

SWAVESEY INTERNAL DRAINAGE BOARD

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25th January 2023

Mr Chairman, Ladies and Gentlemen,

Meeting of the Board – Tuesday 7th February 2023

I enclose the Agenda for the Meeting of the Board to be held at The Memorial Hall, Swavesey at 2.30pm on Tuesday 7th February 2023.

Please telephone or e-mail to confirm **whether or not you will be attending** the meeting as soon as possible.

Yours truly

D C THOMAS

Clerk to the Board

To the Chairman and the Members of the Swavesey Internal Drainage Board

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 Meetings of the Board held on the 8th February 2022 and 22nd June 2022.

(Copy pages 13 - 27)

4. Matters Arising from the Minutes

5. Election of Board Members

The Clerk will report that the term of office of the Members of the Board will expire on the 31st October 2023 and will submit the proposed register of electors which is applicable to the 2023 election.

6. Member Training Update

The Clerk to report on the training undertaken by Members in the past year.

7. Bank Mandate and National Savings & Investments

The Clerk will report that will be necessary to update the signatories after April 2023.

8. Main River Issues

Further to minute B.1076, the Clerk to report on progress made with the Environment Agency.

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

Further to minute B.1077, the Clerk to report.

10. Outstanding Drainage Rates

Further to minute B.1078, the Clerk to report.

11. Defra Consultation on the Rating System

Further to minute B.1079, the Clerk to report.

12. Clerk's Report

i) Middle Level Commissioners and Administered Boards Chairs Meeting

That a ninth Chair's Meeting was held on the 13th December 2022.

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

David Thomas advised on the planned staffing changes being implemented due to his impending retirements. He stated that his post was being split back into Chief Executive/Clerk and Chief Engineer and that the appointments were:

Paul Burrows – to be the new CEO/Clerk - currently in post with the EA as a national Delivery Assurance Manager, and before that as Flood & Coastal Risk Manager for the East Anglia Area, then Flood Strategy Manager – Paul spearheaded Tactical Plans for the Fens which have secured the possibility of obtaining significant grant allocation on a Board by Board basis over a 15 year period, whilst at the same time defining a pathway to better understand the challenges faced and options worth considering for our lowland catchment as climate change and growth tests our current infrastructure arrangements.

Nicola Oldfield – to be the new Chief Engineer – currently in post with the EA as a Senior Project Manager. She most recently project managed the £30M Middle Level Barrier Bank scheme and had just taken over as project manager of the Cranbrook Counter Drain Strategy. She has, in the past, been employed by an IDB and has worked in close partnership with many IDBs including North Level IDB. Jonathan Brown stated how pleased the MLC Executive had been with these two candidates and how easy the choice had been given their knowledge of the area and experience to date.

An update was given on the roll out of telemetry, which was receiving positive feedback from District Officers. A request was made for the login details to be provided to Chairmen as well as District Officers and it was confirmed that this would be arranged.

David Thomas confirmed that all but two Boards had stated their wish to move to the new planning and consenting charging and reporting arrangements and that the Assistant Treasurer was finalizing figures ready for the 2023 IDB/DDC meetings. A request was made for all correspondence which developers and their agents which is copied to Chairman should include the planning application references.

The protection and control of Bylaw strips was discussed at length and it was agreed that a policy document outlining the red-lines Boards should be applying to ensure that their

ratepayers do not suffer as a result of development will be prepared for the Boards to consider. It was noted at the meeting that the refusal to issue any consent is subject to a reasonableness test, hence the document cannot preclude consenting everything within the 9m strip and the policy will be for guidance purposes only. It was felt that it should help developers, planning authorities and the Boards by providing some additional clarity. It was also felt that some case history examples to be circulated to members might help them understand the issues which have to be addressed.

Climate Change was discussed and it was noted that the MLC had completed its carbon audit and would now start work on carbon reduction and mitigation initiatives. It was also noted that the M&E engineer was looking at base levels of energy consumption at pumping stations, for example to see if panel heaters are left on permanently. He will be making recommendations to Boards if he identifies scope for reducing power without risking the apparatus.

WRE were mentioned and the Chief Executive stated that he was pleased that the draft water resource plan for the East included extensive reference to agriculture and its need for water to support the growing of food to feed the nation and also of the key role played by IDBs in transferring water to the point needed by abstractors. He also commented upon the newly proposed Cambridgeshire fens reservoir, north of Chatteris and advised that the MLC were responding on the need to get fill supply and draw-down arrangements right, but also that we need to seek to gain capital from the opportunities that the new reservoir will present in terms of bringing money into the area and potentially helping reduce flood risk and assist with water need balancing.

The Chief Executive advised that a decision had been made to move the MLC and IDB's electricity supply contracts from Anglian Farmers to the Green Energy Advice Bureau. This followed several years of extended poor service levels and lack of timely information coming from Anglian Farmers.

The future of IDBs and the value of potential amalgamations was once discussed and this gave rise to questions over small boards being able to secure a quorate for which this had been a particularly poor year. It was agreed that this item should remain on the agenda and that any Chairs who felt that the time was right for their Boards to look again and the advantages/disadvantages of amalgamation would contact the Clerk. It was also agreed that it may be useful to undertake an exercise around updating the original Geoff Beal report which had recommended that the number of Boards within the area administered by the MLC could reasonably be reduced to three or four.

The Clerk finally noted that the ADA Great Ouse branch AGM would be held on the 7th March at Prickwillow Hall and would be in the format of workshops in the morning and an AGM in the afternoon. The workshops theme this year would be; water resources, the new reservoir and climate change.

ii) Association of Drainage Authorities

a) Annual Conference

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

This year marked another change in the arrangements for the National Conference and AGM, with the AGM being held virtually on 28th September 2022 followed by the

national conference held as a hybrid meeting at the Dyson Farming complex in Lincolnshire on 9th November. The choice of venue was to avoid the risk of being impacted by rail strikes and it also represented significant cost savings. The event had limited numbers and was fully subscribed.

Following an introduction by the President of ADA Robert Caudwell who noted the good work being done by ADA but also noted that with COP27 ahead climate change was the single biggest challenge facing everybody and that IDBs would need to play their part in delivering carbon reduction.

The opening address was given by Councillor Matthew Riddle, Chairperson, Lower Severn Internal Drainage Board and Councillor, South Gloucestershire Council who spoke on options which could be pursued to change the way Special Levy is reported and dealt with by the Councils. The challenge at the moment was perceived as the lack of transparency with Special Levy payments not being itemised on rate bills in the same way that police and ambulance services are. There is also the issue that by not disaggregating the Special Levy payments, increases in them can currently (for Councils who pay large Special Levys) trigger a local election under the current rules.

Key note speakers were Hazel Durant Waterway & Flood Water Management Policy Team, Department for Environment, Food & Rural Affairs and Luzette Kroon Board member: Innovation & International, Dutch Water Authorities, Dykgraaf (chairperson), Wetterskip Fryslân. Hazel spoke of the challenges ahead and noted that it would be foolhardy to expect revenue expenditure to be increased by treasury given the current economic climate. The best we could hope for would be last years' figures to be matched. She praised the work of IDBs and noted the important role they play in delivering flood risk benefits through their direct works and also through PSCAs. Luzette spoke of the similarities and differences between IDBs and their Dutch equivalents and went on to describe the challenges faced arising from climate change.

A panel discussion followed and the MLC Chief Executive was invited to sit on this panel. He took the opportunity to outline the work of WRE but also to express his concerns that currently Land Drainage Act legislation was holding back the full potential of IDBs in terms of water resource management and investment. A review is urgently required and the support of the EA and DEFRA is needed. Hazel agreed that there was a need but hope a way forward could be found that didn't require primary legislation.

The day concluded with a field visit to showcase the Dunston Beck Improvement Project. The improvement project, completed by Dyson Farming with the Environment Agency, Wild Trout Trust and other partners, seeks to improve the biodiversity and water quality of the beck with a sensitive mosaic of wetland habitats delivered through excavations recreating a meandering river system with the retention of water providing ecological and also some modest flood risk benefits.

b) Annual Conference

That the Annual Conference of the Association of Drainage Authorities for 2023 is yet to be announced.

c) 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.

iii) Changes to Electricity Supply Contracts

The Clerk will report that Boards have encountered problems with the operation of the electricity contract by Anglia Farmers over the years. Following various meetings with them it appeared some of these problems were being addressed and the service appeared to be improving this, however, was short lived. Over the past 2 years there has again been a significant deterioration in both the quality of service and lack of account management received from Anglia Farmers.

During the summer the Middle Level Commissioners were approached by Green Energy Advice Bureau (GEAB), one of the UK's leading energy companies and buying group, whose portfolio includes numerous companies with over 200 million kwh tendered per annum. They have experience working with an estimated 60 Internal Drainage Boards, which include locally the Ely Group of Internal Drainage Boards and Downham Market Group of Internal Drainage Boards. We accordingly contacted Jean Heading of the Ely Group of Internal Drainage to enquire of the service provided by GEAB and she has confirmed she is far happier with the service received from them compared to that from Anglia Farmers and since has signed a 5-year fixed rate contract with GEAB from 1st April 2022.

A report was presented to the Middle Level Commissioners at their Board meeting on 3rd November 2022 and due to the ongoing poor performance of Anglia Farmers, together with the positive feedback given by Jean Heading of the Ely Group, the Commissioners' resolved to consider moving to alternative arrangements. The Executive Committee were delegated the final

decision and having considered a report on the options and subsequently confirmed their agreement that a move would be appropriate in the circumstances.

The Clerk will report this was considered a positive move and recommended the Board also move to this alternative arrangement.

The Clerk will report that this Board's Chairman had subsequently agreed for the Board to serve notice to Anglia Farmers and for Green Energy Advice Bureau to handle the energy procurement process and management of the electricity contract.

The Clerk will advise that the Middle Level Commissioners and its administered Boards have entered into a fixed rate energy supply with Corona Energy for an 18-month period from 1st April 2023.

The Board are asked to approve the Chairmans actions.

iv) National Drainage Show & Floodex 2023

That the National Drainage Show & Floodex 2023 will be held at ExCel, London on the 22nd and 23rd November 2023.

v) Water Resources East (WRE)

Further to minute B.1080 (vii), the Clerk will report that the requested contribution from this Board for 2023/2024 financial year is expected to once again be £125. Contributions from drainage boards within the East of England secure a direct stake in WRE and help to ensure their needs and opinions are taken into account.

The Board is asked to approve this payment.

vi) Planning and Consenting Fees

Proposed changes to planning and consenting service supply charging

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

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

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

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

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

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

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

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

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

13. Consulting Engineers’ Report, including Planning and Consenting Matters

To consider the Report of the Consulting Engineers.

(Copy pages 28 - 46)

14. Capital Improvement Programme

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

(Copy page 47)

15. District Superintendent's Report

To consider the Report of the District Superintendent.

16. Environment Officer's Newsletter and BAP Report

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

(Copy pages 48 - 53)

17. District Superintendent

a) Record of hours worked

The Clerk will report on the hours worked by District Superintendent between February 2022 and January 2023.

b) Fee

To give consideration to the District Superintendent's fee for 2023/2024.

c) Telephone expenses

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

d) Casual Labour

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

18. State-aided Schemes

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

19. Environment Agency Precept

The Clerk will report that at the Environment Agency Flood Defence Committee determined that there were exceptional circumstances to consider on the agreed 2% increase on the precepts on Internal Drainage Boards. The Committee voted for an additional 1% increase (reflecting exceptional circumstances) above the agreed 2% for the year ending 31st March 2024 – total of a 3% increase on the level of precept on Internal Drainage Boards for the year ending 31st March 2024.

20. 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 £309.33 (£4,266.31 less £3,956.98 paid on account) (inclusive of supervision) has been received from the Environment Agency for the financial year 2021/2022 based on the Board's actual expenditure on maintenance work for that financial year and the sum of £4,036.58 in respect of 80% of the Board's estimated expenditure for the financial year 2022/2023

21. Association of Drainage Authorities Subscriptions

The Clerk will report that ADA has increased subscriptions by 4.5% for 2023 from £571 to £597.

22. Health and Safety

Further to minute B.1055, The Chairman will advise that Cope Safety Management visit to the District will be on 9th February 2023 and will be reported at the next meeting.

23. Completion of the Annual Accounts and Annual Return of the Board – 2021/2022

- a) The Clerk will report that in accordance with the Accounts and Audit Regulations all members received a copy of the Annual Accounts for the year ended the 31st March 2022 before the 30th June of that year and approved the Accounts for the purposes of the Regulations.
- b) To consider the comments of the Auditors on the Annual Return for the year ended on the 31st March 2022
(Copy pages 54 - 58)
- c) To consider the Audit Report of the Internal Auditor for the year ended on the 31st March 2022.
(Copy pages 59 - 68)

24. Appointment of Internal Auditor

The clerk to report that following the conclusion of tendering Whittings LLP have been appointed as internal auditor for a five-year period commencing 1st April 2023 (financial years 2023/24 to 2027/28).

(Copy pages 69 - 82)

25. Annual Accounts of the Board - 2022/2023

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

26. Defra IDB1 Returns

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

(Copy pages 83 - 92)

27. Review of Internal Controls

To consider the system of Internal Controls.

28. Risk Management Assessment

- a) To give consideration to the Board's Risk Management Policy.
- b) To review the insured value of the Board's buildings and consider whether to index-link their values going forward. (£540,000 as per Engineers valuation 2021)

(Copy page 93)

29. Transparency Code for Smaller Authorities

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

30. Exercise of Public Rights

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

31. Payments

The Clerk to report on payments made;

- a) 2021/2022 (1st February 2022 – 31st March 2022)
- b) 2022/2023 (1st April 2022 – 31st January 2023)

(Copy page 94)

32. Expenditure estimates and special levy and drainage rate requirements 2023/2024

To consider estimates of revenue expenditure and levy and rate requirements in respect of the financial year 2023/2024.

(Copy pages 95 - 96)

33. Date of Next Meeting

34. Any Other Business

SWAVESEY INTERNAL DRAINAGE BOARD

At a Meeting of the Swavesey Internal Drainage Board
Held at The Memorial Hall, Swavesey on Tuesday 8th February 2022

PRESENT

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

Miss Lorna McShane (representing the Clerk to the Board) was in attendance.
Iain Smith (Former Chief Executive, Solicitor and Clerk to the Middle Level Commissioners) was also in attendance.

Apology for Absence

An apology for absence was received from Cllr W Handley Esq.

B.1073 Declarations of Interest

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

The Chairman declared an interest in the Superintendent's Fee and payments.

J Burgess Esq declared an interest in relation to discussions concerning the proposed Northstowe Development and other developments draining to Uttons Drove STW Northstowe and effluent discharge to the Swavesey Drain.

B.1074 Confirmation of Minutes

RESOLVED

That the Minutes of the Meetings of the Board held on the 9th February 2021 and 25th June 2021 are recorded correctly and that they be confirmed and signed.

B.1075 Completion of the Annual Accounts and Annual Return of the Board – 2020/2021

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

RESOLVED

- (i) That in accordance with the Accounts and Audit Regulations the minutes record that approval of the accounts was given on 24th June 2021.
- (ii) That the Chairman was authorised to sign the Annual Governance Statement, on behalf of the Board, for the financial year ending 31st March 2021.
- iii) The Board considered and approved the Audit Report of the Internal Auditor for the year ended on the 31st March 2021.

B.1076 Main River Issues

Further to minute B.1040, the Chairman reported that not much progress had been made with issues relating to the main river, particularly the river bank because of the difficulties presented by Covid restrictions and these now need to be followed up.

Iain Smith said he was very happy to follow up and discuss these matters with the Environment Agency on behalf of the Board and agreed to contact Philippa Hume about these issues.

The Chairman reported that Church Bridge does not close. A temporary repair had been carried out and Iain Smith also agreed to follow this up with the Environment Agency.

B.1077 Proposed Northstowe Development and other developments draining to Uttons Drove STW Northstowe and Effluent Discharge to Swavesey Drain

Further to minute B.1042, the Chairman reported that Phase 3A had now been granted planning permission, even though a number of objections had been received about the development. The Chairman stated that he thought that at first the Environment Agency were supporting the Board. I Smith reported that he was talking to the Flood Risk Manager at the Environment Agency about their Flood Risk Assessment and was providing historical background information to them.

The original boundary of the Board had been drawn up to protect the village of Swavesey, not just agricultural land.

I Smith said he had invited the Environment Agency to come and look at the system and they have agreed to do this. I Smith agreed to stay involved until this matter was resolved. He had asked Philippa Hume for dates for a meeting and the Board indicated that they would be willing to attend any meeting with her in Swavesey. Swavesey IDB could not take any more flows, into its system.

The Board asked that the Environment Agency be instructed to write to South Cambridgeshire District Council to advise that they were not happy with the drainage issues in Phase 3B and to ask what conditions the Council as Planning Authority intend to impose in relation to drainage.

RESOLVED

That David Thomas, Clerk to the Board, contact Philippa Hume to arrange a meeting with Swavesey IDB members.

(NB) - The Vice Chairman declared an interest as a landowner potentially affected by the scheme.

B.1078 Outstanding Drainage Rates

Further to minute B.1043, Miss McShane reported that this was an old debt which related to rates for 2012 in the sum of £1,770.25. A Court Order had been obtained for the debt, but when bailiffs attended on a number of occasions, there had been no good on which to levy distress.

The premises were no longer subject to agricultural rates so there were no further arrears accruing.

RESOLVED

That in view of the fact that the Board had a Court Order in place, they did not wish to write off the outstanding rate arrears.

B.1079 Defra Consultation on the Rating System

Further to minute B.1044, Miss McShane reported that the Environment Act had now received Royal Assent. The Act contained powers specific to IDBs to amend the Land Drainage Act 1991 addressing the issue of missing or incomplete data or valuations which prevent existing IDBs from expanding and new Boards being established.

Defra were currently working on secondary legislation and these Statutory Instruments would be consulted on and Defra would be engaging with IDBs through ADA.

B.1080 Clerk's Report

Miss McShane advised;

i) COVID-19 Actions

That due to the risk of COVID-19 mutations appropriate measures are being put in place, revised and reviewed as per government advice and using activity-based risk assessments.

ii) Middle Level Commissioners and Administered Boards Chairs Meeting

That a seventh Chair's Meeting was held on the 2nd November 2021.

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

a) The MLC Chair introduced the meeting and took the opportunity to warn those present that government were pushing for land in this area to be set aside to mitigate the impacts of climate change. In this respect there was concern that the data underpinning this move was out-of-date and inadequate and that there was a risk that no proper account would be taken of the storage effects of the land as it is currently managed compared to how it might react if managed as wetland.

b) To better fit in with the farming calendar the annual safety audits carried out by Cope are to be moved to January and February. In response to a question from the floor, Chairs were advised that it is ultimately the Board and not the MLC's responsibility to manage safety at Board owned assets, although the MLC will assist where they can.

c) Chairs considered that it was considered important that IDBs and the MLC have a policy on climate change. It was felt likely that this will become increasingly important as pressure mounts for action

to be taken. In this respect the Clerk advised that the MLC intended to carry out a baseline assessment of its carbon footprint which would then be used to underpin plans for reductions in CO2 release and for mitigation. This model would be made available to those IDBs which wished to follow a similar path. Once what could be reasonably achieved has been defined a policy to steer implementation would be produced. Obviously, the aim will be to achieve net zero or as close to it as can be realistically and practically be achieved.

d) The Chief Executive outlined the work of WRE, including the regional reconciliation of water supply just carried out, the proposals for two new reservoirs (one in Lincolnshire and one in Cambridgeshire) and the future plans for water security providing a 1 in 500 year level of drought tolerance for potable water supply. On this latter point he advised that he had been pushing hard for the needs of agriculture to be taken into account, noting that wet farming and environmental targets for farming would require extra water in this region. Also, he considered that separating agricultural need from environmental need was an error and failed to recognise the close tie between the two.

e) It was reported that it seemed increasingly likely that despite lobbying MPs and Defra it will be the case from the 1st April 2022 that IDB's will lose access to red diesel for anything other than powering generators and for heating. This will increase costs and will present problems with the use of contractors who also work for agriculture which will have an exemption, hence can continue to use red diesel in plant.

f) On member training it was agreed that the MLC would set up a Zoom type seminar running several of the ADA video training sessions back-to-back. All members of all MLC administered IDBs would be invited and attendance will be recorded. This was seen as the most efficient way of delivering the training that Defra expects members to have undertaken.

g) For the next round of IDB meetings, the MLC website secure pages will be used for Board meeting documents. Members will be sent links to the appropriate webpage with a password. The documents can then be downloaded whenever it is convenient to do so. **MEMBERS WILL BE ENCOURAGED TO FOLLOW THIS ROUTE RATHER THAN REQUIRE PAPER COPIES OF DOCUMENTS.** In exceptional circumstances – for example for those members without email addresses - a paper copy of the relevant documents can still be printed off, bound and sent out. The use of the Microsoft Teams software is also to be explored for future years.

h) GDPR was discussed and it was resolved that for internal matters, or where working with partner organisations all email addresses will be visible to allow members to see who has knowledge of the matter under discussion. All external communications will normally be blind copied unless there is a need to show the address or the address is already known (for example when a member is passing on a query, he or she has received themselves). It was also agreed that the website could continue to show names and primary contact numbers as long as addresses were not identified.

iii) Association of Drainage Authorities

a) Annual Conference

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

The Conference was once again held virtually and was split into two parts; the Conference in the morning and AGM in the afternoon. It is expected that, whilst in future years it is hoped to return to a face-to-face format, the clear separation between conference and AGM is likely to be retained. Speakers this year included Rebecca Row MP (Parliamentary Under Secretary of State – Defra), Dieter Helm (economist) and Lord De Ramsey (then President of ADA).

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

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

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

b) Annual Conference

That the Annual Conference of the Association of Drainage Authorities will be held in London on Wednesday the 9th November 2022.

RESOLVED

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

c) Meeting of the River Great Ouse Branch

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

d) Updating IDB Byelaws

Further to minute B.996, ADA have advised that there was an error in the Model Byelaws relating to penalty note referred to s37 of the Criminal Justice Act 1982, which was actually repealed on the 1.12.2020 by the Sentencing Act 2020. Consequently, Defra has amended the Penalty Notice attached to the byelaws to include the correct reference. This Penalty Notice is not part of the Byelaws and hence is a simple correction. There is no requirement either to readvertise or seek DEFRA approval and the version now uploaded to the website is the corrected one.

iv) Environment Act

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

v) Smart Level System/District Wide Telemetry Bid

Further to minute B.1045(vii) the Clerk reported that when looking at the cost of telemetry there will be a number of factors that will impact upon cost. We have asked Xylem to put together a table that should cover the upper and lower bounds of all IDB pumping stations (see below). Prior to placing an order, a site survey will be undertaken, average cost for this is expected to be in the region of £200. Xylem will then assess what if any control panel modifications will be required to allow telemetry. The other defining factor will be whether there is to be an additional requirement for remote control of the station pumps and set points. The table covers this range.

The costing bands are:

Low	£2000 - £5,000	Minor panel modifications are required, signals are present but need work to the panel to present or make these available to telemetry.
Medium	£5,001 - £24,999	Signals are not present to enable telemetry and panel modifications are quite intensive to bring the panel to a point where a telemetry unit can be installed.
High	£25,000 +	Signals are not present and the panel requires major modifications to give the required signals. Should this option be required it is anticipated that consideration first should be given to replacement of the control panel which would bring more value and longevity. Signals for telemetry could be more easily accommodated in a new panel.

Note: All above figures are gross and if the Board resolves to go ahead as part of the Grant funded scheme currently on offer will be discounted 50%.

Note: The telemetry access will be cloud based, increasing the flexibility in access at the appropriate level for staff and District Officers.

RESOLVED

The Board has its own telemetry system and did not wish to take advantage of the proposed District wide telemetry system.

vi) National Drainage Show & Floodex 2022

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

vii) Water Resources East (WRE)

Further to minute B.1006(vii), the Clerk reported that the requested contribution from this Board for 2022/2023 financial year is, once again, £125. Contributions from drainage boards within the East of England secure a direct stake in WRE and help to ensure their needs and opinions are taken into account.

RESOLVED

As discussed at last year's meeting, the Board did not feel that water resources were an issue for the Board and did not wish to make pay the requested annual contribution of £125.

B.1081 Consulting Engineers' Report, including Planning and Consenting Matters

The Board considered the Report of the Consulting Engineers.

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

The Chairman reported on the successful completion of works under the PSCA between Swavesey IDB, the Middle Level Commissioners and the Environment Agency for maintenance works. As well as flail mowing, herbicide application, weed raking and pest control had been carried out and the Environment Agency had tasked the Board and Commissioners to carry out remedial repair works on 2 lengths of bank where subsidence had occurred along the Swavesey Drain and to undertake machine cleansing and associated spoil disposal from Turn Bridge Drain to the village.

These works were carried out for the Environment Agency on a rechargeable basis with all costs borne by the Environment Agency. The Board were concerned that the Chairman had been closely involved in the PSCA works but that his time had not been claimed for under the PSCA and could the Consulting Engineer consider if this would be factored into the recharge for future works.

RESOLVED

That the Engineer investigate if any claim could be made or the Chairman's time under the PSCA.

Weed Control and Drain Maintenance

The Chairman reported that the weed control and drain maintenance works carried out last year accorded with the recommendations approved by the Board at its last annual meeting.

The works were carried out by Lattenbury Services Limited and they will be approached to undertake the flail mowing of the Board's drains this year, and a sum has been included in the estimates to undertake these works.

The Chairman reported that Lattenburys' operative was currently ill, and if there were any difficulties with Lattenburys carrying out the works, he would approach Middle Level Commissioners to carry out the works instead.

The Board noted that the pumping hours had increased.

Asset Appraisal

At the last meeting, the Mechanical Engineer was requested to provide a review of the Pumping Station. The Engineer had reported that the Pumping Station is now 36 years old. The normal life span of a submersible pump is roughly 25 years, however, with low running hours a 40-year life is possible.

The Engineer advised that the Board should consider buying a spare pump in the next few years to allow rapid replacement in the event of a pump failure, as these units typically have a 36-week delivery window.

The Report set out the 20-year Expenditure Forecast which made provision for a new pump in 2022/2023.

If grant aid was needed, the plan to replace the pump needed early consideration and a scheme needs to be drawn up for presentation to the Environment Agency.

RESOLVED

The Chairman would discuss pump replacement with David Thomas, and report back to the Board. If necessary, a Special Meeting of the Board could be arranged.

Development at Swavesey Village College, Gibraltar Lane, Swavesey – Cambridge Meridian Educational Trust (MLC Ref Nos 199, 200 and 201)

NB The Chairman and J Dodson declared an interest in this item as members of the Swavesey Parish Council.

The Board advised the Engineer that no further action was required as the development had now got planning permission and nothing further could be done in relation to this development.

Residential Development with associated access, infrastructure and open spaces at land south of Fen Drayton Road, Swavesey – Bloor Homes (Eastern) (MLC Ref Nos 284, 349, 350, 351, 357, 360, 361, 366 and 379)

The Engineers reminded the Board that in order to discharge Condition 5, it was necessary for a telemetry system to be installed at Webb's Hole and a suitable maintenance provider, agreement and schedule be approved by all relevant RMA's including the Board.

Formal discussions commenced on 17th August 2020 and it was agreed that the Environment Agency would procure and install the telemetry equipment, but to date this had not occurred.

The advice from the Case Officer of South Cambridgeshire District Council was that if this agreement was not implemented the Council would consider serving a Breach of Condition Notice.

RESOLVED

That the Engineer writes to South Cambridgeshire District Council to ask if the Council has taken any formal enforcement action in relation to this matter, including the service of a Breach of Condition Notice.

Erection of two single storey dwellings built as almshouses on land at rear of 28-34 Station Road, Swavesey – Swavesey Fire Relief CIO (MLC Ref No 399)

NB J Dodson declared an interest in this item.

RESOLVED

That no further action was required by the Engineer on this development.

Northstowe – Phase 2 – Southern Access Road (West) [SARW]

The Chairman advised that it appeared that the LLFA were prepared to accept the increased rates of discharge from the SARW over those previously agreed with the other parties involved.

RESOLVED

That the invoice for the works carried out by Stantec and the Consulting Engineer be forwarded to Arcadis Consulting (UK) Ltd for payment.

Phase 3b – Planning Application SCDC Ref No 20/02142/OUT – Homes England (MLC Ref No 360/4/Phase 3/05)

The Chairman reported that the Board's objection on Phase 3b was still pending and he would discuss it with the Environment Agency.

The Board noted that the information provided by the Engineer in the Planning Updates and Consultations.

The Right to Connect

The Chairman reported that during the passage of the Environment Act through the House of Lords, an amendment was sought which aimed to minimise the impact of new housing development on levels of local flood risk and to reduce to a minimum the volume of rainwater entering combined sewerage systems by removing the current right to connect; not all Boards were in favour of this proposal and he sought the views of the Board.

RESOLVED

The Board resolved to support the removal of the Right to Connect.

B.1082 Capital Improvement Programme

Members considered the Board's future capital improvement programme and noted that the pumping station pump was earmarked for the year 2022/2023 and 2025/2026.

NB The pump replacement was also discussed as part of the Consulting Engineer's Report

RESOLVED

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

B.1083 District Superintendent's Report

The District Superintendent reported that he had nothing further to add to his report as set out in the District Superintendent's Report.

RESOLVED

That the Report and the actions referred to therein be approved and that the District Superintendent be thanked for his services over the preceding year.

B.1084 Conservation Officer's Newsletter and BAP Report

Miss McShane referred to the Conservation Officer's Newsletter, dated December 2021, previously circulated to Members.

Members considered and approved the most recent BAP report.

B.1085 District Superintendent

a) Record of hours worked

Miss McShane reported that K Wilderspin had worked 85 hours as District Superintendent between February 2021 and January 2022.

b) Fee

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

RESOLVED

i) That the Board agree that the sum of £1,784 be allowed for the services of the District Superintendent for 2022/2023.

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

c) Telephone Expenses

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

RESOLVED

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

d) Casual Labour

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

RESOLVED

That the Chairman and Vice Chairman be authorised to engage such casual labour as they consider appropriate up to a limit of £500.

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

B.1086 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 the Chairman speak to David Thomas about State-aid for a replacement pump.

B.1087 Environment Agency – Precepts

Miss McShane 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 2022/2023, with the ability to revisit annually should exceptional circumstances indicate this is required. The Committee votes for an 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.

Miss McShane reported that the precept paid to the Environment Agency for 2020/21 was £1,796.

B.1088 Claims for Highland Water Contributions – Section 57 Land Drainage Act 1991

Miss McShane reported that the sum of £1,512.17 (£5,403.96 less £3,891.79 paid on account) (inclusive of supervision) had been received from the Environment Agency based on the Board's actual expenditure on maintenance work for the financial year 2020/2021 together with the sum of £3,596.98 in respect of 80% of the Board's estimated expenditure for the financial year 2021/2022.

B.1089 Association of Drainage Authorities Subscriptions

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

RESOLVED

That the increased subscription for 2022 be paid.

B.1090 Health and Safety

Further to minute B.1055, Ms Parrish referred to the report received from Cope Safety Management following their visit to the District on 24th November 2021 and reported that the signage had been erected and that there were no outstanding actions.

B.1091 Completion of the Annual Accounts and Annual Return of the Board 2020/2021

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

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

RESOLVED

i) That in accordance with the Accounts and Audit Regulations the minutes record that approval of the accounts was given on 24th June 2021.

ii) That the Chairman was authorised to sign the Annual Governance Statement, on behalf of the Board, for the financial year ending 31st March 2021.

B.1092 Annual Accounts of the Board – 2021/2022

Miss McShane reported that in accordance with the Accounts and Audit Regulations, Internal Drainage Boards' accounts, bank reconciliation and completion of Section 2 of the Annual Return are required to be approved by resolution on or before the 30th June of that year.

B.1093 Defra IDB1 Returns

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

B.1094 Review of Internal Controls

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

B.1095 Risk Management Assessment

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

b) The Board considered and approved the insured value of their buildings

B.1096 Transparency Code for Smaller Authorities

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

RESOLVED

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

B.1097 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.1098 Payments

The Board considered and approved payments amounting to £8,673.95 which had been made during the financial year 2020/2021 (1st February – 31st March 2020) and £15,562.23 made during the financial year 2020/2021 (1st April 2021 – 31st December 2021).

A query was raised about the omission of a payment of £4,000 to Lattenbury Services. Miss McShane agreed to investigate this omission and report back to the Chairman.

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

B.1099 Expenditure estimates and special levy and drainage rate requirements 2022/2023

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

	<u>Drainage rates</u>	<u>Special levy</u>
AREA 1	62.42%	37.58%
AREA 2	70.25%	29.75%
AREA 3	100%	-

RESOLVED

- i) That the estimates be approved.
- ii) That a total sum of £21,327 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 £14,400 and £6,927 respectively.

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

AREA 1	-	77.0p
AREA 2	-	33.0p
AREA 3	-	11.0p

v) That a Special levy of £6,927 be made and issued to South Cambridgeshire District Council for the purpose of meeting such expenditure.

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

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

B.1100 Date of Next Meeting

RESOLVED

That the next Meeting of the Board be held on Tuesday the 7th February 2023.

SWAVESEY INTERNAL DRAINAGE BOARD

At a Meeting of the Members of the Swavesey Internal Drainage Board
hosted at the Middle Level Offices, March on Wednesday 22nd June 2022

PRESENT

K Wilderspin (Chairman)

J S Burgess Esq

Mrs A C Hemington

N K Stroude Esq

J E Dodson Esq (Vice Chairman)

Mrs S Dodson

Miss H Parish

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

Apology for absence

An apology for absence was received from Cllr W Handley Esq.

B.1101 Annual Governance Statement – 2021/2022

Members 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.1102 Annual Accounts of the Board – 2021/2022

Members 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 Return, on behalf of the Board, for the financial year ending 31st March 2022.

B.1103 Date of next Meeting

The Chairman reminded Members that the next Meeting of the Board will be held on Tuesday 7^h February 2023.

Swavesey I.D.B.

Consulting Engineers Report – January 2023

Environment Agency/Swavesey IDB/Middle Level Commissioners' PSCA (Public Sector Co-operation Agreement) Works Delivery - 2022 Season

Following the successful completion of works in previous seasons, Swavesey IDB and the Middle Level Commissioners were jointly tasked by the Environment Agency (EA) with delivery of a similar maintenance arrangement again last season.

For their part last season, the Middle Level Commissioners provided plant, machinery and labour to undertake an herbicide application to the EA controlled watercourses plus flail mowing services, along with arrangement and over-sight of the programmed and specific works.

The Swavesey IDB District Superintendent provided a smaller flail mowing unit to undertake flail mowing requirements where the larger MLC machine was unable to access areas. As machine access to the Mare Fen reach of Swavesey Drain is now possible, along the newly constructed/widened berm adjacent to the watercourse, the reach was included within the flail mowing and weed cutting programme. **All works were undertaken on a fully rechargeable basis to the EA**

A spoil pile from the previous season's machine cleansing works, having been left to dry over winter sufficiently to be rehandled, was utilised to improve the existing pimple bank at the rear of Fen Willow Farm last spring



Additional works were required to clear two wind-blown willow trees from Church End Drain.

The majority of the larger timber sections were cleared and removed from site by a local resident for use as fire wood, with the remaining larger 'butt-end' trunk sections and

canopy branches being cleared from the watercourse when the hydraulic excavator was in the local vicinity, and left on site at Mare Fen as habitat piles.



A local contractor was employed under the agreement to provide the pest monitoring and control of burrowing species within the grassed flood embankments.

A vacated badger set, which is located along the bank crest of Church End Drain bank, has been identified by the EA and partially collapsed by hand by EA contractors approved for undertaking such works. The EA has recently contacted the Commissioners with a view to completing the bank remediation works requiring a small rubber tracked machine to be brought to site to fill in the sett entrance



The inaugural PSCA agreement expired at the end of December 2022. The EA invited Swavesey IDB and the MLC to enter into a new agreement with minimal alterations to the existing document. Subsequently, a new agreement has recently been drawn up and signed off, extending the possibility of continuing with the current partnership arrangement for a further three years.

Weed Control and Drain Maintenance

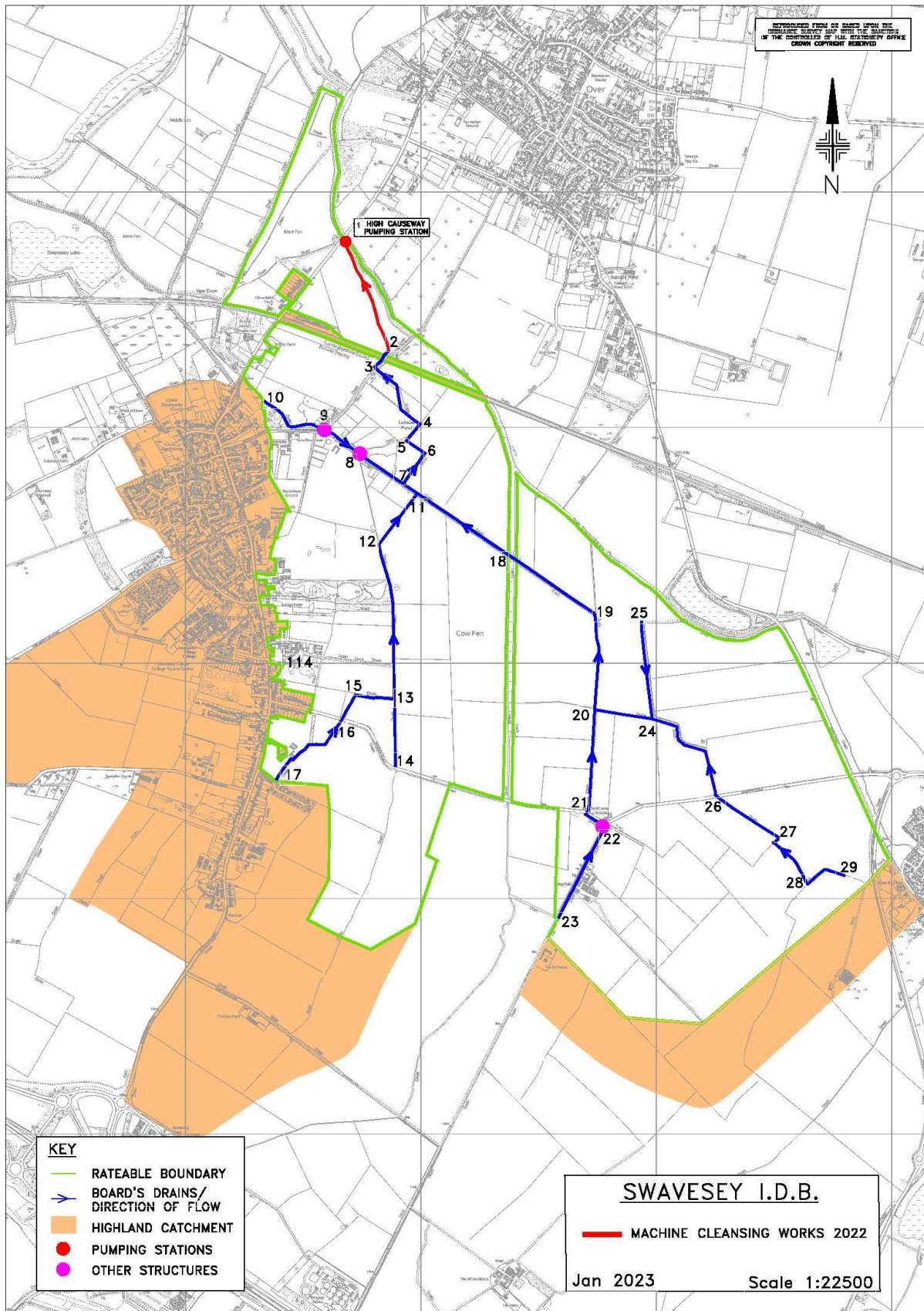
The maintenance works carried out last year generally accorded with the recommendations approved by the Board at its last Annual Meeting.

Roundup herbicide treatments were applied where required within the Board's district drains to control stands of emergent aquatic weed and vegetation growth within the dry and semi-dry drain beds. Due to the drought conditions experienced last summer, only one application was required as the vegetation growth was significantly reduced. Please refer to the site plan on the following page for treatment locations. A sum has been included within the estimated costs to undertake herbicide applications throughout the district again this year.

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

As with previous years many of the Board's drain beds dried out and, as emergent weed within the channel had already been treated with a Roundup application, the watercourses were deemed to have retained their general good condition and no machine cleansing was required in the dry drains. However, a late infestation of submerged aquatic vegetation and filamentous algae (cott) was evident in the water filled Main Pump drain, reach 1-2. At the Chairman's request a contractor's long reach excavator, working on the adjacent EA watercourse undertaking the programmed PSCA weed cut, was utilised to clear the affected reach; making a significant saving on transport costs due to the machine already being in the local vicinity. With the Chairman's/District Superintendent's approval, a late spring/early summer joint inspection of the Board's drains will be undertaken again this year. The inspection should highlight herbicide application requirements, and give an opportunity to forward plan any other works required to maintain the Board's drains to a satisfactory standard.

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



The estimated cost of this year's anticipated drain maintenance and weed control programme is as follows (see previous plan for locations):

			£
1)	Roundup applications to control emergent aquatic vegetation in District drains	Item	Sum
			1500.00
2)	Provisional Item Allow sum for machine cleansing work to Board's drains as required	Item	Sum
			2500.00
3)	Provisional Item Allow sum for emergency works including bank piling or culvert headwall repair works	Item	Sum
			1000.00
4)	Allow sum for flail mowing of District drains and hedge cutting	Item	Sum
			4500.00
5)	Fees for preparation and submission of report to the Board, arrangement and supervision of herbicide applications and maintenance works.	Item	Sum
			750.00
TOTAL			£10,250.00

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

Pumping Station

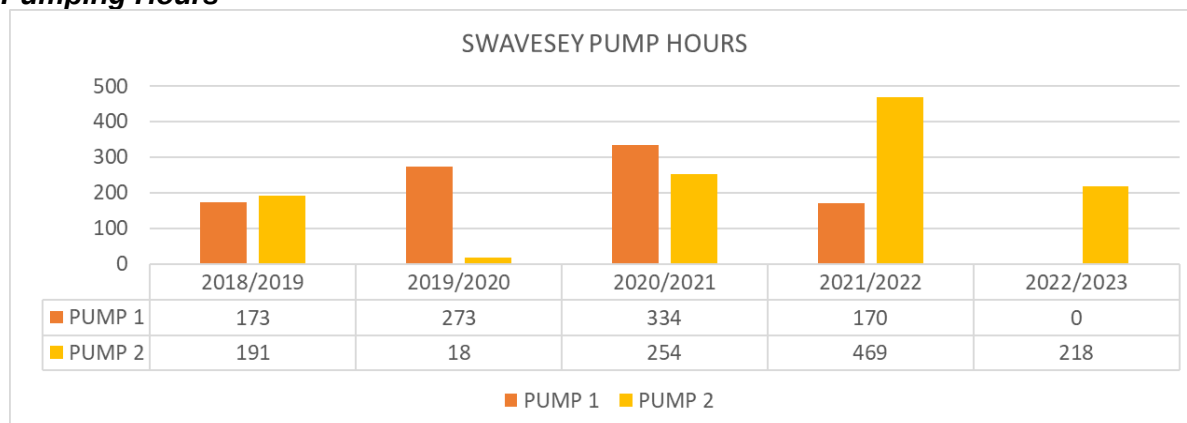
Other than the matters reported below, only routine maintenance has been carried out since the last meeting.

The pumps are in good working order and the electrical insulation readings are good, but as they are now over 35 years old consideration should be given to their overhaul or replacement. Please see summary below of pump history. Bedford Pumps has been asked to provide quotes for overhaul and replacement options.

PUMP 1		
DATE	HOURS	
1985	0	NEW
1995	2800	PUMP MAJOR OVERHAUL
2004	5271	PUMP REMOVED AS BLOCKED - SEALS REPLACED
2010	5806	PUMP MAJOR OVERHAUL BY BEDFORD PUMPS
2023	7371	RUN HOURS AT JAN 2023

PUMP 2		
DATE	HOURS	
1985	0	NEW
1996	1785	PUMP MAJOR OVERHAUL
2001	2857	PUMP REMOVED AS BLOCKED - SEALS REPLACED
2011	5162	PUMP MAJOR OVERHAUL BY BEDFORD PUMPS
2023	8427	RUN HOURS AT JAN 2023

Pumping Hours



Planning Applications

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

MLC Ref.	Council Ref.	Applicant	Type of Development	Location
406	S/1605/16/CONDH	Vistry Partnership	Residential (Up to 70 plots)	Middle Watch, Swavesey*
407	S/22/00445/FUL	Ms Kate Durrant	Residence	Middle Watch, Swavesey
408	S/21/00268/CONDA	Surfacing Standards Ltd	Education (3G Artificial Grass Pitch)	Gibraltar Lane, Swavesey*
409	S/22/00536/HFUL	Dr L Walsh & Ms Yotava	Residence (Extension)	Whitton Close, Swavesey
410	S/22/01560/HFUL	Mr & Mrs K Smith	Residence (Double garage and workshop)	Boxworth End, Swavesey
411	S/22/02587/HFUL	Mr C Wiffin	Residence (Extension)	High Street, Swavesey
412	S/22/01427/HFUL	Mr C George	Residence (Extension)	Taylors Lane, Swavesey
413	Enquiry	Client of Stantec UK Ltd	Not known	Adjacent to junction 24 on A14 north west of Cambridge Services, near Boxworth
414	S/22/02667/HFUL	Mr & Mrs Palmer	Residence (Extension)	Gibraltar Lane, Swavesey
415	S/0168/17/CONDB	Cardinalis Development Ltd	Repair and alterations to listed building	Market Street, Swavesey*
416	S/22/03913/HFUL	Mr T & Mrs J Evans	Residence (Extension)	Middle Watch, Swavesey
417	S/22/04187/PRIOR	Mr B Field	Residence (Change of use from Commercial, Business and Service Use)	Station Road, Swavesey
418	S/22/04320/CL2PD	Mr G Taylor	Residence (Loft conversion)	School Lane, Swavesey

419	S/21/00858/CONDA	Mr D Mawby	Residence	Wallmans Lane, Swavesey
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Planning applications ending 'COND', 'DISC' or 'DC' relate to the discharge of relevant planning conditions

Planning applications ending 'PRIOR' relate to prior approval

Planning applications ending 'CL2PD' relate to Lawful Use Certificate (S192)

Developments that are known to propose direct discharge are indicated with an asterisk. The remainder propose, where applicable and where known, disposal to soakaways, infiltration devices and/or Sustainable Drainage Systems (SuDS). The applicants have been notified of the Board's requirements.

The following applicants have chosen to use the Infiltration Device Self-Certification or Checking Service 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.

- (a) Mr & Mrs Blyde of Boxworth End, Swavesey (MLC Ref No 405) - Checking Service
- (b) Mr George of Middlewatch, Swavesey (MLC Ref No 412) - Self-certification
- (c) Mr Evans of Middlewatch, Swavesey (MLC Ref No 416) - Self-certification

No further correspondence has been received from the applicants or the applicants' agents concerning the following developments and no further action has been taken in respect of the Board's interests.

- Use of land for waste management including a new waste handling building at Dawson Plant Hire, Middle Fen Drove, Swavesey – Dawson Plant Hire (MLC Ref Nos 141 & 397)
- Residential development comprising 18 market and 12 affordable units plus open space, children's play area and landscaping at 18 Boxworth End, Swavesey – Mr & Mrs R Mallidine (MLC Ref No 271) and Matthew Homes (MLC Ref No 346)
- Erection of 56 dwellings including new access at field north of Home Close and west of Moat Way, on land north of Fen Drayton Road, Swavesey - Laragh Homes Ltd (MLC Ref No 314)
- Erection of two single storey dwelling built as almshouses on land rear of 28-34 Station Road, Swavesey – Swavesey Fire Relief CIO (MLC Ref No 399)

Swavesey

Proposed development to the rear of Cygnus Business Park (Mill Farm), Middlewatch, Swavesey - Nationwide Ltd (MLC Ref No 123); Starburst Ltd (MLC Ref Nos 182 & 243); Starburst Property Ltd (MLC Ref No 305) and Devonshires Solicitors (MLC Ref No 367)

As reported at the last Board meeting, a completed post-application consultation form was received just before Christmas 2021; however, no further correspondence has been received. A further approach is being made to the developer's engineering consultant in order to try and resolve the long-standing issues.

Developments at Swavesey Village College, Gibraltar Lane, Swavesey - Cambridge Meridian Educational Trust (MLC Ref Nos 199, 200 & 201); Governors of Swavesey Village College (MLC Ref Nos 251 & 253) Swavesey Village College (MLC Ref No 385) and Surfacing Standards Ltd (MLC Ref No 408)

The contents of the relevant resolution made at the last Board meeting under Minute B.1081 Consulting Engineers' Report, including Planning and Consenting Matters, see below, are noted.

"Development at Swavesey Village College, Gibraltar Lane, Swavesey – Cambridge Meridian Educational Trust (MLC Ref Nos 199, 200 and 201)

NB The Chairman and J Dodson declared an interest in this item as members of the Swavesey Parish Council.

The Board advised the Engineer that no further action was required as the development had now got planning permission and nothing further could be done in relation to this development."

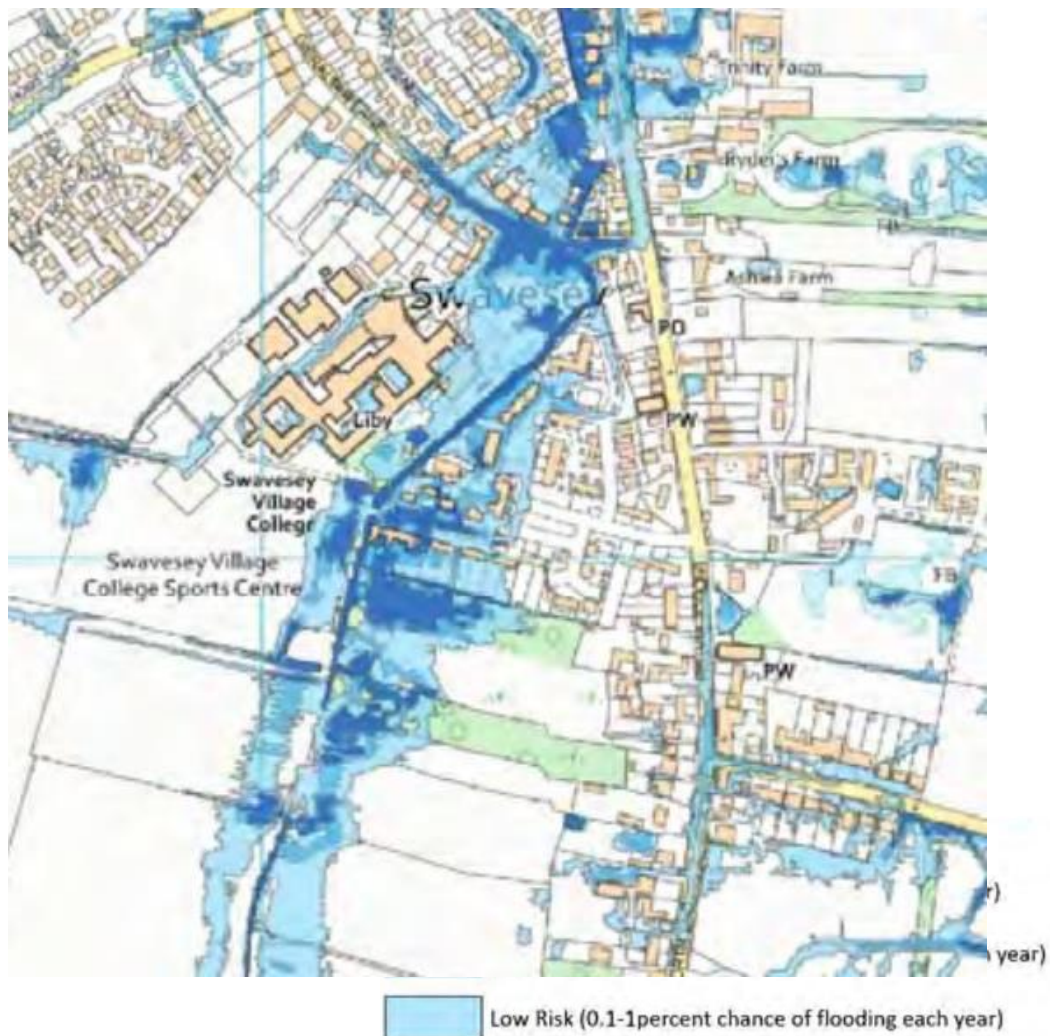
However, whilst it is accepted that planning permission for the AGP (MLC Ref No 385) has been issued by the District Council under the Town and Country Planning Act, subject to the imposition of planning conditions, the Board is reminded that its powers and duties are under the Land Drainage Act 1991 and include "... general supervision over all matters relating to the drainage of land within their district."

Further to the last Board Meeting Report, a Discharge of Conditions application South Cambridgeshire District Council (SCDC) Ref No S/21/00268/CONDA (MLC Ref No 408), including surface water disposal, has been submitted to and subsequently approved by the District Council. It is noted that, as reported previously, there is no informative or note on the Decision Notice to advise the applicant of the potential need to meet the Board's approval and/or gain its consent, as included by other planning authorities.

In view of the Board's previous decision a detailed evaluation of the submission documents has not been undertaken and therefore it is difficult to be conclusive but, from a brief review, the storage device appears to have been designed to meet current design requirements ie a 1% Annual Exceedance Probability (AEP), 1 in 100 year storm, together with a 40% allowance for climate change. However:

1. It has not been designed to accommodate the particular flood risk management system that serves the area, notably the closing of Webbs Hole Sluice.
2. It does not appear to allow for exceedance or exceptional events such as those experienced in the local area during December 2020.

3. No freeboard appears to have been provided to the storage device thus, during exceedance events, the system may overtop resulting in an unregulated overland flow occurring across the adjacent field and into the Award Drain forming the boundary of the college site and increasing the flood risk for this area, as shown on the EA's indicative Surface Water Flood Map (see below).
4. The existing land drainage system appears to be the "hydraulic control" and does not appear to acknowledge the discharge being surcharged during periods when the Award Drain is "in flood".



Correspondence received from the applicant, Surfacing Standards Ltd, in respect of the Discharge of Conditions application advises that for low, and more frequent, rainfall events the rate of discharge is approximately twice the equivalent greenfield rate of run-off thus potentially increasing flood risk, under normal circumstances this would require the Board's prior written consent together with the provision of a contribution fee. However, in view of the Board's policy not to consent increased discharges from development, suitable mitigation, such as the formation of a raised earth bund around

the south eastern part of the site, is required to ensure that the discharge does not increase flood risk problems that the Board and local area experience.

During the limited discussions with the applicant reference was made to the use of a telemetry-based system, as required on other developments in the area, but in view of the Board's previous resolution these discussions have not been continued.

In order to bring this matter to a conclusion, it is considered appropriate for the Board to review its previous decision and issue further instruction on how it wishes to proceed in view of the potential risk associated with this development.

The Board's opinion and further instruction is requested.

Residential development with associated access, infrastructure and open spaces at land south of Fen Drayton Road, Swavesey – Bloor Homes (Eastern) (MLC Ref Nos 284, 349, 350, 351, 357, 360, 361, 366 & 379), Pegasus Group (MLC Ref No 285) and Bloor Homes (Eastern) & Mr A Johnson (MLC Ref Nos 291, 315 & 344)

It is understood that the EA was due to sign off the telemetry systems on the 1st November with it becoming operational on the 4th, however this has not been confirmed. The Board's Chairman to report further.

Residential development on land to the rear of 130 Middlewatch, (Daisley Close) Swavesey - Swavesey Ventures Ltd (MLC Ref Nos 294 & 310), Bushmead Homes (MLC Ref Nos 358 & 359) and Vistry Partnerships East Midlands (MLC Ref Nos 406)

Further to the January 2021 Board meeting, the site has been purchased by Vistry.

A Discharge of Conditions application, SCDC Ref No S/1605/16/CONDH (MLC Ref No 406) was submitted to the District Council in December 2021, and subsequently approved in April 2022. Members will recall that it was proposed for the discharge to be regulated by a telemetry system similar to that required for the Bloor Homes site and allow for “.. a 3-week shutdown of the discharge as determined by the IDB”.

In its response to a subsequent application to vary Condition 1 (Approved plans) of the Reserved Matters application S/1896/19/RM, the LLFA referred to the need to seek the Board's consent and correspondence has been received from both the applicant; its engineering consultant, Farrow Walsh Consulting, and the County Council, in its role as the Highway Authority. The latter included providing a response to Pathfinder Legal Services Ltd, the County Council's Solicitor.

A response was issued to the parties concerned advising on the Board's position which was discussed with the Board's Chairman who requested the inclusion of text that advised that "...given the previous and extensive discussion with various stakeholders concerning the water level and flood risk management systems that affect both the village and surrounding area and those specific to the site" the Board "is not prepared to incur unnecessary costs on the ratepayer." and added that "...if further discussion is required, it must be the subject of the paid detailed consultation procedure."

No subsequent correspondence has been received and the variation of Condition 1 application has been withdrawn with the applicant advising of its intention to "resubmit this application a little further down the line under the 'free go' facility".

Repair and alterations to the listed building including demolition and replacement of rear extensions together with the construction of two new dwellings and associated access at 37 Market Street, Swavesey – Cardinalis Development Ltd (MLC Ref Nos 311 & 415)

Further to the January 2021 Board Meeting Report, a Discharge of Condition application SCDC Ref No S/0168/17/CONDB (MLC Ref No 415), was submitted in June 2022 to, and subsequently approved by, the District Council (November 2022).

The applicant had previously submitted a Discharge Consent application with respect to surface water discharge, in relation to planning applications S/0168/17/FL and S/0169/17/LB, in 2019 (MLC Ref No 311). The surface water proposals were reviewed and a recommendation to issue consent was provided in November 2019.

A detailed review of the information submitted as part of the recent discharge of conditions application is currently being undertaken to confirm the proposals are in accordance with the discharge consent.

Erection of 4-bed dwelling with garage and office at 19 Wallmans Lane, Swavesey – D Mawby (MLC Ref Nos 386 & 419)

A discharge consent application was received from the applicant for the proposed disposal of surface water into the adopted foul sewer system that discharges to Over WRC. AWS later confirmed that this means of disposal was acceptable.

As the point of discharge is outside of the Board's area, the applicant has been advised that the Board's consent was therefore not required and the documents and contribution fee have been returned less a small administration charge for costs.

Bar Hill

Potential large-scale development at Slate Hall Farm, Barhill to the north east of the A14 between Hattons Road (B1050), Longstanton and Dry Drayton Road, Oakington – Lolworth Developments (MLC Ref No 384)

Discussions between the promoter's consultant, MJM Consulting Engineers Ltd, and Stantec UK Limited, the consultant acting on the Board's behalf concerning this proposed large-scale development at Slate Hill Farm, continue.

A Technical Note has been provided and this is currently being reviewed and some further clarification will be required before it can be "approved". However, it is suggested that the parameters determined by the Note are encouraged, as an example of best practice, in the design of future local developments that discharge in to the Swavesey Drain system either direct or via the Board's system, including Northstowe Phase 3.

In order to guide further discussion, it would be beneficial to receive the Board's opinion and further instruction concerning this matter.

Site adjacent to Junction 24 (Swavesey Junction) of the A14, to the northwest of Cambridge services near Boxworth (MLC Ref No 360/PL/413)

An enquiry was received from Stantec UK Limited concerning a proposed development on the southern side of the Swavesey Junction.

In response, the enquirer was advised that other employees within Stantec UK Ltd have been involved in projects in the immediate area including the preparation of the Greater Cambridge Integrated Water Management Study, and can advise of the Board's concerns. However, it was advised that the Board shall be pleased to be notified of any matters that may affect its system via other watercourses, for example, Uttons Drove Drain, Swavesey Drain, Covells Drain etc.

No subsequent correspondence has been received.

Northstowe

Phase 2

Southern Access Road (West) [SARW]

&

Submission of details required by Condition 22 (Development and flood risk) of outline permission S/2011/14/OL - John Sisk & Son (Holdings) Ltd (MLC Ref No 360/4/Phase 2/PL/10)

&

Submission of details required by condition 18 (Site Wide Drainage) of outline permission S/2011/14/OL - Homes England (MLC Ref No 360/4/Phase 2/PL/11)

No further correspondence or instruction have been received.

Phase 3a

Planning application SCDC Ref No 20/02171/OUT - Homes England (MLC Ref No 360/4/Phase 3A/10)

&

Phase 3b

Planning application SCDC Ref No 20/02142/OUT - Homes England (MLC Ref No 360/4/Phase 3/05)

The Board's Chairman spoke at the respective SCDC Planning Committee Meetings raising concerns over surface water run-off and treated foul water discharges into Swavesey Drain with the potential for nearly 200 homes in Swavesey village to be at increased risk of flooding.

Several Committee members expressed concerns that they were "very worried" about the drainage issue with one arguing that the plans were a "disaster waiting to happen" and were "disappointed" that Homes England had "failed to engage" with Swavesey Internal Drainage Board. One member observed that:

"You think looking at it, it's land like anywhere else, but it is not, it only stays that way because of the work of people on the Internal Drainage Board and a lot of other people to keep it that way, so we're dealing with a very sensitive landscape."

Despite this there was a majority vote in favour of approval.

Further details on the Committee Meetings, including the Meeting Minutes, can be viewed at the following links:

[Agenda for Planning Committee on Friday, 28 January 2022, 10.00 a.m. \(moderngov.co.uk\)](#)

[Agenda item - 20/02142/OUT - Longstanton and Oakington/Northstowe Parishes \(Northstowe Phase 3B, Station Road, Longstanton\) \(moderngov.co.uk\)](#)

District Wide

Cambridge Wastewater Treatment Plant Relocation in the Snout Corner/Honey Hill/Poplar Hall Farm area, Fen Ditton - Anglian Water Services Ltd (MLC Ref No 360/PL/401)

No further correspondence has been received in relation to the above development, which is outside of the Board's interests, and as a consequence no further action has been carried out on the Board's behalf.

Proposed Northstowe Development and other developments draining to Uttons Drove

STW Northstowe and Effluent Discharge to Swavesey Drain

Further to Minute B.1077 Proposed Northstowe Development and other developments draining to Uttons Drove WRC, Northstowe and Effluent Discharge to Swavesey Drain the matter was discussed, with the Board's Chairman's approval, at a meeting of the Cambridgeshire and Peterborough Flood and Water (FloW) Partnership, which subsequently led to a meeting of the parties concerned to discuss the impacts of "growth" on Swavesey IDB, Uttons Drove WRC and the local flood risk management system.

Please refer to the Anglian Water Drainage & Wastewater Management Plans (DWMP) entry below.

This matter will be discussed under a separate Agenda item.

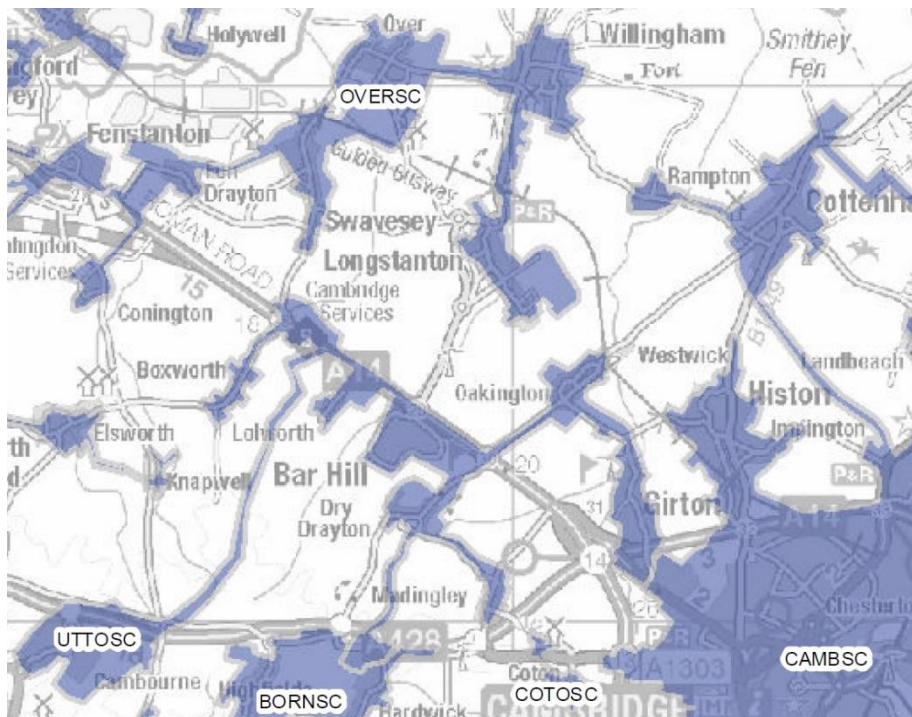
Planning Updates & Consultations

The "Strategic Planning Consultation Responses" document can be found on www.middlelevel.gov.uk via the following link [Strategic Planning Consultation](#). Please note that this document was prepared for the previous reporting period; an update is currently being prepared and will be available on the website at some point after the meeting.

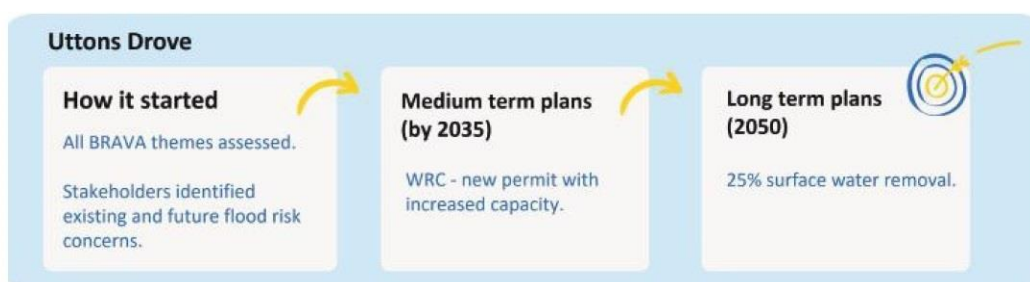
Anglian Water Drainage & Wastewater Management Plan (DWMP)

Draft DWMP

A more detailed review of the DWMP will be included in the updated version of the Strategic Planning Consultation Responses document currently being prepared. However, in view of the discussions that are occurring, it is considered appropriate to include the entries for the relevant WRCs of interest in the local area.



**Extract from Anglian Water's Risk Based Catchment Screening (RBCS) Map
showing the extent of the WRC catchments in the Swavesey area**



The draft DWMP document has recently been the subject of a consultation which provided an opportunity to comment on the document. The response, made on behalf of the Commissioners and associated Internal Drainage Boards, included the following specific points:

Groundwater infiltration & surface water removal

The problems associated with groundwater infiltration and surface water within the sewer system, particularly within combined systems, are known and are a problem for all RMAs involved. Particularly when the water table is high and/or during the winter months.

The removal of groundwater infiltration and surface water from the sewerage system, to reduce the number of flood events, pollutions and storm overflow spills is considered to be an appropriate option in the correct circumstances and location.

The question that will need to be resolved in these situations is where will the surface water go instead? Most other surface water systems are approaching their finite capacity and will require the installation of significant infrastructure to deal with the flows. Who will pay and be responsible for this? Care will also need to be taken to ensure that flood risk is not being increased elsewhere within the WRCs catchment for another RMA to deal with as a result.

As the approval and consent of other RMAs may also be required, prior detailed consultation with the parties involved MUST be undertaken and agreed BEFORE work commences.

(NB: In respect of this document, infiltration refers to groundwater entering the sewer system which increases hydraulic loadings and threatens wastewater treatment efficiency.)

Water level Management Solutions

The use of SuDS, wetlands and other green structures is considered to be an appropriate option in the correct circumstances and location.

The management of SuDS and other water level management systems is an ongoing challenge for many RMAs. Without suitable arrangements being imposed these could simply become potential liabilities for the various rate/bill payers. Therefore, adequate arrangements MUST be made to ensure that the long-term ownership funding, management and maintenance for the upkeep of any green infrastructure, whether on or off site, in perpetuity is achieved.

Consideration also needs to be given to any restrictions upon maintenance of the drainage “facility” due to the presence of protected habitats and species.

As the approval and consent of other RMAs may also be required, prior detailed consultation with the parties involved MUST be undertaken and agreed BEFORE work commences.

Partnership Working

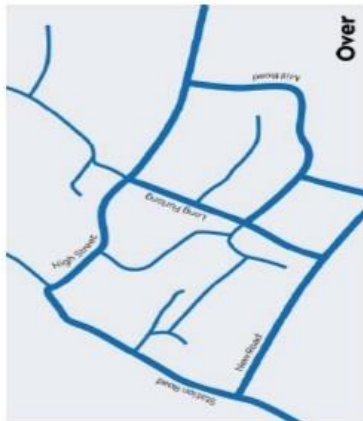
The Commissioners and associated Boards are prepared to work in partnership with the local community, private and public partners to contribute to and deliver schemes for conservation, navigation, water resources, water level & flood risk management where there is a mutual benefit to the partners concerned.

However, to what extent they are prepared to contribute would be the subject of a decision for the respective authority and this may vary dependent upon their views.

L3 water recycling catchment	2021 population	2035 population	2050 population	Passed RBCS	Resilience risk score	Planning objective themes reviewed	Stakeholder concerns/ comments	Medium term strategy	2050 Strategy	Partnership opportunities identified
UTTONS DROVE	22387	27971	31668	Yes	1	Escape from sewers WRC compliance Environment and wellbeing	Concerns on water quality. Flood risk implications.	WRC - new permit with increased capacity.	25% surface water removal.	-

L3 water recycling catchment	2021 population	2035 population	2050 population	Passed RBCS	Resilience risk score	Planning objective themes reviewed	Stakeholder concerns/ comments	Medium term strategy	2050 Strategy
OVER	13351	16675	18875	Yes	0	Escape from sewers WRC compliance Environment and wellbeing	Flood risk implications.	WRC - Increased Capacity. Networks - Mixed Strategies with main solution of SuDs.	50% surface water removal.

Over



Over is a large village in Cambridgeshire, near the Great River Ouse, with a population equivalent (PE) of 13351. Significant growth is forecasted over the next 30 years with an increase of over 5500 PE.

Over was identified as a high-risk catchment due to the DWF compliance risk in the medium and long term. All BRAVA themes were assessed, themes highlighted as key concerns were as follows: escape from sewers, WRC compliance and environment and wellbeing. Stakeholders were also concerned about the implications of flooding in the area.

The medium-term plan at the WRC is to increase capacity and reduce infiltration in the catchment to address the DWF and quality compliance risk. We will also look at mixed strategies in the network with a main solution of SuDS to reduce risk of surface water flooding.

The long-term plan is to remove 50% of surface water in the network. These solutions aim to address the high risk of pollution, internal and external sewer flooding risks.

	2020	2025	2030	2035	2050
Population equivalent (PE)	13351	14378	15627	16675	18875
DWF compliance	2	2	2	2	2
Quality compliance	1	1	1	1	1
Internal sewer flooding risk	0	2	2	2	2
External sewer flooding risk	0	2	2	2	2
Risk of a sewer flooding in a 1 in 50 storm	0	0	0	0	0
Pollution risk	0	2	2	2	2
Sewer collapses	2	-	-	-	-
Storm overflow performance	1	-	-	-	1
Access to amenity areas	1	-	-	-	1
Green infrastructure	0	0	0	0	0

How it started

All BRAVA themes assessed.

Stakeholders identified flood risk concerns.

Medium term plans

WRC – increased capacity.

Networks – mixed strategy with main solution SuDS.

Long term plans

50% surface water removal.

Extracts from Anglian Water’s draft Drainage and Wastewater Management Plan showing the results and proposed plans for Uttons Drove and Over WRC

General Advice

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

- (a) The preparation of a plan for the Parish Council.

Consulting Engineer

23 January 2023

Swavesey (360)\Reports\January 23

Swavesey Internal Drainage Board

Capital Improvement Programme (2023/2024)

		PREVIOUS YEARS	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32	2032/33	FUTURE YEARS	ALL YEARS
		Pre Yr 0	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Post Year 10	Total Expenditure
Long Causeway P/S	Pumping station replacement	0	0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	750.0	750.0
	Pumping station pumping and control equipment replacement	0	0	40.0	0.0	20.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	60.0
	Pumping station automatic weedscreen cleaning equipmet	0	0	0.0	0.0	30.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	30.0
	Pumping station Control building refurbishment/replacement	0	0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	Pumping station compound/surrounds improvements	0	0	0.0	5.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	5.0
Drainage Channels														
	Refurbishment of inlets/outfalls	0	0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
		0	0	40	5	50	0	0	0	0	0	0	750	845

Jan-22 Updated to engineers asset appraisal



Swavesey IDB

Environmental Update – January 2023

Introduction

As I took up post in mid-October, unfortunately I am not in a position to provide a full biodiversity action plan update yet, but have compiled the following general update of environmental activities and key points, which I hope you find useful.

I have been familiarising myself with the IDB area, its approaches and plans as well as I can, remotely, over winter, but from Spring onwards I would like to plan some visits to the IDB to develop a much better understanding of the area and your priorities, so will be in touch to do so. I have taken note of my surroundings each time I have driven through the district. I can see from the previous BAP reports that there are some valuable biodiversity provisions in the area and some channels which are more sinuous than those found further North. I am looking forward to getting to know the district better and working with you to deliver and enhancements that we agree would be beneficial.

1. Process and compliance review

I have taken the opportunity over the quieter winter months, to commence a thorough process and compliance review of all our environmental approaches across all boards. This will help to ensure that IDBs are operating in line with all new legislative and regulatory requirements, updated guidance and best practice, and are better prepared for any changes we expect to be introduced in the next year. This will include the impacts and opportunities brought forward by the Environment Act 2021, including biodiversity net gain and delivering biodiversity enhancement. The outcomes of this review will feed into the BAP refresh for each IDB.

I also plan to review pre-application environmental advice for consents and standard responses with the planning office.

2. GIS system development

To support the activities mentioned above, an improved environmental GIS system is being developed and work is well underway to digitise all environmental data. Lots of data exists due to all the good work already undertaken by IDBs but it exists in different states in different places. There is also a great deal of information held by the Local Environmental Records Centres relevant to the district which would be beneficial for us to access and review when planning our work. We need to merge these data sets to develop a consolidated, full picture of what we have, in order to define and preserve the baseline from which to progress. This, more complete, picture is necessary to enable us to identify opportunities for environmental enhancement. Developing the GIS system this way will deliver efficiencies in environmental data collection, analysis and reporting, allowing more time to undertake practical conservation work on the ground. It will also enable us to share our data more easily with the local environmental records centres, contributing to the understanding of the local and national status of many species and help to raise the profile of the IDB and the valuable work they do to support biodiversity.

3. Protected Species - General

As always, any work that plans to “break ground” on the bank top or face, so anything other than vegetation cutting, i.e., bank reformation, mooring construction, culverting, head walls, piling etc, **please let me know ASAP before the end of February** so we can plan the appropriate surveys and mitigations in plenty of time, to avoid any delays and ensure compliance with wildlife legislation. This is particularly relevant for water voles.

There are likely to be changes required to how we manage a number of protected species during the course of our water level management work in the coming months, including badgers and water voles. These are some of the processes currently under review and I will of course be in touch to discuss these in more detail as soon as possible.

a) *Badgers*

A reminder that badgers and their setts are protected by law and care must be taken not to disturb setts during routine channel management. Sett interference requires a licence under all circumstances. Please contact us should you have any queries regarding activities taking place around any known badger sett. Please also let me know asap if there are any setts which are presenting a flood risk due to any burrowing which is destabilising banks etc. More detailed information and refresher training on approaches to be taken around badger setts will be organised in the coming months. In the meantime, please refer to the relevant chapter in the Environmental Good Governance Guide (available on the ADA website) for more detailed information on badgers.

b) *Birds*

Please be reminded of the legislation around the disturbance of birds, particularly when cutting vegetation, between March and September. Please see the relevant chapter in the Environmental Good Governance Guide (available on the ADA website) to refresh your understanding of mitigation and survey requirements if needed and get in touch should you have any questions.

i. **Barn owls**

I have met with our barn owl conservation delivery partners and we had defined a schedule of checking and refreshing barn owl boxes over winter but have unfortunately been unable to commence due to the restrictions imposed by BTO (British Trust for Ornithology) due to avian flu. We will continue to monitor the guidance and act accordingly and may be able to begin checking boxes next week providing strict biosecurity measures are followed. We really hope to be in a position to have checked all boxes by the start of the breeding season if possible. It is even more important during these times that you please help us with the following:

- Tell ASAP us if any work on pumping stations is planned in 2023 so boxes can be relocated before the breeding season (March-Aug)
- Tell us if you spot a box needing repair
- Tell us if you see a box being regularly visited in nesting season
- Tell us if you'd like a barn owl box
- Establish and maintain un-cropped field margins for foraging

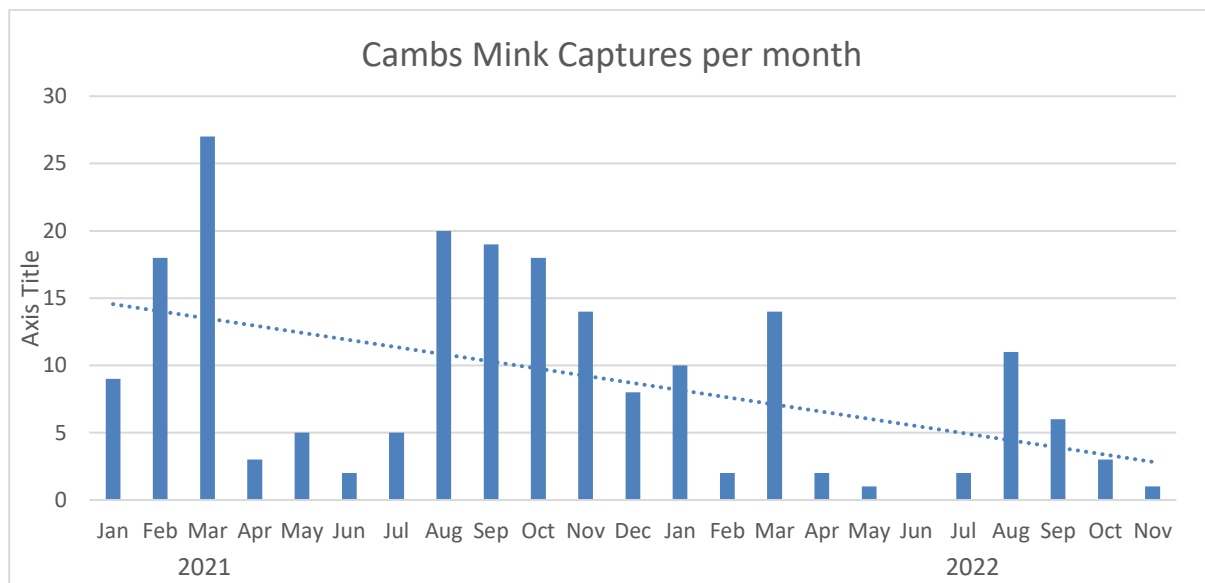
ii. **Avian Flu**

Please ensure that you are familiar with, **and promote the knowledge of** the DEFRA guidelines on avian flu, in particular those for reporting suspected cases: [Bird flu \(avian influenza\): latest situation in England - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/news/bird-flu-avian-influenza-latest-situation-in-england)

c) Mink & Water Voles

I am now involved with the co-ordination of the mink control strategy for IDBs in the MLC area. The mink control project has been hugely successful so the vision of full eradication of mink is becoming much closer to being realised than was ever thought possible. A strategy refresh meeting took place on the 9th January where we reviewed the data to date to help us devise an updated trapping regime for the coming months. The key outcomes of which are that we are very much in **need of further volunteers** to respond to mink raft activation alerts in the area. Any activation would need to be attended promptly within a few hours but the need to respond is likely to be very occasional. Please let me know of any interest.

The following chart shows the number of mink caught each month, suggesting a declining population.



The following table shows the number of Mink caught in 2022 and their locations, compared to 62 mink captures or kills in 2021.

Middle Level mink 2022_List

List of mink captures around the Middle Level in 2022

	Animal Code	Station/Location	Date	Sex
1	WRE/0761	Upwell & Outwell: Laddus Drove holt	09 Jan 2022	Male
2	WRE/0789		11 Jan 2022	Unrecorded
3	WRE/0917	Stonea Bridge	24 Jan 2022	Female
4	WRE/0786	Ramsey: PS Ramsey Hollow	24 Jan 2022	Female
5	WRE/0924	Welches Dam PS bridge SW side	10 Mar 2022	Male
6	WRE/0950	Conington Fen Bridge	13 Mar 2022	Female
7	WRE/0944	Ransonmoor: Staffurth's Bridge PS outfall, Old ...	16 Mar 2022	Male
8	WRE/0946	Ramsey Saint Mary's: Speed the Plough Bridge	17 Mar 2022	Male
9	WRE/0951	Twenty Foot, Coldham Bank	22 Mar 2022	Male
10	WRE/0957	Crooked Drain, Sutton Gault	05 Apr 2022	Female
11	WRE/0966	Crooked Drain, Sutton Gault	26 Apr 2022	Female
12	WRE/1046	Great Fen: Charterhouse Farm Bridge	16 Sep 2022	Female
13	WRE/1047	Woodwalton Fen: south	18 Sep 2022	Male
14	WRE/1081	Pingles Pit, Mepal B	21 Oct 2022	Female
15	WRE/1140	Welches Dam PS bridge SW side	27 Nov 2022	Unrecorded

This progress with mink control will positively impact on the abundance of water voles in the area. Previous water vole survey data will be reviewed over winter and added to the GIS system and further surveys will be planned to take place in spring and summer.

As above, any planned work that will "break ground" on the bank top or face, so anything other than vegetation cutting, i.e., bank reformation, mooring construction, culverting, head walls, piling etc, **please let me know**

ASAP before the end of February so we can plan the appropriate water vole surveys and mitigations in plenty of time, to avoid any delays and ensure compliance with water vole legislation.

4. Invasive species

When any non-native species (particularly the following) are spotted, please record the location using the what3words app ([what3words](#) /// [The simplest way to talk about location](#)) if possible (if not postcode or grid ref) and inform us ASAP. Useful identification guides and information can be found online at [ID sheets » NNSS \(nonnativespecies.org\)](#)

- Floating Pennywort
- Mink
- Himalayan Balsam
- Parrot's feather

5. New Zealand pigmyweed (Australian swamp stonecrop – *Crassula helmsii*).

Please advise on the status of the *Crassula* that was managed between nodes 7-4 in summer 2021. If this needs further inspection and control please let me know ASAP. It continues to be present in some areas which are adjacent to the district to please be alert to spot it early so it can be managed more effectively.

d) *Floating Pennywort*

Floating Pennywort continues to be an issue in other watercourses just outside the MLC area, so we urge you to remain vigilant, refresh your identification skills and act promptly by notifying us if you think you may have spotted any in the districts drains. Strong adherence to biosecurity procedures is vital as per the boards policy (available from the website).

There has been good progress in trialling the use of an imported weevil to control the plant so we hope that if the success continues, it may be made available nationally at some point in the future.

e) *Azolla*

Common across the MLC area. Please record and notify us as above. There may be an opportunity to use an approved weevil to control badly affected stretches so please advise if there are any particular areas of concern as there are only limited stocks of the weevils nationally so I will have to apply early to be in with a chance of some of the stock.

f) *Chinese Mitten Crabs*

Chinese mitten crabs and their apparent rapidly increasing population continue to be a concern. There are reports of some banks in some areas being damaged by their extensive burrowing but it is always difficult to pin this on the crabs alone with there being so many other factors which affect the stability of banks.

We liaise closely with the EA and follow their lead with the management of this species and many others to ensure that nothing we do contradicts their approach, regulation or legislation. Defra has no intention currently of developing policy which would allow the crabs to be caught and removed for commercial or conservation reasons. In particular there was some concern that they were found to carry a gill fluke in other counties which had the potential of being transmitted to humans if they were to be consumed. As Defra isn't planning to change their stance, the EA's approach remains that any crabs which are caught as by-catch must be killed on-site and not removed. The fishing for the crabs specifically is not lawful. There is no recommended or authorised approach to deal with rising populations unfortunately. A commonly held view is that removing mature individuals from the population creates a vacuum that immature individuals then tussle to fill, driving greater movement within the local population and perhaps increased burrowing as a result.

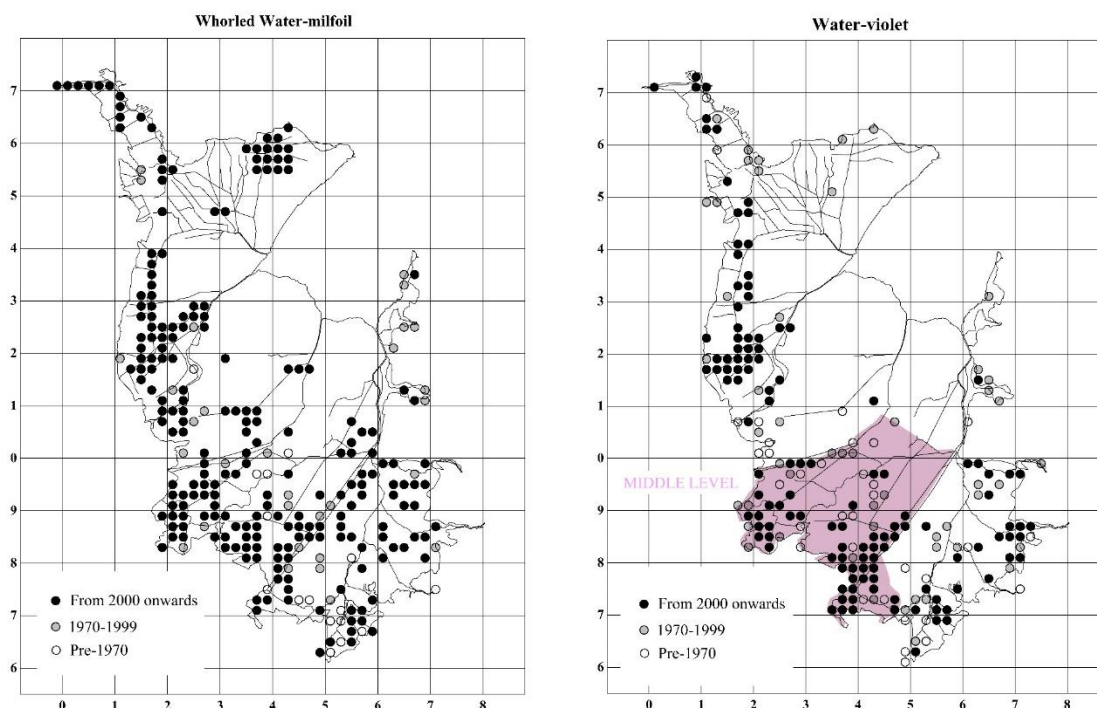
We will continue to monitor the recommended approaches and will adapt ours promptly to follow when necessary.

6. Fenland Flora Project

The long-running fenland flora project, headed up by botanist Jonathan Graham, to identify and record the presence of rare, threatened and notable aquatic plants in the fens, is nearing completion. The results highlight:

- There are lots of nationally significant aquatic plants in fens, many of which are only found in IDB drains and are present because of the way the drain is being managed.
- Water quality is important for many aquatic plants and a good proportion of IDB drains have good water quality.
- A summer-maintained water level is good for many plants.
- Non-IDB field drains are important too so where possible, aim to always hold some water and cut periodically.

The diagrams below show how the presence of 2 England red data plants that are frequent in local drains.



The plant location data will be added to the GIS system and made available so it can be reviewed ahead of any planned works, and will be added to BAPs. The data will also be useful in identifying any opportunities to enhance these valuable plant populations.

7. Eels

A number of PHD studies of eels as part of the REDEEM (Research and Development of fish and Eel Entrainment Mitigation at pumping stations) project, headed by Jon Bolland at Hull Fisheries Institute have completed and have helped us to better understand eel and coarse fish ecology and their interaction and behaviour within pumped catchments and pumping stations. Further studies are now commencing to strengthen this knowledge. The use of eDNA surveying to identify eels within catchments is being progressed and samples from throughout the MLC areas are being tested. These studies will inform and revise guidance for mitigating fish and eel entrainment at pumping stations within the area and will assist with IDB BAP development. Please contact us if you would like us to study coarse fish or eels at your pumping station.

Guidance on the new eels regulations process has been delayed but the new options to achieve eel protection, including fish friendly pumps, are available.

Wherever possible, retain marginal vegetation, even if it's only a narrow strip, to support eels.

8. Environmental Stewardship.

You will most likely be aware that environmental stewardship schemes and farming subsidies are changing. If you would like to discuss existing stewardship provisions within the district, or you or another rate payer is thinking of applying for a stewardship agreement or establishing new stewardship measures, please do get in touch.

9. Carbon & Climate

There are increasingly a number of low-carbon, sustainable alternatives available for many of the common materials and equipment used in flood risk management, such as low-carbon concrete and steel, solar powered mechanical and electrical equipment and coir roll for bank stabilisation. Please get in touch to discuss any projects which involve these or similar materials or equipment to understand if any are suitable for you to consider.

Last year ADA published a Carbon Accounting Guide for IDBs, which is available from their website. The process of calculating carbon emissions does not have to be as complicated as some may think. If you have reviewed the guide and would like some help to progress with calculating your carbon emissions, please get in touch.

10. Paludiculture

I attended a workshop in Cambridge to discuss the progress of knowledge acquisition and trials around growing commercial crops, associated with wetlands in lowland areas, where the water level has been raised to reduce or eliminate CO2 emissions from degraded peat. This is known as paludiculture. This includes the potential for receiving an income for carbon sequestration from such approaches. As you would expect, there is a focus on the Cambridgeshire fens as a key area for development of this approach along with Somerset, Lancashire and the Lincs fens. If you would like to know more about how this topic is progressing, would like to get involved in some trials or would like to have a go at growing a paludiculture crop such as *Typha latifolia* (Bullrush or cattail) or Sphagnum moss yourself commercially, then please do get in touch.

11. Environmental Good Governance Guide for IDBs

I have a copy of the above guide, published by ADA last September, for each Chairman and District Officer which I can hand to you when I visit if you don't have a copy already. Until then, an on-line version is available from [here](#) and you can also request copies from ADA directly admin@ada.org.uk. ADA are planning workshops on the 2nd February to help deliver some of the key topics of the guide in more detail and to allow the opportunity for more contextualised discussions.

Swavesey 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 Swavesey 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 Swavesey Internal Drainage Board on application to:

The Clerk
Swavesey Internal Drainage Board
85 Whittlesey Road
March
Cambridgeshire
PE15 0AH

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

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

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

Date of Announcement: 26th September 2022

Annual Internal Audit Report 2021/22

SWAVESEY INTERNAL DRAINAGE BOARD

ENTER FULL NAME AND ADDRESS WWW.MIDDLELEVEL.GOV.UK

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

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

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

Name of person who carried out the internal audit

28/06/2022 08/07/2022 14/07/2022

WHITING & LLP

Signature of person who carried out the internal audit

S. PERRY - WHITING & LLP

Date

14/07/2022

*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:

SWAVESEY INTERNAL DRAINAGE BOARD

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

	Agreed		Yes means that this authority
	Yes	No*	
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:

22/06/2022

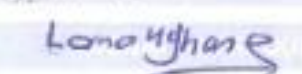
and recorded as minute reference:

B.1101

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

Chairman

Clerk

 CHAIRMAN
 CLERK

ENTER PUBLIC WWW.MIDDLELEVEL.GOV.UK OR ADDRESS

Section 2 – Accounting Statements 2021/22 for

SWAVESEY INTERNAL DRAINAGE BOARD

	Year ending		Notes and guidance
	31 March 2021 £	31 March 2022 £	
1. Balances brought forward	93,524	89,015	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	19,389	19,389	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	4,392	5,459	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	0	0	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	28,290	24,552	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	89,015	89,311	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	91,660	92,477	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	513,000	513,000	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
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

30th May 2022

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

22/06/22

as recorded in minute reference:

B.11.02

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

22/06/22

Section 3 – External Auditor Report and Certificate 2021/22

In respect of

SWAVESEY INTERNAL DRAINAGE BOARD – DB0108

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

Date

18/09/2022

* Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews in Auditor Guidance Note AGN02. The AGN is available from the NAO website (www.nao.org.uk)

1. Asset Valuations and Insurances - Continued

Client comment:

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.

Client comment:

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 slump 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 within 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,

Whittings LLP

Whittings LLP



middle level
commissioners

**Internal Audit Tender Proposal to
Internal Drainage Boards and District Drainage
Commissioners under the administration of the
Middle Level Commissioners**

November 2022



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Executive Summary

Whitings LLP are a regional firm of Chartered Accountants and Business Advisers, based in 11 locations throughout East Anglia.

The firm has broad range of experience in dealing with internal and external audits, serving a range of local organisations operating with the private and public sector.

On review of your invitation to tender we understand that the following requirements need to be met:

- Subject the financial statements to internal audit in accordance with statutory requirements.
- Upon conclusion of the internal audit prepare of a management letter to the board detailing any deficiencies in the internal systems, recommending improvements in addition to communicating whether in our opinion the organisation are ensuring value for money is being achieved.
- Completion of the Internal Audit Report within the Annual Governance and Accountability Return

We have had the pleasure as serving as your internal auditors for several years and have demonstrated our ability to meet the statutory deadlines set. We will strive to deliver this whilst also providing the following benefits:

- Ensuring staff continuity from year to year
- Quoting and sticking to an agreed fee for the duration of the five year appointment
- Providing a comprehensive and personable service, building on the strong working relationships that we already have with your organisation
- Pro-active in our approach to the engagement, seeking out ways to streamline the internal audit process to ensure minimal disruption to your day-to-day operations

Our fees for the first year ended 31 March 2024, excluding VAT, will be £21,250 (exc. VAT) for the Internal Drainage Boards and District Drainage Commissioners administered by the Middle Level Commissioners, a detailed breakdown of our fee structure for the five year appointment can be found on page 10 of this document.

Our clients rightly demand a service that provides high quality, specialist expertise, timeliness and cost effectiveness combined with local knowledge, an appreciation of local Fenland circumstances and district needs. Whitings LLP, having been established in the local area since 1928, have a proven track record of being able to meet these demands and continue to review and develop its business practices to ensure that this remains the case for many years to come.



Your Requirements

You have asked us to quote for providing the following services for the Internal Drainage Boards and District Drainage Commissioners administered by the Middle Level Commissioners:

- Subject the financial statements to internal audit in accordance with statutory requirements.
- Upon conclusion of the internal audit prepare of a management letter to the board detailing any deficiencies in the internal systems, recommending improvements in addition to communicating whether in our opinion the organisation are ensuring value for money is being achieved.
- Completion of the Internal Audit Report within the Annual Governance and Accountability Return

In order to obtain best value from our service, it is essential that our audit work is directed towards areas of greatest risk. You have indicated that you will maintain the accounting records, presenting our firm with accurate completed financial statements together with relevant and supporting schedules and reconciliations as required in a timely fashion.

The first accounts to be internally audited shall be for the year ended 31 March 2024. We will be able to carry out our work on these in accordance with your completion timetable which we provisionally understand to be 30 June 2024.



Our Audit Approach

Before the boards' year end, we would anticipate a pre-planning meeting between the audit team and members of the Middle Level Commissioners' finance team. At this meeting various formalities such as the timing of our procedures will be agreed, together with the identification of key audit areas. We would also at this stage confirm our understanding of the company's accounting systems and structure of internal controls.

This enables us to adopt an efficient and structured approach to risk assessment, analytical appraisal of results and the tailoring of audit testing to ensure that your accounts comply with all relevant legislation and regulations. The below internal audit strategy has been designed to be a high level statement of how our audit approach will be delivered and developed during the proposed engagement period.

Internal audit is an independent, objective assurance and pro-active consulting services designed to add value and improve the Board's operations. It provides an independent and objective opinion to the Board on the control environment that comprises risk management, control and governance.

All internal audit work will be undertaken with due regard to the requirements of Regulation 6 of the Accounts and Audit Regulations having cognition of the Practitioners Guide.

It covers aspects of all financial systems annually, rather than just on a strict 3 year cyclical basis which is a fairly common alternative for Internal Audit functions. The plan is for minimal 'systems review' days as the financial systems are undertaken on a common basis due to the administration of the boards by the Middle Level Commissioners, so using a risk based audit approach these only require to be audited on a sample basis across the IDBs on an annual basis. The normal level of both System confirmation and Transaction testing is set to ensure that some transactions of all individual boards within the Middle Level Commissioners' administered area are covered each year such as will be appropriate to the Board's level of activity and/or strength of assessed internal controls; nonetheless all Boards will be covered in all areas across a 3 year period.

Even so, where issues are identified, major internal control systems/personnel changes occur, or problems are encountered in conduct or results of the internal audit then the scheduled rota may be amended on year by year basis.

In addition, substantial work is carried each year on every Board on certain areas to ensure compliance and correctness of the Annual Return form.



The following list summarises the main work done and frequency, taking into account the objectives set out in the Annual Internal Audit Report within the Annual Governance and Accountability Return:

A -Return, Accounts & Completion (Annually)

- Ensure IDB/DDC cashbook kept up to date
- Ensure that monthly bank reconciliations are carried out
- Check that verification of bank reconciliations has been carried out
- Ensure that the annual return and accounting record opening and comparative figures agree to prior years records
- Ensure that figures stated on the annual return agree to underlying accounting records
- Checking casting and arithmetic of schedules
- Review variance report and investigate reasons excessive variances
- Ensure that the IDB/DDC publishes information on a free to access website/webpage up to date at the time of the internal audit
- Ensure that the IDB/DDC has complied with the publication requirements as set out in the Accounts and Audit Regulations 2015

B - Purchases (Cyclically)

- Ensure that the IDB/DDC has complied with its financial regulations and these are reviewed with sufficient regularity by the board
- Check proper purchase authority is recorded by the board in relation to IDB/DDC payments
- Carry out walkthrough testing in relation to IDB/DDC purchase system
- Agreement of purchase ledger balances to trial balance
- Ensuring payment of principal and interest in respect of loans is in accordance with agreed terms
- Confirm list of payments issued agrees to minutes
- Ensure that individual purchases are authorised by a relevant person



C - Minutes, Value for Money, Risk Management, Ethical Standard and Sustainability (Annually)

Minutes

- Review of minutes to check that risks relating to the boards are discussed
- Ensure that a formal risk assessment is carried out by the board
- Review the budget setting process
- Review minutes for unusual or extraordinary activities
- Check insurance review

Value for Money

- Ensure that value for money principles are being observed
- Obtain relevant tenders for capital purchases to ensure VFM principles are being considered.

Risk Management

- Ensure that the boards risk register is kept up to date and adequately covers potential areas of risk facing the board.
- Ensure that risk factors are taken into account in the board's decision making and implementation processes

Ethical Standards and Sustainability

- Ensure that decisions are made in an ethical manner by the board, bearing in mind environmental and other socioeconomic circumstances/responsibilities within the local community.
- Ensure that ethics is taken into account within the boards defined policies
- Ensure that long term sustainability is being taken into account in operational decisions.

D - Budget and Variance Analysis (Cyclically)

- Review variance analysis issued by the board
- Check that progress against budgets are regularly monitored
- Check that budgets are used for determining rates for the following year
- Review accruals for reasonableness and completeness

E - Sales (Cyclically)

- Perform walkthrough testing on the IDB/DDC rates system, including the treatment of special levies
- Review any rates write offs and ensure received board approval
- Perform walkthrough testing of other sales made by IDB/DDCs
- Review minutes to ensure all expected other income has been received and banked



F - Petty Cash (Cyclically)

- Not applicable at present, no petty cash function for any IDB/DDCs currently administered.

G - Wages (Cyclically)

- Performance of wages walkthrough
- Ensure that authorisation granted for overtime paid
- Review of P11Ds (where applicable)
- Ensure that non-pay rolled staff have been correctly taxed
- Confirm contractor expenses to invoices and that pay rates and payments are authorised within the minutes by the board

H - Assets (Cyclically)

- Vouch additions and review sales of fixed assets in the year
- Ensure assets are adequately covered by IDB/DDC insurance policies
- Ensure that asset movements in the year are reasonable and consistent with prior years
- Review fixed assets for indicators or impairment, both through physical review and by reference to the minutes

I - Bank (Annually)

- Ensure that regular reconciliations have occurred in the year and that these are reviewed by a senior individual within the finance department
- Recalculation of interim and year end bank reconciliations, ensuring clearance of any outstanding payments or lodgements following the reconciliation date
- Ensure that cashbook entries are based on transactions as made rather than in order of appearance on the bank statements
- Consideration of treasury management, including returns where significant bank balances are held by IDB/DDCs

J - Trial Balance & Nominal (Cyclically)

- Ensure Opera trial balance transferred to the accounts correctly
- Scrutinise creditors, accruals, debtors and prepayments
- Identify any transactions that are held within the audited figures that relate to prior or future periods
- Review and scrutiny of adjustment journals posting during the year and as part of the year end accounts process

All financial systems are to be documented and reviewed on an annual basis to provide the required level of assurance. Where appropriate probity audit work will be undertaken and the propriety, accuracy and recording of transactions sample tested.



In addition to the main work carried out on each board, the below areas are also considered to be valuable components in delivering a high quality and well-rounded internal audit service.

Consultancy and Advice

Internal Audit will be available to assist the Board with control or operational issues. During the year there might be emerging risks or issues that need an independent view or review. In addition, internal audit will be pro-active with suggestions and advice to management from information gained through experience, other organisations and networking groups.

Anti-fraud, Bribery and Corruption

Internal Audit will be pro-active in counter fraud work. Although it is not a function of Internal Audit to detect fraud, bribery and corruption (this is a responsibility of management and good system control) work will be undertaken to help ensure there are adequate systems and procedures to highlight potential instances.

Value for Money (VFM), Risk Management, Ethical Standards and Sustainability

As a part of the internal audit review, systems and controls established by management to secure VFM, risk management, ethical standards and sustainability will be examined and evaluated. Matters of an overall nature are also addressed within the annual work programme. Auditors may initiate, conduct or participate additionally in special reviews in these areas where need arises.

The above covers Boards administered throughout the year by MLC but where a new Board is added to the group administration facility, a special additional / fuller review will occur in the first year of involvement.

At the completion of each audit a report will be produced and released to the Middle Level Commissioners for distribution to the Boards. This report details the terms of reference and scope of the audit, findings, recommendations and a management action plan. An executive summary that includes an audit opinion on controls will also be included.

An annual internal audit report shall be produced to the Board to provide an overall opinion on controls and detail the audit work for the year.



About Whitings LLP

Whitings LLP are a regional firm of Chartered Accountants and Business Advisers. At the time of writing, the firm has 12 partners and 7 associates who are supported by approximately 165 staff. The firm operates from 11 offices within the East Anglia counties of Cambridgeshire, Norfolk and Suffolk. We are registered by the Institute of Chartered Accountants in England & Wales to undertake audit work.

Due to the size of the firm we are able to offer our clients with a comprehensive range of services whilst also providing specific insights into industry sectors which represent the key sectors that our client base operates within, these are detailed below:

Service Offerings

- Audit and Assurance
- Business Support
- Business Tax
- General Practice
- IT Services
- Payroll
- Private Client Tax
- Probate and Estate Administration
- Start Ups
- Tax Enquiry and Investigation Service
- Wealth Management

Sector Specialisms

- Agriculture and related industries
- Construction
- Contractors
- Creative Industries
- Manufacturing
- Not for Profit
- Property
- Retail
- Road Haulage
- Technology

More comprehensive information on the firm, its services, specialisms and culture can be found on the website www.whitingsllp.co.uk



Our Fees

We believe the fee scales we propose for this assignment are competitive and reflective of the work required to ensure compliance with relevant laws and regulations. We do not compromise on quality by issuing tenders for audit assignments that are clearly uneconomic.

Our fees for the year ended 31 March 2024 will be £21,250 (exc. VAT) for the Internal Drainage Boards and District Drainage Commissioners administered by the Middle Level Commissioners.

With regard to fees for future years, we would expect, on the assumption that the level of activities and quality of accounting records do not alter significantly that our fees would rise by no more than in line with our wage rate inflation, assumed to be 5% per annum. If, through efficiencies that we can introduce, we can provide the same services at a lower guide fee, then we shall pass on this discount to you.

On this premise, we quote the following four years' fees, excluding VAT, as: -

2024-25	£22,300
2025-26	£23,400
2026-27	£24,600
2027-28	£25,800

For normal ongoing continuous supply services, the initial payment request issued will not be a tax invoice for VAT purposes but will include a notional amount for VAT. On receipt of your payment a tax invoice will be issued to enable you to recover input tax where applicable. However, please note that a VAT invoice will be issued in certain rare circumstances for exceptional "non-continuous" work only.

You will be billed at appropriate intervals during the course of the year. We would expect most of the fees to be billed in a single fee note raised soon after the completion of the Internal Audit Report and issue of our management letter to the board. We would also propose to raise fee notes for any further specially agreed work on a quarterly basis. Payment of fees will be due within 30 days of the date of the payment request.



Key Personnel and Career Summaries

Our philosophy is to provide each client with a dedicated team responsible for their affairs, thus ensuring that we can provide both expertise and continuity of service.

All our audit staff are either qualified or studying for professional qualifications in either AAT, ACCA, or ACA. Our partners, associates and staff undertake a vigorous ongoing programme of continuing professional development, to maintain high technical standards.

Over many years we have experienced extremely high levels of staff retention, enabling us to staff audits with the same individual's year on year. This allows us to accumulate high levels of background understanding of your organisation and these mature relationships with clients makes two way communication both easy and friendly.

The proposed core audit team will be:

Your Audit Principle

It is intended that the audit principle responsible for this assignment will be Ben Beech, an Associate of the firm who is based at our March office. Ben began working for Whittings in 2011, qualifying as a Chartered Accountant in 2016. He is in charge of the firm's audit and assurance offering within the Fenland and surrounding areas, dealing with many of the firm's larger clients operating in a range of sectors. He is also involved in the monitoring and development of the firm's professional standards and compliance procedures.

Your Relationship Manager

Your designated relationship manager for this assignment will be Aston Hinson who is also based at our March office. Aston has worked with Ben for many years supporting him in the provision of high quality audits to some of the firm's largest clients. Aston is also part of the firm's Not for Profit team, assisting these organisations with their accounting and tax requirements.

Your Audit Team

The audit team will include a range of staff appropriate to the varying tasks involved ranging from qualified accountants to junior accounts technicians.



Appendix A - Internal Audit Plan - Year Ending 31 March 2024

The below is an indication of the number of working days required to carry out the internal audit of the 29 Internal Drainage Boards and District Drainage Commissioners under the administration of the Middle Level Commissioners. As a result, and taking into account the engagement timeframe, we are confident that we will be able to meet the deadlines set.

Audit Areas	Planned Days
Planning - discussions, clarification, summarising, AGAR requirement review	4
Systems - review and confirmation work	20
Transactions - testing and verification	20
Completion - collation of issues and recommendations, enquiries of management, reporting via the AGAR and management letter	6
TOTAL	50



Appendix B - List of Administered Boards

Benwick Internal Drainage Board
Bluntisham Internal Drainage Board
Churchfield and Plawfield Internal Drainage Board
Conington and Holme Internal Drainage Board
Curf and Wimblington Combined Internal Drainage Board
Euximoor Internal Drainage Board
Haddenham Level Drainage Commissioners
Hundred Foot Washes Internal Drainage Board
Hundred of Wisbech Internal Drainage Board
Manea and Welney District Drainage Commissioners
March West and White Fen Internal Drainage Board
March East Internal Drainage Board
March Fifth District Drainage Commissioners
March Sixth District Drainage Commissioners
March Third District Drainage Commissioners
Needham and Laddus Internal Drainage Board
Nightlayers Internal Drainage Board
Nordelph Internal Drainage Board
Over and Willingham IDB
Ramsey First (Hollow) Internal Drainage Board
Ramsey Fourth (Middlemoor) Internal Drainage Board
Ramsey Upwood and Great Raveley Internal Drainage Board
Ransonmoor District Drainage Commissioners
Sawtry Internal Drainage Board
Sutton and Mepal Internal Drainage Board
Swavesey Internal Drainage Board
Upwell Internal Drainage Board
Waldersey Internal Drainage Board
Warboys, Somersham and Pidley Internal Drainage Board





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 £.

SWAVESEY 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. SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL	6,927
2.	
3.	
4.	
5.	
6.	
7.	
8.	
Total	6,927

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		13,091
2. Special Levies		6,298
3. Higher Land Water Contributions from the Environment Agency		5,154
4. Contributions received from developers/other beneficiaries		300
5. Government Grants (includes capital grants from EA and levy contributions)		0
6. PSCAs from EA and other RMAs		0
7. Loans		0
8. Rechargeable Works		0
9. Interest and Investment Income		5
10. Rents and Acknowledgements		0
11. Other Income		0
Total income		24,848
EXPENDITURE		
12. New Works and Improvement Works		0
13. Total precept to the Environment Agency		1,796
14. Watercourse maintenance		10,158
15. Pumping Stations, Sluices and Water level control structures		4,162
16. Administration		6,263
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		1,500
Total expenditure		24,552

EXCEPTIONAL ITEMS		
23. Profits/(losses) arising from the disposal of fixed assets		0
Net Operating Surplus/(Deficit) for the year		296
24. Developers Funds income not applied in year		34,830
25. Grant income not applied in year		0

Notes:

11. Include all other income, such as absorption account surpluses (for example plant and labour absorption accounts).
12. State the gross cost of undertaking minor capital works that have not been capitalised and the annual depreciation charges of all major schemes that have been capitalised. You should also include a fair proportion of the support costs directly associated with delivery of the schemes.
13. State the total precept demanded for the year as properly issued by the Environment Agency, in accordance with section 141 of the Water Resources Act 1991. Providing that the precept has been properly issued as before stated it should always be included here, even when the Board has appealed against the amount of contribution, in accordance with section 140 of the Water Resources Act 1991. Where the Board knows with certainty the outcome of any such appeal, it should also include the appropriate accrual/prepayment.
14. State all costs associated with the maintenance of watercourses, meaning work associated with open channels, pipelines, culverts, bridges, etc. Plant, vehicle and labour charges should include a fair proportion of the overheads such as depot/workshop costs, employment on-costs, insurances and depreciation, etc. You should also include a fair proportion of the support costs directly associated with delivery of the maintenance programme.
15. State all costs associated with maintaining and operating the pumping stations, sluices and water level control structures. Plant, vehicle and labour charges should include a fair proportion of the overheads such as depot/workshop costs, employment on-costs, insurances and depreciation, etc. You should also include a fair proportion of the support costs directly associated with maintaining and operating the pumping stations, sluices and water level control structures.
16. Include the cost of non-technical staff only, office accommodation, annual depreciation of office equipment that has been capitalised, minor office equipment that has not been capitalised, postages, telecoms, stationery, printing, advertising, auditing of accounts, general insurances and all other costs associated with supporting the organisation. Please note that this does not include support costs, which are directly associated with the delivery of front line services.
17. State all costs associated with the PSCA
18. State all costs associated with undertaking work for third parties. Plant, vehicle and labour charges should include a fair proportion of the overheads such as depot/workshop costs, employment on-costs, insurances and depreciation, etc. You should also include a fair proportion of the support costs directly associated with undertaking the rechargeable work.
19. Include the cost of servicing any borrowing, in terms of bank/loan/hire purchase interest payable.
20. State all costs associated with undertaking works – capital or maintenance – specifically for helping to achieve favourable condition on Sites of Special Scientific Interest (SSSIs). In most cases, these costs will be incurred in implementing actions set out in SSSI Water Level Management Plans or SSSI River Restoration Plans.
21. State all costs associated with undertaking works – capital or maintenance – that are likely intended to help conserve biodiversity (other than works on SSSIs). These costs are likely to be incurred in implementing actions set out in an IDB's Biodiversity Action Plan or other conservation actions on non-designated sites.
22. Include all other expenditure, such as a provision for bad/doubtful debts, write-offs, and absorption account deficits (for example plant and labour absorption accounts).
23. For the disposal of assets, state the difference between any proceeds from the sale/disposal of the asset and the cost of the asset less accumulated depreciation.
24. Total balance of developer fund year end.
25. Unspent grant at year end.

Section B –IDB Reporting

Policy Delivery Statement

Boards are required to produce a publicly available policy statement setting out their plans for delivering the Government's policy aims and objectives. It is recommended that these statements be published on Boards' websites where they have them and reviewed every three years.

Is an up to date statement in place and copy (or weblink) provided to Defra, and EA? Yes ☒ No ☐

Biodiversity

Please indicate whether your Board has a Biodiversity Action Plan Yes ☒ No ☐

If "yes" is the Biodiversity Action Plan available on your website? Yes ☒ No ☐

What year was your Biodiversity Action Plan last updated?..... 2022

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

When was biodiversity last discussed at a Board meeting (date)?..... 08/02/2022

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?

8.2

How many pumping stations does the Board operate?

1

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

0.68 cumecs

Health and Safety

Does the Board have a current Health and Safety policy in place?

Yes ☒

No ☐

Does the Board have a responsible officer for Health and Safety?

Yes ☒

No ☐

Have there been any reportable incidents in the past year?

Yes ☐

No ☒

If so, please summarise in the box below:

Guidance and Best Practice

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

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

Governance ☒

Finance ☐

Environment ☒

Health, safety and welfare ☐

Communications and engagement ☐

Other (please describe) ☐

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

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

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

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

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

Has your Board adopted the following governance documents?

Standing Orders Yes ☒ No ☐

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

Byelaws Yes ☒ No ☐

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

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

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

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

Board membership and attendance

How many Board members (in total – elected and appointed) do you have on your IDB?	9
Seats available to appointed members under the Land Drainage Act 1991.	2
Number of elected members on the board at year end.	7
Number of appointed members on the board at year end.	2
Mean average number of elected members in attendance at each board meeting over the last financial year.	7
Mean average number of appointed members in attendance at each board meeting over the last financial year.	0

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

Complaints procedure

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

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

Public Engagement

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

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

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

0%

Section B: NOTES

Guidance and Best Practice

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

Board membership and attendance

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

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

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

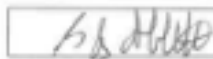
With regard to elections, under Schedule 1 of the Land Drainage Act 1991, elected members should hold office for three years, at which point a further election is held. When elections are held, they should comply with the requirements under Regulation 28 of the Land Drainage (Election of Drainage Boards)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

Section C – Declaration

SWAVESEY INTERNAL DRAINAGE BOARD

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

Signature



Date

12/09/2022

Name in BLOCK LETTERS

MISS SAMANTHA ABLETT

Designation

ASSISTANT TREASURER

Email address

sam.ablett@middlelevel.gov.uk

As at 2021

Valuation			
Civils Works			£250,000.00
M&E			£248,175.00
Other			£42,522.00
Total			£540,697.00

Swavesey Internal Drainage Board

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

K & P J Wilderspin - Supply and installation of galvanised gate	292.82
Middle Level Commissioners - Internal audit fees (Whitings LLP 2020/2021 accounts)	558.00
Middle Level Commissioners - Pumping station maintenance	291.00
Lattenbury Services Ltd - Flail mowing	4,940.00
Middle Level Commissioners - Fees (Planning and development applications)	540.00
J W Burgess & Sons Ltd - Drain maintenance	480.00
Middle Level Commissioners - Chemical weed control of District drains	1,393.82
Middle Level Commissioners - Preparation of highland water claims	377.76
Association of Drainage Authorities, Great Ouse Branch - Subscription 2021	6.00
Middle Level Commissioners - Contribution ((Environmental Officer)	672.50
Association of Drainage Authorities - Subscription 2022	685.20
K & P J Wilderspin - Supervisors fee (2021/2022)	2,236.80
Middle Level Commissioners - Health and Safety re-charges for 2021-2022	240.00
Middle Level Commissioners - Pumping station maintenance	291.00
Middle Level Commissioners - Fees (Preparation of asset survey, planning and development applications)	693.84
The George Long Charity - Room hire for Board meeting	24.00

13,722.74

Payments made 2022/2023 (1st April 2022 - 31st January 2023)

Middle Level Commissioners - Telemetry charges	110.02
Middle Level Commissioners - Fees (Weed control and drain maintenance 2021/2022, production of board report, planning and development applications)	1,208.70
Middle Level Commissioners - Administration charge, postages, telephone charges, stationery and Health and Safety contract	3,146.62
Environment Agency - Precept	916.16
Middle Level Commissioners - Pumping station maintenance	271.80
Middle Level Commissioners - Renewal of insurances	604.10
PKF Littlejohn LLP - Audit fee (2021/2022 accounts)	240.00
Information Commissioner - Data Protection Registration renewal	40.00
Middle Level Commissioners - Internal audit fees (Whitings LLP 2021/2022 accounts)	558.00
Middle Level Commissioners - Contribution ((Environmental Officer)	672.50
Middle Level Commissioners - Administration charge, postages and telephone charges	2,108.68
Middle Level Commissioners - Pumping station maintenance	271.80
Middle Level Commissioners - Fees (Planning and development applications)	293.70
Environment Agency - Precept	916.16
The George Long Charity - Room hire for meeting	16.00
Lattenbury Services Ltd - Flail mowing	4,857.60
K & P J Wilderspin - Supply and installation of wooden gate	570.00
Middle Level Commissioners - Fees (Planning and development applications)	433.20
Association of Drainage Authorities, Great Ouse Branch - Subscription 2022	6.00
B J Plant Hire - Drain maintenance (long reach)	684.00
Mr D Mawby - Refund of discharge application fee	318.00
Anglia Farmers Ltd - Electricity supply to High Causeway pumping station	2,370.79
	0.00
	0.00

20,613.83

(NB - Amounts shown include Value Added Tax)

SWAVESEY INTERNAL DRAINAGE BOARD

BUDGET 2023/2024

	<u>Estimated 2022/2023</u> £	<u>Probable Actual 2022/2023</u> £	<u>Budget proposal 2023/2024</u> £	<u>Remarks</u>
1 Insurances	600	585	625	A - Previous 5 year average plus 50% for estimated increases
2 Repairs and renewals	2,000	2,000	2,000	B - Includes: Flail mowing 4,048 Slubbing (long reach) 570
3 Fuel	2,350	2,750	3,300 ^A	C - Includes engineers items 10,250
4 Drainworks (including Environmental measures)	12,000	9,500 ^B	13,500 ^C	D - Includes estimated highland water contributions based on probable out-turn
5 Planning applications	1,800	1,600	1,800	E - Includes receipt of : Full highland water contributions 4,040
6 Administration charge, Health and Safety contract, Audit fee, printing, stationery, advertising etc	6,600	6,600	6,700	F - Includes: - average highland water contributions based on probable out-turn
7 Environment Agency - Precept	1,832	1,832	1,890	G - Does not include provision for writing off rate arrears Does not include for capital improvement funding Does not include provision for pump overhaul
8 Improvement works	0	0	0	
	27,182	24,867	29,815	
LESS Deposit Accounts interest, Highland Water contributions etc	3,917 ^D	4,040 ^E	4,125 ^F	
	23,266	20,827	25,690 ^G	Works for EA carried out under MLC PSCA and re-charged by MLC.

Estimated General Fund Opening Balance	43,200	43,200	43,699	
Rates Raised	21,327	21,327	25,690	Rate
Net Expenditure	23,266	20,827	25,690	£0.927
Use of balances	0	0		
Closing Balance	41,261	43,699	43,699	

Swavesey Internal Drainage Board

Rate and levy requirements

Under Section 37 of the Land Drainage Act 1991, the appropriate proportions in which the net expenditure of the Board must be borne for 2023/2024 is:-

AREA 1

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

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

AREA 2

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

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

AREA 3

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

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

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

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

EXPENDITURE

Estimated revenue cash balance in hand on 31st March 2023 £43,500.

The estimated net expenditure for the Boards Revenue and Capital Programmes in 2023/2024 is £25,690, is equivalent to:-

- a) a rate in the £ on Agricultural land and buildings of 92.75p and
- b) a Special levy on South Cambridgeshire District Council of £8,345.

The full rate raised in 2022/2023 was 77.00p in the £ and a Special levy of £6,927 was issued to South Cambridgeshire District Council to raise £21,327 against estimated expenditure of £23,266.

D C THOMAS
Clerk to the Board

January 2023