RAMSEY UPWOOD AND GREAT RAVELEY INTERNAL DRAINAGE BOARD

At a Meeting of the Ramsey Upwood and Great Raveley Internal Drainage Board hosted at the Old Nene Golf and Country Club, March on Thursday 5th January 2023

PRESENT

A C Roberts Esq (Chairman)	J Edwards Esq
S Bedford Esq	M Lambert Esq
A Butler Esq	C Pickard Esq
J R Clarke Esq	A Wagstaffe Esq
Cllr S Corney	C Wilkinson Esq

Mr David Thomas (Clerk to the Board) and Mr Leo Butler (District Officer) were in attendance.

Apologies for absence

Apologies for absence were received from R Blackhurst (Vice-Chairman) and A Lensen Esq.

B.1356 Declarations of Interest

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

B.1357 Confirmation of Minutes

RESOLVED

That the Minutes of the Meeting of the Board held on the 12th May 2022 are recorded correctly and that they be confirmed and signed.

B.1358 Matters Arising

On matters arising from the last meeting the Chairman asked if UK Power Networks were prepared to address their leaning poles, noting that the MLC Engineer was to contact them. The response has been that unless the poles have fallen or power has been interrupted no action will be taken by them.

The Chairman noted that soil on the 9m strip was still to be dealt with. The Clerk agreed to chase up the situation.

It was noted that the trees belonging to Mr Ayres on the Board's access had been cut back but were still a problem. It was agreed to view them at the May Inspection meeting.

A question was raised whether or not the Land Charges on Mrs Johns bungalow were shown on the Board's accounts. It was believed that they were not, but this was not a problem as release of the money would be triggered by the property sale and the Chairman was confident the money would be forthcoming eventually, although it may still be some time before this occurs.

A query was raised on which properties on Middle Drove are rated for agriculture and which for special levy.

RESOLVED

That a coloured plan be produced. Showing special levy land in one colour and agricultural land in another. This plan to be passed to the Chairman for comment.

B.1359 Election of Board Members

The position in relation to the upcoming election was noted. Charles Pickard advised that he was resigning from the Board with immediate effect.

Members wished that the minutes recorded the Board's thanks to Charles for his valuable input into Board matters over the years.

A possible replacement was discussed and Mr Cornwall was proposed and it was noted that he had been approached prior to the meeting and had indicated that he would be prepared to put himself forward. There were no other suggestions and members voted unanimously that Mr Cornwall should replace Mr Pickard on the Board.

RESOLVED

Write to Mr Cornwall advising him that he has been appointed as a member on the Board.

B.1360 Use of Droves Claimed by the Board

Further to minute B.1331, The Chairman reported that he had received requests to maintain the Board's owned Droves to a higher standard that was currently undertaken.

He noted that the Droves only needed to meet the standard required by the Board for operational purposes and they were not obliged to use ratepayers' money to deliver a higher standard for other users.

It was noted that Pickards Drove would be improved when the adjacent pumping station was refurbished.

The Chairman also expressed his view that if approached by other beneficiaries of the Droves with a proposal to share the costs of maintenance then the Board should be open to the idea.

It was noted that Upward Common Drove area also had problems and that it might be of value to set up a meeting with users at some point in the future.

B.1361 Drain Adjacent to Tesco's at Point 28

Further to minute B.1332, Members discussed the problem and the actions taken and considered that whilst there would be costs attached with taking action against Tesco, it was important to do on a basis of principle. Tesco should not be allowed to be in breach of the consent issued to them without following through with action to the point of conclusion.

RESOLVED

To take court action against Tesco for breach of byelaws and failure to pay the invoice raised against them.

B.1362 Cadent Gas

Further to minute B.1333, It was noted that works by Cadent had been completed and that there was no requirement to report upon this matter at further meetings.

B.1363 Development at Ramsey Business Park, St Mary's Road, Ramsey (MLC Ref Nos, MLC 225, 278, 354, 357 & 359)

Further to minute B.1334, Cllr Corney noted that an application to build a Lidl is going to be made and that the land ownership had changed. He offered to pass on the new details to the Clerk after the meeting.

B.1364 Issues with rubbish and sewage discharge along Middle Drove, Ramsey Heights

Further to minute B.1335, The Clerk reported that a site meeting had been held where representatives from the Environment Agency and Huntingdonshire District Council were present.

Whilst all at the meeting were agreed that action was required, it was also acknowledged that there were no simple fixes and that a joint and concerted effort would be required to stand any chance of seeing improvements.

Issues on site potentially include illegal fly tipping (with asbestos amongst other things), illegal discharges and byelaw infringements.

It was agreed that the Clerk would act as coordinator sharing information and assisting with the development of plans.

The District Officer advised that the next maintenance cycle of the channel forming the boundary of the area in question would be in two years' time.

B.1365 Clerk's Report

The Clerk advised:-

i) COVID-19 Actions

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

ii) Middle Level Commissioners and Administered Boards Chairs Meeting

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

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

iv) <u>National Drainage Show & Floodex 2023</u>

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

<u>B.1366 Consulting Engineers' Report, including planning and consenting matters</u>

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

Ramsey, Upwood & Great Raveley I.D.B.

Consulting Engineers Report – December 2022

Pumping Stations

Other than the matters reported at previous meetings or described below, only routine maintenance has been carried out.

Green Dyke Pumping Station

This scheme is identified in the Environment Agency’s (EA) PAFS portal which is the first step required to identify the potential intention to seek Grant-in-Aid for a project. For all schemes over £500k, the EA needs the whole catchment to be considered rather than just the asset seeking the grant as part of the project appraisal. It is hoped that this can be done in-house without the need for hydraulic modelling or an in-depth catchment study by consultants. This will continue to be progressed working alongside the EA to advise and allow the production of the business case It is hoped by considering the catchment as a whole that a greater percentage of the project may be able to be grant-aided, as more of the benefits can be apportioned towards Green Dyke Pumping Station.

The insurance claim for the replacement door has now been approved and the replacement steel shutter ordered.

New Fen Pumping Station

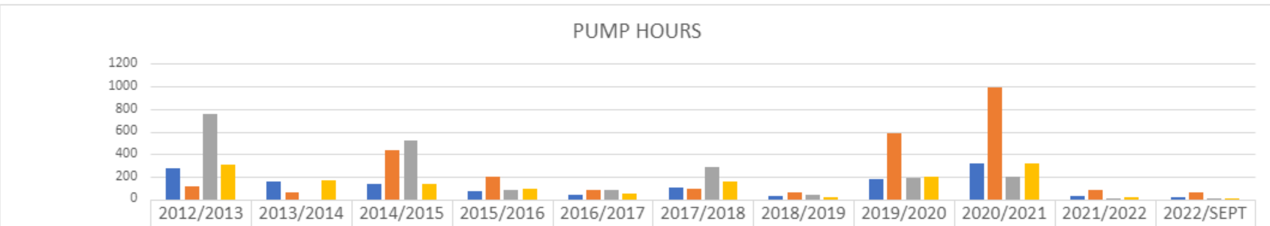
Subsidence at New Fen Pumping Station

The discharge chamber has been monitored for movement due to subsidence and records indicate that movement has been recorded. There was 0.7mm recorded between November 2020 and October 2021 and a further 0.7mm between October and November 2021. The movement from November 2021 to March 2022 was minimal. The movement from March to September has been more marked at 2.2mm.

Upwood Common

The corroded pump bolts were removed and replaced with stainless steel ones during the summer.

Pumping Hours



	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021	2021/2022	2022/SEPT
GREEN DYKE	278	158	140	76	36	107	34	181	319	26	16
NEW FEN 1	116	58	432	204	84	96	65	589	988	81	63
NEW FEN 2	758	0	525	89	84	288	38	195	200	11	4
UPWOOD	305	172	141	95	48	156	23	200	315	17	13

Electricity Readings

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

Moving forward it is requested that the Pump Attendants/District Officers take electricity meter readings and pump run hours readings monthly, (as close to the 1st of each month as they can) and forward them to the M&E Engineer on david.bantoft@middlelevel.gov.uk or 07768 026119.

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*
402	H/22/00744/REM	Greystoke Land	Commercial (Supermarket)	St Marys Road, Ramsey
403	H/22/80096/COND	Greystoke Land	Commercial (Supermarket)	St Marys Road, Ramsey
404	H/22/80164/COND	Hill Holdings Ltd	Residential (86 plots)	Stocking Fen Road/St Marys Road, Ramsey
405	H/22/01330/FUL	Team C Properties Ltd	Residential (2 plots)	Ugg Mere Court Road, Ramsey St Marys*
406	H/22/01451/HHFUL	Cambridgeshire Home Improvement Agency	Residence (Extension)	Lime Road, Ramsey
407	H/22/01327/HHFUL	Mr & Mrs S Murfitt	Residence (Extension)	Chapel Road, Ramsey Heights
408	H/22/02051/FUL	Team C Properties Ltd	Residential (2 plots)	Ugg Mere Court Road, Ramsey St Marys*

Planning applications ending 'RM', 'REM' or 'RMM' relate to reserved matters
Planning applications ending 'COND' or 'DISC' relate to the discharge of relevant planning conditions
Planning applications ending 'HHFUL' relate to Householder applications for Full Planning Permission

Developments that propose direct discharge to the Board's system are indicated with an asterisk. The remainder propose, where applicable and where known, water disposal to soakaways/infiltration devices or other sustainable drainage systems. The applicants have been notified of the Board's requirements.

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

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

Ramsey

Erection of a food-store, petrol filling station, residential development, community facilities and associated highways and infrastructure works – Tesco Stores Ltd & Abbey Properties Cambridge Ltd (MLC Ref Nos 114, 133 & 168); *Lord De Ramsey's 1963 Settlement* (MLC Ref No 244); *Abbey Properties (Cambs) Ltd & Lord de Ramsey* (MLC Ref No 248) & *Accent Group* (MLC Ref No 363)

(a) Tesco Stores Ltd site

The Clerk to report.

(b) Residential development

The applicant, Accent Homes Ltd; the construction contractor, the Hill Partnership Ltd; Project Managers, Henry Riley LLP; and engineering consultant SDP Consulting Engineers (South) have been advised of the Board's decision concerning the connecting watercourse.

Planning Updates & Consultations

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

General Advice

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

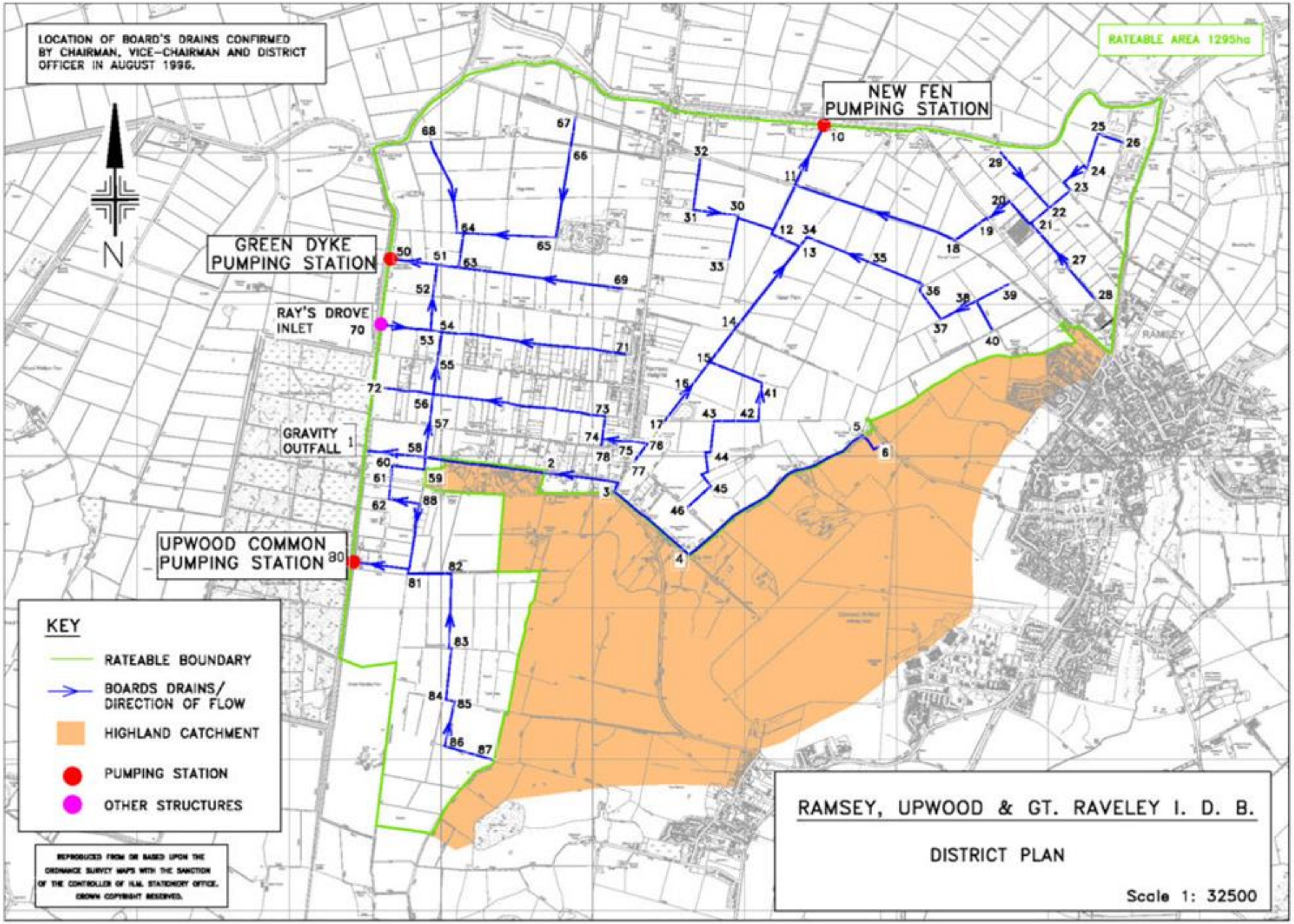
a. Work by Cadent Gas to protect a high-pressure gas main including erosion protection to the bank downstream has been completed at Uggmere Court Corner. The cost for all works was covered by Cadent Gas.

b. Work to remove trees and bushes at Point 54-65 has been undertaken.

Consulting Engineer

6 December 2022

RUGtR(328)\Reports\December 2022


LOCATION OF BOARD'S DRAINS CONFIRMED BY CHAIRMAN, VICE-CHAIRMAN AND DISTRICT OFFICER IN AUGUST 1996.
RATEABLE AREA 1295ha
NEW FEN PUMPING STATION
GREEN DYKE PUMPING STATION
RAY'S DROVE INLET
GRAVITY OUTFALL
UPWOOD COMMON PUMPING STATION
N
RAMSEY
KEY
RATEABLE BOUNDARY
BOARDS DRAINS/ DIRECTION OF FLOW
HIGHLAND CATCHMENT
PUMPING STATION
OTHER STRUCTURES
REPRODUCED FROM OR BASED UPON THE ORDNANCE SURVEY MAPS WITH THE SANCTION OF THE CONTROLLER OF H.M. STATIONERY OFFICE. CROWN COPYRIGHT RESERVED.
RAMSEY, UPWOOD & GT. RAVELEY I. D. B.
DISTRICT PLAN
Scale 1: 32500

The Clerk reported that pump bolts on both Green Dyke and Upwood Common pumping stations had been replaced.
On New Fen Pumping Station, it was concerning that there had been further movement which was greater than had been experience in the previous few periods. This may be down to the very dry and hot summer? Members noted that the station had not yet failed and that surveys had shown it to be currently intact and effectively unimpacted operationally by the movement. However there will be a time when this is no longer the case and action is needed. It was noted that there are trees that need to be removed also on the site.

RESOLVED

The District Officer arrange for the removal of the trees which are of concern.

That the movement continue to be monitored and that a graph of movement against time be prepared and included in the next Consulting Engineers report.

B.1367 District Officer's Report

The District Officer reported that there had been a slight noise with the recently refurbished pump but that this had seemed to diminish over time and was now no longer present, hence was not of concern.

The Chairman advised that he had spoken with Lattenbury Services, who he considers to have provided good service and a high quality of workmanship. Whilst the cost is higher than has been paid in the past, the amount of work undertaken is greater and might well extend the period interval before another visit is required, hence could well present better overall value.

B.1368 Environmental Update

The Clerk issued the Environment Officer's report to members and apologised for the delay which was down to the illness of the officer producing the report. He advised that he had nothing to add to the report.

B.1369 Claims for Highland Water Contributions – Section 57 Land Drainage Act 1991

The Clerk reported that claims for contributions totalling £1,804.76 (inclusive of supervision) have been submitted (£7,312.68 less £5,507.92 paid on account for the financial year 2021/2022 and the sum of £6,557.62 in respect of 80% of the Boards estimated expenditure for the financial year 2022/2023) and on communications from the Environment Agency concerning payment of the claims.

B.1370 Association of Drainage Authorities Subscriptions

The Clerk reported that ADA has increased subscriptions by 4.5% for 2023, from £571 to £597

RESOLVED

That the increased subscription for 2023 be paid.

B.1371 Health and Safety

Further to minute B.1346, the Chairman advised that Cope Safety Management will carry out their visit to the District on the 15th February 2023 and the report will be referred in the next meeting.

The Chairman advised that the arrangements with Cope continue to work well and that all matters relating to their report had either been dealt with or were in hand.

B.1372 Completion of the Annual Accounts and Annual Return of the Board – 2021/2022

a) The Board considered and approved the comments of the Auditors on the Annual Return for the year ended on the 31st March 2022, viz;

Ramsey Upwood & Great Raveley 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 Ramsey Upwood & Great Raveley 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 Ramsey Upwood & Great Raveley Internal Drainage Board on application to:

The Clerk
Ramsey Upwood & Great Raveley 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

RAMSEY UPWOOD & GREAT RAVELEY INTERNAL DRAINAGE BOARD

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

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

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

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

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

Date(s) internal audit undertaken: 30/05/2022 14/06/2022 15/06/2022

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

Signature of person who carried out the internal audit: B. BEECH - WHITINGS LLP

Date: 15/06/2022

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

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

Section 1 – Annual Governance Statement 2021/22

We acknowledge as the members of:

RAMSEY UPWOOD & GREAT RAVELEY 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:

12/05/22

and recorded as minute reference:

B.1350

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

Chairman [signature]

Clerk [signature]

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Section 2 – Accounting Statements 2021/22 for

RAMSEY UPWOOD & GREAT RAVELEY 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	221,277	246,472	*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	68,303	68,602	*Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.*
3. (+) Total other receipts	8,128	6,639	*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	51,236	70,845	*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	246,472	250,868	*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	240,435	239,875	*The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – **To agree with bank reconciliation.***
9. Total fixed assets plus long term investments and assets	1,770,000	1,770,000	*The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.*
10. Total borrowings	0	0	*The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).*

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

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

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

Date 17th APRIL 2022

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

12/05/22

as recorded in minute reference:

B.1352

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

b. The Board considered and approved the Audit Report of the Internal Auditor for the year ended on the 31st March 2022, viz;

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

BB/MM053
11 October 2022

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

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

MLC administered Internal Drainage Boards - Internal Audit 2021-2022

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

<u>General points</u>

1. **Asset Valuations and Insurances**

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

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

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

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

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

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

3. **Provisions**

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

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

Client comment:

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

4. **Budget figures**

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

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

Client comment:

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

5. **Surplus Funds**

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

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

6. **Rental of Land**

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

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

Client comment:

Boards which have land holding for rent generally review rents in accordance with tenancy agreements and use local land agents for guidance. A number of Boards have small holdings of land which are let at reasonable rates with a view to keep the land tidy and in good order as they are not necessarily commercially viable. A number of Boards have 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

B.1373 Defra IDB1 Returns

The Clerk referred to the completed IDB1 form for 2021/2022 which were noted and approved, viz;

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 £.

RAMSEY UPWOOD & GREAT RAVELEY 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. HUNTINGDONSHIRE DISTRICT COUNCIL	35,644
2.	
3.	
4.	
5.	
6.	
7.	
8.	
Total	**35,644**

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Section A – Financial information (continued)

Income and Expenditure Account for the year ending 31 March 2022

All Internal Drainage Boards must ensure that the Income and Expenditure information provided below is consistent with the Board's annual accounting statements which have been prepared in accordance with proper practices found in *Governance and Accountability for Smaller Authorities in England – A Practitioners' Guide to proper practices to be applied in the preparation of statutory annual accounts and governance statements March 2017*

	Notes	Year ending 31 March 2022 £
INCOME		
1. Drainage Rates		34,836
2. Special Levies		33,766
3. Higher Land Water Contributions from the Environment Agency		6,425
4. Contributions received from developers/other beneficiaries		0
5. Government Grants (includes capital grants from EA and levy contributions)		0
6. PSCAs from EA and other RMAs		0
7. Loans		0
8. Rechargeable Works		0
9. Interest and Investment Income		12
10. Rents and Acknowledgements		0
11. Other Income		202
Total income		**75,241**
EXPENDITURE		
12. New Works and Improvement Works		30,295
13. Total precept to the Environment Agency		5,229
14. Watercourse maintenance		12,483
15. Pumping Stations, Sluices and Water level control structures		14,464
16. Administration		7,770
17. PSCAs		0
18. Rechargeable Works		0
19. Finance Charges		0
20. SSSIs		0
21. IDB Biodiversity and conservation (other than item 20 expenditure)		400
22. Other Expenditure		204
Total expenditure		**70,845**

EXCEPTIONAL ITEMS		
23. Profits/(losses) arising from the disposal of fixed assets		0
Net Operating Surplus/(Deficit) for the year		**4,396**
24. Developers Funds income not applied in year		3,679
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)?.................................. 12/05/2022

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

SSSI water level management plans

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

If so, which ones:

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

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

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)?........ 12/05/2022

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

SSSI water level management plans

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

If so, which ones:

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

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

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

☐

Access to environmental expertise

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

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

Asset Management

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

ADIS ☐
Paper Records ☒
Other Electronic System ☒

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

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

27.3

How many pumping stations does the Board operate?

3

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

2.23 cumecs

Health and Safety

Does the Board have a current Health and Safety policy in place? Yes ☒ No ☐
Does the Board have a responsible officer for Health and Safety? Yes ☒ No ☐
Have there been any reportable incidents in the past year? Yes ☐ No ☒
If so, please summarise in the box below:

Guidance and Best Practice

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

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

Governance ☒

Finance ☐

Environment ☒

Health, safety and welfare ☐

Communications and engagement ☐

Other (please describe) ☐

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

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

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

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

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

Has your Board adopted the following governance documents?

Standing Orders .... Yes ☒ No ☐

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

Byelaws ....Yes ☒ No ☐

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

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

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

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

Board membership and attendance

How many Board members (in total – elected and appointed) do you have on your IDB?	14
Seats available to appointed members under the Land Drainage Act 1991.	12
Number of elected members on the board at year end.	12
Number of appointed members on the board at year end.	2
Mean average number of elected members in attendance at each board meeting over the last financial year.	6
Mean average number of appointed members in attendance at each board meeting over the last financial year.	2

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?

2.57%

Section B: NOTES

Guidance and Best Practice

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

Board membership and attendance

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

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

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

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

Section C – Declaration

RAMSEY UPWOOD & GREAT RAVELEY INTERNAL DRAINAGE BOARD

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

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

B.1374 Financial Position

a) The Clerk advised the Board of how estimated expenditure for 2022/2023 compares with actual expenditure to date, viz:

RAMSEY UPWOOD AND GREAT RAVELEY INTERNAL DRAINAGE BOARD
BUDGET MONITORING 2022/2023

Page ref.

		Approved budget 2022/2023 £	Actual to 30/11/2022 £	Forecast to 31/03/2023 £
1	Rates and Insurances	1,400	1,171	1,300
2	Repairs and renewals	10,300 [A]	3,281 [B]	6,000
3	Fuel	10,000 [C]	2,610	10,500
4	Drainworks (including District Officer's fee)	18,100 [D]	10,804	21,500 [E]
5	Administration charge, Health and Safety contract, Audit fee, printing, stationery, advertising, Association of Drainage Authorities subscriptions etc	8,300	3,067	8,300
6	Environment Agency Precept	5,333	5,333	5,333
7	Plant refurbishment funding	30,189 [F]	20,126	30,189 [F]
		83,622	46,393	83,122
	LESS Government grant, Deposit Accounts interest etc	11,688 [G]	8,905	9,103 [H]
		71,934	37,487	74,019

Remarks

A -	Includes provision for:	
	Replace Upwood Common wet well bolts	5,000
B -	Includes for:	
	Inspection/monitoring - New Fen p/s	1,025
	Replace Upwood Common wet well bolts	405
C -	Provision based on 5 year average plus 50% for new contract rates	
D -	Includes for :-	
	Flail mowing	6,000
	Slubbing	6,000
		12,000
E -	Includes for :-	
	Flail mowing & tree cutting	5,460
	Slubbing	8,000
		13,460
F -	Future works at pumping stations	
G -	Includes for:	
	Average highland water claim receipt	
	Future works fund - Upwood Common works	5,000
H -	Includes for:	
	Full highland water claim receipt	
	Future works fund - Upwood Common works	405

Estimated General Fund

	Approved budget 2022/2023	Actual to 30/11/2022	Forecast to 31/03/2023
Open balance	175,428	175,428	175,428
Rates raised	71,934	64,311	72,059
Net expenditure	71,934	37,487	74,019
transfer of surplus		0	
Close balance	175,428	202,251	173,468

Does not include provision for replacement of Green Dyke pumping station

Does not include for possible subsidence works at New Fen pumping station

b) Board's cash balances at 30th November 2022.

Clients Premium Account - £282,131.86.

B.1375 Date of next Meeting

RESOLVED

The next meeting will be Thursday 11th May 2023 at 10am – Old Nene Golf Club.

…………………………………
Chairman

………………………..
Date