

UPWELL INTERNAL DRAINAGE BOARD

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11th January 2024

Dear Board Members

Upcoming meeting of the Board Wednesday 24th January 2024

Please find overleaf the agenda for the meeting of the Board to be hosted at the Lamb & Flag, Welney, PE14 9RB at 5.30pm on Wednesday 24th January 2024.

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

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

As you'll be aware, we administer thirty Boards that mostly all meet within similar date ranges. Thank you to the majority of Members who already confirm their attendance proactively.

Please help us manage your Board effectively by **proactively letting Polly know as soon as possible, by telephone or email, if you can attend the meeting, or not, or if you're uncertain.** This results in less abortive time and cost to the running of all Boards.

It is important that we have early confirmation whether or not the Board will be quorate.

Yours truly

P BURROWS, FCIWEM C.WEM CEnv

Clerk to the Board

UPWELL INTERNAL DRAINAGE BOARD

Wednesday 24th January 2024 – 5.30pm

Lamb & Flag, Welney PE14 9RB

Agenda:

Item No	Topic	Format	Lead
1	Welcome & apologies	Verbal	Chair
2	Declarations of Interest	Verbal	Chair
3	Minutes of last meetings and matters arising	Pages 3 - 20	Chair
4	Constitution & Membership • Election • Attendance • Vacancies & appointments • Composition and amalgamations • Training	Pages 21 - 23	Clerk
5	Governance • Internal Auditor • Internal Controls • IDB1 • Risk Management Strategy • Exercise of Public Rights • Banking	Pages 24 - 53	Clerk
6	Clerk's Report	Pages 54 - 58	Clerk
7	Environment Officer's Report	Verbal	Clerk
8	Consulting Engineer's Reports, including: • Capital Programme & FCRM Grant-In-Aid	Pages 59 - 66	Clerk or Engineer
9	Chairman's items	Verbal	Chair
10	Health & Safety	Pages 67 - 71	Chair
11	District Officer's Report	Pages 72 - 73	DO
12	Finance Committee Report	Verbal	Chair
13	Finance Report: looking forward • Finance Officer's summary • Subscriptions • Determination of land for rating (Confidential) • Rate arrears (Confidential) • Precept to the Environment Agency • Budget Monitoring 2023/24	Pages 74 - 76	Clerk
14	Date of Next Meeting	Verbal	Chair
15	Any other business	Verbal	Chair

UPWELL INTERNAL DRAINAGE BOARD

At a Meeting of the Upwell Internal Drainage Board
hosted at the William Marshall Centre, Welney on Wednesday 17^h May 2023

PRESENT

K Goodger Esq (Chairman)	P Hartley Esq
P Clabon Esq (Vice Chairman)	S Hartley Esq
H G Bliss Esq	P M Tegerdine Esq
R Means Esq	A Quail Esq
C J Crofts (KLWN)	J Quail Esq
R D Gladwin Esq	B Scott Esq
C N T Rose (KLWN)	G W Gowler Esq

Miss Samantha Ablett (representing the Clerk to the Board), Mr Paul Burrows, Clerk to the Board and Mrs Nicola Oldfield, Chief Engineer were in attendance.

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

Apologies for absence

Apologies for absence were received from R Gott Esq and B Rackley (FDC).

B.2078 Declarations of Interest

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

The Chairman declared an interest in minute B.2091.

Cllr C Crofts declared an interest minute B.2105.

B.2079 Confirmation of Minutes

RESOLVED

That the Minutes of the Meeting of the Board held on the 23rd January 2023 are recorded correctly and that they be confirmed and signed.

B.2080 Bank Mandate Update

Miss Ablett reported that it may be necessary to update the signatories for Barclays after April 2023.

RESOLVED

That Mr P Burrows be added as an authorised signatory of the Barclays Bank Account, should this be required in the future.

B.2081 Rates Outstanding for more than One Year

Miss Ablett reported on the rates outstanding for more than one and the amount owing relating to missing rates. She explained this was generally due to the records linking ownership of rateable land with specific land parcels having evolved from historic records and there were land details for rates billed that are not held in a spatial record.

She advised that a comprehensive GIS mapping exercise would need to be undertaken to resolve the issues, but this would not be a quick exercise.

Miss Ablett reported the Clerk was recommending that a project be scoped and costed, which would require additional dedicated resources to deliver and funding of the project could be apportioned based on the proportion of missing rates for each Board. She advised there would be efficiencies if this was packaged and delivered for all Boards together and enquired whether the Board wished to be included in this exercise.

RESOLVED

That the Board be included in the GIS mapping project when obtaining a quote.

B.2082 Ouse Washes Update

Further to minute B.2053, Miss Ablett referred to a Newsletter from the Environment Agency dated March 2023.

B.2083 Member Training Update

Miss Ablett reported that in the past year twelve members from a total of twenty had undertaken the ADA Governance & Accountability training via the video link provided.

She encouraged members to undertake some training by watching the videos, as this was an area, which had to be reported to the Environment Agency and DEFRA on the IDB 1 Return.

B.2084 Complaints and abusive emails from a ratepayer

Further to minute B.2056, Miss Ablett confirmed a consent application for the installation of the land drain was received and it was issued on 14th February 2023. The clerk reported that he had met with the complainant.

B.2085 Roadway to Nordelph Pumping Station

Further to minute B.2057, Miss Ablett reported the plannings for repair to the roadway were in hand. (Post meeting note - delivery on 9th June 2023)

She further reported that Land Registry records had confirmed that no rights of way had been granted over the gravel road to the Pumping Station to other land owners/occupiers.

Mr Means advised that he had been using the track for access for a number of years as there was no other way of accessing the field. In response Mr Nunn, the District Foreman advised the previous landowner had never gained access by using the track passed the bungalow at as at the bottom of the farm there was a track up the bank, which is why there is a culvert installed so access can be made

over the bank. Mr Means advised he was not aware of any track at the bottom of the farm and there hadn't been since he'd been farming. In response Mr Nunn advised the new landowner had ploughed the all the land including the track when he took over the land, therefore removing their own access to their land.

The Chairman advised that using the track pass the bungalow was not to be used as an official access and Mr Nunn had a right to block any access by erecting a gate.

The Chairman reported the District Foreman had advised a sink hole had appeared at the front of the bungalow. He advised that a chequer plate had been placed over the hole to make it safe whilst repairs were being arranged. He further advised that access to the track passed the bungalow would be blocked off for Health & Safety reasons until repairs had been undertaken.

B.2086 Complaint to Middle Level

Further to minute B.2058, the Chairman to reported that Mr Burrows had proactively contacted him and arranged for a district visit with he and the Vice Chairman. The conversations were positive and improvements are already being made.

B.2087 Contravention of Byelaws

Trees Planted at drain from the Nordelph Pump to Crouches Reservoir, running parallel to Popham Eau.

Further to minute B.2061, Miss Ablett reported the trees had been removed by Mr P Sons in February.

B.2088 Clearance of Trees at Mumbys Drove.

Further to minute B.2062 (b), Miss Ablett reported that following the last Board meeting a letter had been sent advising the Board had offered to erect a post and wire fence along the boundary of the land at a cost to the Board. She further reported that a reply had been received expressing dissatisfaction with the Board's proposal. Miss Ablett advised that they had requested both the erection of a post and wire fence and the planting of a new hedge, to replace the boundary hedge that had been removed.

Miss Ablett reported the Assistant Clerk had advised she had discussed this with the Board's Chairman, who was concerned that replacing the hedge would impede access when required in the future to undertake maintenance of the Old Croft River and he had requested the Assistant Clerk to contact the owner of Rallingham Hall to see if the land owner would agree to a gate being installed on the edge of the land, which would provide access to the river. Miss Ablett confirmed that the landowner had been advised he would be contacted regarding the proposals for the boundary when the issue of access had been resolved.

Miss Ablett enquired whether the Board wished to authorise the Chairman and Vice Chairman to resolve the issue regarding the boundary, once access for the Board had been secured.

RESOLVED

That once access has been secured, the Assistant Clerk is to discuss the options regarding the boundary with the Chairman and Vice Chairman before contacting the land owners.

That the Chairman and Vice Chairman be authorised to take any action considered necessary.

B.2089 The Old Croft Joint Maintenance Agreement

Further to minute B.2062 (a),

- i) The Chairman reported that there was no formal written agreement relating to the maintenance of the old Croft River between Upwell IDB and Manea & Welney DDC. He advised that both he and the Chairman of Manea & Welney DDC considered it appropriate to formalise the arrangement and requested the Clerk to draw up an agreement on their behalf.

The Chairman reported he had approved a draft agreement received from the Clerk and confirmed this had been sent to the Chairman of Manea & Welney DDC for his approval also.

The Chairman advised the agreement stated the costs of maintaining the Old Croft River would be shared equally, however no changes had been made regarding the receipt of discharge contributions.

- ii) The Chairman reminded Members that the inlet at the Old Bedford River brings the water into the Old Croft River to keep it full of water.

He reported that the Environment Agency wanted to put a restriction on all inlets when irrigation was restricted so landowners within the District would receive an email advising them to close all inlets. The Chairman considered it was important to keep the inlet into the Old Croft River open as it was more of an environmental river rather than for irrigation purposes and none of the landowners used it for irrigation. He advised that after several conversations and various correspondence with the Environment Agency they had agreed not to apply the same rules to the inlet.

The Chairman considered this was an important result for the habitat of all the various wildlife.

Members thanked the Chairman for his input in regarding this matter.

RESOLVED

That the Chairman's actions be approved and the final agreement be signed.

B.2090 Clerk's Report

Miss Ablett advised;

- 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) 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.

iii) Changes to Electricity Supply Contracts

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

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

A report was presented to the Middle Level Commissioners at their Board meeting on 3rd November 2022 and due to the ongoing poor performance of Anglia Farmers, together

with the positive feedback given by Jean Heading of the Ely Group, the Commissioners' resolved to consider moving to alternative arrangements. The Executive Committee were delegated the final decision and having considered a report on the options and subsequently confirmed their agreement that a move would be appropriate in the circumstances.

Miss Ablett reported this was considered a positive move and recommended the Board also move to this alternative arrangement.

Miss Ablett reported 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.

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

iv) 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.

v) Delegation of signatory on consents

The Board was 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.

vi) Service Delivery Frameworks

The Board were 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.

RESOLVED

- a) Electricity Contract – that the Chairman's actions be approved.
- b) Delegation of signatories – that the Board approved delegation.
- c) Service Delivery Frameworks - that Miss Ablett is authorised to enter into user and/or access agreements.

B.2091 Consulting Engineers' Report.

The Board considered the Report of the Consulting Engineers.

The Chairman reported that both he and the Vice Chairman had met with Nicola Oldfield, the Chief Engineer and Dave Bantoft, the Mechanical & Electrical consulting engineer, recently when trying to resolve issues the Board were still experiencing relating to the electrification of Cock Fen pumping station and had asked the Chief Engineer to attend the meeting and report to the Board.

The Chief Engineer advised that since she had been in her role, she had undertaken a review of all IDB projects on the books with a view to trying to move forward some of those that had been sitting around for some time and the electrification of Cock Fen pumping station was one of those.

She acknowledged that a problem area had been trying to arrange access across third party land to enable access for UKPN to install the new electricity supply. She reported that she, together with the Mechanical & Electrical consulting engineer had prepared an exception report to try and capture and understand exactly what had happened to date and what was required to move the project forward.

The Chief Engineer referred Members to the options for mitigation shown in the exception report at appendix 1 and explained these further.

She updated the Board and confirmed the Easement agreement had been completed so there would be a wayleave agreement between UKPN and the landowner. She advised that originally the landowners requested a payment of £12,500 for the easement, but this had now been waived, however they had requested an agreement be drawn up regarding the maintenance of the road, if and when required. The Chief Engineer advised that regardless of which option the Board approved to proceed with the Chairman and Vice Chairman had agreed that this matter should be concluded as it would secure an easement for the future if and when the electrification commenced.

The Chief Engineer further advised that UKPN had provided a programme of works regarding the electrification to proceed in 2024, being another year away due to the uncertainty of getting the legal processes in place and the other consideration they have is they have to install new poles and wires along the edge of the Ouse Washes and they have some environmental permits they also have to get in place.

Mr P Hartley asked when UKPN would commence work in 2024. In response the Chief Engineer confirmed it would be in the summer, as the pumps cannot be out of service in the winter and it must be after bird nesting season so likely between June and October 2024

The Chairman asked the Chief Engineer to confirm whether UKPN had increased the price and in response she advised the cost had increased by £52,000 to £304,000, due to them having to change the cabling.

The Chairman advised that as the Board had already paid for the control panels and the electric motors and having drawn down the Public Works loan, option 1 to continue with the electrification or option 2 to pause the electrification and install a backup generator were the options Members had to consider.

The Vice Chairman advised that he had received a quote for a generator plus installation of in the region of £35,000 and added that increased electricity standing charges at Cock Fen pumping station were likely to be in the region of £4,000 per annum, together with the increased electricity costs compared to the lower cost of diesel.

He further advised that both he and the Chairman considered that the installation of a generator was the best way forward at this time. The Chairman advised that if the Board wished to electrify the station at a later date, this could be undertaken at a later date and the generator retained as a back-up.

The Chairman explained the Chief Engineer and the Mechanical & Electrical Consulting Engineer considered this the best option at this time and both he and the Vice Chairman recommended this option to the Board in order to save money. He added that the diesel tank would have to be made more secure to prevent a break in and the diesel being stolen and would probably need to be double banded, in view of the increase in the insurance excess.

Mr Bliss enquired whether work could start immediately and in response the Vice Chairman advised the lead time for a generator was 4 to 6 weeks. The Chairman reported that both he and the Vice Chairman were satisfied that the Chief Engineer and the Mechanical & Electrical Consulting Engineer

were more than capable of moving matters forward and they were both impressed with the service now being provided to the Board.

The Chairman advised he hoped to have an update for Members at the summer meeting.

Miss Ablett enquired whether the Board were happy to authorise the Chairman and Vice Chairman to be the nominated points of contact for the project.

The Chairman thanked the Vice Chairman for all his work regarding the electrification of Cock Fen pumping station and correspondence with both Waldersey Farms and the South Yorkshire Pension Fund, together with Bidwells, which had assisted with finalising the easement.

The Chairman also thanked the Chief Engineer and the Mechanical & Electrical Engineer for raising the idea regarding the generator.

The Chief Engineer referred Members to her supplementary report in the consulting engineers' report, which explained the process she'd like to go through to deliver capital schemes for the Boards.

She advised that she had identified which projects were on the programme this year for Grant in Aid application funding and proposed that a system study of the Board's 5 pumping stations within the District be undertaken to then prioritise and understand what assets required work and when that work would be carried out. She added the study would enable her to draw up a programme of refurbishment in future years and she confirmed the study would be grant aided.

The Chief Engineer confirmed that the Cock Fen pumping station project had already been identified in the programme together with the asset refurbishment project, both of which were separate to the study.

The Clerk added that both he and the Chief Engineer were also considering how the Middle Level Commissioners scale its capacity to be able to deliver projects so it was easier to get them in the programme and get commitment from the Environment Agency for money. He added that he was looking at what staffing structure the Middle Level Commissioners had to actively move the project forward, when considering the needs of 29 internal drainage boards. He explained that the Commissioners had limited staff capacity in the office at the moment, which was why some of the IDB projects had stalled over the years.

RESOLVED

- i) That the Report and actions therein be approved
- ii) That the electrification of Cock fen Pumping Station be paused
- iii) That the control panels, motors and back-up generator be installed
- iv) That the easement be completed
- v) That an update on the project be provided at the summer inspection on 15th June
- vi) That decision making on project decision making be delegated to the Chairman and Vice Chairman.
- vii) That pumping hours received from the Board's employee be included in the Consulting Engineers' Report going forward.

(N.B) The Chairman declared an interest in the culvert at Duck Puddle Drove (Point 113).

B.2092 Finance Committee Report

The Chairman reported that no Finance Committee had been held since the last meeting of the Board.

B.2093 Capital Improvement Programme

The Board reviewed and considered the recommendations of the Finance Committee.

RESOLVED

That the recommendations are approved in principle.

B.2094 Maintenance Work in the District

a) District Work Report – January – May 2023

The Board considered the Report of the Board's Foreman.

b) Drainworks Programme 2023/2024

With reference to minute B.2025 (b), the Board gave consideration to the proposed drainworks programme for 2023/2024.

RESOLVED

- i) That the Board approved the Report from the Board's Foreman.
- ii) That the proposed drainworks programme be approved for 2023/2024.

B.2095 District Labour Board's Employee's Wages

- a) Miss Ablett reported that Mr C Nunn was paid £3033.01 for 152 hours of overtime worked during the financial year 2022/2023.
- b) Further to minute B.1846, Miss Ablett reported that the District Foreman's wages for 2023/2024 will be increased in accordance with the Middle Level Commissioners' pay award.

RESOLVED

That the District Foreman's wages for 2023/2024 will be increased by 7.14% in accordance with the Middle Level Commissioners' pay award.

B.2096 District Officers' Fees

- a) The Board gave consideration to the District Officer's fees for 2023/2024.
- b) The Board gave consideration to the expenses payable to Mr Goodger.

RESOLVED

- a) The Board agree that the sum of £3,852.00 be allowed for the services of the District Officers for 2023/2024 and to be split equally between the District Officers.
- b) That the Board agree that a sum of up to £990.00 for expenses be allowed and split between the District Officers as necessary.

B.2097 Environment Officer's Report

Members considered and approved the most recent report.

B.2098 State-aided Schemes

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

RESOLVED

That no proposals be formulated at the present time other than that already identified in PAFs.

B.2099 Charges for hire of plant when engaged on private work

Consideration was given to whether any revisions were necessary in the Board's charges for hiring plant for private work (last reviewed – May 2022):-

Flail mower

Present charge - £45 per hour (inclusive of operator's wages etc)

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

RESOLVED

That the hire charge remains the same as current charges.

B.2100 Environment Agency – Precepts

Miss Ablett reported 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 £57,046.

B.2101 Review of Internal Controls

The Board considered and approved the system of Internal Controls.

B.2102 Risk Management Assessment

- a) The Board gave consideration to the Board's Risk Management Policy.
- b) The Board reviewed the insured value of the Board's buildings.

RESOLVED

- i) That the Board approved the Board's Risk Management Policy.
- ii) To provide a breakdown of increased premiums between pumping stations. To review index linking at January meeting.

B.2103 Exercise of Public Rights

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

B.2104 Annual Governance Statement – 2022/2023

The Board considered and approved the Annual Governance Statement for the year ended on the 31st March 2023.

RESOLVED

That the Chairman be authorised to sign the Annual Governance Statement, on behalf of the Board, for the financial year ending 31st March 2023.

B.2105 Payments 2022/2023

Miss Ablett reported on payments made during the financial year 2022/2023.

RESOLVED

That the Board approved the payments made.

B.2106 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.

RESOLVED

That the Chairman be authorised to sign the Annual Return, on behalf of the Board, for the financial year ending 31st March 2023.

B.2107 Expenditure estimates and special levy and drainage rate requirements 2023/2024

The Board considered estimates of expenditure and proposals for special levy and drainage rates in respect of the financial year 2023/2024 and were informed by Miss Ablett that under the Land Drainage Act 1991 the proportions of their net expenditure to be met by drainage rates on agricultural hereditaments and by special levy on local billing authorities would be respectively 75.64% and 24.36%.

Miss Ablett referred Members to the note relating to the budget allocations for 2023-2024 for electricity and asked them to consider the impact on the Board's funds a significant rainfall event would have, even when considering the rate.

RESOLVED

- i) That the estimates be approved.
- ii) That a total sum of £ 254,091 be raised by drainage rates and special levy.
- iii) That the amounts comprised in the sum referred to in ii) above to be raised by drainage rates and to be met by special levy are £ 192,205 and £ 61,886 respectively.
- iv) That a rate of 27.0p in the £ be laid and assessed on Agricultural hereditaments in the District.
- v) a) That a Special levy of £ 37,184 be made and issued to the Borough Council of Kings Lynn and West Norfolk for the purpose of meeting such expenditure.
b) That a Special levy of £ 24,702 be made and issued to Fenland District Council for the purpose of meeting such expenditure.
- vi) That the seal of the Board be affixed to the record of drainage rates and special levies and to the special levies referred to in resolution (v).
- vii) That the Clerk be authorised to recover all unpaid rates and levies by such statutory powers as may be available.

B.2108 Dates of next Meetings

RESOLVED

That the next meetings of the Board shall be held as follows:-

- i) Wednesday 24th January 2024 at 5.30pm
- ii) Wednesday 15th May 2024 at 5.30pm
- iii) Thursday 13th June 2024 at 5.00pm for an inspection

B.2109 Any Other Business

The Chairman reported there appeared to be some Members who were not attending meetings and enquired whether the Board were able to remove them from the Board. In response, Miss Ablett advised that under the Land Drainage Act 1991 the Board had the powers to do this.

RESOLVED

That the Clerk investigates non-attendance of Members at Board meetings and advise when such Members could be removed from the Board.

UPWELL INTERNAL DRAINAGE BOARD

At an Inspection of the Upwell Internal Drainage Board
at the Lamb & Flag, Welney on Thursday 15th June 2023.

PRESENT

K Goodger Esq (Chairman)	P Hartley Esq
P Clabon Esq (Vice Chairman)	S Hartley Esq
G Bliss Esq	A Quail Esq
J Quail Esq	R D Gladwin Esq
W Sutton Esq	G W Gowler Esq
P M Tegerdine Esq	

Miss Samantha Ablett (representing the Clerk to the Board) and Mr Carl Nunn (District Officer) were in attendance.

Apologies for absence

No apologies were received.

B.2110 Removal of Board Member due to Non-attendance

Further to minute B.2109, Miss Ablett reported that Mr N Russell had last attended a Board meeting on 20th May 2019 and he had not sent his apologies for absence since 18th May 2022.

Members agreed that Mr N Russell should no longer be a Member of the Board due to his non-attendance at Board meetings.

RESOLVED

That the Clerk sends a letter to Mr N Russell advising him that due to his non-attendance at Board meetings he has vacated his office and is no longer a Member of the Board.

B.2111 Insurance

Further to minute B.2102 ii, Miss Ablett referred to the last meeting where the Board had asked for a breakdown of the increased insurance premiums between the pumping stations.

Miss Ablett reported that although she was unable to provide a split of premiums between pumping stations, the insured sum of the 5 pumping stations had increased by £532,500 from £3,550,000 for 2022-2023 to £4,082,500 for 2023-2024, which had resulted in an increase in premium of £380.87.

B.2112 Water Levels

The Chairman reported that a landowner of a local Farm had requested the water levels were kept at winter levels throughout the year.

He advised a meeting had been held with the landowner's representative and he had been advised that the water level could be lowered in winter, but it would not be possible in the summer due to the drier weather in the summer and the necessity to retain water reserves.

Members discussed this matter and agreed the water levels could not be lowered during the summer months.

RESOLVED

That the Chairman advises the landowner that the Board is unable to lower the levels permanently due to the need to retain water reserves.

B.2113 Cock Fen Pumping Station

a) Generator

The Vice Chairman reported he had obtained a quote for a generator, but Rands had advised it would cost in the region of £9,000 to make the generator compatible with their control panel.

He advised that Rands would be able to service both the control panel and a generator if the generator was supplied and fitted by them.

The Vice Chairman enquired whether Members wished for the Consulting Engineer to obtain a quote from Rands for the supply and fit of a generator, which would be compatible with the control panel. He advised the Chief Engineer had confirmed that work could commence in the summer once the generator had been obtained.

b) Security Measures

The Chairman reminded Members of the diesel previously stolen from the diesel tank at the pumping station and of the security measures previously discussed by the Board.

He reported he had obtained a quote of £2,100 plus vat for the installation of a CCTV system and of £2,144 plus vat for the installation of an alarm system.

The Chairman enquired whether further quotes should be obtained and in response Miss Ablett advised this was not necessary in view of the amounts involved.

Members discussed this further and agreed that both security measures were necessary.

RESOLVED

a) That the Consulting Engineer obtain a quote from Rands for a suitable generator.

b) That both the CCTV and alarm systems be installed at the pumping station and insured.

B.2114 Erection of a Gate

The Chairman considered a gate was required at Hen Meadows adjacent to Cock Fen pumping station to prevent unauthorised access.

Members enquired whether the landowner would erect a gate on his land or allow the Board to erect one.

The Vice Chairman offered to contact the landowner and make enquiries.

RESOLVED

That the Vice Chairman contact the landowner and be authorised to take such action as he considered appropriate or necessary

B.2115 Structure at Delph House

The Chairman reported a water control structure was being installed at Delph House to maintain a higher level of water at Welney to prevent flooding further downstream.

B.2116 Inspection

a) Cock Fen Pumping Station

The Chairman discussed the positioning of the generator and proposed it should be installed off the ground, in front of the diesel tank. He added the ground would need to be levelled for a concrete base and a handrail erected along the slope at the entrance to the compound.

The Chairman proposed the area surrounding the diesel tank and the generator should be bunded as a precaution in view of the close proximity to the watercourse.

He considered a contractor should be requested to replace the paving slabs, install steps and erect a handrail at the entrance to the pumping station for Health & Safety reasons.

Members discussed the necessary works at length and agreed with the Chairman's proposals and considered the contractor should be asked to liaise with the Consulting Engineer.

RESOLVED

That the generator be installed in front of the diesel tank.

That a contractor be asked to -

i) Level the ground for a concrete base and erect a handrail along the slope at the entrance to the compound.

ii) Replace the paving slabs, install steps and erect a handrail at the entrance to the pumping station

iii) Install bunding in the area surrounding both the diesel tank and the generator.

iv) That the contractor be asked to liaise with the Consulting Engineer.

b) Nordelph Pumping Station

i) Members inspected the sink hole repair at the front of the pumping station bungalow.

The Boards District Foreman reported the old brick tunnel from the old watermill to Popham Eau had collapsed and it had been necessary to remove part of the tunnel before infilling to make it safe.

ii) Members inspected the fencing alongside and at the back of the bungalow and agreed that this should be removed

iii) The Chairman advised that as a right of way passed the pumping station bungalow did not exist, he considered a gate should be erected in front of the pumping station from the bungalow towards the bank of the Popham Eau.

Members agreed this would be sensible to prevent unauthorised access.

iv) Members inspected the trees that had been removed along the drain and replanted outside of the 9-metre maintenance access strip and expressed their satisfaction with the work that had been undertaken.

RESOLVED

That the fencing alongside and at the back of the bungalow be removed.

That a gate be erected in front of the pumping station from the bungalow towards the bank of the Popham Eau.

Provided by the Middle Level Commissioners		Item No:	4
Meeting:	UPWELL IDB	Subject:	CONSTITUTION & MEMBERSHIP
Date:	Wednesday 24 th January 2024	Officer Responsible:	Polly Tombleson

RECOMMENDATIONS

The Board is asked to:

A. Election

The Clerk will report that as the number of candidates for membership did not exceed the number of persons to be elected (fourteen), the following candidates were elected as Members of the Board for a period of three years from 1st November 2023:

H Bliss, S Calton, P Clabon, R Gladwin, K Goodger, R Gott, G Gowler, P Hartley, S Hartley, A Kew, R Means, A Quail, J Quail

- B. Note the current status of its membership and the role they each play as members serving the interests of the Board.
- C. Review attendance records and identify any resolutions as necessary.
- D. There is currently **1** vacancy
- E. To consider previous discussions of amalgamation – SM, MWe & Up.
- F. Reinforce the need for members to view all five ‘Good Governance’ videos.
- G. Identify any topic areas for additional training, as well as any inspection/site visit requirements.

1. Current status

- 1.1 The table below outline the current composition of the Board and the quorum as detailed in the standing orders.

	Elected Members	Appointed Members	Total Members	Quorum
Composition	14	N/A		7
Actual	13	2 FDC, 3 KLWN	18	
Vacancies	1		1	

- 1.2 The table below details the current elected members of the Board

No	Name	Status (one of four categories)	Commentary
1	H Bliss	Ratepayer	
2	S Calton	Nominee of ratepayer (Fred Hartley Estates Ltd)	
3	P Clabon	Ratepayer	Vice-Chair & District officer
4	R Gladwin	Ratepayer	
5	K Goodger	Ratepayer	Chair & District Officer
6	R Gott	Ratepayer	
7	G Gowler	Ratepayer	
8	P Hartley	Nominee of Ratepayer – (Frank Hartley & Sons)	
9	S Hartley	Nominee of Ratepayer – (Frank Hartley & Sons)	
10	A Kew	Nominee of Ratepayer - (Waldersey Farms Ltd)	
11	R Means	Nominee of Ratepayer – (Fred Hartley Estates Ltd)	
12	A Quail	Ratepayer	
13	J Quail	Nominee of Ratepayer – (Scott Oldroyd & Co)	
14			

- 1.3 The table below details the current appointed members of the Board.
- 1.4 Special levy paying District Councils appoint members to Boards and their role is to be part of the Board representing all the non-agricultural interests within the Board's district. The Council must consider appointing members who have relevant knowledge or experience that is relevant to the Board and its district.
- 1.5 Appointed members do not need to be councillors or employees of the Council, therefore can represent wider relevant interests within the district, eg major infrastructure, commerce, community groups, environmental interests.

No	Name	Appointing Council	Commentary (one of three categories)
1	C Crofts	BCKLWN	Councillor
2	J French	FDC	Councillor
3	J Kirk	BCKLWN	Councillor
4	C Marks	FDC	Councillor
5	C Rose	BCKLWN	Councillor

- 1.6 All Members are reminded that they have equal status to each-other around the Board table and are here to serve the interests of the Board.

2. Attendance

- 2.1 The table below outlines the attendance record for the last four meetings of the Board.

Elected Members

No	Name	17/5/2023	23/1/2023	18/5/2022	24/1/2022
1	H Bliss	Attended	Attended	Attended	Attended
2	S Calton	Apologies	Attended	Attended	Attended
3	P Clabon	Attended	Attended	Attended	Attended
4	R Gladwin	Attended	Attended	Attended	Attended
5	K Goodger	Attended	Attended	Attended	Attended
6	R Gott	Apologies	Attended	Attended	Attended
7	G Gowler	Attended	Attended	Attended	Attended
8	P Hartley	Attended	Attended	Attended	Attended
9	S Hartley	Attended	Apologies	Attended	Attended
10	A Kew	N/A	N/A	N/A	N/A
11	R Means	Attended	Attended	Attended	Attended
12	A Quail	Attended	Attended	Attended	Attended
13	J Quail	Attended	Attended	Attended	Attended
14					

Attendance at Chairs Meetings

No	Name	6/10/2023	13/12/2022	12/4/2022	2/11/2021
1	K Goodger	Apologies		Attended	Apologies

Appointed Members (current and previous)

No	Name (Council)	17/5/2023	23/1/2023	18/5/2022	24/1/2022
1	C Crofts (BCKLWN)	Attended	Apologies	Attended	Apologies
2	J French (FDC)	N/A	N/A	N/A	N/A
3	J Kirk (BCKLWN)	Apologies	Attended	Attended	Attended

4	C Marks (FDC)	N/A	N/A	N/A	N/A
5	C Rose (BCKLWN)	Attended	Attended	apologies	Attended

3. Elections, vacancies & appointments

3.1 To consider the appointments of the Chair, Vice-Chair & District Officers.

3.2 There is currently **1** vacancy.

4. Composition and amalgamations

4.1 The Board is encouraged to continually monitor and review its membership, financial and climate resilience, along with assessing its influence locally, regionally and nationally. These are all factors that may lead the Board to consider changing its composition and/or amalgamation with (an)other Board(s).

4.2 Amalgamations and composition changes are not swift processes and can take a number of years. They require planning and additional/specialist resourcing by the MLC as your clerk, Environment Agency and Defra. Therefore, the Board is encouraged to think ahead five to ten years in its decision making, thinking about the next generation.

4.3 The Clerk to report on previous discussions regarding a possible amalgamation between – SM, MWe & Up.

5. Training

5.1 All Members are asked to digest the Good Governance Guide for Internal Drainage Boards published by the Association of Drainage Authorities and view the five accompanying videos intended to bring the guide to life. They are available via <https://middlelevel.gov.uk/about/idb-governance/>

5.2 To date 1 of 18 Board Members have reported viewing all five videos.
To date 10 of 18 Board Members have reported viewing 2 of the 5 videos

5.3 Members are asked to identify any topics areas they would value further training on as well as any site inspections that would help them undertake their role on the Board more effectively.

5.4 Member training is reported to Defra as part of the annual IDB1 return.

Author Name: Polly Tombleson

Role: Senior Business Support Officer

Provided by the Middle Level Commissioners		Item No:	5
Meeting:	UPWELL INTERNAL DRAINAGE BOARD	Subject:	GOVERNANCE
Date:	Wednesday 24 th January 2024	Officer Responsible:	Paul Burrows

RECOMMENDATIONS

The Board is asked to:

- A. Note the continued appointment of Whittings as Internal Auditor.
- B. Consider and approve the Audit Report of the Internal Auditor for 2022/23.
- C. Note the system of financial Internal Controls that are in place and consider whether additional controls are required within the running and decision making of the Board.
- D. Review and approve the updated Risk Management Strategy.
- E. Highlight if there are any specific risks or issues not covered within its Risk Management Strategy that may need review ahead of the next formal update.
- F. Note the IDB1 return made on its behalf to Defra.

1. Annual Governance & Accountability Return (AGAR) and Internal Auditor

- 1.1 The Board are reminded that Whittings LLP were appointed as internal auditor for a five-year period commencing 1st April 2023 (financial years 2023/24 to 2027/28).
- 1.2 The last report from the Internal Auditor is available as an Appendix to this paper. The Board is asked to act on the advice of the Auditor within its decision making.

2. Internal Controls

- 2.1 Within the financial operations at the Middle Level offices there are a series of controls in place to ensure the segregation of duties, so as far as practical within a small workforce, that no one person has control of a single operation from start to finish. The [Internal Controls](#) are available via the website within the 'Governance' section on the Board's page.
- 2.2 Note the Financial Code for the Board is included within its 'Governance Documents' also available on its page via www.middlelevel.gov.uk
- 2.3 The Board needs to ensure there is adequate separation of duties within its running and decision making. Members are asked to refresh themselves as to the Member Code of Conduct (available within the Governance Documents on the Board's webpage) and ensure their declarations of interests are clear and up-to-date.
- 2.4 If a Board Member (or their business) undertakes contracted work (or bids for such work) for the Board it is recommended that they be excluded from any decision making as a matter of course and that appropriate contractual arrangements are in place.
- 2.5 If the Member also has a lead role for the Board (eg Chairman/Vice Chairman) then it is important that the Board puts in place safeguards to ensure a separation of duties, particularly being clear on who is acting as lead client for the contractor.

3. Risk Management Strategy

- 3.1 The Board's Risk Management Strategy has been recently updated and is available as Appendix 4. It is due for formal review and update in 2027.

4. IDB1

- 4.1 The Board's IDB1 return to Defra for the year 2022/23 is included as Appendix 3.

5. Exercise of Public Rights

- 5.1 For completion of the Annual Governance Statement the Board is required to confirm that they provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.
- 5.2 In order to warrant a positive response to this assertion we have published the following via www.middlelevel.gov.uk
- Sections 1 and 2 of the annual return
 - A declaration that the status of the statement of accounts is 'unaudited;' and
 - A statement that sets out details of how public rights can be exercised, as set out in Regulation 15(2)(b), which includes the period for the exercise of public rights.
- 5.3 In addition, a notice of the conclusion of the external auditor's limited assurance review of the annual return, together with relevant accompanying information, has been published in accordance with the requirements of Regulation 16 of the Accounts and Audit Regulations 2015. We also display the ['Local Authority Accounts – A Summary of Your Rights'](#) with the notice.

Author Name: Paul Burrows

Role: Clerk

Appendix 1	Annual Governance & Accountability Return (AGAR) for the year ending 2022/23
Appendix 2	Internal Audit Report
Appendix 3	IDB1 2022/23
Appendix 4	Risk Management Strategy 2024 - 2027

Upwell Internal Drainage Board

Notice of conclusion of the audit

Annual Governance & Accountability Return for the year ended 31st March 2023

Sections 20(2) and 25 of the Local Audit and Accountability Act 2014
Accounts and Audit Regulations 2015 (SI 2015 /234)

1 The Audit of accounts for the Upwell Internal Drainage Board for the year ended 31st March 2023 has been completed and the accounts have been published.

2 The Annual Governance & Accountability Return is available for inspection by any local government elector of the area of Upwell Internal Drainage Board on application to:

The Clerk
Upwell Internal Drainage Board
85 Whittlesey Road
Merch
Cambridgeshire
PE15 0AH

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

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

Announcement made by: P Burrows - Clerk to the Board

Date of Announcement: 8th September 2023

Annual Internal Audit Report 2022/23

UPWELL INTERNAL DRAINAGE BOARD

ENTER PUBLIC ADDRESS WWW.MIDDLELEVEL.GOV.UK

During the financial year ended 31 March 2023, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2022/23 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	☒	☐	☐
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	☒	☐	☐
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	☒	☐	☐
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	☒	☐	☐
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	☒	☐	☐
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	☒	☐	☐
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	☒	☐	☐
H. Asset and investments registers were complete and accurate and properly maintained.	☒	☐	☐
I. Periodic bank account reconciliations were properly carried out during the year.	☒	☐	☐
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	☒	☐	☐
K. If the authority certified itself as exempt from a limited assurance review in 2021/22, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2021/22 AGAR tick 'not covered')	☐	☐	☒
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	☒	☐	☐
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2022-23 AGAR period, were public rights in relation to the 2021-22 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	☒	☐	☐
N. The authority has complied with the publication requirements for 2021/22 AGAR (see AGAR Page 1 Guidance Notes).	☒	☐	☐

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

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

Date(s) internal audit undertaken

Name of person who carried out the internal audit

19/05/2023 20/05/2023 31/05/2023

ENTWRIGHT & CO LLP

Signature of person who carried out the internal audit

P. PEECH - ENTWRIGHT & CO LLP

Date 31/05/2023

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

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

Section 1 – Annual Governance Statement 2022/23

We acknowledge as the members of:

UPWELL 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 the 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:

17/05/2023

and recorded as minute reference:

B.2076

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

Chairman

Clerk

WWW.MIDDLELEVEL.GOV.UK

Section 2 – Accounting Statements 2022/23 for

UPWELL INTERNAL DRAINAGE BOARD

	Year ending		Notes and guidance
	31 March 2022 £	31 March 2023 £	
1. Balances brought forward	397,727	404,696	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	206,876	216,547	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	10,789	28,744	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	34,256	35,778	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	30,318	30,318	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	146,122	224,992	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	404,696	358,899	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	427,822	363,143	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	3,539,847	3,540,347	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	501,695	483,968	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

5th May 2023

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

17/05/2023

as recorded in minute references:

B: 2078

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

K. P. [Signature]

Section 3 – External Auditor's Report and Certificate 2022/23

In respect of **Upwell Internal Drainage Board – DB0116**

1 Respective responsibilities of the auditor and the authority

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

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

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

- summarises the accounting records for the year ended 31 March 2023; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor's limited assurance opinion 2022/23

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

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

None.

3 External auditor certificate 2022/23

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2023.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

Date

04/09/2023



Fenland House, 15 B Hostmoor Avenue
March, Cambridgeshire, PE15 0AX

t: 01354 652304
e: march@whitingsllp.co.uk
w: whitingsllp.co.uk

BB/MM053
30 June 2023

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

Dear Messrs. P Burrows, R. Hill, and S Ablett,

MLC administered Internal Drainage Boards - Internal Audit 2022-2023

Having completed the internal audit work for the various Internal Drainage Boards administered by the Middle Level Commissioners officers for the year ended 31 March 2023, we are pleased to provide you with the following recommendations to be considered for implementation. We have included some general points and some points which are related to specific boards.

General points

1. Asset Valuations and Insurances – mainly for residential properties

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

PARTNERS

James D Cate FCA
Christopher D Sadglen FCA
Andrew P Wilewicz FCA

Lee G C Piper FCA
Andrew R Bond FCA
Yvonne Harris FCA

Keith J Day FCA
Armanda E Freeman FCA
Paul M Jefferson FCA

Jonathan P Moore AICPA
Nicholas Edgley CTA
Stephen D Maltby ACA

ASSOCIATES

Richard A Newbold ATT
Ben South AICPA
Scott R Bishop FCA

Hannah B Whitty ACA
Miko Blackledge CTA
Janine King ACA

PRACTICE MANAGER

Joan S Foxlock

Whitings LLP is a limited liability partnership registered in England and Wales, number 00435898. The above listed Partners and Whitings Capital Ltd are the members of Whitings LLP. The registered office is: Greenwood House, Greenwood Court, Skylew May, Bury St Edmunds, Suffolk, IP15 7NY. Registered to undertake audit work in the UK; regulated for a range of investment business activities, and licensed to carry out the reserved legal activity of non-contentious probate in England and Wales by the Institute of Chartered Accountants in England and Wales.

BURY ST EDMUNDS | ELY | KING'S LYNN | MARCH | MELDENHALL | PETERBOROUGH | RAMSEY | ST IVES | ST NEOTS | WISBECH

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

Client comment:

While we have put it to Boards to review pumping station valuations for insurance purposes, as separate statutory authorities it is up to each Board to review and approve what they consider to be an appropriate valuation and your point concerning possible under-insured amounts having to be funded directly by the Board following an event has been highlighted previously. We are recommending that Boards should look to index link valuations and we will be asking all Boards again to consider this at subsequent meetings, along with consideration of current valuations. Valuation of residential property is an area we have focussed on for the 2023 meetings.

A number of Boards have recognised the potential impact of increased costs on valuations and have taken steps to re-value, however, the consulting engineer is currently reviewing the methodology for valuation of pumping stations, to ensure there is a robust process, which will be then used going forward.

This is an area already programmed to be reviewed every five years and hopefully with indexing we may not require such individual valuations going forward.

2. Employee Benefits

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

With regards to other employee benefits, we note that where applicable these are being recognised as benefits in kind and disclosed on the P11d, we would encourage the value of these benefits to be reviewed on a regular basis to ensure that these are reflective of what the employee receives, especially where some boards providing the living accommodation to their employees.

Client comment:

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

The benefit charge for living accommodation is calculated in accordance with HMRC recommended valuations. We are looking at payrolling any standard benefits but are currently unable to do this for accommodation and use of vehicles.

3. Provisions

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

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

Client comment:

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

4. Budget figures

We note that budget figures are prepared annually in advance, but we note these are not updated in the late Autumn even when notable variances may have occurred for various factors. Whilst not necessary to do so for all boards, we suggest that Chairperson of each individual board be given the opportunity to request updated budgets after the half year point for the remainder of the year and distribute to board members if they feel it appropriate in light of any unforeseen significant variances arising.

The budgets that have been set for 2023/24 year may need to be increased throughout the year due to the significant cost increases that are largely as a result of the ongoing conflict between Russia and Ukraine.

Client comment:

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

5. Surplus Funds

It is noted a number of IDB's hold significant cash reserves, with inflation having peaked at a 40 year high within the last 12 months, all IDB's need to consider investing their surplus funds, in order to achieve greater return on public funds and to ensure value for money principles are observed and cash asset values are not eroded overtime. We appreciate that in recent years interest rates would have made such an exercise unfruitful when taking into account the associated admin cost involved in such an undertaking. We note that some of IDBs decided to switch from the business premium bank account to business current bank account, these accounts no longer earn interest but are free from bank charges and fees. However, with the Bank of England now increasing interest rates to combat rising inflation in the UK, we would advise that this is now an opportune time to conduct such an exercise.

Client comment:

A brief summary of treasury management:

There are 30 separate authorities administered through the Middle Level offices, all of which are required to maintain their own banking arrangements, we do look at bulk/group arrangements to do this and it is a requirement that all boards are treated the same. In the past it was found that there was a lot of staff time being spent in investment transfers and following discussions with the bank it was decided that for ease of operation all balances would be treated the same and the bank would offer a competitive interest rate and free banking. To do this all boards had a "client premium" account. This is the type of account operated by businesses looking after clients' money (solicitors etc). They are generally specific accounts in the name of the business but it is for "third party monies."

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6. Rental of Land

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

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

Client comment:

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

7. Financial Regulations

We noted that the last update and approve of Financial Regulations for all boards was in 2013 with the next review in 2023. However due the recent retirement of Chief Executive and the joint of new Chief Executive/Clerk in February 2023, the review of Financial Regulations has not been completed by the financial year under review. We have been informed that the new Chief Executive and Treasurer are aware of these requirements and the Financial Regulations are due to be updated by the end of this year, we look forward to reviewing this in due course.

Client comments:

There is a full review of the provision of clerking services and will be, as has been mentioned looking at reviewing these regulations towards the end of 2023 with a view to then having them updated by the Boards.

Specific Points

Conington & Holme IDB

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

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

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

Client comment:

For the 2023 meeting the Board approved an insured value of £701,500 and for this to be index linked.

Waldersey IDB and Hundred of Wisbech IDB – Joint Pumping Arrangement

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

Waldersey IDB – Debtor	£52,324.26
Hundred of Wisbech IDB - Creditor	£52,436.95
Difference	£112.69

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

We note that there have been discussions to potentially amalgamate the two boards, this would eradicate the anomaly. However, in the absence of this, we suggest that meetings and account preparation periods be brought into line, if possible, to eradicate this issue.

Client comment:

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

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

March East IDB

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

Client comment:

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

Hundred of Wisbech

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

We also notice that the statement of NS & I accounts shows the name and the address of old Chief Executive who is retired in February 2023. We understand that this matter will be brought to the attention of the board on the next general meeting to approve the changes in signatory.

Client comment:

Every effort is made to update the relevant pages of all authorities in an efficient and timely manner and in accordance with the regulations.

Your comment is noted and procedures are being amended concerning this for the future.

Ramsey First (Hollow) IDB

During our review it was noted that the actual wages increase of the employee during the year has exceeded the increase authorised by the board during the meeting. We understand that it was an isolated error and understand that this matter will be brought to the attention of the board during the next general meeting. The overall error is equal to 0.50% of the total expenditures and will be adjusted next year. We understand that the internal process is being reviewed and address to ensure that this scenario doesn't arise again in the future.

Client comment:

This administration error was reviewed by the Board at their 2023 meeting and the relevant adjustment is being made through the 2023 payroll process. We have looked at our internal processes and made appropriate adjustments to mitigate future risk.

March 3rd IDB

Whilst the board are using the budget setting process to determine the rates set on an annual basis, we note that the rates had been the same for the last 5 years. In a view of the capital improvement program – the plans for the pumping station replacement in 2026/27, the current rate of inflation and the fact that rates have been increased across other boards under the administration of the Middle Level Commissioners, we would recommend that the rates raised be reviewed and uplifted as necessary to take account of the factors outlined above.

Client comment:

The points raised are made to the Commissioners when setting the rate but there it is the appointed members who have been against rate increases, indicating that the council will address any shortfall in the following year should this be the case. This is a situation that has occurred on other Boards for the setting of the 2023/2024 rates and levies.

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

Yours sincerely,

Whiting CPA

Internal Drainage Boards in England



Department
for Environment
Food & Rural Affairs

Annual Report for the year ended 31 March 2023

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

No later than 31 October 2023 a copy must be provided to:

- Department for Environment, Food and Rural Affairs, Flood and Coastal Erosion Risk Management Division, Ground Floor, Seacole, 2 Marsham Street, London SW1P 4DF via flood_reports@defra.gov.uk
- Engineering & Standards - Policy Manager, Asset Management and Engineering, **Environment Agency**, Goldcrest House, Alice Holt Lodge, Farnham, Surrey. GU10 4LH via james.addicott@environment-agency.gov.uk
- The Chief Executives of:
 - all local authorities that pay special levies to the Board;
 - all County Councils or London Boroughs within which the Board is situated.

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

Please round all cash figures down to nearest whole £.

UPWELL INTERNAL DRAINAGE BOARD

Section A – Financial information

Preliminary information on special levies issued by the Board for 2023-24

Information requested below is essential in calculating future formula spending share. It is not covered elsewhere on this form or by the external auditor's certificate.

Special levies information for financial year 2023-24 (forecast)	
Name of local authority	2023-24 forecast £
1. FENLAND DISTRICT COUNCIL	24,702
2. KINGS LYNN & WEST NORFOLK DISTRICT COUNCIL	37,184
3.	
4.	
5.	
6.	
7.	
8.	
Total	61,886

Section A – Financial information (continued)

Income and Expenditure Account for the year ending 31 March 2023

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

	Notes	Year ending 31 March 2023 £
INCOME		
1. Drainage Rates		163,830
2. Special Levies		52,717
3. Higher Land Water Contributions from the Environment Agency		
4. Contributions received from developers/other beneficiaries		1,254
5. Government Grants (includes capital grants from EA and levy contributions)		10,971
6. PSCAs from EA and other RMAs		
7. Loans		
8. Rechargeable Works		1,235
9. Interest and Investment Income		5
10. Rents and Acknowledgements		
11. Other Income		5,399
Total income		235,411
EXPENDITURE		
12. New Works and Improvement Works		76,852
13. Total precept to the Environment Agency		41,604
14. Watercourse maintenance		84,764
15. Pumping Stations, Sluices and Water level control structures		35,380
16. Administration		24,394
17. PSCAs		
18. Rechargeable Works		
19. Finance Charges		30,318
20. SSSIs		
21. IDB Biodiversity and conservation (other than item 20 expenditure)		655
22. Other Expenditure		684
Total expenditure		294,651

EXCEPTIONAL ITEMS		
23. Profits/(losses) arising from the disposal of fixed assets		9,879
Net Operating Surplus/(Deficit) for the year		(49,361)
24. Developers Funds income not applied in year		34,203
25. Grant income not applied in year		

Notes:

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

Section B –IDB Reporting

Policy Delivery Statement

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

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

Biodiversity

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

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

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

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

When was biodiversity last discussed at a Board meeting (date)?.....

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

SSSI water level management plans

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

If so, which ones:

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

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

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

Access to environmental expertise

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

Appropriately skilled Board Members (e.g. Board member from an Environmental Body/Authority)

☐

Co-opted members

☐

Directly employed staff

☒

Contracted persons or consultants

☐

Environmental Partners/NGOs

☐

Other (please describe)

☐

Asset Management

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

ADIS

☐

Paper Records

☒

Other Electronic System

☒

Has your Board continued to undertake visual inspections and update asset databases on an annual basis?

Yes ☒

No ☐

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

72.1

How many pumping stations does the Board operate?

5

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

4.51 cumecs

Health and Safety

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

Yes ☒

No ☐

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

Yes ☒

No ☐

Have there been any reportable incidents in the past year?

Yes ☐

No ☒

If so, please summarise in the box below:

Guidance and Best Practice

Has your IDB adopted a formal Scheme of Delegation?

Yes ☒ No ☐

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

Governance

☒

Finance

☒

Environment

☒

Health, safety and welfare

☐

Communications and engagement

☐

Other (please describe)

☐

Is your Board's website information current for this financial year? (Board membership, audited accounts, programmes of works, WLMPS, etc).....

Yes ☒ No ☐

Has your IDB adopted computerised accounting and rating systems?.....

Yes ☒ No ☐

Has your board published all minutes of meetings on the website?.....

Yes ☒ No ☐

Does the Board publish information on its website on its approach to maintenance works and provide contact details to allow for and encourage public engagement?

Yes ☒ No ☐

When planning maintenance and capital works are environmental impacts taken into account and wherever possible best practice applied?

Yes ☒ No ☐

Has your Board adopted the following governance documents?

Standing Orders Yes ☒ No ☐

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

Byelaws Yes ☒ No ☐

If you have Byelaws, have you adopted the latest model byelaws published in 2012.....

Yes ☒ No ☐

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

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

Financial Regulations..... Yes ☒ No ☐

Register of Member's Interests..... Yes ☒ No ☐

Anti-fraud and corruption policy..... Yes ☒ No ☐

Board membership and attendance

How many Board members (in total – elected and appointed) do you have on your IDB?	19
Seats available to appointed members under the Land Drainage Act 1991.	5
Number of elected members on the board at year end.	14
Number of appointed members on the board at year end.	5
Mean average number of elected members in attendance at each board meeting over the last financial year.	13
Mean average number of appointed members in attendance at each board meeting over the last financial year.	2

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

Complaints procedure

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

Number of complaints received in the financial year?	1
Number of complaints outstanding in the financial year?	0
Number of complaints referred to the Local Government Ombudsman?	0
Number of complaints upheld by the Local Government Ombudsman?	0

Public Engagement

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

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

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

0.53%

Section B: NOTES

Guidance and Best Practice

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

Board membership and attendance

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

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

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

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

Section C – Declaration

UPWELL INTERNAL DRAINAGE BOARD

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

Signature



Date

17/10/2023

Name in BLOCK LETTERS

MISS SAMANTHA ABLETT

Designation

ASSISTANT TREASURER

Email address

sam.ablett@middlelevel.gov.uk

UPWELL INTERNAL DRAINAGE BOARD

Administered by:



Governance

Risk Management Strategy 2024 - 2027

This document replaces the Board's 2020 risk management documentation and outlines how Members, officers/employees and the Middle Level Commissioners staff govern the Board's risks.

Risk Management Principles

The five key principles from the UK Government's 'Orange Book' shall be used in a proportionate manner, recognising Internal Drainage Boards as small public authorities with limited resources.

- A. Risk management shall be an essential part of governance and leadership, and fundamental to how the organisation is directed, managed and controlled at all levels.
- B. Risk management shall be an integral part of all organisational activities to support decision-making in achieving objectives.
- C. Risk management shall be collaborative and informed by the best available information and expertise.
- D. Risk management processes shall be structured.
- E. Risk management shall be continually improved through learning and experience.

Risk Definition

A risk is the threat that an event or action will adversely affect the Board's ability to achieve its statutory responsibilities; remain viable and sustainable; deliver any wider objectives and; manage its reputation.

Risk is a function of the likelihood or probability of the event occurring versus the impact. A risk that materialises is no longer a risk, it is an issue.

Risk Categorisation

The Board will consider tactical risks and strategic risks that are within its control and/or influence to address.

Tactical risks will tend to be short term time horizon risks that are specific to the Board and within its control to address (ie it has the capacity, capability, finance, information, technology and responsibility).

Strategic risks will tend to be more generic to the local IDB community and potentially longer term in their time horizon. These are less likely to be within a single IDB's control to mitigate but will be within collective influence by IDBs working together and with other relevant authorities.

Risk (and Issue) Management Choices

The following four standard categories of risk response will be considered:

Terminate (heaviest strategy) - the risk will not be allowed to occur.

Treat - the risk may occur, but its impact or likelihood will be lessened through mitigating actions.

Transfer - the ownership of the risk will be formally moved to someone else not currently the risk manager.
The new owner may decide to terminate, treat or tolerate the risk.

Tolerate (Lightest strategy) - the risk will be allowed to occur with little to no mitigating action.

Risk Management Approach

These are the actions and approaches the Board will take to managing its risks through the period 2024-2027.

- a) Receive papers and reports from MLC staff covering the topics Governance, Constitution & Membership, Finance, Environmental, Clerk's Report, Consulting Engineer (inc Operations, Capital Works and M&E) helping the Board identify and make choices around management of tactical and strategic risks.
- b) Receive papers and reports from the Board's District Officer(s), Health & Safety rep and others as appropriate to help the Board identify and make choices around management of tactical risks.
- c) Support the development and adoption of Key Health Indicators (KHIs) and Comparison Metrics across the portfolio of IDBs administered by MLC staff. These will be integrated into MLC staff authored papers and reports.
- d) The Chairman & Vice Chairman will actively engage with the MLC & IDB Chairs community and MLC Senior Officers to identify and mitigate generic tactical and strategic risks that impact multiple IDBs.
- e) Support the Middle Level Commissioners in managing its operational, environmental and asset management risks, including delivery of its capital programme, recognising the benefit to the IDBs within the MLC catchment.
- f) Empower and recognise that the MLC Senior Officers and staff engage in wider relationships, partnerships and strategic projects on their behalf to help identify and mitigate generic tactical and strategic risks. This includes Fens 2100+ and the Fens Reservoir programmes.
- g) Start to use language and terminology from this strategy at Board meetings within their consideration of risks.
- h) Adopt formal project risk management as part of any capital works projects led by MLC staff on behalf of the Board.
- i) Keep under review the need, benefit and cost of developing a formal risk assessment, risk register and risk response plan. It is currently not considered a proportionate approach.

Strategy published: January 2024

Provided by the Middle Level Commissioners		Item No:	6
Meeting:	UPWELL IDB	Subject:	CLERK'S REPORT
Date:	Wednesday 24 th January 2024	Officer Responsible:	Paul Burrows

RECOMMENDATIONS

The Board is asked to:

- A. Note the content of the report and feedback on items as appropriate.
- B. Support the proposed approach to determining the next electricity contract.
- C. In determining their valuations for insurance purposes, recognise the limitations associated with their current valuations and the risks they hold of being underinsured.
- D. To consider the Death in Service Insurance provision for employees with a NEST Pension.

1. MLC Services available for IDBs

- 1.1 There has been significant incremental change over the last 10-20 years in terms of IDB governance standards, financial requirements, health & safety, environmental legislation and capital works delivery, along with a significant increase in the scale and nature of planning and partnership work.
- 1.2 However, what limited agreements and fee arrangements there are in place with IDBs about the MLC Services offered and received pre-date much of this evolution and as such there is significant ambiguity.
- 1.3 As an example of this, the current 'Clerkship agreements' with Boards was agreed in 2014 however there are many services provided by the MLC that all parties would consider as core 'clerkship' services that are not specified within the current agreement, including managing elections, arranging meeting, taking minutes, reviewing policies and publications.
- 1.4 The scale and nature of change ahead of us may well be more significant than that which has been experienced in the last decade. The services provided by the MLC to local IDBs require a review and refresh such that they become fit for the future.
- 1.5 The intent is to develop a service catalogue over the next 12-18 months that will clarify the full range of services that are offered by MLC staff, along with associated terms and conditions and fee arrangements.
- 1.6 Boards will be offered opportunity to engage in the development of the catalogue, such that if there are capacity and capability gaps between the services Boards want and what capacity and capability MLC staffing has to deliver, then the MLC Board can consider if and how they address this within a final service offer.

2. IDB Key Health Indicators

- 2.1 At the MLC and IDB Chairs session on 6th October 2023, Paul Burrows shared the observations from his first suite of IDB meetings and outlined the viability concerns of Conington & Holme IDB that have been escalated to Defra. Observations include that some Boards:
 1. struggle for membership and attendance.
 2. want to amalgamate but with no one willing to amalgamate with
 3. have with no clear succession for critical roles

4. are underwritten by the hands-on inputs of a few (with costs not always passed on within rates)
5. where there's limited involvement from all members around the table
6. with limited financial reserves
7. with aging assets and limited capital reserves
8. will potentially struggle to afford to deliver their ever-increasing statutory duties, powers & governance standards

2.2 The Chairs explored the following question;

Beneath the surface, how healthy is your Board today, for tomorrow and for the next generation?

- What worries you?
- Do we have a good picture of the relative strengths and weaknesses of our Boards?
- How do we ensure risks and issues are tackled proactively?
- How can we better share success, learning and support across Boards?

2.3 The intent is to develop a suite of 'Key Health Indicators' (KHIs) and comparison metrics for the Middle Level Commissioners and administered IDBs. These will help Boards better understand and proactively address their key risks and understand their relative health. KHIs will also help the Middle Level Commissioners assure and focus their service provision for IDBs.

2.4 The picture created will provide an evidence base to inform a business case for change in terms of the IDB landscape within the Middle Level, as the Chairs reflected back to work undertaken by Geoff Beal a number of years ago. Chairs were supportive of the need to develop future options, assess costs:benefits and identify a preferred option proactively locally, rather than risk a national instruction to change. Any business case for change will need to be properly planned and resourced, with considerable engagement included within any scope. This will need to be scoped in due course.

3. Association of Drainage Authorities - Summary

3.1 ADA continues to work effectively on behalf of IDBs and following their role in influencing the additional payments to Councils to help off-set the energy cost impacts on special levies, they have been in negotiation with Defra to secure the Lowland Agricultural Peat Small Infrastructure Pilot (LAPSIP) fund for IDBs. This marks a considerable departure with a new role within government funding administration.

3.2 Flood & Water Live returned to the ADA calendar and was held in Lincolnshire during July 2023 and the annual conference returns to the Institution of Civil Engineers on 21st November 2023 with a different approach to the day. The AGM aspects has now taken place virtually, so the morning is focussed on stalls and networking, then a buffet lunch ahead of conference session with keynote attendees.

3.3 At the AGM it was confirmed that there would be 6.5% increase in fees for 2024/25 with and in principle same increase for the following two years.

3.4 Locally, Marc Heading continues to Chair the Great Ouse branch and the clerking role of the branch is being transferred from the Middle Level Commissioners to Phil Camamile at the Water Management Alliance on behalf of the Bedford Group of Drainage Boards. John Heading's term as the Gt Ouse branch's Director on the ADA Board ended in June with a replacement still to be confirmed.

3.5 IDBs locally continue to fund an ADA Directorship place on the Board of Water Resources East. With his retirement from the Middle Level Commissioners, David Thomas vacated this role and has been replaced by Giles Bloomfield of the Water Management Alliance.

4. Fens 2100+

4.1 The Environment Agency launched Fens 2100+ with an introductory session for IDB representatives in June 2023. This programme of activity is crucial in informing the medium to long term flood management decision making across the whole Fens as well as framing and driving more tactical and short-term investments.

4.2 The governance for the programme is currently being finalised. Paul Burrows will Chair the 'Asset Managers Steering Group' and through this have a seat on the Programme Board.

4.3 Projects in Fens 2100+

Fens-wide investment framework

- Give the justification to taking a catchment-scale investment approach.
- Explains how the asset managers (and wider partners) will work together across the landscape to determine what investment is needed when.
- In contract with suppliers and scope agreed.
- Underpinning evidence being developed along with communications and engagement plan.

Catchment-scale asset investment plans

- Applies the framework set out above to each catchment to determine the likely investment requirements over the next 30 years.
- Confirms the immediate (2027-2023) asset (and other) investment requirements across each catchment.
- Planning to scope and get suppliers on board in 2024

Catchment-baseline reports

- Provides an overview of each catchment and the current FCRM operational situation and current and future flood risk.
- Explains future asset investment funding challenges.
- Currently scoping contracts with suppliers, aiming to contract in early 2024.

5. Electricity and Insurance inc death in service (NEST)

5.1 The contract for the Middle Level Commissioners and our administrated IDBs' electricity portfolio ends in September 2024. We have been impressed by the brokers of our current service (Green Energy Advice Bureau) however we and the brokers have complaints logged about the standard of service provide by our suppliers Corona Energy.

5.2 We need to plan for our next contract given that there is a notice period. The proposed approach is to bring a small group of the IDB Chairs together with our Assistant Treasurer early in 2024 to start to review options, identify a preferred option and ultimately decide on the next contract.

5.3 To clarify questions raised by Members and IDBs in response to our 2023/24 insurance renewal and personal accident cover for members over 80 years old.

5.4 With the current insurer, the age limit is 75 years of age to benefit from all the personal accident cover:

- Death - £100,000
- Permanent total disability - £100,000
- Permanent Disabling Injuries - £100,000
- Temporary Total Disablement – Weekly amount £200 for 104 weeks (Deferment period 34 weeks)

- Temporary Partial Disablement – Weekly amount £100 for 104 weeks (Deferment period 34 weeks)

- 5.5 The benefits, as above, will apply to persons above the age of 75 years with the exception of the temporary weekly benefits. This in no way affects the liability cover of the Board, as with all employees & board members, if they are injured as a result of the Board's negligence, then a claim can be considered by them under the main AXA liability insurance.
- 5.6 In previous years, the personal accident cover only applied to persons up to 75 years of age. For 2023-2024 we requested the policy be extended to persons over 80 years of age. Although we were unable to do this for all benefits, we were able to increase the age for the benefits as mentioned above. The personal accident cover has only been in place since 2017/2018 as it is part of the AXA insurance policy. It was not included in any of the previous insurers' policies.
- 5.7 Over the last round of board meetings a number of IDBs have asked for re-assessments of their pumping stations for insurance purposes. Having taken stock on these requests, this is not a service we are currently able to offer at the Middle Level Commissioners without procuring what would likely be considerable supplier experience that would then be an additional cost to Boards.
- 5.8 Appendix 1 explains the rationale with the recommendation that Boards, in determining their valuations for insurance purposes, recognise the limitations associated with their current valuations and the risks they hold of being underinsured.
- 5.9 In view of the disparity between the benefits attached to the Nest Pension Scheme and the Local Government Pension Scheme, the Middle Level Commissioners have considered it appropriate to provide a death in service benefit equivalent to 3 x annual salary to employees enrolled into a NEST Pension Scheme.
The Board is asked to consider whether it also wishes to provide this benefit to its employee.

6. Rating

- 6.1 On 7th September 2023 we were advised that South Holland IDB and the Water Management Alliance will no longer be supporting DRS operating on local area networks after 31 March 2025. This rating and election management software has been in place for 25 years. DRS is owned by South Holland IDB and was originally developed by this Board around the year 2000, primarily for its own use.
- 6.2 Since that time, most other IDBs have decided to use DRS under licence and it is therefore their view today that the next rating system should be controlled and developed by ADA, for use by its IDB membership should they want to, given that all but 3 IDBs and 1 IDD in England and Wales now use DRS. ADA have confirmed that they are in positive discussions on this matter.
- 6.3 This presents a significant risk to the Middle Level Commissioners as well as to the clerking service we provide to our administered IDBs which all rely on this system. However, it also presents an opportunity for an improved systems as we are currently unable to efficiently and optimally use the full capabilities of the system, as it doesn't cater well for dual rated areas and penalties. We have asked to be part of any team scoping any future system and/or system support.

7. Lowland Agricultural Peat

- 7.1 Led by Robert Caudwell, the Lowland Agricultural Task Force's report was published by Defra in June 2023. The report has a strong focus on the role Internal Drainage Boards could play in supporting and enabling landowners and land-managers. In particular, recommendation three includes:

- Government assessing the legal implications of asking responsible bodies to raise water levels in the interests of preserving peat soil carbon.
- Government considers giving IDBs new powers.

7.2 The Government's response to the Caudwell report recommendation three:

Recommendation 3: Legal protection and powers for managing water for carbon

We agree with recommendation 3 that authorities responsible for water management must have the legal protection and powers to manage water differently to play their part in peat preservation. We will undertake an assessment of the legal implications of asking responsible authorities to raise water levels in the interests of preserving peat soil carbon as we implement the Plan for Water action to streamline our water policy and legal framework. This will inform relevant new powers and any required legislation.

- 7.3 In response to the report Defra have set up two pilots funds, namely the Lowland Agricultural Peat Small Infrastructure Pilot (LAPSIP) specifically for IDBs and being administered by ADA and the Lowland Agricultural Peat Water Discovery Pilot (LAPWDP) available to IDBs and administered by the Environment Agency.
- 7.4 The bidding windows for these was in October 2023 with key criteria being project delivery within 2024. The timescales and criteria have made it very challenging for Boards to identify and submit deliverable bids. This alongside capacity constraints within the Middle Level Commissioners have meant we have unfortunately been unable to offer services to IDBs to make the most of this opportunity.
- 7.5 Fenland SOIL is a not for profit members organisation that aims to inform and develop 'whole farm' land use policies, aimed at achieving climate change mitigation and biodiversity enhancement in the Fens, and to help establish an agreed set of numbers for GHG emissions for deep, shallow and wasted peat soils. They have a small, dedicated team with farmers at its core to tackle climate issues relating to agriculture and peat in the Fens. They have recently undertaken opportunity mapping assessments across Manea & Welney district and have just started similar covering Upwell district.
- 7.6 Fenland SOIL currently offer Growers/Farmers and Corporate Membership and are keen to develop an affordable membership offer for IDB Groups. We are working with them to agree a Middle Level Commissioners and administered IDB group membership. Not only is this important to help Boards with their environmental enhancement duties, but it will be crucial if we are to maximise future funding and partnership working opportunities.

Author Name: Paul Burrows

Role: Clerk

Provided by the Middle Level Commissioners		Item No:	8
Meeting:	UPWELL IDB	Subject:	CONSULTING ENGINEERS REPORT: CHIEF ENGINEER'S SUMMARY & CAPITAL PROGRAMME
Date:	Wednesday 24 January 2024	Officer Responsible:	Nicola Oldfield

RECOMMENDATIONS

The Board is asked to:

A. Review and approve its Capital Programme taking account of the advice in Section 4.

1. Overview of services provided to the Board

- 1.1 The Middle Level Commissioners currently act as Consulting Engineers to the Board providing the following services. These are provided for set fees, hourly rates and/or at cost by the in-house team (capped within our limited capacity and capability) and are supplemented by consultants, contractors and specialist services where necessary.
 - Mechanical & Electrical (M&E): Providing general advice, routine maintenance, minor works and inspections. Supporting development of capital works programme.
 - Capital works: Advising the Board and undertaking client, project and contract management roles.
 - GIS & Survey
 - Strategic Planning: Inputs on behalf of the Board to relevant spatial plans (eg Local Plans), flood & water strategies and plans (eg Drainage & Wastewater Management Plans, Fens 2100+)
 - Planning and consenting: Responding to Planning Applications and related matters on behalf of the Board and advising on and issuing byelaw consents. A list of the planning, consent and Infiltration Device applications responded to since the last report are provided as Appendix 2.
- 1.2 Please note that our planning and consenting services currently only have the capacity to be reactive and there is no proactive enforcement service defined and resourced with no allowance made in the Board's budget for such action.
- 1.3 A Strategic Spatial Planning report will be compiled and published periodically on www.middlelevel.gov.uk and cover the interests of the Middle Level Commissioners and all its administered Boards.
- 1.4 In order to reduce the cost to the Board and focus limited resources on delivery rather than reporting, the Board has previously resolved to not have a detailed planning report as part of the Consulting Engineer's report. However, this may have governance related implications and does place a burden on the Board's Officers and/or the Clerk's Representative attending the Board Meeting.
- 1.5 The Middle Level Commissioners intend to refresh the services provided to IDBs by developing a service catalogue that will clarify the full range of services that are offered, along with associated terms and conditions and fee arrangements. This is expected to be developed over the next 12-18 months. Boards will be offered the opportunity to engage in this process to help define the final service offer.

2. Chief Engineer's summary

- 2.1 The new process for delivering grant-aided schemes is now in progress. As more grant-aided projects come online, the MLC engineers' workload will need to be balanced with additional resources. We are using a number of different external consultants and will be monitoring their performance, using this to inform our future delivery model.
- 2.2 Storm Babet was a good opportunity to collect additional data about how the catchment responds to rainfall, however resources are always stretched during an event. We will be able to use telemetry data where it exists, but we encourage the Board members to gather evidence in the form of photos or water level marks (where it is safe to do so), and any other information about the system during an event, to feed into the System Study.
- 2.3 Fen's Reservoir
Anglian Water's Fens Reservoir development work is moving fast. The Middle Level System has a significant role to play in enabling its delivery, with benefits to all parties; there are potentially significant improvements and financial benefit opportunities to secure. It is imperative that MLC staff continue to be closely involved in consultation with Anglian Water's various design and assessment teams to ensure that the reservoir does not have any adverse impacts on the Middle Level System and our ability to continue to manage water for the IDB districts. Therefore, it is likely that MLC staff may be required to join meetings with the Anglian Water team at short notice and this may briefly affect work we are delivering for the Boards. In this event, we will make any necessary arrangements to limit the impacts this may have.

3. Technical Services

- 3.1 High Rainfall Event and Flooding Incident – December 2020
Further to the last meeting report the Middle Level Commissioners' Planning Engineer has continued to raise concerns about the issues experienced within Cambridgeshire during or following high rainfall and/or exceptional circumstance type events and the apparent lack of action being taken and has enquired of other partners whether given the time that has elapsed any progress is being made to resolve some of the issues.
- 3.2 Cambridgeshire Flood Risk Programme
The County Council's Flood and Water team are currently in the process of developing a programme of flood risk schemes/works across sixteen locations in Cambridgeshire which are identified in the Local Flood Risk Management Strategy as key areas requiring further investigation. To undertake this piece of work the Council has commissioned AtkinsRéalis (SNC-Lavalin Atkins), a multi-disciplinary consultant that provides the County Council's Highways Management Services, who are currently working on the first phase which includes:
- A review of existing information at each of the locations
 - Site walkovers
 - Gap analysis
 - Survey scoping
 - Stakeholder analysis
 - Concept solution identification

As key partners, the Commissioners' Planning Engineer, together with representatives from other RMAs, recently attended a workshop to identify and discuss any ongoing flood management projects that are being progressed, aspirations and needs for each area, opportunities for partnership working, option constraints, relevant data and general receptiveness to solutions within the areas.

3.3 Summary of Key Planning Issues

New developments and the use of SuDS

As discussed in the last Meeting Report It is considered that there is sufficient evidence that current surface water design practices do not allow for exceptional weather conditions, such as that experienced prior to the December 2020 event which are similar to those being experienced now, Storm Babet (October 2023), or the complex network of water level and flood risk management systems within the Fens. Therefore, consideration is being given to requiring designs to:

1. Incorporate a higher Standard of Protection (SoP), possibly up to 0.5% AEP (1 in 200 year) event
2. Include a greater allowance for Climate Change, in excess of 40%, and
3. Be able to “store” water on site for several days until the peak flows have passed.

The introduction of Schedule 3 of the Flood and Water Management Act may assist particularly if the Commissioners represent the Board on the SuDS Approval Board (SAB) when they are implemented.

3.4 Cranbrook/Counter Drain (CCD) Flood Risk Management (FRM) Strategy

The Middle Level Commissioners’ Planning Engineer continues to represent the Board/Commissioners on the Stakeholder Group and associated engagement with the relevant interested parties.

Following a change of the EA’s Project Manager the once regular Update Meetings have become less frequent, but work continues on this long-term Strategy.

The EA’s consultant, Mott MacDonald, has been undertaking Optioneering Work concerning the provision and operation of the storage facilities within the Block Fen area of Sutton and Mepal IDB.

The EA has offered to give an update presentation to the Board and this is being discussed with the Board’s Chair.

4. Capital Programme

4.1 The Board’s Capital Programme is shown as Appendix 1. Budgets have been included for future pumping station replacements. These will be reviewed on completion of the System Study.

4.2 In terms of FCRM Grant-in-Aid (FCRM GiA) from the Environment Agency, there is an allocation for culvert works and for undertaking a System Study to identify any improvements needed in the system. Works arising have also been included, starting in 2026, and will be updated following completion of the System Study.

Culvert works are programmed for 2024. The small tree was removed and cutting works to banks carried out by the District Officer so the final small bit of survey will progress imminently to allow the drawings and documents to be produced alongside the application for grant. Subject to this application being successful, the works will be programmed for the summer months.

The Upwell IDB System Study is programmed for 2023/24 and will include channel surveys, structural condition assessments of pumping stations and other assets, hydraulic modelling, economic and environmental assessments, and development of recommendations/solutions with the aim of securing further grant for the delivery of those solutions. The Study will also include consideration of the potential impacts of works arising from the EA’s Cranbrook Counter Drain FRM Strategy.

- 4.3 I will contact the Chair to arrange a meeting to review and finalise the scope of work before appointing consultants to undertake the study. I hope that the Board representatives will work closely with the appointed project team to enable the consultants to undertake a meaningful assessment of the district and, ultimately, provide suitable recommendations for future management.

Author Name: Nicola Oldfield

Role: Chief Engineer

Appendix 1: Capital Programme

Appendix 2: List of applications since last report

Upwell Internal Drainage Board														
Capital Improvement Programme (2023/2024)		PREVIOUS YEARS	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32	2032/33	FUTURE YEARS	ALL YEARS
		Pre Yr 0	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Post Year 10	Total Expenditure
Bedlam Bridge p/s	Pumping station replacement	0	0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	1,320.0	1320.0
	Pumping station pumping and control equipment replacement	4.4	0.0	0.0	0.0	0.0	0.0	0.0	90.0	0.0	0.0	0.0	0.0	94.4
	Pumping station automatic weedscreen cleaning equipment	0.0	0	0.0	10.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	10.0
	Pumping station Control building refurbishment/replacement	0	0	30.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	30.0
	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
Cock Fen p/s	Pumping station replacement	0	0	0.0	0.0	1,320.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	1320.0
	Pumping station pumping and control equipment replacement	59.1	145.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	204.1
	Pumping station automatic weedscreen cleaning equipment	0.0	0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	Pumping station Control building refurbishment/replacement	0.0	0	15.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	15.0
	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
Nordelph p/s	Pumping station replacement	0	0	0.0	0.0	0.0	1,320.0	0.0	0.0	0.0	0.0	0.0	0.0	1320.0
	Pumping station pumping and control equipment replacement	4.4	0.0	0.0	15.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	19.4
	Pumping station automatic weedscreen cleaning equipment	0	0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	Pumping station Control building refurbishment/replacement	0	0	0.0	0.0	10.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	10.0
	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

Padgetts p/s	Pumping station replacement	0	0	0.0	0.0	0.0	0.0	0.0	1,320.0	0.0	0.0	0.0	300.0	1620.0
	Pumping station pumping and control equipment replacement	4.4	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	4.4
	Pumping station automatic weedscreen cleaning equipment	0	0	0.0	6.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	6.0
	Pumping station Control building refurbishment/replacement	0	0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	Pumping station compound/surrounds improvements	0	0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Upwell fen p/s	Pumping station replacement	0	0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	1,207.0	1207.0
	Pumping station pumping and control equipment replacement	4.4	0.0	0.0	0.0	0.0	0.0	0.0	25.0	0.0	0.0	0.0	0.0	29.4
	Pumping station automatic weedscreen cleaning equipment	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	Pumping station Control building refurbishment/replacement	0.0	0	0.0	0.0	0.0	10.0	0.0	0.0	0.0	0.0	0.0	0.0	10.0
	Pumping station compound/surrounds improvements	0	0	0.0	0.0	0.0	0.0	15.0	0.0	0.0	0.0	0.0	0.0	15.0
Plant	Ford Ranger - MK15 YAY	13.5	0	0.0	15.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	28.5
	New Holland Tractor AE67 BXX (March '18 - £75,000)	0.0	0	0.0	0.0	50.0	0.0	0.0	0.0	0.0	0.0	0.0	50.0	100.0
	Shelbourne Reynolds Flail mower (Sept '16 - £26,000)	0.0	0	20.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	20.0	0.0	40.0
Drainage Channels	Piling works - (Old Croft River)	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	Asset refurbishments	0.2	150.0	100.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	250.2
		90.4	295.0	165	46	1,380	1,330	15	1,435	0	0	20	2,877	7,653

Appendix 2

The following planning applications have been responded to since the last meeting:

MLC Ref.	Council Ref.	Applicant	Type of Development	Location
552	23/00430/F	R & F Johnson	Residential (8 dwellings)	Main Road, Three Holes
553	23/00212/F	Mr B Cook	Leisure – Holiday Accommodation (Glamping pods and WC/ Shower unit)	Squires Drove, Three Holes
554	23/00672/FM	A S Johnson & Son Ltd	Leisure – Holiday Accommodation (Lodges inclusive of permanent on-site warden's accommodation)	Silt Road, Three Holes
555	F/YR23/0572/O	Mr G Brown	Residential (Up to 3 dwellings)	Church Road, Christchurch
556	23/01150/F	New Windows 2000	Residence (Extension)	Nordelph, Downham Market
557	CCC/23/060/FUL	Cambridgeshire County Council	Education (Classroom extension, new fencing and hard play area, removal of mobile classroom and base)	Crown Road, Christchurch
558	23/01574/O	Mr & Mrs Kenny	Residence	Birchfield Road, Nordelph
559	F/YR23/0769/PIP	Mr & Mrs Sutton	Residential (Up to 5 dwellings)	Padgetts Road, Christchurch
560	23/01683/PACU3	Mr Johnson	Leisure – Holiday Accommodation (Conversion of barn)	Silt Road, Three Holes
561	23/01650/F	Mrs I Forth	Residence	Squires Drove, Three Holes
562	Pre-application	Mr L Bishop	Residence	Silt Road, Nordelph
563	F/YR23/0799/F	Mr Khan	Residence (Extensions)	Padgetts Road, Christchurch
564	23/01361/F	Mr M Reynolds	Residence	Main Road, Lott's Bridge, Three Holes
565	F/YR23/0879/O	Mr P Russell	Residential (Up to 6 dwellings)	Padgetts Road, Christchurch
566	F/YR23/0891/F	Mr B Dawson	Change of Use (Field to paddock land including erection of stable block, formation of new access and hardstanding, involving culverting a drain)	Fen View, Christchurch
567	23/01843/F	Mr B Cook	Retrospective Change of Use (Siting of 4 Glamping pods and WC/Shower unit for holiday accommodation)	Squires Drove, Three Holes

The following applications have been granted since the last report.

<u>Consent No</u>	<u>Description of Works/Location</u>	<u>Date consent granted</u>
BC/87	Installation of 15 underdrain outfalls into the Board's watercourse between Points 50 and 51	14/2/23
BC/88	Driveway within 9m of Straight Drain to the north of Point 31	26/07/23

The following Infiltration Device application has been acknowledged since the last report.

<u>Option 1 (Self-certification) or Option 2 (Checking Form)</u>	<u>Location</u>	<u>Date acknowledged</u>
Option 1	Coronation Avenue, Nordelph	9/10/23

Provided by the Middle Level Commissioners		Item No:	8
Meeting:	UPWELL IDB	Subject:	CONSULTING ENGINEERS REPORT: MECHANICAL & ELECTRICAL
Date:	Monday 23 January 2024	Officer Responsible:	Dave Bantoft

1. M&E key messages and advice

1.1 Other than the matters described below or previously reported, only routine maintenance has been carried out since the last meeting and the pumping plant at each of the stations is mechanically and electrically in a satisfactory condition. The stations, pumps and control panels are at an age where reliability is a concern, this will be addressed in the upcoming System Study.

1.2 Padgetts Corner

The pump main contactor failed in December, a temporary repair was made and replacement Star Delta contactor set ordered and fitted during December. The pump is slightly noisy and this needs to be monitored, the pump was new in 2012. Replacement costs and lead times have been requested from Xylem as a reference if the pump condition deteriorates.

1.3 Upwell Fen

The discharge pipe thrust block continues to show a small leak and will continue to be monitored to determine if any works are needed ahead of the System Study.

1.4 Cock Fen

The weedscreen has had several issues with position sensors which have been rectified, but the underlying cause of the issues is thought to be the speed at which the trolley travels, this will be investigated to reduce faults.

2. Pumping summary

2.1 The pumps have operated well through this period; the main pumping report will be provided by the District Officer.

3. Inspections, maintenance and minor works

3.1 HSB Engineering annual inspections for insurance were carried out during September 2023.

3.2 EICR test and due dates as below.

Station	EICR Pass Date	EICR Due
Bedlam Bridge	21-Jul-2022	21-Jul-2027
Cock Fen	21-Jul-2022	21-Jul-2027
Nordelph	20-Jul-2022	20-Jul-2027
Nordelph Bungalow	18-Aug-2022	18-Aug-2027
Padgetts Corner	21-Jul-2022	21-Jul-2027
Upwell Fen	20-Jul-2022	20-Jul-2027

Author Name: Dave Bantoft

Role: M&E Engineer



Site Safety Inspection Record

Upwell IDB SSI 110124

Complete

Score	0 / 99 (0%)	Flagged items	0	Actions	0
Name of organisation:		Upwell IDB			
Date of site visit		11.01.2024 12:45 GMT			
Address of inspected premises		Bedlam Bridge Pumping Station. Padgetts Corner Pumping Station. Nordolph Pumping Station. Upwell Fen Pumping Station. Cock Fen Pumping Station.			
Name of Advisor		Simon Cross			
Time of arrival at site:		11.01.2024 12:45 GMT			
Audit Name		Upwell IDB SSI 110124			

Audit

An opening meeting was held with

K Goodger and P Cabon

Have there been any accidents since our last visit?

No

Understood to be no recorded accidents.

Have there been any new starters since our last visit?

No

1

Introduction. During this visit all five pumping stations within the responsibility of the IDB were visited to determine progress on recommendations made previously and also if any significant changes had occurred, or significant risks were evident.

Signage. Previous recommendations had been made regarding the replacement of faded or illegible hazard warning signage at the pumping station sites, e.g. electrical hazard and automated machinery operating without warning. Most of the sites have now been provided with replacement signage for automatic machinery. In order to provide a consistent standard of signage at each of the pumping station sites, it is recommended that signage is displayed on the site access gate(s) or perimeter fencing where provided, or pumping station building that has the following information:

- Pumping Station Name.
- IDB Name.
- Location details, eg. Grid ref, 'What Three Words'
- Contact details for emergency (e.g. name, phone number, email).
- Hazard warning pictograms relevant to the site, e.g. electric shock, automatic machinery, deep water or fall from edge, no unauthorised entry, etc.

It was suggested that Middle Level Commissioners are contacted to facilitate this.

2

Upwell Fen Pumping Station.

It was observed that the entry threshold into the pump house building was relatively high, with persons having to step up and down a significant height. See photo 1 below. It is recommended that a step or similar is provided to improve the access and egress to the building.



Photo 1

3

Cock Fen Pumping Station.

A number of observations were made, as detailed below:

* **Noise.** Due to the noise hazard associated with the operation of the 2 diesel engines within the pumping Station building, hearing protection has been provided and is worn by the Board employee, Mr Nunn. It was recommended that a suitable warning sign requiring wearing of hearing protection is provided on the door.

* **Fuel tank.** It was reported that a fuel gauge is installed on the fuel tank to negate the need for Board members to use ladders to determine the fuel level.

* **Access.** As a result of the recent wet weather the access between the gate and building was wet, muddy

and slippery. See photo 2 below. It is recommended that a more suitable surface is provided for access pathway, such as aggregate, slabs, etc.

* Steps. It was noted that the top step was loose and 'rocked' when stood on, increasing the risk of slip, trip or fall. See photo 3 below. It is recommended that the step is secured.



Photo 2



Photo 3

4

Padgetts Corner Pumping Station.

No other observations were made at the time of the visit.

5

Bedlam Bridge Pumping Station.

No other observations were made at the time of the visit.

6

Nordelph Pumping Station.

A number of observations and recommendations were made, as detailed below:

* New weedscreen. The newer weed screen and platform with barrier has been installed, however it was reported and noted that if the screen was to be cleared using the long handled crome, as has been done recently, the current positioning of the barrier rails hinders this work and increases the risk of manual handling injuries. It is also understood, and observed, that the design of the base of the weed screen makes it difficult to effectively clear. See photo 4 below. It is recommended that the positioning of the rails is reviewed in consultation with Mr Nunn and if necessary, re-positioned.

* Old weedscreen. The old, larger, weed screen remains, as previously reported, and an intermediate barrier rail has been installed to reduce the risk of a fall into the water. It is understood to be in a position which minimises the fall risk whilst still enabling weed clearing with a crome to be undertaken without increased risk of manual handling injuries. However following the recent significant wet weather, an increased requirement to manually clear the weedscreen has been experienced, this has resulted in a significant weed spoil pile which is placed on the weedscreen platform restricting safe access at the front. This is exacerbated by the lack of a toe board or similar to reduce the risk of slipping under the rail on the wet weed covered surface. The weed pile also has to then be manually cleared from the platform. See photo 5 below. It is recommended that a suitable toe board is installed at the top of the weedscreen. In addition, to reduce the amount of manual handling undertaken, it is recommended that a method of moving the weed spoil pile is investigated and implemented, such as provision of a small wheeled trailer that fits on the platform and can be loaded directly and then wheeled away to empty.

* Air compressor. It was not clear if the air compressor in the workshop had been subject to an examination and test by a competent person, as recommended by the Pressure Systems Safety Regulations 2000. See photo 6 below. It is recommended this is completed and records kept, including a Written Scheme of Examination.



Photo 4



Photo 5

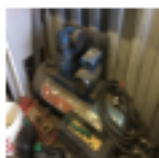


Photo 6

7

Photographic Risk Assessment

0 / 99 (0%)

Person informed

Advisor's signature



Simon Cross
11.01.2024 21:24 GMT

Departure time

11.01.2024 16:05 GMT

Photographic Risk Assessments closed out during the visit.

None

Number of outstanding Photographic Risk Assessments

0
From 0 to 99

Media summary



Photo 1



Photo 2



Photo 3



Photo 4



Photo 5



Photo 6

Upwell IDB District Foreman's report May 2023 to January 2024

Drain works

The 2024 drain works programme will continue as it has done for the past few years splitting the district into two parts with the 2024 campaign concentrating on the Bedlam Bridge and Christchurch area while managing any other issues that may arise across the district. There will be some works required along the Old Croft due to the water not being able to get away quick enough during the heavy rainfall at the end of 2023.

The 2023 drain works programme concentrated on the Cock Fen and Nordelph side of the district, virtually all planned works have been completed as well as some unplanned works with the biggest extra work being the drain leading from Squires Drove to three Holes main road which required bank reprofiling both sides.

Pumping Stations

Bedlam Bridge Pump - The pumps are both working well at present with the bigger pump 2 being on duty since early October. The weed screen cleaner is working well at present.

Padgetts Pump - The pump has had a few issues with burning a contactor out and blowing some fuses but was repaired quickly by middle level engineers and has been fine since.

Cock Fen Pump - Both pumps are running well at present with engine two on duty for October and November then switching to engine one in December due to the amount of rainfall. Engine two was found to have a faulty radiator sensor and since being changed I have had no problems with cutting out the engine also had a recent service and engine one is due to be serviced shortly. The weed screen cleaner has had a few issues with switch gear but is fully operational at present.

Upwell Fen Pump - The pump is working fine at present. I have met an electrician there concerning the fitment of a smart meter but due to the size of the fuses he recommended a CT meter to be fitted, I did make him aware of the problems we have faced at Nordelph pump so we will have to see what action is to be taken. The weed screen cleaner is fully operational at present.

Nordelph Pump - The pump is running well although with the amount of starts recently it tends to knock the electric off in the bungalow every now and again but the electrician is due out shortly to test and replace the fuse. The electric meter is still faulty and awaiting a resolution.

Shelbourne Flail mower

The Flail mower has done 8 seasons since it was purchased in 2016, it has been working well although there a few issues with the electrics now and again, I also replaced one of the main rotor hydraulic hoses due to a leak and found several others are deteriorating. The flail head has a lot of metal fatigue with several splits in the cowling even though this has been repaired in the past.

Works Truck

The Ford Ranger has had a few issues and spent some time in the garage with engine management and sensor problems, it has also been in with a gear linkage problem. It will be going in again shortly as the engine management light has just come on again.

New Holland Tractor

The tractor has been performing well this season although there were problems at the start of cutting with the axle mounts as the bolt threads in the axle casing stripped thus having to have a new end on the axle and whilst fitting the new part on it was discovered that part of the axle bracket was missing (was not fitted at Pecks) which caused the flail mower to twist on the axle, since it's all been fitted it has not been a problem.

Summary

This year has been exceptionally wet which is the complete opposite to this time last year where we were looking at ways to store water but can't get rid of it quick enough this year. All pumps have been on since early October and between then and at time of writing this report (19/12/2023) the pumps have pumped more than the last 2 years added together so pump hours will be high by the time April comes around but considering the amount of water we have had so far the drains have been coping well.

I will bring an up-to-date hours total for this year to the meeting.

If anyone has any questions or queries, please don't hesitate to contact me or I am happy to answer questions at the meeting.

Carl Nunn

Provided by the Middle Level Commissioners		Item No:	13
Meeting:	UPWELL INTERNAL DRAINAGE BOARD	Subject:	FINANCE REPORT: LOOKING FORWARD
Date:	Wednesday 24 th January 2024	Officer Responsible:	Robert Hill/Sam Ablett

RECOMMENDATIONS

The Board is asked to:

- H. Renew its subscription to the Association of Drainage Authorities.
- I. Approve the determination of land values for rating and note the receipt of developer contributions.
- J. Agree what action to take with regards to any rate arrears.
- K. Consider the Finance Officer's budget monitoring for 2023/24.

Finance Officer's summary and key messages

The Clerk to report.

6. Fees, Remunerations and Subscriptions

- 1.1 Subscription to the Association of Drainage Authorities (ADA) will increase by 6%, from £915 to £975 for 2024.

7. Determination of Land Values for Rating

- 2.1 The confidential papers enclosed detail land that has changed from being rateable to being included within the special levy calculations.

8. Rate Arrears

- 3.1 The confidential papers enclosed detail of the Rate Arrears. The Board are to consider the options with regards to Rate Arrears – write-off, hold on account or enforce.

9. Precept to the Environment Agency

- 4.1 Internal Drainage Boards are required to pay a Precept (IDB Precept) to the Environment Agency for their expenses managing water passing into main rivers. Predominantly, the Precept funds additional maintenance downstream of and/or benefitting IDB districts.
- 4.2 The Anglian (Great Ouse) Regional Flood & Coastal Committee (RFCC) determined that the Precept will increase by 3% for 2024.

4.3 The precept for 2023 was £57,046.

10. Budget Monitoring for 2023/24

5.1 The budget monitoring for 2023/24 is shown in Appendix 1.

Author Name: Robert Hill/Sam Ablett

Role: Treasurer/Assistant Treasurer

Enclosure 1 Determination of Land Values for Rating (CONFIDENTIAL PAPERS)

Enclosure 2 Rate Arrears (CONFIDENTIAL PAPERS)

Appendix 1 Budget Monitoring for 2023/24

APPENDIX 1

UPWELL INTERNAL DRAINAGE BOARD BUDGET MONITORING 2023/2024

	Approved budget 2023/2024 £	Actual to 30.11.2023 £	Forecast to 31.03.2024 £	Remarks	
				A Service/repair tractor-mower	6,262
				Serevice/repair works truck	1,865
1 District labour	41,000	27,737	41,000		
2 Insurances and telephones	5,000	4,042	4,500	B - Includes for contractor hire: slubbing	20,000
3 Repairs and renewals	10,000	10,389 ^A	13,000	C - Includes for contractor hire: slubbing	13,847
4 General maintenance	28,500 ^B	16,184 ^C	28,500 ^D	D - Includes for contractor hire: slubbing	20,000
5 Fuel (oil and electricity)	47,800	17,373 ^E	47,800 ^F	E - AF supply period not yet finalised	
6 District Officers' fees etc	5,000	0	5,000	Includes new contract accounts to August only	
7 Administration charge, Health and, Safety contract, Audit fee, printing, stationery, advertising etc	26,175	11,791	26,175	F - Estimated to budget only	
8 Future capital works	14,116 ^G	9,400 ^G	14,125 ^G	G - Funding for future plant replacement & capital projects -	
9 Public Works Loan	30,318	23,608	30,318		
10 Environment Agency - Precept	42,853 ^H	50,805	42,853 ^H	H - Environment Agency charge	58,758
11 Tractor / Flail mower replacement	15,100 ^I	10,000 ^I	15,100 ^I	Middle Level contribution	15,905
12 Improvement works	145,000	1,059 ^J	5,000 ^J	I - Depreciation on heavy plant	42,853
	410,862	182,388	273,370	J - Cock Fen p/s electrification	
LESS Deposit Accounts interest, Fishery Rent etc	156,771	13,177 ^K	23,550 ^L	Cock Fen electrification on hold - engineer to update	
	254,091	169,211	249,820		
Estimated General Fund:				K - Includes:	
Open balance at 01.04.2023	175,160	175,160	175,160	Asset replacement fund (Depreciation)	10,000
Rates Raised - 27.00p	254,091	254,091	254,091	Loan funding - Cock fen p/s electrification	1,059
Net Expenditure	254,091	169,211	249,820		
Balances	0	0	0	L - Includes:	
(Estimated) Closing balance	175,160	260,040	179,431	Asset replacement fund (Depreciation)	15,100
				Loan funding - Cock Fen p/s electrification	5,000