

SUTTON AND MEPAL INTERNAL DRAINAGE BOARD

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19th May 2023

Mr Chairman and Gentlemen

Meeting of the Board
25th May 2023

I enclose the Agenda for the Meeting of the Board to be held at the Chatteris Cricket Club on Thursday 25th May 2023 at 10.30am – Inspection at 8.30am.

An inspection of the District will take place prior to the Meeting and members should assemble at the **CHATTERIS CRICKET CLUB** at 8.30 am.

Please telephone or e-mail to confirm your attendance as soon as possible.

Yours truly

P BURROWS

Clerk to the Board

To the Chairman and the Members of the Sutton and Mepal Internal Drainage Board

A G E N D A

1. Apologies for absence

2. Declarations of Interest

Members to declare any interests relating to the agenda.

3. Confirmation of Minutes

To confirm the Minutes of the Meeting of the Board held on the 12th January 2023.

(Copy pages 10 - 21)

4. Matters arising from the Minutes

5. Bank Mandate and National Savings & Investments

- i) The Clerk will request authorisation to add the Chief Executive to the Barclays bank signatories if necessary.
- ii) The Clerk will report that it is necessary to update the signatories on National Savings & Investments.

6. Member Training Update

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

7. Potential Amalgamation Discussions – Sutton and Mepal IDB, Manea and Welney DDC and Upwell IDB

Further to minute B.2301, the Clerk to report.

8. Ouse Washes Update

Further to minute B.2302, the Clerk will refer to the Newsletter from the Environment Agency dated January & March 2023.

(Copy pages 22 - 23)

9. Low Level Restoration at Block Fen Account (Redland Aggregates) Limited

Further to minute B.2272, the Clerk to report.

10. Meter Readings – Lafarge and Tarmac

Further to minute B.2303, the Clerk will report.

11. 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) Meeting of the River Great Ouse Branch

The Annual Conference of the River Great Ouse ADA Branch was held on Tuesday 7th March 2023

Morning workshops were re-introduced for the first time since the COVID-19 outbreak and members who attended took part in an excellent discussion focussed on three topic areas; Fens2100; Water Resources East and Climate Change. Steven Trehella (consultant to the EA on Fens2100) and Daniel Johns (Chief Exec, WRE) took away a wide range of ideas centred around how the two topics were connected by the work of IDBs.

Within the AGM, Marc Heading was re-appointed as Chairman and Doug McMurdo as Vice Chair with approval that the secretariat of the branch be transitioned from the Middle Level Commissioners to the Bedford Group of IDBs over the coming months. Ian Moodie (Technical Manager, ADA) gave an overview of ADA's activities, including their important inputs on behalf of IDBs into the long-awaited implementation of schedule 3 of the Floods & Water Management Act. Tom Pickover introduced himself ahead of starting as Operations Manager at the Environment Agency (covering the lower Great Ouse catchment) and was joined by Darren Trumper who between them gave an overview of Environment Agency flood management activities and budgets.

iii) 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.

iv) Changes to Electricity Supply Contracts

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

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

A report was presented to the Middle Level Commissioners at their Board meeting on 3rd November 2022 and due to the ongoing poor performance of Anglia Farmers, together with the positive feedback given by Jean Heading of the Ely Group, the Commissioners' resolved to consider moving to alternative arrangements. The Executive Committee were delegated the final decision and having considered a report on the options and subsequently confirmed their agreement that a move would be appropriate in the circumstances.

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

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

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

The Board are asked to approve the Chairmans actions.

v) 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.

vi) 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.

vii) 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.

viii) 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.

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

- a) To consider the Report of the Consulting Engineers

(Enc 1)

- b) To consider the Supplementary Report Improving Capital Delivery

(Copy pages 24 - 26)

13. Capital Improvement Programme

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

(Copy page 27)

14. District Officer's Report

To consider the Report of the District Officer.

(Copy page 28)

15. Environment Officer's Report

To consider the Environment Officer's most recent Report.

(Copy pages 29 - 33)

16. State-aided Schemes

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

17. District Labour

District Officer's Salary

- a) The Clerk will report that overtime payments of £5048.08 had been paid to Mr D Stimson during the financial year 2022/2023.
- b) To give consideration to the District Officer's salary for 2023/2024.

18. Expenses Allowances

To give consideration to the appropriate reimbursement of the out-of-pocket expenses to the Chairman and the Vice Chairman.

19. Charges for hire of plant when engaged on private work

To consider whether any revisions are necessary in the Board's charges for hiring of plant for private work (last reviewed – June 2022):-

i) Atlas 140W Excavator

£45 per hour in the District) (inclusive of operator's wages)
£50 per hour outside the District)

ii) Flail mower

£45 per hour (inclusive of operator's wages)
£50 per hour for work carried out for the Environment Agency

iii) Weed boat

£45 per hour (inclusive of operator's wages)

iv) Piling Hammer

£45 per hour (inclusive of operator's wages)

(NB – Travelling time being charged in addition to working time).

20. Environment Agency – Precept

The Clerk will report that at the Anglian (Great Ouse) Regional Flood & Coastal Committee (RFCC) 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.

The precept for 2022/2023 was £115,366.

21. Health and Safety

Further to minute B.2309, the Chairman will refer to the Cope Safety Management visit on the 17th January 2023 and the report received.

(Copy Pages 34 - 37)

22. Appointment of Internal Auditor

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

(Copy pages 38 - 51)

23. Review of Internal Controls

To consider the system of Internal Controls and appointment of Internal Auditor.

24. 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 52)

25. Exercise of Public Rights

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

26. Annual Governance Statement – 2022/2023

To review and complete the Annual Governance Statement.

(Copy page 53)

27. Payments 2022/2023

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

(Schedule pages 54 - 56)

28. 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 57 - 61)

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

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

(Copy pages 62 - 63)

30. Dates of next Meetings

To agree the dates for Meetings of the Board in 2024.

31. Any other business

SUTTON AND MEPAL INTERNAL DRAINAGE BOARD

At a Meeting of the Sutton and Mepal Internal Drainage Board held at Chatteris Cricket Club on Thursday 12th January 2023

PRESENT

M R R Latta Esq (Chairman)	M Heading Esq
C P K Lee Esq (Vice-Chairman)	M Jackson Esq
A Allan Esq	R Lee Esq
P Allpress Esq	R H Smith Esq
R J Angood Esq	J Sole Esq
Cllr S Criswell	P Sole Esq
T Edgley Esq	E Veal Esq

Mr R Hill (representing the Clerk to the Board) & Mr D Bantoft (Consulting Engineer) were in attendance.

Apologies for Absence

Apologies for absence were received W Veal.

B.2296 Declarations of Interest

Mr Hill reminded Members of the importance of declaring an interest in any matter included in the Agenda that involved or was likely to affect any individual on the Board.

B.2297 Confirmation of Minutes

RESOLVED

That the Minutes of the Meeting of the Board held on the 28th June 2022 are recorded correctly and that they be confirmed and signed.

B.2298 Matters arising from the Minutes

There were no matters arising from the minutes.

B.2299 Election of Board Members

Mr Hill reported that the term of office of the Members of the Board will expire on the 31st October 2023 and the proposed register of electors which is applicable to the 2023 election was approved.

B.2300 Goodjohn's Farm

Further to minute B.2248, the Chairman confirmed that the water control structure had now been installed and was operating satisfactorily.

B.2301 Potential Amalgamation Discussions – Sutton & Mepal IDB, Manea & Welney DDC and Upwell IDB

Further to minute B.2269, Mr Hill advised that there had been no further development concerning this matter from the other drainage boards.

Concerning the retirement of the Boards District Officer, the Chairman reported that the Board had previously agreed to replace him and there was, therefore, little opportunity for shared working with other Boards at this time.

RESOLVED

That this matter be kept under review and be discussed at the next Board meeting.

B.2302 Ouse Washes Section 10 Reservoir Middle Level and South Level Barrier Bank works

Further to minute B.2271, Mr Hill referred to the Newsletter from the Environment Agency dated December 2022.

Mr Hill further updated members, referring to the recent newsletter received, which highlighted remedial works to repair cracks in the embankment identified between Welney and the A142 Mepal.

B.2303 Meter Readings – Lafarge and Tarmac

Further to minute B.2273, Mr Hill reported that following the last meeting, the clerk had asked the Assistant Treasurer to review and update on this matter. As had previously been identified, meter readings had been received and, as there had been changes of ownership of sites, these had been passed to the Middle Level Solicitor for action concerning new contract arrangements.

The Assistant Treasurer had taken the opportunity to update the calculations concerning discharge unit rate, and this information had also been forwarded to the Middle Level Solicitor. It had been agreed that, in the absence of agreements, that the Middle Level Solicitor would arrange a meeting with current site owners to fully review and agree new arrangements.

The Assistant Treasurer and the Boards District Officer had agreed to attend the meeting to get this matter resolved. Mr Hill reported that he was unable to find any evidence of any further contact/discussions with the site owners/operators.

Members expressed dissatisfaction with the constant delays in dealing with this matter. The Chairman asked that this matter be resolved as a matter of urgency as he was embarrassed at having to continually report that this matter remained outstanding.

He estimated that there could be in excess of £10,000 due to the Board concerning these un-billed discharges.

RESOLVED

That the Middle Level Solicitor be requested that this matter be dealt with as a matter of urgency and that the Chairman be updated on the latest position.

B.2304 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.

Mr Hill updated on the retirement of David Thomas and the arrangements put in place and that as the Board currently appoint Middle Level Commissioners as Clerk, Mr Burrows would become the Clerk to the Board. Mr Heading commented that both were high quality candidates and they would be starting employment with the commissioners on Monday 16th January 2023.

Members noted the position.

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

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

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

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

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

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

The future of IDBs and the value of potential amalgamations was once discussed and this gave rise to questions over small boards being able to secure a quorate for which this had been a particularly poor year. It was agreed that this item should remain on the agenda and that any Chairs who felt that the time was right for their Boards to look again and the advantages/disadvantages of amalgamation would 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.

ii) Applications for byelaw consent

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

<u>Name of Applicant</u>	<u>Description of Works</u>	<u>Date Consent Granted</u>
Mr D M Newman	Fill Board's district watercourse downstream of Point C 7 and an adjacent private watercourse outfall will be near to Point C6	16/11/2022

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.

2023 Annual Conference – date to be confirmed.

b) Meeting of the River Great Ouse Branch

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

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

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

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

Phil Hulme and Amanda MacLoughlan spoke on behalf of the EA covering the challenges 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 B.2274(iv), Mr Hill reported that fees were omitted from the last meeting agenda and 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.

RESOLVED

- That the payment of £125 be approved for 2022/2023.
- That the payment of £125 be approved for 2023/2024.

B.2305 Consulting Engineers' Report, including planning and consenting matters

The Board considered the Report of the Consulting Engineers.

The Chairman introduced Mr Bantoft, who presented the report. He updated members on the age and current condition of the pumps and stated that, following the failure of pump no 1 in August 2022 and the report received from Xylem, the Chairman had authorised for an order to be placed for a new pump. The Chairman referred to the Boards policy to run the pumps until they fail and at that point either refurbish or replace.

Mr Bantoft referred to the difference between the current canister submersible pumps and the more robust suspended pumps, which although initially more expensive, generally proved to provide better value for money over their working life.

In response to the Chairman, Mr Bantoft estimated that the current pumping arrangements had been in place for around 30 years and that this current pump replacement would be the third, as well as other overhauls during this period.

The Chairman considered that the current pumps sets should have between 10 & 15 years working life left and the Board will need to consider a replacement policy towards the end of this period.

The Chairman considered that the lower pumping hours were a positive reflection on the works carried out to the Cranbrook Drain by the Environment Agency to reduce leakage.

In response to a query from Mr Angood concerning the conditions relating to the application by Mr Newman, the Chairman confirmed that they had been accepted and that the majority of the works had now been completed.

The Vice-Chairman reminded member that the conditions were detailed under minute B.2275 from the last meeting.

RESOLVED

- i) That the report be approved
- ii) That the Chairmans actions in ordering a new pump be approved

B.2306 Environmental Officer's Update

Mr Hill reported that Peter Beckenham had left the Commissioners in June 2022 and that while going through the process to fill the vacancy, Cliff Carson had carried out some work.

Sofi Lloyd, who had previously been employed in a Conservation role by ADA, had been appointed as Environment Officer and started work in October 2023.

B.2307 Claims for Highland Water Contributions – Section 57 Land Drainage Act 1991

The Clerk will report that claims for contributions totalling £1,437.35 (inclusive of supervision) have been submitted (£5,503.84 less £4,066.49 paid on account for the financial year 2021/2022 and the sum of £4,898.49 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.

Mr Hill reported on the submitted claims and payments by the Environment Agency and in response to Mr Angood, briefly detailed the basis of the calculation used to calculate the contributions. He confirmed that the Boards contribution rate for the operation of the pumping station was 8%.

B.2308 Association of Drainage Authorities Subscriptions

The Clerk will report that ADA has increased subscriptions by 4.5% for 2023, from £721 to £754.

RESOLVED

That the increased subscription for 2023 be paid.

B.2309 Health and Safety

Further to minute B.2286, The Vice-Chairman reported that matters were all in hand currently and he would update the Board further at the next meeting following the planned visit by Cope Safety Management on 17th January 2023.

B.2310 Risk Management Assessment

- b) The Board considered and approved the Board's Risk Management Policy
- c) The Board considered the insured value of the Board's buildings and considered index-linked insured values going forward.

RESOLVED

That the Clerk check when the last valuation was carried out and be authorised to have properties valued, and when completed for these to be index-linked for insurance purposes and a valuation then carried out every 5 years.

B.2311 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.
- b) The Board considered and approved the Audit Report of the Internal Auditor for the year ended on the 31st March 2022.

d) Appointment of Internal Auditor

Mr Hill reported that, following a tendering process, Whitings LLP had been appointed as Internal Auditor from 5 years commencing 1st April 2023.

B.2312 Defra IDB1 Returns

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

B.2313 Expenditure/ Estimate Update

The Board considered the Estimate Update for 2022/2023.

Mr Hill reported that the expenditure forecast had been reviewed with the Chairman and referred to increased repairs to the excavator. He commented on the current electricity costs and the further increase in unit rates from September and the Government cap as from October.

The Chairman commented on the age of the excavator and the ongoing maintenance/repairs for a machine of this age. He reminded members that the Board had previously decided to keep the excavator until the retirement of the District Officer.

Members queried the likely residual value in the current machine and delivery times for new machines. The Chairman considered it was more beneficial to have a machine on road wheels rather than a tracked machine and referred to the current arrangement with an extending dipper arm as apposed to a telescopic boom on newer machines.

RESOLVED

- i) That the report is approved
- ii) That the Chairman & Vice-Chairman authorised to obtain quotations to replace the Boards excavator and report at the next meeting.

B.2314 Date of Next Meeting

Mr Hill reminded Members that the next meeting of the Board will be held on Thursday 25th May 2023 at 10.30am prior to which the District Inspection will be held at 8.30am.

B.2315 Any Other Business

- i) Pingles Pit

The Chairman referred to discussions he had had with Mr P Sole concerning Pingles Pit.

Mr P Sole reminded members of the location of the pit and that it had previously been agreed with the Environment Agency to install a pipe to maintain levels within the pit as so that they did not adversely affect the surrounding land.

He reported that the current owners were thought to be considering blocking the outfall pipe to retain levels, possibly as a result of reduced levels during last summer.

Mr P Sole considered that if this was the done, it would adversely affect the surrounding land with the likelihood that it would not be possible to plough this land.

In response to Mr R Smith, Mr P Sole detailed the condition of the watercourses in the immediate vicinity of the pit.

RESOLVED

That the Chairman be authorised to arrange an inspection of the pit and surrounding area and to liaise further with Mr P Sole and, on completion of this, be authorised to take any further actions as he considers appropriate.

ii) Damage to the Boards watercourses by livestock.

The Vice Chairman reported on two separate incidents where he and the District Officer were required to remove a dead pony from the watercourse adjacent to Mr Barrett. Members referred to Mr Barrett's fields not being fenced and the damage caused to the bankside by the horses and ponies.

The Chairman considered that the field should be fenced to stop access to the watercourse to protect the horses/ponies and that remedial works to the bankside would need to be carried out.

RESOLVED

1. That a letter be sent to the landowner concerning the damage to the banks of the watercourse, the costs incurred by the Board for the removal of the animals and that the Board required stock-proof fencing to be put up to stop access to the watercourse.
2. That the Board intend to carry out works to the bank irrespective of stock-proof fence erection. The Boards request for stock-proof fencing to be installed in mentioned in the previous point.
3. That the Chairman and Vice-Chairman be authorised to take any actions as they consider necessary concerning this matter.

iii) Water Control Structure

Mr Allan referred to problems in retaining water levels in the northern part of the District, and with the current arrangements where trying to retain levels in that point of the District caused problems to land between this area and the pumping station.

The Chairman commented that this was a similar issue to that addressed by the Board at Goodjohns Farm and considered the installation of a water control structure would alleviate the problems.

The Chairman referred to the type of structure required, which could be manufactured by L R Boon & Son.

RESOLVED

That the Chairman be authorised to liaise with Mr Allan and Mr Sole to identify a suitable location for a water control structure in the northern part of the District and to arrange for a suitable structure to be manufactured and installed.

iv) Retirement of the District Officer

The Chairman reminded members that it was the intention of the District Officer to retire in 2024 and the previous discussions and approval by the Board.

He reported that he had interviewed several possible candidates but had not currently found a suitable applicant.

In response to Mr Allpress, the Chairman confirmed that he intended to advertise the position on 'Indeed' and possibly through ADA.

The Chairman reported that one of his companies' employees had expressed an interest in the position but also that he would like to continue with some spraying work linked with his current work.

The Chairman reported that this arrangement would not cause him any problems but wondered how Board members would view it.

Mr R Lee considered that the Boards work would need to take priority, but as long as the required basic hours had been completed, it should not be an issue.

In response to Mr R Smith, the Chairman confirmed that on retirement, the District Officer would be leaving the area and the Boards bungalow would be available for the new employee.

Members considered that the Board should advertise for the position.

RESOLVED

- 1) That the Chairman be authorised to arrange for an advertisement to be place for the position of District Officer.
- 2) That the employee of the Chairman be informed of the Boards position and invited to apply.
- 3) That the Chairman & Vice-Chairman be authorised to take any actions they consider appropriate or necessary in finding a suitable employee to take over on the retirement of the District Officer.

v) Cranbrook Drain

The Chairman referred to the very successful works carried out by the Environment Agency to reduce seepage through the banks of Cranbrook Drain. However, these works had led to additional stress being placed on the banks around the Holwood inlet at Somersham, resulting in a breach of the bank, which requires approx. 10 m of piling on either side of the damage.

Unfortunately, he had been informed by the Environment Agency that these works would require a works order and the works were still currently outstanding.

The Chairman referred to some outstanding works along the Cranbrook and he hoped that the contractor would be able to carry out full repairs to this damaged section at the same time.

vi) Proposed Reservoir to the North of Chatteris (A.W)

Mr R Lee referred to the proposed reservoir and potential implications to the Board if a pipeline was made to the reservoir across the Boards District.

Mr R Angood reported that the current proposals were only outline and it was hoped that more detailed proposals would be put forward in the full consultation due this autumn.

Ouse Washes Flood Storage Reservoir

Update

January 2023

Middle Level Barrier Bank

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.

The reservoir bank remains in operation as normal although we do need to carry out repairs as soon as possible.

We will be installing equipment in the areas of the cracking over the coming days to monitor them. Operatives will also be carrying out weekly surveys during the winter months.

Our contractor, Jackson Civil Engineering, has started work between Welney and railway bridge. As you know this work will be dependent on weather and flood conditions.

There will be an occasional lorry delivery of materials to the access at Welney using the haul road where an excavator will load the materials onto a tracked dumper or similar for transport along the haul road.

We have liaised with Natural England and RSPB before going ahead with this work.

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.

We will continue to monitor the bank and grass growth.

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.

Please contact our Public Liaison Officers, Monica Stonham or Yazmin Parry at ousewashesprojectea@gmail.com or on 07534 457348 for more information.



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



Sutton & Mepal IDB

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 deliver 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

Sutton & Mepal Internal Drainage Board

Capital Improvement Programme (2023/2024)

<u>Capital Improvement Programme (2023/2024)</u>		PREVIOUS YEARS	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32	2032/33	FUTURE YEARS	ALL YEARS
		Pre Yr 0	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Post Year 10	Total Expenditure
Mepal p/s	Pumping station replacement	0	0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	1,707.0	0.0	0.0	1707.0
	Pumping station pumping and control equipment replacement	36.5	0	40.0	10.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	86.5
	Pumping station automatic weedscreen cleaning equipmet	0	0	0.0	0.0	0.0	5.0	0.0	0.0	0.0	0.0	0.0	0.0	5.0
	Pumping station Control building refurbishment/replacement	0	0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	5.0	5.0
	Pumping station compound/surrounds improvements	0	0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Plant & Vehicles	Toyota Hilux Pick up	0.0	0	0.0	0.0	15.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	15.0
	Case Tractor	0	0	0.0	0.0	0.0	0.0	0.0	0.0	100.0	0.0	0.0	0.0	100.0
	Spearhead Twiga flail mower	0.0	0	0.0	0.0	0.0	35.0	0.0	0.0	0.0	0.0	0.0	0.0	35.0
	Conver Weedcutting Boat C480F	0	0	0.0	50.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	50.0
	Atlas 140w wheeled excavator	0	130	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	130.0
	Piling hammer	0	0	0.0	0.0	0.0	10.0	0.0	0.0	0.0	0.0	0.0	0.0	10.0
Drainage Channels	Cranbrook improvement scheme													
		0	0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
		36.5	130	40	60	15	50	0	0	100	1,707	0	5	2,144

Identified on PAFS 2020 submission

Plant & Vehicles.

Replacement strategy

Last reviewed June 2022 - approved

Next review May 2023

Approved at Meeting June 2022 - State Aided Schemes

Include improvements to drain and culverts together with replacement control panel.

Excavator replacement provisional - to be discussed at meeting - *(not included in budget propasal - funded from asset fund)*

Asset	Purchased	Replacemen	Est. cost
Toyota Hilux Pick up	2015/2016	10 years	15
Case Tractor	2019/20	10 years	100
Spearhead Twiga flail mower	2016/2017	10 years	32
Conver Weedcutting Boat C480F		9 Years	50
Atlas 140w wheeled excavator	2011/12	10 years	130
Piling hammer (new purchase)	2016/2017	10 years	10

SUTTON AND MEPAL INTERNAL DRAINAGE BOARD

RUSTON ENGINE AND NO 2 PUMP 17 RUNNING HOURS PUMPING.

AUXILLARY ENGINES BOTH IN WORKING ORDER BOTH HAVE OIL AND DIESEL LEAKS.

ELECTRIC PUMPS FROM 20/5/22 TO 18/5/23.

	RUNNING HOURS 8/5/21-19/5/22	RUNNING HOURS 20/5/22-18/5/23	TOTAL RUNNING
NO.1	800	632	29714
NO.2	846	1016	29774
NO.3	741	633	29719

WEED CLEANER 1605 HOURS.

10" PUMP 3103 HOURS. RUNNING HOURS 54 FROM 20/5/22-18/5/23.

RAINFALL MAY 8TH 2021 TO MAY 19TH 2022 = 544 mm.

RAINFALL MAY 20TH 2022 TO MAY 18TH 2023 = 494 mm.

TRACTOR & FLAIL MOWER GOOD WORKING ORDER. HOURS 1264.

2011. ATLAS 140W. HOURS 7201. WILL NEED NEW LCD DISPLAY ON DASH.

QUICK HITCH JAW AND PINS WORN. WILL SOON NEED NEW TYRES.

2015. TOYOTA TRUCK IN GOOD WORKING ORDER. AE65 NMM.

1995. WEED CUTTING BOAT HAS BEEN REPAIRED AND PAINTED.

D. STIMSON

(DISTRICT OFFICER)



Sutton & Mepal Internal Drainage Board

Environmental Update – May 2023

1. Bank Raising Project

You will have been made aware of the Bank Raising Project and the work that is planned on the MLC channels and banks within the district. The ecological considerations of the project are being dealt with separately, outside of this report, along with the project update. However, should you have any questions about the projects' ecological considerations then do contact me directly and I will be happy to help.

2. Bank Reprofiling

The environmental surveys and Environmental Impact Assessment (EIA) has been completed for the crooked drain reprofiling works. I am not expecting any challenge to the conclusions or approaches so hopefully it will be possible to commence works in early June, ensuring that the recommended approaches are followed in the Environmental screening document.

3. Consents

I have been asked to review a few consent applications for discharges into IDB watercourses and the expect another to be submitted soon relating to the repositioning of an access track. Most of the applications relate to drains which are, or are connected to, County Wildlife Site drains so careful consideration needs to be made of the potential impacts of the proposed works and any mitigations needed. Therefore I have asked applicants for further information to ensure that the proposals will not impact on the condition of the drains and await further information.

4. Biodiversity Action Plan Review

The Biodiversity Action Plan has traditionally been the key document which sets out the IDBs' planned contributions towards conserving and enhancing biodiversity. Although the BAP remains vital, the objectives are unlikely to be reached unless there is a process in place to ensure that the incremental steps that need to be taken to achieve the BAP objectives are incorporated into regular operations and are reviewed regularly. Otherwise, the BAP simply becomes a document that is reviewed once or twice a year. It is the review of this vital process that I will be focussing on, rather than reviewing the objectives in the BAP, because the objectives themselves still remain valid.

5. Work Package Ecological Screening Document

We have developed the template named above for IDBs to complete when planning any ad hoc/non-routine works that will "break ground" on any of the banks. The information is needed in order to evidence that we have correctly considered the ecological impacts of the work, and to identify opportunities for enhancement, as we are mandated to do, by law. Activities for which the form would be relevant include bank reformation, mooring construction, culverting, head walls, piling, filling in a ditch, moving an access culvert etc.

Only the first page needs completing by the IDB (not a lot of info needed) and the rest by me. I undertake the assessment as far as possible, and then return the second part of the document to the IDB, setting out what surveys etc. will be needed, if any. I may be able to undertake some of the practical surveys but in some cases, an ecological consultant with a specialist licence may be needed. In some cases, there may not be a need for any

surveys and the recommendations will be that the work can proceed with some adaptations to the proposed approach, such as altered timings or establishment of “no-work” buffers around sensitive areas.

When all desk and fieldwork is complete, the form is “signed off” from an ecological perspective, and returned to the IDB with recommendations for the approaches to be taken. This means the IDB and the operatives undertaking the work have full sight of the ecological constraints, mitigations and approaches required to remain compliant. It is recommended that this form is completed and sent as early as possible to prevent delays, even up to 1 year in advance of the proposed works. The form is available by emailing sofi.lloyd@middlelevel.gov.uk and is also available from the MLC website.

6. Protected Species

a) Water Vole

A watervole survey was undertaken earlier this year at Salters Lode and along old Pophams Eau. No water vole have been found on the southern bank at Salters Lode, most probably due, in the main, to the bank erosion. The stretch has now been reseeded and pre-planted coir roll been installed which should improve conditions for a wide range of species, including water vole. Water vole were found to be present in good numbers further along Pophams Eau so current maintenance regimes are evidently supportive of them.

As always, any work that plans to “break ground” on any of the banks, so bank reformation, mooring construction, culverting, head walls, piling etc, **OR the removal of any marginal vegetation, please let me know ASAP by completing the above ecological screening document** so we can plan the appropriate surveys and mitigations in plenty of time, to avoid any delays and ensure compliance with wildlife legislation. This is particularly relevant for water voles. We know that there are some known, valuable water-vole ditches in the district, and some which could be enhanced to better support the local population, but the accepted approach is to always assume water voles are present in all ditches, and plan work around their assumed presence, in order to avoid committing an offence in terms of wildlife legislation. There is a lot of good, pragmatic and practical guidance on how to properly consider water voles during IDB works contained in the Environmental Good Governance Guide for IDBs.

b) Badgers

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

c) Reptiles

Just a reminder that reptiles, particularly grass snakes will be found basking on south facing slopes or in direct sun on reeds slopes this time of year. Operations should aim to move as slowly as possible to allow them time to move away from the works area and to allow operatives a better chance of spotting them. Cutting blades should be set as high as possible to minimise the risk of blade strikes. Clear egress routes should be maintained to allow them to move into a safe area and out of harm's way. Please report sightings of any reptiles, all information is welcome so we can better understand population status and trends.

d) Birds

Please be reminded of the legislation around the disturbance of breeding birds, particularly when cutting vegetation or bank-side trees, between March and September and where kingfishers are known to hunt. Please see the relevant chapter in the Environmental Good Governance Guide (available on the ADA website) to refresh your understanding of mitigation and survey requirements and get in touch should you have any questions.

i. Barn owls

I have met with our barn owl conservation delivery partners and we had defined a schedule of checking and refreshing barn owl boxes over winter but have unfortunately been unable to commence due to the restrictions imposed by BTO (British Trust for Ornithology) due to avian flu. We continue to monitor the guidance and act accordingly and have been able to commence some box checking by following strict biosecurity measures. Please do let us know therefore if there are any boxes that you feel need some maintenance ASAP so we can plan to visit them before the start of the breeding season. It is even more important during these times that you please help us with the following:

- Tell us if you spot a box needing repair
- Tell us if you see a box being regularly visited in nesting season
- Tell us if you'd like a barn owl box
- Establish and maintain un-cropped field margins for foraging

i. Avian Flu

Avian Flu is now thankfully less of a risk now that temperatures are increasing and there are less avian arrivals from overseas. However, please ensure that you are familiar with, **and promote the knowledge of** the DEFRA guidelines on avian flu, in particular those for reporting suspected cases: Bird flu (avian influenza): latest situation in England - GOV.UK (www.gov.uk). If any dead birds are spotted, please do let us know and either we can come and collect and dispose of them in a safe manner to minimise the risk of the disease spreading to other wildlife, or we can arrange for the collection.

7. Invasive species

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

- Floating Pennywort
- Mink
- Himalayan Balsam
- Parrot's feather
- New Zealand pigmyweed (Australian swamp stonecrop - *Crassula*)

a) Turkish Crayfish

We have received reliable reports of the presence of Turkish crayfish in some MLC drains. Turkish Crayfish are a schedule 9 listed species listed in the Wildlife & Countryside Act meaning that it is an offence to release them or allow them to escape into the wild. Their impact is not widely understood but it is said that that they are known to reside alongside Signal Crayfish, rather than displace them or be displaced by them. Where populations of our native and protected white-clawed crayfish are still present, they are likely to outcompete them but they do not carry crayfish plague which does impact native crayfish. There is no evidence that Turkish crayfish burrow so it is unlikely that they would cause extensive damage to riverbanks but they could reduce fishery profits by competing with fish for food, stealing baits or causing declines in fish recruitment through loss of macrophyte habitat, according to the non-native species secretariat. Please be vigilant and report sightings of the species and maintain strong biosecurity procedures. They can be distinguished from other crayfish species by their long narrow claws, as shown in the pictures below.



Turkish Crayfish

Claws: claws normally same colour as body but underside lightly coloured.
Fingers long, straight and narrow



White-clawed crayfish

Claws: are noticeably granular and are whitish to light pink on the underside, never red.



American Signal Crayfish

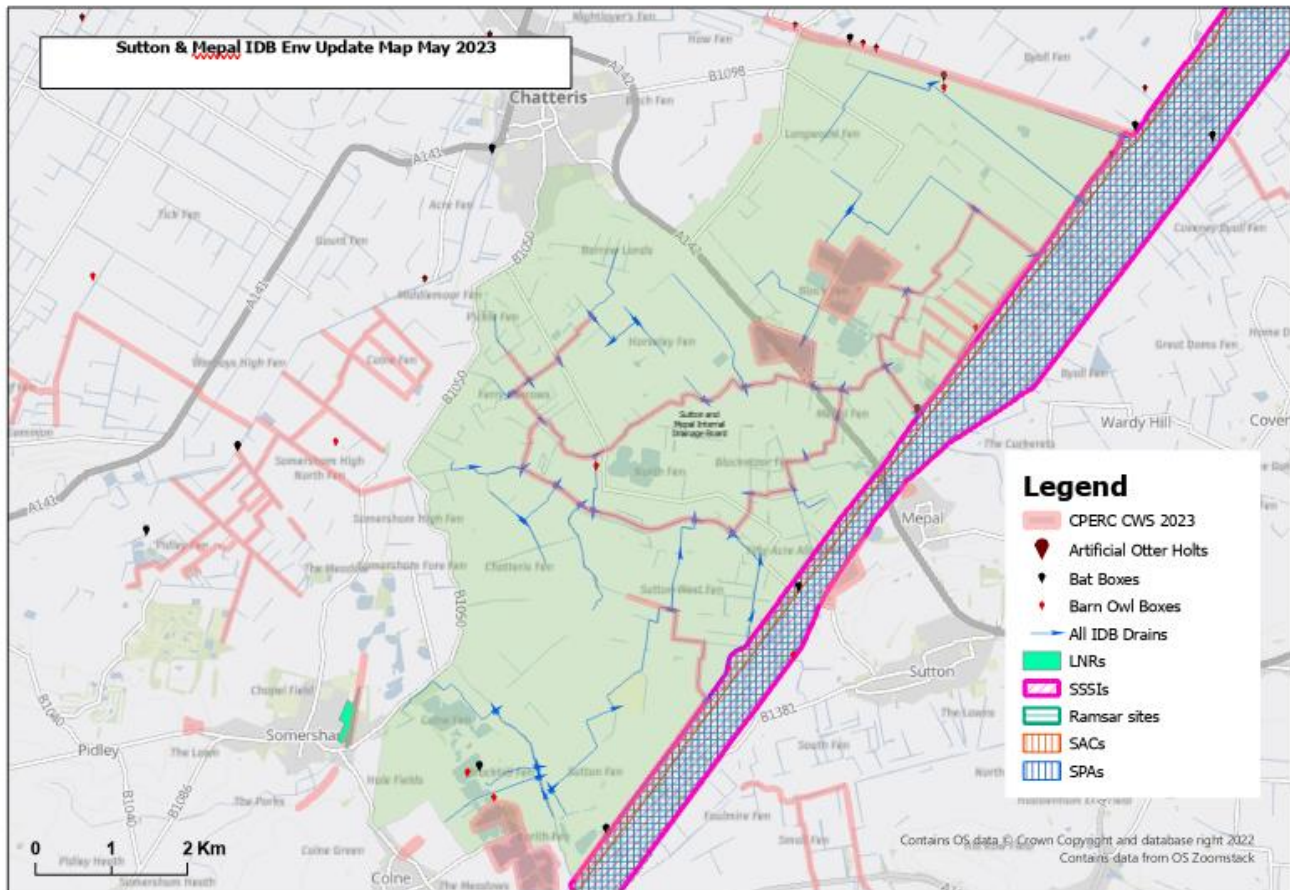
Claws white or turquoise patch at junction between fixed and moveable finger. Underside of claws are red.

If it is necessary to dispatch a Turkish crayfish, American signal crayfish, or any other non-native crayfish, because it has been removed from the channel accidentally, please ensure that you are familiar with its distinguishing features and can confidently tell it apart from particularly white clawed crayfish. This will ensure no offence against a protected species occurs. There are very few records of the native white-clawed crayfish remaining in the MLC area but care should still be taken and no assumption made. More information can be found at:

<https://www.nonnativespecies.org/non-native-species/information-portal/view/381>

8. Paludiculture

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



Site Safety Inspection Record

Sutton and Mepal IDB SSI 170123

Complete

Score	0%	Flagged items	0	Actions	0
Name of organisation:		Sutton and Mepal IDB			
Date of site visit		17.01.2023 12:00 GMT			
Address of inspected premises		Mepal Pumping Station Engine Bank Mepal CB6 2AX			
Name of Advisor		Simon Cross			
Time of arrival at site:		17.01.2023 11:50 GMT			
Audit Name		Sutton and Mepal IDB SSI 170123			

Audit

An opening meeting was held with

Mathew Latta, Christopher Lee and David Stimpson (Pump Operator)

Have there been any accidents since our last visit?

No

Have there been any new starters since our last visit?

No

1

Introduction. During the visit, observations from previous visits were discussed to determine any progress or improvements, it was pleasing to note that significant improvements have been made to the health and safety standards. It was confirmed that the Board had received copies of the relevant risk assessments and safe systems of work documented and provided through Middle Level Commissioners (MLC) and these had been communicated to relevant persons.

2

Statutory and advisory inspections:

* Lifting equipment- It was reported that the overhead crane and accessories in use as well as automatic weedscreen equipment are inspected 6 monthly or annually as required by MLC subcontractors.

* Pressure systems - used to prime the pump and also inflate vehicle tyres. Reported that equipment is inspected by MLC subcontractors as required.

* Electrical. Pleasing to see that portable appliance testing (PAT) has been undertaken in Jan 2023, as indicated by labels on equipment. Fixed electrical machinery inspection undertaken within pump house as indicated by labels stating 2019.

* Fire Safety. Fire extinguishers provided in both pumping station buildings, inspected annually by Fenland Fire Services, last undertaken Jun 22. This could be supplemented with regular in house checks of the equipment.

* First Aid. A new first aid kit has been provided in the main building and is checked periodically.

3

Asbestos - due to the age of the building and some equipment (1800s onwards), it was possible some of the fabric of the structure or components could contain asbestos, indeed some warning signage was already in place. It was reported that an assessment or survey had been undertaken since the previous visit, although the report was not seen. It is understood that some asbestos containing materials (ACM) had been identified and remedial actions recommended to manage. This is reportedly being undertaken to manage the ACM in situ and identify with warning signs, ensuring those possibly at risk in the future are informed.

4

Access pathways. - a previous observation and recommendation was to provide a non-slip surface on the concrete steps leading from the pump house to the weed screen area, it was pleasing to note that this had been completed, albeit other options may still be implemented such as the provision of a suitable handrail, this is supported.

5

Work at height. It was reported that the planned work at height training for DS had still not been completed, it is recommended that this is completed when practical. For your information, Cope Safety Management provide online training courses which may be of use - please see <https://www.jwcope.co.uk/online-training/>

6

Workshop. Minor maintenance work is undertaken within the workshop, as well as storage for the tractor/flail and weed boat. Good housekeeping standards have been maintained.

7

Signage. Some warning signage such as electrical hazard and automatic machinery has been replaced since the last visit. It was observed that one of the external warning signs was missing. See photo 1 below. It is recommended that this is replaced.



Photo 1

8

9

10

11

12

13

14

15

Photographic Risk Assessment

0%

Person informed

Advisor's signature



Simon Cross
17.01.2023 18:19 GMT

Departure time

17.01.2023 12:45 GMT

Photographic Risk Assessments closed out during the visit.

SSI 250220-
Ref 6 - Non-slip fixings attached to steps.

Number of outstanding Photographic Risk Assessments

0
From 0 to 99

Appendix



Photo 1

Sutton and Mepal IDB SUMMARY OF PHOTOGRAPHIC RISK ASSESSMENTS

No outstanding PRA's



middle level
commissioners

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

November 2022



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Executive Summary

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

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

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

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

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

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

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

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



Your Requirements

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

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

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

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



Our Audit Approach

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

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

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

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

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

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

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



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

A -Return, Accounts & Completion (Annually)

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

B - Purchases (Cyclically)

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



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

Minutes

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

Value for Money

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

Risk Management

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

Ethical Standards and Sustainability

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

D - Budget and Variance Analysis (Cyclically)

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

E - Sales (Cyclically)

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



F - Petty Cash (Cyclically)

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

G - Wages (Cyclically)

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

H - Assets (Cyclically)

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

I - Bank (Annually)

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

J - Trial Balance & Nominal (Cyclically)

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

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



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

Consultancy and Advice

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

Anti-fraud, Bribery and Corruption

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

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

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

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

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

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



About Whitings LLP

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

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

Service Offerings

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

Sector Specialisms

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

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



Our Fees

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

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

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

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

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

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

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



Key Personnel and Career Summaries

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

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

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

The proposed core audit team will be:

Your Audit Principle

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

Your Relationship Manager

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

Your Audit Team

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



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

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

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



Appendix B - List of Administered Boards

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



SUTTON & MEPAL IDB
INSURED VALUE OF FIXED ASSETS

PUMPING STATIONS AND BUNGALOW

As At
1st April 2023

Fortrey Hall Pumping Station	Electric	1,495,000.00
Fortrey Hall Pumping Station	Diesel	1,725,000.00

3,220,000.00

Mepal Pumping Station Bungalow		250,000.00
--------------------------------	--	------------

3,470,000.00

Section 1 – Annual Governance Statement 2022/23

We acknowledge as the members of:

SUTTON & MEPAL 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 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:

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

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

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

WWW.MIDDLELEVEL.GOV.UK

SUTTON AND MEPAL INTERNAL DRAINAGE BOARD

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

GENERAL ACCOUNT

Lynx Fire & Security - Annual maintenance inspection of intruder alarm at the pumping station	182.89
Lynx Fire & Security - Move PSU	84.00
Middle Level Commissioners - Repairs to automatic weedscreen cleaner	530.80
Middle Level Commissioners - Administration charge, postages, telephone charges, stationery and Health and Safety contract	10,328.40
Middle Level Commissioners - Court costs - liability orders	0.50
Middle Level Commissioners - Fees (Production of Board reports, planning and development applications)	729.49
Middle Level Commissioners - Supply toeboard	114.94
BE Fuelcards - Diesel	76.55
G Fowler - Emptying of cesspit	90.00
British Telecommunications PLC - Telephone charges	49.14
EE - Mobile telephone charges	26.03
BE Fuelcards - Diesel	73.91
L R Boon & Sons Ltd - 2 rolls of hand paper and manufacture of a new dam	4,719.94
Engineering & Hire Ltd - 60mm boot flail to suit Spearhead, bolt & locking nut and collar with 14.5mm hole	459.60
Environment Agency - Precept	57,682.96
Heritage Heating & Cooling Ltd - To supply and install a heat exchanger at bungalow	3,168.00
Heritage Heating & Cooling Ltd - Supply and fit a replacement fire valve to Powrmatic heater	404.40
Wave - Water charges	53.53
British Telecommunications PLC - Telephone charges	49.14
BE Fuelcards - Diesel	64.36
EE - Mobile telephone charges	26.03
L R Boon & Sons Ltd - 4 U shackles for Spearhead	46.51
Certas Energy UK Limited - Supply of 209 litres of Rimula R3 +30 oil and 209 litres of Tellus S2 MX 46 oil	1,522.36
BE Fuelcards - Diesel	87.29
EE - Mobile telephone charges	26.03
British Telecommunications PLC - Telephone charges	49.14
Heritage Heating & Cooling Ltd - Supply one hydraulic ram	55.20
Ferland Fire Appliances - Service of fire extinguishers and renovation of dry powder extinguisher	144.00
L R Boon & Sons Ltd - 2 hydraulic oil filters, 1 tube of superglue, 1 hydraulic filter, fuel filters, 2 tubes of silicone and a 6' length of 1" clear hose	300.39
TDL Equipment Ltd - Repairs to Atlas 140W Excavator	568.20
Middle Level Commissioners - Pumping station maintenance	462.72
Middle Level Commissioners - Supply of 4,000 litres of gas oil (Account from Watson Fuel)	5,212.80
Chatteris Cricket Club - Expenses in connection with Board meeting	190.00
Anglian Compressors - Repairs to Atlas 140W Excavator	330.04
BE Fuelcards - Diesel	69.55
British Telecommunications PLC - Telephone charges	49.14
EE - Mobile telephone charges	31.38
Ernest Doe - 1,500 hour service of New Holland tractor AE19 DHK	2,208.08
BE Fuelcards - Diesel	72.11
BE Fuelcards - Diesel	82.43
L R Boon & Sons Ltd - Box of disposable gloves and 20 litres of Adblue	118.28
EE - Mobile telephone charges	26.03

British Telecommunications PLC - Telephone charges	49.14
BE Fuelcards - Diesel	107.14
Wave - Water charges	56.19
L R Boon & Sons Ltd - 20 litres of Adblue	76.16
BE Fuelcards - Diesel	76.70
N L Hydraulics - 2 hydraulic hoses	285.54
Middle Level Commissioners - Renewal of insurances	5,026.80
EE - Mobile telephone charges	28.06
British Telecommunications PLC - Telephone charges	50.26
PKF Littlejohn LLP - Audit Fees (2020-2021 accounts)	720.00
Middle Level Commissioners - Fees (Production of Board reports, planning and development applications)	1,022.38
645 Services Ltd - Supply 3,600 litres of gas oil	4,147.20
L R Boon & Sons Ltd - 75 litres of Adblue, coach bolts with lock nuts, cap head bolts with lock nuts and old bearing removed and new bearing fitted for flail	747.36
Middle Level Commissioners - Internal audit fees (Whiting & Partners 2021-2022 accounts)	1,506.00
Middle Level Commissioners - Administration charge, postages, and telephone charges	8,610.61
Middle Level Commissioners - Contribution (Environmental Officer)	672.50
BE Fuelcards - Diesel	0.13
British Telecommunications PLC - Telephone charges	49.14
EE - Mobile telephone charges	24.07
BE Fuelcards - Diesel	82.28
Environment Agency - Precept	57,682.96
TDL Equipment Ltd - Supply of oil pipe	431.93
L R Boon & Sons Ltd - 20 litres of Adblue, roll of hand paper, clulite torch and bolts with lock nuts	167.77
Middle Level Commissioners - Pumping station maintenance	462.72
Middle Level Commissioners - Pump exchange (Account from Wrights Tools)	1,248.07
Middle Level Commissioners - Road tax, service and MOT of AE65 NMM, together with road tax for Atlas 140W excavator	759.85
Wave - Water charges	52.92
EE - Mobile telephone charges	33.05
L R Boon & Sons Ltd - New stub shaft and new bearing fitted on flail, grease chuck, 20 litres of Adblue, 6 pairs of gloves and a tyre inflator with air probe	2,261.86
British Telecommunications PLC - Telephone charges	50.89
Middle Level Commissioners - Fees (Planning and development applications)	283.98
Middle Level Commissioners - Pumping station maintenance	179.57
BE Fuelcards - Diesel	0.13
BE Fuelcards - Diesel	69.83
British Telecommunications PLC - Telephone charges	50.53
EE - Mobile telephone charges	30.24
Association of Drainage Authorities (River Great Ouse branch) - Subscription 2021-2022	36.00
TDL Equipment - Repairs to Atlas 140W excavator	1,475.36
TDL Equipment - Repairs to Atlas 140W excavator	650.69
TDL Equipment - Bolt and exhaust gasket	67.33
FJS Services Ltd - Repairs to engine at pumping station	2,252.63
G Fowler - Emptying of cesspit	120.00
David Lowe Plumbing and Heating Limited - Service of boiler at bungalow	134.40
Richard Yardy (2002) Ltd. - PAT testing at pumping station and bungalow	166.24
EE - Mobile telephone charges	27.62
British Telecommunications PLC - Telephone charges	49.14
BE Fuelcards - Diesel	67.48
Middle Level Commissioners - Pumping station maintenance	462.72

L R Boon & Sons Ltd - 2 packs of cable ties, 5 litres of screen wash, an adjustable wrench and a battery	79.21
Association of Drainage Authorities - Subscription 2023	906.00
Water Resources East - Contribution to operating costs 2022-2023	150.00
Middle Level Commissioners - Supply 3,122 litres of gas oil (Account from Watsons Fuel)	3,401.74
Water Resources East - Contribution to operating costs 2021-2022	150.00
Information Commissioner - Data Protection Registration renewal	40.00
BE Fuelcards - Diesel	69.88
British Telecommunications PLC - Telephone charges	49.14
EE - Mobile telephone charges	25.48
Middle Level Commissioners - Fees (Production of Board report, work in connection with pump recharge cost calculation for reservoirs, planning and development applications)	1,867.72
Middle Level Commissioners - Supply of new pump (Account from Xylem)	42,530.03
Lynx Fire & Security - Annual maintenance inspection of intruder alarm at the pumping station	187.46
Chatteris Cricket Club - Expenses in connection with Board meeting	95.00
L R Boon & Sons Ltd - 20 litres of Adblue and 6' length of flat steel	89.55
Middle Level Commissioners - Preparation of highland water claims	286.84
Wave - Water charges	56.19
R A Latta Farms Limited - Recharge of recruitment advert and process	641.35
BE Fuelcards - Diesel	68.04
EE - Mobile telephone charges	26.22
Maxey Grounds - Professional fees in connection with the revaluation of bungalow	300.00
TDL Equipment Ltd - Repairs to Atlas 140W Excavator re valve balancing	305.89
British Telecommunications PLC - Telephone charges	59.88
Anglia Farmers - Electricity supply to pumping station	48,809.57
Anglia Farmers - Electricity metering charges	209.70
Anglia Farmers - Electricity data collection charges	146.84
District labour	35,372.03
	319,103.62

LABOUR ACCOUNT

District labour	1,597.92
	320,701.54

(NB - Amounts shown include Value Added Tax)

SUTTON AND MEPAL INTERNAL DRAINAGE BOARD
ACCOUNTS FOR THE YEAR ENDED 31ST MARCH 2023

GENERAL FUND

2023			2022		
Mar-31	Expenditure during the year		Apr-01	Balance brought forward	337,196.68
	Precept (EA)	115,365.92			
	Rates, insurances, telephones	5,986.67	2023		
	Repairs & Renewals	23,871.00	Mar-31	Rate income & Special levies	271,230.42
	Fuel	54,424.14		Irrecoverable	<u>-12.04</u>
	Drainworks	3,696.58			271,218.38
	District Labour	37,189.84		Interest on Deposit Accounts	2.85
	Administration charge, audit fee, printing, stationery, advertising etc	<u>20,353.31</u>		Highland Water Contributions	6,096.81
		145,521.54		Development Charges	2,098.00
	Improvements:			Private Works	5,360.00
	Pump replacement	36,481.75		Consent	150.00
	Plant replacement				1,250.86
	Funds raised in year	25,000.00		By Asset Fund:	
	Balance carried forward	<u>337,486.12</u>		Pump replacement	36,481.75
		<u>659,855.33</u>			<u>36,481.75</u>
					<u>659,855.33</u>

BALANCE SHEET

Capital Section

Liabilities

Capital Provisions	3,050,000.00
	<u>3,050,000.00</u>

Assets

Bungalow - Pumping Station	250,000.00	
Pumping Stations	2,800,000.00	
Plant and Vehicles etc	31,724.27	
Stock	<u>4,946.87</u>	
		3,086,671.14

Revenue Section

General Fund	
- Revenue Balance	337,486.12
- Asset replacement	79,806.92
Low Level Restoration at Block Fen Account (Redland Aggregates Ltd)	245,438.91
Development Charges Account	38,063.63
Sundry Creditors	35,747.68
	<u>3,786,543.26</u>

Ratepayers' Account - Arrears		1,776.51
Value added tax - Refunds due		13,998.05
Advance pay for Workmen		79.75
Sundry Debtors		791.25
Balance in hand -		
Barclays - Treasurer's Account	676,973.39	
National Savings-Treasurer's Account	5,671.37	
Labour Account	<u>581.80</u>	
		683,226.56
		<u>3,786,543.26</u>

Sutton & Mepal Internal Drainage Board**Summary of Bank Reconciliations as at 31st March 2023****Barclays - Treasurers Account 2022/2023**

1st April 2022			31st March 2023	
Balance brought forward	686,721.08		Payments made during the year	319,103.62
31st March 2023			Returned Direct Debits	49.25
Receipts during the year				319,152.87
Clerk's collection account	309,405.18		Balance carried forward	676,973.39
Interest on deposit accounts	<u>0.00</u>	309,405.18		
		<u>996,126.26</u>		<u>996,126.26</u>

National Savings - Treasurers Account 2021/2022

1st April 2022			31st March 2023	
Balance brought forward	5,666.10		Payments made during the year	0.00
31st March 2023			Balance carried forward	5,671.37
Interest on deposit accounts	5.27			
		<u>5,671.37</u>		<u>5,671.37</u>

Labour Account 2020/2021

1st April 2022			31st March 2023	
Balance brought forward	2,179.72		Payments made during the year	1,597.92
31st March 2023			Balance carried forward	581.80
Transfer from Treasurer's Account	0.00			
Interest on deposit accounts	0.00			
		<u>2,179.72</u>		<u>2,179.72</u>

Barclays Bank PLC**Clients Premium Account**

Balance per Statement as at 31st March 2023	676,973.39
Less unrepresented cheques	0.00
O/S lodgement	0.00
Balance per Trial Balance	<u>676,973.39</u>

Labour Account

Balance per Statement as at 31st March 2023	581.80
Less unrepresented cheques	0.00
O/S lodgement	0.00
Balance per Trial Balance	<u>581.80</u>

Cash balances as at 31st March 2023**Barclays Bank PLC**

Clients Premium Account	676,973.39
Clients Labour Account	581.80

National Savings

Investment Account per passbook	5,671.37
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<u>Total reconciled cash balances per accounts</u>	<u>683,226.56</u>
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Section 2 – Accounting Statements 2022/23 for

SUTTON & MEPAL INTERNAL DRAINAGE BOARD

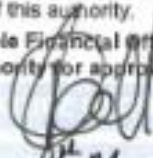
	Year ending		Notes and guidance
	31 March 2022 £	31 March 2023 £	
1. Balances brought forward	700,582	682,359	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	236,745	271,218	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	15,302	12,863	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	35,684	37,190	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	234,586	260,179	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	682,359	669,071	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	694,567	683,227	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	3,202,164	3,202,164	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			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

Date


8th May 2023

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

as recorded in minute reference:

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

Sutton & Mepal IDB**Reconciliation between statement of accounts and Annual Return****Financial year ended 31st March 2023****Per Annual
Return**

<u>Line 1</u>	<u>Balances brought forward</u> General Fund Development charges account Low level fund Asset Replacement Fund	293,096.68 40,161.29 245,436.83 103,664.40 682,359.20	682,359
<u>Line 2</u>	<u>Rates and Special Levies</u> Agricultural rates Special Levies Penalty Costs Write-off	220,802.42 50,278.00 0.00 150.00 -12.04 271,218.38	271,218
<u>Line 3</u>	<u>Total other receipts</u> Interest General fund Development charges account Low level fund Private works Consent applications Insurance claim Highland Water Discharge contributions Metered discharge Sale of Asset Water Transfer - EA Write Back of Provisions	 2.85 0.34 2.08 5,360.00 150.00 0.00 6,096.81 0.00 0.00 0.00 1,250.86 0.00 12,862.94	12,863
<u>Line 4</u>	<u>Staff costs</u> Wages/salaries National insurance contributions Pension costs Travelling expenses	32,582.48 3,530.85 1,076.51 0.00 37,189.84	37,190
<u>Line 5</u>	<u>Loan repayments</u> PWLB - Principal PWLB - Interest	0.00 0.00 0.00	0

Sutton & Mepal IDB**Reconciliation between statement of accounts and Annual Return****Financial year ended 31st March 2023****Per Annual
Return**

<u>Line 6</u>	All other payments		
	Precept	115,365.92	
	Rates, insurances, telephones	5,986.67	
	Repairs and renewals	23,871.00	
	Fuel	54,424.14	
	Drainworks	3,696.58	
	Administration	20,353.31	
	Development charges fees	0.00	
	Purchase of assets	0.00	
	Pump Replacement costs	36,481.75	
		260,179.37	260,179
<u>Line 7</u>	Balances carried forward		
	General Fund	293,386.12	
	Development charges account	38,063.63	
	Low level fund	245,438.91	
	Asset Replacement Fund	92,182.65	
		669,071.31	669,071

Reconciliation

Line 1 + Line 2 + Line 3 - Line 4 - Line 5 - Line 6

669,071.31

0.00

Reconciliation to Accounts

Balances carried forward per Annual Return - As above

669,071.31

Add Back:-

Adjustments for Prior Years

49,571.58

Depreciation

-17,847.31

Purchase of Asset

0.00

31,724.27

Balances carried forward per Accounts

General Fund

337,486.12

Development charges account

38,063.63

Low level fund

245,438.91

Asset Replacement Fund

79,806.92

700,795.58

SUTTON AND MEPAL INTERNAL DRAINAGE BOARD
BUDGET 2023/2024

	<u>Approved budget</u> <u>2022/2023</u> £	<u>Actual</u> <u>2022/2023</u> £	<u>Budget</u> <u>2023/2024</u> £	<u>Remarks</u>
				A - Includes estimate for increased premiums
1 Rates, telephones and insurances	6,000	5,987	7,150 ^A	B/D Includes for: Maintenance/general 6,000 Service/repairs to excavator <u>3,500</u> 9,500
2 Drainworks, repairs and renewals (including Environmental measures) Drainage channel - Cranbrook	20,000 ^B 0	27,568 ^C 0	22,000 ^D 0	C - Includes for: Maintenance/general 7,720 Service/repairs to excavator 3,081 Pumping station/general repairs <u>16,767</u> 27,568
3 Oil and electricity	59,000	54,424 ^E	90,700 ^F	
4 District labour	39,000	37,190	76,500 ^G	E - Usage to end of year estimated from meter reads
5 Administration charge, Health and Safety contract, Audit fee, printing, stationery, advertising, Association of Drainage Authorities subscriptions etc	20,250	20,353	20,900	F - Provision based on 5 year average and increased for new contract rates and standing charges
6 Environment Agency - Precept	115,366	115,366	118,827	G - Includes provision for District Officer succession planning
7 Plant replacement	25,000	61,482 ^H	25,000 ^I	H - Provision for plant replacement strategy 25,000 Replacement pump <u>36,482</u> 61,482
	284,616	322,369	361,077	
LESS :				I - Provision for plant replacement strategy
Use of balances	0	0	36,250 ^K	
Revenue income	13,535	51,440 ^J	34,439	J - Includes use of asset fund for pump replacement 36,482
	271,081	270,929	290,388	
Rates and Special Levy raised 2022/2023 - 43.00p		£271,081		K - Balances for District Officer succession planning 36,250

Sutton & Mepal Internal Drainage Board

Rate and levy requirements

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

- a) Proportion to be borne by the Agricultural Sector – 81.13%
- b) Proportion to be borne by Special levy issued to Councils:-

East Cambridgeshire District Council -	3.63%	
Fenland District Council -	8.41%	
Huntingdonshire District Council -	<u>6.83%</u>	18.87%

The product of a rate of 1p in the £ on Agricultural land and buildings is £5,122.

In 2023/2024 a rate of 1p together with corresponding Special levy would raise £6,313.

Revenue cash balance in hand on 31st March 2023 - £337,486.

The estimated net expenditure for the Boards Revenue and Capital Programmes in 2023/2024 is £290,388 and equivalent to:-

- a) a rate in the £ on Agricultural land and buildings of 46.00p
- b) a Special levy on East Cambridgeshire District Council of £10,549
- c) a Special levy on Fenland District Council of £24,430 and
- d) a Special levy on Huntingdonshire District Council of £19,819

When setting the rate for 2023/2024 members should give consideration to possible future expenditure.

In 2022/2023 the Board raised a rate of 43.00p together with the appropriate Special levies to raise a total sum of £271,081 which was comprised as follows:-

- a) a rate in the £ on Agricultural land and buildings of 43.00p
- b) a Special levy on East Cambridgeshire District Council of £9,861
- c) a Special levy on Fenland District Council of £21,891 and
- d) a Special levy on Huntingdonshire District Council of £18,526.

P BURROWS

Clerk to the Board

May 2023