

MANEA AND WELNEY DISTRICT DRAINAGE **COMMISSIONERS**

Telephone: DD (01354) 699377

E-mail: enquiries@middlelevel.gov.uk
www.middlelevel.gov.uk

Middle Level Offices
85 Whittlesey Road
MARCH
Cambs
PE15 0AH

1st June 2023

Dear Commissioners,

I enclose the Agenda for the Meeting of the Commissioners to be held at 10.15am on Thursday 8th June 2023, followed by an inspection and lunch at 1pm.

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 & meal** as soon as possible.

Yours truly

P BURROWS

Clerk to the Commissioners

To the Manea and Welney District Drainage Commissioners

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 Meeting of the Commissioners held on 8th February 2023.

(Copy pages 7 - 21)

4. Matters Arising from the Minutes

5. Member Training Update

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

6. Joint Maintenance of the Old Croft River – Upwell IDB
Overhanging Trees – Copes Hill Farm

Further to minute C.965, the Clerk to report.

7. Ouse Washes - Section 10 Newsletter & Ouse Washes Update

Further to minute C.966, the Clerk will refer to the Newsletter from the Environment Agency dated March 2023.

(Copy page 22)

8. Clerk's Report

The Clerk advises:-

i) Annual Flood & Water Conference 2023

Invitation to ADA Flood & Water Conference 2023

Tuesday 21 November 2023 | 11:00 – 17:00 | One Great George Street, London, SW1P 3AA

ADA is delighted to invite you to join them for the ADA Flood & Water Conference on Tuesday 21 November 2023, as the conference returns to the magnificent venue of One

Great George Street, Westminster, London. ADA will bring together a leading line-up of prominent political, policy, and technical speakers from across the United Kingdom to discuss key policy topics of the moment during the main conference session.

Following feedback from members, the format of this year's Conference has been developed to:

- maximise the time available for networking between delegates and suppliers to the sector,
- invite a greater variety of guest speakers, and
- provide more convenient timing for those travelling to and from London.

The Conference will open at 11.00 for networking with delegates and an expanded Exhibition of ADA's Associate Members in the Great Hall. A buffet lunch will be served from 12.00 before the conference presentations commence at 13.20 in the Thomas Telford Theatre. The Conference will close at 17.00.

Discussion forum

A discussion forum will form part of the day where delegates will be able to pose topical questions to the speakers/panellists via the conference chair. ADA wish to receive delegates questions in advance, which can be submitted as part of the ticket booking process on Eventbrite. Their aim is to consolidating key subjects for discussion and questioning and to maximise the value of this session.

Book your place

ADA has launched bookings for this year's conference early to give everyone plenty of advance notice of the revised date of Tuesday 21 November 2023 to make travel arrangements. They invite you to secure your place now via Eventbrite, via the link below. Tickets are non-refundable but can be transferred.

[ADA Flood & Water Conference 2023 Tickets, Tue 21 Nov 2023 at 11:00 | Eventbrite](#)

ii) Insurance

Historically the number of insurance companies willing to quote for the insurance requirements of the Middle Level Commissioners and administered Boards is limited.

Our insurance portfolio is complex and includes a range of policies that includes Commercial Combined (largest component), Motor Fleet, Engineering & Construction, Terrorism, Management Liability, Marine Craft and Professional Indemnity.

The overall cost of our insurance portfolio for 2023/24 will be £192,275 (£152,373 in 2022/23) a 26% increase, although increases will differ Board by Board depending on their individual insurance needs.

Key factors and changes are highlighted below:

- For Commercial Combined insurance, 2022/23 was the last year in our previous five-year agreement with AXA which included a 7% price reduction woven into the deal. For 2023/24 Towergate, our brokers, approached several companies and all bar AXA were not willing to quote given the size and complexity of our portfolio. Independently we also approached the NFU who declined to quote for the same reason.
- There has been an increase in fleet, property and marine assets included within our cover.

- In view of rising inflation most Boards agreed to index link their insured sums from 1st April 2023. AXA have increased insured sums by 15%, which has resulted in an increase within the overall premium.
- AXA have offered a 2-year stability deal, where any premium increases, subject to claims not exceeding 50% of the written premium, will be capped for 2024/25 at 2.5%. This excludes any increases in sums insured.
- AXA will not extend the stability deal as they plan a review of their whole IDB scheme in 2025.
- Commercial combined policy excess has increased from £350 to £2,500. None of our four 2022/23 claim values were above this new excess.
- Excesses are dictated by AXA's overall scheme for all IDBs and this is apparently now standard and has been imposed due to the number of lower value claims across the whole IDB industry. As other IDB/IDB Groups come out of their previous agreement with AXA the above will apply.

For future years Boards ought to consider index linking their valuations of properties and pumping stations every 3-5 years rather than annually, to mitigate annual premium increases and balancing having suitable cover without being over-insured.

It should also be noted that personal accident and sickness cover only covers employees or members up to 80 years of age. Boards may need to consider the implications of this.

iii) Delegation of signatory on consents

The Board is asked to note that under the Board's scheme of delegation, the Chief Executive has delegated the authority to sign consent on behalf of the Board to the Chief Engineer. As well as the Chief Engineer being better placed to technically assure individual consents, this will enable them to effectively take ownership over the whole planning and consenting service. This also creates a mechanism for escalation in case of any issues or complaints.

iv) Service Delivery Frameworks

The Board are asked to resolve that the Clerk, on their behalf, be authorised to enter into user and/or access agreements for public sector delivery frameworks (For example, Environment Agency Delivery Frameworks and SCAPE). This will open up access to the fees, terms and conditions of these Frameworks so our Consulting Engineers can compare and choose the most suitable procurement route for delivery of the Boards future needs. This does not tie the Board to using any Framework they then have a user/access agreement with, and Frameworks are not the only procurement route for delivery that will be considered. Having this resolution from all the Boards we administer is key if we are to package work across Boards to exploit economies of scale and become more efficient and effective in the delivery of services.

v) Local Government Support - Special Levies

Thanks to lobbying by the Association of Drainage Authorities and Local Authorities, the Department of Levelling Up, Housing & Communities announced an additional financial support package totalling £3m for 2023/24 to support the 15 Local Authorities most impacted by increases in special levies from Internal Drainage Boards driven by unprecedented increases in energy costs. We provided ADA with information to support this case and Fenland District Council have secured £177,281 and King's Lynn & West

Norfolk Borough Council £205,451. The Ministerial Statement is available [here](#). Disappointingly it is explicit that this is a one-off exceptional payment and clear that the government will not provide additional grant to Local Authorities to cover special levies on an ongoing basis.

8. Consulting Engineers Report

- a) To consider the Consulting Engineers Report

(Enc 1)

- b) To consider the Supplementary Report Improving Capital Delivery

(Copy pages 23 - 25)

9. District Superintendent's Report

To consider the Report of the District Superintendent.

(Copy pages 26)

10. Determination of annual value(s) for rating purposes

The Clerk will submit the recommendation(s) for the determination of annual value(s) for rating purposes.

(See Confidential Papers)

11. Rate arrears

To consider writing off rate arrears.

(See Confidential Papers)

12. Health and Safety

Further to minute C.982, the Chairman will report that the Cope Safety Management visit is due 20th February 2023.

(copy pages 27 - 29)

13. Review of Internal Controls

To consider the system of Internal Controls.

14. Risk Management Assessment

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

b) To review the insured value of the Board's buildings.

(Copy page 30)

15. Payments 2022/2023

The Clerk to report on payments made during the financial year 2022/2023

(Schedule page 31)

16. Annual Governance Statement – 2022/2023

To review and complete the Annual Governance Statement.

(Copy page 32)

17. Annual Accounts of the Board - 2022/2023

To consider the Annual Accounts and bank reconciliation for the year ended on the 31st March 2023 and the completion of Section 2 of the Annual Return as required in the Audit Regulations.

(Copy pages 33 - 38)

18. Date of Next Meeting

19. Any Other Business

MANEA AND WELNEY DISTRICT DRAINAGE **COMMISSIONERS**

At a Meeting of the Manea and Welney District Drainage Commissioners
held at The Lamb and Flag Public House, Welney on Wednesday 8th February 2023

PRESENT

J E Heading Esq (Chairman)
N Cook Esq
Cllr C J Crofts Esq
M D R Fairey Esq
R Gladwin Esq
M E Heading Esq
Mrs A J Morris
C W Sears Esq
W Sutton Esq
N V M Walker Esq

Mr Robert Hill (representing the Clerk to the Commissioners) and Mr Paul Burrows (Middle Level Commissioners) were in attendance.

Apologies for Absence

Apologies for absence were received from J H Hawes Esq, R M C Sears Esq (Vice Chairman) and P D Hawes Esq.

The Chairman introduced Mr Roger Gladwin, who, being qualified as a Commissioner, had contacted him with a view to taking on an active role in the running of the District. On behalf of the members, the Chairman welcomed Mr Gladwin to his first meeting of the Commissioners.

The Chairman introduced Mr Paul Burrows, who had recently been appointed by the Middle Level Commissioners as Clerk & Chief Executive to take over from Mr David Thomas, who would be retiring towards the end of March 2023. He informed members that when Mr Burrows formally took up the position he would become Clerk to the Commissioners.

C.960 Declarations of Interest

Mr Hill reminded the Commissioners of the importance of declaring an interest in any matter included in today's agenda that involved or was likely to affect any of them.

The Chairman and Mr M Heading declared an interest in the planning applications (MLC Ref Nos 573, 579 & 594) received for A & E G Heading Ltd.

The Chairman, M Heading and Councillors Croft and Sutton declared interests (as Members of the Middle Level Board) in the payments made to and any matters concerning the Middle Level Commissioners.

The Chairman declared an interest (as a Director) in the payments made to and any matters concerning the Association of Drainage Authorities.

Councillors Croft & Sutton and Mr Gladwin declared interests (as Members of Upwell IDB) in the payments made to and any matters concerning the Upwell IDB.

Councillor Sutton declared an interest in any planning matters as a member of Fenland District Council.

C.961 Confirmation of Minutes

RESOLVED

That the Minutes of the Meeting of the Commissioners held on the 2nd February 2022 and 22nd June 2022 are recorded correctly and that they be confirmed and signed.

C.962 Appointments – 2023/2024

a) Appointment of Chairman

RESOLVED

That J E Heading Esq be appointed Chairman of the Commissioners.

b) Appointment of Vice Chairman

RESOLVED

That R M C Sears Esq be appointed Vice Chairman of the Commissioners.

c) Appointment of Finance Committee

RESOLVED

That the Finance Committee be constituted as follows;

Cllr C J Crofts Esq, J E Heading Esq, P Jolley Esq, Mrs A J Morris, R M C Sears Esq and Cllr W Sutton Esq

C.963 Bank Mandate and National Savings & Investments

Mr Hill reported that it is necessary to update the signatories after April 2023 with Mr Paul Burrows replacing Mr David Thomas.

RESOLVED

That the Bank Signatories be updated after April 2023.

C.964 Land Drainage Act 1991

Mr Hill reported that Fenland District Council had re-appointed Councillors C Marks and W Sutton to be Commissioners under the provisions of the Land Drainage Act 1991.

C.965 Joint Maintenance of the Old Croft River – Upwell IDB Overhanging Trees – Copes Hill Farm

Further to minute C.929, Mr Hill referred to the works carried out last year and that the Upwell IDB had carried out further tree clearance and slubbing works this year for which the final costs have not yet been finalised but were estimated to give a charge to the Commissioners, under the present arrangements, of around £4,000. He reminded members that they had previously agreed that these joint maintenance costs would be funded from balances.

The Chairman reported that there has been a long-standing arrangement to split costs for the maintenance of the Old Croft River 50/50 with Upwell IDB and that he had considered it important to draw up a formal agreement, setting out both parties responsibilities concerning maintenance and with regards to the apportionment of development contributions for those discharging directly to the watercourse.

Mr Hill reported that an initial draft had been raised which had been sent to both Chairmen, who had considered it to require further refinement.

Mr Walker enquired if sufficient notice of works was always given and it could be beneficial to include a clause in the agreement concerning notification of works.

RESOLVED

That the Chairman be authorised to discuss these matters further with the Chairman of Upwell IDB and the Clerk with a view to drawing up a formal agreement between Manea and Welney DDC and Upwell IDB for the Joint Maintenance of the Old Croft River and to clearly define how development contributions discharging into the Old Croft River would be apportioned.

C.966 Ouse Washes Section 10 Reservoir Middle Level and South Level Barrier Bank Works

Further to minute C.930, Mr Hill referred to Newsletters from the Environment Agency dated December 2022 & January 2023.

C.967 Potential Amalgamation Discussions – Manea & Welney DDC, Sutton & Mepal IDB and Upwell IDB

Further to minute C.931, the Chairman reminded members of the background to the discussions with the Chairman and Vice-Chairman of the Sutton & Mepal and Upwell IDB's. He considered that the three Boards should eventually merge into one Board and that, prior to this happening, there could be opportunities for shared working practices.

He referred to the challenges that would need to be faced concerning strategic plans for the Old Bedford River and the current plans for the Environment Agency to retain Welches Dam Pumping Station for a further 10 years, at which point they would be reviewing its future function within the system, as it could require an expensive upgrade.

He referred to current studies looking at water storage in the Block Fen area and gave a brief update on his understanding of the process to convert exhausted mineral extraction pits to water storage assets. He reported that he, along with the Chairman of the two other Boards were part of a review group looking into the viability of these proposals.

RESOLVED

That the Chairman and Vice-Chairman continue discussions with Sutton & Mepal and Upwell IDB's Chairmen and Vice-Chairmen.

C.968 Old Diesel Building – Glenhouse Pumping Station

Further to minute C.932, the Chairman informed members that after a full discussion, it was the recommendation of the Finance Committee not to carry out any remedial works to the structure in 2023/2024 and to review the matter further at next years meeting.

RESOLVED

That the Commissioners approve the recommendation of the Finance Committee not to carry out any remedial works to the structure in 2023/2024 and to review the matter further at next year's meeting.

C.969 Clerk's Report

Mr Hill advised;

i) Middle Level Commissioners and Administered Boards Chairs Meeting

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

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

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

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

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

An update was given on the 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 contact the Clerk. It was also agreed that it

may be useful to undertake an exercise around updating the original Geoff Beal report which had recommended that the number of Boards within the area administered by the MLC could reasonably be reduced to three or four.

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

ii) 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 Discharge	Date of Consent
E H Morris (Stonea) Ltd	Pipe and fill 8 m length of private roadside watercourse to extend existing culvert at Rutland Farm, Wimblington Road, Manea	31/03/2022

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) Annual Conference 2023

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

c) Meeting of the River Great Ouse Branch

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

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

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

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

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

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

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

iv) National Drainage Show & Floodex 2023

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

v) Water Resources East (WRE)

Further to minute C.933 (vii), the Clerk reported that the requested contribution from this Board for 2023/2024 financial year is expected to once again be £125. Contributions from drainage boards within the East of England secure a direct stake in WRE and help to ensure their needs and opinions are taken into account.

Fees for 2022/23 of £125 were omitted from last meeting agenda, the Board are asked to approve this payment.

vi) Changes to Electricity Supply Contracts

The Clerk reported 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 reported this was considered a positive move and recommended the Commissioners also move to this alternative arrangement.

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

vii) Planning and Consenting Fees

Proposed changes to planning and consenting service supply charging

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

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

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

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

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

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

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

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

RESOLVED

WRE

That payments for 2022/23 & 2023/24 are approved.

Electricity Contracts

That the Chairmans actions are approved.

Planning & Consenting

That this item be referred to June 2023 meeting when more information will be available.

Cllr W Sutton left the meeting 12.18pm.

C.970 Consulting Engineers' Report, including Planning and Consenting Matters

The Commissioners considered the Report of the Consulting Engineers.

Mr Hill referred to the discussions at the Finance Committee meeting concerning riparian owner responsibilities and their recommendation to use available information leaflets to notify affected land/property owners to clearly set out the duties of the Commissioners and their responsibilities as riparian owners.

Cllrs Crofts queried the future ownership of the access bridge to the Grange Farm Development.

In response to the Chairman, Mr Hill confirmed that he had spoken with the Planning Engineer, who confirmed there were no further updates to the planning matters in the report.

RESOLVED

- i) That the Report and the actions referred to therein be approved.
- ii) That the Clerk investigate sending letters/leaflets information detailing riparian owner responsibilities to affected residents.
- iii) That the Planning Engineer confirm the position concerning future ownership/maintenance responsibilities of the access ridge to the Grange Farm development and in receipt of this

information, the Chairman and Clerk be authorised to take any further action as they consider necessary.

C.971 Pumping Stations

The Chairman reported that both pumping stations were in satisfactory condition and there had been a few minor problems during the year which had been attended to by either the District Superintendent or the Consulting Engineer. He reported that the pumping arrangements had been changed in view of current electricity costs.

C.972 District Superintendent's wages, pension contributions and Future Labour Requirements

The Chairman reported on the discussions and the recommendations of the Finance Committee;

RESOLVED

That the Commissioners approve the recommendations of the Finance Committee;

- i) That the Chairman be authorised to review a pay award with the District Superintendent and to make arrangement he considers appropriate
- ii) That the Commissioners' pension contribution remains unchanged at 8% from 1st April 2023, but be increased to match the rate paid by the District Superintendent up to a maximum of 10%.

C.973 Capital Improvement Programme

The Commissioners considered their future capital improvement programme.

The Chairman reported on the progress for an application to be made for Grant-in-Aid to convert two of the diesel pumps at Glenhouse Pumping Station to electricity and was hopeful that the scheme could attract significant grant funding.

Mr Walker queried the threshold for fish friendly pumps and the Chairman confirmed that they would have to comply with the regulations which were triggered by the scale of works involved and it was likely that they would need to be considered as part of the application process.

Mr Fairey queried if alternative fuel sources could be utilised in any refurbishment programme at the station.

Mr Burrows reported on the impact of the eel regulations and proposals being considered with the new Chief Engineer at the Middle Level to look for larger scale 'group' projects to maximise opportunities for grant allocation.

In response to Mr Hill, the Chairman considered that there was likely to already be sufficient electricity supply to the station for two electric powered motors. Mr Hill reported that the current estimate in the programme included an element for the provision of the electrical supply and that the costs would be updated when further information became available.

The Chairman reported that the Finance Committee had recommended the works van should be kept for a further year and replaced in the 2024/2025 financial year.

RESOLVED

That the Capital Improvement Programme be approved in principle and be updated as more information became available with regards to the improvement scheme at Glenhouse Pumping Station.

C.974 Conservation Officer's Newsletter

Mr Hill referred to the Conservations Officers newsletter.

C.975 District Superintendent's Report

The Commissioners considered the Report of the District Superintendent.

Cllr Crofts considered the District Superintendents report to be the most comprehensive he has seen and the Superintendent should be thanked for both the quality of his work in the District and also of his reports.

RESOLVED

- i) That the Report and the actions referred to therein be approved
- ii) That the Chairman thank the Superintendent for the quality of his Report and for his services over the preceding year.

C.976 Maintenance Works in the District

The Chairman reported that the majority of works last year had been completed in accordance with the Commissioners Maintenance Programme and it was intended to carry out works for the coming year in line with the Programme again.

He reported that he considered the watercourses were in good order and requested if any Member had concerns over any section of the District system, that they should contact him.

RESOLVED

To continue with the Commissioners' annual maintenance programme in 2023/2024.

C.977 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.

Mr Hill reported that the proposals for the electrification of 2 pumps at Glen House pumping station would be progressed with the Environment Agency.

RESOLVED

That the Chairman be authorised to take any actions he considers appropriate to progress the future availability of grant funding for schemes promoted by the Commissioners.

C.978 Environment Agency – Precept

Mr Hill reported that at the Anglian (Great Ouse) Regional Flood & Coastal 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.

C.979 Claims for Highland Water Contributions – Section 57 Land Drainage Act 1991

Mr Hill reported that following his submission of claims for contributions the gross sum of £157.26 (£704.42 less £547.16 paid on account) (inclusive of supervision) has been received from the Environment Agency for the financial year 2021/2022 based on the Board's actual expenditure on maintenance work for that financial year and the sum of £680.38 in respect of 80% of the Board's estimated expenditure for the financial year 2022/2023.

C.980 Association of Drainage Authorities Subscriptions

Mr Hill reported that ADA has increased subscriptions by 4.5% for 2023. The subscription for 2022 was £642, will be £678 for 2023.

RESOLVED

That the increased subscription for 2023 be paid.

(NB) – The Chairman declared an interest as a Director of ADA

C.981 Contribution from Developers

Mr Hill reported that contributions towards the cost of dealing with the increased flow or volume of surface water run-off and treated effluent volume had been received.

C.982 Health and Safety

Further to minute C.946, the Chairman reported that Cope Safety Management had a planned visit on 20th February 2023 and that all matters previously discussed with Cope had been attended too.

C.983 Completion of the Annual Accounts and Annual Return of the Commissioners – 2021/2022

- a) The Commissioners considered and approved the comments of the Auditors on the Annual Return for the year ended on the 31st March 2022.
- b) The Commissioners considered and approved the Audit Report of the Internal Auditor for the year ended on the 31st March 2022.

C.984 Appointment of Internal Auditor

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

RESOLVED

- i) That the Commissioners approved the appointment of Whittings LLP
- ii) That the Commissioners approved the audit Strategy.

C.985 Defra IDB1 Returns

Mr Hill referred to the completed IDB1 form for 2021/2022 which the Commissioners noted and approved.

C.986 Review of Internal Controls

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

C.987 Risk Management Assessment

- a) The Commissioners considered and expressed satisfaction with their current Risk Management Policy
- b) The Commissioners considered and approved the insured value of their building and to index-link the insured values annually.

C.988 Exercise of Public Rights

Mr Hill 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.

C.989 Payments to 31st December 2022

The Commissioners considered and approved payments amounting to £154,725.49 which had been made during the period from the 1st April to the 31st December 2022.

(NB) – The Chairman, M Heading and Cllrs Crofts and Sutton declared interests (as a Member of the Middle Level Board) in the payments made to the Middle Level Commissioners.

C.990 Expenditure estimates and special levy and drainage rate requirements 2023/2024

The Commissioners considered estimates of expenditure and proposals for special levy and drainage rates in respect of the financial year 2023/2024 and were informed by Mr Hill 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 respectively be 71.73% and 28.27%.

RESOLVED

That the Commissioners approve the recommendations of the Finance Committee;

- i) That the estimates be approved.
- ii) That a total sum of £224,128 be raised by drainage rates and special levy.
- iii) That the amounts comprised in the sum referred to in ii) above to be raised by drainage rates and to be met by special levy are £160,743 and £63,385 respectively.
- iv) That a rate of 47.0p in the £ be laid and assessed on Agricultural hereditaments in the District.
- v)
 - a) That a Special levy of £40,160 be made and issued to Fenland District Council for the purpose of meeting such expenditure.
 - b) That a Special levy of £23,225 be made and issued to the Borough Council of Kings Lynn and West Norfolk.
- vi) That the seal of the Commissioners be affixed to the record of drainage rates and special levies and to the special levies referred to in resolution (v).
- vii) That the Clerk be authorised to recover all unpaid rates and levies by such statutory powers as may be available.

C.991 Date of Next Meeting

That the next meeting of the Commissioners and inspection of the District be held on Thursday 8th June 2023 10.15am at The Lamb & Flag Public House, Welney.

Ouse Washes Flood Storage Reservoir

Update

March 2023

Middle Level Barrier Bank

Following our update in January 2023.

During the autumn reservoir inspection, our engineers identified cracks in the embankment between Welney and the A142 Mepal, following the prolonged period of hot, dry weather.

We undertook repair work throughout January and February and has now been complete. We will continue monitoring of the repaired cracks monthly until December 2023.

Our contractor Jackson Civil Engineering will start demobilising from the site and compound area in Welney from Monday 6 March, this will take approximately 1 week.

We will continue to carry out regular inspections and maintenance of the bank and monitor the grass growth for the next 2 years until the reservoir engineer gives a final sign-off in autumn 2024. This will include regular grass cuts, surveys and repairs to damage that may happen over the winter months.

Public footpath

The Middle Level Barrier Bank will remain open.

Please continue to be careful when accessing and walking on the bank and stay away from the patches of grass that haven't grown fully yet.

Keeping your community up to date

We would like to thank you for your co-operation and patience, and we will continue to work with you and the community to minimise disruption.

Our Public Liaison Officers will continue to keep you updated during the maintenance period of the project. If you have any questions or concerns, please contact our Public Liaison Officers: Monica Stonham or Yazmin Parry via email ousewashesprojectea@gmail.com



Consulting Engineers' Supplementary Report - April 2023

Improving Capital Delivery

Introduction

Since being in post I have been getting to grips with a number of things in the Engineering/Technical Services Department. I've made a number of observations: officers are knowledgeable, dedicated and committed to delivering a service to the Commissioners and IDBs; working in partnership with the Environment Agency and local planning authorities/LLFAs is clearly evident; the operations team do an excellent job managing water resources in an extremely complex system; our capital delivery programme is growing as assets come to the end of design life; we have some significant changes and challenges ahead (biodiversity net gain requirements, the climate emergency and Fens Reservoir amongst others) which need careful planning and resourcing if we are to properly represent members and local communities and secure the best outcomes for the catchment.

We have an increasing capital delivery programme, with a number of ongoing projects and many identified for future delivery. I have identified areas where improvements are needed to deliver these projects better and to improve communications between the consulting engineer and the Boards.

Resources

Staff in MLC's Technical Services are currently stretched in terms of capacity and capability. There is a significant lack of suitable people across the engineering and project delivery profession generally, which impacts not only MLC's ability to recruit, but also the availability of consultant and contractor resources.

As well as our services to IDBs, and the Bank Raising Scheme over the next 4-5 years, and delivery of the pumping station refurbishment programme, there is an immediate need to provide resources to support MLC input to developing plans for Anglian Water's Fens Reservoir. This will have a significant and profound impact on water management in the catchment, and MLC officers need to ensure we secure the very best outcomes for our Board members, ratepayers, customers and the environment. We will be working very hard over the next 6 months to achieve this before the project passes its next 'gate'.

Now that MLC receives revenue through navigation licences, we have to ensure that we deliver on the requirements set out in the Navigation Byelaws 2020. This is a work in progress, but again sets additional demands on our internal resources and our ability to be proactive.

MLC were unsuccessful in recruiting a new planning engineer in 2022 and the existing team is under continued pressure to resolve ongoing and new applications, let alone adequately accommodate new demands. We are now looking at alternative resource solutions to support the wider engineering department.

IDB Projects

I am already aware of a number of projects that have been in progress for some time. There is lack of a clear programme of delivery and/project management discipline for these; there are no specific timescales and other agreed tolerances with the IDB as 'client', and this makes it difficult to plan and prioritise resources and workloads.

I am compiling a programme of all the projects being delivered by MLC and determining the resources needed to complete them. I will work with the Boards in question to progress delivery as quickly and efficiently as possible.

For new project requests, I am implementing a simple process with a 'Project Initiation Form' to capture key information and undertake an initial assessment of the project. I will prioritise work requested based on urgency and availability of resources. Unless otherwise instructed by an IDB, our default approach will be to seek to maximise FCRM Grant in Aid funding for eligible projects. I will implement a process of reporting progress regularly to the Boards/key contacts. As part of this process, I'll be asking each Board to agree how they delegate decision making, as projects can't be effectively delivered when governed through annual meetings, and how we manage better, more frequent, communications between the Boards' delegates and officers in Technical Services.

I am looking at the possibility of 'packaging' some works together for delivery by consultants, e.g. Pumping Station Refurbishment Projects rather than delivering each one individually. This has the advantage of securing a team of suitable resources who can focus on the work and deliver it as efficiently as possible (economies of scale). This will be a change of approach for individual IDBs and will need further work to determine how we manage this approach practically when each Board is its own individual entity with maybe a once per annum meeting. I hope to provide you with more detail about this, and the benefits it will give the Boards, in the coming months.

It may take some time to deliver the backlog of projects, which in turn might delay the start of new projects. However, I'm hopeful my approach will eventually lead to a more effective and efficient delivery process.

MLC Bank Raising Scheme

This is currently the largest IDB led project in the national flood investment programme and gives us the opportunity to develop capacity and capability in the organisation and share best practice across all our work. The scheme will be under the spot-light and have a focus from the Environment Agency in terms of grant assurance.

Works are progressing on a number of fronts but were lacking leadership and direction and there was no delivery programme. I have implemented some standard project management tools to control, manage and deliver the project: An 'exception report' was raised to the Project Board/MLC Executive Board outlining the existing situation and mitigation measures being put in place; A project plan and outline programme is now in place; Clear project governance has been identified; A data management plan is being drafted; Risks and issues are being identified; Project and delivery manager resources have been appointed and they will start in April.

Most of the project work was being carried out by MLC staff putting a strain on their already stretched ability to delivery other commitments, especially to the IDBs. The Technical Services team does not currently have the capacity or capability to deliver major projects.

There was a lack of clarity around environmental impact and risk assessments for activities which are considerably more than 'business as usual.'

Resources are in place/are being identified to complete environmental impact assessment required before wholesale desilting works can be undertaken, including significant input from the MLC Environment Officer.

The Independent Technical Advisor has prepared a scope for tender to secure a consultant to develop outline design and prepare Full Business Case (for MLC Project Board approval). The consultant will provide all technical input needed for developing and planning the project and ensuring consents and approvals are identified and in place. MLC staff will continue to act in a lead client capacity, providing their specific technical expertise and knowledge of the catchment as necessary. I will lead the project as Project Executive, working closely with the Project and Delivery Managers and providing regular updates to the Project Sponsor (Chief Executive) and MLC Executive Committee.

MLC's H&S advisor, Cope, visited and assessed the provisions in place and provided advice on additional requirements. Risk assessments/methods statements are being developed for physical work activities alongside a full review of the MLC H&S policies.

A Communications & Engagement team is in place and is planning engagement in parallel with Chief Executive's proposed MLC engagement and branding improvements.

A robust forecast of project costs needs developing. It is likely that the total project costs will exceed the current approval limit of £23million from the Outline Business Case. There are also some risks to the delivery programme that need to be investigated further and mitigated as necessary. All of these will be considered in more detail over the next 6 months, appraised and included in the Full Business Case, before the end of the financial year 2023/24.

Contractors are currently being identified for the various work phases: desilting; material import; bank raising works and hard defences (including detailed design).



Consulting Engineer

5 April 2023

Manea & Welney District Drainage Commissioners

Superintendent's Report, Summer 2023

It has been an eventful year already, and it is only the end of May.

A dry(ish) January led to the pumps being switched off by February 7th. Memories of the previous summer were still vivid in our minds, so the levels were allowed to rise slowly to 97.8 which looked to be a good place to be if water was to be scarce for the summer. I busied myself servicing and exercising the pumps, clearing accumulated scrap and rubbish from the workshop and old engine house, walking the drains and generally keeping the district ticking over. All was to change on March 10th. The previous day I had caught a Mink at Glen House, the first for well over a year, and had arranged to take it to Tony Martin at Pymoor for dissection. The journey to Pymoor was enlivened by blizzard conditions. Horizontal snow lashed across the Fens, visibility was down to little more than 50 yards, the dog eyed me from the passenger seat as though I was mad to be out in such conditions. After some predator and conservation chat with Tony, I returned to Glen House under leaden but dry skies. The drain had risen by over 20cm! Discretion being the better part of valour, I switched the pumps on and one by one three fired up, the fourth decided that it was just the morning to announce a battery failure. Being of a mean bent, I had salvaged two batteries from previous failures and was able to fit them to the pump and off it went. The water flow into the District was immense, as is often the case with heavy falls of wet snow that melts almost immediately and several days passed before the pumps were able to settle to pumping once a day. The weather turned fairly wet from then on, and cold, and the drain levels were kept at winter levels with the pumps keeping things as they should be until May 22nd, when again they were switched off. Generally the pumps have stayed reliable, a coolant leak on one took some tracing but I was not to be defeated and a thermostat housing gasket was found to be the culprit. A failed water level sensor also needed replacing on another engine.

Other excitement in the District included finding Glen House surrounded by sheep on March 21st. They had broken down the bank fence by the discharge pipes, the grass around the pumping station being much more appealing than the poor grazing on the bank. I contacted the owner and secured the sheep on the bank beyond Glen House, but they were well on the way to the railway before Wayne got to them and he had a long walk back with the blighters to return them from whence they came. In the meantime, I made a temporary repair to the fence, which will keep them where they belong until the EA comes to repair it properly.

The van went to Masons for its annual service and MOT on February 23rd. This was the last time Masons would carry this out as Neil has decided to wind the business up and I will now be taking the van to LWVS at Welney. Indeed, LWVS have already replaced a tyre that suffered a shoulder puncture and have supplied an alternator drive belt.

Summer mowing started on April 5th, progressed steadily and by May 12th, I had mown everywhere where there was access. Late drilling of crops may have frustrated the farming community, but it was a benefit to me. I am now getting stuck into the second pass, which will be finished before you read this report.

As the Spring has progressed it has been good to see some interesting wildlife making the most of the habitat, they find along the District drains. Alongside the regular Kingfishers and Barn Owls which have hunted at Glen House all winter, I have seen Tufted duck, Gadwall, large numbers of Shoveler, Shelduck, Teal and the regular Mallard, Coot and Moorhen. I haven't come across any Little Grebe, which is unusual, but, 'spot of the year' was (and will probably remain) a pair of Garganey which is the only migrant duck to arrive in Europe. They appeared at Glen House on March 30th, stayed for a few days and then moved on to a breeding place, that I have yet to discover. A large grass snake swimming across a drain at Purls Bridge was a nice sight. With Swallows and Martins skimming across the water, Cuckoos calling from the usual places around the District, Reed and Sedge warblers going hammer and tongs on the uncut sections of drain, Hares boxing and Partridge and Pheasant running about the droves, I think it is fair to say Summer is upon us despite what the thermometer might say.

Andy Maddams



Site Safety Inspection Record

Manea and Welney DDC SSI 200223

Complete

Name of organisation:	Manea and Welney DDC
Date of site visit	20.02.2023 12:00 GMT
Address of inspected premises	Glenhouse Pumping Station Purls Bridge Pumping Station
Name of Advisor	Simon Cross
Time of arrival at site:	20.02.2023 12:00 GMT
Audit Name	Manea and Welney DDC SSI 200223

Audit

An opening meeting was held with

John Heading and Andy Maddams

Have there been any accidents since our last visit?

No

Have there been any new starters since our last visit?

No

1

Introduction. Opening meeting held with John Heading and Andy Maddams, topics discussed included previous observations and any ongoing or resolved recommendations. It was reported that the new side tractor mounted flail arm was being used effectively. For lone working, a system is in place to notify family member at the start and end of work activities. In addition, a mobile phone is carried and What 3 Words app used if necessary to pinpoint location.

2

Glenhouse Pumping Station. The following observations were made:

* Tool storage. It was observed that a number of tools, including scythe, rake, etc are hung loosely from various areas around the depot building. There is a small possibility that these may be knocked or fall causing injury. It is recommended that where practical, tools are stored more appropriately, such as blade or sharp head lowermost.

* Spillages. It was noted that some sawdust had been used on the floor around the fuel dispenser to absorb a spill, it was reported that some of this was from water ingress through the wall and some from a connection on the fuel pipe. It is recommended that the causes of the leaks are investigated and remedied.

3

Purils Bridge Pumping Station. No new observations made.

4

Warning signage. It was noted that although signage is displayed at both locations indicating in wording about the hazard of automated machinery, there are no other hazards or precautions identified, such as electricity, deep water, no unauthorised persons, etc. See photo 1 below. It is recommended that appropriate signage, in pictorial form, is displayed indicating any hazards or precautions on site. This could be displayed collectively on signage at the entrance point on the buildings or security fences and also include name of the site, location details (grid ref, What 3 Words) and emergency contact details. See photo 2 below for an example of a similar type of sign.



Photo 1



Photo 2

Photographic Risk Assessment

Signature of person informed

Signature of person informed 1

Signature of person informed



Andy Maddams
20.02.2023 13:56 GMT

Advisor's signature



Simon Cross
21.02.2023 15:39 GMT

Departure time

20.02.2023 14:10 GMT

Number of outstanding Photographic Risk Assessments

0
From 0 to 99

Appendix



Photo 1



Photo 2

MANEA AND WELNEY DDC SUMMARY OF PHOTOGRAPHIC RISK ASSESSMENTS

NO OUTSTANDING PHOTOGRAPHIC RISK ASSESSMENTS

MANEA & WELNEY DDC
INSURED VALUE OF FIXED ASSETS

PUMPING STATIONS

As At
1st April 2023

PURLS BRIDGE PUMPING STATION	845,250.00
GLEN HOUSE PUMPING STATION	1,759,500.00
OLD GLENHOUSE PUMPING STATION	345,000.00
WELCHES DAM	5,750.00
	2,955,500.00

MANEA & WELNEY DISTRICT DRAINAGE COMMISSIONERS

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

Middle Level Commissioners - Fees (Production of Board report, discussion regarding Glen House pumping station works, planning and development applications)	1,240.28
Middle Level Commissioners - Pumping station maintenance	282.07
Paynes of Chatteris Ltd - Repairs to 2 cables to submersible pump	157.20
Ratatak - Pest control (April - June 2022)	88.20
Bank charges	3.00
Vodafone	12.15
Wave - Metered water supply	11.79
Middle Level Commissioners - Pumping station maintenance	408.00
C.J. Mason - Repairs to AU15 XHB	84.27
Environment Agency - Precept	38,401.47
Vodafone	13.06
Ben Burgess Coates - 1500 hour service of John Deere Tractor - AO20 NWL	1,708.27
Middle Level Commissioners - Pumping station maintenance	181.06
Vodafone	13.06
Ben Burgess Coates - Supply of fenders, fender pivot, grille, bolts and screws	1,435.82
Vodafone	13.06
Ratatak - Pest control (July - September 2022)	88.20
Wave - Metered water supply	12.03
N L Hydraulics - Hydraulic hose and cable ties	78.46
Vodafone	13.61
C.J. Mason - Repairs to AU15 XHB	269.16
Mr & Mrs P Hawthorne - Rates refund	25.82
Vodafone	13.06
Middle Level Commissioners - Renewal of insurances	2,835.30
PKF Littlejohn LLP - Audit fee (2021-2022 accounts)	480.00
Vodafone	13.06
Middle Level Commissioners - Pumping station maintenance	262.87
Environment Agency - Precept	38,401.47
FJS Services Ltd - 2 Hex bolts, washers and nuts	7.78
N L Hydraulics - 20 litres of hydraulic oil	63.60
Bank charges	3.00
Vodafone	13.06
Mr P Jolley - Rates refunded	117.11
Middle Level Commissioners - Pumping station maintenance	750.07
Middle Level Commissioners - Internal audit fees (Whiting & Partners, 2021-2022 accounts)	930.00
Middle Level Commissioners - Pumping station maintenance	508.70
Middle Level Commissioners - Administration charge, postages and telephone charges	7,430.88
Middle Level Commissioners - Contribution (Environmental Officer)	467.50
Middle Level Commissioners - Fees (Production of Board report, planning and development applications)	754.98
Wave - Metered water supply	12.16
Ratatak - Pest control (October - December 2022)	90.40
Cambridgeshire County Council - Annual rent (Right of access)	100.00
Middle Level Commissioners - Repairs to automatic weedscreen cleaner (Purls Bridge Pumping Station)	167.24
FenFlow Ltd - Overhaul of inlet valve and repairs to automatic weedscreen cleaner (Glen House pumping station)	2,488.02
Bank charges	3.00
Vodafone	13.06
Fen Group - Drain maintenance	15,027.60
Middle Level Commissioners - Fees (Discussions and site inspections ahead of scheme progression and FDGiA appraisal, planning and development applications)	690.00
Association of Drainage Authorities (River Great Ouse branch) - Subscription 2022-2023	36.00
Ratatak - Pest control (January - March 2023)	90.40
Bank charges	3.00
Vodafone	13.06
Wave - Metered water supply	12.16
CJ Mason - Repairs to AU15 XHB	192.00
FJS Services Ltd - Hex set, speing washers, flat washers and nuts	5.97
Middle Level Commissioners - Pumping station maintenance	270.31
Bank charges	3.00
Vodafone	13.06
Association of Drainage Authorities - Subscription 2023	814.80
Water Resources East - Contribution to operating costs 2021-2022	150.00
Water Resources East - Contribution to operating costs 2022-2023	150.00
Middle Level Commissioners - Fees (Production of Board report, planning and development applications)	543.60
Adept Property Solutions Limited - Replace water heater at Glenhouse pumping station	420.00
Adept Property Solutions Limited - Repair toilet at Glenhouse pumping station	65.00
Information Commissioners - Data Protection Registration renewal	40.00
Bank charges	3.00
Vodafone	13.06
The Lamb & Flag - Expenses in connection with Board meeting	220.00
C J Mason - Repairs, service and MOT to AU15 XHB	490.70
Middle Level Commissioners - Preparation of highland water claims	24.80
Anglia Farmers - Electricity Supply - (Glenhouse pumping station)	2,595.24
Anglia Farmers - Electricity Supply - (Purls Bridge pumping station)	6,397.54
Anglia Farmers - Electricity metering charges - (Purls Bridge pumping station)	209.70
Anglia Farmers - Electricity metering charges - (Glenhouse pumping station)	133.49
Anglia Farmers - Electricity data collection charges - (Purls Bridge pumping station)	460.24
Anglia Farmers - Gas oil	16,864.04
Anglia Farmers - Diesel	762.25
Anglia farmers - Spares for repairs	1,026.30
District labour	35,678.55
NEST Pension Contributions	4,320.00
	188,205.23

(NB - Amounts shown include Value Added Tax)

Section 1 – Annual Governance Statement 2022/23

We acknowledge as the members of:

MANEA & WELNEY DISTRICT DRAINAGE COMMISSIONERS

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2023, that:

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

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

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

DATE OF MEETING

and recorded as minute reference:

MINUTE REFERENCE

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

Chairman

Clerk

SIGNATURE REQUIRED

SIGNATURE REQUIRED

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MANEA AND WELNEY DISTRICT DRAINAGE COMMISSIONERS
ACCOUNTS FOR THE YEAR ENDED 31ST MARCH 2023
GENERAL FUND

2023				2022		
Mar-31	Expenditure during the year:-			Apr-01	Balance brought forward	377,106.59
	Precept		76,802.94	2023		
				Mar-31	Rate income & Special levy	205,551.91
	Rates, Insurances, Telephones	3,022.72			Interest on Deposit Accounts	0.50
	Repairs & Renewals	8,194.87			Highland Water Contributions	816.97
	Fuel	19,132.18			Water Transfer - EA	5245.30
	Drainworks	16,441.74			Consents	0.00
	District Labour	40,155.89			By Insurance Claim	1,031.92
	Administration	15,993.89			By Grant in Aid	<u>4,625.83</u>
	Technical Services	<u>2,582.84</u>	105,524.13			217,272.43
	<u>Transfer to Capital Reserve Fund</u>					
	Pump overhaul provision		15,000.00		By Transfer from Capital Reserve Fund	
	<u>Improvement works</u>				- Installation of telemetry	4,625.83
	Installation of telemetry		9,251.66			
	Depreciation Charge		31,328.68			
	Balance carried forward		<u>361,097.44</u>			
			<u>599,004.85</u>			<u>599,004.85</u>

BALANCE SHEET

				<u>Capital Section</u>		
	<u>Liabilities</u>			<u>Assets</u>		
				Pumping Stations	2,415,000.00	
	Capital Provisions		2,415,000.00	Plant Assets	<u>100,867.60</u>	2,515,867.60
				<u>Revenue Section</u>		
	General Fund			Ratepayers' Account - Arrears		12,098.56
	Revenue	260,229.84		Stock		10,751.01
	Capital	<u>100,867.60</u>	361,097.44	Value added tax - Refunds due		7,206.43
	Sundry Creditors		66,720.77	Sundry Debtors		734.25
	Development Contributions		50,732.28			
	Contributions holding account		4,056.82	Balance in hand:-		
	Capital Reserve Fund		131,877.69	Barclays Current Account	490,272.17	
	Grant Aid Received in Advance		<u>7,445.02</u>	Barclays Labour Account	<u>0.00</u>	<u>490,272.17</u>
			<u>3,036,930.02</u>			<u>3,036,930.02</u>

MANEA & WELNEY DISTRICT DRAINAGE COMMISSIONERS
MONITORING - ACCOUNTS-ESTIMATES 2022-2023

	<u>Approved Estimates</u> <u>2022/2023</u>	<u>Probable Actual</u> <u>2022/2023</u>	<u>Accounts</u> <u>2022/2023</u>
1 <u>CHANNEL MAINTENANCE</u>	13,500	17,500	16,442
2 <u>LABOUR</u>	38,000	41,000	40,156
3 <u>REPAIRS AND RENEWALS</u>	10,500	12,250	8,195
Pump overhaul	15,000	0	0
4 <u>FUEL</u>	27,500	27,500	19,132
5 <u>RATES, INSURANCES & TELEPHONES</u>	3,750	3,250	3,023
6 <u>ADMINISTRATION</u>	17,775	16,500	15,994
7 <u>TECHNICAL SERVICES</u>	3,000	2,500	2,583
8 <u>E. A. PRECEPT</u>	77,297	76,803	76,803
9 <u>PLANT REPLACEMENT</u>	4,000	28,450	27,702
	210,322	225,753	210,029
<u>INCOME</u>	4,887	19,512	19,796
Net Expenditure 205,435	205,435	206,241	190,232
Rate Requirement Increase on previous year budget	0.4325		
AV 477,147			
Gen. Fund balance open		244,910	244,910
Rates raised	Rate set - 41.00	205,577	205,552 0.0000 p
net expenditure		206,241	190,232
closing balance		<u>244,246</u>	<u>260,230</u>

Manea & Welney nternal Drainage Board

Summary of Bank Reconciliations as at 31st March 2023

Treasurers Account 2022/2023

1st April 2022		31st March 2023	
Balance brought forward	453,639.68	Payments made during the year	188,205.23
31st March 2023			
Receipts during the year			
Clerk's collection account	224,837.72		
Interest on deposit accounts	0.00		
	224,837.72	Balance carried forward	490,272.17
	<u>678,477.40</u>		<u>678,477.40</u>

Labour Account 2019/2020

1st April 2022		31st March 2023	
Balance brought forward	1,282.27	Transfer to Treasurers Account	1,283.00
31st March 2023			
Interest on deposit accounts	0.73	Balance carried forward	0.00
	<u>1,283.00</u>		<u>1,283.00</u>

ACCOUNT CLOSED

Summary of Bank Reconciliations as at 31st March 2023

Barclays Bank PLC

Clients Premium Account

Balance per Statement as at 31st March 2023	490,272.17
Less unpresented cheques	0.00
O/S lodgement	0.00
Balance per Trial Balance	<u>490,272.17</u>

Cash balances as at 31st March 2023

Barclays Bank PLC

Clients Premium Account	490,272.17
<u>Total reconciled cash balances per accounts</u>	<u>490,272.17</u>

Section 2 – Accounting Statements 2022/23 for

MANEA & WELNEY DISTRICT DRAINAGE COMMISSIONERS

	Year ending		Notes and guidance
	31 March 2022 £	31 March 2023 £	
1. Balances brought forward	417,132	419,586	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	194,563	205,552	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	3,384	13,338	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	34,013	40,156	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	161,480	151,423	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	419,586	446,897	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	454,922	490,272	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	2,611,078	2,611,078	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).

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

I certify that for the year ended 31 March 2023 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

COMMISSIONER

Date

27th May 2023

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

COMMISSIONER

as recorded in minute reference:

MINUTE REFERENCE

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

SIGNATURE REQUIRED

Manea & Welney DDC**Reconciliation between statement of accounts and Annual Return****Financial year ended 31st March 2023****Per Annual
Return**

Line 1	Balances brought forward		
	General Fund	244,910.31	
	Development charges account	50,732.21	
	Capital reserve account	121,503.36	
	Contributions Holdings Account	2,440.24	
		419,586.12	419,586
Line 2	Rates and Special Levies		
	Agricultural rates	147,917.26	
	Special Levies	57,518.00	
	Penalty	116.65	
	Costs	0.00	
	Write-off	0.00	
		205,551.91	205,552
Line 3	Total other receipts		
	Interest		
	General fund	0.50	
	Development charges account	0.07	
	Capital reserve account	0.16	
	Highland Water	816.97	
	Discharge contributions	1,616.58	
	Consents	0.00	
	Water Transfer - EA	5,245.30	
	Grant in Aid	4,625.83	
	Insurance Claim	1,031.92	
		13,337.33	13,338
Line 4	Staff costs		
	Wages/salaries	34,108.13	
	National insurance contributions	3,647.76	
	Pension costs	2,400.00	
	Travelling expenses	0.00	
		40,155.89	40,156
Line 5	Loan repayments		
	PWLB - Principal	0.00	
	PWLB - Interest	0.00	
		0.00	0
Line 6	All other payments		
	Precept	76,802.94	
	Rates, insurances, telephones	3,022.72	
	Repairs and renewals	8,194.87	
	Fuel	19,132.18	
	Drainworks	16,441.74	
	Administration	15,993.89	
	Development charges fees	0.00	
	Planning fees	2,582.84	
	Purchase of Asset	0.00	
	Improvements	9,251.66	
		151,422.84	151,423

Reconciliation between statement of accounts and Annual Return

Per Annual
Return

Line 7	Balances carried forward		
	General Fund	260,229.84	
	Development charges account	50,732.28	
	Capital reserve account	131,877.69	
	Contributions Holding Account	4,056.82	
		446,896.63	446,897

Reconciliation	
Line 1 + Line 2 + Line 3 - Line 4 - Line 5 - Line 6	446,896.63
Rounding	0.00

Balances carried forward per Annual Return - As above	446,896.63
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Adjustments for Prior Years	132,196.28	
Depreciation	-31,328.68	
Purchase of Asset	0.00	
		100,867.60

Balances carried forward per Accounts	
General Fund	361,097.44
Development charges account	50,732.28
Capital reserve account	131,877.69
Contributions Holdings Account	4,056.82
	<u>547,764.23</u>