CHURCHFIELD AND PLAWFIELD INTERNAL DRAINAGE BOARD

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22nd February 2023

Mr Chairman and Gentlemen

Meeting of the Board 6th March 2023

I enclose the Agenda for the Meeting of the Board to be held at The Crown Lodge, Outwell at 7.00pm on Monday 6th March 2023.

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

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

Please telephone or 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 Churchfield and Plawfield Internal Drainage Board

AGENDA

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 7th March 2022 and 22nd June 2022.

   (Copy pages 13 - 26)

4. Matters Arising from the Minutes

5. Election of Board Members

   The Clerk will report that as the number of candidates for membership did not exceed the number of persons to be elected (8), the following candidates were elected as Members of the Board for a period of three years from 1st November 2022, viz:-

Paul Allen Esq	Glenn Boyce Esq	Steven Calton Esq (Chairman)
Peter Cutting Esq	Michael Fairey Esq	David Lunn Esq
	Andrew Robb Esq	

6. Bank Mandate and National Savings & Investments

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

7. Member Training Update

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

8. Anglian Water – Culvert at Points 35-36

Further to minute B.1154, the Clerk to report.

9. Contraventions of Byelaws

Development on land to the east of Church Field, south west of 54 Well Creek Road and east of Baldwins Drove, Outwell – Mr J Vickers (MLC Ref No. 604)

Further to minute B.1155(b) the Clerk to report.

10. District System Sections 42-40

Further to minute B.1156, the District Officer to report.

11. Clerk's Report

The Clerk advises;

i) COVID-19 Actions

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

ii) Middle Level Commissioners and Administered Boards Chairs Meeting

That a nineth 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 role 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 contract 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.

iii) Application(s) for byelaw consent

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

Name of Applicant	Description of Works	Date of Consent
Mrs Caroline Deane 143 School Road Upwell PE14 9ES	Retrospective permission for the erection of a car port installed by previous owner and erect a timber shed between Points 5 and 6	30/05/2022
H G Bliss Ltd Beechwood Farm Toll Road Three Holes Wisbech PE14 9JE	Installation of a culvert between two fields at District watercourse at Point 36	01/09/2022
Mr P Clabon HG Bliss Ltd Beechwood Farm Toll Road Three Holes Wisbech PE14 9JE	Construction of culvert near to private watercourse Point 39 C & P	23/09/2022

iv) 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) <u>Annual Conference 2023</u>

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

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

That the Annual Conference of the River Great Ouse branch of the Association was held on Tuesday the 1st March 2022.
This was the first face to face meeting held since the COVID-19 outbreak but the format was restricted to the AGM only. It is planned however to reintroduce the popular and useful morning workshops for 2023.

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

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

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

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

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

v) 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.

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.

vii) 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 from1st April 2023.

The Board are asked to approve the Chairmans actions.

12. Consulting Engineers' Report, including Planning and Consenting Matters

To consider the Report of the Consulting Engineers.

(Copy pages 27 - 44)

13. Capital Improvement Programme

To review and approve the Board's future Capital Improvement Programme.

(Copy page 45)

14. District Officer's Report

To consider the Report of the District Officer.

(Copy pages 46 - 50)

15. Conservation Officer's Newsletter and BAP Report

The Clerk to refer to the Conservation Officer's most recent BAP Report.

(Enc 1)

16. District Officer's Fee

a) To give consideration to the District Officer's fee for 2023/2024

b) To give consideration to the appropriate reimbursement of the out-of-pocket expenses of the District Officer for 2023/2024.

17. 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.

18. 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.

19. Association of Drainage Authorities
Subscriptions

The Clerk will report that ADA has increased subscriptions by 4.5% for 2022 from £571 to £597.

20. Health and Safety

Further to minute B.1168, the Chairman will report on the Cope Safety Management visit on 20th February 2023.

(Copy pages 51 - 53)

21. 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)

22. Appointment of Internal Auditor

The clerk to report that following the conclusion of tendering Whitings 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)

23. 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.

24. Defra IDB1 Returns

The Clerk will refer to the completed IDB1 form for 2021/22.

(Copy pages 83 - 92)

25. Review of Internal Controls

To consider the system of Internal Controls.

26. Risk Management Assessment

To give consideration to the Board's Risk Management Policy.

27. 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.

28. 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.

29. Payments

The Clerk to report on payments made;

a) 2021/2022 (1st February – 31st March 2022)

b) 2022/2023 (1st April 2022 – 31st January 2023)

(Copy page 93)

30. 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 94 – 95)

31. Date of Next Meeting

32. Any Other Business

CHURCHFIELD AND PLAWFIELD INTERNAL DRAINAGE BOARD

At a Meeting of the Churchfield and Plawfield Internal Drainage Board hosted at, Upwell the Crown Lodge Hotel on Monday the 7th March 2022

PRESENT

S A Calton Esq (Chairman)	S A Calton Esq
D J W Boyce Esq (Vice Chairman)	D Cowling Esq
P Allen	Cllr C J Crofts
G D Boyce Esq	D J Lunn Esq

Miss Sam Ablett (representing the Clerk to the Board) was in attendance.

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

Apologies for absence

Apologies for absence were received from M D R Fairey Esq and Councillor C N T Rose.

B.1150 Declarations of Interest

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

B.1151 Confirmation of Minutes

RESOLVED

That the Minutes of the Meeting of the Board held on the 8th March and 25th June 2021 are recorded correctly and that they be confirmed and signed.

B.1152 Completion of the Annual Accounts and Annual Return of the Board – 2020/2021

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 25th 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) The Board considered and approved the Audit Report of the Internal Auditor for the year ended on the 31st March 2021.

B.1153 Election of Board Members

Miss Ablett reported that the term of office for the elected Members of the Board would expire on 31st October 2022 and submitted the proposed register of electors which is applicable to the 2022 election.

RESOLVED

That the Register be approved.

B.1154 Anglian Water - Culvert at Points 35-36

Further to minute B.1116 Miss Ablett reported the Consulting Engineer had confirmed Anglian Water had removed the dam by hand last year so the flow of water in the watercourse was no longer restricted.

She advised that at that time, the presence of a badger set in the side of the watercourse near to Point 36, had been identified, and the material excavated by the badgers had blocked the drain and restricted the flow once again. She added it had been hoped Anglian Water would remove the dam with machinery and whilst there they could remove the material at the same time, but unfortunately the work had been carried out manually.

Miss Ablett reported that the Conservation Officer had advised that if work was carried out on the opposite bank the material could be removed, but the badger set itself must not be disturbed.

RESOLVED

That the Consulting Engineer contact Anglian Water and request that they carry out the works to the culvert at Points 35-36 as a matter of urgency.

B.1155 Contraventions of Byelaws

a) Access Strip – Points 48-49

Further to minute B.1117(b) Miss Ablett reported that both the nursery plants and the rabbit wiring had been removed by Mr Clifton.

b) Development on land to the east of Church Field, south west of 54 Well Creek Road and east of Baldwins Drove, Outwell – Mr J Vickers (MLC Ref No. 604)

Further to minute B.1117(c) Miss Ablett reported that following the last Board meeting a letter had been sent to the applicant's agent requesting submission of the appropriate documents relating to consent for the disposal of surface water/treated foul effluent. She advised that despite the applicant's agent confirming that construction remained on-going, no documents had been received. Miss Ablett enquired how the Board wished to resolve this on-going matter.

Councillor Crofts reported that the applicant had not yet been given planning permission for change of use to residential and the enforcement team were looking into the matter. He advised the applicant was appealing the planning decision and no doubt his agent would be dealing with this on his behalf.

The Chairman advised that the only matter the Board should be considering is the proposal for disposal of surface water/treated foul effluent from the site.

Members considered that if a reply to the Board's letter was not received in the very near future a strongly worded letter should be sent to the applicant's agent, requesting submission of the appropriate documents as the work had commenced without the Board's consent.

RESOLVED

That a strongly worded letter be sent to the applicant's agent, requesting submission of the appropriate documents relating to consent, as work had commenced without the Board's permission.

B.1156 District System Sections 42-40

Further to minute B.1118 the District Officer reported the Board could gain access to both sides of the drain, although there was a small stretch that could not be reached. He further reported that although the drain was being maintained, the flow of water was being restricted and agreed to continue to the monitor the position and report back to the Board.

B.1157 Flooding and Drainage Matters at Upwell Health Centre Car Park, land east of New Road, south of Townley Close, north of Listers Road, Upwell (MLC Ref No 602)

Further to minute B. 1119, Miss Ablett referred Members to the Consulting Engineer's report. She advised the homeowners had cleared part of the private drain and the Council, together with Mr Bradley, another landowner, had agreed to clear their respective sides of the private drain, which would assist with drainage of the channel. She confirmed a notice would be sent to Mr Bradley shortly.

Miss Ablett advised the Assistant Clerk/Solicitor had advised the Board was not responsible for connecting the private ditch to the Board's drain. She confirmed a further meeting had been arranged with the working group on 4th April and enquired how the Board wished to resolve the on-going matter relating to the 300mm pipe crossing 37 New Road.

The Chairman agreed that as it was a private drain it was the landowner's responsibility to connect their drainage to the Board's drain. He added that if the pipe had been destroyed by a third party it was still the riparian owners' responsibility to dispose of their water responsibly. He reported the Borough Council, who owned at least half the site, have no statutory powers but the Board does have powers under its Byelaws, so the Board had offered to manage any works. The Board had previously carried out a survey incurring significant costs, in order to ascertain whether the problem was a matter for the Board, and the Assistant Clerk/Solicitor was trying to obtain payment from the relevant parties, as was promised by some. He further advised that should the residents request any assistance with the design and construction of a connection, the Board would be willing to manage the work and charge the residents accordingly, however the Board would not be undertaking any of the work.

Members agreed the Working Group should be advised the matter was not the Board's responsibility however, should residents require any assistance the Board would be happy to help, but at a cost to the residents.

RESOLVED

That a letter be sent to the Working Group advising the connection of the pipe was not the Board's responsibility however, should residents require assistance with the design and construction of a connection, the Board would be happy to assist, but at a cost to the residents.

B.1158 Sulivans Dam

Further to minute B.1120, the District Officer reported that the removal of the two of the dam boards from Sulivans Dam had been the right decision as the remainder of the Board's system had benefited. The Chairman confirmed this matter would be revisited should there be any concerns raised by the current farmer.

B.1159 Clerk's Report

Miss Ablett reported: -

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) Applications for Byelaw Consent

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

Mr C Crofts	Retrospective installation of culvert approx 4m long and 150mm dia – private watercourse off Lowside	06/04/21
Miss Y Parfett	Installation of permanent precast concrete headwall and outfall pipes to serve the menage water system.	20/07/21
UK Power Networks	Installation of underground 125mm plastic twin walled rigi duct to house electricity cable – Points 14 and 15 at Justdogz Kennels	10/8/21

iv) Association of Drainage Authorities

a) Annual Conference

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

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

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

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

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

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

b) Annual Conference

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

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.

d) Updating IDB Byelaws

Further to minute B.1074, ADA has advised that there was an error in the Model Byelaws relating to a Penalty Notice which referred to s37 of the Criminal Justice Act 1982, which was actually repealed on the 1.12.2020 by the Sentencing Act 2020. Consequently, Defra has amended the Penalty Notice attached to the byelaws to include the correct reference. This Penalty Notice is not part of the Byelaws and, as such, is a simple correction. There is no requirement either to readvertise, or seek Defra approval and the version now uploaded to the website is the corrected one.

v) Environment Act

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

vi) National Drainage Show & Floodex 2022

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

B.1160 Consulting Engineers' Report, including planning and consenting matters

The Board considered the Report of the Consulting Engineer.

Development at Janis, 176 New Road, Upwell – Mrs J Watts (MLC Ref Nos 309, 338, 375, 461, 551, 568 & 640)

Miss Ablett reported it appeared several items had been placed within the Board's maintenance strip and enquired how the Board wished to deal with the contravention of the Board's byelaw.

Members considered the items deposited were not causing a problem at the moment, however all landowners/occupiers must be treated equally. They agreed a letter should be sent to the applicant advising them of the encroachment and although maintenance works could be undertaken at this point in time, should the position change in the future, any items placed within the maintenance strip would have to be removed.

Development at Waterways, 125 Small Lode, Upwell – Mr & Mrs Singfield (MLC Ref No 500) & Mr & Mrs Minas (MLC Ref Nos 586 & 601)

Miss Ablett reported that following the last Board meeting a further letter had been sent to both the applicants and their agent requesting submission of the appropriate documents relating to the byelaw/discharge consents required to regularise the erection of a barn and stables close to the Board's drain, but a response had not yet been received. She enquired what action the Board wished to take.

Mr G Boyce reported there had been a change of ownership, which would explain why a response had not been received and advised that Mrs Garrod was the current owner.

Members considered a letter should be sent to Mrs Garrod, at the same address, explaining the situation regarding the requirement to request consent from the Board and advising of the appropriate documents that must be submitted. The Chairman requested a copy of the letter be forwarded to him and the District Officer.

The Right to Connect

Miss Ablett reported the Middle Level Commissioners had been asked to write to the Government to voice concerns over the Right to Connect to public sewers for new housing development and how this is expected to increase flood risk. The LLFA was going to request the Right to Connect be stopped or changes to it considered.

However, where a Board's District includes re-development of sites within older parts of town centres, more sustainable discharge points for site drainage could be more costly. (Infiltration systems, balancing ponds etc.)

Although this matter is not of much concern to this Board, the Planning Engineer had asked whether the Board would support removal of the Right to Connect to public sewers or not.

Members agreed this should be opposed

RESOLVED

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

ii) Development at Janis, 176 New Road, Upwell – Mrs J Watts (MLC Ref Nos 309,338,375,461,551,568 & 640

That a letter be sent to the applicant advising them of the encroachment and although maintenance works could be undertaken at this point in time, should the position change in the future, any items placed within the maintenance strip would have to be removed.

iii) Development at Waterways, 125 Small Lode, Upwell – Mr & Mrs Singfield (MLC Ref No 500) & Mr & Mrs Minas (MLC Ref Nos 586 & 601)

That a letter be sent to Mrs Garrod, the new owner, explaining the situation regarding the requirement to request consent from the Board and advising of the appropriate documents that must be submitted.

That a copy of the letter be forwarded to the Chairman and the District Officer.

iv) That the Board opposes the Right to Connect by public sewers

B.1161 Capital Improvement Programme

Members considered the Board's future capital improvement programme.

The Chairman reported the capital improvement programme included the Board's culvert improvement plans and confirmed it was hoped works to culverts at Points 2-4 and 21-25 would be undertaken over the next two years. He advised that until all culverts had been inspected the Board could not be certain of the costs involved.

Miss Ablett confirmed that a provision had been included in the budget for the culvert improvements, but this was only an estimate. She reminded Members of the limited funds available to the Board and stressed the importance of obtaining accurate costings of any works to be undertaken, which would assist the Board with planning improvement works accordingly.

The Chairman agreed the cost of the culvert works was unknown and could be significant due to road closures that would be required.

The District Officer advised there was an issue with the culvert under New Road, which was in poor condition and had already been surveyed.

The Chairman enquired whether the Consulting Engineer should be requested to review the survey that had previously been carried out by ADC Ltd., together with the photographs that had been taken of the culvert, to obtain an engineer's opinion on the necessary works and to discuss this with both him and the District Officer.

Members agreed this was the best way forward.

RESOLVED

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

That the Consulting Engineer reviews the survey carried out by ADC Ltd, together with photographs from approximately 2 to 3 years ago and discusses the works necessary, together with the likely costs involved with both the Chairman and District Officer.

B.1162 District Officer's Report

The Board considered the Report of the District Officer.

Mr G Boyce enquired what action was officially required by the Board regarding fly-tipping. Miss Ablett advised that if rubbish was in a private drain, its removal was the responsibility of the land owner, however it was the Board's responsibility to remove rubbish from its maintained drains to ensure that the flow of water was not restricted.

She advised that Fenland District Council, when asked, would remove any fly-tipping/rubbish if it was cleared from the drain and left at the roadside, however this was not the case with the Borough Council of Kings Lynn and West Norfolk.

Councillor Crofts reported that the Borough Council of Kings Lynn and West Norfolk had recently employed 2 members of staff to deal with the matter of fly-tipping and it was hoped they would react in a timelier manner to reported incidents. He confirmed that any concerns regarding fly-tipping could now be reported online.

The District Officer enquired whether rubbish removed from the drains and left at the roadside by the Board would be collected. Councillor Crofts confirmed it would.

Mr P Allen reported a large car port had been erected within the Board's maintenance strip at a property in the proximity of School Road and enquired whether a consent application had been received.

The Chairman advised the drain was not maintained from the side on which the car port had been erected however, a consent application should still be made by the resident. Mr P Allen advised there were new owners of the property and as the car port was erected before they purchased the property, they would probably be unaware of the situation and of the Board's requirements.

Members agreed a letter should be sent to the resident advising that a consent application must be made for the car port that had been erected within the byelaw strip or it would have to be removed.

Miss Ablett asked the District Officer to provide her with the resident's contact details.

The Chairman referred to the comments made by the District Officer in his report, relating to his fee and reminded Members of the considerable work carried out by the District Officer on behalf of the Board and of his conscientiousness. Members discussed the proposed fee and agreed that the sum allowed for the District Officer's services should be increased.

The Chairman highlighted to members that the District Officer may wish to retire one day and he enquired whether members were aware of anyone who would be interested in shadowing the District Officer to gain an understanding of the role, He added that if members became aware of anyone who had an interest in drainage to bear this in mind.

(NB) – Mr D J W Boyce declared a financial interest when this item was discussed.

RESOLVED

i) That the Report and the actions referred to therein be approved and that the Officer be thanked for his services over the preceding year.

ii) That a letter be sent to the resident advising that a consent application must be made for car port that has been erected within the maintenance strip or it would have to be removed.

(Name and address to be provided by District Officer)

B.1163 Conservation Officer's Newsletter and BAP Report

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

Members considered and approved the most recent BAP report.

B.1164 District Officer Expenses

The Board gave consideration to the appropriate reimbursement of the out-of-pocket expenses for 2022/2023 incurred by the District Officer on the Board's behalf.

RESOLVED

i) That the Board agree that reasonable out of pocket expenses incurred by the District Officer for 2022/2023 be allowed, if substantiated by an invoice and that the Chairman be authorised to agree the final amount.

ii) That the Board agree that a sum of up to £3,200 be allowed for the services of the District Officer for 2022/2023.

iii) That the payment submitted for 2021/2022 in the sum of £2,620.73 be approved.

(NB) – Mr D J W Boyce declared a financial interest when this item was discussed.

B.1165 State-aided Schemes

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

RESOLVED

That no proposals be formulated at the present time.

B.1166 Environment Agency – Precepts

Miss Ablett reported that at the Environment Agency Flood Defence Committee Meeting, the Committee voted to adopt an indicative 2% increase in the precepts of IDB's for the next 6 years commencing from 2022/23, with the ability to revisit annually should exceptional circumstances indicate this is required.

The Committee voted for a 0% increase (for exceptional circumstances) above the indicative 2% increase for the year ending 31st March 2023 – total of a 2% increase in the level of precept on IDB's for the year ending 31st March 2023.

The precept for 2021/2022 was £2,838.37

B.1167 Association of Drainage Authorities Subscriptions

Miss Ablett reported that the Clerk had been advised that ADA has increased subscriptions by 1% for 2022 from £565 to £571.

RESOLVED

That the requested ADA subscription for 2022 be paid.

B.1168 Health and Safety

Further to minute B.1133 the Chairman advised the Board had previously had one meeting with COPE Safety Management, however as the Board had no pumping stations, he did not feel it necessary to have a meeting every year.

The Chairman reminded members of the risk relating to lone working, which would always be a matter of concern. He confirmed that as long as someone was aware of where the District Officer was working and of when his work was likely to be completed the Board were meeting Health & Safety requirements. The District Officer confirmed that either Mr G Boyce, his father or his wife were made aware of his location so somebody always knew where he was and as he had his mobile phone with him at all times, they were also able to keep in contact.

The Chairman advised that as Health & Safety had to be monitored continually, he considered the Board should request a meeting in the coming year.

The District Officer enquired whether there were any lone working and working near water risk assessments available.

The Chairman requested the Consulting Engineer forward details of lone working and working near water risk assessments to the District Officer.

RESOLVED

That a Health & Safety meeting with COPE Safety Management be arranged for the coming year.

That the Middle Level Commissioners arrange for details of lone working and working near water risk assessments be sent to the District Officer.

B.1169 Annual Accounts of the Board – 2021/2022

Miss Ablett reported that in accordance with the Accounts and Audit Regulations, Internal Drainage Boards' accounts were required to be approved by resolution on or before 30th June.

B.1170 Defra IDB1 Returns

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

B.1171 Review of Internal Controls

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

B.1172 Risk Management Assessment

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

B.1173 Transparency Code for Smaller Authorities

Miss Ablett 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.1174 Exercise of Public Rights

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

B.1175 Payments

The Board considered and approved payments amounting to £5,895.50 which had been made during the financial year 2020/2021 (1st February to 31st March 2021) and £25,344.15 made during the financial year 2021/2022 (1st April 2021 to 31st January 2022).

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

(NB) – Councillor Crofts declared an interest (as a Member of the Middle Level Board) in the payments made to the Middle Level Commissioners.

B.1176 Expenditure estimates and special levy and drainage rate requirements 2021/2022

The Board considered estimates of expenditure and proposals for special levy and drainage rates in respect of the financial year 2022/2023 and were informed by Miss Ablett that under the Land Drainage Act 1991 the proportions of their net expenditure to be met by drainage rates on agricultural hereditaments and by special levy on local billing authorities would be respectively 17.79% and 82.21%.

RESOLVED

i) That an additional £1,000 be added to the estimates in respect of an increase in the sum allowed for the services of the District Officer.

ii) That the estimates be approved.

iii) That a total sum of £38,754 be raised by drainage rates and special levy.

iv) 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 £6,896 and £31,858 respectively.

v) That a rate of 8p in the £ be laid and assessed on Agricultural hereditaments in the District.

vi) That a Special levy of £31,858 be made and issued to the Borough Council of Kings Lynn and West Norfolk for the purpose of meeting such expenditure.

vii) 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 (vi).

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

B.1177 Date of next Meeting

RESOLVED

That the next Meeting of the Board be held on Monday the 6th March 2023 at 7.00pm at the Crown Lodge Hotel, Outwell.

CHURCHFIELD AND PLAWFIELD INTERNAL DRAINAGE BOARD

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

PRESENT

D J W Boyce Esq (Vice Chairman)	D Cowling Esq
P Allen	Cllr C J Crofts
G D Boyce Esq	D J Lunn Esq

Miss Sam Ablett (representing the Clerk to the Board) was in attendance.

Apologies for absence

Apologies for absence were received from S A Calton Esq (Chairman), M D R Fairey Esq and Councillor C N T Rose.

B.1178 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 Vice-Chairman be authorised to sign the Annual Governance Statement, on behalf of the Board, for the financial year ending 31st March 2022.

B.1179 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 Vice-Chairman be authorised to sign the Return, on behalf of the Board, for the financial year ending 31st March 2022.

B.1180 Date of next Meeting

The Vice-Chairman reminded Members that the next Meeting of the Board will be held on Monday 6th March 2023 at the Crown Lodge Hotel, Downham Road, Outwell at 7.00pm.

Churchfield & Plawfield I.D.B.

Consulting Engineers Report - February 2023

Capital Improvement Plan

Culverts at Points 2-4 and 21-25

Further to the resolution at the last meeting, clarification is requested from the Board as to whether the request simply relates to access/road culverts along these lengths or the pipelines installed by Norfolk County Council when it undertook edge restraint works in the late 1980s/early 1990s.

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*
656	22/00013/F	Mr J Smith & Ms G Davis	Residence	Stonehouse Road, Upwell
657	22/00277/F	Mr D Edgson	Residence	Croft Road, Upwell
658	22/00188/O	Mr K Bentley	Residential (5 plots)	Croft Road, Upwell
659	22/00059/F	Messrs J & S Sharma	Residence (Annexe)	School Road, Upwell
660	22/00930/F	Mr J Webb	Residence (Extension)	Dovecote Road, Upwell
661	22/00920/PACU3	Mr J Barrett	Residence (Agricultural barn to dwelling)	Church Drove, Outwell
662	22/00922/F	Mr Murkin & Miss Couzins	Residence (Extension)	Glenfield Close, Outwell
663	22/00685/F	Mr J Nunn	Residence (Garage)	Green Road, Upwell
664	22/00824/F	Mr R Marseglia	Residence (Alterations)	Dovecote Road, Upwell
665	22/01234/F	Mrs J Guze	Equestrian (Field shelter)	Small Lode, Upwell
666	22/01593/F	Mr & Mrs Clarke	Residence (Extension).	School Road, Upwell
667	22/01690/F	Mr A Loveridge	Residence	Stonehouse Road, Upwell
668	22/01671/F	Mr & Mrs S Taggart	Part change of use from residential to mixed use comprising residential and business use	Small Lode, Upwell
669	22/01818/F	Mr J Stanford	Residence (Garage)	School Road, Upwell
670	22/01692/F	Mr M Roberts	Residence (Extension)	St Peters Road, Upwell
671	22/01640/F	Mr & Mrs Alexander	Residence (Storage shed)	Well Creek Road, Outwell
672	22/01717/F	Mr D Masters	Residential	School Road, Upwell

			(5 plots comprising 2 new dwellings with garages and conversion of office and storage building to 3 dwellings)	
673	22/01875/F	Mr P Patel	Residence (Refurbishment and part re-build of existing cottage)	Dovecote Road, Upwell
674	22/01830/F	Mr J Barrett	Residence	Church Drove, Outwell
675	22/02105/F	Mr R Harris	Residence	Green Street, Upwell
676	22/01946/F	Mr Curson	Residence (Extension & swimming pool)	Baptist Road, Upwell
677	22/02226/F	Fountain Construction (Anglia) Ltd	Residential (4 plots)	Pinfold Road, Upwell*
678	22/02260/F	Mr B Cunningham	Residence	Green Road, Upwell
679	22/02316/F	Mr & Mrs C Clarke	Residence (Extension)	School Road, Upwell

Planning applications ending 'PACU' relate to notification for Prior Approval for change of use of agricultural building to a flexible use (eg leisure, wedding venue)

A development that is known to propose direct discharge is 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 Brooks of St Peters Road, Upwell (MLC Ref No 652) – Checking service
(b) Mr Guze of Small Lode, Upwell (MLC Ref No 665) – Self-certification
(c) Mr Taggart of Small Lode, Upwell (MLC Ref No 668) – Self-certification

The Engineer is currently investigating sites and, where appropriate, liaising further with developers and agents to ensure the requirements of the Board are met.

The position concerning on-going issues is as detailed below:

<u>Outwell</u>

Erection of Agricultural Buildings on land at Chalk Road, Outwell – Mr A Mason (MLC Ref Nos 495 & 654)

Further to the last Board Meeting Report, Planning Application Ref 21/02191/F (MLC Ref No 654) was refused permission by the Borough Council in April because the unclassified road network is considered to be inadequate to serve the proposed development and this site is within an area of countryside that is protected for its intrinsic character and beauty.

Development on land to the east of Church Field, south west of 54 Well Creek Road and east of Baldwins Drove, Outwell – Mr J Vickers (MLC Ref No 604)

An “advisory” letter was sent to the applicant by the Board’s solicitor in March 2022. However, no further correspondence has been received in return.

In view of the time that has elapsed and the lack of progress being made the Board may consider it appropriate to take further action including enforcement.

The Board’s further instruction is requested on how it wishes to proceed in order to resolve this on-going matter.

Proposed extension and alterations to existing dwelling at Eason House, 11 Well Creek Road, Outwell – Mr & Mrs Wadsley (MLC Ref No 620)

The position concerning this development is currently being ascertained.

Upwell

Developments at Janis, 176 New Road, Upwell – Mrs J Watts (MLC Ref Nos 309, 338, 375, 461, 551, 568 & 640)

Further to the last Board Meeting Report, a letter was issued to the applicant, advising them of the encroachment.

In view of the above, the Board may consider it appropriate to ensure that no encroachment occurs.

Re-development of redundant commercial land to provide 4 new dwellings on land south of 31 School Road, Upwell – Mr D Masters (MLC Ref Nos 351, 445, 536) + *All Square Properties Ltd* (MLC Ref No 644)

It has been noted in passing that work on the redevelopment of this site has commenced.

Developments at Fountain Foods Ltd, New Road, Upwell – Fountain Foods Ltd/Anglia Growers (MLC Ref Nos 365, 405, 421, 436, 472, 476, 543, & 627)

(a) *Erection of canteen, training room and staff facilities - Fountain Foods Ltd* (MLC Ref No 627)

Further to the Board's previous resolution concerning the issuing of an "advisory" letter, and a request to the Borough Council to enter an appropriate note on the Local Land Charges Register the applicant's agent, Anglia Building Consultancy, has subsequently advised that:

> "The proposed building is a temporary modular type building that has been installed on to an existing concrete yard area, see attached photograph. It is intended that drainage will discharge to the existing system as the run off from the concrete did, as such there should be no increase in drainage to your system."

Residential development and new access on land to the east of New Road, south of Townley Close and north of Listers Road, Townley Close, Upwell – Messrs S & J Bradley (MLC Ref Nos 498 & 513) and *Woodgate Developments Ltd* (MLC Ref No 602)

Members will be aware from previous meeting reports and agenda entries of the continuing flooding problems experienced in the area.

Further to the last Board meeting an agreement was reached with the relevant riparian owners, including the Borough Council and those opposite the car park to pay for the clearance work. BJ Plant Hire, employed by the Board, acting on behalf of the Borough Council, undertook the channel clearance works in late November.

Photograph showing the condition of the watercourse following the work

Heavy rainfall occurred in January and, despite the clearance works, water was still retained in the watercourse alongside the new bungalows off Townley Close. These high levels resulted in the ponding of water on the Health Centre car park. The key issue that has been identified is that there is no positive connection from the piped section of the Board's district drain alongside New Road at Point 25. The historical pipe believed to have crossed the adjacent property beside New Road is no longer there or operational.

During a site visit on 26th January, it was noted that the bed level in the watercourse towards the downstream end, close to Point 25, is heavily silted and despite high water levels at the Health Centre end of the watercourse is dry at the New Road end. The following pictures highlight this issue. Due to the reduction in scope to only include the car park, following the work carried out by residents in the new bungalows clearing their respective frontages, clearance work to the downstream section was excluded from the aforementioned work at the Health Centre car park. Also, access to this downstream section could not be easily achieved from the old orchard side due to the number of trees.

Photo showing private car park to rear of Nos 2-8 Townley Close (apartments), New Road end, showing dry ditch

Photo showing retained water levels in ditch alongside Health Centre Carpark (26/01/23)

Photo showing retained water levels in ditch alongside Nos 30-38 Townley Close, rear of Nos 10-28 (26/01/23)

Members should note that the residents of No 36 Townley Close has planted shrubs along the brink of the drain following the clearance work they carried out. This is likely to restrict future access for maintenance once these have become established. Planting has also been carried out on land owned by UKPN Ltd which serves the sub-station to the rear of No 28 Townley Close shown in the picture. It is not known if UKPN are aware of this.

Further to the clearance and planting highlighted in the photo above, recent correspondence was received from a resident raising concern over the clearance work carried out. The works encroached onto the opposite bank potentially undermining the boundary fence and large shed which sits on the boundary (the following photo highlights this work and encroachment). The original post and wire fence present on the brink of the drain had been removed, one post was clearly left and seen in-situ. The Consulting Engineer and Assistant Clerk met with the affected riparian owner in September 2022, to discuss the concerns although the Assistant Clerk advised that this would be a private issue between the two land owners. No further action has been carried out or correspondence received in this particular matter.

Photo showing clearance works to ditch and encroachment of opposite bank
fronting Nos 36-38 Townley Close, (02/09/22)

Correspondence between several members of the Upwell Parish Council and the Board's Chairman has been forwarded on to the Clerk to the Board. The Board's Chairman's responses highlight the Board's position that it is ultimately the relevant riparian owner's responsibility to maintain the watercourse including a positive connection downstream. It is assumed for this downstream section the riparian owners would be Freebridge Community Housing, the owner of the Orchard and the two properties on New Road. It is understood that the issue relating to the drainage connection to the Board's piped drain along New Road would be the responsibility of No 37 New Road. It is unfortunate that this property has recently changed ownership with the new owner inheriting this responsibility.

A meeting of the working group, consisting of representatives from the Borough Council, Norfolk Council (NCC) and the Board's Solicitor and Consulting Engineer, was held virtually on 13th February 2023. The discussion focused on the issue of riparian responsibility and the former connection of the drain to the Board's pipe at Point 25.

Investigations carried out into the connection of the private drain to the Board's pipe at Point 25 have indicated that there is no positive connection. Whilst an incoming 300mm pipe was identified by the CCTV inspection, this is known to be blocked a short distance upstream of Point 25. No evidence of the upstream end of the 300mm pipe has been identified in the drain. The Borough Council suggested at the meeting that a further survey to jet/trace the 300mm pipe should be carried out to confirm its condition, ie can it be cleaned and reconnected, or to confirm it is dead. Given the local pressure mounting over the Townley Close drain and flooding of the Health Centre car park the Borough Council is keen to carry out the survey and will attempt to locate a budget to pay for the investigation. The working group members are keen to engage with the resident at this stage prior to formal action being taken.

The Borough Council did ask the other working group member authorities whether they would contribute to the cost of the survey. Quotes from the Borough Council contract are being sought and the Board's Consulting Engineer was asked to request a quote from ADC Drainage Ltd, the contractor the Board appointed in 2019 to carry out the jetting and CCTV survey.

In its role as the Lead Local Flood Authority, the County Council confirmed at the meeting that as the site is within the rateable district it would expect the Board to undertake enforcement action using its powers under the Land Drainage Act. A question was therefore asked whether the Board should or would want to formally write to the relevant riparian owners in an enforcement capacity.

The property concerned is at the end of Anglian Water's foul water main discharge into a rising main which is pumped in a northerly direction and it has been suggested that the infrastructure associated with this connection has blocked the flow of water within the pipeline. Therefore, it may be prudent to ascertain when this work was undertaken as it may coincide with when the flooding commenced. If this is the case it may be a situation that Anglian Water could resolve and at its own cost.

It is considered that in order to alleviate the flooding the connection between the two sections of watercourse needs to be established. In this respect the following are several potential actions that can be undertaken:

A. Share the results of the previous inspection and jetting works undertaken by ADC Drainage Ltd on the Board's behalf and, if this is insufficient, work in partnership with both the Borough and County Council to undertake further investigation work to determine the cause of the blockage.

B. Determine whether the blockage was the result of actions undertaken by Anglian Water and if it is its responsibility to resolve the situation by providing or contributing to a suitable solution.

C. Enter discussions with the land owner(s) concerned to remove the obstruction or provide a suitable alternative solution, such as a new pipe on an alternative alignment, at their expense.

D. As a last resort undertake formal enforcement action against the relevant parties.

In view of the above, the Board may want to consider how it wishes to resolve the on-going matter relating to the 300mm pipe crossing 37 New Road and its further views and instruction are requested on how it would wish us to proceed.

Development at Waterways, 125 Small Lode, Upwell – Mr & Mrs Singfield (MLC Ref No 500) & Mr & Mrs Minas (MLC Ref Nos 586 & 601)

Following the issue of the “advisory” letter, sent to the applicants by the Board’s Solicitor in March 2022, a response was received advising that a Byelaw Consent application would be submitted but this or any other subsequent correspondence has not yet been received.

The Board’s further instruction is requested on how it wishes to proceed in order to resolve this on-going matter.

Residential development on land north west of Townley Close, New Road, Upwell – Mr & Mrs M Starr (MLC Ref No 523)*; Starr Developments* (MLC Ref Nos 540, 560 & 579); *Mr D Johnson (Plots 3 & 4)* (MLC Ref Nos 614 & 646); *Mr A Walshaw & Miss Brown (Plot 2)* (MLC Ref No 623) *& Mr S McCurry (Plot 5)* (MLC Ref No 631)

Further to the Board’s previous resolution concerning the issuing of an “advisory” letter and a request to the Borough Council to enter an appropriate note on the Local Land Charges Register, no further correspondence has been received.

Development at Plawfield Cottage, 112 Green Road, Upwell – Mrs E Rigby (MLC Ref Nos 567 & 606)

In the absence of any correspondence or request to inspect the works it is not known whether this work, if it has been installed, has been completed to a satisfactory standard or meets the Board’s requirements.

Construction of 2 dwellings to replace mobile residential units at Stonehouse Road, Upwell, Mr & Mrs Loveridge (MLC Ref No 612)

No further correspondence has been received from either the applicants or their agent and no action has been taken on the Board's behalf.

Outdoor all weather riding arena (manège) at Belmont Garden, 68 St Peters Road, Upwell – Ms Y Parfett (MLC Ref No 634)

In the absence of any correspondence or request to inspect the works it is not known whether this work, if it has been installed, has been undertaken to a satisfactory standard or meets the Board's requirements.

Single storey extension to dwelling, and construction of detached garage with home office at 7 Pinfold Road, Upwell – Mr R Henry (MLC Ref No 655)

A Discharge Consent application was received for disposal of both surface and treated effluent water from the above development into a watercourse adjacent to the site.

The agent was advised of the Board's position not to allow treated effluent into its system, and as a result the proposal to replace the existing septic tank was not pursued.

A recommendation to approve the application for surface water discharge was issued to the Clerk to the Board.

Erection of four dwellings at 53-57 Croft Road, Upwell – Mr K Bentley (MLC Ref No 658)

This planning application involves the re-development of the existing dwellings and commercial buildings with four dwellings.

The Planning Application form advises that surface water disposal will be to soakaways but no supporting information was provided to prove that these would meet current design standards or the Board's requirements.

Planning Permission was granted by the Borough Council in January. Neither a surface water condition nor a Drainage Advisory Note were included on the Decision Notice.

Demolition of existing dwelling and construction of a replacement dwelling to the south of Botany Bay, Stonehouse Road, Upwell - Mr A Loveridge (MLC Ref No 667)

A planning application has been submitted to the Borough Council for a replacement dwelling to the east of Point 9.

It is proposed that the drainage of the site is to a septic tank and soakaways.

A decision by the Borough Council is currently awaited.

Proposed 2 dwellings with carports and conversion of office and storage building to 3 dwellings at Masters & Co Ltd., 17 - 23 School Road, Upwell - Mr D Masters (MLC Ref No 672)

A planning application has been submitted to the Borough Council for redevelopment of this former office and storage facility. It appears that the existing impermeable area, which covers most of the site, will be reduced if the proposed redevelopment occurs.

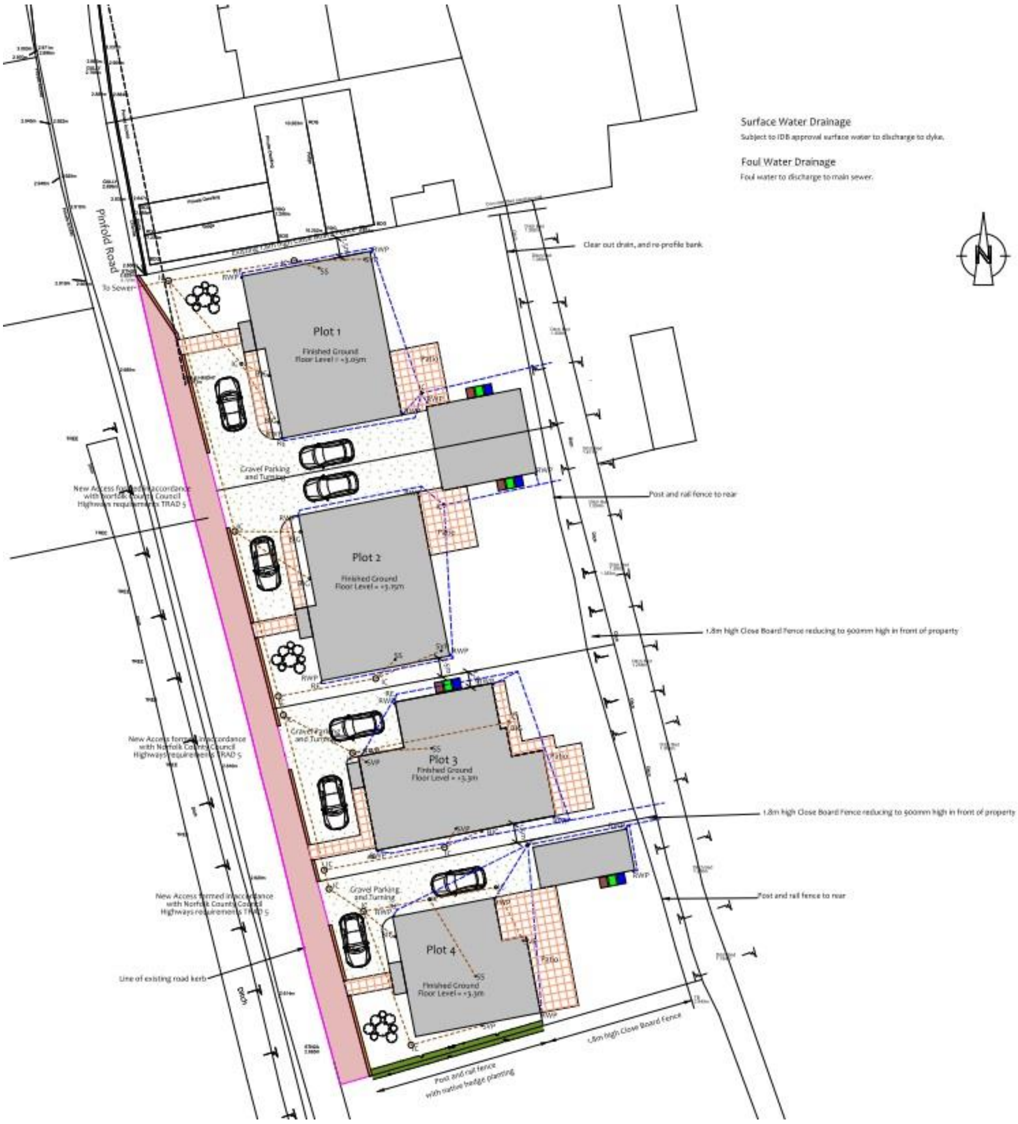
It is proposed that surface water drainage will be to soakaways which may be suitable for the site's previous use but may not be appropriate for residential use. Foul water will discharge into the main sewer.

A decision by the Borough Council is currently awaited.

Extract from Peter Humphrey Associates Ltd Drawing No. 6391-PL-02c

Four new dwellings, involving the demolition of three farm buildings on land and buildings immediately south of 5 Pinfold Road Upwell – Fountain Construction (Anglia) Ltd (MLC Ref No 677)

A planning application has been submitted to the Borough Council for redevelopment of this former agricultural site.



Extract from Anglia Building Consultancy's Drawing No. P-22-2313-3

The Planning Application form advises that it is proposed that the surface water disposal will be to soakaways but, on the plan above, disposal is shown into the former Board's Drain upstream of Point 9. Foul water will be disposed of to the main sewer, the nearest main sewer is at St Peters Road.

Concern is expressed about the lack of a suitable access strip to enable maintenance to be undertaken to the adjacent watercourse in the long-term.

A decision by the Borough Council is currently awaited.

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.

Borough Council of King's Lynn & West Norfolk

Submission of the Local Plan Review

The Local Plan was submitted to the Secretary of State at the end of March 2022.

The Chair and Vice-Chair of the respective Boards with districts in Norfolk have been kept informed of any outcomes from the Examination.

Items of interest include the Habitats Regulations Assessment, Climate Change Policies, Key Rural Service Centres - Upwell and Outwell, Rural Villages – Welney, Design and Sustainable Development and Sites in Areas of Flood Risk.

In January the Inspectors announced the adjournment of the Local Plan Examination and has given the Council until the end of April to undertake further work to justify the spatial strategy and distribution of housing. It appears that the main issues relate to the A10/Main Rail Line Strategic Growth Corridor, the West Winch Growth Area (WWGA) and Downham Market which are not of direct concern to the respective Boards.

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, it is considered appropriate to include the entries for the relevant WRCs of interest in the local 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
WEST WALTON	114071	119746	122948	Yes	2

Planning objective themes reviewed	Stakeholder concerns/ comments	Medium term strategy	2050 Strategy	Partnership opportunities identified
Escape from sewers WRC compliance Environment and wellbeing	Flood risk implications.	Wait and see.	25% infiltration reduction.	-

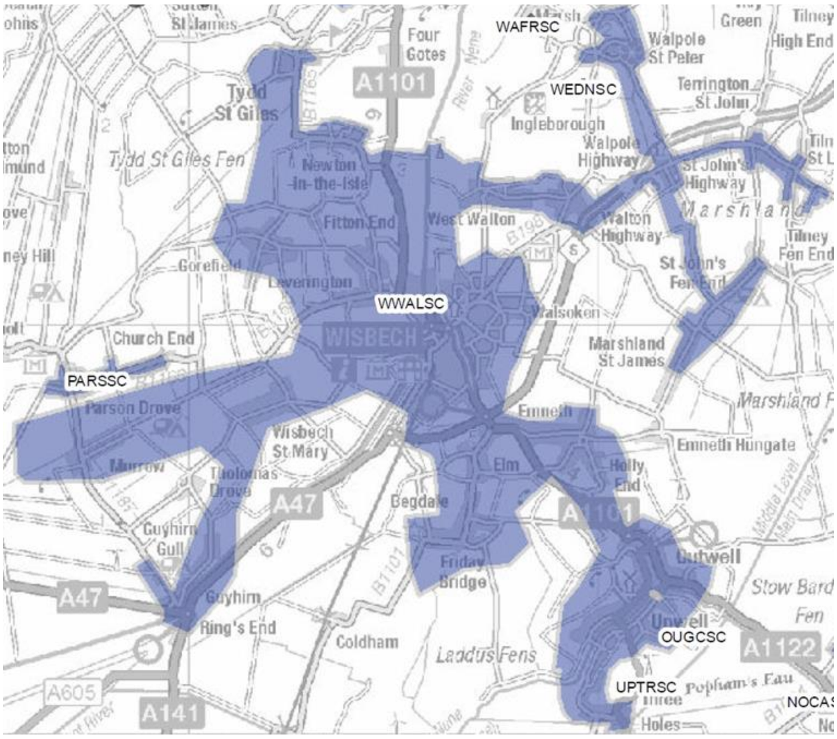
Long term strategy only

Table 8

L3 water recycling catchment	2050 strategy
West Walton	25% infiltration reduction.

Extracts from Anglian Water's draft Drainage and Wastewater Management Plan showing the results and proposed plans for West Walton WRC

Programme outputs



Extract from Anglian Water's Risk Based Catchment Screening (RBCS) Map showing the extent of the catchment served by West Walton WRC

West Walton WRC

This WRC serves a large area including Outwell, Upwell and Three Holes. An increase in population across the whole catchment of 8877 by 2050 was used in the BRAVA/RBCS process. Despite concerns being raised no risk has been identified and a "wait and see" approach has been suggested by Anglian Water in the medium term.

The long-term strategy is to reduce infiltration, presumably by removing surface water connections, lining sewers etc.

WRC Compliance

The quality of the discharge does not appear to be a cause for concern. However, members will be aware of Natural England's concerns about nutrients affecting the aquatic environment.

The final DWMP document is currently being prepared and is due to be published this spring.

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

No further correspondence has been received and no further action has been taken on the Board's behalf.

The Investigation Report into the flooding in Kings Lynn & West Norfolk Borough in Winter 2020-2021 Report Reference: FIR066 can be viewed at:
FIR066 Kings Lynn WN Winter Flood Event 2020 21 (1).pdf

The report does not refer to any flooding incidents within the Board's catchment.

Norfolk Water Strategy Programme (NWSP)

The MLC Planning Engineer has attended a Steering Group Meeting and Webinar associated with this programme.

Water Resources East (WRE) released a progress report in June which was the subject of a consultation process. Unfortunately, due to annual leave and workload commitments it was not possible to provide a response before the deadline.

Currently the programme is prioritising the Broadland River catchments to the east of Norfolk – Rivers Ant, Bure, Wensum and Yare which are outside of the Board's area of interest.

However, there is a strong emphasis on Natural Based Solutions (NBS) and in the absence of any material information on these an indication of costs, advice on suitable consultants who deal with such features examples of good practice and any solutions that have been adopted has been requested but a response has not yet been received.

Copies of the webinar presentation and Progress Report can be viewed at:
PowerPoint Presentation (wre.org.uk)
NWSP-June-2022-Progress-Report-FINAL.pdf (wre.org.uk)

General Advice

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

(a) Mrs Caroline Deane – An application for retrospective byelaw consent for the erection of a car port by the previous owner of the property to the rear of 143 School Road in Baptist Road, and the erection of a timber shed, within the byelaw distance of the district watercourse between Points 5 and 6 was recommended for approval.

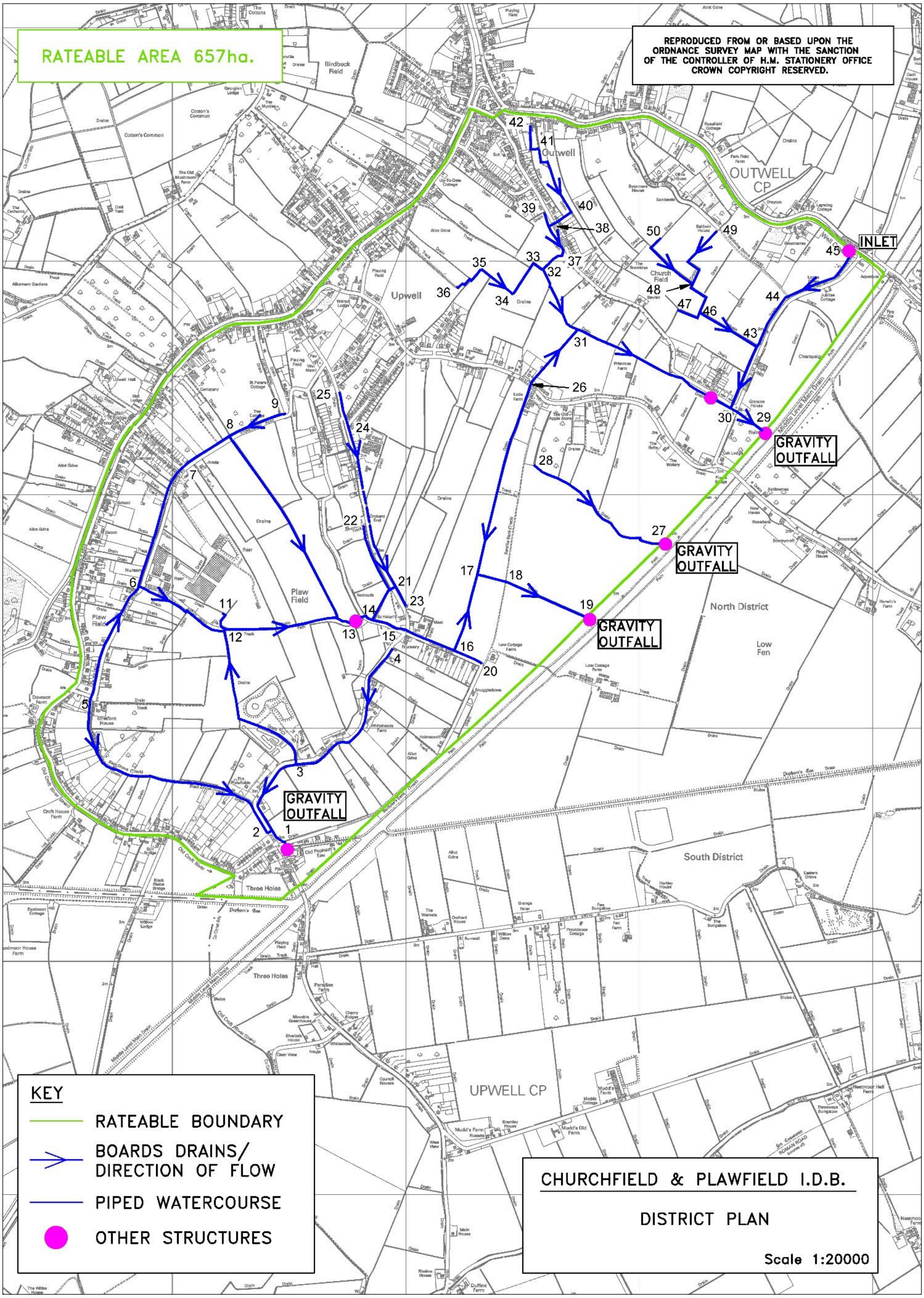
(b) H G Bliss Farms Ltd – An application for byelaw consent for the construction of a new access culvert using a 600mm diameter pipe with headwalls of concrete filled sandbags at Point 36 was recommended for approval.

(c) Patrick Edward Clabon – An application for byelaw consent for the construction of a new access culvert using a 600mm diameter pipe with headwalls of concrete filled sandbags at Point 39 was recommended for approval.

Consulting Engineer

21 February 2023

Churchfield & Plawfield I.D.B (306)\Reports\February 2023


RATEABLE AREA 657ha.
REPRODUCED FROM OR BASED UPON THE ORDNANCE SURVEY MAP WITH THE SANCTION OF THE CONTROLLER OF H.M. STATIONERY OFFICE CROWN COPYRIGHT RESERVED.
INLET
GRAVITY OUTFALL
GRAVITY OUTFALL
GRAVITY OUTFALL
GRAVITY OUTFALL
OUTWELL CP
UPWELL CP
North District
South District
KEY
RATEABLE BOUNDARY
BOARDS DRAINS/ DIRECTION OF FLOW
PIPED WATERCOURSE
OTHER STRUCTURES
CHURCHFIELD & PLAWFIELD I.D.B.
DISTRICT PLAN
Scale 1:20000

Churchfield & Plawfield 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
Structures	Gravity outfall refurbishment/replacement	0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	10.0	10.0
	Control structure refurbishment/replacement	0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	10.0	10.0
	Inlet structure 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	0.0
	Refurbishment of culvert at Small Lode (Point 26)	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
	Sulivans dam refurbishment	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
	Works to Townley Close/New Road Watercourses	5	0.0											
			0.0											
	Culvert refurbishment - points 2-4 & 21-25	7	9.5	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	16.5
	Culvert improvement programme	0	0.0	5.0	5.0	5.0	5.0	0.0	0.0	0.0	0.0	0.0	0.0	20.0
Drainage Channels														
		12	**9.5**	**5**	**5**	**5**	**5**	**0**	**0**	**0**	**0**	**0**	**20**	**57**

District Officer’s report 2022-2023

Maintenance work was again completed by The King’s Lynn Consortium of Internal Drainage Boards.

Remedial work between Points 35 and 36 is still to be completed satisfactorily.
Other than two wooden posts and a small amount of spadework, nothing appears to have been done.

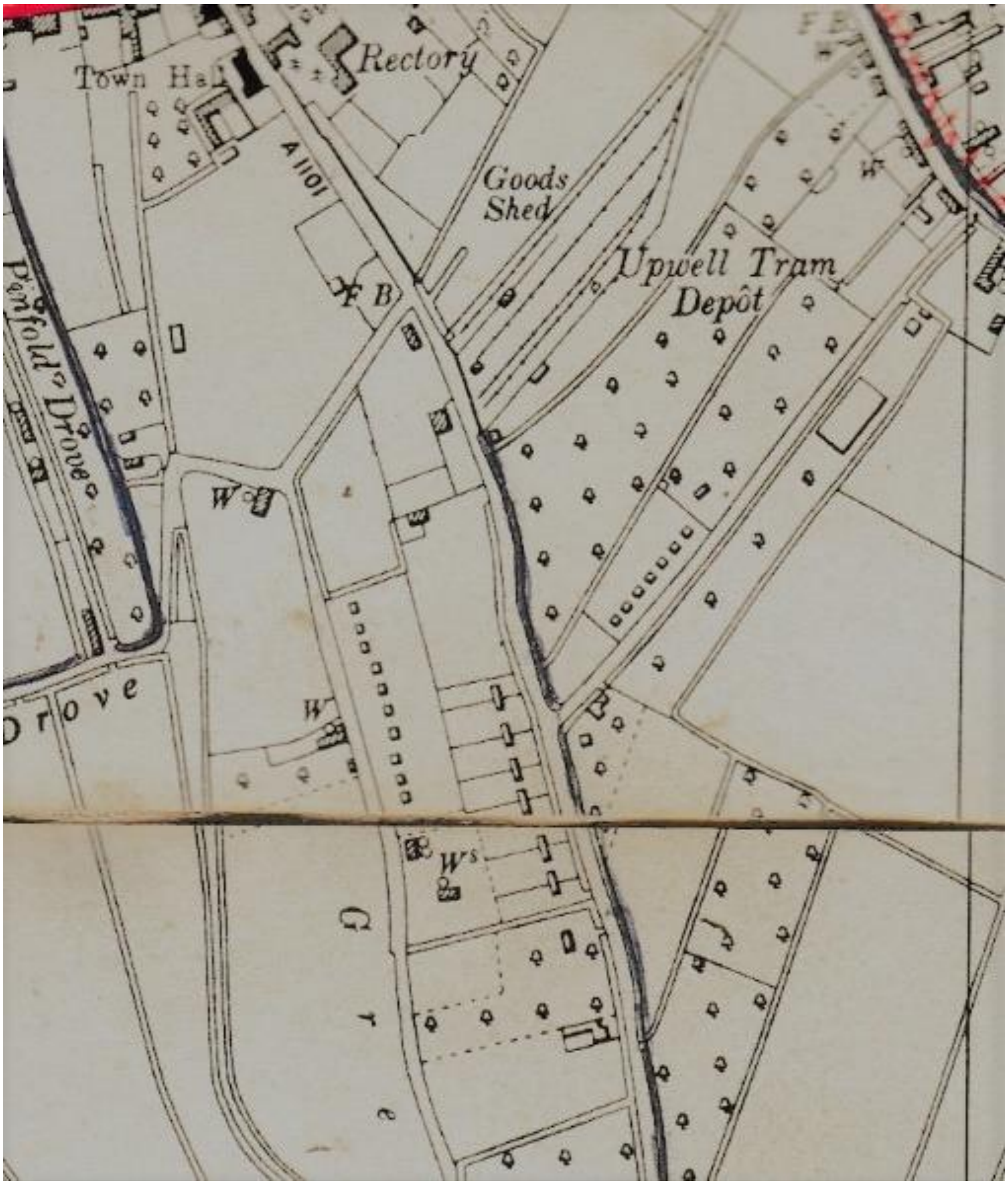
The control structure at Point 14 is being monitored and has caused no problems.

However, the owners of the property opposite (dog breeding site) have installed fencing that continues down the drain banks which caused problems with the mowing and raking. There is also a bridge across the drain which, to the best of my knowledge, is not consented.


Despite considerable expense to The Board, unfortunately the situation at Upwell Health Centre remains unchanged. The frozen floodwater in the car park causing severe problems to vehicles and pedestrians.

A discharge from the new build site was noted during an inspection. This is to be investigated.


This situation is only going to worsen. As is quite clearly visible on the attached exert from a very old district map, the ditch originally linked directly to the drain. Should The Board be enforcing some type of action by those responsible?



Levels are still being monitored either side at Point 26. As mechanical access is not possible, is The Board happy with the current situation? Although there are no issues with drainage at the moment it is becoming very overgrown and abundant with ‘wildlife’.

Fly-tipping has been extremely bad, with several large quantities requiring the use of a digger for removal.

Board members to advise on any further potential issues please.

Maintenance for the forthcoming season:
The usual flailing, weed raking and jetting (as and when required) will hopefully be sufficient.

Comment: I prefer to keep my report brief, factual and written in the third person. However, I would like to put on record that, in my opinion, the number of new dwellings and associated impermeable surfaces planned for the North-West of the district in the near future will render that part of the system inadequate in a high rainfall event, leading to significant localised flooding.

Finally, I would like to say Thank You for assistance given throughout the year, especially the latter part during my convalescence. The help and understanding were appreciated!

Site Safety Inspection Record

Churchfield & Plawfield IDB SSI 200223 — Complete

Name of organisation:	Churchfield and Plawfield IDB
Date of site visit	20.02.2023 11:00 GMT
Address of inspected premises	No assets visited.
Name of Advisor	Simon Cross
Time of arrival at site:	20.02.2023 10:35 GMT
Audit Name	Churchfield & Plawfield IDB SSI 200223

Audit

An opening meeting was held with

Steve Calton (Chair) and Dale Boyce (District Officer & Vice Chair)

Have there been any accidents since our last visit?	No
Have there been any new starters since our last visit?	No

1

Introduction. The previous health and safety advisory visit was undertaken in Feb 2020, although it is understood that no significant changes have occurred since then. The limited number of pen stock and gravity outfall locations are only visited periodically for inspection, change of levels or clearing is undertaken very infrequently. The locations have reportedly been provided with suitable platforms and edge protection. Asset machinery is maintained accordingly and remedial works undertaken as required.
Due to accessibility, none of the locations were visited on this occasion. If any other works are undertaken, such as watercourse maintenance, mowing, flailing, etc is undertaken by contractors.

2

Flytipping. It was reported that issues have been experienced lately with flytipping in some of the watercourses within the district, in some cases significant or large items such as furniture. It was understood that small items may be removed manually and disposal arranged. Larger items likely to be removed by contractors.

3

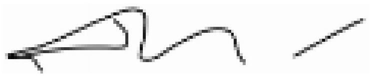
Lone working. Although visits to locations within the district are undertaken alone, board members will have communication, such as mobile phone, and inform family or work colleague of their location and likely duration. No high risk activities are understood to be undertaken whilst lone working.

Photographic Risk Assessment

Signature of person informed

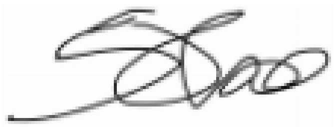
Signature of person informed 1

Signature of person informed



Steve Calton
20.02.2023 11:18 GMT

Advisor's signature



Simon Cross
21.02.2023 14:37 GMT

Departure time	20.02.2023 11:30 GMT
Number of outstanding Photographic Risk Assessments	0 From 0 to 99

Churchfield & Plawfield 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 Churchfield & Plawfield 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 Churchfield & Plawfield Internal Drainage Board on application to:

The Clerk
Churchfield & Plawfield 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

CHURCHFIELD & PLAWFIELD INTERNAL DRAINAGE BOARD

WWW.MIDDLELEVEL.GOV.UK

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

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

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

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

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

Date(s) internal audit undertaken: 28/06/2022 07/07/2022 14/07/2022

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

Signature of person who carried out the internal audit: S. BEETON - WHITINGS 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:

CHURCHFIELD & PLAWFIELD INTERNAL DRAINAGE BOARD

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

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

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

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

22/06/2022

and recorded as minute reference:

B.1178

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

Chairman

Clerk

WWW.MIDDLELEVEL.GOV.UK

Section 2 – Accounting Statements 2021/22 for

CHURCHFIELD & PLAWFIELD INTERNAL DRAINAGE BOARD

	Year ending		Notes and guidance
	31 March 2021 £	31 March 2022 £	*Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.*
1. Balances brought forward	30,323	31,143	*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	27,527	30,519	*Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.*
3. (+) Total other receipts	859	1,693	*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	27,566	25,797	*Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).*
7. (=) Balances carried forward	31,143	37,558	*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	38,917	39,724	*The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – **To agree with bank reconciliation.***
9. Total fixed assets plus long term investments and assets	0	0	*The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.*
10. Total borrowings	0	0	*The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).*

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

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

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

SIGNATURE REQUIRED

Date 30th May 2022

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

22/06/2022

as recorded in minute reference:

MINUTE REFERENCE 6.1179

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

SIGNATURE REQUIRED

Section 3 – External Auditor Report and Certificate 2021/22

In respect of **CHURCHFIELD AND PLAWFIELD INTERNAL DRAINAGE BOARD – DB0017**

1 Respective responsibilities of the body and the auditor

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

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

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with Proper Practices which:

- summarises the accounting records for the year ended 31 March 2022; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor report 2021/22

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

None.

3 External auditor certificate 2021/22

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2022.

External Auditor Name

PKF LITTLEJOHN LLP

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

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

Whitings
Chartered Accountants LLP
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e: march@whitingsllp.co.uk
w: whitingsllp.co.uk

BB/MM053
11 October 2022

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

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

MLC administered Internal Drainage Boards - Internal Audit 2021-2022

Having completed the internal audit work for the various Internal Drainage Boards administered by the Middle Level Commissioners officers for the year ended 31 March 2022, we are pleased to provide you with the following recommendations to be considered for implementation. We have included some general points and some points which are related to specific boards.

General points

1. **Asset Valuations and Insurances**

   It is noted that, whilst a large proportion of boards took the option to revalue for insurance purposes their pumping station and residential assets during recent years, there are still some boards that have not followed suit. We have seen elsewhere that such revaluations have sometimes resulted in significant uplifts in value, and as such we would suggest that any remaining boards that have yet to carry out such an exercise do so at the earliest convenience. Should a pumping station or residential property require a complete rebuild following an unforeseen catastrophic event, current valuations may no longer be appropriate given today's prices which may lead to a shortfall in funds which have to be met by surplus funds.

   We would recommend that in the absence of specific information to the contrary suggesting need for earlier review, that a revaluation exercise be performed for insurance purposes at least every 5 years on all major Board assets. This is especially important given the significant increase in material and labour costs seen in recent times as a result of rising inflation and global material shortages. However we are pleased to note that boards are being asked whether they wish for insurance to be index linked going forward and would strong suggest that all boards agree to this proposal.

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

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

2. **Employee Benefits - Vehicle Usage**
In 2020 a high level tax case was brought by HM Revenue & Customs against Coca-Cola European Partners Great Britain Limited relating to vehicles provided to employees of Coca-Cola and whether these 'dual purpose' vehicles should be classed as a van or a car for benefit-in-kind (BIK) and other taxation purposes. Typical example of such a vehicle being a double-cab pickup as operated by some boards. The Court of Appeal ruled in favour of HMRC and, as a result HMRC are now reminding employers of the importance to ensure that they have classified their vehicles correctly and as a result we would advise that this matter is kept under review both now and into the future to mitigate the risk of an unexpected tax bill arising. We would advise that this is considered across all boards going forward if this is not being taken into account already.

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

3. **Provisions**

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

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

Client comment:

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

4. Budget figures

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

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

Client comment:

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

5. Surplus Funds

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

Client comment:

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

6. Rental of Land

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

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

Client comment:

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

Specific Points

Conington & Holme IDB

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

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

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

Client comment:

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

Waldersey IDB and Hundred of Wisbech IDB - Joint Pumping Arrangement

As in previous years it is noted that there is a discrepancy between debtor held in Waldersey IDB and the creditor held in Hundred of Wisbech IDB.

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

We are pleased to note that this difference is insignificant for the current year. The difference arises due to the accounts of Hundred of Wisbech IDB being completed before Waldersey IDB, leading to a provision being required in the former's books in the absence of more accurate information being available. The difference is adjusted in the following year's Accounts for Hundred of Wisbech but in the short term could be considered slightly misleading.

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

Client comment:

These costs relate to the contribution for the costs of the shared pumping facility and at the time of production of the year end accounting statements discussions were taking place concerning potential changes to the contribution as a result of changes in land use. A new proposal had been put forward which was broadly approved by both Boards.

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

March East IDB

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

Client comment:

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

March Sixth DDC

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

Client comment:

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

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

We take this opportunity to thank your staff involved in our audit for their assistance and cooperation in achieving substantial completion by the stated target deadlines. We trust that the engagement team have not caused significant disruption during the execution of their procedures.

Yours sincerely,

Whitings LLP

Whitings LLP

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

Whitings
Chartered Accountants LLP

Index

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 Whitings 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 firms 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

Internal Drainage Boards in England

Department for Environment Food & Rural Affairs

Annual Report for the year ended
31 March 2022

The Law – the following annual report is provided in accordance with Paragraph 4 of Schedule 2 to the Land Drainage Act 1991.

No later than 31 October 2022 a copy must be provided to:

- Department for Environment, Food and Rural Affairs, Flood and Coastal Erosion Risk Management Division, Floor 3, Seacole, 2 Marsham Street, London SW1P 4DF via flood.reports@defra.gov.uk
- National Flood and Coastal Risk Manager (Strategic Delivery), The Environment Agency, Horizon House, Deanery Road, Bristol, BS1 5AH via james.addicott@environment-agency.gov.uk
- The Chief Executives of:
  - all local authorities that pay special levies to the Board;
  - all County Councils or London Boroughs within which the Board is situated.

Please complete the form electronically. If you are unable to complete the form electronically, please complete in BLOCK LETTERS using **black ink**.

Please round all cash figures down to nearest whole £.

CHURCHFIELD & PLAWFIELD 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. KINGS LYNN & WEST NORFOLK DISTRICT COUNCIL	31,858
2.	
3.	
4.	
5.	
6.	
7.	
8.	
Total	**31,858**

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		5,431
2. Special Levies		25,088
3. Higher Land Water Contributions from the Environment Agency		
4. Contributions received from developers/other beneficiaries		
5. Government Grants (includes capital grants from EA and levy contributions)		
6. PSCAs from EA and other RMAs		
7. Loans		
8. Rechargeable Works		
9. Interest and Investment Income		2
10. Rents and Acknowledgements		
11. Other Income		1,690
Total income		**32,211**
EXPENDITURE		
12. New Works and Improvement Works		0
13. Total precept to the Environment Agency		2,838
14. Watercourse maintenance		13,780
15. Pumping Stations, Sluices and Water level control structures		0
16. Administration		6,947
17. PSCAs		0
18. Rechargeable Works		1,534
19. Finance Charges		0
20. SSSIs		0
21. IDB Biodiversity and conservation (other than item 20 expenditure)		473
22. Other Expenditure		225
Total expenditure		**25,797**

EXCEPTIONAL ITEMS		
23. Profits/(losses) arising from the disposal of fixed assets		0
Net Operating Surplus/(Deficit) for the year		**6,414**
24. Developers Funds income not applied in year		12,880
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)?............................ 07/03/2022

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 [X]
- 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 [X]
- Other Electronic System [X]

Has your Board continued to undertake visual inspections and update asset databases on an annual basis? Yes [X] No [ ]

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

16.1

How many pumping stations does the Board operate?

0

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

0

Health and Safety

Does the Board have a current Health and Safety policy in place? Yes [X] No [ ]

Does the Board have a responsible officer for Health and Safety? Yes [X] No [ ]

Have there been any reportable incidents in the past year? Yes [ ] No [X]

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?	14
Seats available to appointed members under the Land Drainage Act 1991.	9
Number of elected members on the board at year end.	8
Number of appointed members on the board at year end.	6
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.	1

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

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

Complaints procedure

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

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

Public Engagement

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

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

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

1.97%

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

CHURCHFIELD & PLAWFIELD INTERNAL DRAINAGE BOARD

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

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

CHURCHFIELD AND PLAWFIELD INTERNAL DRAINAGE BOARD

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

Middle Level Commissioners - Rates refund	3.02
Environment Agency - Precept	1,419.18
Information Commissioner - Data Protection Registration renewal	40.00
Association of Drainage Authorities (River Great Ouse branch) - Subscription 2021-2022	6.00
District Officer's expenses 2021/2022	2,620.73
Middle Level Commissioners - Health and Safety re-charges for 2021-2022	240.00
Middle Level Commissioners - Contribution (Environmental Officer)	472.50
Middle Level Commissioners - Site inspection of Townley Close by conservation officer	162.00
Middle Level Commissioners - Fees (Planning and development applications)	443.86
Association of Drainage Authorities - Annual Subscription 2021	685.20
Middle Level Commissioners - Administration charge, postages, telephone charges and stationery	3,748.66
	9,841.15

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

Middle Level Commissioners - Fees (Production of Board report, planning and development applications)	1,490.22
Environment Agency - Precept	1,447.57
Crown Lodge Hotel - Expenses in connection with Board meeting	110.20
Mr R Henry - Refund of discharge consent application fee	90.00
Middle Level Commissioners - Renewal of insurances	311.69
Middle Level Commissioners - Fees (Development contribution - Mr R Henry)	46.94
Middle Level Commissioners - Drain maintenance works at Townley Close, Upwell (Account from Harrison Agricultural Contractors)	180.00
PKF Littlejohn LLP - Audit fee (2021-2022 accounts)	240.00
Middle Level Commissioners - Fees (Production of Board report, planning and development applications)	1,102.48
Middle Level Commissioners - Administration charge, postages and telephone charges	2,678.54
Middle Level Commissioners - Contribution (Environmental Officer)	472.50
Middle Level Commissioners - Internal audit fees (Whiting & Partners 2021-2022 accounts)	558.00
King's Lynn Internal Drainage Board - Flail mowing	12,150.00
Environment Agency - Precept	1,447.56
Middle Level Commissioners - Land registry search fee	12.00
Middle Level Commissioners - Fees (Planning and development applications)	231.90
Association of Drainage Authorities (River Great Ouse branch) - Subscription 2022-2023	6.00
	22,575.60

(NB - Amounts shown include Value Added Tax)

CHURCHFIELD AND PLAWFIELD INTERNAL DRAINAGE BOARD
BUDGET 2023/2024

		Estimated 2022/2023 £	Probable actual 2022/2023 £	Budget proposal 2023/2024 £
1	Insurances	300	325	350
2	District work and repairs and renewals (including Environmental measures)	15,650	16,500 [A]	19,150 [B]
3	Administration charge, Health and Safety contract, Audit fee, printing, stationery, advertising etc	7,300	7,200	7,500
4	Improvement works	7,000 [C]	12,800 [D]	9,500 [E]
5	Environment Agency Precept	2,895	2,895	2,982
		33,145	39,721	39,482
	LESS Deposit Accounts interest	657	6,100 [F]	648
		32,488	33,621	38,834

Remarks

A -	Includes for:	
	Flail mowing/weed cutting	10,125
B -	Includes provision for:	
	Flail mowing/weed cutting	12,000
C -	Culvert refurbishment programme	7,000
D -	Works at Townley Close	5,800
	Culvert refurbishment programme	7,000
E -	Culvert refurbishment programme	9,500
F -	Includes for: Provision to re-charge third parties for works at Townley Close	5,295

Estimated General Fund		Estimated 2022/2023	Probable actual 2022/2023	Budget proposal 2023/2024	
Opening Balance		24,678	24,678	29,811	
Rate set	8.00p	38,754	38,754		
Rate Required				38,834	8.00 p
Net Expenditure		32,488	33,621	38,834	
Use of balances		0	0	0	
Closing Balance		30,944	29,811	29,811	

Churchfield & Plawfield 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:-

a) Proportion to be borne by the Agricultural Sector – 17.75%.

b) Proportion to be borne by Special levy issued to the Borough Council of Kings Lynn and West Norfolk – 82.25%.

The product of a rate of 1p in the £ on Agricultural land and buildings is £861.

In 2023/2024 a rate of 1p together with corresponding Special levy would raise £4,854.

Estimated revenue cash balance in hand on 31st March 2023 – £29,500.

The estimated net expenditure for the Boards Revenue and Capital Programmes in 2023/2024 is £38,834, is equivalent to:-

a) a rate in the £ on Agricultural land and buildings of 8.00p and

b) a Special levy on the Borough Council of Kings Lynn and West Norfolk of £31,942.

In 2022/2023 a rate of 8.00p in the £ was raised together with a Special levy of £31,858 on the Borough Council of Kings Lynn and West Norfolk.

Members should give consideration to funding requirements for future improvement works and the likely impact of inflationary pressures on future budgets when setting the rate.

P BURROWS

Clerk to the Board

February 2023