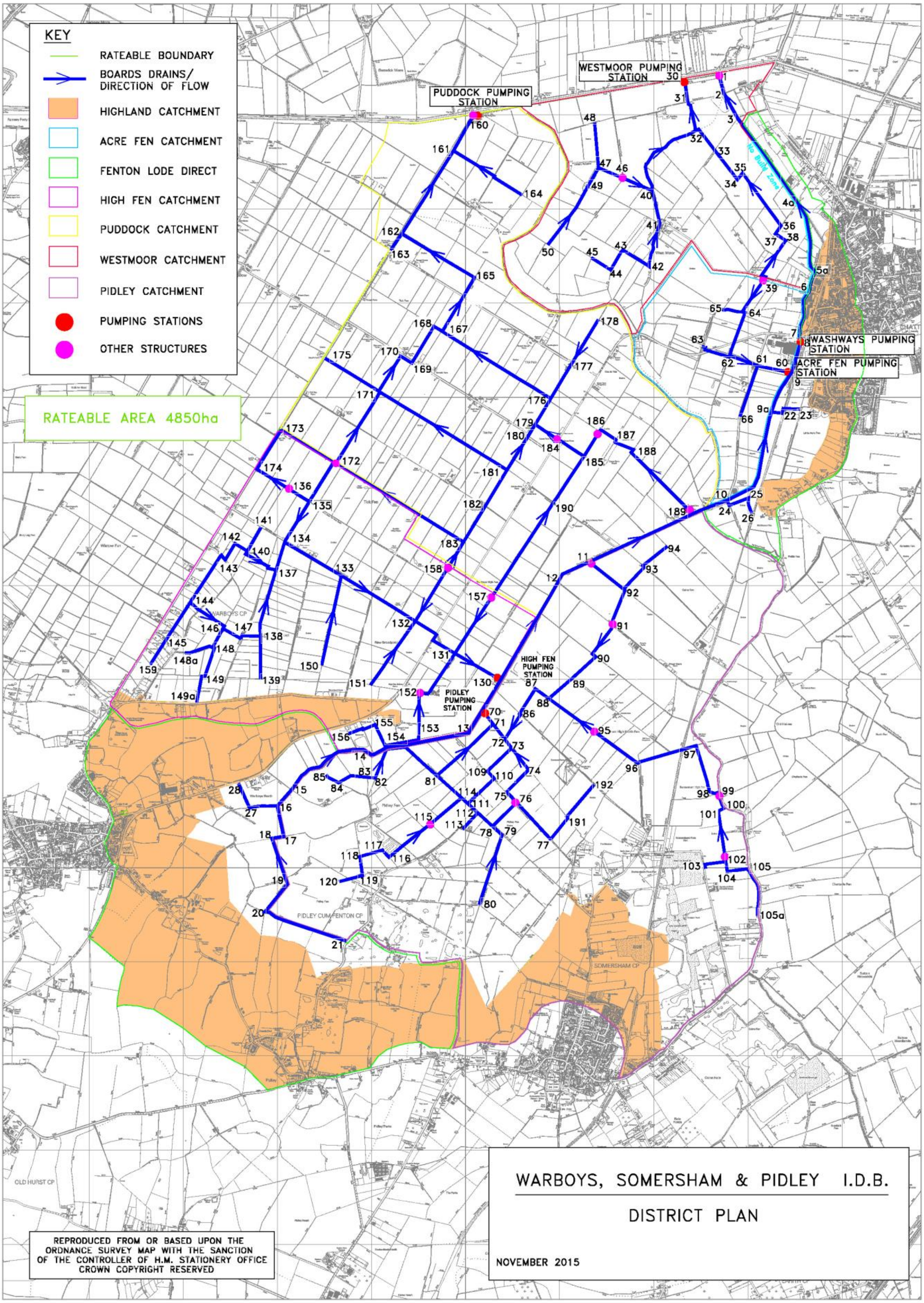
Assistance has been given, on the Board's behalf, in respect of the following:

(a) Investigate report of a byelaw infringement near Point 159. No new infringement was found.

Consulting Engineer

8 November 2022

Warboys, Somersham & Pidley (333)\Reports\November 22


KEY
RATEABLE BOUNDARY
BOARDS DRAINS/ DIRECTION OF FLOW
HIGHLAND CATCHMENT
ACRE FEN CATCHMENT
FENTON LODE DIRECT
HIGH FEN CATCHMENT
PUDDOCK CATCHMENT
WESTMOOR CATCHMENT
PIDLEY CATCHMENT
PUMPING STATIONS
OTHER STRUCTURES
RATEABLE AREA 4850ha
PUDDOCK PUMPING STATION
WESTMOOR PUMPING STATION
WASHWAYS PUMPING STATION
ACRE FEN PUMPING STATION
HIGH FEN PUMPING STATION
PIDLEY PUMPING STATION
No Build Zone
WARBOYS CP
PIDLEY CUM FENTON CP
SOMERSHAM CP
OLD HURST CP
REPRODUCED FROM OR BASED UPON THE ORDNANCE SURVEY MAP WITH THE SANCTION OF THE CONTROLLER OF H.M. STATIONERY OFFICE CROWN COPYRIGHT RESERVED
WARBOYS, SOMERSHAM & PIDLEY I.D.B.
DISTRICT PLAN
NOVEMBER 2015

WARBOYS SOMERSHAM & PIDLEY IDB
INSURED VALUE OF FIXED ASSETS

PUMPING STATIONS & BUNGALOW

	As at **31st March 2022**
Puddock Pumping Station	770,000.00
Pidley Pumping Station	900,000.00
High Fen Pumping Station	734,000.00
Acre Fen Pumping Station	460,000.00
Washways Pumping Station	1,700,000.00
Westmoor Pumping Station	775,000.00
	5,339,000.00
Puddock Bungalow	126,291.00
	5,465,291.00

Warboys Somersham & Pidley Internal Drainage Board

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 Warboys Somersham & Pidley Internal Drainage Board 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 Warboys Somersham & Pidley Internal Drainage Board on application to:

The Clerk
Warboys Somersham & Pidley Internal Drainage Board
85 Whittlesey Road
March
Cambridgeshire
PE15 0AH

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

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

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

Date of Announcement: 26th September 2022

Annual Internal Audit Report 2021/22

WARBOYS SOMERSHAM & PIDLEY INTERNAL DRAINAGE BOARD

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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: 20/01/2022 26/01/2022 15/03/2022

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

Signature of person who carried out the internal audit: S. PEETH – WHITINGS LLP

Date: 15/03/2022

*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:

WARBOYS SOMERSHAM & PIDLEY INTERNAL DRAINAGE BOARD

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2022, that:

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

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

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

26/05/22

and recorded as minute reference:

5.1826

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

Chairman [signature]

Clerk [signature]

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Section 2 – Accounting Statements 2021/22 for

WARBOYS SOMERSHAM & PIDLEY INTERNAL DRAINAGE BOARD

	Year ending		Notes and guidance
	31 March 2021 £	31 March 2022 £	*Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.*
1. Balances brought forward	848,077	751,869	*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	167,188	175,442	*Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.*
3. (+) Total other receipts	25,851	28,372	*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	35,077	36,089	*Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.*
5. (-) Loan interest/capital repayments	0	0	*Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).*
6. (-) All other payments	254,170	211,907	*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	751,869	707,687	*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	919,571	866,134	*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	5,226,826	5,226,826	*The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.*
10. Total borrowings	0	0	*The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).*

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

I certify that for the year ended 31 March 2022 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

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

Date 19th APRIL 2022

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

26/05/22

as recorded in minute reference:

B.1825

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

CC

Section 3 – External Auditor Report and Certificate 2021/22

In respect of **WARBOYS SOMERSHAM AND PIDLEY INTERNAL DRAINAGE BOARD – DB0119**

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	14/09/2022

* 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.

General points

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.

Client comment:

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 £.

WARBOYS SOMERSHAM & PIDLEY INTERNAL DRAINAGE BOARD

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. FENLAND DISTRICT COUNCIL	5,043
2. HUNTINGDONSHIRE DISTRICT COUNCIL	14,778
3.	
4.	
5.	
6.	
7.	
8.	
Total	**19,821**

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		156,568
2. Special Levies		18,874
3. Higher Land Water Contributions from the Environment Agency		19,599
4. Contributions received from developers/other beneficiaries		373
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		336
9. Interest and Investment Income		45
10. Rents and Acknowledgements		6,600
11. Other Income		1,420
Total Income		**203,815**
EXPENDITURE		
12. New Works and Improvement Works		10,632
13. Total precept to the Environment Agency		21,877
14. Watercourse maintenance		122,462
15. Pumping Stations, Sluices and Water level control structures		74,251
16. Administration		23,515
17. PSCAs		0
18. Rechargeable Works		0
19. Finance Charges		0
20. SSSIs		0
21. IDB Biodiversity and conservation (other than item 20 expenditure)		673
22. Other Expenditure		479
Total expenditure		**253,889**

EXCEPTIONAL ITEMS		
23. Profits/(losses) arising from the disposal of fixed assets		0
Net Operating Surplus/(Deficit) for the year		**(50,074)**
24. Developers Funds income not applied in year		358,683
25. Grant income not applied in year		164,011

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)?...................................: 26/05/2022

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?

78.4

How many pumping stations does the Board operate?

6

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

10.27 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?	23
Seats available to appointed members under the Land Drainage Act 1991.	3
Number of elected members on the board at year end.	19
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.	13
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?

4.06%

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

WARBOYS SOMERSHAM & PIDLEY INTERNAL DRAINAGE BOARD

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

Signature	
Date	12/01/2022
Name in BLOCK LETTERS	MISS SAMANTHA ABLETT
Designation	ASSISTANT TREASURER
Email address	sam.ablett@middlelevel.gov.uk

WARBOYS SOMERSHAM AND PIDLEY INTERNAL DRAINAGE BOARD
BUDGET MONITORING 2022/2023

		Approved budget 2022/2023 £	Expenditure to 30.09.2022 £	Est. Expenditure 01.10.22 to 31.03.23	Estimated out-turn at 31.03.2023 £	Variance to budget £	Actual 2021/2022 £
1	District labour (including District Officer's salary)	37,750	34,065	31,935 A	66,000 A	28,250	36,089
2	Rates, insurances and telephones	5,000 B	4,428 B	1,072	5,500 B	500	4,452
3	Repairs and renewals	26,000 C	9,652	18,348 C	28,000 C	2,000	19,401
4	Drainworks	26,000 D/E	11,594 D	7,406	19,000 D	-7,000	83,345
	Piling works						
5	Fuel (oil and electricity)-including District Officer's travelling	65,500 F	32,992 F	49,508	82,500 F	17,000	48,545
6	Administration charge, Audit fee, printing, stationery, advertising, Association of Drainage Authorities subscriptions etc	24,500 G	10,195	14,305	24,500 G	0	23,516
7	Environment Agency - Precept	22,315	11,157	11,158	22,315	0	21,877
8	Capital Reserve Fund	12,461 H	6,231 H	6,231 H	12,461 H	0	12,532
		219,526	120,312	139,964	260,276	40,750	249,757
	Improvement works	67,000 I	0 I	27,000 I	27,000 I	-40,000	10,632
	Bad debt provision	0	0	0	0	0	0
	Less income						
	Budgeted income	103,767 J	23,338 J	42,155 J	65,493 J	-38,274	72,719
		182,759	96,975	124,808	221,783	39,025	187,669
	Rate Requirement	*0.2200 p*					
	Rate set	*0.2200 p*					

General Fund					
Opening balance	162,670	*162,670*	*148,195*	162,670	174,897
Rate income	182,759	*88,583*	*94,176*	182,759	175,442
Write back of provisions					0
Net expenditure	182,759	*96,975*	*124,808*	221,783	187,669
Use of balances	-12,167	*-6,084*	*-6,084*	-12,167	0
Closing balance	150,503	*148,195*	*111,479*	111,479	162,670

aa - Developmet charges account
ab - Capital Reserve Fund

Budget 2022/2023

		Budget 2022/2023	Actual to 30.09.22	Forecast 2022/2023
	Remarks			
A -	Includes provision for increase at November 2022			
	Includes unbudgeted succession planning costs for April 2023			
	retirement of District Officer.			
B -	Includes insurances, telephone charge and telemetry			
C -	Includes provisions for:			
	Pump overhaul provision	10,000	0	10,000
	Excavator repairs (Doosan)	0	3,435	4,000
		0	0	0
		10,000	3,435	14,000
	Pump overhaul provision 2021/22 retained in general fund			
D -	Includes contractors accounts:-			
	Flail Mowing	4,000	0	0
	Slubbing (machine hire)	12,000	9,450	10,000
	Chemical weed control	500	50	250
		16,500	9,500	10,250
E -	Provision for proposed drain maintenance programme 2022/2023:			
	High Fen catchment			
	Fenton Lode phased programme			
F -	Provision based on 5 year average	41500	*32,992*	*82,500*
	Additional increases from September, price cap from October			
G -	No increase in administration charge from previous year			
	2022/23 budget include for new Health & Safety arrangements			
	2022/23 budget includes provision for meeting expenses			
H -	Capital Reserve fund			
	Provision at 1.50p	12,461	6,231	12,461
	Pump overhaul provision	0	0	0
		12,461	6,231	12,461
I -	Improvement works:			
	Replacement pump - Puddock pumping station	40,000	0	0
	Telemetry installation at pumping stations	27,000	0	27,000
		0	0	0
		0	0	0
		0	0	0
		67,000	0	27,000

J - Includes:

Transfer from Development acount			
High Fen p/s refurbishment works	0	0	0
Washways weed-screen cleaner gearbox	0	0	0
Piling - Fenton Lode	0	0	0
Piling - Pidley catchment	0	0	0
Capital Reserve Fund			
Replacement pump - Puddock pumping station	40,000	0	0
Telemetry installation at pumping stations	13,500	0	13,500
High Fen p/s pump replacement	0	0	0
Puddock outfall flap valves	0	0	0
Piling - Pidley catchment	0	0	0
	53,500	0	13,500

aa Development charges account

Opening balance at 01.04.2022	358,683	358,683	358,683
Receipts in year	0	0	0
Expenditure in year	0	0	0
Estimated closing balance -	358,683	358,683	358,683

ab Capital reserve Fund

Opening balance at 01.04.2022	136,335	136,335	136,335
Raised - Provision at 1.50p	12,461	6,231	12,461
Rates raised - Pump overhaul provision	0	0	0
Income in year	0	8	0
Replacement pump - Puddock pumping station	-40,000	0	0
Telemetry installation at pumping stations	-13,500	0	-13,500
High Fen p/s pump replacement	0	0	0
Puddock outfall flap valves	0	0	0
Piling - Pidley catchment	0	0	0
	0	0	0
Estimated closing balance -	95,296	142,574	135,296

Members should note that the actual out-turn will be dependent on pumping costs. The forecast indicates that general fund balances could be reduced to the level that they will only service the following years normal revenue cash flow requirements prior to the major collection of rates during October.